

ETWALL PARISH COUNCIL

**Minutes of the Online Etwall Parish Council Meeting
Held on Monday 3rd August 2020**

Present: Cllr A Kirke
Cllr A Muller
Cllr V Hobson
Cllr N Ireland
Cllr S Murray
Cllr D Neal
Cllr B Payton
Cllr D Smith
Cllr A Whitehouse

In attendance: District Councillors D Muller, County Councillor Ford and one member of the public

- 20/8/4478 **Apologies for Absence** – Cllr Mann and District Councillor Brown
- 20/8/4479 **Declaration of Interests** – All members of Etwall Parish Council attending this meeting, being automatically Trustees of the Frank Wickham Hall Charity and King George V Playing Field Charities declared an interest.
- 20/8/4480 **Public Speaking** – Cllr Muller to follow up the issue of the floodlight pointing into a neighbour's window on Main Street/Portland Street. It was reported that Bloor Homes would shortly be leaving the Alms Meadow site and any issues would then be dealt with by a management company. Cllr Muller to arrange a liaison meeting when this was in place.
Cllr Ford reported that DCC had a £15m fund to help businesses through the Covid crisis. Etwall Library was due to re-open on 21st September and some restrictions at the recycling centre were being removed although the Saturday morning refuse service was not yet ready to start again. Cllr Ford also reported that various options were being looked into whereby the County would work with its nine District and Borough Councils in order to make savings. A case was being put to Ministers by the end of August.
- 20/8/4481 **Minutes of the meeting held on 6th July 2020** - These minutes were approved and signed by the Chair.
- 20/8/4482 **Actions from the Previous Meeting** –
- 20/7/4460 - Suggested that the complainant reported the overgrown area on Nomad Way via the Lovecleanstreets App as this would give the exact location of the problem.
 - 20/7/4460 - Cost of notice board for Alms Meadow passed to Cllr Muller
 - 20/7/4469(a)(i) Final PWLB loan form to be submitted on Thursday 30th July for loan to hit our bank account on 4th August.
 - 20/7/4469(a)(iv) - Anti-virus software purchased at a cost of £27.49 for two years' cover.
 - 20/7/4469(c) - RBS bank mandate ready to be submitted but it needed the minutes to be signed.
 - 20/7/4469(d) - Signatories on Virgin bank account mandate updated.
 - 20/7/4470 - CCTV Policy postponed until next meeting.
 - 20/7/4474 - Groundsmen were asked to remove moss under basket swing and tighten zip wire as well as cut back the shrubs around the public toilets.
- 20/8/4483 **Chairman's Announcements** – Cllr Kirke reported that Rachel Male had been appointed as the new Clerk and Responsible Financial Officer.
- 20/8/4484 **Derbyshire Association of Local Councils** – All correspondence had been circulated. Cllr Muller reported on the recent Chair's meeting held by DALC. Remembrance Sunday to be an agenda item for the next meeting.

- 20/8/4485 **Website Accessibility** – A brief discussion took place on meeting new regulations. Cllrs Smith, Kirke and Muller to meet to draw up a plan to take this forward.
- 20/8/4486 **Report from the Planning Environment and Highways Committee**
- (a) Planning applications considered by SDDC –
- 98 Belfield Road – Single storey rear extension – Approved
 - 14 Church Hill – The felling of a Holly and Sycamore tree and pruning of Lime trees - Approved
 - Certificate of Lawfulness for proposed two additional areas of yard for car storage at Toyota Manufacturing – Approved
- (b) Planning applications requiring consideration –
- 4 Grove Park – The felling of an Ash tree covered by South Derbyshire District Council Tree Preservation Order no. 22 together with other tree work – Members had no objects to the tree works but requested that the SDDC Tree Officer look at the Ash tree to ensure that there were no other options than to fell the tree.
 - Refurbishment with minor alterations and the erection of a single storey extension to the Barn for the proposed change of use from storage to additional seating/restaurant space at the Hawk and Buckle, Main Street – No objections.
 - Two storey rear extension and single storey front extension at 55 Belfield Road – No objections
- 20/8/4487 **Youth Recreation and Allotments Committee –**
- (a) Cllr Smith reported that three quotations had been received for resurfacing the play area and one quotation had been received for painting. Further painting quotations were to be obtained.
- (b) Cllr Ireland reported that Severn Trent were planning to carry out further work to investigate drainage issues on the playing field and in various areas of the village as soon as manpower and equipment were available.
- (c) Approval was given to the updated risk assessment to take account of Covid-19.
- (d) A request had been received to look at the possibility of installing CCTV to cover the Sandypits Lane car park. Costings to be obtained. The SDDC Tree Officer to be asked to look at the tree near the changing rooms again.
- 20/8/4488 **Finance -**
- (a) Items of expenditure:-
- (i) Approval was given for two members to attend a planning training course at a cost of £50 each when the course was again advertised. Online training was proving to be extremely popular so IT WAS DECIDED to transfer £1,000 to from the Section 137 budget to training.
 - (ii) Approval was given to combine the water and waste water contract for Frank Wickham Hall with South Staffs Water giving a saving of approx. £93 per annum.
 - (iii) IT WAS DECIDED to replace the two existing fridges at the Frank Wickham Hall with one tall fridge as one was broken and the other not achieving the correct temperature. A budget of up to £400 was approved.
 - (iv) A quotation of £1050 had been received to replace the worktop in the Frank Wickham Hall kitchen where there had been a leak. This cost would be reduced if the work was carried out at the same time as the Improvement Project. Approval was given subject to an insurance claim being made.

