

# 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 25<sup>th</sup> July 2024

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 Annual Meeting of the Parish Council held on 16<sup>th</sup> May 2024.

### **5. Co-option of Parish Councillor**

- (a) To ratify the co-option of Mr William Holland as a Parish Councillor.
- (b) Signing of Acceptance and Declaration forms

## 6. 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”*

## 7. Reports of meetings of outside bodies

### 8. Report of the Ditch Maintenance Working Party (report previously circulated)

- (a) To receive and consider report
- (b) To consider financial arrangements

### 9. Reports on outstanding actions assigned at previous meetings

	Minute	Action
Clerk	23/100	Vire £180 to gritting budget when necessary
	23/118	Report back re 2commune position/ obtain further quotes as necessary
	23/127(b)	Clarify High Grounds Shepherd’s Hut planning permission
	23/131	Circulate minutes and update website
	23/135	Modify Co-option policy and circulate to councillors
	23/135	Modify PC Casual Vacancy advert and circulate to councillors
	23/135	Post finalised Co-option policy, advert and application form on website and distribute through circulation list
	23/135	Post PC Casual Vacancy person spec to website
	23/136	Make agreed amendment to policy for publication of meeting minutes
	23/137	Reply to resident re representations re Parish Land
	23/137	Post info re how to raise issues for consideration by PC onto website
	23/138	Pursue non reply to licence application with Derbyshire CC
	23/139	Send out to circulation list letter prepared by Cllr Walker re ditches
	23/140	Modify poster for APM, post website and send to Cllr Walker
	23/141	Post comments re Dove Valley Park and Muse Lane planning applications on portal
	23/143	Post FMR to website when possible
	23/143	Write off cheque payment pending resubmission
	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	23/103	Prepare report re Village Plan and present to next Ordinary Meeting
	23/135	Modify PC Casual Vacancy application form and send to Clerk
	23/135	Post finalised PC Casual Vacancy advert on village notice board and announce on Whatsapp group
	23/138	Query with Ventureserve re verges cutting quote
	23/139	Prepare letter to residents re ditches and send to Clerk
	23/140	Put poster for APM on village notice board
	23/142	Procure hedgehog signs and install
	23/142	Select Fire Prevention poster and put on village notice board
	23/142	Reply to invitation and attend Parish & Town Council Forum event
	24/018	Undertake Performance Review of the Clerk
Cllr Upson	23/107	Arrange with William Holland to clear ditch at Malthouse Lane
	23/107	Arrange working party for Malthouse Lane ditch maintenance in Spring
	23/111	Provide Clerk with correspondence re care worker's access to premises
	23/118	Inform DDDC of report of burying of refuse on private land
	23/138	Query with contractor re verges cutting quote
	23/143	Arrange for invoice for Christmas tree and send to Clerk
	23/146	Arrange stile walk
Cllr Moore	23/098	Pursue owner of gate regarding repair
All Councillors	24/015	Determine local candidates for Parish Councillor vacancy and pursue enquiries

**10. Village Plan** (report previously circulated)

To consider report and determine an appropriate policy

**11. Adoption of policies** (draft policies previously circulated)

- (a) Code of Conduct
- (b) Complaints Procedure
- (c) Retention and Archiving of Documents
- (d) Equal Opportunities
- (e) Grievance

**12. Maintenance of verges**

To review current position

**13. Boundaries walk**

To consider Parish Council support for a proposal for such an event.

**14. Website**

To receive update on current position

**15. Clerk Performance Review** (report to follow)

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

Local resident – cutting of verges on Alkmonton Road

**17. Finance**

(a) Finance Management report (previously circulated)

(b) Notification of payments made since last meeting under delegated powers in accordance with Financial Regulations adopted by the Parish Council

(i) 11/04/2024 – Clerk salary (March) - £92.40

(ii) 11/04/2024 – HMRC – PAYE (March) - £23.20

(iii) 11/04/2024 – A Butler – Payroll Services - £129.60

(iv) 13/04/2024 – Boylestone Ladies' Group - Christmas tree - £200.00

(v) 20/05/2024 – Clerk salary (April) - £115.70

(vi) 20/05/2024 – HMRC – PAYE (April) - £28.80

(vii) 28/05/2024 – DALC – Annual subscription - £89.01

(viii) 28/05/2024 – EM Audit Services – Audit - £52.50

(ix) 19/06/2024 – Clerk salary (May) - £117.60

(x) 19/06/2024 – HMRC – PAYE (May) - £29.40

(xi) 19/06/2024 – Cllr Walker – Village walk refreshments - £33.76

(xii) 19/06/2024 – Cllr Upson – Village walk refreshments - £9.20

(xiii) 19/06/2024 – Cllr Upson – Village maps - £20.00

(xiv) 10/07/2024 – Clerk salary (June) - £117.60

(xv) 10/07/2024 – HMRC – PAYE (June) - £29.40

**18. Other business agreed by the Chair**

**19. Confirmation of date of next meeting**