

BOYLESTONE PARISH COUNCIL

Minutes of Ordinary Meeting

Held on: Monday 11th December 2023 at 7:00 pm

At: Boylestone Village Hall

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

There were no public attendees

23/092 **1. Apologies for absence**

County Councillor Steve Bull

23/093 **2. Declarations of Interests**

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

23/094 **3. Public Speaking**

None

23/095 **4. Previous minutes**

The minutes of the Ordinary Parish Council meeting held on 5th October July 2023 were approved.

23/096 **5. Exclusion of the public**

No matters on the agenda were deemed necessary for public exclusion.

23/097 **6. Reports of Meetings of Outside Bodies**

Several recent incidents of concern had been reported by the Neighbourhood Watch Group. The group is currently attempting to increase membership of its Whatsapp group to facilitate information sharing.

23/098 **7. Update on matters arising from previous meetings**

Minute 23/076 Amendment to previous minutes

Completed

Minute 23/078	Neighbourhood Watch liaison	Completed
	Cllr Walker had agreed with the Neighbourhood Watch Coordinator, Steve King, that he would be invited to attend future Parish Council meetings. <u>Action: Clerk</u>	
Minute 23/079	Councillors names added to village notice board	Completed
Minute 23/079	Highways matters of concern	Pending
	Cllr Walker had spoken with Julian Austin at Derbyshire County Council and was asked, due to the issues stated being extensive in number, that these should be categorised into subject areas and resubmitted. <u>Action: Cllr Walker</u>	
Minute 23/079	Invite Village Groups to circulation list	Completed
Minute 23/079	Village Walk	Completed
	The planned Village Walk had now taken place and had been a great success	
Minute 23/079	Submission of Declaration Form – Cllr Moore	Pending
	The form relating to Pecuniary Interests needed to be submitted to the Monitoring Officer at DDDC as soon as possible. It was agreed that the Clerk would reissue the relevant form to Cllr Walker who would print a hard copy and hand deliver to Cllr Moore for completion and submission <u>Action: Clerk, Cllr Walker, Cllr Moore</u>	
Minute 23/079	Restoration of gate adjacent to phone box	Pending
	Cllr Moore has discussed the matter with the owner again and action from him is awaited. Cllr Moore will continue to pursue	
Minute 23/080	Completion of Financial Regulations	Completed
Minute 23/082	Issue of payments	Completed
Minute 23/082	Budget virements	Completed
Minute 23/082	Submission of claim form	Completed
Minute 23/082	Create invoice to Parish Land tenant	Completed

Minute 23/082	Hand delivery of invoice to Parish Land tenant <u>Action: Cllr Upson</u>	Pending
Minute 23/084	Parish Land consultation document sent to circulation list members	Completed
Minute 23/084	Notify Parish Land tenant of consultation meeting	Completed
Minute 23/086	Costing and licensing of verges maintenance See item 15 of these minutes	Pending
Minute 23/087	Response re Crowfoot Lane development	Completed
Minute 23/090	Report issues re revised bin collections to DDDC	Completed

23/099

8. Policy Planning

The Parish Council had agreed at its meeting on 24th July 2023 that it would review for adoption various policies that had not been considered for some time.

Due to the impracticality of reviewing policies during the normal business of Parish Council meetings, it had been proposed that a group would be established to consider these separately. Cllrs Walker, Upson and Wilkins, and the Clerk, agreed that they would perform this function. Completed reviews of policies would then be presented to the next meeting of the Parish Council for adoption.

It was suggested that review sessions would be conducted online using the Zoom platform. The Clerk agreed that he would obtain the view of DALC regarding the legitimacy of this. Action: Clerk

A date for the first session would be agreed at the end of the meeting, subject to approval by DALC

23/100

9. Road gritting

Recent icy weather and conditions had highlighted the need to review the availability of grit which is stored in containers (grit bins) in the village. The Clerk was asked to thank certain residents who had been particularly helpful during recent road clearing exercises. Action: Clerk

The Clerk was also asked to write to residents to encourage individual use of the grit bins but pointing out that any grit so used must be for public rather than private use. Action: Clerk

Cllr Walker agreed to replenish the grit bin on New Road with grit that has recently been bought. Action: Cllr Walker

It was agreed that the budget for gritting would be increased by £180 if the purchase of more grit becomes necessary. In this eventuality, a budget virement will be required which will be proposed for authorisation at a later meeting.

