



Minutes of the meeting of Elvaston Parish Council held on Monday 13th July 2020
Online meeting facility via Zoom – Meeting ID 820-2791-9019

PRESENT: Cllr S Leuenberger (Chairman), Cllr P Bickerton (Vice Chairman), Cllr T Mansfield, Cllr B Slater, Cllr C Bennett, District Cllr D Corbin, District Cllr P Watson, Clerk, F Stanbrook (Minutes) and 6 members of public

Reference	Agenda Item		Action
76/2020-21	Apologies for Absence	Cllr S Spenser, Cllr E Beech (illness), Cllr G Dodson (illness) DCllr N Atkin	
77/2020-21	Declaration of Interest	Cllr Leuenberger & Cllr Slater ECAG Cllr Bickerton & Cllr Bennett ECG Cllr Mansfield - website	
78/2020-21	Variation of Order of Business	Nothing to report	
79/2020-21	Public Participation	Nothing to report	
80/2020-21	Reports from outside bodies	<p>DCllr Peter Watson offered thanks to all continued member Cllrs for their dedication and hard work. A resident has written to DCllr Watson regarding the urban and rural representations on the Parish Council. DCllr Watson will look into this in more detail and has suggested it may be beneficial to look at creating a whole new parish for Boulton Moor, although this is only an idea at this time and there are no timescales in place.</p> <p>DCllr Daniel Corbin spoke of Parish Plan and stated he is happy to be consulted and be involved with residents in the production of a plan along with DCllr Watson. Raynesway Refuse Amenity site is not for use by residents of South Derbyshire. The dedicated site for South Derbyshire is Newhall and although it is a 30 miles round trip unfortunately this is the official line. DCllr Corbin spoke about TPOs following the removal of tree in Ambaston, and a subsequent request to complete a review of all trees in the parish. This blanket review has been disallowed due to funding, however it is possible to send feedback to SDDC with information of trees which are believed to require a TPO, which can then be passed to the planning department for further investigation. It was RESOLVED the Clerk will add this to the agenda for August with a view to having feedback for SDDC planning by September.</p>	
81/2020-21	Councillor Reports	Cllr Mansfield reported very sadly that the Golden Gates Gallop will not be going ahead this year due to Covid 19 restrictions, although the group are currently looking into alternative ideas to raise some money for charity, there is nothing agreed at this time. The allotment gate has had a renewed post put in today and this seems to have	



		sorted the issue with the gate. The original installer of the gate has completed the work and will send an invoice to the PC as per minute number 75/20 of 9 th March 2020 and the resolution contained therein.	
82/2020-21	Minutes of meeting 8th June 2020	The minutes of the previous meeting held on Monday 8 th June 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 when Covid 19 restrictions are lifted. Proposed by Cllr Leuenberger and Seconded by Cllr Bickerton.	
83/2020-21	Clerk's Report	Once again, it has been a really busy month in the Parish and despite the continuing Covid 19 restrictions, there is a lot still going on and contributing to the workload. Fly tipping is still an issue, and though it is reported very quickly to the Clean Team via the app, it would be better to prevent it in the first place. There has been no progress yet with the Safer Neighbourhoods Team in securing cameras, this will remain ongoing. There have been a few items of correspondence regarding the noticeboards in the parish. There is no issue with updating noticeboards, however I only received keys to the noticeboards just short of a week prior to going into lockdown. Noticeboards have not been a priority, they were classed as non-essential travel and advice from NALC and SLCC states that we are meeting our legal obligation under LGA 1972 when we post information to our website and social media pages. That said, it is appreciated that not all parishioners have internet access and a sound resolution should be sought to ensure all member Cllrs and parishioners are happy with the outcome. There are several noticeboards across the parish and updating them all at least twice monthly incurs a time/cost of at least 2-3 hours. If there were member Cllrs/parishioners happy to take responsibility for updating a noticeboard, this would be acceptable. I have finally managed to access the website from the correct laptop, meaning I can now upload agendas, minutes and news items, which is good news. I would be grateful for a set of step-by-step instructions for uploading documents correctly, in a format which will allow them to be downloaded again by parishioners. We have now received the second instalment of the precept for this financial year. A total of £6910.00 was paid into the Unity Trust account on 10 th July. There is no more regular funding due to the Parish Council until April next year, and we must manage the budget very carefully to ensure we can continue to meet core functions. A budget setting meeting will take place in September and again in November to ensure we have a robust precept for the next financial year. There is some clarification to be sought with regard to how much the precept will increase in line with the new Buttercup Leys estate which continues to grow rapidly. It has been mentioned in passing that the Clerk's workload has diminished considerably during the Covid19 Pandemic – I would like to assure all member Cllrs that this is simply not the case, and in many ways, the workload has actually increased. There are more opportunities for meetings with the use of Zoom, more emails and correspondence arriving as people have more time to notice things, along with ever changing government guidance which needs to be read and implemented accordingly, and often timely.	



