

# WINSTER PARISH COUNCIL

Clerk & Financial Officer: Trisha Dale

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## MINUTES OF ORDINARY MEETING: 7<sup>th</sup> March 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 4<sup>th</sup> April 2022*

Signed ..... Chair of meeting

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

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

No.	Item
03/01/22	<b>Apologies</b> Received from Cllr. Frederickson, Cllr. Robinson, Cllr. C. Swindell and PCSO Carla Mattison.
03/02/22	<b>Declaration of Interests</b> - None this month.
03/03/22	<b>Reports:</b> A: County Councillor's Report: None this month B: Borough Councillor's Report: On behalf of Cllr. C. Swindell, clerk shared prior the meeting the email for Cllr. Swindell and updated the council on the independent review into waste contract failure. The independent review between Derbyshire Dales and Serco had been completed and published in mid-February. The review identified a series of failures by Serco to deliver on their contractual obligations, the inquiry found a total of 69 breaches of contract in the past year. Cllr. Swindell at a meeting explained how badly they had let down the residents of his ward and caused stress for the Council's workforce. Cllr. Swindell also communicated how he felt the council was too slow to respond to a deteriorating service. The full report and a recording of the meeting can be found using the links below. Link to Independent Review: <a href="https://www.derbyshiredales.gov.uk/images/documents/D/Derbyshire_Dales_-_Independent_Review_Report_27th_JAN.pdf">https://www.derbyshiredales.gov.uk/images/documents/D/Derbyshire_Dales_-_Independent_Review_Report_27th_JAN.pdf</a> Link to Special Council meeting: <a href="https://www.youtube.com/watch?v=yX9rAlaC6so">https://www.youtube.com/watch?v=yX9rAlaC6so</a> In addition, Cllr. Swindell, suggested if you have any concerns regarding the current position in regards to changes to Electoral arrangements for the Winster and South Darley Ward that if you have any concerns to write to the Boundary Commission's Review Officer and/or Chief Executive. C: Police Report: In the absence of PCSO Carly Mattison, the clerk reported that there is nothing of note to report for the Winster area, with the exception of issue door-to-door sellers. The advice given is not to answer the door and to call either 101 or 999, as they should have a peddler's licence, which is issued by the Chief Constable of the police force they reside in. This will more than likely be one of the new safer neighbourhood priorities for the next quarter (April- June) and is monitored by our Inspector.

	<p>If anyone requires any no door stop seller signs then let Carly or Spencer know and we will drop some off on our patrols around Winster.  Clerk to forward advice and information to the Village magazine for wider circulation.  D: Chair's Report: None this month</p>
03/04/22	<p><b>Public Speaking</b>  A few residents have, fortunately for Winster, agreed to arranging a Jubilee celebration to be held in the Village. A representative attending the PC meeting to explain their plans and progress.  The Jubilee celebration, street party is due to take place on the 5<sup>th</sup> June 2022 between 14:00 – 17:00 on Main Street. The date is significant for a number of reasons; the annual Big Lunch, the anniversary of the date 10 years ago celebrating the Queen's Diamond anniversary, and importantly any village children away for half term should be back.  Legal matters:  Agreement has been reached with the relevant authorities that Main Street will be closed on the 5<sup>th</sup> June between 12:00 – 17:00, inconvenienced residents including those residing in Woodhouse Lane and Woolleys Yard will be made aware of this. Currently progressing Liability insurance and temporary entertainment licence. The event itself will not include the selling of alcohol, however this may be purchased from the village shop.  There are still some fine details to be resolved and the organisers are asking to receive some funding from the Council to help, and are looking into the possibility of providing small gifts for the village children.  Clerk, prior to the meeting had shared with the parish council that a paper has been put to the Community and Environment committee, which sets out a proposal to make available up to £500 for Parish Councils to mark the jubilee. Clerk to chase up outcome of proposal and establish the process for a claim.   Resident left the meeting.   A resident raised the composition and structure of agendas and minutes. Explaining that both should be clear in what is to be discussed at the meeting, and what had been discussed at previous meetings. To be clear and easily understood for those that were not in attendance. The resident then thanked the Clerk for the construction of these documents, stating it had been a long while since they had been produced in this manner. The Clerk in turned thanked the resident for the kind words and appreciated such good feedback.   A resident who is part of the communication working group updated the council on progress. All is going to plan and all documents are now available on the new site with the exception of a few large files. Other members of the group will assist to resolve this.  There are some missing historic agendas and minutes and the clerk will assist in trying to locate them. In addition, another stream to be embarked on is the updating of policies and documents. Whilst this will take time, the initial proposal will be to agree to update on mass all contact details only. The working group will identify the documents/policies, convert them from PDF format and update the contact details. This item will be moved to the next agenda for consideration and requesting endorsement.  The communication working group are currently making arrangements for both the Village meeting and forum. The Village meeting is being arranged for the 7<sup>th</sup> April 2022 at 18:30 to be held at the Bowling Green, topics to include the Wild Flower Meadows and issues regarding Dog Mess. Arrangements and further details will be communicated via the village magazine.</p>

