

BOYLESTONE PARISH COUNCIL

Minutes of Ordinary Meeting

Held on: Thursday 21st March 2024 7:00 pm

At: Boylestone Village Hall

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

District Councillor Sue Bull, County Councillor Steve Bull

There was one public attendee

23/128 **1. Apologies for absence**

None

23/129 **2. Declarations of Interests**

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

23/130 **3. Public Speaking**

None

23/131 **4. Previous minutes**

The minutes of the following meetings were approved.

(i) Ordinary Parish Council meeting held on 11th December 2023

(ii) Extraordinary meeting held on 23rd January 2024

(iii) Extraordinary meeting held on 8th February 2024

Clerk to circulate and update website. Action Clerk

23/132 **5. Exclusion of the public**

It was determined that due to the specific nature of the business included in Items 17 and 18 of the agenda, the public should be excluded when these matters are heard.

23/133

6. Reports of Meetings of Outside Bodies

Cllr Upson spoke in his capacity as member of the Village Hall Committee and advised that charges for hire of the hall are shortly to be increased. Also, there is planned a St George's Day celebration on 20th April 2024 and a fund raising treasure hunt. Cllr Upson queried with County Councillor Steve Bull regarding the availability of grants for village hall improvements. County Cllr Bull advised that he would look into this and report back.

23/134

7. Update on actions arising from previous meetings

Minute 23/098	Implement invitations to Neighbourhood Watch Group for meetings	Completed
Minute 23/098	Send Declaration form for Cllr Moore to Cllr Walker	Completed
Minute 23/099	Enquire with DALC re use of online platforms Determined that use of online platforms are permissible provided that outcomes are ratified at subsequent physical meeting	Completed
Minute 23/100	Thank individuals for road clearing	Completed
Minute 23/100	Write to residents re use of grit bins	Completed
Minute 23/100	Vire £180 to gritting budget when necessary	Pending
Minute 23/101	Prepare website spec and obtain 2 quotations Superseded by action ref 23/118	Complete
Minute 23/102	Enquire with DALC re de minimis for AGAR asset disclosure	Completed
Minute 23/102	Enquire with auditor re periodicity of Parish Land valuations Determined that no further valuations are required after initial valuation at time of procurement	Completed
Minute 23/104	Advise A Butler on new pay agreement for Clerk	Completed
Minute 23/105	Issue holding reply to resident for representation re Parish Land	Completed
Minute 23/105	Enquire with DALC re definition/requirements for consultation process Determined no statutory provision exists	Completed

Minute 23/109	Reply to Sarah Dines MP re poster	Completed
Minute 23/110	Update Financial Management Report to reflect Projected remaining 23/24 expenditure	Completed
Minute 23/118	Report back re position with 2commune Ltd and obtain further quotes as necessary	Pending
Minute 23/119	Include revision of Clerk contract on next agenda	Completed
Minute 23/121	Submit Precept application to DDDC	Completed
Minute 23/127(b)	Write to High Grounds re Planning Permission for Shepherds Hut Matter raised with DDDC planning department. Awaiting reply.	Pending
Minute 23/098	Resubmit matters of highway concern to Derbyshire County Council	Completed
Minute 23/098	Print Declaration form and hand to Cllr Moore	Completed
Minute 23/100	Replenish grit bin on New Road	Completed
Minute 23/103	Prepare Village Plan and present to next meeting	Pending
Minute 23/107	Retrieve from former Cllr documents relating to village maintenance Action closed as Cllr Walker was advised that no documents in existence	Completed
Minute 23/109	Install Sarah Dines MP poster on noticeboard	Completed
Minute 23/098	Deliver rental invoice to Parish Land tenant	Completed
Minute 23/102	Provide Clerk with any additional Parish Land Title Plan documents	Completed
Minute 23/107	Arrange with William Holland to clear ditch at Malthouse Lane To be undertaken when weather and ground conditions improve	Pending
Minute 23/107	Report blocked drains on Malthouse Lane County Highways attended and cleared blockages but further blockages are expected to appear	Completed

