

Stanley and Stanley Common Parish Council

Minutes of a meeting of the Stanley and Stanley Common Parish Council held on Tuesday, 16 July 2019 at 7:00pm in the Bartram Centre, The Crescent, Stanley common, Derbyshire, DE7 6GL.

Present: Councillors P Carroll, M Cheetham MBE (Chairman), A Garton, V Harvey and C Tomlinson

In Attendance: Councillors Mrs C Hart (Erewash Borough and Derbyshire County), Mrs D Cox, Messrs R Mee, A Stevenson and A Summerfield (Erewash Borough) and Mrs S Doherty (Parish Clerk)

Members of the public: 1

2019/60 APOLOGIES FOR ABSENCE

An apology was received and noted from Councillor J Smith.

2019/61 DECLARATIONS OF INTERESTS

No declarations of interests were received.

2019/62 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished to thank Borough Councillor A Stevenson for his assistance in getting a late payment charge waived following the banking difficulties recently experienced.

2019/63 PUBLIC PARTICIPATION SESSION

A member of the public reported that, since the last meeting where he had raised issues about the litter, Common Lane had been very clean.

2019/64 REPORTS FROM COUNCILLORS

- I. County Councillor
Councillor Mrs Hart had enquired about the installation of more bollards along Station Road to prevent people from parking their cars on the grass verges. There were a number of reasons why this could not be carried out related to safety and verge maintenance. However there was an option for members of the public or the parish council to acquire a cultivation licence from the County Council whereby they could seek to deter parking by planting shrubs. More details would be made available via the Clerk.

- II. Borough Councillors
Councillor Summerfield reported that he had been contacted by someone interested in mowing the fallow field and this had been passed on to the Clerk.

Councillor Stevenson wished to congratulate the Carnival Committee at Stanley for their efforts on the recent Gala. He had thoroughly enjoyed walking around and seeing so many people in attendance.

2019/65 CO-OPTION OF A PARISH COUNCILLOR

Members considered the application of Miss Rachel Seymour (previously circulated) for appointment to the Parish Council.

RESOLVED UNANIMOUSLY:

That Rachel Seymour be co-opted to the Parish Council.

Miss Seymour signed the Declaration of Acceptance of Office and took her seat.

2019/66 MINUTES

Councillor Mrs Harvey commented that the address quoted under minute no 2019/47 as 6 Hurst Drive, should be 2 Hurst Drive.

RESOLVED:

That subject to the above correction, the minutes of the meeting held on 18 June 2019 be confirmed and signed as a correct record.

2019/67 MATTERS ARISING

- I. **STANLEY COMMON CHANGING ROOM STEPS**
Councillor Tomlinson reported that there had been difficulty in getting traders out to quote for the job. There were three more quotes to be returned however currently it seemed cost prohibitive. It was confirmed that there were no immediate health and safety issues and further discussion would be held once all quotes were received.
- II. **COMMUNITY SPEEDWATCH REPORT**
Councillor Tomlinson reported that he had conducted 5 sessions in Stanley Common and one in Stanley with the volunteers so far. The data captured was very interesting and was proving that there was an issue. The Police were very happy with the information that they

were getting as there were checks being done online for MOT data. 5 of the motorists captured had no MOT and there were some fake number plates captured.

There had been 15 motorists per hour caught speeding throughout the day and the amount of traffic coming through the villages had increased by 25% since 2009.

- III. VILLAGE HALL WORKS UPDATE
No further information received. To be followed up in September.
- IV. DAMAGE TO POSTS, STANLEY RECREATION GROUND
Councillor Smith had sent an update stating that he had subcontracted the work out and that the repairs would be carried out in the next 10-14 days. It was suggested that the other posts be checked in view of the time delay and that measurements be done to make sure that vehicles couldn't access the field through the gaps between the yellow posts as there had been reports of a van gaining access when the posts were still in situ.
- V. QUOTES PROGRESS – REPLACEMENT BENCH, PARK AVENUE
Councillor Harvey reported that she had not received any prices as yet but had requested quotes for a copy of the bench that was currently in-situ.

2019/68 CONFIRMATION OF THE APPOINTMENT TO THE POST OF PARISH CLERK

RESOLVED:

That the appointment of Mrs S R Doherty to the post of Parish Clerk be confirmed, subject to the contractual probation period.

2019/69 REPORT OF THE CLERK

- I. PARISH RECORDS
The clerk reported that she had discussed moving the parish records to her office with Councillor Smith who currently held them. He had stated that the current filing cabinet was not in good working order any longer and required replacing. He was aware of a 4 drawer second hand one for £40.

RESOLVED:

That the clerk be authorised to review the second hand filing cabinet and, if fit for purpose, to purchase at a cost of £40. Otherwise, revert back to Council.

