

Stanley and Stanley Common Parish Council

Minutes of the parish council meeting held on Tuesday, 18 June 2019 at 7:00pm in the Stanley Village Hall, Park Road, Stanley

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

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

Members of the public: Three

2019/43 VARIATION TO ORDER OF BUSINESS

The Chairman requested that the order of business be altered to enable his announcements to be made at the beginning of the meeting. All agreed.

2019/44 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed and introduced the new clerk to the council.

The Chairman wished to apologise to creditors for the delay in payments which had occurred as a result of the changeover in clerk. Unfortunately there had been problems with the paperwork at the bank and this had resulted in the parish council being unable to access its money in order to pay bills. He wished to assure everyone that the situation was almost rectified and that payments would be made as a priority.

The Chairman thanked Councillor Tomlinson for the tremendous job he had carried out as an interim clerk.

2019/45 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Smith.

2019/46 DECLARATIONS OF INTERESTS

No declarations of interests were received.

2019/47 PUBLIC PARTICIPATION SESSION

Mrs Green, a representative of the Village Hall Committee was in attendance and requested if the Parish Council could consider moving meetings from the hall to the meeting room. Councillors considered the request and it was reported that there had been complaints in the

past about the acoustics in the hall which made it difficult to hear proceedings. The other meeting room was considered unsuitable however due to the L shape and small size which would not suit large audiences which occurred occasionally. Councillors agreed to look into alternative venues before coming to a final decision.

A member of the public requested that additional black and white posts be installed along the verges in Stanley village to stop cars from going on the grass. It was confirmed that this was a matter for County Highways. As Councillor Hart was in attendance she agreed to take this back to County and look into it.

A member of the public reported that the hedges outside 6 Hurst Drive and along Queens Avenue required cutting back again and asked the Parish Council to resolve the issue. It was confirmed that the County Council had been requested to do this already however the Clerk would chase this up.

A member of the public reported that there was excessive litter along Common Lane and asked if the parish council would arrange a litter pick to remove it. It was queried whether this was a borough duty but confirmed that it was unlikely that they would be out in this area without having been notified of the issue. It was suggested that the Clerk get in touch with Richard Windsor at Erewash BC to book a community litter pick which could then be advertised on social media to seek volunteers to help.

2019/48 REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

Councillor Mrs Hart reported that a finger post in the village had been dislodged but she had asked B Lowe to fix it.

She further reported that, due to an accident at the Kings Corner which had involved a resident of West Hallam, a traffic count at the cross roads was going to be carried out which would hopefully lead to some traffic management measures being introduced. The count would be completed by the end of July.

Action Grants were now available to the Parish Council to apply for and could be used for a number of things including now, community safety initiatives eg in relation to anti-social behaviour. Grants started from £500.

The Borough Councillors had nothing to report but sought to find out if the Erewash magazine was being received by people in the villages. It was confirmed that coverage was sporadic however sometimes the magazine was bundled up inside other junk mail and so potentially was being thrown away without being seen.

2019/49 MINUTES

Consideration was given to the minutes of the meeting held on 14 May 2019.

It was moved by Councillor A Garton and seconded by Councillor C Tomlinson and:

RESOLVED THAT:

The minutes of the meeting held on 14 May 2019 be approved and signed by the Chairman as a correct record.

2019/50 EXEMPT ITEMS

There were no exempt items to be considered.

2019/51 MATTERS FOR REPORT

I WEBSITE UPDATE

Councillor Tomlinson referred members to the clerk's report setting out options for purchasing a new website. Initially members agreed to move the item to the next agenda in order for councillors to consider the report. However, as a result of discussion of other matters later in the meeting members revisited the proposal and it was moved by Cllr Mrs V Harvey and seconded by Councillor C Tomlinson and

RESOLVED THAT:

The council move forward with a new website and delegate decisions to the Clerk in consultation with Councillor Tomlinson.

II REPAIRS UPDATE – STANLEY COMMON CHANGING ROOMS STEPS

Councillor Tomlinson reported that Erewash Borough Council had been approached to provide a quoted options for the repairs which would then be put out to tender. Further report to be brought back to council in due course.

