

# BOYLESTONE PARISH COUNCIL

To: The Chair and Members of Boylestone Parish Council

You are hereby summoned to attend a meeting of Boylestone Parish Council, to be held:

On: 7:00 pm on Thursday 5<sup>th</sup> October 2023

At: Boylestone Village Hall

Yours sincerely,

Peter Bambury  
Clerk to the Parish Council

## **AGENDA**

**1. To receive apologies for absence**

**2. Declaration of Members' interests**

To receive declarations of disclosable pecuniary interests and personal and prejudicial interest from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (sections 30 – 33). Also to consider any previously notified applications for dispensation of such declarations in accordance with section 33 of the Act.

**3. Public Speaking**

A period of not more than 10 minutes will be made available for members of the public to comment or ask questions on Parish Council matters.

If the Police Liaison Officer, a County Council or District Council Member is in attendance, members of the public will be given the opportunity to raise any relevant matter. Discussion of Police matters will be restricted to matters relevant to the parish of Boylestone.

**4. Previous minutes**

To approve the Minutes of the Ordinary Parish Council Meeting held on 24<sup>th</sup> July 2023.

## 5. Exclusion of the public

In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, to determine which items of the Agenda should be taken with the public excluded.

If the Council decides to exclude the public, the following resolution will be made:

*“That in view of the specific nature of the business about to be transacted the Council considers, in the public interest, that the press and public be temporarily excluded, and they are therefore instructed to withdraw”*

## 6. Reports of meetings of outside bodies

## 7. Reports on actions assigned at previous meeting

	Minute	Action
Clerk	23/041	Declaration forms
	23/043	Amendments to 12th June minutes
	23/048	ICO Registration
	23/049	Microsoft Office 365
	23/054	Write to residents regarding verges
	23/060	Policies review coordination
	23/060	GDPR compliance
	23/061	Explore options for website
	23/061	Add accessibility notification to website
	23/062	Issue approved payments
	23/062	Submit mandate forms to Lloyds Bank
	23/065	Reply to Derbyshire County Council regarding Forum event
Cllr Walker	23/051	Parish Land options document
	23/052	Pursue concerns regarding village signage
	23/056	Distribute Clerk introductory letter
	23/057	Content specification and maintenance of notice board
	23/060	Policies for Document archiving and Councillor responsibilities
	23/062	Notify A. Butler & Co of Clerk additional hours claim
	23/065	Refer DHS letter regarding defibrillator to Village Hall

	23/065	Attend Forum event 18th September
Cllr Upson	23/051	Parish Land options document
	23/052	Pursue concerns regarding village signage
	23/059	Organise village walk and refreshments
	23/060	Reviews of Risk management and Complaints policies
	23/061	Write to Jill Studholme regarding website quotation
	23/061	Write to local groups regarding removal of pages from website
	23/062	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

## 8. Policy planning

To consider the following policies for adoption. Policy documentation previously circulated.

- (a) Standing Orders
- (b) Finance Regulations
- (c) Risk Management
- (d) Complaints
- (e) Documents Retention

## 9. Councillor responsibilities

To consider the assignment of specific responsibilities to individual councillors. Proposals document previously circulated.

## 10. Finance

- (a) Finance Management report (previously circulated)
- (b) Projected expenditure for remainder of Financial Year
- (c) Payments made under delegated powers
  - (i) £196.00 Parish Council insurance – Zurich Municipal
  - (ii) £35.00 ICO Registration

- (d) Payments due
  - (i) £223.32 Clerk – July and August salary
  - (ii) £55.80 Cllr Walker – Refund for payments to HMRC
  - (iii) £80.00 DALC – Clerk Essentials training
  - (iv) £46.52 Clerk overtime (agreed by Chair)
- (e) Year approval of regular payments
  - (i) Clerk salary
  - (ii) HMRC – PAYE
- (f) Parish Land rent review
- (g) Internal audit 2023-24

**11. Website**

To consider progress options. Email correspondence and quotation from 2commune Ltd previously circulated.

**12. Parish Land Public Meeting**

To consider revised consultation document and progress options. Document previously circulated.

**13. Christmas tree, decorations and festival**

To consider the level of financial and other support to be provided by the Parish Council

**14. Maintenance of verges**

**15. Planning** (Latest list previously circulated)

Work at Crowfoot Lane, Church Broughton

**16. Correspondence received** (previously circulated)

- (a) RBLI – 2023 Remembrance
- (b) Derbyshire County Council – Snow Warden Scheme
- (c) Derbyshire County Council – Parish and Town Council Liaison Forum
- (d) Linda Cook – Hedgehog Highway Project

- 17. Village Plan**
- 18. Other business agreed by the Chair**
- 19. Date of next meeting**
- 20. Clerk's performance and salary review**