



Minutes of the meeting of Elvaston Parish Council held on Monday 11th May 2020
Online meeting facility via Zoom – Meeting ID 864-6997-3860

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

Reference	Agenda Item		Action
26/2020-21	Apologies for Absence	Cllr R Bullivant, DCllr N Atkin, Cllr C Bennett, DCllr P Watson	
27/2020-21	Declaration of Interest	Cllr Bickerton – Elvaston Communities Group Cllr Slater – Elvaston Castle Action Group Cll Leuenberger - Assets of Community Value and Elvaston Castle Action Group Cllr Mansfield - Website	
28/2020-21	Variation of Order of Business	No variations requested	
29/2020-21	Public Participation	A member of public asked a question about tree preservation orders in Ambaston. Trees have been felled in a newly occupied bungalow on Main Street; a temporary TPO has been invoked; but too late for many of the trees which have already been felled. There were reported to be bats roosting in certain trees. DCllr Atkin has already suggested PC write to SDDC planning regarding all trees in the parish and ask for a generic review on trees and TPOs. There is a current deadline proposed of 4 th June however this is subject to change due to Covid-19, and tree preservation and enforcement officers are not currently travelling to sites for officer visits. The member of public will ask for a deferment of this date to give the PC a chance to formalise a response.	
30/2020-21	Reports from outside bodies	DCllr N Atkin had nothing further to update with the exception of a resident enquiry being passed to District Council regarding the reinstatement of give way markings at the junction of Grove Close, Thulston. It is hoped that next month there will be some more positive news as DCC are sorting out webinar teams to get meetings back on schedule first practice this Wednesday with 72 people. DCllr Corbin will speak with DCllr Atkin re TPOs. Community & Environment Grants are available with £275k available in total – currently there have been two applications for this funding and it would be nice to receive some funding into the Aston Ward.	



		<p>Derbyshire Constabulary – nothing to update with exception of parking in ECCP – it was RESOLVED the Clerk will contact SNT to clarify the situation with regard to the car park in view of the Government announcement on Sunday and the lifting of restrictions for daily exercise and driving to another area to exercise.</p>	
31/2020-21	Councillor Reports	<p>Cllr Beech has asked for some “No Dogs” signs to be installed around the Charles Church play area on Boulton Moor as it is being used as an exercise area for dogs. There is also a request to lock the park as it is being used for groups to gather which is a Covid-19 breach.</p> <p>Cllr Mansfield reported there were lots of roads in Thulston who enjoyed some really good VE Day parties, despite the social distancing measures in place. This has been reinforced by photos on social media and it is requested that any members of the parish across both the rural and Boulton Moor wards send any photos for inclusion on the website gallery to elvastonclerk@gmail.com .</p> <p>Cllr Mansfield also gave thanks to all of the members of public within the communities who are going over and above to support elderly and vulnerable members of the community. Cllr Mansfield has asked for a list of thanks to be compiled as a point of remembrance for the future; and there was some discussion regarding a certificate of excellence to recognise outstanding contribution to the community. The Clerk will follow up with some information from neighbouring parishes detailing similar schemes.</p>	
32/2020-21	Severn Trent Report	<p>No further update available at this time. DCllr Corbin will follow up with DCllr Watson and updates will follow as they become available.</p>	
33/2020-21	Minutes of meeting 14th April 2020	<p>The minutes of the previous meeting held on Tuesday 14th April 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 Bickerton Seconded by Cllr Slater</p>	
34/2020-21	Clerk’s Report	<p>I’m pleased to have been appointed as the new permanent Clerk for Elvaston Parish Council and I look forward to working with all member Councillors and parishioners in the future.</p> <p>The last month has been busy, getting the last of the compliancy issues resolved in readiness for hand over to a new clerk. I am pleased to say we have all policies and procedures in place and online access to both bank accounts. Year end finances are proving a challenge, and going forwards, all accounts are now electronically recorded for ease of access and reporting procedures.</p> <p>Allotments invoices have now all been issued and just over half have paid as at 11th May – a reminder will be issued towards the end of the month.</p>	