		<p>I have this morning attended a 2.5 hours training course on Law & Good Practice of Parish and Town Councils – this has been very eye-opening in terms of recent issues which have come to the fore; and has highlighted areas where the Parish Council need to change/update methods during meetings etc. I will provide a full report on this for member Cllrs. There have been several reports of overgrown hedgerows and foliage growing beyond the curtilage of boundaries. Following discussions with the lengthsman, we have agreed to produce a standard letter in the first instant which can be posted through individual residents' addresses, with a polite request to bring the growth to within the curtilage of the boundary. We have to be mindful of bird-nesting season, and the inclement weather of late has been particularly conducive to good growth for hedgerows. There can be a further discussion regarding overgrown boundaries in the event that the first letter is ignored, this will be an agenda item in August.</p> <p>Allotment gate is an ongoing issue and the original installer of the gate has now agreed to look at the gate in the next week. It is his view that a new post needs to be installed and this will solve the problem, he is willing to do this and I will update accordingly. Finally, I have had a lengthy conversation with Frank McCardle of SDDC this month in relation to Elvaston Parish Council, the financial situation we find ourselves in and historical finances. It was disturbing to discover there is a year of financial recordings missing for the Parish Council from year ending 31st March 2014. I have financial records in one cash book recorded by previous Clerks, P Garrett, RF Hill and H Bainborough from 1st April 2001 to 31st March 2013. There are many blank pages remaining in this cash book, and it is obvious that pages have been removed. There is then a new cashbook started by J Irons which runs from 1st April 2014 to 31st March 2020 (the latter being completed by Chairman taken from bank statements and an electronic cashbook). Accounts from the period 1st April 2013 to 31st March 2014 are missing in their entirety. I was left with no further option but to refer this to District and County Councillors for their advice and this in turn has been forwarded to Frank McCardle, who has advised that he has asked Kevin Stackhouse to complete a Section 5 audit of the council's historical finances based on the principle this is public money.</p>	
<p>84/2020-21</p>	<p>Chairman's Report</p>	<p>The previous month has been quiet within the parish as we continue under Covid 19 restrictions. The council has received Councillor Bullivant's resignation from the rural ward. I would like to thank Rosie for her support within the council and for her community work in the allotments. Unfortunately, due to ongoing restrictions within South Derbyshire District Council, a notice of vacancy cannot be posted for the foreseeable future so the role will remain vacant. I have attended my first meeting as a DALC Climate Champion and gained many useful contacts for helping to monitor and improve the carbon footprint of our parish and to increase biodiversity. The Centre for Sustainable Energy will be producing a Carbon Footprinting Tool for parishes from October and will offer additional support to residents wishing to investigate more sustainable energy sources. Water quality issues within the parish seem to have improved for most residents but if anyone is still experiencing a problem then the Severn Trent Water Quality</p>	



