

# WINSTER PARISH COUNCIL

Clerk & Financial Officer: Trisha Dale

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## MINUTES OF ANNUAL PARISH COUNCIL MEETING: 15<sup>th</sup> MAY 2023, 8.05pm 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 Annual Parish Council meeting on 13<sup>th</sup> May 2024*

Signed ..... Chair of meeting

In attendance: Cllr. Frederickson (Chair), Cllr. Cllr. Robinson, Cllr. Brown, Cllr Hatfield, Cllr Geddes, Cllr Randles.

Also Present: Clerk/RFO Trisha Dale, Cllr. Buckler, 2 members of the public.

No.	Item
AGM 05/01/23	<b>New Council:</b> A: The Current Chair opened the meeting and stood down. Cllr David Frederickson was re-elected as Chair of Winster Parish Council. (prop JG 2nd MR, unan)  B: Cllr. Mike Hatfield was nominated as re-elected as Vice-Chair of Winster Parish Council. (prop MR 2nd JG, unan)  C: Declaration of Office and Register of Disclosable Pecuniary Interests forms to be signed: i) Declaration of Office forms duly signed ii) Declaration of Office forms by Chair duly signed iii) Declaration of Office and Register of Disclosable Pecuniary Interests forms by Councillors duly signed, on commencement of the meeting
AGM 05/02/23	<b>Apologies:</b> Cllr Cooper. It was agreed that Cllr Cooper to sign declaration of office and Register of Disclosable Pecuniary Interests prior to the new meeting.
AGM 05/03/23	<b>Declaration of Interests:</b> None
AGM 05/04/23	<b>Public Participation:</b> Resident 1 raised a number of concerns i) On Leacroft Road between 12A – 14 following footpath renovation has resulted in the eruptions on the pathway causing trip hazards. ii) Between Leacroft Road and Florence Gladwin, smaller potholes have now merged into one large pothole. iii) Issues between Wensley Road and Leacroft Road. All the above have been reported to DCC, whilst there had been a site visit no action/remedy has taken place. It was requested that the Council look into this and push for a resolution. It was questioned why the DCC Councillor was not in attendance, there is a lot of time taken up by the residents and council to resolve Highway issues, there is poor communication and appears to be an element of lethargy within the departments. The Council agreed to investigate and will gather all the information on various locations that are in need of repairs, liaise with Cllr Spencer who in the past has

	<p>assisted in such matters.</p> <p>iv) Footpath between Florence Gladwin and the Play Area, Woodhouse Lane. It was understood that an agreement was made with the housing association at the point of construction that they would pay and install a footpath. The Council have previously investigated this point however, although it was requested at the time no formal agreement was made or signed by the Parish Council and Housing association therefore the Housing Association have no plans for such a footpath.</p> <p>v) Burial Ground and Cemetery Concerns were raised that cremation interments along the path at the Church yard could be encroaching on existing burial plots. At the burial ground there is only unconsecrated ground available, and those of a Christian faith would like to be buried on consecrated ground. The Council were questioned over the possibility of including the burial ground in the Wildflower Project. The Parish Council is aware of these issues and will be commencing a project to look into all aspects of both the Church Yard and Burial Ground. The Burial Ground for wild flowering has been considered and will be included. However, at this stage concentration will be given to current initiatives before a full roll-out can commence. The Councils needs to ensure sufficient funding is available to complete the project.</p> <p><i>(2 Members of the Public left the meeting)</i></p>
<p>AGM 05/05/23</p>	<p><b>Election of the Members to Committee and Working Groups:</b></p> <p>i) Cllr Hatfield was elected Chair of the Finance and HR Committee with Cllr Robinson, Cllr Brown, Cllr Frederickson elected members.</p> <p>ii) Cllr Robinson, Cllr Randles elected members of Environment, Cemetery, Recreation and Open Spaces working group/s.</p> <p>iii) Cllr Brown, Cllr Geddes elected members of the Traffic working group.</p> <p>iv) Cllr Frederickson, Cllr Cooper, Cllr Geddes, Cllr Robinson elected member of the Planning working group.</p> <p>Additionally, Cllr Geddes, Cllr Hatfield, Cllr Robinson, Cllr Randles, Cllr Brown were elected as members of a Communications working group.</p> <p>v) It was agreed that current terms of reference as per Standing Orders will apply.</p>
<p>AGM 05/06/23</p>	<p><b>To Elect Representatives to Village Organisations:</b></p> <p>Councillors were elected as representatives to Village Organisations as follows: Heathcote Charity – Cllr Brown, Cllr Randles Winster Church Charities – Cllr Frederickson Burton Institute Management Committee – Cllr Frederickson, Cllr Geddes, Cllr Brown Winster Playing Fields Association – Cllr Frederickson Winster Pond and Community Orchard Group – Cllr Robinson, Cllr Cooper In addition, Village Shop – Cllr Frederickson</p>
<p>AGM 05/07/23</p>	<p><b>Annual Review of Policies and Documents:</b></p> <p>The policies below were reviewed and discussed:</p> <p>i) Standing Orders ii) Financial Regulations iii) Code of Conduct iv) Burial Ground Policy and fees v) Equal Opportunity Policy vi) Data Protection Policy vii) Freedom of Information Policy viii) S.137 Policy ix) Complaints Procedure x) Model Publication Scheme</p>