III COMMUNITY SPEED WATCH REPORT

Councillor Tomlinson reported that the community speed gun had been used in training and a live session whereupon 6 cars had been caught speeding along Belper Road, Stanley Common. The registrations had been passed to the PCSO who would arrange for letters to be issued to the motorists.

IV VILLAGE HALL WORKS UPDATE

It was confirmed that this item had been put on the agenda at the request of a concerned parishioner. Councillor Tomlinson reported that there had been an email received stating that the Building Inspector was happy with the works but a formal completion certificate had not yet been issued.

V STANLEY PRE-SCHOOL SITE REPORT – WORKING PARTY FEEDBACK

Councillor Mrs Harvey reported that there were problems with the external area resulting in health and safety issues requiring parts to be fenced off. Discussion was held around what to do if the workmen had not returned by the end of the week to complete the rectification works.

It was moved by Councillor C Tomlinson and seconded by Councillor Mrs V Harvey and

RESOLVED THAT:

If no action is taken by the end of the week, the working party has delegated authority to ask Erewash Borough Council's Health and Safety Officer to inspect the site and provide written options for the course of action available to the parish to resolve the issues.

VI DAMAGE TO POSTS ON STANLEY RECREATION GROUND CAR PARK BOUNDARY

Item deferred to the next meeting.

VII UPDATE ON ROUNDABOUT INSTALLATION AT STANLEY COMMON RECREATION GROUND

Councillor Mrs Harvey reported that the roundabout had been installed and arrangements were being made for the safety fencing to be removed. It was anticipated that this would occur in the next 5 days. The Chairman expressed his thanks to Councillors Mrs Harvey and Tomlinson for their work on this project.

VIII GOAL NETS FOR STANLEY COMMON

The Chairman expressed his concern about this proposal as he recalled in the past being told not to leave up nets after football matches due to them being a hazard. This had been checked with the Health and Safety advisor at Erewash BC and they had also advised to take them down.

It was raised that the goal posts were old and not ideal anymore and that perhaps a mini MUGA wall could be installed instead.

It was moved by Councillor A Garton and seconded by Councillor Mrs V Harvey and

RESOLVED THAT:

- a) Councillor C Tomlinson and Mr R Arter take the net down at Stanley Common recreation ground and seek to return it to its owner.
- b) The open spaces working party to investigate alternatives to the goal posts

IX WORKING PARTIES AND REPRESENTATIVES

It was moved by Councillor Mrs V Harvey and seconded by Councillor A Garton and

RESOLVED THAT:

The following working parties be established:

- a) Finance Working Party – Councillors A Garton, Mrs V Harvey and J Smith
- b) Open Spaces Working Party – Councillors P Carroll, Mrs V Harvey and C Tomlinson
- c) Planning Working Party – Councillors A Garton and J Smith

X REPLACEMENT BENCH – PARK AVENUE

Councillor A Garton reported that East Midlands Homes had consented to the Parish Council replacing the bench on Park Avenue but that they would like it to be green.

It was moved by Councillor Mrs V Harvey and seconded by Councillor A Garton and

RESOLVED THAT:

Mrs V Harvey seek costs for the purchase and installation of the new bench to match others throughout the parish and pass these through to the clerk.

IX PURCHASE OF DEDICATED LAPTOP AND SOFTWARE

The Chairman stated that this would be for the Clerk to use as she was currently using her personal equipment. A budget of £400 was proposed and the Clerk would be required to maintain

the PAT testing, to be reimbursed by the council as well as complete a DSE assessment for her home office.

It was moved by Councillor M Cheetham and seconded by Councillor Mrs V Harvey and

RESOLVED THAT

The Clerk be given delegated authority in consultation with Councillor C Tomlinson to purchase a laptop and relevant software upto £400 in cost.