	<p>It was proposed that the Village forum takes place on Saturday 14<sup>th</sup> May at the Burton Institute. Invites will be sent to all Winster Village Groups asking if they will participate, and offering the chance to set up a display and promote their interests. Item to be included on the agenda for next parish council meeting. Post the meeting, details will be communicated via the Village magazine.</p>																				
03/05/22	<p><b>Members Questions to the Chair</b>  Cllr. S. Wood reported that the kerb has been damaged at the top of the East Bank and needs reporting. Clerk to inform DCC Highways of the issue.  Cllr. A. Cooper reported that the wall has been damaged at the carpark. However, Cllr. A. Cooper witnessed the accident and spoke to the delivery driver, who was extremely apologetic and shared her contact details in order to pay for repairs once an agreed quote was available. Cllr. A. Cooper to obtain quote and forward this, with the delivery driver details, to the clerk to progress.  The placement of the bollards and possible siting of a large rock on the corner was briefly discussed, this was deferred until a future meeting.</p>																				
03/06/22	<p><b>Minutes of Last Meeting and Matters Relating Thereto</b>  A: The signing of the minutes of the previous Parish Council meeting, held on 14<sup>th</sup> February 2022, was deferred until the next meeting, as the Chair of this meeting was not in attendance.  B: There were no matters to discuss relating to the minutes of the last meeting.</p>																				
03/07/22	<p><b>Finance</b>  A: To note the Council's monetary assets: Bank of Scotland, and for the Chair of the meeting to examine, approve and arrange to sign the bank reconciliation and latest current account statements when available.  Clerk waiting to receive backdated bank statements in order to complete year-to-date finance summaries, therefore bank reconciliation and latest current account statements could not be signed.   Cllr. S. Wood had obtained account transaction details from the bank, for January &amp; February 2022 passing to the Clerk at the meeting.</p> <table border="1"> <thead> <tr> <th></th> <th>Current Account</th> </tr> </thead> <tbody> <tr> <td><b>Balance brought forward 01/04/21</b></td> <td><b>£57460.33</b></td> </tr> <tr> <td><b>Total Income</b></td> <td><b>To be confirmed</b></td> </tr> <tr> <td><b>Total Expenditure</b></td> <td><b>To be confirmed</b></td> </tr> <tr> <td><b>Balance</b></td> <td><b>To be confirmed</b></td> </tr> <tr> <td><b>Last Statement Balance DATE</b></td> <td><b>To be confirmed</b></td> </tr> <tr> <td><b>Less un-presented cheques</b></td> <td><b>To be confirmed</b></td> </tr> <tr> <td><b>Less this February payments</b></td> <td><b>To be confirmed</b></td> </tr> <tr> <td><b>Add uncleared deposits</b></td> <td><b>To be confirmed</b></td> </tr> <tr> <td><b>Available Balance DATE</b></td> <td><b>To be confirmed</b></td> </tr> </tbody> </table> <p>B: To approve and instruct the payment by cheque, of presented invoiced items, including the following:  i) T. Dale – Salary and expenses- £328.55  ii) DDDC- Recharges for Parish Council Election - £1,366.33  iii) Open spaces Society – Membership subscription - £45.00  iv) PK Littlejohn LLP – 20/21 Audit - £240.00  v) SSE – Electricity plus arrears - £137.26  vi) Belated invoice received E. Smith – Cleaning - £60.00  All payments endorsed, and with regard to the electricity bill it was established a meter reading has not taken place for some time. Cllr S. Wood to send meter reading to Clerk, Clerk will then update SSE. (prop DB, 2nd AC, unan)  C: To note the income and receipts of the Council: - None this month</p>		Current Account	<b>Balance brought forward 01/04/21</b>	<b>£57460.33</b>	<b>Total Income</b>	<b>To be confirmed</b>	<b>Total Expenditure</b>	<b>To be confirmed</b>	<b>Balance</b>	<b>To be confirmed</b>	<b>Last Statement Balance DATE</b>	<b>To be confirmed</b>	<b>Less un-presented cheques</b>	<b>To be confirmed</b>	<b>Less this February payments</b>	<b>To be confirmed</b>	<b>Add uncleared deposits</b>	<b>To be confirmed</b>	<b>Available Balance DATE</b>	<b>To be confirmed</b>
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03/08/22