		Team will provide testing kits. Finally, I would like to thank Kevin Birch for producing another of his newsletters for Ambaston residents and Faye Simnett for her continued hard work keeping our parish litter free with an increased number of visitors.	
85/2020-21	Lengthsman Report	Lengthsman reported an increase in fly-tipping and though this has all been reported to SDDC Clean Team, prevention would be better and cameras would be advantageous. There has been an increase in dog fouling both on the street and in the castle grounds, extra signage has been provided for this purpose and the lengthsman can install where she deems necessary. There are a lot of overgrown hedges in the parish, it was RESOLVED the Clerk will supply a standard letter which can be posted through an offending address which will politely ask for the hedgerows and foliage to be pruned to within the curtilage of the boundary. Drains remain an issue as they are still heavily impacted with leaves. These will continue to be reported to both SDDC and DCC Highways.	
86/2020-21	Reports from Other Community Groups	No reports received.	
87/2020-21	Play Area	Play area in Buttercup Leys/Charles Church/Boulton Moor has now been allowed to open following government guidance. Having spoken to the insurers, we have passed the responsibility back to the users of the play area in terms of sanitising equipment and maintaining social distancing. Signage has been shared on social media in relation to this and will be installed at the play area this week.	
88/2020-21	Parking in all areas including clearway	As agreed, the Clerk contacted Richard Handbury and was advised as follows: Back when I did the consultation exercise with the local residents along the B5010 and subsequently sent the documents to yourselves, the outcome was that a consensus could not be achieved in which form of additional restriction could be pursued, as people had concerns on the impacts each of the options would have on their everyday lives, something which I did clearly state with each of the options within the consultation document. Therefore, I discussed the outcome with our Site Manager for the Country Park and our Service Director and in light of the recent events following the relaxation of Lockdown we are intending to revisit the possibility of additional measures to address the parking concerns in the future. I would add that during my visit on Sunday and from my discussions with the Police and our Civil Parking section that the parking situation on the B5010 is being well managed and that we have installed some Police No Waiting and Standard traffic cones on the access splay into the site, which on Sunday was being well respected, and no vehicles were parked in this location, which would suggest that word of mouth, an effective Police/CPE presence and measures and messages taken by the site management is having a positive effect on the management of the current situation. I will as part of the process moving forward provide an update/consultation to the Parish Council as we develop a future proposal for the approach to the site.	



		<p>The Clerk also asked Richard Handbury about the signage which is installed in Derby City and was advised as follows: The issue within our area of interest is that as you rightly point out there are rights of access into the Country Park site via dedicated public footpaths and public bridleways, and therefore these are legitimate usage points that people can access on foot, and therefore on the definitive maps they will search for the nearest available road adjacent to park on. The issue is these roads are part of the public highway and are un-restricted in terms of restrictions such as double yellow lines for example. Therefore any road worthy vehicle has the opportunity to park if road space is available and the parking does not constitute an obstruction or danger. In terms of the signing utilised in Derby I cannot install these in relation to this enquiry as access to the site can be achieved via the rights of way such as Public Footpath No.3 (off Grove Close) to Bridleway No.4 and from Public Footpath No.2 (off Grove Court/Sturges Lane). Therefore access to the site can be achieved via parking on these public roads legitimately as they access the above footpaths. I do recall from the consultation exercise that I did, a significant number of the residents who resided on such streets as Silver Lane, Castle Court, Barron's Court and Main Road, either didn't respond to the consultation, or stressed that it wasn't that much of an issue and didn't want restrictions that impacted on their parking for themselves and their visitors outside of the main parking problems a few times a year when the big events are on at the Park. The Clerk will provide updates from DCC highways as they are available. Cllr Slater pointed out that the signage in Derby City is also situated directly adjacent to a footpath into the castle grounds so the argument from Richard Handbury is not relevant, as detailed above. It was RESOLVED to revisit this with Cllr Atkin and ask for an update in relation to this.</p>	
89/2020-21	Elvaston Communities Group	<p>Following various meetings with SDCVS and EPC with ECG, it was agreed that from 1st July 2020, ECG will now be completely independent of Elvaston Parish Council. There is to be a return of £400 from the most recent grant funding made for a first aid training course which has not been arranged and a remembrance day event which has not been organised as yet. The assets of the Communities Group will remain with ECG and ECG are no longer involved in the production of a parish plan. Elvaston Parish Council wish every success to the ECG with their future events.</p>	
90/2020-21	Elvaston Parish Council Events Committee	<p>There was a discussion and it was RESOLVED to form an events committee for forthcoming events consisting of Faye Simnett, Cllr Dodson (pending confirmation) Cllr Bickerton and the Clerk.</p>	
91/2020-21	Village Planters	<p>In previous years, including this year, the Parish Council has made a payment to ECG with the understanding that the village welcome planters in each of the four parts of the parish would be planted during the summer and winter months. It was RESOLVED to ask the communities group to fulfil their responsibility for this year and complete the winter planting when it is time, and over the course of the next few months, gauge interest from local business in sponsoring a planter prior to them being ready to plant again next year.</p>	



