



Minutes of the meeting of Elvaston Parish Council held on Tuesday 14th April 2020
Online meeting facility via Zoom – Meeting ID 607-924-455

PRESENT: Cllr P Bickerton, Cllr C Bennett, Cllr S Leuenberger, Cllr G Dodson, Cllr T Mansfield, Cllr S Spenser, Cllr R Bullivant, Cllr B Slater, Cllr E Beech
 Locum Clerk, F Stanbrook (Minutes) and 5 members of public

Reference	Agenda Item		Action
01/2020-21	Apologies for Absence	DCllr Watson, DCllr Corbin, D&CCllr Atkin – all provided reports in advance of the meeting.	
02/2020-21	Housekeeping and Intro to Zoom	All member Cllrs attended a short training session on Wednesday 8 th April in readiness for the first online meeting. It was confirmed that all member Cllrs were able to log into Zoom and enable the audio and camera facilities required. Members of public and member Cllrs were requested not to use the chat function of the meeting platform, and all participants were reminded of the arrangements for if they wish to speak to the meeting.	
03/2020-21	Declaration of Interest	Cllr Bickerton – Elvaston Communities Group Cllr Bennett – Elvaston Communities Group Cll Leuenberger - Assets of Community Value and Elvaston Castle Action Group	
04/2020-21	Election of Chairman	It was RESOLVED to appoint Cllr Leuenberger as Chairman, nominated by Cllr Mansfield and appointed by vote. The clerk will provide declaration of acceptance of office as soon as is physically possible – due to Covid-19 restrictions, signing cannot currently take place.	
05/2020-21	Election of Vice Chairman	It was RESOLVED to appoint Cllr Bickerton as Vice Chairman, nominated by Cllr Mansfield. Proposed by Cllr Leuenberger Seconded by Cllr Bennett The clerk will provide declaration of acceptance of office as soon as is physically possible – due to Covid-19 restrictions, signing cannot currently take place.	
06/2020-21	Variation of Order of Business	Cllr Bennett has requested a permanent change to move Councillor Reports to the top of the agenda – any queries may be answered while District and County Councillors are still present.	
07/2020-21	Councillor Reports	Cllr Bennett sent a short report to all member Cllrs prior to the meeting. Cllr Leuenberger provided a report for all member Cllrs as follows:	



		<p>Following on from the limitations imposed due to Covid 19, several local residents have raised areas of concern:</p> <ol style="list-style-type: none"> 1. Excessive walking and cycling in Ambaston Lane with cyclists not observing social distancing. 2. Groups of people having picnics in Elvaston Castle grounds and parking on the clear way outside the closed main entrance. 3. Parked cars adjoining Thulston village green for non-residents to walk their dogs. 4. Noise and bonfires from a property adjoining the back of Elvaston Village Hall and groups of people congregating. <p>As a matter of interest could we as a council also find out the policy concerning bonfires in this parish? A group of residents have also started a WhatsApp group which is proving very useful for information and ensuring that any vulnerable residents are monitored. If anyone else would like to join, please contact myself or Faye Simnett. I would also like to explore the possibility of a social event for the parish, once the Coronavirus situation has improved and dependent on funds available.</p>	
<p>08/2020-21</p>	<p>Reports from outside bodies</p>	<p>District & County Cllr Neil Atkin sent the following report prior to the meeting:</p> <p>Firstly I would like to send my best wishes and hope they are keeping well during these unprecedented times of which we have never seen probably in our lifetime.</p> <p>I would like to thank all those whom have followed the government guidelines on COVID 19 and continue to do so until advised.</p> <p>Derbyshire County Council and South Derbyshire District Council are under immense pressure to deliver the necessary services to all parts of the County and to South Derbyshire</p> <p>For further info on COVID 19 if you are on the internet please monitor the local authority website which is updated on a daily basis.</p> <p>Business & Retail Services</p> <p>There should now be a wealth of information on both local authority website to help business and retail firms. I do encourage you to look at both before applying for any rebates or funding to help with furlough payments etc. The applications are flowing in and may take a little time to check out any fraudulent applications. There are many schemes on offer to help.</p> <p>Individual & Personal helplines</p> <p>Again please go to the local authority website for information and you may be put in touch with CVS whom will follow up and advise accordingly.</p> <p>Council Business</p> <p>Derbyshire County Council members have recently agreed the current office holders (Cabinet Members) to remain in office until annual Council in 2021 during the current lockdown.</p>	