II. PRE-SCHOOL PLAY AREA

The Clerk has met with the Secretary of the Pre-school with Councillor Smith to discuss the outstanding issues. All of the immediate health and safety concerns had been addressed and an email had been received outlining the current position. It had been agreed to seek quotes for the Council's Play Inspection company to inspect the site as part of the annual inspection which Council wished to bring forward for budgeting purposes and a quote had been received.

Councillors discussed the options and it was agreed that there was a separate accessibility issue to consider which the Parish would not expect the Pre-school to address. The Open Spaces working party would review the matter and report back to Council.

RESOLVED:

1. That the Pre-School be thanked for their co-operation and further offers and advised that the Parish Council will now take this forward.
2. That the Play Inspection Company be commissioned to carry out their inspection in the 4-8 week timeframe at a cost of £135 plus VAT.

III. TRAINING COURSES

The Clerk reported back that she had attended the Clerk Essentials training course on 9 July 2019 which had proven useful. There was a further course to be held specifically on finances in the Autumn which she requested permission to attend. Another course on Playground Inspections had been booked following approval at the last meeting and this was on 25 July 2019.

RESOLVED:

That the Clerk be authorised to attend the DALC Finance training course.

IV. WEBSITE AND DOMAIN NAMES UPDATE

The Clerk reported that the Council now had a gov.uk domain name and the template for the website had been purchased and installed. Further work on building up content was required before the go live date in October. Councillors were requested to provide their biographies and a photograph by the end of September at the latest.

V. END OF YEAR AUDIT AND FINAL ACCOUNTS REQUIREMENTS

The Clerk reported that all information had been sent to the External Auditor prior to the deadline and their opinion was awaited. An outstanding item was the return for Erewash Borough Council's

concurrent functions grant which had been circulated with the papers and required final sign off. This had already been emailed to the Borough Council as it had been due in May.

RESOLVED:

That the Concurrent Functions Grant Return for 2018/19 be approved.

VI. **CONTRACTS FOR GROUNDS MAINTENANCE 2020-23**

The Clerk reported that the Council had reached the final year of its grounds maintenance contract and a new tender exercise was required to re-let the contract. A draft specification was attached to the agenda for approval as the basis for the quote seeking exercise.

Councillor Mrs Harvey also requested that the Clerk contact the Pre-School in relation to the flowerbeds at the Stanley Recreation Ground to find out if they were still interested in using them for growing activities with the children. If not, these could be included in the contract for flower bed maintenance which also needed to be re-let.

RESOLVED:

1. That the specification be approved and the Clerk authorised to seek quotations.
2. That the Clerk contact the pre-school regarding the flower beds.

2019/70 PLANNING APPLICATIONS

There had been no planning notices received.

2019/71 PARISH RANGER

Councillor Tomlinson introduced the item and a discussion on the tasks of a Ranger ensued. It was noted that the Parish had previously resolved that it would use contractors from within the villages wherever possible but acknowledged that there was no formal process around this at present.

RESOLVED:

That a working group be established to look at the details of the proposal in more depth and bring back a report to Council. Members of the working group to be Councillors Tomlinson, Seymour, Cheetham and Harvey, supported by the Clerk.

2019/72 VISION AND STRATEGY FOR THE PARISH

Councillor Tomlinson suggested that the Parish Council needed to be looking into the future and what it felt would be the direction for the next 3-4 years. There would need to be consultation with stakeholders to understand local needs before the Council could seek to develop delivery plans.

In response to a query it was confirmed that this was not intended to be a Neighbourhood Plan process but would help to set expectations on what the Council could achieve and be a platform for working in partnership with local groups and potentially obtain grant funding.

RESOLVED:

1. That a Strategy Working Group be established and the Terms of Reference be approved.
2. That the members of the Working Group be Councillors Carroll, Seymour and Tomlinson, supported by the Clerk.

2019/73 FALLOWFIELD MAINTENANCE

The Clerk reported that a smallholder had approached the Council seeking to cut and take the hay and maintain the hedge.

Members discussed the current position and felt that the current maintenance agreement should be reviewed as the field required development to enable it to be enjoyed as a nature reserve.

The Chairman reported that a meeting had been booked with a representative from CISWO to review what the Council could do with all parcels of charitable land held.

RESOLVED:

That the Clerk contact the current operator to inform them of the review and seek information on their continued interest.

2019/74 PROPOSAL TO PURCHASE O365 SOFTWARE LICENCES FOR THE COUNCIL

Members considered the report of the Clerk at page 27 of the agenda.

RESOLVED:

- a) That the Council purchase O365 subscriptions for all councillors using the lower cost upfront payment option set out in the report.
- b) That all councillors be given and required to use a new dedicated gov.uk email address for council business with restrictions applied on forwarding.