**Council matters**

A: National Cyber Security Centre (NCSC) – Guidelines issued following the Russian invasion of Ukraine and a heightened cyber security threat. Communication emailed to the parish council prior to meeting advising on steps to take and reminder on awareness on identifying phishing emails. This matter was noted and councillors confirmed their understanding.

This item was a late addition added by the Clerk, on request, to the agenda. The Clerk recognises that this caused some confusion as not included in the final draft version. In hindsight Clerk should have been included this item under point K. Clerk has noted.

B: Casual vacancies, confirmation letter received from Electoral and Democratic Services Manager notifying the parish council may now co-opt in order to fill the two casual vacancies. Parish Council website and noticeboards to display invite to apply for positions. (prop DB 2<sup>nd</sup> SW, unan)

C: Cllr. D. Frederickson asked the clerk to address the council in his absence.

Two small trees have been planted on the rather barren and unloved patch of grass in front of our house on West Bank. As they early and were root-bare there was a need to plant. Cllr. Frederickson asked the council to support this initiative as an environmental improvement, part of the Derbyshire Climate Change driver and gift to the village. In addition, authority to plant bulbs on the same patch to brighten the environment.

Other residents would like to plant bulbs on the triangle of grass under the lamp-post on the gennel next to Clough Vista on West Bank by Mount View and Rock Cottage. Following the planting of the trees the Clerk received communications from three residents and read out extracts, excluding personal details, in the date order received.

Resident 1: A complaint was received that the planting of the trees prior to discussion and agreement with the parish council is a serious breach of conduct. Had the correct procedure been followed they would not have had any objection to the planting. The resident also asked if the saplings were paid for privately or out of public funds (i.e. the Precept).

Resident 2: Felt that it was great to see the new trees planted outside Stanton House on West Bank, and that it will be nice for people to help themselves to the plums later in the year. They have heard lots of positive comments.

Resident 3: Was delighted to see the 2 new trees, that the Rowan will add lovely autumn colour & that it would be wonderful to see more initiatives like this around the village and hopes the Parish Council will encourage and support them.

It is unfortunate that due process was not following, the Clerk spoke to Cllr. D. Frederickson on this matter and stressed the importance of adhering to procedures. Residents of the village must make their proposal for planting to the council, before proceeding. Cllr. D. Frederickson acknowledged this.

The Parish Council noted the correspondence from Cllr. D. Frederickson and residents. The Council is fully supportive of environment initiatives and endorses the above requests. (prop SW, 2<sup>nd</sup> AC, Unan)

D: Cllr. S. Wood updated the council on the progress of allotment allocation. To date it has been agreed with seven residents to take up a plot on the allotments, and they have received a copy of the agreement, which needs signing and returning to the clerk. Cllr. S. Wood to provide Clerk with a list of names and plot numbers in order to organise all paperwork and payments.

E: Regarding the Code of Conduct complaint, investigation and outcome. The Council noted and agreed to move forward.

F: A brief update on an expression of interest for grazing/mowing licences for Ashmore Pingle and Westhill was given. Clerk has updated the council website and requested communication via the village magazine. An advertisement has been

placed on the noticeboard and Cllr. S. Wood will post the advert on gate. All expressions of interest will be opened at the next parish council meeting.

G: Environment Working Group:

Cllr. D. Robinson via email, in his absence circulated to the council before the meeting.

- i) Following the report from Derbyshire Wildlife Trust, the report on the grassland enhancement proposal completed is now complete and the full document will be available on the PC website.

Further to this a zoom call was held with Derbyshire Dales District, discussing the decline in wildflowers on local road verges and open spaces. There was a presentation on a pilot scheme from around the Dales. Two councillors and some Winster residents attended, Cllr D. Robinson believes there are opportunities for Winster to participate in the scheme, on those verges currently maintained by DDDC around Leacroft Road.

- ii) A drafted a management proposal document that outlines the councils plans for management of the grassed areas in the village has been completed. This document will be available on the website, along with an article from the Chair in the village magazine, giving resident the opportunity to feedback. Councillors were asked to adopt the management proposals and to agree that the mowing maintenance work that will be required, and quotes to be obtained, with the aim of starting the programme in March.

