

BOYLESTONE PARISH COUNCIL

Minutes of Ordinary Meeting

Held on: Thursday 5th October 2023 at 7:00 pm

At: Boylestone Village Hall

Present: Cllr Helen Walker, Cllr George Upson, Cllr Pete Wilkins, Cllr Derek Watkins,
Peter Bambury (Clerk)

There were no public attendees

District Councillor Tony Morley

Following news of Cllr Tony Morley's recent death, sadness and an acknowledgement of the considerable contribution he had made to the local community were expressed by all present at the meeting.

23/073 **1. Apologies for absence**

Cllr Matt Moore, Cllr Steve Bull

23/074 **2. Declarations of Interests**

There were no declarations of interest in respect of the items to be considered on the agenda.

23/075 **3. Public Speaking**

None

23/076 **4. Previous minutes**

The minutes of the Ordinary Parish Council meeting held on 24th July 2023 were approved subject to the following amendment.

Minute 23/063, reference to the term "Cotonwood Lodge in item (b) to be replaced by "Hillview Barn". Action: Clerk

23/077 **5. Exclusion of the public**

It was resolved that Item 20 of the agenda (Clerk's performance and salary review) should, in the event that any member of the public were to arrive during the course of the meeting, be heard with the public excluded.

23/078

6. Reports of Meetings of Outside Bodies

No reports received. Concern was expressed that the Parish Council needed to be made more aware of the activities of the Neighbourhood Watch Group. Cllr Walker to discuss with Neighbourhood Watch Co-ordinator, Steve King. Action: Cllr Walker

23/079

7. Update on matters arising from previous meetings

- (a) Declaration forms for all Councillors except Councillor Moore had been received and sent to the District Council Monitoring Officer. There was a possibility that Councillor Moore had submitted his directly but this could not be verified in his absence. Cllr Moore
- (b) The Clerk recommended postponing subscription to Microsoft Office 365 until the issue over the Council's website had been resolved.
- (c) The Clerk had successfully registered the Council with the Information Commissioner's Office (ICO).
- (d) The Clerk had agreed with the Chair to withhold writing to residents regarding the condition of highway verges. The matter in general was considered under Item 14 of the agenda to this meeting.
- (e) Following submission of the new mandate forms to Lloyds bank, these had been accepted and the Parish Council had now been provided with an internet banking facility.
- (f) Cllr Walker had written to Derbyshire County Council Highways Officer, Julian Austin, outlining all areas of Parish Council concern in respect of highways in the area. Response awaited, Cllr Walker to report back. Action: Cllr Walker
- (g) 30 responses had been received to the letter delivered to Boylestone residents regarding GDPR agreements. The view was expressed that this figure may underrepresent the actual number of people who would be willing to be included on the Council's circulation list. Cllr Upson agreed to write to members of the various village groups to pursue this with a request that any further individual agreements be sent by email to the Clerk. Action: Cllr Upson
- (h) The content of the village notice board was further discussed. Cllr Walker to post on to the board the names (but not addresses or phone numbers) of all Boylestone parish councillors. Action: Cllr Walker
- (i) Cllr Walker briefed councillors on the Parish and Town Council Liaison Forum event held by Derbyshire Dales District Council, that she had attended.
- (j) Cllr Upson is currently considering route options for the planned village walk. Action: Cllr Upson
- (k) No apparent progress on restoration of the gate adjacent to the phone box. Action: Cllr Moore

23/080

8. Policy Planning

- a) Consideration of a draft document outlining proposed Council Standing Orders was deferred until the next meeting.
- (b) Consideration of policies for Risk Management, Complaints and Document Retention was deferred to future meetings.
- (c) A draft document outlining Council Financial Regulations was submitted and considered in detail. Numerous amendments to the text were agreed. Resolved that the Financial Regulations be adopted with immediate effect subject to the Clerk modifying the document to reflect the agreed amendments. Action: Clerk

23/081

9. Councillor Responsibilities

Councillors considered a list of responsibility categories that had been prepared by Cllr Walker. It was agreed that specific responsibilities would be apportioned as follows:

Highways & Drainage	Cllrs Walker, Moore and Upson
Verges	Cllr Wilkins
Footpaths	Cllr Upson
Dog fouling & Litter	Cllr Walker
Planning	Cllr Wilkins

23/082

10. Finance

- (a) The Finance Management Report was presented. Recent expenditure items had been incurred for which appropriate categories had not been created in the original budget. Agreed that the following new spend categories would be created and that the Clerk would be authorised to vire a total of £300 from the category 'IT Equipment' to be apportioned across the new spend categories as appropriate: Action: Clerk
 - (i) Travelling expenses
 - (ii) ICO registration
 - (iii) Payroll expenses
- (b) The Clerk was authorised to make the following payments. Action: Clerk
 - (i) £196.00 Parish Council insurance – Zurich Municipal

