

ETWALL PARISH COUNCIL

**Minutes of the Etwall Parish Council Meeting
Held on Monday 5th June 2017**

Present: Cllr D Neal
Cllr N Ireland
Cllr A Kirke
Cllr D McDonald
Cllr H Ritchie-Smith
Cllr B Payton
Cllr R Warburton

In attendance: Two members of the public.

- 17/6/3863 **Apologies for Absence** – District Councillor Brown, County Councillor Ford and Councillors Muller, Bennett and Whitehouse
- 17/6/3864 **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. Cllr Kirke declared an interest in the planning application for 89a Egginton Road.
- 17/6/3865 **Public Speaking** –
- (a) There was still no reply regarding the quotation for Christmas tree lights so it was agreed that the Clerk would try to speak to DCC.
 - (b) Mr Myring asked that the Parish Council send a letter of congratulation to the Etwall Primary School's football team on winning the Kinder Sport Championship at Wembley. The swimming team had also progressed to the National Schools Finals.
 - (c) Issues arising from the recent Well Dressing Festival were also raised including litter and parking. It was suggested that the issue of parking be brought up at the Safer Neighbourhood meeting. The Parish Council agreed that bunting could be erected.
- 17/6/3866 **Minutes of the meeting held on 8th May 2017** - These minutes were approved and signed by the Chair.
- 17/6/3867 **Actions from the Previous Meeting** –
- 17/4/3825 – Letter of thanks sent to Mr Ford for offering to pay £300 towards the cost of Christmas tree lights. No quote received as yet.
 - 17/4/3825(d) - Letter sent to DCC regarding the accidents at junction of Egginton Road/Carriers Road
 - 17/4/3833(c) - Cigarette bins currently out of stock. New delivery expected in June.
 - 17/4/3835 - Additional keys are in the process of being made.
 - 17/4/3835 - If the one remaining emergency light were to be replaced as a standalone job it would cost £100 but less if it were done at the same time as other work.
 - 17/4/3838(f) - Details of the Bowls Club insurance sent to Parish Council's insurance company and they are looking to see if there is any overlap in cover.
- 17/5/3868 **Minutes of Committee Meetings** – The minutes of the Frank Wickham Hall, Youth Recreation and Allotments, Planning Environment and Highways and Finance committees held on 22nd May were all approved and signed by their Chairmen.
- 17/6/3869 **Chairman's Announcements** – None
- 17/6/3870 **Derbyshire Association of Local Councils** – The latest circular had been circulated.

17/6/3871

Youth Recreation and Allotments Committee –

- (a) Proposed consultation on the closure of the public toilets – IT WAS DECIDED not to carry out a further consultation at the present time.
- (b) The safety surface under the new play equipment had been set alight and the person responsible had been identified from CCTV. The Parish Council decided to go down the restorative justice route and ask the culprit to pay for the damage at a cost of £150. The repair could be undertaken the following day whilst the play equipment installers were in the area. This was agreed.

17/6/3872

Report from the Planning Environment and Highways Committee

- (a) Update on previous planning applications –
 - Phase 2 Willington Road – Detailed approval granted.
 - Etwall Lawns, Main Street – erection of garage and refurbishment of greenhouse – granted.
- (b) Planning applications to be considered and no objections made:-
 - The conversion of outbuildings into a dwelling at Blakeley Lodge, Egginton Road – NO OBJECTIONS
 - The erection of extensions and alterations to existing workshop and garage to create a dwelling (amended scheme to that previously approved 9 2016 0098) at rear of 89 Egginton Road – No objection to the provision of a cloakroom but the Parish Council objected to the proposal for a double rather than single garage due to it overbearing the neighbouring property.
 - The erection of a general purpose agricultural building at Bearwardcote Farm, Derby Road – NO OBJECTIONS
- (c) Routine Inspections – There was one inspection route outstanding but Cllr Neal would report back on the issues raised and actions taken at the next meeting. The Toyota footpath and the jitty between Church Hill and Sutton Lane were both overgrown. These were to be reported. The Groundsmen were to be asked to clean the sign at the end of Portland Street.

