

# BOYLESTONE PARISH COUNCIL

## Minutes of Ordinary Meeting

Held on: Monday 24<sup>th</sup> July 2023 at 7:00 pm

At: Boylestone Village Hall

Present: Cllr Helen Walker, Cllr George Upson, Cllr Pete Wilkins, Cllr Matt Moore,  
Peter Bambury (Clerk)

Cllr Steve Bull (Derbyshire County Council)

One public attendee

23/040      **1. Apologies for absence**

Cllr Derek Watkins

23/041      **2. Declarations of Interests**

There were no declarations of interest in respect of the items to be considered on the agenda. It was noted however that Councillors had not been provided with forms from Derbyshire Dales District Council in respect of Declarations of Pecuniary Interests. The Clerk was asked to pursue. Action: Clerk

23/042      **3. Public Speaking**

Derbyshire County Councillor Steve Bull advised the meeting that the process to create a combined county authority, which would merge the present Derbyshire County Council with Derby City, Nottingham City and Nottinghamshire County Councils, was continuing positively.

He also informed the meeting of the current initiative to review the ward boundaries of the Derbyshire County Council.

23/043      **4. Previous minutes**

(a) The revised minutes of the Ordinary Parish Council meeting held on 30th May 2023 were approved.

(b) The minutes of the Ordinary Parish Council meeting held on 12th June 2023 were approved subject to the following amendments. Action: Clerk

(i) Minute 23/028, the term “signed contractor” to be replaced by “signed contract”;

(ii) Minute 23/033, second paragraph to be replaced with:

“Councillors were aware of the detail of previous discussions on the matter and were therefore asked to brief Cllr Walker, who as the new Chair, had not been party to the original debate. Cllr Walker agreed that if land was not best used or best value achieved then a selection of options should be considered. It was agreed that some alternatives be brought to the next meeting for possible consideration/ feasibility before putting out to the public.”

(iii) Minute 23/034 item 6, the term “biannual” to be replaced with “6 monthly”.

23/044      **5. Exclusion of the public**

No matters were deemed necessary for public exclusion.

23/045      **6. Update on matters arising from previous meetings**

23/046      (a) The Christmas tree lights were found to be defective and are to be discarded. The village flagpole is owned by R. Watson who has given his agreement for it to be used for occasions initiated by the Parish Council.

23/047      (b) The Clerk had applied to DALC for individual accounts and password logins to be provided for councillors. The situation was that DALC had in turn ordered an upgrade of its portal software in order to apply different levels of permissions to different users. DALC will advise when the upgrade is completed. In the meantime the Clerk and Cllr Walker will continue to have unrestricted access.

23/048      (c) The Parish Council is required to register with the ICO and to comply with the six principles outlined on its website for data sharing compliance. A £40 annual subscription will be applicable. It was agreed that registration will be applied for once the Council’s application for online banking has been concluded.  
Action: Clerk

23/049      (d) It was confirmed that a subscription for the basic business package of Microsoft Office 365 will be applied for when the online banking facility is operational. Action: Clerk

23/050      (e) The Clerk had met with Cllr Upson on two occasions and had been informed on financial procedures and principles adopted by the Parish Council. Banking documentation had been handed over and other Parish Council documents were to follow. The Clerk had also benefitted from the continuing mentoring support provided by Cllr Wilkins.

23/051      (f) Cllr Walker had circulated a report that outlined various options for the future arrangements for two plots of land that are currently owned, and rented out, by the Parish Council. The Council had historically held possessory title to both

plots but a copy of the Land Registry entry was produced at the meeting that showed that this had been converted to Title Absolute in 2010. No covenants to the transfer had been identified. Since acquiring Title Absolute, no formal valuation of either plot had been made. The current rental arrangement runs from October to September each year for which the tenant pays an annual rent to the Parish Council and maintains the land and hedgerows. After a discussion it was agreed that the public should be consulted on the alternatives and a letter outlining the options would be delivered to all residents in the village with an invitation to attend a special meeting to be convened in October for this purpose. The point was made that the report presented to the meeting should be condensed into a shorter document for the sake of conciseness and that Councillors Walker and Upson would liaise over this for presentation at the next meeting of the Parish Council.