92/2020-21	Remembrance Service	The remembrance service last year included the supply of refreshments by ECG. There was a discussion and it was RESOLVED to contact Mrs Robbins from PCC prior to the next meeting to ascertain how they envisage the remembrance service to look and if they have a requirement for refreshments to be served.	
93/2020-21	Parish Plan	Cllr Leuenberger gave an update on the progress of the Parish Plan and informed the meeting there is to be an Extraordinary Meeting scheduled for 3 rd August 2020 for a presentation from Rachel Scott of RMS Sports Consultants with regard to the methodology for Parish Plan and a request for residents to form the Parish Plan Steering Group alongside Cllr Leuenberger and Cllr Beech. DCllrs Watson and Corbin have pledged their support from District Council and a good cohort of residents will be advantageous to ensure a good robust plan is produced.	
94/2020-21	Christmas Tree & Lights	Carried forward to August agenda	
95/2020-21	Christmas Lights Switch on Event	Carried forward to August agenda	
96/2020-21	Sturges Lane Footpath	Nothing further to update at this time, awaiting information from SDDC	
97/2020-21	Assets of Community Value	<p>An email has been received from Kerri Bridger at South Derbyshire to advise as follows: Having started some work on your application and after discussions with the committee I'm afraid we cannot accept your application on the grounds that the plan is insufficient. We need a definitive plan of the area you wish to nominate showing clear exclusions, ideally in a different colour. I appreciate you noting the areas you wish to remove from your application but neither the map on page 15 or page 16 shows clearly the Church, churchyard, caravan park or nature reserve. Once you have a clearly plan showing the above detail, please resubmit this to me direct.</p> <p>There was a discussion and it was RESOLVED the nature reserve is within the curtilage of the country park and estate and is to be included in the ACV nomination. It was RESOLVED to ask a resident Mr Tong to liaise with the Clerk in relation to producing a map for the nomination.</p>	
98/2020-21	Website	The Clerk has now managed to access the website from the parish council laptop – this was achieved by a combination of clearing cookies, caches and taking the laptop back to a date it remembers when it was able to access the website. There is still a requirement for the website to be altered and updated but in the meantime, it was RESOLVED Cllr Mansfield will provide a step-by-step procedure for uploading agendas and minutes to the website and the Clerk will complete this function going forwards.	
99/2020-21	Correspondence	Noticeboards – there was a discussion regarding the updating of noticeboards following an email from a resident. Cllr Mansfield questioned that this was entirely the Clerk's responsibility in line with the job description. Cllr Bickerton disagreed with this and stated the noticeboards were not a consideration during discussions with Cllr	



