

ETWALL PARISH COUNCIL

**Minutes of the Online Etwall Parish Council Meeting  
Held on Monday 6<sup>th</sup> July 2020**

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

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

20/7/4458 **Apologies for Absence** – None

20/7/4459 **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.

20/7/4460 **Public Speaking** – Cllr Brown reported on the work being carried out by SDDC during lockdown.

Cllr Ford reported that a new White Paper was expected which would relax some planning regulations. He also asked for exact details of the location of the overgrown area on Nomad Way where a request had been made to cut back vegetation to improve visibility when crossing the by-pass.

Cllr Muller asked for costings for a notice board for the Alms Meadow as he was continuing to press Bloor Homes to fund this. Cllr Muller was notified that the light shining into properties on Portland Street had still not been adjusted. He had looked at the issue of satellite dishes and would speak to Cllr Whitehouse about this issue.

20/7/4461 **Minutes of the meeting held on 1<sup>st</sup> June 2020** - These minutes were approved with two amendments:-

- Item 20/6/4451 should read “SDDC Community Grant **or** the Business Interruption Grant.
- Item 20/6/4454 should read **level crossing** not crossroads.

20/7/4462 **Minutes of the Youth Recreation and Allotments Committee held on 15<sup>th</sup> June 2020** – These minutes were approved.

20/7/4463 **Actions from the Previous Meeting** –

- 20/6/4442 - Report on hardstanding areas sent to the resident making the request. No further correspondence received on this matter.
- 20/6/4447 - Memorial bench for Church Hill paid for and ordered. The bench will be 6ft not 5ft so slightly larger than the two existing benches.
- 20/6/4451 - Business Interruption Grant of £10,000 received by Frank Wickham Hall Charity. No decision yet on SDDC Community Grant. Decision to be chased.

20/7/4464 **Chairman’s Announcements** – As this was to be the Clerk’s last meeting, she was thanked for all of her work and effort over the previous 16 years.

20/7/4465 **Derbyshire Association of Local Councils** – All correspondence had been circulated. Cllr Muller reported that the Chair’s Zoom meeting had been very useful.

20/7/4466 **Membership of Staffing Committee** – IT WAS DECIDED that the Chair, Vice-Chair and Chair of the Finance Committee should form a Staffing Committee.

20/7/4467 **Report from the Planning Environment and Highways Committee**

(a) Planning applications considered by SDDC – None

- (b) Planning applications requiring consideration –
- Single storey extension at 98 Belfield Road– No objections
  - The felling of a Holly and Sycamore tree and pruning of a Lime trees covered by South Derbyshire District Council Tree Preservation Order No. 101 at 14 Church Hill – No objections to pruning of the Lime trees but object to the removal of the Holly and Sycamore trees.
  - Certificate of Lawfulness for proposed two additional areas of yard for car storage at Toyota Manufacturing – No objections

20/7/4468

**Youth Recreation and Allotments Committee –**

- (a) Cllr Smith reported that the play equipment sub-committee had decided that they would like to repaint and refurbish some of the existing young children's play equipment on King George V Playing Field; resurface the area with games marked on the soft surface; repaint the fencing in rainbow colours and replace the springy equipment. A price had been received for the painting and quotations were awaited for new soft surface. Additional new equipment would be provided depending on available finance.
- (b) It was agreed that this would also be a good opportunity to resolve the issue of drainage near the play area. Mark Williamson was carrying out some investigative work and the Clerk to ascertain progress.
- (c) The re-opening of the play area was discussed although it was accepted that some of the play area had been used all through lockdown. New notices had been erected asking people to socially distance although some of these had already been taken down. The risk assessment to be updated to generally reflect Covid-19 as new information was being received almost daily. It was suggested that the play equipment be disinfected to emphasise the need to take care but it was felt that this would be ineffective as it couldn't be done between each use.