		<p>Business at Derbyshire County Council will resume as soon as practical, it is hoped to set up skyping of meetings in future now that Government guidance has been approved.</p> <p>At the present time all matters have been decided through “Delegated Powers” relating to COVID19 issues only.</p> <p>Highways</p> <p>The road repair teams have been out and about repairing potholes. Should you have any issues outstanding on highway repairs please contact me in writing or by email.</p> <p>Annual Report</p> <p>The annual report usually sent out by the County Council has been delayed due to staff working from home and not having access to all the information required or they have been seconded to cover COVID 19 work.</p> <p>It would be pointless for me to send an annual report covering everything on the last year dealing with requests as most were to do with highway repairs. The DCC report covers a wide range of topics.</p> <p>Member’s secretaries</p> <p>My secretary Sue Harrison (Harry) is now working from home and can be contacted, however, her working hours have changed. She does early mornings the from 2.30pm until early afternoon and after 7pm. She has to leave home to help her elderly mother twice daily.</p> <p>Contacts</p> <p>Although in lockdown and isolation I may be contacted in the normal way through both authority email addresses and continue to serve the community to the best of my ability to help when called upon.</p> <p>District Cllr Peter Watson sent the following report:</p> <p>The District Council is continuing to provide all of its services as well as additional ones brought about the Corona Virus Epidemic.</p> <ul style="list-style-type: none">• I am pleased to confirm that, (unlike some surrounding Parishes not in South Derbyshire), the collection of waste in black, brown and green bins will continue as at present, there is no thought at the moment of making any changes. This service is, however, dependent on the disposal companies and their operators continuing to accept the waste.• The Elvaston Gravel Liaison Group Meeting for this Spring has been cancelled.• The next Boulton Moor Housing Liaison Group will probably be held in September.• The information on the damaged caused by last year’s flooding is been collated so that mitigation measures can be investigated.
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District Cllr Dan Corbin sent the following report:

Flood relief fund

Mostly covered by Cllr Watson, but just to ask you to remind people that this fund is there and please share the rules and encourage residents and business affected who have not applied to make applications

Bin collections and freighter service

To add to the information in Cllr Watsons report, whilst all 3 bin collections continue as normal, the village freighter service has ceased during the public health crisis as it encourages social gathering. I would just like to thank all our teams working on the three bin collections, a phenomenal job they are doing at this time to keep this service fully operational with no service alterations or cancellations

Covid 19 testing scams

We had a link to information on a testing scam from DCC recently. If people are being contacted about buying online or doorstep Covid 19 test kits, these are bogus and scams. Currently this service is not being offered by the NHS or police and people should not buy these kits out of fear as they are bogus and not accurate.

Covid 19 assessment centre (NOT A TESTING CENTRE)

During the public health crisis a Covid 19/corona virus assessment centre has been set up in the district on the car park behind the bus station in the urban core in Swadlincote. Please note this is NOT a covid 19 testing station and testing is not available. The centre is fully staffed by NHS staff. It also has a 24/7 security service to protect the centre and staff. The centre is appointment only after residents have followed the rest of the usual healthcare systems and current government guidance. So residents must continue to use GP services and 111 online. The centre in Swadlincote is only appointment only from following the existing healthcare system protocols and residents must under no circumstances just turn up at the centre with no appointment. They must continue to use 111 online and follow government guidance around Covid 19/corona virus or any other medical condition