17/6/3873

Finance

- (a) Accounts for payment totalling £4154.37 from the parish council's account were approved and accounts totalling £15852.50 from the Frank Wickham Hall Charity were also approved.
- (b) Income received by the Parish Council totalled £814.50 and £590.50 was received by the Frank Wickham Hall Charity.
- (c) Items of expenditure:-
 - (i) IT WAS DECIDED to give a donation of £100 to Derbyshire Children's Holiday Centre.
 - (ii) IT WAS DECIDED to give a donation of £162.74 to Etwall Well Dressing.
 - (iii) IT WAS DECIDED to purchase a litter bin to be sited outside the shops on Chestnut Grove with the shop owners making a donation to cover the cost. The split was still to be finalised.
 - (iv) IT WAS DECIDED to reply to SDDC that the Parish Council had never paid for the repair of play equipment in the past and that there was no budget for the repair.
 - (v) IT WAS DECIDED to renew the insurance at the Frank Wickham Hall at a cost of £1088.18.
 - (vi) IT WAS DECIDED to postpone the replacement of the door to the disabled toilet and incorporate this into the refurbishment of the ladies and gents toilets project.

- (vii) IT WAS DECIDED to repair the hedge trimmer at a cost of £210.00.
- (viii) IT WAS DECIDED to send the part-time groundsman on a weedkiller training course at a cost of £150.
- (ix) The quotation for the pruning of the Oak tree at a cost of £400 was approved subject to planning permission being received.
- (d) Spend against the main budget headings were reported but bank statements were not yet available for 31st May.
- (e) The Internal Audit report was brought to the attention of members although no problems were highlighted by the auditor.
- (f) The Annual Governance Statement was completed and signed by the Chairman.
- (g) The accounts for 2016/17 for the Parish Council, Frank Wickham Hall Charity and King George V Playing Fields Charity were approved.

17/6/3874

Frank Wickham Hall –

There had been issues with the hot water in the pavilion and a plumber was to be called out to look at the thermostat. A meeting of the sub-group was organised for 19th June at 7.00 pm to look at the quotations for the toilet refurbishment project.

17/6/3875

Clerk's Report

- (a) Report from Employees – There had been offensive graffiti on the library which the groundsmen had cleaned off.
- (b) Correspondence – See attached.

17/6/3876

Website and Facebook – Cllr Ireland reported that page hits had increased slightly on the previous month with the most popular page being the Well Dressing. Cllr Warburton reported that three items had been put on the Facebook page in the past month.

17/6/3877

Any Other Business

- (a) Cllr Kirke reported that Japanese Knotweed had been seen between the Primary School and the old doctor's surgery. The Clerk to write to report this.
- (b) Cllr Payton reported that an Etwall resident with a mobility scooter wished to arrange a walk of areas of the village to highlight issues with dropped kerbs.
- (c) There was a request to name the lane leading to the cemetery Ivan Way. This was agreed.

17/6/3878

Dates of Committee Meetings – None arranged

17/6/3879

Date of Next Meeting – Monday 3rd July at 7.30 pm in the Frank Wickham Hall.

Signed

Date

ETWALL PARISH COUNCIL
5th June 2017

Minute No.

| | | | |
|-----|---------------------------------|---|----------------|
| 1 | Correspondence Requiring Action | | Action |
| 1.1 | Etwall Well Dressing | Request for a donation | See minutes |
| 1.2 | SDDC | Request for contribution towards cost of play equipment repair. | See minutes |
| 1.3 | St Helen's PCC | Payments to and from St Helen's | Clerk actioned |
| 1.4 | SDDC | Grant for cemetery maintenance | Clerk actioned |
| 1.5 | Mr Wale (2) | Cleaning up after Well Dressing Festival | See minutes |
| 1.6 | Police | Resolution following criminal damage | See minutes |

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| 2 | Correspondence for Information | | |
| 2.1 | Mr B Woodcock | Internal audit report | See minutes |
| 2.2 | Grant Thornton | Journalists' rights to view accounts | Noted |
| 2.3 | Capita | Commercial Tenant Handbook | Noted |
| 2.4 | Mr Bleakman | Roads in Etwall | Noted |
| 2.5 | SDDC | Area Forum/Safer Neighbourhood meeting dates | Noted |
| 2.6 | DALC | Guide to Neighbourhood Planning | Noted |
| 2.7 | DALC | Memorial Safety Inspection Training | Noted |
| 2.8 | Hilton PC | V2 Bus Service | Noted |
| 2.9 | Ministry of Defence | Armed Forces Day | Noted |
| 2.10 | Rolls Royce Graduate Team | Feel the Buzz Campaign | Noted |
| 2.11 | South Staffs Water(2) | Deregulation of water industry | Noted |
| 2.12 | DCC | National Clean Air Day | Noted |
| 2.13 | Perennial Landscapes | Advertising | Noted |
| 2.14 | Unity Trust Bank | Signatory change completed | Noted |

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|-----|----------------------------|-------------|--|
| 3 | Correspondence for reading | | |
| 3.1 | Clerks & Councils Direct | Magazine | |
| 3.2 | Broxap | Advertising | |

