

WINSTER PARISH COUNCIL

Clerk & Financial Officer Trisha Dale

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MINUTES OF ORDINARY MEETING: 14th February 2022, 7pm in the Burton Institute, Winster.

These minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Council at its monthly Parish Council meeting on 14th February

Signed Chair of meeting

In attendance: Cllr. Frederickson (Chair); Cllr. Brown, Cllr. Hatfield, Cllr. Robinson, Cllr. Wood, Cllr. Cooper

Also Present: Clerk/RFO Trisha Dale, 4 members of the public.

No.	Item
2/22/1	Apologies Received from PCSO Carla Mattison.
2/22/2	Declaration of Interests Cllr. Robinson – 02/22/10 Planning NP/DDD/0122/0094, Leacroft Road, Winster.
2/22/3	Public Speaking A member of the public/local resident, raised concerns over an article by Cllr. Brown in the latest edition of the Village Magazine. The article related to the pavement on Leacroft road. The concern was that the argument for lowering the pavement due to the issues experienced by wheelchair users should have also argued the issues from others who suffer, for example people with Parkinson's, Multiple Sclerosis, in need of hip replacements etc. Cllr. Brown requested that the resident send an email with their concerns so that this evidence can be used to further support the case for repairs/resurfacing of the road. Raised by a resident was the possibility of arranging, in conjunction with the annual Parish Council Meeting, a forum to include activities and contributions from various groups in and around the village. Offering the opportunity to learn, discuss, and enlighten residents and the council. Suggestions included groups such as Playing Field Association, Play Group, Jubilee Party organisers, Derbyshire Wild Life, Affordable House, Highways etc. The forum would need to be interactive, educational, and presented in an informal setting. The Council agreed, raising that it would be useful to understand and gain feedback on Villagers concerns and issues. Cllr. Fredrickson mentioned a previous informal gathering held at the Old Bowling Green that went well and lessons could be learnt from that event. Questions were raised about the capacity of combining the two events, overall time, issues raised at the event not being able to be an agenda item until the next meeting. Legal requirements/restrictions to adhere to when conducting a Council meeting. Agreement was reached that discussion will continue, and this will be progressed in

	the Communication Working Group. Cllr. Frederickson to join the working group for this item.														
2/22/4	<p>Approval and Ratification of the Minutes of the previous meeting</p> <p>A: The minutes of the previous Parish Council meeting held on 10th January 2022 were considered. The minutes required a minor change prior to being signed by the Chair of the meeting. (prop S.W. 2nd D.B, unan)</p> <p>Change: 1/22/8 – final paragraph “it was agreed” changed to “it was discussed”.</p> <p>B: There were no matters to discuss relating to the minutes of the last meeting.</p>														
2/22/5	<p>Finance & Administration</p> <p>A: The Council resolved to pay the following invoiced items by cheque. (prop D.R 2nd A.C, unan)</p> <table border="1"> <tr> <td>Lesley Brown - Locum Clerk salary</td> <td>£66.00</td> </tr> <tr> <td>Trisha Dale - Clerk/RFO salary & expenses</td> <td>£50.40</td> </tr> <tr> <td>Emily Smith (Toilet Cleaning January)</td> <td>£75.00</td> </tr> <tr> <td>Peter Street (Bus Stop Window Cleaning)</td> <td>£8.50</td> </tr> <tr> <td>National Trust (Market House)</td> <td>£390.00</td> </tr> <tr> <td>Southern Electric</td> <td>£57.18</td> </tr> <tr> <td>TOTAL</td> <td>£647.08</td> </tr> </table>	Lesley Brown - Locum Clerk salary	£66.00	Trisha Dale - Clerk/RFO salary & expenses	£50.40	Emily Smith (Toilet Cleaning January)	£75.00	Peter Street (Bus Stop Window Cleaning)	£8.50	National Trust (Market House)	£390.00	Southern Electric	£57.18	TOTAL	£647.08
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2/22/6	<p>Working Party Reports</p> <p><u>Communications</u> Discussed earlier. (ref 2/22/3 Public Speaking)</p> <p><u>Environment</u> Cllr. Robinson updated the council following his meeting with the Wild Life Trust, seeking endorsement to proceed with the production of the Management Plan and agreement to finance the £475.00 plus VAT costs. Cllr. Robinson praised the great work previously carried out by Villagers, and building on this work has requested the involvement of expert ecologists from the Wild Life Trust. The experts will be involved in the specifications, timelines, and actions required, as well as offering advice/instruction on grasses, wild life plants etc. Although a brief summary and plan of action was prepared two years ago it is felt that a structured in-depth management plan is required. As spring approaches this piece of work is now time critical, grass will need to be mown in March. It is proposed that a full mow and scarification will take place, allowing for early wild flowers to grow. This will be followed by the planting of plugs and seed spreading. This is time critical and agreement is needed to proceed, with the aim of having a full, robust and detailed process within the plan. Once the Management Plan has been produced (estimated at 5 working days) the plan can then be consulted with the village and then tenders can be sought for the maintenance. It was agreed that the Council will endorse and finance the Management Report. (prop D.F. 2nd A.C, unan)</p> <p>Dog fouling – Cllr. Robinson, on behalf of residents, raised the issue of dog fouling in the village. Suggesting that with the environment group, villagers and council work together to create and agree a strategy. Cllr. Robinson is to look into setting up a</p>														