Minute 23/107	Arrange working party for Malthouse Lane ditch maintenance	Pending
Minute 23/111	Provide Clerk with correspondence re care worker's access to premises	Pending
Minute 23/118	Inform DDDC of report of burying refuse on private land Report made but no response. Asked County Cllr Steve Bull to pursue.	Pending
Minute 23/126	Invite alternative quotation for cutting of verges	Completed
Minute 23/127(a)	Register Parish Council's response to planning applications	Completed
Minute 23/100	Clarify with DDDC ownership/responsibilities for individual grit bins Matter has been taken up with DDDC but substantive response awaited	Pending
Minute 23/106	Obtain revised quotation for verges cutting	Completed
Minute 23/108	Complete and submit Declaration form for Cllr Moore to DDDC	Completed
Minute 23/098	Pursue owner of gate by phone box regarding Repair	Pending

23/135

8. Co-option policy

Cllr Walker had prepared a draft policy document, application form, person specification and vacancy advert, which had been circulated to councillors.

The following was agreed:

(a) The draft policy presented would be adopted with the means of advertising redefined to include the village notice board, the Parish Council's website, the village Whatsapp group and the Parish Council village circulation list. The Clerk to incorporate these features into the policy document and redraft in a final format and circulate to councillors.

Action: Clerk

(b) The draft application form will be adopted. Councillor Walker to redraft the form and send to the Clerk. Action: Cllr Walker

(c) The draft vacancy advert will be adopted, The Clerk to redraft in a format relevant to Boylestone and circulate to councillors. Action: Clerk

- (d) The Clerk to post finalised versions of Co-option policy, advert and application form on the website and to distribute through the Parish Council circulation list. Action: Clerk
- (e) The person specification to be adopted and the Clerk to post on to the website, but this will not be sent out to applicants unless requested. Action: Clerk
- (f) Cllr Walker to post finalised advert on village notice board and to inform of vacancy on village Whatsapp group. Action: Cllr Walker
- (g) The closing date for applications will be Friday 3rd May 2024.
- (h) Following the guidance of the draft policy presented, in consideration of current imbalances of the Parish Council membership, it was suggested that applications particularly from female and/or young persons who live in a location away from The Square in Boylestone, would be particularly welcome. However it was also noted that this should not deter anyone in general with an interest in joining the Parish Council from applying.
- (i) In addition to the advertising methods agreed, members of the Parish Council would be free to approach eligible individuals regarding the vacancy.

23/136 **9. Meeting minutes publication policy**

The Clerk had prepared a draft procedural policy which had been circulated to councillors. This was to formalise the current approach to the publication of the Parish Council's minutes and include for distribution on the Parish Council circulation list.

It was agreed that the policy be adopted subject to a modification being made to include for a procedure in the event that the Clerk should disagree with any proposal for amendment. Action: Clerk

23/137 **10. Parish Land**

An email had been received from a resident that outlined the historical context of previous Parish Council deliberation on the future use of two parcels of land that it owned. The email also challenged the process and adequacy of the recent consultation that had been undertaken to obtain local opinion on the current options that may be available.

The Clerk reported that the resident had also, on the day of the meeting, sent a message to him requesting that consideration of the points raised in his email be deferred to the Annual Parish Meeting to be held in April.

It was agreed that, as the email had been received in early December 2023, consideration of it should proceed without further delay.

The following points were made:

- (a) The reference in the email to clear and agreed actions having been made on the future use of the land was not supported. Repeated enquiries and a trawl of the records of the Parish Council that existed before May 2023 had not revealed any formal resolutions to that effect.
- (b) Cllr Walker had undertaken, on her appointment as Chair to the new Parish Council, and in the absence of any formal records of previous resolution, to initiate a formal consultation of the parishioners of Boylestone on various options for the use of the land that had been identified.
- (c) The Clerk had been instructed to seek advice on any legal requirements that may apply to the process of a consultation.
- (d) The consultation document that was prepared had been circulated to every Boylestone resident who had agreed to be a member of the Parish Council's circulation list, with a clear invitation for comments and suggestions to be made and to attend a public consultation meeting to be held on 30th October 2023.
- (e) The consensus of that public meeting, which had clearly been attended by those who wished to have their opinions heard, was that the Parish Council should retain possession of the land for the time being so as not to lose its asset value, which could be a significant resource in the future, should any appropriate opportunities arise.
- (f) It was agreed that this position would be reviewed annually at Annual Parish Meetings and that the Parish Council would remain open to realistic proposals for the use of the land.
- (g) The Clerk will reply to the resident informing of the points made. Action: Clerk