X **RENEWAL OF INSURANCE – PUBLIC LIABILITY AND EMPLOYERS LIABILITY**

The clerk presented the costs and noted that Councillor Mrs Harvey would be reviewing the cover as new play equipment had been installed since the last renewal. It was agreed that the current provider would be returned to as they were currently investigating a claim and their cover was the most suitable for the council's needs out of the three reviewed by the broker.

It was moved by Councillor M Cheetham and seconded by Councillor Mrs V Harvey and

RESOLVED THAT

The Council renew its insurance with Hiscox through Came and Company.

XI **POPPY WREATH DONATION**

Consideration was given to the continued donation of £60 in return for three poppy wreaths. One was due to be laid on 13 July 2019 at the bomber memorial. Further discussion was had around the lamppost poppies and whether the council wished to purchase these again.

It was moved by Councillor Mrs V Harvey and seconded by Councillor A Garton and

RESOLVED THAT

- a) The Council donate £60 to the poppy appeal
- b) Councillor P Carroll be the nominated representative to lay the wreath on 13 July 2019
- c) The Council not purchase lamppost poppies this year

2019/52 REPORT OF THE CLERK

I MODEL PUBLICATION SCHEME

The clerk reported that the council was currently not complying with the model publication scheme. Whilst the council did have many of the documents required, they were not currently published on the website. A number of items would need to be published by 1 July 2019. This would be an area of focus for the clerk initially.

II DATA PROTECTION AND GDPR

The clerk reported that on working through the documents handed over to her there were issues in relation to the council's documentation to support its compliance with the act and regulations. The current privacy policy would need to be revised and updated and published on the website. There was no Data Protection Policy. It was unclear whether training had been given to Councillors on the new Act and GDPR so this would need to be arranged to ensure that Councillors were aware of their obligations. There was also a security compliance checklist form amongst the documents but it wasn't clear if these had been issued to councillors. If not then this would also be a matter of priority for the clerk to address.

Councillors raised concerns over IT security generally and asked the clerk to ensure that appropriate measures were put in place.

Queries were made about what training was available for Councillors generally. The clerk referred to the essential councillor course provided by DALC and it was requested that all councillors be signed up for the course.

The clerk requested permission to attend the Essential Clerk training course on 9 July 2019 at a cost of £50.

The clerk further reported that the PAYE notification process had been commenced with HMRC.

It was moved by Councillor M Cheetham and seconded by Councillor Mrs V Harvey and

RESOLVED THAT

- a) The clerk attend the Essential Clerk training course on 9 July 2019.
- b) That Councillors be signed up to attend the Essential Councillor training course according to their availability

2019/53 PLANNING APPLICATIONS/DECISION NOTICES

No planning notices had been received.

2019/54 DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) CIRCULARS

The clerk reported that circular no.8 had now been received and read out a summary of the articles for councillor's information. There were no comments.

2019/55 FINANCIAL STATEMENT

The Chairman suspended standing orders to ask that Borough Councillor A Stevenson seek to have the late payment fee for the Erewash BC waste invoice be waived. Councillor Stevenson agreed subject to receipt of the details via email. The Clerk would provide these.

The Clerk reported that the Annual Governance and Accountability Return for 2018/19 needed to be approved by the Council before being sent to the external auditors. The Council would need to waive standing orders as there had not been time to allow the 14 days notice for councillors to review the statement prior to agreement. Everything was in order aside from there being a -30% variance between 2017/18 and 2018/19 expenditure. The explanation for this had been entered on the statement had had occurred as a result of a credit note being issued due to missed grounds maintenance visits and the delay of works to the wet pour at the playgrounds due to inclement weather, the costs of which had been carried forward into 2019/20.

Financial Statements for May and June had been prepared, however the bank balances could not be recorded at this time due to no access and the statements having been sent to the previous clerk. This would be rectified once access was obtained and proper reconciliation could be carried out. It was noted that the invoices had not been paid due to the aforementioned banking issues.

It was moved by Councillor M Cheetham and seconded by Councillor Mrs V Harvey and

RESOLVED THAT

- a) Standing Orders be waived and the Annual Governance and Accountability Report for 2018/19 be approved and submitted to the external auditors.
- b) That the financial report be noted.