	<p>meeting of the Environment Working Group and inviting interested parties. The aim of the group being to raise awareness, generate ideas, and learn from other villages, on encouraging people not to allow their dogs to foul.</p> <p><u>Traffic</u> Cllr. Brown advised that there have been no further communications received from Highways with regards to issues raised. Cllr. Brown to chase a response and to include further events/complaints from residents (ref 2/22/3 Public Speaking) and National Trust who have raised concerns regarding Market House where splashback from road traffic is causing damage. Cllr. Frederickson ask if there had been any progress with Community Speed Watch? Cllr. Frederickson believes there would be a few villagers interested and happy to be trained in using a speed gun and with logging their findings. Cllr. Brown confirmed that there had been no response to date.</p>
2/22/7	<p>Chairman's Report None this month</p>
2/22/8	<p>Clerk's Report & Correspondence</p> <p>Agenda – Clerk stated intention to make changes to the agenda format. The current format is believed to be non-compliant in that legislation dictates that the agenda specifies the business that is proposed/discussed, allowing councillors and members of the public to readily identify what the motions are, and therefore attend prepared for what is to be debated and decided on.</p> <p>Finance Committee – The previous locum informed that the current finance committee is a subcommittee and therefore not subject to all standing orders, including the preparation and communication of agendas and minutes. Whilst this is correct in regards of standing orders the idea of a finance subcommittee reporting directly to the Parish Council is not appropriate in the view of the Clerk, as it needs to have formal agenda and minutes. Whilst the council cannot retrospectively restore and/or document items discussed, moving forward the finance committee itself will be reinstated with the application of Council standing orders, including the production of agenda and minutes. In addition, once the Council have all the relevant documentation (Bank statements etc.) a meeting will be arranged to discuss the parish financial situation.</p> <p>Clerk/Chair reports – These reports are not mandatory and there are no hard or fast rules regarding what should and should not be included. As such, the Clerk has requested DALC to include on their Clerk/Chair forum agenda, a related discussion with the aim of being able to take away and implement best practice. This forum to be held on Tuesday 15th February.</p> <p>Resident requests – Issues raised by a resident concerned over disruption to view and general upkeep over land in front of their residence. The initial requests have now been resolved with the help of the Council. In addition, further confirmation received that work is to take place this year to clear and tidy the area.</p> <p>Snow Wardens – Clerk has been informed that there were two applications. Clerk to check and if appropriate instigate the process of engagement/training.</p>

	<p>Grit bins – Clerk reported that there is confusion over which Grit bins are the property and responsibility of Winster Parish Council. Clerk provided Cllr. Cooper with a list of grit bins included on the parish council asset list, bins to be checked and replenished if required. It was noted that some of the grit bins had stickers incorrectly stating responsibility of Derbyshire Council. Clerk to investigate the possibility of purchasing stickers for the grit bins that are the responsibility of Winster Parish Council.</p> <p>Correspondence – The following correspondence, received and pre-circulated to Councillors by email, was noted and open for discussion. No issues raised.</p> <p>DDDC – Bin update, Time to talk, Temporary Road closures</p> <p>DCC – Community News</p> <p>DALC – Newsletter</p> <p>Derbyshire Police – February Newsletter</p>
2/22/9	<p>Parish Matters & Maintenance</p> <p>a) Market House - A meeting with Cllr. Wood, Cllr. Brown and the National Trust was held earlier in the month. Although the decision maker was not there the representative took notes to feedback to their line manager. The impression given was that it was the intention of the National Trust to retain short term contracts, as opposed to the Councils aspiration for a 5-year long lease. The National Trust is to write to the Clerk with the contract. Nothing has been received to date.</p> <p>Whilst at the site, a survey that had recorded the traffic speed in the village near the building was discussed, it was noted that splashback due to traffic was causing damage. It was agreed that the National Trust would write to the council about this issue so that it can be incorporated in the council discussion with highways. (ref 2/22/6 Traffic)</p> <p>A survey also identified some remedial work that is required to the building, including roofing, guttering and some electrical work.</p> <p>Cllr. Wood raised the issue of the second key, as the lease contract is held by the Parish Council all keys should be in their possession. Cllr. Frederickson will speak to the concerned party with the aim of retrieving the keys. In addition, as the building is for community use, it is appropriate that at some future date a review of the Market House usage should take place.</p> <p>b) Allotment consideration – Cllr. Wood updated the Council on the progress of the allocation of allotments. There are a few requests currently under review, with meetings to take place and a number allocated. Cllr. Wood will be in a better position to clarify the situation at the next meeting, as there is confusion regarding who has subsequently retracted their interest.</p> <p>As there will likely be some plots available it was suggested by Cllr. Brown that it would be beneficial to advise the community group and place an article in the village magazine.</p> <p>Cllr. Frederickson thanked Cllr. Wood for the time and effort put into organising allocation of the allotments.</p>