Following the discussion, in response to a question from a member of the public as to how a Boylestone resident should communicate to the Parish Council any issues he or she wished the Parish Council to consider, it was advised that this should be by writing to the Clerk. The Clerk will post notice to this effect on the Parish Council website when this becomes possible. Action: Clerk

11. Maintenance of verges

County Cllr Steve Bull advised that it should be noted that at present, Derbyshire County Council will only perform verge cutting in May and September each year and only in the vicinity of road junctions. Together with District Cllr Sue Bull, Cllr Steve Bull also pointed out that, in addition to resource management, this is due to recently introduced legal requirements for County, District and Parish Councils to preserve and enhance biodiversity in their areas. Derbyshire County Council has accordingly introduced its Local Nature Recovery Strategy with an included theme "To leave the grass to grow longer in order to promote biodiversity". Any initiatives

by the Parish Council for verge cutting would therefore need to accord with these principles.

It was noted that the quotation received from the company Ventureserve was for the cutting of verges in the first week of October and that when the time comes, this may not be necessary due to the recent work carried out by Derbyshire County Council.

Cllr Upson had obtained a quote from a local contractor for cutting of local road verges at £400 + VAT per day.

It was agreed that it needed to be established whether any contractual penalties might be applied by either Ventureserve or the local contractor in the event that a commission booked for October was then cancelled. Cllrs Walker and Upson will approach, respectively, Ventureserve and the local contractor to clarify this, and also to enquire whether the quotation received would be applicable at a different time of the year. Action: Cllr Walker, Cllr Upson

It was noted that no response had been received from Derbyshire County Council to the application made by the Parish Council for a Roadside Verges Cultivation Licence. Clerk to pursue. Action: Clerk

23/139 **12. Maintenance of ditches**

Cllr Upson had obtained a quotation of £500 per day from William Holland for the clearing out of blocked surface water drains, including the disposal of the material extracted. It was agreed that this would not be pursued at present as the amount is beyond current budgetary provision.

It was agreed that Cllr Walker would compose a letter to residents advising of ownership responsibilities regarding run-off water from their properties. This would be circulated to councillors for approval and then to the Clerk for distribution to the Parish Council circulation list. The letter would also need to be hand delivered or posted to any relevant property owner who is not on the circulation list. Action: Cllr Walker

23/140 **13. Annual Parish Meeting**

This will be held on Thursday 25th April 2024 at 6:30pm at the village hall. It was agreed that the meeting would be of a similar format to that of last year. The Clerk to modify the announcement poster as necessary, post on the website and send to Cllr Walker. Action: Clerk

Cllr Walker to post on village notice board. Action: Cllr Walker

23/141 **14. Planning**

The following South Derbyshire DC planning applications were considered:

- (a) Dove Valley Park – Bottling plant (DMPA/2023/1646)

No objection was raised to the development in principle but concerns were expressed regarding the potential for worsening light pollution. Clerk to make comment on South Derbyshire planning portal. Action: Clerk

- (b) Muse Lane/Marjory Lane – private roadways (DMPN/2024/0191)

Proposal supported. The Clerk was asked to post, if the application hasn't been closed, a comment to that effect on South Derbyshire Planning Portal.
Action: Clerk

23/142

15. Correspondence

- (a) Correspondence requiring Council determination

- (i) Hedgehogs R Us – Hedgehog awareness

Cllr Walker agreed to purchase signs at her own expense and asked for agreement to post the signs at various locations around the village. No objections raised. Action: Cllr Walker