- (ii) £35.00 ICO Registration
 - (iii) £232.32 Clerk salary July and August
 - (iv) £55.80 Cllr Walker – Reimbursement for payments to HMRC
 - (v) £80.00 DALC – Clerk Essential training
 - (vi) £50.40 A. Butler – payroll services
- (c) Approval was agreed under Clause 5.6 of Financial Regulations adopted at this meeting for the following payments to the end of Financial Year 2023-24:

- (i) Clerk's salary
- (ii) HMRC – PAYE
- (iii) Payroll services

Details of such payments made throughout the financial year will be reported on each occasion to the next meeting of the Council.

- (d) The Clerk submitted a claim for 4 hours additional worked hours for July and August and for reimbursement in respect of purchased stationery items (stamps). The Chair approved this and the Clerk will submit to A. Butler & Co.
Action: Clerk
- (e) It was agreed that the level of rent to be charged for 2023-24 for the use of land owned by the Parish Council will be £300. Clerk to prepare an invoice. Cllr Upson will deliver by hand. Actions: Clerk, Cllr Upson
- (f) Notice had been received from East Midlands Audit Services that the charge for audit this year will be £52.50. This to be considered by the Council at the January meeting.

23/083

11. Website

Consideration of options for progress and email correspondence and quotation from 2commune Ltd deferred to the next meeting.

23/084

12. Parish Land Public Meeting

Agreed that this will be held at 7:00pm, Monday 30th October 2023 in the Village Hall. Cllr Upson will inform the current tenant of the land of the meeting and the Clerk will circulate the consultation document to the residents list.

Action: Clerk, Cllr Upson

23/085

13. Christmas tree and decorations

It was agreed that the Parish Council will maintain its usual level of financial support. The Ladies' Group will provide the tree and decorations and invoice the Parish Council accordingly.

23/086

14. Maintenance of verges

In consideration of the ongoing problem of the condition of the grass verges in the village, a proposal was made that the Parish Council could commission a contractor to carry out regular maintenance work. An individual had been identified who may be able to do this. It was pointed out that in order to take such responsibility, the Parish Council would have to obtain a licence from Derbyshire County Council. It was agreed that Cllr Wilkins would evaluate the costs of commissioning a contractor and of applying for the required licence, which will then be considered in the budget planning process for the next financial year. Action: Cllr Wilkins

23/087

15. Planning

DMPA/2023/0894: Outline application for the erection of a new farm, agricultural dwelling and road improvements at Crowfoot Lane:

Concern was expressed regarding the viability of the proposal and the impact on the village that any associated development may have.

Agreed that Cllr Wilkins will obtain the views Church Broughton Parish Council and then draft a formal response which will be sent to South Derbyshire District Council. Action: Cllr Wilkins

23/088

16. Correspondence received

Correspondence that had been received was considered. Agreed that no actions would be taken.

23/089

17. Village Plan

Consideration deferred until next meeting

23/090

18. Other business

The new bin collection arrangements implemented by Derbyshire Dales District Council was reported to be undergoing teething problems. In particular, a report had been received from the Alkmonton Parish Council that a new collection route in Boylestone had hampered collections in their area. Agreed that Cllr Upson would take the matter up with the District Council. Action: Cllr Upson

23/091 **19. Dates of next meetings**

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

Monday 11th December 7:00 pm – Parish Council Ordinary Meeting

The meeting closed at 9:15pm and a presentation was made to **Councillor Upson** in recognition of his previous service to the Parish Council as Clerk.

Summary of agreed actions

	Minute	Action
Clerk	23/076 23/080 23/082 23/082 23/082 23/082 23/084	Amendment to 24th July minutes Completion of Financial Regulations document Issue approved payments Budget virements to new spend categories Submission of claim form to A. Butler & Co. Prepare invoice to tenant of Parish Land Send Parish Land Consultation Document and covering letter to residents circulation list members
Cllr Walker	23/078 23/079 23/079	Discuss Parish Council involvement with Neighbourhood Watch Co-ordinator Village Notice Board Highways matters of concern
Cllr Upson	23/079 23/079 23/082 23/084 23/090	Contact members of Village Groups re circulation list Finalise arrangements for village walk Hand deliver invoice to tenant of Parish Land Advise current tenant of Parish Land of consultation meeting Contact DDDC re new bin collection arrangements
Cllr Wilkins	23/086 23/087	Carry out cost analysis and licence implications for commissioning of maintenance of verges Parish Council response re new farm development at Crowfoot Lane
Cllr Moore	23/079 23/079	Submission of Declaration Form Restoration of gate adjacent to phone box