

WINSTER PARISH COUNCIL

Clerk & Financial Officer: Trisha Dale

Ivy Dene, Main Street, Birchover DE4 2BN

clerk@winsterparishcouncil.gov.uk

MINUTES OF ANNUAL PARISH COUNCIL MEETING: 13th MAY 2024, 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 12th May 2025

Signed Chair of meeting

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

Also Present: Clerk/RFO Trisha Dale, Cllr. Buckler, 5 members of the public.

No.	Item
AGM 05/01/24	New Council: 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 and re-elected as Vice-Chair of Winster Parish Council. (prop JG 2nd MR, unan) C: Declaration of Office forms to be signed: i) Declaration of Office form duly signed by Chair. ii) Declaration of Office form duly signed by Vice-Chair.
AGM 05/02/24	Apologies: No Apologies received.
AGM 05/03/24	Declaration of Interests: None
AGM 05/04/24	Public Participation: No issues/comments raised by residents in attendance.
AGM 05/05/24	Election of the Members to Committee and Working Groups: i) Cllr Hatfield, Cllr Robinson, Cllr Brown, Cllr Frederickson, Cllr Stone re-elected members of Finance and HR Committee, Chair to be agreed at next Finance meeting. ii) Cllr Robinson, Cllr Randles re-elected members of Environment, Cemetery, Recreation and Open Spaces working group/s, Cllr Stone to join the working group as a member. iii) Cllr Brown, Cllr Geddes re-elected members of the Traffic working group. iv) Cllr Frederickson, Cllr Cooper, Cllr Geddes, Cllr Robinson re-elected member of the Planning working group. v) It was agreed that current terms of reference as per Standing Orders will apply. Additionally: Cllr Geddes, Cllr Hatfield, Cllr Robinson, Cllr Randles, Cllr Brown were re-elected as members of a Communications working group.
AGM 05/06/24	To Elect Representatives to Village Organisations: Councillors were elected as representatives to Village Organisations as follows: Heathcote Charity – Cllr Randles (reduced from two to one member of the Parish Council). Winster Church Charities – Cllr Stone.

	<p>Burton Institute Management Committee – Cllr Geddes, Cllr Brown (reduced from three to two members of the Parish Council).</p> <p>Winstor Playing Fields Association – Cllr Frederickson.</p> <p>Winstor Pond and Community Orchard Group – Cllr Robinson.</p> <p>In addition, Village Shop – Cllr Frederickson.</p>																				
<p>AGM 05/07/24</p>	<p>Annual Review of Policies and Documents:</p> <p>The policies below were reviewed and discussed:</p> <ul style="list-style-type: none"> 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 xi) Risk Assessment xii) Health & Safety Policy <p>It was resolved to adopt the existing policies with a minor change to Standing Orders, Section 20 b the words “where possible” were added. DALC have recently revised the model Finance Regulation, it was agreed to adopt the existing policy until the revised document has been reviewed, on review recommendations to be put forward to the Parish Council. (prop DF, 2nd JG, unan)</p> <p>As per protocol all policies signed as authorised by the Chair. (prop DF, 2nd MH, unan)</p>																				
<p>AGM 05/08/24</p>	<p>Annual Review of Inventory of Land, Buildings and Other Assets:</p> <p>A: The Asset Register was reviewed it was agreed to further review and update as appropriate for agreement at a future meeting.</p>																				
<p>AGM 05/09/24</p>	<p>Council Ordinary Meetings:</p> <p>It was confirmed that the Council will continue to hold its Ordinary Meetings in the Burton Institute, Winstor (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 when no meeting will be held.</p>																				
<p>AGM 05/10/24</p>	<p>Minutes of Last Meeting and Matters Relating Thereto</p> <p>A: The minutes of the previous Annual Parish Council meeting held on 15th May 2023 were considered. The minutes were then approved. (prop DF, 2nd JG, unan).</p>																				
<p>AGM 05/11/24</p>	<p>Finance:</p> <p>A: To note the Council’s monetary assets: Royal 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></th> <th style="text-align: right;">Current Account</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Balance brought forward 1st April 2023</td> <td style="text-align: right;">£34,563.70</td> </tr> <tr> <td style="text-align: right;">Total Income</td> <td style="text-align: right;">£37,485.70</td> </tr> <tr> <td style="text-align: right;">Total Expenditure</td> <td style="text-align: right;">£27,318.88</td> </tr> <tr> <td style="text-align: right;">Balance</td> <td style="text-align: right;">£44,730.52</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">Last Statement Balance 31st March 2024</td> <td style="text-align: right;">£45,482.92</td> </tr> <tr> <td style="text-align: right;">Less un-presented cheques</td> <td style="text-align: right;">£752.40</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 2024</td> <td style="text-align: right;">£44,730.52</td> </tr> </tbody> </table>		Current Account	Balance brought forward 1st April 2023	£34,563.70	Total Income	£37,485.70	Total Expenditure	£27,318.88	Balance	£44,730.52			Last Statement Balance 31st March 2024	£45,482.92	Less un-presented cheques	£752.40	Add uncleared deposits	£0	Available Balance 1st April 2024	£44,730.52
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	<p><i>Note: error on agenda less un-presented cheques shows as £7,562.40 instead should have read £752.40.</i></p> <p>B: To approve and instruct the payment by cheque, of presented invoiced items, including the following:</p> <ul style="list-style-type: none"> i) WaterPlus (DD) – Utilities - £19.62 <p>C: To note the income and receipts of the Council.</p> <p>Payments received in March:</p> <ul style="list-style-type: none"> i) Royal Bank of Scotland – Interest - £163.23 ii) Allotments – C. Lewzey - £60.00 iii) Winster Playing field – Peppercorn rent - £10.00 <p>D: Section 1 of the Annual Governance and Accountability Return Part 3 – Annual Governance Statement 2023/24 was considered and agreed. (prop MH, 2nd MR, unan)</p> <p>E: Section 2 of the Annual Governance and Accountability Return Part 3 – Accounting Statements 2023/24 was considered and agreed. (prop MH, 2nd MR, unan)</p>
AGM 05/12/24	<p>Payments made by direct debit:</p> <p>Current payments made by direct debit reviewed and noted as follows:</p> <ul style="list-style-type: none"> i) Derbyshire Dales District Council ii) ICO – Information Commissioners’ Office iii) Personnel Hygiene Ltd iv) SSE – electric v) Waterplus – water supply.
AGM 05/13/24	<p>Subscriptions:</p> <p>The Council reviewed and agreed to continue the following subscriptions:</p> <ul style="list-style-type: none"> i) Membership to Institute of Crematorium and Cemetery Management 2024/25 ii) Membership to the Peak Park Parishes Forum 2024/25 iii) Membership to Open Spaces 2024/25 <p>Added at the meeting:</p> <ul style="list-style-type: none"> i) Membership to DALC 2024/25 ii) Rural Services Network 2024/25 <p>It was agreed to subscribe to the Rural Service Network, which will provide weekly bulletins, monthly funding digests, opportunities to share news and good practice, dedicated RVSG newsletters and a bespoke meeting for Councillors and Clerk.</p> <p>The above was considered and agreed. (prop DF, 2nd AC, unan)</p>
AGM 05/14/24	<p>Insurance:</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 that follows this meeting.</p>
	<p>Meeting closed 7:18.</p> <p>This meeting followed by Parish Council Ordinary Meeting.</p>