

# BOYLESTONE PARISH COUNCIL

## Minutes of Annual Meeting of the Parish Council

Held on: Thursday 16<sup>th</sup> May 2024 7:00 pm

At: Boylestone Village Hall

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

District Councillor Sue Bull

There were two public attendees

24/001      **1. Apologies for absence**

Cllr Derek Watkins, County Cllr Steve Bull

24/002      **2. Declarations of Interests**

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

24/003      **3. Election of Officers**

(a) Chair – Cllr Walker was proposed by Cllr Upson, seconded by Cllr Moore and elected unopposed.

(b) Vice-Chair – Cllr Moore was proposed by Cllr Walker, seconded by Cllr Upson and elected unopposed..

(c) The Declaration of Acceptance forms were signed and witnessed.

24/004      **4. Public Speaking**

Reference was made to the situation regarding ditches maintenance and that the gullies in New Road had been found to be blocked. The location of all relevant gullies needed to be identified and this would form part of the remit of the Ditch Maintenance Working Group that was to be established.

District Councillor Sue Bull gave an update on aspects of Derbyshire Dales District Council functions and made reference to staff shortages which were particularly affecting the Planning Department.

Cllr Sue Bull also gave an update on behalf of County Cllr Steve Bull on highways issues that had previously been raised on numerous occasions by the Parish Council. Restoration work to certain ditches and culverts in the village is to be undertaken shortly in addition to repair work to some of the potholes that currently exist to roads in the area.

A member of the public reiterated a previous request that the minute to the discussion that took place at the meeting of 21<sup>st</sup> March 2024 regarding maintenance of ditches should reflect comments he had made at the meeting. The original request had previously been responded to in writing by the Clerk.

24/005      **5. Previous minutes**

The minutes of the Ordinary Parish Council meeting held on 21<sup>st</sup> March 2024 were approved subject to the Clerk adding a brief narrative on the confidential items Nos. 17 and 18. Action: Clerk

Clerk to circulate minutes to village circulation list and update website.  
Action Clerk

24/006      **6. Exclusion of the public**

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

24/007      **7. Review of representatives on external bodies**

It was agreed that Cllr Watkins will remain as the Parish Council's representative on the Village Hall Committee.

24/008      **8. Review of Councillor responsibilities**

It was agreed that until the current Councillor vacancy is filled, Cllr Upson would assume responsibility for planning matters. All other apportioned responsibilities to remain the same.

24/009      **9. Review of adopted policies**

(a) Financial Regulations.

Agreed that the current policy to remain adopted subject to review when the forthcoming revised model regulations are published by DALC.

(b) Councillor Co-option Policy

Agreed that the current policy to remain adopted.

(c) Minutes Publication Policy

Agreed that the current policy to remain adopted.

24/010 **10. Review of assets inventory**

The main Parish Council asset was noted as being the two areas of local land that it owned. The original value of this had been estimated at £31,000 and the Parish Council's auditor had confirmed there is no obligation for this to be reviewed. The auditor had recently completed and approved the annual audit and, given the limited number of assets applicable, had done so without the requirement for a formal assets inventory. It was therefore agreed not to initiate a new inventory at present.

24/011 **11. Confirmation of insurance cover**

The Clerk confirmed that the Parish Council's Public Liability policy with Zurich Municipal remains valid and expires on 15<sup>th</sup> September 2024.

24/012 **12. Review of subscriptions**

The Parish Council currently has an annual subscription to DALC which includes an optional 'Enhanced Training Fee'. An invoice for this financial year for £209.01, which comprises £89.01 for the subscription and £120 for the Training Fee, has recently been received.

It was agreed that the Parish Council would continue with the subscription but not with the training element, and the Clerk was requested to settle the invoice on that basis. Action: Clerk

24/013 **13. Adoption of Standing Orders**

Draft model Standing Orders had previously been circulated. It was agreed that these be adopted. Clerk to reformat policy document. Action: Clerk

25/014 **14. Working Groups**

(a) It was agreed that the proposed Working Group Policy, which had been previously circulated, be adopted.

(b) A proposal to form a Ditch Maintenance Working Group was approved and its terms of reference were agreed to. In accordance with the terms, a first meeting was arranged for Monday 20<sup>th</sup> May, when a leader will be selected.

24/015 **15. Parish Councillor vacancy**

No applications had been received for the vacancy and the deadline had now expired. Councillors would now consider candidates of their own choosing and make the necessary enquiries. Action: All Councillors

24/016 **16. Parish Council website**

The Clerk had made enquiries with three suppliers and had obtained quotations from each. A quotation from the current service provider, Jill Studholme, had also been obtained. The Clerk had prepared and previously circulated a report on the merits of each submission and also gave a verbal summary.

It was agreed that the company Cuttlefish Multimedia Ltd be selected for the provision of a new gov.uk domain website, hosting service and email facility. The Clerk to make the necessary procurement arrangements. Action: Clerk

24/017 **17. Internal audit and AGAR**

- (a) The annual audit had been completed and approved by East Midlands Audit Services Ltd and the previously circulated audit report was approved.
- (b) It was agreed that the Parish Council would claim exemption from a limited assurance review for the financial year 2023-24. The Certificate of Exemption was duly signed and the Clerk to submit to the external auditor. Action: Clerk
- (c) The Annual Governance Statement for 2023-24 was approved and signed.
- (d) The Accounting Statements form for 2023-24 was approved and signed.

The Clerk to post all mandatory AGAR documents on the Parish Council's website.  
Action: Clerk

24/018 **18. Clerk Performance Review**

The annual Performance Review of the Clerk was now due. It was agreed that the Chair would arrange a mutually agreed date with the Clerk and undertake this.  
Action Cllr Walker

24/019 **19. Other business**

- (a) The forthcoming style walk will be held on Saturday 25<sup>th</sup> May, commencing at the Village Hall at 10:00 am. Refreshments are to be provided and the event has been posted on the current Parish Council website.
- (b) Cllr Walker reported that she had enrolled for the forthcoming DDDC seminar on the Local Plan to be held on 29<sup>th</sup> May.

**20. Dates of remaining year meetings**

The following provisional dates of meetings for 2024-25 were agreed.

## (a) Ordinary meetings

Thursday 18 <sup>th</sup> July 2024	7:00 pm
Thursday 19 <sup>th</sup> September 2024	7:00 pm
Thursday 21 <sup>th</sup> November 2024	7:00 pm
Thursday 16 <sup>th</sup> January 2025	7:00 pm
Thursday 20 <sup>th</sup> March 2025	7:00 pm

## (b) Annual Parish Meeting

Thursday 10 <sup>th</sup> April 2025	6:30 pm
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## (c) Annual Parish Council Meeting

Thursday 15 <sup>th</sup> May 2025	7:00 pm
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The meeting closed at 8:10 pm

**Summary of agreed actions**

- (a) Outstanding actions agreed at the meeting of 21<sup>st</sup> March 2024 will be reported on at the next Ordinary Parish Council meeting
- (b) Actions arising from this meeting are:

	Minute	Action
Clerk	24/005	Amend 21/3 minutes to include short narrative to items 18 & 19
	24/005	Circulate minutes to circulation list and update website
	24/012	Settle DALC subscription with training charge deducted
	24/013	Reformat model Standing Orders
	24/016	Proceed with procurement of new website
	24/017	Submit Certificate of Exemption to external auditor
	24/017	Post mandatory AGAR documents to website
Cllr Walker	24/018	Undertake Performance Review of the Clerk
All Councillors	24/015	Determine local candidates for Parish Councillor vacancy and pursue enquiries