Action: Clerk

There were 5 road gritting bins in the village in various conditions and containing varying amounts of content. There had been difficulty in identifying which bins were the responsibility of the Parish Council and which belonged to DDDC. Cllr Wilkins had inspected each one at each location and agreed to contact DDDC in order to clarify responsibilities. Action: Cllr Wilkins

23/101 **10. Website**

Due to inadequacies of the current website, the Parish Council had resolved at its meeting on 24th July 2023 that alternatives would be explored.

A quotation from the company 2commune Ltd had been received for the implementation of its UKLC website.

It was agreed that the Clerk would prepare a specification and obtain quotations from two additional sources, one of which should be the current supplier, Jill Studholme. These will be considered at the next meeting of the Parish Council, with chosen costings then forming part of Precept budgeting which will be included in the meeting's agenda. Action: Clerk

23/102 **11. Parish Council assets**

In the light of the forthcoming AGAR submission, the value of the Parish Council's assets needed to be assessed. There were several minor items that the Parish Council owned but the largest asset of all was the two areas of parish land. However no exercise to assess the value of this land had been carried out for some time.

It was agreed that the Clerk would seek the views of DALC on whether there was an asset de minimis value for disclosure on the AGAR submission. Action: Clerk

The Clerk was also asked to clarify with the Parish Council's auditor, Brian Wood, whether there was a statutory requirement to have land that it owned revalued periodically. Action: Clerk

The Clerk pointed out that in any valuation exercise carried out, it would be necessary to clearly identify the land in question and that HM Land Registry title plans would be appropriate for this. However the documents that he had been given only related to one title number. It was suggested that the single title number related to both areas of land but this was not certain.

Cllr Upson had held certain title documents previously but maintained that these had now all been passed to the current Clerk and to the best of his knowledge

there had been no other title plans. He would nevertheless check, and inform the Clerk, if he did still possess any additional relevant documents. Action: Cllr Upson

23/103 **12. Village Plan**

Consideration deferred. Cllr Walker agreed to provide a report to the next Ordinary Meeting. Action: Cllr Walker

23/104 **13. National Pay Award for Parish Clerks**

Adoption of the pay award was agreed, which will be backdated to 8th May 2023, being the date of the Clerk's commencement of employment. A Butler (payroll) to be advised. Action: Clerk

23/105 **14. Parish Land**

A public meeting had been held on 30th October 2023 to consult on options for the future use of the two areas of land that were owned by the Parish Council. It was suggested that the Parish Council should retain possession of the land so as not to lose its asset value, which could be a significant resource in the future, should any appropriate opportunities arise.

It was agreed that this approach would be adopted at the current time and that this would be reviewed each year at the Annual Meeting of the Parish Council.

A letter from a resident that made representations and which was received by email on Friday 8th December 2023 was deemed to have been submitted too late for consideration at this meeting and it would therefore be deferred to the next Ordinary Meeting. The Clerk was asked to issue a holding reply. Action: Clerk

The definition of what actually constituted a consultation was discussed and the Clerk was asked to clarify this with DALC. Action: Clerk

23/106 **15. Maintenance of verges**

Cllr Wilkins reported on the action assigned to him at the last meeting.

Verge cutting in Boylestone is carried out twice a year by a contractor appointed by DDDC on behalf of Derbyshire County Council. It had been suggested that the Parish Council could commission the same contractor to carry out a third cut, possibly in September/October each year. This would need to be costed and budgetary provision made, and the contractor had been asked to provide a quotation for this purpose. On behalf of the Parish Council, Cllr Wilkins had also now applied to Derbyshire County Council for the necessary licence.

A quotation had now been received for the work but a misunderstanding by the contractor as to the extent of the work necessary had resulted in an inflated sum

being quoted. Cllr Wilkins to obtain a revised quotation for consideration at the next meeting. Action: Cllr Wilkins

Cllr Walker made the point that further discussion would be required to consider the full merits of the principle of additional verge cuts and it was agreed that this would be considered when a revised quote was received.