Elvaston Castle Country Park

As we are all aware there have been reports of people journeying into Elvaston Castle Country Park by car, from as far flung as Suffolk, and breaching government guidelines. We know the Melbourne and Mercia SNT team have been patrolling Elvaston, the castle and country park and handing out fines and turning people away. This has been online. I said I would speak to Cllr Atkin about what DCC could do to help prevent or further deter none local people accessing the park (as Fiona Stanbrook is aware from online exchange and messaging). Cllr Atkin fed this into DCC cabinet member and reported back that the castle and garden are currently closed; as for the Country Park this is open and there is nothing DCC can do to prevent none local residents arriving at the park. This is a police matter and needs to be continued to be dealt with by the police and the good job Melbourne and Mercia SNT team are



		<p>doing. Residents should continue to report concerns about people driving into and making unnecessary, government guidance breaching journeys to the park to the police. Cllr Atkin may elaborate more on this in his DCC report. Elvaston local residents should continue to observe government guidelines during the public crisis and if they are taking their daily hour of exercise out of the home within the Elvaston Castle Country Park and should observe social distancing of at least two meters – more if jogging or taking exercise that makes people breath heavier. No one should be congregating, waiting around or picnicking etc. within the country park – including local residents.</p> <p>Elections</p> <p>As with many events all elections have been postponed until 2021. The significant one of these that would have impacted on Elvaston and the Aston Ward and the South Derbyshire District in 2020 would have been the Derbyshire Police and Crime Commissioner election. This will now take place in 2021.</p>	
09/2020-21	Approval of Minutes 9 March 2020	<p>The minutes of the previous meeting held on Monday 9th March 2020 were recorded as an accurate representation of the meeting having previously been circulated to all member Councillors by the Clerk. The minutes will be signed as a true and accurate copy by Cllr S Leuenberger.</p> <p>Proposed by Cllr Dodson Seconded by Cllr Bennett</p>	FS
10/2020-21	Policies & Procedures	<p>At the meeting on 9th March 2020, it was resolved to carry forward the adoption of several policies and procedures due to time constraints. It was RESOLVED to adopt all of the policies and procedures as supplied and ensure they are uploaded to the website.</p> <p>Proposed by Cllr Bickerton Seconded by Cllr Bennett</p>	FS
11/2020-21	Clerk's Report	<p>It's been a really odd month in a Clerk's world – as well as the continuation of making Elvaston Parish Council a compliant council, and chasing banking updates etc, we've also had to learn and adapt to a whole new way of working and social distancing has now become a way of life.</p> <p>NALC, DALC and SLCC have all been extremely helpful in updating key documents such as an amendment to Standing Orders to incorporate the holding of remote and virtual meetings – without this, key functions would not continue. In terms of bringing the Council up to a compliant level, we are all but there, with the exception of one or two documents which are still being worked on.</p>	
12/2020-21	Chairman's Report	<p>No report to update at this time. Cllr Leuenberger thanked all member Councillors for their votes and looks forward to working positively going forwards.</p>	