	<ul style="list-style-type: none"> <li>xi) Risk Assessment</li> <li>xii) Health &amp; Safety Policy</li> </ul> <p>It was resolved to adopted the existing policies with agreement to review all polices within the upcoming year, where appropriate. As per protocol all policies signed as authorised by the Chair. (prop DB, 2<sup>nd</sup> JG, unan)</p>																				
AGM 05/08/23	<p><b>Annual Review of Inventory of Land, Buildings and Other Assets:</b> A: The Asset Register was reviewed and agreed. (prop DR, 2<sup>nd</sup> DF, unan)</p>																				
AGM 05/09/23	<p><b>Council Ordinary Meetings:</b> It was confirmed that the Council will continue to hold its Ordinary Meetings in the Burton Institute, Winster (or such other place as specified on the agenda for the appropriate meeting) commencing at 7pm on the first Monday of every calendar month (*unless this be required to be changed by law or public holiday) with the exception of August were no meeting will be held.</p>																				
AGM 05/10/23	<p><b>Minutes of Last Meeting and Matters Relating Thereto</b> A: The minutes of the previous Annual Parish Council meeting held on 9<sup>th</sup> May 2022 were considered. The minutes were then approved. (prop DF, 2<sup>nd</sup> DR, unan).</p>																				
AGM 05/11/23	<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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;">Current Account</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Balance brought forward 1st April 2022</td> <td style="text-align: right;">£28,747.95</td> </tr> <tr> <td style="text-align: right;">Total Income</td> <td style="text-align: right;">£35,134.44</td> </tr> <tr> <td style="text-align: right;">Total Expenditure</td> <td style="text-align: right;">£29,318.69</td> </tr> <tr> <td style="text-align: right;">Balance</td> <td style="text-align: right;">£34,563.70</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">Last Statement Balance 31st March 2023</td> <td style="text-align: right;">£34,563.70</td> </tr> <tr> <td style="text-align: right;">Less un-presented cheques</td> <td style="text-align: right;">£0</td> </tr> <tr> <td style="text-align: right;">Add uncleared deposits</td> <td style="text-align: right;">£0</td> </tr> <tr> <td style="text-align: right;">Available Balance 1st April 2023</td> <td style="text-align: right;">£28,747.95</td> </tr> </tbody> </table> <p>B: To approve and instruct the payment by cheque, of presented invoiced items, including the following:  <ul style="list-style-type: none"> <li>i) WaterPlus (DD) – Utilities - £3.01 Payment agreed (Prop MH, 2<sup>nd</sup> DR, unan).</li> </ul> C: To note the income and receipts of the Council.  Payments received in March:  <ul style="list-style-type: none"> <li>i) HMRC – VAT Claim - £7,298.75</li> <li>ii) Allotment – L Wilson - £60.00</li> <li>iii) Jepson Funeral – Burial Ground - £562.00</li> <li>iv) Interest payment - £58.65</li> <li>v) National Lottery Fund – Coronation - £1,300.00</li> </ul> D: Section 1 of the Annual Governance and Accountability Return Part 3 – Annual Governance Statement 2022/23 was considered and agreed. (prop DF, 2<sup>nd</sup> MH, unan)  E: Section 2 of the Annual Governance and Accountability Return Part 3 – Accounting Statements 2021/22 was considered and agreed. (prop DF, 2<sup>nd</sup> MH, unan)</p>		Current Account	Balance brought forward 1st April 2022	£28,747.95	Total Income	£35,134.44	Total Expenditure	£29,318.69	Balance	£34,563.70			Last Statement Balance 31st March 2023	£34,563.70	Less un-presented cheques	£0	Add uncleared deposits	£0	Available Balance 1st April 2023	£28,747.95
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AGM 05/12/23	<p><b>Payments made by direct debit:</b> Current payments made by direct debit reviewed and noted as follows:  <ul style="list-style-type: none"> <li>i) Derbyshire Dales District Council</li> <li>ii) ICO – Information Commissioners' Office</li> </ul> </p>																				

	<ul style="list-style-type: none"> <li>iii) Personnel Hygiene Ltd</li> <li>iv) SSE – Electric</li> <li>v) Waterplus – water supply.</li> </ul> <p>The above was considered and agreed. (prop JG, 2<sup>nd</sup> DB, unan)</p>
AGM 05/13/23	<p><b>Subscriptions:</b></p> <p>The Council reviewed and agree to continue the following subscriptions:</p> <ul style="list-style-type: none"> <li>i) Membership to Institute of Crematorium and Cemetery Management 2023/24</li> <li>ii) Membership to the Peak Park Parishes Forum 2023/24</li> <li>iii) Membership to Open Spaces 2023/24</li> </ul> <p>The above was considered and agreed. (prop DF, 2<sup>nd</sup> MH, unan)</p>
AGM 05/14/23	<p><b>Insurance:</b></p> <p>Clerk confirmed that arrangements for insurance, in respect of all insurable risks, are currently covered. However, the current policy is due for renewal and to be covered in the Ordinary meeting which will follow this meeting. (prop DF, 2<sup>nd</sup> MH, unan)</p>
	<p><b>Meeting closed 20:45.</b></p> <p><b>This meeting followed by Parish Council Ordinary Meeting.</b></p>

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