23/107

16. Maintenance of ditches

There had been an ongoing problem with blocked ditches adjacent to the highway in the village and a ditch at Malthouse Lane was of particular concern. The surface water drain at the same location was also blocked and in need of clearing. Agreed that Cllr Upson would arrange for William Holland of Harehill Farms to clear the ditch with his digger. Cllr Upson would also report the blocked drain to DDDC and arrange for a working party to carry out maintenance to the ditch in the Spring. Action: Cllr Upson

The issue of ongoing maintenance in general at locations around the village was also discussed and it was noted that Cllr Walker would retrieve relevant documents relating to this that were currently held by a former parish councillor.
Action: Cllr Walker

An incident had occurred in which a care worker's access to a premises had been obstructed due to ditch/drainage problems. Cllr Upson had taken the matter up with DDDC and had received a very unsatisfactory reply which he had forwarded to County Councillor Steve Bull. Cllr Upson to forward relevant correspondence to the Clerk. Action: Cllr Upson

23/108

17. Planning

No new planning applications had been submitted for developments in Boylestone. Two applications in Chruch Broughton were considered with no observations made.

23/109

18. Correspondence received

It was agreed that a contact poster for Sarah Dines MP could be placed on the village notice board. The Clerk would reply to the MP's letter and ask for a poster (preferably A5 size) to be posted to Cllr Walker to action. Action: Clerk, Cllr Walker

23/110

19. Finance

The Financial Management Report and a list of payments that had been made under delegated powers were presented.

Remaining expenditure for the current financial year was identified and the Financial Management Report will be updated accordingly. In any case where a

budget head is exceeded, a further report will be produced to authorise necessary virements. Action: Clerk

Determination of 2024-24 budgets and precept deferred to next meeting in January.

23/111 **20. Other business**

A resident had reported that refuse may be being buried at a location in the village. Agreed that Cllr Upson to report to DDDC. Action: Cllr Upson

23/112 **21. Dates of remaining year meetings**

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|--|---|---|
| Thursday 18 th January 2024
(time tbc) | – | Policy Planning (by Zoom)
(Clerk and selected councillors) |
| Tuesday 23 rd January 2024 7:00 pm | – | Precept and related matters only |
| Thursday 29 th February 2024 7:00 pm | – | Parish Council Ordinary Meeting |
| Thursday 25 th April 2024 6:30 pm | – | Annual Parish Meeting |
| Thursday 25 th April 2024 7:00 pm | – | Parish Council Ordinary Meeting |

The meeting closed at 9:00pm

Summary of agreed actions

	Minute	Action
Clerk	23/098	Implement invitations to Neighbourhood Watch Group for meetings
	23/098	Send Declaration form for Cllr Moore to Cllr Walker
	23/099	Enquire with DALC on usage of online meeting platforms and confirm to councillors for planned Zoom meeting
	23/100	Thank nominated individuals by Whatsapp for road clearing activities
	23/100	Write to residents re use of grit bins
	23/100	Increase gritting budget by £180 and propose virement when necessary
	23/101	Prepare website specification and obtain two additional quotations
	23/102	Enquire with DALC re de minimis value for AGAR asset disclosure
	23/102	Enquire with auditor re periodicity of parish land valuations
	23/104	Advise A Butler of new pay agreement for Clerk
	23/105	Issue holding reply to resident for representations re Parish Land
	23/105	Enquire with DALC on definition/requirements for consultation process
	23/109	Reply to Sarah Dines MP re poster
	23/110	Update Financial Management Report to reflect projected remaining 23/24 expenditure
Cllr Walker	23/098	Resubmit matters of highways concern to Derbyshire County Council
	23/098	Print Declaration form and hand to Cllr Moore
	23/100	Replenish grit bin on New Road
	23/103	Prepare report re Village Plan and present to next Ordinary Meeting
	23/107	Retrieve from former Cllr documents relating to village maintenance
	23/109	Install Sarah Dines MP poster on notice board when received
Cllr Upson	23/098	Deliver rental invoice to Parish Land tenant
	23/102	Provide Clerk with any additional Title Plan info held re Parish Land parcels
	23/107	Arrange with William Holland to clear ditch at Malthouse Lane
	23/107	Report blocked drain on Malthouse Lane to DDDC
	23/107	Arrange working party for Malthouse Lane ditch maintenance in Spring
	23/107	Provide Clerk with correspondence re care worker's access to premises
Cllr Wilkins	23/100	Clarify with DDDC re ownership/responsibilities for individual grit bins
	23/106	Obtain revised quotation for verges cutting and present to next meeting
Cllr Moore	23/098	Complete and submit Declaration form to DDDC
	23/098	Pursue owner of gate regarding repair