20/7/4469

**Finance -**

- (a) Items of expenditure:-
- (i) Final quotation for Frank Wickham Hall Improvement Project – A meeting had taken place with the contractor to finalise the PC sums and the revised quotation was £75,258. However, since then it had been decided that only one temporary toilet would be required and that this saving could be used to fund a baby changing unit. The detailed costs of these were still awaited but approval was given provided the costs did not exceed £75,750.
  - (ii) Approval was given to drawn down the £30,000 loan from the PWLB to ensure that all funds were in place before the contract was placed whilst only making one repayment in the current financial year.
  - (iii) Replacement fridge at the Frank Wickham Hall – IT WAS DECIDED to purchase a new fridge at a cost of £190 plus £20 delivery. Council members agreed to install the fridge during the summer holidays.
  - (iv) McAfee laptop anti-virus software renewal – IT WAS DECIDED to look at alternative suppliers up to a maximum cost of £90 due to the increased cost of McAfee.
- (b) Accounts for payment for the Parish Council totalling £4302.44 were approved together and accounts totalling £2287.36 for the Frank Wickham Hall Charity were also approved. £10,302.08 had been received since the last meeting for the Frank Wickham Hall and £1895.03 had been received by the Parish Council. Spend against the main budget headings were reported.

(c) Approval was given to update the RBS King George V Playing Field bank account mandate to remove Rebecca Warburton and Julie Patten and add Andrew Kirke and Dan Smith.

(d) Approval was given to update the Frank Wickham Hall's Virgin Money bank mandate to remove Rebecca Warburton, Violet Roe and Ian Bennett and add David Neal, Andrew Whitehouse and Andrew Kirke.

20/7/4470

**Frank Wickham Hall** – Cllr Neal reported that he had held meetings with the caretaker to discuss a new cleaning regime. The risk assessment had been updated to take account of this. Pre-school were planning to continue again after the summer holidays and there had been a couple of bookings for children's parties. The use of a "fogger" or "bombs" for deep cleaning was discussed. It was anticipated that an additional charge would need to be made for hire of the hall to cover PPE and additional cleaning charges.

The draft CCTV Policy as circulated was discussed and some amendments were required prior to approval. Cllrs Muller and Ireland to liaise on this.

20/7/4471

**Clerk's Report**

(a) Report from Employees – Social distancing of groundsmen was discussed.

(b) Correspondence – See below.

20/7/4472

**Website and Facebook** – Cllr Ireland reported that website hits were back up to pre-lockdown numbers.

20/7/4473

**Website Accessibility** – Mr Gardner joined the meeting to explain the type of error message the accessibility software was generating. In view of this IT WAS DECIDED to re-write the website in a pared down form as most of the local organisations now had their own websites. Cllrs Smith, Muller, Kirke and Mann to look into this.

20/7/4474

**Any Other Business –**

- The groundsmen to be asked to remove the moss under the basket swing and also tighten the zip wire.
- Cllr Whitehouse reported that the railings had not been painted outside the bus stop on Main Street. This had been reported but it was suggested that Cllr Whitehouse report it again using the Lovecleanstreets App. This also applied to the broken fence on Hilton Road.
- The groundsmen to be asked to cut back the shrubs around the public toilets.

20/7/4475

**Dates of Committee Meetings** – None set

20/7/4476

**Date of Next Meeting** – Monday 3<sup>rd</sup> August at 7.30 pm online.

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

20/7/4477

**Recruitment of New Clerk** – It was reported that the deadline for applications had been extended to 10<sup>th</sup> July. Members decided that they did not wish to split the role between Clerk and RFO.

Signed .....

Date .....

**ETWALL PARISH COUNCIL**  
**6<sup>th</sup> July 2020**

**Minute No. 20/7/4471**

1	Correspondence Requiring Action		Action
1.1	NALC	Website accessibility	See minutes
1.2	Applicants	Applications for Clerk's role	See minutes
1.3	NALC	Coronavirus – Update Play Facilities	See minutes
1.4	SDDC	Licensing Policy	Recirculate
1.5	Resident	Moving stone snake	Clerk replied
1.6	DALC	Minutes of Clerk & Chair's meeting	Noted
1.7	DALC	Invitation to APPG	Noted

2	Covid-19 Correspondence		
2.1	DALC	Holding of Council meetings	Noted
2.2	NALC	General update	Noted
2.3	DCC	Signs for bus shelters re Covid-19 distancing	Noted
2.4	Chris Moses (via DALC)	Managing staff numbers and wages budget	Noted

3	Correspondence for Information		
3.1	SDDC	Planning application – removal of tree	Noted
3.2	DALC	Comment re Clerk vacancy	Noted
3.3	Norwood	PAT testing	Organised
3.4	DALC	Training	Noted
3.5	Resident	Cutting back – Nomad Way	Cllr Ford replied
3.6	SDDC	Cancellation of summer play scheme	Noted
3.7	Police	Party at Sandypits Lane Playing Field	Noted
3.8	SDDC	Safer Neighbourhood Funding	Noted
3.9	SDDC	Safer Neighbourhood team	Circulated
3.10	Plantscape	Advertising	Noted
3.11	Hilton & Dove Valley	Cost of advertising	Noted
3.12	Express Magazine	Aim to return in September	Noted
3.13	RBS	Offer to switch banks	Noted
3.14	Unity Trust Bank	Change to charges	Noted