Action: Cllrs Walker and Upson

- 23/052 (g) Ongoing concerns regarding the condition of the existing village name signs, the provision of additional speed limit repeater signs and authority to retain certain existing place name signs had led to an approach being made to Derbyshire County Council. Difficulties had been encountered due to apparent divided responsibilities. County Councillor Steve Bull was able to provide contact points and it was agreed that Cllrs Walker and Upson would pursue.  
Action: Cllrs Walker and Upson
- 23/053 (h) The situation remained unchanged regarding the gate to the field adjacent to the phone box and there was nothing further to report. Cllr Moore to continue to pursue with the land owner. Action: Cllr Moore
- 23/054 (i) The poor condition of several grass verges in and around the village was discussed and reference was made to an associated incident involving a car and a pedestrian. Cllr Upson had written to Derbyshire County Council but the situation had not improved. As some verges in particular front houses in the village, it was suggested that the Clerk writes to all residents asking that they voluntarily cut the areas of grass within their own frontage themselves.  
Action: Clerk
- 23/055 (j) Cllr Walker had written to the Church, Chapel, Ladies Group, the Village Hall and to neighbouring Parish Councils regarding developing better working relationships. A positive reply had been received from Sudbury Parish Council.
- 23/056 (k) The Clerk had composed a draft introductory letter to all residents which for GDPR compliance, also requested each individual's agreement to the continued use by the Parish Council of their personal data. No changes to the letter were proposed and it was agreed that Cllr Walker would print hard copies and hand deliver to all households. Action: Cllr Walker
- 23/057 (l) The current notice board was in a poor state of repair and would be refurbished in September. Costs would be charged to the Parish Council. It was agreed that the content displayed on the board needed to be better managed and Cllr Walker produced a guide regarding this. Cllr Walker would provide a

specification for what should be displayed and would implement this in future when agendas and meeting minutes etc are posted on the board.

Action: Cllr Walker

23/058 (m) Cllr Walker had written to the owner of the dog that had bitten a pedestrian in the village. The owner had responded very positively and had outlined measures that they will take to prevent a similar occurrence happening again.

23/059 (n) Cllr Upson agreed to organise the next village walk on the morning of Saturday 7<sup>th</sup> October and to arrange with the Ladies Group for bacon cobs etc to be provided. Another walk will be planned for May 2024. Action: Cllr Upson

23/060 **7. Policy Planning**

(a) The formal policies of the Parish Council had not been reviewed for some time and it was agreed that this needed to be addressed. The Clerk had already been tasked with reviewing certain policies for inclusion and it was agreed that in order to move the whole process forward efficiently, Councillors present at the meeting would each be assigned specific policies for review, which will then be presented to the next meeting. Cllr Walker and the Clerk would coordinate this. Action: Cllr Walker and Clerk

(b) Agreed that policy reviews are to be allocated as follows:

(i) Standing Orders and Financial Regulations – Cllr Wilkins

(ii) Risk management and Complaints – Cllr Upson

(iii) Document archiving and Councillor responsibilities – Cllr Walker

(iv) GDPR compliance – Clerk (as part of ICO registration process)

23/061 **8. Website**

The Parish Council website had been identified as not being compliant with the legal requirements in respect of accessibility and transparency. With regard to administration of the site, the process is cumbersome and difficult to understand and key documents that are required to be posted on the site have not been. The Parish Council currently buys in an administrative service for the site from the Web Designer Jill Studholme and the next annual subscription for this service is due in November. Following an approach made to her to provide a quotation for upgrading the site to meet the legal standards, the quotation received was £350.

The following was agreed:

(a) The Parish Council would explore alternatives for the provision of its website. The Clerk and Councillors were asked to consider options and report back at the next meeting. Action: Clerk and Councillors

- (b) Cllr Upson would reply to Jill Studholme to advise of the Council's position.  
Action: Cllr Upson
- (c) A notice would be placed on the website advising that the site is under review and that in the meantime, should anyone have any difficulty regarding accessibility, they should contact the Clerk at the Parish Council email address. Action: Clerk
- (d) In order to discard unused sections of the current website, Councillor Upson would write to the local village groups advising that their unused pages will shortly be removed. Action: Cllr Upson