- c) That the Clerk's decision to purchase the O365 business premium subscription at a discounted cost of £124.99 (inc VAT) be endorsed.

2019/75 PROPOSAL TO PURCHASE A PARISH COUNCIL TABLET FOR COUNCILLOR USE

Members considered the report of the Clerk at page 30 of the agenda.

RESOLVED:

- a) That the Council authorise the purchase a Lenovo Tablet with bluetooth keyboard upto a budget of £120 for use of councillors.
b) That the clerk be authorised to securely dispose of the Council's desktop pc.

2019/76 REVIEW OF PITCH HIRE FEES FOR 2019-20 SEASON

Councillor Mrs Harvey reported that she had been approached by the Kirk Hallam football team in relation to the Stanley Common pitch. They were interested for their young teams but the pitch was adult sized and would require shortening. Discussion was held over the potential uses and the condition of the changing rooms.

RESOLVED:

1. That the Open Spaces Working Party review the fees and future potential of the recreation ground.
2. That the fees remain unchanged pending the review.

2019/77 CHRISTMAS 2019 ARRANGEMENTS

Members discussed the events for Christmas and potential contractors for Christmas Trees and Lights.

RESOLVED:

1. That the Council continue to provide a Christmas event in both Stanley and Stanley Common as in previous years.
2. That the Clerk be authorised to seek quotes for the Trees and Lights.

2019/78 FINANCIAL STATEMENT

The Clerk presented the revised statements for April and May and the new statement for June for review and approval.

The current balances were reported and discussion was held around the VAT reclaim frequency.

RESOLVED:

1. That the Financial Statements be approved.
2. That the current balances be noted.
3. That the Clerk ensure that VAT is reclaimed quarterly going forward.

2019/79**ACCOUNTS FOR PAYMENT****RESOLVED:**

That the following payments be approved:

Payee	Description	Amount £
R Arter	Litter picking / inspections June	80.00
S Doherty	Clerk's salary and expenses	431.81
HMRC	PAYE deductions	109.20
Namespace	Webhosting, SSL and domain name registration	360.00
S Doherty	Parish Laptop and Anti-virus software – re-imbursment of costs paid	399.00
S Doherty	O365 business software subscription – re-imbursment of costs paid on personal card	124.99
S Doherty	Admin Equipment – re-imbursment of costs paid on personal card	45.98
S Doherty	Stationery Supplies/equipment – re-imbursment of costs paid on personal card	15.00
Stanley PCC	Parish magazine subscription 2018-19	10.00
S Doherty	Website template and licences – re-imbursment of costs paid on personal card	63.46
Steve & Anna	Watering and maintenance of flower and shrub beds	231.53
S Dunkley	Interim Clerk services	57.00
S Stanier	Electricity for defibrillator	10.00
Countrywide	Grounds Maintenance	473.41

2019/80**INCOME RECEIVED**

The Clerk reported that the VAT reclaim income was still awaited from HMRC. No further income had been received.

2019/81**CORRESPONDENCE**

- I. PLAYGROUND WEEKLY REPORTS

Members considered the reports previously circulated and noted the issues raised. Councillor Harvey would speak to one of the operatives to get them to maintain the Triple post so that it rotated as it should. It was queried if the bin could be fixed by the contractor repairing the posts.

RESOLVED:

Clerk to agree to the bin repair if the costs are reasonable.

II. DALC CIRCULAR NO.9 – noted

III. CAB ANNUAL IMPACT REPORT – noted

IV. REQUEST TO REPLACE VILLAGE SIGN AND INSTALL NEW PLANTERS
Councillor Harvey reported that this had been previously reported to Derbyshire County Council as part of a group of jobs. The county had come out within 2 days and had fixed the sign at Coronation Road and cleaned the sign by the Church but they had not addressed the road opposite the church or returned the village sign. Clerk to follow up.

The Village already had planters under the millennium signs and so it was felt that extra ones at the village entrance were not required.

V. SCHOOL TROPHY DONATION

Councillors considered the request of a donation towards the replacement of the school sports trophy.

RESOLVED:

That the donation of £40 be granted to St Andrew's Primary School and a letter be written to Stanley Common primary school to let them know that the Council is able to consider such donation requests.

VI. RESIDENT'S SPEEDING AND TRAFFIC VOLUME CONCERNS

Members had previously received notification of the resident's concerns and he had been informed of the community speedwatch activities.

2019/82

DATE AND TIME OF NEXT MEETING

It was reported that the Stanley Church Hall was not a suitable relocation venue. It was agreed to ask St Andrew's Primary School if they had room to accommodate and delay the final decision until the next meeting on 17 September 2019.

The meeting terminated at 8:45pm.