- c) Winstor Village Shop Sign – Following on from Highways request to re-site the Village Shop signage at the top of the triangle a discussion of other possibilities was held. The following options were proposed, which require further investigation and discussion.
- Option:
1. Locate sign alongside bollards (once installed).
 2. Discussion previously held regarding making the approach to the village inviting, placing planters etc, could potentially accommodate the sign.
 3. Take a similar approach to other villages where they have located signage in places that can attract visitors. Locate signage in such places as Limestone Way.
- The options to be considered post finance committee meeting/s on affordability of these or other possibilities.
- d) Cemetery request – Request received for interment of ashes in Winstor Cemetery, although a non-resident the request is for interment in the existing plot with his parents. The Council had no objection, Clerk to communicate the decision, setting out costs, and subsequently on agreement raising an invoice.
- e) Review Finance Regulation Policy – Cllr. Hatfield reviewed the draft policy provided by the Clerk, identifying the variations from the current policy. Cllr. Hatfield raised section 13. Stores and Equipment, questioning if relevant to the Council along with a few other changes.
- Note: Resident left the meeting.
- It was agreed, subject to clarification of section 13, that the draft policy will be adopted by the Council. (prop D.F, 2nd D.R, unan)
- f) New Laptop for Parish Council – It was agreed to defer, for discussion post finance committee meeting.
- g) Advertisement for grazing licence – Cllr. Wood raised that the annual tender for grazing licence on Ashmore and Westhill Allotments field process should be prepared in readiness. Process to include advertising for tenders on the council website, village magazine and to include a notice to be placed on the gates, following feedback from a resident/s.
- h) Parish Council Community Forum – Discussed earlier. (ref 2/22/3 Public Speaking)
- i) Dog Fouling in Village - Discussed earlier. (ref 2/22/6 Environment)
- j) Winstor Management Plan in conjunction with the Wild Life Trust - Discussed earlier. (ref 2/22/6 Environment)

2/22/10	<p>Planning</p> <p>The following applications were discussed and the Clerk instructed to report the Council's view to PDNPA:</p> <p>a) NP/DDD/0122/0005, Stepney House, East Bank, Winster - Single storey side extension</p> <p>No objection raised, however concerns from residents about the possible disruption of access to their homes, Chapel End, on The Flat. Residents would like to be ensure that the turning space in front of Carpenters Cottage and Orchard Mine Cottage is kept clear at all times. As parking is very limited the residents ask that all workers park their vehicles in one of the village car parks and not on The Flat. A request for a traffic management plan ensuring all deliveries and parking do not block access to East Bank and The Flat is required.</p> <p>b) NP/DDD/0122/0041, Winster Methodist Church, East Bank, Winster - Section 73 application for the removal of conditions 29 and 31 on NP/DDD/0619/0663 Winster Methodist Church, East Bank, Winster</p> <p>No objection raised.</p> <p>c) NP/DDD/0122/0094, Leacroft Road, Winster - Single storey, stone built, rear extension to replace an existing upvc conservatory. Stone built, single storey side extension to replace an existing porch.</p> <p>No objection raised. Cllr. Robinson noted a declaration of interest (ref 2/22/2 Declaration of Interests) and abstained from the discussion.</p> <p>Decision Notices received:</p> <p>d) NP/DDD/1021/1171, West Hills Farm, Buckdale Lane, Winster - Retrospective planning application for the change of use from agriculture to class E. GRANTED</p> <p>e) NP/DDD/1021/1107, Rose Cottage, East Bank, Winster - Listed Building consent - Replace flood damaged wooden patio doors with bespoke. GRANTED</p>
2/22/11	<p>Next Parish Council Meeting</p> <p>The Chair announced that he will be unable to attend the next parish council meeting due to other commitments. Cllr. Frederickson proposed that Cllr. Hatfield chair the meeting. (prop D.M. 2nd A.C., unan)</p> <p>The next Parish Council Meeting will take place at 7.00pm on Monday 7th March 2022, at the Burton Institute, Winster.</p> <p>Meeting closed at 8.35pm</p>