35/2020-21	Chairman's Report	<p>My first month as Chairman has passed very quickly. I attended a DALC update meeting on 30th April via Zoom. The main points for consideration arising from the meeting were that the parish council should review the delegated powers of the clerk moving forwards and also bear in mind that South Derbyshire as our local authority will not post any notice of vacancy if required during the current lockdown. This means that if any council roles become vacant they cannot be filled by either election or co-option.</p> <p>There have been a number of complaints concerning the quality of drinking water supplied by Severn Trent in Thulston and the surrounding area. This is in addition to complaints received about excessive pumping out from the drainage system. I have raised an official complaint with Severn Trent and representatives from the Water Quality Team have taken samples from local hydrants and resident's properties.</p> <p>It was heartening to see so many parishioners celebrating the 75th Anniversary of VE Day with socially distanced street parties. There is a wonderful community spirit within our parish.</p> <p>Finally, I am very pleased to confirm that the council have appointed Fiona Stanbrook as our new permanent Clerk/RFO. Fiona, as a locum, has worked really hard over the last few months to assist us all with council administration and ongoing issues. I know that she will be a valuable addition to our community moving forwards.</p>	
36/2020-21	Lengthsman Report	<p>The lengthsman continues to carry out the usual duties and the village is looking very neat and tidy. There are some regular spots where littering is a nuisance and this information will be recorded and passed to the police for future reference; as there are concerns regarding driving under the influence of alcohol based on evidence left at the scene.</p> <p>Village Green – whilst it has not been mown there are some lovely wild flowers coming through which are brilliant for nature. Request for mowing to be curtailed somewhat to allow the wild flowers to continue to grow. There was some discussion and it was unclear who has ownership and responsibility for the Village Green. It was RESOLEVD the Clerk will contact DCC and Alexander & Co Solicitors for an update in relation to the community green status applied for some time ago.</p> <p>It was proposed that pending this status being applied, the footpath through from Coronation Meadow to the lower green be left uncut either side to allow the wild flowers to flourish.</p>	
37/2020-21	Reports from Other Community Groups	<ul style="list-style-type: none"> • Elvaston Castle Action Group – there is little to report at this time and we are waiting to hear back on ACV and Air diffusion tubes. Although the ACV should have an answer within 8 weeks this may be delayed. Gradko have only just recommenced analysing diffusion tubes but at a reduced capacity. It all hinges on these areas, to determine what the next steps might be. • Elvaston Castle Gardens Trust No update 	



		<ul style="list-style-type: none"> Elvaston Communities Group There was no updated report from this group as they have not met since Covid-19 restrictions were imposed however; it was RESOLVED to form a sub-committee to work with ECG going forwards. It was RESOLVED to add an item to the agenda for the next meeting to make a final decision regarding the most recent grant application paid in February 2019. Cllr Bickerton informed that the current Chairman of the group has resigned as Chairman and has passed a pack of information to Cllr Bickerton who will pass to the Clerk in due course. 	
38/2020-21	Banking Update	<p>The Clerk now has online access to both Unity Trust Bank and Natwest Bank. The account with Natwest is a very dated type of account with rolling transactions from one account to another when a payment is made or received – this makes statements very unclear. In order to bring the account with Natwest up to date and apply additional security measures, there would be a requirement to close the account and re-open a new one. A discussion was held and it was RESOLVED in light of the new information to move all Parish banking to Unity Trust with immediate effect and leave Natwest open as a dormant account. It was RESOLVED to raise an invoice with Natwest to cover the costs of Clerk time in getting the account to a serviceable stage and the time it took for this to happen.</p> <p>Proposed by Cllr Mansfield Seconded by Cllr Leuenberger</p>	
39/2020-21	Clerk Appointment	Fiona Stanbrook has been appointed as the new permanent Clerk for Elvaston Parish Council from 11 th May 2020.	
40/2020-21	Christmas Tree & Lights	<p>There was a discussion regarding the placing of a Christmas tree and lights; where the best place for this may be, if there are suitable areas within all four areas of the parish and the correct permissions required to install festive decorations. It was RESOLVED the Clerk will contact DCC with regard to permission for using the Village Green, Cllr Dodson will get some quotations for Christmas lights and all Cllrs will look for suitable locations within the parish. It was RESOLVED to carry forward to the next agenda.</p>	
41/2020-21	Sturges Lane Footpath	<p>Raised by Cllr Slater for the second time. It was RESOLVED to apply to the SDDC Community Fund for the reinstating of this path. The application needs completing ASAP to ensure this path is reinstated and tended. It was RESOLVED Cllr Slater will take some photographs and send a report into the Clerk who will progress a grant application.</p>	
42/2020-21	Allotments	<p>Invoices have been sent for all allotment plot holders and as at 11th May 2020, 8 of the 13 plots are paid up to date. We now also have a waiting list for allotments, which will be allocated as a plot becomes vacant, and to the next person on the list. To join the waiting list, please contact the Clerk via email.</p> <p>Water supply at allotment has not been billed or paid since July 2018 when it was moved from Severn Trent to Water Plus. There is an outstanding amount of £241.52 which is an estimated amount. An updated meter reading needs</p>	