(v) IT WAS DECIDED to purchase a mobile phone for the new Clerk at a cost of up to £15.00 per month.

(b) Accounts for payment for the Parish Council totalling £4538.88 were approved and accounts totalling £670.00 for the Frank Wickham Hall Charity were also approved. £24,004.00 had been received since the last meeting for the Parish Council and £125.00 had been received by the Frank Wickham Hall Charity. Spend against the main budget headings were reported. Bank reconciliation to 28th July was reported.

20/8/4489

Frank Wickham Hall

(a) Cllr Neal reported that a final quotation had now been received for the Improvement Project to include the two small changes made. This had reduced the cost slightly. The PWLB loan was expected in the Parish Council's bank account the day after the meeting and decision on the grant was still awaited.

(b) It was reported that guidance updates on the re-opening of the hall were being received several times per week. A cleaning regime had been agreed with the Booking Clerk to allow the Pre-school and one additional hirer to use the hall from September. A risk assessment and updated conditions to hire to take account of Covid-19 were approved.

20/8/4490

Clerk's Report

(a) Report from Employees – Nothing to report

(b) Correspondence – See below.

20/8/4491

Website and Facebook – Cllr Ireland reported that website hits were averaging 45 per day. The Facebook page was also proving to be popular.

20/8/4492

SDDC Licensing Policy – This had been circulated and no comments made.

20/8/4493

Any Other Business – It was reported that the stone snake by the library had been vandalised. The Clerk to let the organiser know.

20/8/4494

Dates of Committee Meetings – None set

20/8/4495

Date of Next Meeting – Monday 7th September at 7.30 pm online.

EXEMPT ITEM – Members of the press and public excluded from this part of the meeting.

20/8/4496

Recruitment of New Clerk – IT WAS DECIDED to ask PD Solutions to draw up a Contract of Employment for the new Clerk at a maximum cost of £100. The new Clerk was to start on 10th August for a handover period with the existing Clerk would retiring on 8th September.

Signed

Date

ETWALL PARISH COUNCIL
3rd August 2020

Minute No. 20/8/4490

1	Correspondence Requiring Action		Action
1.1	South Staffs Water	Combining water and waste water charges	See minutes
1.2	Etwall WI	Meetings after Covid-19	Clerk replied
1.3	Bowls Club	Maintenance to green	Clerk to reply
1.4	Resident	Consultation on John Port School plans	No matters raised
1.5	Lloyds Bank Cards	Additional security	To be set up by new Clerk
1.6	Resident	Complaint about long grass on KGV	Reported to SDDC
1.7	Unity Trust Bank	FSCS Annual Review	Clerk replied
1.8	DCC	Communication methods	Clerk replied
1.9	SDDC	Consultation on removal of BT Phone Box – Belfield Road	

2	Correspondence for Information		
2.1	STWA	Drainage issues - update	Noted
2.2	DCC	State of wall on Main Street - Update	Noted
2.3	SDDC	Re-opening of play areas	Noted
2.4	Willington Resident	Provision of footway on Carriers Road	Noted
2.5	Abacus	Quotation for resurfacing play area	Noted
2.6	Brown & Earnshaw	Quotation for painting	Noted
2.7	Caloo	Quotation for resurfacing play area	Noted
2.8	DALC	Notes from Clerk's meeting	Noted
2.9	NALC	Various updates	Noted
2.10	Toyota	Community Liaison meeting	Noted
2.11	South Derbys CVS	Changes to service provided	Noted
2.12	SDDC	Environmental forum	Noted
2.13	DALC	Environmental Trust funding	Noted
2.14	HMRC	Withdrawal of P45 & P60 bulk stationery	Noted
2.15	McAfee	Cancellation of protection	Noted
2.16	Zoonou	Website accessibility evaluations	Noted
2.17	Plantscape	Festive displays	Noted
2.18	Border Patrol	Grass/hedge cutting service	Noted
2.19	Defib4life	Defibrillators and checks	Noted
2.20	London Hearts	Defibrillator supplier	Noted

3	Correspondence for reading		
3.1	Clerks & Councils Direct	Magazine	
3.2	DCC	Community News	

4	Correspondence relating to Frank Wickham Hall		
4.1	Energy Prices Direct	Cheaper energy tariffs	

ETWALL PARISH COUNCIL - 3rd August 2020

Bank Reconciliations

Opening Balance		£108,610.56
Add Total Receipts		£1,814.03
Less Total Payments		£4,019.60
	TOTAL	£106,404.99
Represented by:		
Unity Trust Account T1	46,440.18	
Unity Trust Account T2	59,964.81	
	TOTAL	106,404.99
Plus receipts not banked	0.00	
Less payments made	0.00	
Closing balance at 30th June 2020	TOTAL	£106,404.99