4	Correspondence for reading		
4.1	Local Council Review	Magazine	
4.1	J Parkers	Bulb catalogue	
4.1	Go-pak	Catalogue	

5	Correspondence relating to Frank Wickham Hall		
5.1	B & K	Final quotation	See minutes
5.2	RAD	Opening of village halls update (2)	Noted
5.3	Norwood	Electrical certificate	Noted
5.4	Virgin Money	Update of signatories	See minutes
5.5	Virgin Money	Interest rates	Noted
5.6	Hirer	Promoting physical fitness	Noted

ETWALL PARISH COUNCIL - 6TH JULY 2020

Bank Reconciliations

Opening Balance		£95,944.03
Add Total Receipts		£37,370.18
Less Total Payments		£5,363.12
	TOTAL	£127,951.09
Represented by:		
Unity Trust Account T1	50,098.84	
Unity Trust Account T2	77,852.25	
	TOTAL	127,951.09
Plus receipts not banked	0.00	180.00
Less payments made	11,365.40	
Closing balance at 29th April 2020	TOTAL	£116,585.69

Opening Balance		£127,951.09
Add Total Receipts		£680.00
Less Total Payments*		£17,143.16
	TOTAL	£111,487.93
Represented by:		
Unity Trust Account T1	49,101.88	
Unity Trust Account T2	62,386.05	
	TOTAL	111,487.93
Plus receipts not banked	0.00	180.00
Less payments made	11,365.40	
Closing balance at 12th May 2020	TOTAL	£100,122.53

\* £696.96 of the above payments were made on behalf of the FWH Charity as they do not have internet banking. This amount will be returned when it is possible to get cheques signed again.

Opening Balance		£111,487.93
Add Total Receipts		£60.00
Less Total Payments*		£2,937.37
	TOTAL	£108,610.56
Represented by:		
Unity Trust Account T1	46,458.18	
Unity Trust Account T2	62,152.38	
	TOTAL	108,610.56
Plus receipts not banked	0.00	
Less payments made	4,430.32	
Closing balance at 29th June 2020	TOTAL	£104,180.24

£512.07 of the above payments were made on behalf of the FWH Charity as they do not have internet banking. This amount will be returned when it is possible to get cheques signed again.

ETWALL PARISH COUNCIL - 6th July 2020															
PAYMENTS															
Invoice	Cheq														
Date	No	Payee	Description	Gross	VAT	Admin	Wages	Agency	S137	PEH	YRA	TEN	FWH		
<b>Invoices already paid but requiring approval</b>															
16/06/2020	BT	Staff	Salaries	3101.59			3101.59								
16/06/2020	DD	NEST	Pensions	194.23			194.23								
30/06/2020		Unity Trust Bank	Bank charges	28.65			28.65								
<b>Invoices requiring approval</b>															
06/07/2020	BT	NU-Blades	Mower repairs	57.00	9.50					47.50					
06/07/2020	BT	J A Gardner	Website maint	123.86		123.86									
06/07/2020	BT	Clerk	Milage	45.67			45.67								
10/07/2020	DD	Lloyds CC	Stamps/stationery	35.69		35.69									
10/07/2020	DD	Lloyds CC	Monthly fee	6.00		6.00									
10/07/2020	DD	Lloyds CC	Safety boots	34.98						34.98					
10/07/2020	DD	Lloyds CC	Petrol	23.17						23.17					
18/07/2020	BT	HMRC	Tax & NI	651.60			651.60								
			<b>TOTAL</b>	<b>4302.44</b>	<b>9.50</b>	<b>165.55</b>	<b>4021.74</b>	<b>0.00</b>	<b>0.00</b>	<b>105.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
			<b>CUMULATIVE</b>	<b>26532.56</b>	<b>650.70</b>	<b>1986.32</b>	<b>12354.49</b>	<b>1196.00</b>	<b>100.00</b>	<b>235.03</b>	<b>10002.52</b>	<b>7.50</b>	<b>0.00</b>		
			<b>BUDGET</b>	<b>106165.00</b>		<b>5780</b>	<b>58800</b>	<b>2340</b>	<b>4000</b>	<b>6575</b>	<b>15670</b>	<b>490</b>	<b>12510</b>		
<b>INCOME 2020/21</b>															
	<b>Paying</b>												<b>Sup Grant/</b>	<b>VAT</b>	<b>Conc</b>
<b>Date</b>	<b>In No</b>	<b>From</b>	<b>Description</b>	<b>Total</b>	<b>Ad</b>	<b>Ag</b>	<b>Int</b>	<b>Ten</b>	<b>PEH</b>	<b>YRA</b>	<b>Wages</b>	<b>Loan</b>	<b>Pre</b>	<b>Reim</b>	<b>Exp</b>
15/06/2020	102	FWH Charity	Reimb for invoices	1290.03											
20/06/2020	BT	Resident	Memorial bench	605.00					605.00						
			<b>TOTAL</b>	<b>1895.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>605.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			<b>CUMULATIVE</b>	<b>31744.28</b>	<b>0.00</b>	<b>230.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1105.00</b>	<b>308.32</b>	<b>0.00</b>	<b>0.00</b>	<b>26394.00</b>	<b>2416.93</b>	<b>0.00</b>
			<b>BUDGET</b>	<b>115171.00</b>	<b>0.00</b>	<b>315.00</b>	<b>0.00</b>	<b>960.00</b>	<b>860.00</b>	<b>1550.00</b>	<b>9000.00</b>	<b>30000.00</b>	<b>49986.00</b>	<b>0.00</b>	<b>22500.00</b>