2019/56 ACCOUNTS FOR PAYMENT

The clerk reported that further invoices had come in since the agenda had been published and a revised account sheet had been issued at the meeting. There were yet 3 further payments to add to that list having received invoices late that afternoon.

It was moved by Councillor M Cheetham and seconded by Councillor Mrs V Harvey and

RESOLVED THAT

The accounts listed below be accepted for payment:

Payee	Description	Amount £
Npower	Electricity 11 Feb to 18 Apr	53.87
Countrywide	Grounds maintenance	473.41
J Mazillius	Litter picking Apr-May-Jun plus expenses	243.88
B Wood	Internal Audit of accounts	91.80
Wicksteed	Wetpour repairs at Stanley common and Stanley rec grounds plus security fencing hire	11,569.92
Steve and Anna Gardening Services	Maintenance to shrub beds and summer planting	1,147.96
C Tomlinson	Aluminium signs	38.33
C Tomlinson	Mobile phone credit for parish phone	10.99
C Tomlinson	Mileage claim	8.64
R Arter	Litter picking/safety checks	80.00
Came and Company	Insurance renewal	1,312.79
ICO	Registration renewal	35.00
Playdale	Play area works	11,059.78
United Church of All Saints	Use of Church Hall	48.00
Cllr V Harvey	Donation to VH and cakes for brass band concert	40.00

2019/57 INCOME RECEIVED

The clerk reported that no income had been received this month but the VAT reclaim had been drafted and would result in a return of £1,424.08.

2019/58

CORRESPONDENCE

- a) Derbyshire CC Action Grants / Anti-social behaviour Initiative
- b) West Hallam Well Dressing Committee have asked permission to use their road barriers for the festival day on Saturday 13th July.
- c) EBC Community Grant Scheme – 2019 Summer Play Schemes
A discussion was held over the play equipment held in the village hall from a former summer play scheme. There wasn't anyone able to offer this service anymore and so it was proposed that the old equipment be donated to schools or the playgroup.
- d) Planning Training Opportunity for Parish Councillors – Long Eaton Town Hall – preferred dates of attendees discussed and confirmed.
- e) Stanley Village Gala – Committee have requested volunteers to assist with set up, on the day and take down activities
- f) EBC Standards Committee – request for expressions of interest for parish councillors to be co-opted onto the Standards Committee
- g) Playground/Recreation Ground weekly reports

It was raised that a child had been injured allegedly playing on the Stanley Common recreation ground and that perhaps training required refreshing to ensure that the current standards for play equipment inspection were being applied. Councillor Tomlinson reported that he had been told by installers that the standards varied and so it was key that the parish council was clear on what standards it wished to be applied by the inspectors. It was reported that there was a DALC course coming up on 24 July 2019 at a cost of £110 per delegate.

It was moved by Councillor M Cheetham and seconded by Councillor C Tomlinson and

RESOLVED THAT

- a) West Hallam Well Dressing Committee be granted permission to use the council's road barriers for their festival on 13 July 2019
- b) The council's play scheme equipment be inventoried and donated to local schools and/or the playgroup
- c) The Clerk reply to Erewash BC that Councillors preferred date for planning training is 25 July 2019.
- d) That the clerk purchase 2 places on the playground inspection training on 24 July 2019 for the clerk and one councillor.

2019/59

DATE AND TIME OF NEXT MEETING

Discussion was held around moving Parish Council meetings to a Wednesday night and potentially changing the venue for Stanley village as a result of complaints about the acoustics in the room used. The scout hut at Stanley common was permanently available on a Wednesday, however this would mean that the council wouldn't be moving between the two villages.

It was moved by Councillor M Cheetham and seconded by Councillor Mrs V Harvey and

RESOLVED THAT

- a) The Parish Council consider the alternative venues available, carrying out site visits as required prior to making a decision at the next meeting
- b) The next meeting be held on 16 July 2019 at the Scout Hut, Stanley Common

The meeting terminated at 8:35pm.