		to be supplied to the complex billing team as soon as possible. It was RESOLVED to ask Cllr Bullivant to get a meter reading from the allotments as soon as possible, in the event that Cllr Mansfield is unable to locate the water meter. Cllr Bickerton enquired regarding the allotment gate and was updated to the effect that the temporary repair is holding well and the gate remains usable.	
43/2020-21	Assets of Community Value	This remains ongoing due to a staff change at SDDC. The final nomination is now able to be submitted.	
44/2020-21	Flooding & Gravel	Flooding. At the last meeting I mentioned a hole in the river bank north of Ambaston that I reported to the Environment Agency (EA). The reply from the EA indicates that the river bank at this location was part of an historic flood defence system superseded by the Ambaston Bund. Any flooding will affect low lying agricultural land and any action is therefore the reparian responsibility of the land owner. This land is owned by Tarmac and I have therefore forwarded the information to John Bradshaw, Tarmac's Strategic Manager for his consideration. Sand and Gravel No further report.	
45/2020-21	Annual Insurance	The annual documentation has been received and reviewed and the annual policy for the Parish Council is a total premium of £382.14 which includes employer insurance and public liability insurance up to £10,000,000.	
46/2020-21	Responsibility Matrix	The responsibility matrix has been populated across all fields and there are member Cllrs from both the rural and Boulton Moor wards covering all areas of responsibility effectively.	
47/2020-21	Website	It was RESOLVED to get a full quotation from as many companies as possible with regard to the moving of the EPC website to a compliant platform. It was RESOLVED the Clerk will circulate the list of criteria the website needs to meet to be compliant from September 2020. It was RESOLVED Cllr Mansfield will continue to update the website with agendas and minutes until further notice.	
48/2020-21	Correspondence	Elvaston Castle Parking - ongoing Grant Applications – forwarded to all Allotment enquiry – added to waiting list Parish Plan Proposal – forwarded to all Diffusion Tubes - ongoing Pensions Communications - ongoing Road Safety Concern – forwarded to district DALC Excellence Awards – forwarded to all Elvaston Communities Groups, partial completion of request for information – forwarded to Chairman. Tree felling at 4 Main Street – circulated to all	



49/2020-21	Planning Applications & Decisions	New applications received as at 11th May 2020 No new applications received Pending Applications as at 11th May 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 For all planning applications, please visit www.planning.southderbyshire.gov.uk	
50/2020-21	AGAR	The paperwork is now being processed for the Annual Governance Accountability Return, this is delayed somewhat by Covid-19 restrictions, but deadlines will be met as soon as an internal auditor can be appointed to view the accounts.	
51/2020-21	Finance	The payments and receipts as shown in the finance schedule were approved for payment. The Clerk gave an update on received precept and budget matters for consideration. Section 136 Concurrent Expenses have been completed and submitted for payment.	
52/2020-21	Date, time of the next meeting:	The next meeting will be held on Monday 8th June 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 10.05pm

Signed _____ Chairman / Vice Chairman



Finance Schedule for Elvaston Parish Council Meeting 11th May 2020

Schedule A - Expenditure for Approval

Date	Payee	Details	Cheque No	Net	VAT	Total	Notes
06/05/2020	NEST	Faye Simnett Pension		£83.02	£0.00	£83.02	
11/05/2020	Fiona Stanbrook - Loc	Locum Clerk Services		£1,445.25	£0.00	£1,445.25	
23/04/2020	DALC	Job Evaluation		£120.00	£0.00	£120.00	
11/05/2020	Nunsfield House	Room Hire for meeting 24/02/20		£15.00	£0.00	£15.00	
01/05/2020	Zurich Municipal	Annual Insurance		£382.14	£0.00	£382.14	
11/05/2020	Faye Simnett	Salary May 2020		£1,172.96	£0.00	£1,172.96	
11/05/2020	HMRC Cumbernauld	Tax/NI May 2020		£324.55	£0.00	£324.55	
Totals				£3,542.92	£0.00	£3,542.92	

Schedule B - Income since last meeting

Bank Balance

Date	From	Details	Amount
30/04/2020	Natwest Bank	Bank Interest	£ 2.00
01/05/2020	South - Allotment Rent	Allotments	£ 15.00
04/05/2020	Brown - Allotment Rent	Allotments	£ 45.00
04/05/2020	Unknown recipient	Donations	£ 837.91
05/05/2020	Strand - Allotment Rent	Allotments	£ 30.00
06/05/2020	Watt - Allotment Rent	Allotments	£ 15.00
06/05/2020	Mattock - Allotment Rent	Allotments	£ 15.00
Total			£ 959.91

Total income since last meeting

£959.91

Less payments not yet presented at the bank

£2,045.41

Cheques signed by 1. _____

Cheques signed by 2. _____

Ensure cheque stubs and invoices are signed