FRANK WICKHAM HALL CHARITY - 6th JULY 2020															
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
<b>Invoices already paid but requiring approval</b>															
05/05/2020	DD	Waterplus	Water	202.57	202.57										
15/05/2020		CAF Bank	Account fee	5.00		5.00									
15/05/2020	DD	Pennon Water	Water	32.00	32.00										
15/05/2020	DD	EDF Energy	Gas	183.00	183.00										
27/05/2020	DD	EDF Energy	Electricity	90.00	90.00										
28/05/2020	DD	EDF Energy	Gas	87.96	87.96										
<b>Invoices requiring approval</b>															
08/06/2020	427	Etwall PC	Payment for items	1209.03	202.57										
06/07/2020	428	Atlas	Cleaning materials	75.99			75.99								
06/07/2020	428	Atlas	Cleaning wipes	30.00			30								
06/07/2020	429	FL Electrical Ltd	Repair tripping light	371.81							371.81				
			<b>TOTAL</b>	<b>2287.36</b>	<b>798.10</b>	<b>5.00</b>	<b>105.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>371.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			<b>CUMULATIVE</b>	<b>3469.42</b>	<b>1186.01</b>	<b>61.25</b>	<b>289.81</b>	<b>0.00</b>	<b>0.00</b>	<b>302.08</b>	<b>623.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			<b>BUDGET</b>	<b>38175.00</b>	<b>5000.00</b>	<b>10550.00</b>	<b>750.00</b>	<b>125.00</b>	<b>475.00</b>	<b>350.00</b>	<b>2000.00</b>	<b>700.00</b>	<b>225.00</b>	<b>8500.00</b>	<b>9500.00</b>
RECEIPTS - None															
	<b>Paying in</b>				<b>Hall</b>	<b>Hall</b>	<b>Hall</b>	<b>Hall</b>	<b>Library</b>					<b>Sale of</b>	
<b>Date</b>	<b>No</b>	<b>Received from</b>	<b>Description</b>	<b>Total</b>	<b>Hire</b>	<b>Hire</b>	<b>Hire</b>	<b>Hire</b>	<b>Rent</b>	<b>Interest</b>	<b>Donation</b>	<b>Assets</b>			
					<b>Preschool</b>	<b>Clubs/Soc</b>	<b>Commercial</b>	<b>Individuals</b>							
20/05/2020	BACS	SDDC	Council tax rebate	302.08							302.08				
22/05/2020	BACS	SDDC	Covid-19 Grant	10000.00							10000.00				
			<b>TOTAL</b>	<b>10302.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10302.08</b>	<b>0.00</b>			
			<b>CUMULATIVE</b>	<b>12839.43</b>	<b>2185.10</b>	<b>41.25</b>	<b>240.00</b>	<b>71.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10302.08</b>	<b>0.00</b>			