Cllr. M. Hatfield asked if any further information was required at this stage, no issues were raised. Due to the tight timescales the council agreed that it was appropriate to endorsed the plan. (prop SW, 2<sup>nd</sup> DB, unan)

H: Traffic Working Group:

- i) Cllr. D. Brown updated that there was still no response from the Highways Department regarding issues raised, widening and erecting of rails by the school, and erection of a traffic mirror at the junction with Main Street although chased again and including additional feedback from two further residents. Cllr. D. Brown asked for suggestions on how to take this forward. Should he now raise a complaint about the lack of communication or try again. A resident suggested that he write to them explaining that he would be writing to the Derbyshire Democracy to add to their agenda for the meeting being held on the 23<sup>rd</sup> March.
- ii) Included in the above.

I: To discuss affordable housing within Winster:

- i) A meeting with Peak Park regarding future of housing in Winster. Moved to next month's agenda.
- ii) Collection of data on housing stock. – A request to understand the current status count with regards to housing in Winster, including how many homes are occupied, how many are second homes and how many are holiday homes. Requested to go back a number of years to identify the historic trend. This information will help financial assessments, general understanding of the demographics in Winster and possibly highlight the need of affordable homes. In addition, if possible, to identify which properties are second or holiday homes.
- iii) To identify if and where there is a situation with regards to empty homes.

Clerk asked to look into the possibility of obtaining this data.

J: All grit bins have now been filled include the bin in Wyntor Avenue. There are c45 salt bags left. Clerk looked at cost of providing stickers for the grit bins. Most organisation will only provide them in batches of 250, we only need c12, another option was to purchase customised wheelie bin stickers, which would cost

	<p>approximately £30.00. However, a resident at the meeting believes there is a better solution and has taken this away to investigate.</p> <p>The time to engage Snow Wardens has now passed, this process will begin earlier and be better administrated in the future.</p> <p>K: As mentioned in section 03/04/22 the council will be moving to a new website supplier. Due to the volume of documents held and timescales it is not possible to purge data with confidence prior to migration, therefore an urgent request was made to upgrade the new package to accommodate the current volume of data, which increases the annual cost from £250 - £300. It was agreed due to the current situation to endorse the purchase of the premium package. (prop MG, 2<sup>nd</sup> SW, unan)</p>
03/09/22	<p><b>Planning</b></p> <p>The following applications were discussed and the Clerk instructed to report the Council's view to PDNPA:</p> <ul style="list-style-type: none"> <li>i) NP/DDD/0222/0214 -1 Oaklea, East Bank, Winster. Existing front porch to be demolished to make way for a larger front extension. <b>No objection raised.</b></li> <li>ii) NP/DDD/0122/0122 - The Dower House, Main Street, Winster. Listed Building consent - replacing the boiler. The current boiler has a flue that exits through the chimney adjacent to the boiler room. The selected location for the flue is inconspicuous and cannot be seen from outside of the property. <b>No objection raised.</b></li> </ul> <p>B: To note any planning decisions as notified by the Peak District National Park Authority: -None this month</p>
03/10/22	<p><b><u>Correspondence &amp; Circulars:</u></b></p> <p>To note and discuss, if necessary, correspondence received and pre-circulated to Members by email, unless otherwise indicated, including the following:</p> <ul style="list-style-type: none"> <li>i) Peak Park Parish Forum – Affordable homes floor area, Parish Member of PDNPA. Cllr. D. Brown voiced their opinion, and that of other council members, regarding the flooring plan and will draft a response.</li> <li>ii) DDDC – Road closures due to flooding, Bin and food waste Collections, Waste and recycle independent review.</li> <li>iii) Public Sector Executive – Powering the Public Sector to Net Zero. Addressing the decarbonisation of current social house stock.</li> <li>iv) DALC – Newsletters.</li> <li>v) DDC – Road closure, East Bank, Winster for electrical works 28<sup>th</sup> March – 4<sup>th</sup> April 2022.</li> <li>vi) Derbyshire Police and Crime Commissioner – Help set policing priorities in Derbyshire Dales.</li> </ul>
03/11/22	<p><b>Items for the Village Magazine</b> Grazing Licence, expression of interest communication.</p>
	<p><b>Next Parish Council Meeting</b>  <b>The next Parish Council Meeting will take place at 7.00pm on Monday 4th April 2022, at the Burton Institute, Winster.</b></p> <p><b>Meeting closed at 8.10pm</b></p>