13/2020-21	Lengthsman Report	The lengthsman continues to carry out the usual duties and has enquired regarding extra duties at this time. It was RESOLVED to offer the lengthsman any additional duties as required during this time.	
14/2020-21	Banking Update	<p>There is still no access to Natwest Bank however, I am assured this is due to the Covid19 situation now and there is no further issue with the mandate – updates have been requested however due to the long bank holiday weekend for Easter, and the fact that most of Natwest Account Management Staff are working from home, I am yet to receive anything, I will however keep chasing this.</p> <p>Cllr Bickerton maintains his access to Unity Trust Bank. We were expecting a precept payment and an LCTR Grant payment on 9th April, however this does not look to have arrived as yet. I will chase this with SDDC tomorrow and confirm the account that the payment has been made to.</p> <p>The Clerk will forward the forms required for signature to gain access to Unity Trust Bank – this is required before the resolution can be actioned to close the account.</p> <p>Natwest Bank made an ex-gratia payment of £300 to the bank account last week in relation to the ongoing complaint regarding access and mandates – they have been informed that when access is granted in full and the account is running as it should be, they will be invoiced to cover the additional Clerk time in continually chasing and sorting the issues.</p>	
15/2020-21	Clerk Vacancy	<p>Wendy Amiss, Chief Officer at DALC has completed a full assessment of the Clerk role and has advised the Parish Council accordingly. The Parish Council are now in a position to advertise the role; however due to current social distancing measures, any potential applicants would need to be interviewed via an online platform such as Zoom. A handover to a new Clerk would also be difficult during this time as there are physical files which need to be delivered along with laptop, printer and other hardware.</p> <p>It was RESOLVED the Locum Clerk will retain the position until such time that a new Clerk is appointed.</p> <p>It was RESOLVED the Locum Clerk will trial the set hours of 10 hours per week and continue to invoice in the usual way.</p> <p>It was RESOLVED to advertise the vacancy for a Clerk/RFO through DALC and the Parish Council media.</p> <p>Proposed by Cllr Bickerton Seconded by Cllr Bullivant</p>	
16/2020-21	Allotments	<p>Allotment rents are now due for the forthcoming year and these are in the process of being invoiced.</p> <p>A temporary repair has been made to the allotment gate in lieu of a repair as per the resolution made on 9th March 2020. There are currently 13 allotment plots and all are occupied. Cllr Bullivant has distributed information regarding Covid-19 advice to all allotment holders.</p>	



<p>17/2020-21</p>	<p>Reports from Other Community Groups</p>	<ul style="list-style-type: none"> • Elvaston Castle Action Group - The air pollution monitoring tubes purchased by the parish council have been removed from five locations in the parish and sent for analysis. Once the results are available, the group will report back to the council. At the last parish council meeting, a representative from Elvaston Castle Gardens Trust stated that the trust was due to have a meeting with the Heritage Lottery Fund in May. If this meeting is going to proceed, maybe by videoconference, could the parish council write to the Chair of the trust, Dr Peter Robinson, to see if representatives from other community groups could join the meeting? The group remains concerned with the delay in resubmission of the nomination form for the Asset of Community Value and ask that this is dealt with by resolution at this April meeting. Approval will also be required for the cost of obtaining the required ownership information from the Land Registry. • Elvaston Communities Group It was RESOLVED to ask the group to supply a financial statement for the periods 2017/18, 2018/19 and 2019/20. All planned events for Elvaston Community Group have now been cancelled/postponed due to Covid-19 restrictions. • Elvaston Castle Gardens Trust No update 	
<p>18/2020-21</p>	<p>Parish/Neighbourhood Plan</p>	<p>This remains an ongoing concern due to the data that was requested in the questionnaire drawn up by Elvaston Communities Group. It was RESOLVED this should be resumed once Covid-19 restrictions are lifted somewhat and will require a committee of Parish Council members to work in conjunction with Elvaston Communities Group.</p>	
<p>19/2020-21</p>	<p>Assets of Community Value</p>	<p>Cllr Leuenberger supplied letters to progress the Asset of Community Value application for Elvaston Castle Country Park. This nomination has been submitted twice previously and disallowed due to technicalities with the mapping process. The submission has subsequently never been as far as nomination or approval, which means this submission needs to be correct. The approval of the submission would mean that if Elvaston Castle and Country Park was offered for sale on the open market, Elvaston Parish Council would have an initial six month period to raise funds for the purchase but no guarantee that the council would be successful in purchasing the asset. It was RESOLVED to ensure the correct information is obtained from Land Registry in relation to the mapping of the park, and approval was given for the spend to ensure the correct maps are purchased. Cllr Mansfield will obtain the necessary information from Land Registry and liaise with Cllr Leuenberger and the Clerk. Proposed by Cllr Mansfield Seconded by Cllr Bullivant</p>	