Opening Balance		£106,404.99
Add Total Receipts		£24,004.00
Less Total Payments		£4,371.23
	TOTAL	£126,037.76
Represented by:		
Unity Trust Account T1	48,624.21	
Unity Trust Account T2	77,413.55	
	TOTAL	126,037.76
Plus receipts not banked	0.00	
Less payments made	913.85	
Closing balance at 3rd August 2020	TOTAL	£125,123.91

ETWALL PARISH COUNCIL - 3rd August 2020															
PAYMENTS															
Invoice	Cheq														
Date	No	Payee	Description	Gross	VAT	Admin	Wages	Agency	S137	PEH	YRA	TEN	FWH		
Invoices already paid but requiring approval															
08/07/2020	BT	Wincone Prop Serv	Repair tap at allot	31.59							31.59				
14/07/2020	BT	Staff	Salaries	3101.79			3101.79								
15/07/2020	BT	R Bailey	Donation for hall hire	33.00					33.00						
27/07/2020	BT	PT Groundsman	Petrol	32.65						32.65					
27/07/2020	DD	Lloyds CC	Stamps & monthly fee	4.15		4.15									
27/07/2020	DD	Lloyds CC	Petrol	38.61						38.61					
Invoices requiring approval															
03/08/2020	BT	John Robertson	Memorial bench	426.00	71.00					355.00					
03/08/2020	BT	Norwood	PAT Testing	180.00	30.00					150.00					
14/08/2020	DD	Lloyds CC	Anti-virus	33.49		27.49									
14/08/2020	DD	Lloyds CC	Monthly fee	6.00		6.00									
18/08/2020	DD	HMRC	Tax & NI	651.60			651.60								
			TOTAL	4538.88	101.00	37.64	3753.39	0.00	33.00	576.26	31.59	0.00	0.00		
			CUMULATIVE	31028.68	751.70	2019.81	16107.88	1196.00	133.00	772.68	10034.11	7.50	0.00		
			BUDGET	106165.00		5780	58800	2340	4000	6575	15670	490	12510		
INCOME 2020/21															
	Paying														
Date	In No	From	Description	Total	Ad	Ag	Int	Ten	PEH	YRA	Wages	Loan	Sup Grant/ Pre	VAT Reim	Conc Exp
02/07/2020	BACS	SDDC	Precept	23643.00									23643		
14/07/2020	BACS	SDDC	Cemetery maint	361.00					361.00						
			TOTAL	24004.00	0.00	0.00	0.00	0.00	361.00	0.00	0.00	0.00	23643.00	0.00	0.00
			CUMULATIVE	55667.28	0.00	0.00	0.00	0.00	1466.00	308.32	0.00	0.00	50037.00	2416.93	0.00
			BUDGET	115171.00	0.00	315.00	0.00	960.00	860.00	1550.00	9000.00	30000.00	49986.00	0.00	22500.00

FRANK WICKHAM HALL CHARITY															
ACCOUNTS 2020/21															
PAYMENTS															
Invoice	Cheq						Cleaning	Misc		Council	Repairs &	Safety	Waste	Specific	
Date	No	Payee	Description	Total	Utilities	Admin	Materials	Equip	PRS Lic	Tax	Maint	Checks	Disposal	Items	Reserves
Invoices already paid but requiring approval															
15/06/2020		CAF Bank	Account fee	5.00		5.00									
15/06/2020	DD	Pennon Water	Water	32.00	32.00										
15/06/2020	DD	EDF Energy	Gas	183.00	183.00										
15/06/2020	DD	EDF Energy	Electricity	90.00	90.00										
15/07/2020		CAF Bank	Account fee	5.00		5.00									
15/07/2020	DD	Pennon Water	Water	32.00	32.00										
15/07/2020	DD	EDF Energy	Gas	183.00	183.00										
15/07/2020	DD	EDF Energy	Electricity	90.00	90.00										
Invoices requiring approval															
03/08/2020		Etwall PC	PAT testing	50.00								50.00			
			TOTAL	670.00	610.00	10.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
			CUMULATIVE	4139.42	1796.01	71.25	289.81	0.00	0.00	302.08	623.81	50.00	0.00	0.00	0.00
			BUDGET	38175.00	5000.00	10550.00	750.00	125.00	475.00	350.00	2000.00	700.00	225.00	8500.00	9500.00
RECEIPTS - None															
	Paying in				Hall	Hall	Hall	Hall	Library			Sale of			
Date	No	Received from	Description	Total	Hire	Hire	Hire	Hire	Rent	Interest	Donation	Assets			
					Preschool	Clubs/Soc	Commercial	Individuals							
15/06/2020	BACS	DCC	Library land rent	125.00					125						
			TOTAL	125.00	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00			
			CUMULATIVE	10427.08	0.00	0.00	0.00	0.00	125.00	0.00	10302.08	0.00			