		<p>Leuenberger when appointing for the permanent Clerk position. The Clerk informed the meeting of the legal position regarding noticeboards according to LGA1972 and stated she was following guidance from SLCC and NALC in not updating the noticeboards during Covid19 restrictions. The Clerk also pointed out the the length of the minutes currently, mean that they will not fit on the noticeboard in their entirety, but to print in a smaller print would make them illegible. It was RESOLVED to make a list of all noticeboards in the Parish and circulate to member Cllrs in the first instance to receive volunteers for updating their local noticeboards. It was RESOLVED to produce a laminated notice for all noticeboards which directs residents to the website and facebook page for all up to date information, as well as the details for contacting the parish council. There was a vote and four member Cllrs voted for these resolutions with one abstention, and the motion was carried.</p> <p>Waterplus Bill for allotment water supply has now arrived and is for an amount of £184.04 including VAT and covers the period from 01/02/2019 to 01/05/2020, this is lower than first anticipated and has been added to the finance schedule for this month. It was RESOLVED to accept this charge and ask for a direct debit to be set up going forwards. This will be placed on the agenda for August 2020 with a view to resolving how this is billed back to the allotment holders from April 2021. Cost of water is approximately £150 per year, £12.50 per month to split between 13 plots which is approximately £0.96 per month for water supply. This would mean an increase of approximately £11.50 per year to an allotment plot.</p> <p>Allotment gate is now complete with a newly installed post which has alleviated the issue of the gate dropping. The original installer of the gate has completed the work and will provide an invoice to the parish council as soon as possible in accordance with minute reference 75/20 of 9th March 2020.</p> <p>Raynesway Refuse Amenity Site – this has been forwarded to Cllr Atkin for DCC to see if there can be any negotiation to allow residents of SDDC to access the Refuse Amenity Site. DCllr Corbin reported on this is his report.</p> <p>Elvaston Village Hall Contact update: Nicola is no longer bookings clerk for Elvaston Village Hall. I am in the process of setting up an electronic booking system so contact details will change but in the meantime please can you change the details on the Parish Council website to: Sue Thompson 07802 313800 email sue.thompson46@btinternet.com</p> <p>Request from Elvaston Village Hall Committee for £195 for trade waste collection, as in previous years. It was RESOLVED to make a partial contribution of £100 proposed by Cllr Bickerton, Seconded by Cllr Leuenberger.</p>	
100/2020-21	Planning Applications & Decisions	<p>New applications received as at 6th July 2020</p> <p>DMPA/2020/0474 – conversion of garage into living accommodation at 33 Sevenlands Drive, Boulton Moor</p> <p>Pending Applications as at 6th July 2020 No comments to be made.</p>	



		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	
101/2020-21	Training	Budget & Finance Training on 28 th September 2020 from DALC, should be a free session as we have enhanced membership, however, if a cost is involved it will be a maximum of £25.00 and split with a neighbouring parish. It was RESOLVED the Clerk will attend this training. Proposed by Cllr Bickerton, seconded by Cllr Mansfield.	
102/2020-21	Finance	The payments and receipts as shown in the finance schedule were deemed correct and approved for payment. The payments will be entered and authorised on Unity Trust and the Chairman will sign the finance schedule when Covid 19 restrictions are lifted.	
103/2020-21	Date, time of the next meeting:	The next meeting will be an extraordinary meeting to discuss the Parish Plan in detail and receive a presentation, this will be held on Monday 3rd August 2020 at 7.30pm via an online link using the Zoom platform. This will be notified by agenda. The next ordinary meeting will be held on Monday 10th August 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 21.40pm

Signed _____ Chairman / Vice Chairman



Finance Schedule for Elvaston Parish Council Meeting 13th July 2020							
Schedule A - Expenditure for Approval							
Date	Payee	Details	Cheque No	Net	VAT	Total	Notes
30/06/2020	Unity Trust Service Ch	Service charge for use of bank		£18.00	£0.00	£18.00	Paid by DD
25/06/2020	NEST	Faye Simnett Pension		£119.24	£0.00	£119.24	Paid by DD
13/07/2020	Faye Simnett	Salary July 2020		£810.45	£0.00	£810.45	
13/07/2020	Fiona Stanbrook	Salary July 2020		£681.86	£0.00	£681.86	
13/07/2020	HMRC Cumbernauld	Tax/NI July 2020		£222.86	£0.00	£222.86	
19/06/2020	Waterplus	Water Supply 01/02/19 - 01/05/20		£153.37	£30.67	£184.04	
13/07/2020	Fiona Stanbrook	Use of home as office June 2020		£37.80	£0.00	£37.80	
23/06/2020	JPC Accounting Ltd	Internal Audit		£150.00	£0.00	£150.00	
08/06/2020	Fiona Stanbrook	Reimbursement for Zoom subscription		£11.99	£2.40	£14.39	
Totals				£2,205.57	£33.07	£2,238.64	
Schedule B - Income since last meeting							
Date	From	Details	Amount				
10/07/2020	SDDC	Prescept Payment 2	£ 6,910.00				
		Total	£ 6,910.00				
Total income since last meeting			£6,910.00	Cheques signed by 1. _____			
Less payments not yet presented at the bank			£2,101.40	Cheques signed by 2. _____			
Ensure cheque stubs and invoices are signed							