- (ii) Derbyshire Fire & Rescue Service – Fire prevention posters

Cllr Walker agreed to make a selection of one of the posters offered and to post on the village notice board. Action: Cllr Walker

- (b) Other correspondence previously circulated

- (i) Derbyshire County Council – Parish & Town Council Liaison Forum

Agreed that Cllr Walker will attend and respond to invitation email.
Action: Cllr Walker

- (ii) Derbyshire Police & Crime Commissioner – ANPR pilot scheme

Agreed no action

- (iii) Local resident – flooding on A515

Comment noted

23/143

16. Finance

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

Agreed that the Clerk will post FMR to the website as soon as practical but this may have to wait until the new website is initiated. Action: Clerk

An invoice had not been received yet in respect of the village Christmas tree.
Cllr Upson to pursue. Action: Cllr Upson

A cheque that had been issued earlier in the year in respect of a travelling claim by a former councillor had not been presented. It was agreed to write off and make payment by bank transfer if the claim is resubmitted. Action: Clerk

A minor annotation error on the meeting's agenda with regard to payments made was noted.

23/144

17. Resignation of Councillor

(Exempt item – Public Bodies (Admission to Meetings) Act 1960)

A letter of resignation had been received from former Parish Councillor Pete Wilkins. Mr Wilkins' resignation was considered regrettable and the points made in his letter were noted.

23/145

18. Clerk contractual working hours

(Exempt item – Public Bodies (Admission to Meetings) Act 1960)

The Clerk's contracted hours were reviewed and it was agreed that these be increased from 104 to 120 hours per year.

23/146

19. Other business

There will be a style walk to be held in May. Cllr Upson to organise.
Action: Cllr Upson

23/147

20. Dates of remaining year meetings

Thursday 25th April 2024 6:30 pm – Annual Parish Meeting

Thursday 25th April 2024 7:00 pm – Parish Council Ordinary Meeting

The meeting closed at 9:00pm

Summary of agreed actions

	Minute	Action
Clerk	23/100 23/118 23/127(b) 23/131 23/135 23/135 23/135 23/135 23/136 23/137 23/137 23/138 23/139 23/140 23/141 23/143 23/143	Vire £180 to gritting budget when necessary Report back re 2commune position/ obtain further quotes as necessary Clarify High Grounds Shepherd's Hut planning permission Circulate minutes and update website Modify Co-option policy and circulate to councillors Modify PC Casual Vacancy advert and circulate to councillors Post finalised Co-option policy, advert and application form on website and distribute through circulation list Post PC Casual Vacancy person spec to website Make agreed amendment to policy for publication of meeting minutes Reply to resident re representations re Parish Land Post info re how to raise issues for consideration by PC onto website Pursue non reply to licence application with Derbyshire CC Send out to circulation list letter prepared by Cllr Walker re ditches Modify poster for APM, post website and send to Cllr Walker Post comments re Dove Valley Park and Muse Lane planning applications on portal Post FMR to website when possible Write off cheque payment pending resubmission
Cllr Walker	23/103 23/135 23/135 23/138 23/139 23/140 23/142 23/142 23/142	Prepare report re Village Plan and present to next Ordinary Meeting Modify PC Casual Vacancy application form and send to Clerk Post finalised PC Casual Vacancy advert on village notice board and announce on Whatsapp group Query with Ventureserve re verges cutting quote Prepare letter to residents re ditches and send to Clerk Put poster for APM on village notice board Procure hedgehog signs and install Select Fire Prevention poster and put on village notice board Reply to invitation and attend Parish & Town Council Forum event
Cllr Upson	23/107 23/107 23/111 23/118 23/138 23/143 23/146	Arrange with William Holland to clear ditch at Malthouse Lane Arrange working party for Malthouse Lane ditch maintenance in Spring Provide Clerk with correspondence re care worker's access to premises Inform DDDC of report of burying of refuse on private land Query with contractor re verges cutting quote Arrange for invoice for Christmas tree and send to Clerk Arrange style walk
Cllr Moore	23/098	Pursue owner of gate regarding repair