23/062      **9. Finance**

- (a) The current year expenditure against budget was presented.
- (b) Cheques for the following were presented for signature. Agreed that the Clerk would issue the payments. Action: Clerk
  - (i) £155.64    Locum Clerk - Brailsford & Ednaston Parish Council
  - (ii) £39.60    R. Watson - Mileage expenses
  - (iii) £148.88    Clerk - May and June salary
  - (iv) £37.20    Helen Walker – refund for payment to HMRC
  - (v) £45.00    Auditor – reissue of cheque due to change of payee
- (c) Revisions to the Parish Council's banking arrangements, to add the Clerk to the current signatories and to utilise online banking, were approved. The necessary forms were presented for signing and the Clerk would submit these to Lloyds bank. Action: Clerk
- (d) The Clerk submitted a claim for 6 hours additional worked hours for May and June. This was on the basis that the claim related to "task based" work rather than for ancillary activities such as telephone calls and research. This was agreed and will be paid in the August payroll.  
Cllr Walker to notify A. Butler & Co. Action: Cllr Walker
- (e) Cllr Upson will shortly be able to complete the Parish Council's VAT refund application. Action: Cllr Upson

23/063      **10. Planning**

- (a) No observations were made regarding application details previously circulated.

- (b) Cllr Walker has reported the unauthorised work that is progressing at Hillview Barn to the local Planning Authority. The case reference is ENF/23/00112 and an acknowledgement specifying the timescale for processing has been received.

23/064      **11. Transport monitoring – Sapperton Lane**

Monitoring had been requested by Leicestershire County Council. If further information is required, the Parish Council will need to make a Freedom of Information application to LCC. Agreed no further action.

23/065      **12. Correspondence received**

- (a) Letter from DHS regarding defibrillator registration – the village defibrillator is owned and managed by the Village Hall Committee. Agreed that Cllr Walker to refer the matter to them. Action: Cllr Walker
- (b) Letter from Remedi regarding offer of reparative activities. Agreed no action.
- (c) Letter from Derbyshire County Council regarding invitation to attend a Parish and Town Council Liaison Forum event on Monday 18 September 2023. Agreed: Cllr Walker to attend, Clerk to reply confirming. Actions: Cllr Walker and Clerk

23/069      **13. Power cuts in village**

The occurrences had subsided. Nothing further to report.

23/070      **14. Reports of meetings of outside bodies**

No reports received

23/071      **15. Other business**

None

23/072      **16. Dates of next meetings**

Thursday 5<sup>th</sup> October 7:00 pm – Parish Council Ordinary Meeting

Monday 30<sup>th</sup> October 7:00 pm – Special Meeting with public attendees (Parish Land options)

Monday 11<sup>th</sup> December 7:00 pm – Parish Council Ordinary Meeting

The meeting closed at 9:00pm

## Summary of agreed actions

	Minute	Action
Clerk	23/041 23/043 23/048 23/049 23/054 23/060 23/060 23/061 23/061 23/062 23/062 23/065	Declaration forms Amendments to 12 <sup>th</sup> June minutes ICO Registration Microsoft Office 365 Write to residents regarding verges Policies review coordination GDPR compliance Explore options for website Add accessibility notification to website Issue approved payments Submit mandate forms to Lloyds Bank Reply to Derbyshire County Council regarding Forum event
Cllr Walker	23/051 23/052 23/056 23/057 23/060 23/062 23/065 23/065	Parish Land options document Pursue concerns regarding village signage Distribute Clerk introductory letter Content specification and maintenance of notice board Policies for Document archiving and Councillor responsibilities Notify A. Butler & Co of Clerk additional hours claim Refer DHS letter regarding defibrillator to Village Hall Attend Forum event 18 <sup>th</sup> September
Cllr Upson	23/051 23/052 23/059 23/060 23/061 23/061 23/062	Parish Land options document Pursue concerns regarding village signage Organise village walk and refreshments Reviews of Risk management and Complaints policies Write to Jill Studholme regarding website quotation Write to local groups regarding removal of pages from website VAT rebate
Cllr Wilkins	23/060	Review of Standing Orders and Financial Regulations
Cllr Moore	23/053	Pursue restoration of gate adj. phone box
All councillors	23/061	Explore options for website