20/2020-21	Annual Parish Meeting	This meeting has been cancelled in view of the current situation with Covid 19.	
21/2020-21	Flooding & Gravel	<p>Kevin Birch provided the following report:</p> <p><u>Flooding:</u> The Environment Agency continues to develop its stated objective to raise the northern section of the Ambaston Flood Bank (Bund) by the end of this summer. It is anticipated that it will take 3 months to complete but there are some site access issues that need to be resolved. This is a sizeable project and there will inevitably be some local disruption but it is my opinion that the significantly reduced long term flood risk is worth the short-term disruption. This project is governed by 'Permitted development' rules but I will continue to liaise with EA Officers to ensure that the Parish Council and residents are kept informed of any developments.</p> <p>At the last Council meeting Mr Chadwick, a resident of one of the cottages in Borrowwash Lane, asked what was being done to prevent a similar flood event to that which inundated the houses in November last year, I have delivered an information brief to each of the properties (copied to Chairman and Clerk) together with the Parish Flood Information leaflet. They have my contact details and I will respond if requested.</p> <p>While walking the river bank to north of Ambaston and within the Parish boundary, I noticed that on the river side of the bank there was evidence of significant erosion caused by the winter floods. There was also a 60cm diameter hole in the river side of the bank some 1mtr below the crest that had breached the bank and scoured out earth on the 'dry' side. There were a number of locations where hydraulic erosion, caused when the river in full flood had overtopping the bank, had scoured the 'dry' side of the bank exposing stone foundations. I have reported these matters to the Environment Agency and will continue to monitor the situation and response.</p> <p><u>Sand and Gravel</u> The March meeting of the Elvaston Quarry Liaison group was cancelled due to Government advice. Tarmac informed members that all preparation work on the Northern Extension had been suspended and the start date for quarrying, due to commence this spring, had been deferred. It is assumed that the meeting will be rescheduled when circumstances permit. I have raised a number of issues to be discussed, including;</p> <ol style="list-style-type: none"> 1. Noise created by the conveyor and disruption created by work undertaken as it crosses underneath Ambaston Lane, 2. Progress of developing a briefing note from Tarmac to all residents affected by the Quarrying, setting out details of the programme of works, 3. Damage caused to the crest of the Bund by animal footfall and reinstating the animal fencing along the 'wet' side of the bund to protect the crest when its height has been increased. 	



22/2020-21	Correspondence	There is no correspondence to share at this time.	
23/2020-21	Planning Applications & Decisions	<p>New applications received as at 8th April 2020 DMPA/2020/0279 – Listed building consent for proposed internal alterations to provide a new staircase at The Coach House, Elvaston Castle Country Park, Borrowwash Road, Elvaston Derby DE72 3EP</p> <p>Pending Applications as at 8th April 2020 DMPA/2019/1323 – Demolition of existing garage and erection of a detached dwelling with associated parking and garden on land to the side of 33 Grove Close, Thulston</p> <p>For all planning applications, please visit www.planning.southderbyshire.gov.uk</p>	
24/2020-21	Finance	<p>The payments and receipts as shown in the finance schedule were approved for payment.</p> <p>The locum Clerk gave an update on received precept and budget matters for consideration.</p> <p>The AGAR (Annual Governance Accountability Return) has been postponed by 8 weeks by PKF Littlejohn due to Covid 19 restrictions.</p> <p>Budget matters are ongoing and will be updated as soon as access to the bank accounts is granted.</p>	
25/2020-21	Date, time of the next meeting:	The next meeting will be held on Monday 11th May 2020 at 7.30pm via an online link using the Zoom platform which will be notified in the next agenda.	

The Chairman thanked everyone for attending and the meeting was closed at 9.40 pm

Signed _____ Chairman / Vice Chairman