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|-----|---|-------------------|-------------|
| 4 | Correspondence relating to Frank Wickham Hall | | |
| 4.1 | Zurich | Insurance | See minutes |
| 4.2 | JLR Plumbing | Quote for toilets | See minutes |

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| ETWALL PARISH COUNCIL | | | | | | | | | | | | | |
| ACCOUNTS 2017/18 - 5th June 2017 | | | | | | | | | | | | | |
| PAYMENTS | | | | | | | | | | | | | |
| Invoice | Cheq | | | | | | | | | | | | |
| Date | No | Payee | Description | Gross | VAT | Admin | Wages | Agency | S137 | PEH | YRA | TEN | |
| Items already paid but requiring approval | | | | | | | | | | | | | |
| 19/05/2017 | DD | BEFuelcards | Petrol | 31.25 | | | | | | 31.25 | | | |
| 23/05/2017 | BT | Staff | Wages | 3029.68 | | | 3029.69 | | | | | | |
| 05/06/2017 | BT | Mr B Woodcock | Internal audit | 172.02 | | 172.02 | | | | | | | |
| 05/06/2017 | BT | Clerk | Expenses | 30.05 | | | 30.05 | | | | | | |
| 05/06/2017 | BT | Clerk | Exp - Strimmer line | 18.00 | | | | | | 18.00 | | | |
| 05/06/2017 | BT | Clerk | Exp - Postage | 5.46 | | 5.46 | | | | | | | |
| 07/06/2017 | DD | Scottish Power | Elec - Sandypits | 21.46 | | | | | | | 21.46 | | |
| 07/06/2017 | DD | NEST | Pensions | 137.43 | | | 137.43 | | | | | | |
| 19/06/2017 | BT | HMRC | Tax & NI | 709.01 | | | 709.01 | | | | | | |
| | | | TOTAL | 4154.36 | 0.00 | 177.48 | 3906.18 | 0.00 | 0.00 | 49.25 | 21.46 | 0.00 | |
| | | | CUMULATIVE | 11132.68 | 99.98 | 1931.83 | 7736.06 | 0.00 | 0.00 | 622.72 | 559.59 | 182.50 | |
| | | | BUDGET | 96027.00 | | 5792.00 | 51900.00 | 2865.00 | 4800.00 | 8750.00 | 14430.00 | 190.00 | |
| RECEIPTS | | | | | | | | | | | | | |
| | Paying | | | | | | | | | | | VAT | Conc |
| Date | In No | From | Description | Total | Ad | Ag | Int | Ten | PEH | YRA | Pre | Reim | Exp |
| 09/05/2017 | 52 | FWH | Sandypits Land Rent | 100.00 | | | | | | 100.00 | | | |
| 22/05/2017 | 53 | St Helens PCC | Contrib for mower | 170.00 | | | | | 170.00 | | | | |
| 22/05/2017 | 53 | St Helens PCC | Cemetery maintenance | 200.00 | | | | | 200.00 | | | | |
| 31/05/2017 | BACS | SDDC | Cemetery maintenance | 344.50 | | | | | 344.50 | | | | |
| | | | TOTAL | 814.50 | 0.00 | 0.00 | 0.00 | 0.00 | 714.50 | 100.00 | 0.00 | 0.00 | 0.00 |
| | | | CUMULATIVE | 25881.57 | 0.00 | 0.00 | 0.00 | 350.00 | 714.50 | 2070.07 | 22747.00 | 0.00 | 0.00 |
| | | | BUDGET | 72459.00 | 0 | 315 | 0 | 700 | 550 | 1888 | 42492 | | 20514.00 |

| FRANK WICKHAM HALL CHARITY - 5th June 2017 | | | | | | | | | | | | | | |
|--|--------|----------------------|----------------------|-----------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|-----------------|
| ACCOUNTS 2017/18 | | | | | | | | | | | | | | |
| PAYMENTS | | | | | | | | | | | | | | |
| Invoice | Cheq | | | | | Clean | | Misc | | Council | Repairs & | Safety | Waste | Specific |
| Date | No | Payee | Description | Total | Admin | Mat | Utilities | Equip | PRS Lic | Tax | Maint | Checks | Disposal | Items |
| 05/06/2017 | 307 | Derby Double Glazing | New windows/door | 13734.00 | | | | | | | | | | 13734.00 |
| 05/06/2017 | 308 | Mr B Woodcock | Internal audit | 53.47 | 53.47 | | | | | | | | | |
| 05/06/2017 | 309 | Atlas | Paper towels etc | 85.99 | | 85.99 | | | | | | | | |
| 05/06/2017 | 310 | Norwood Electrical | New emergency lights | 600.00 | | | | | | | 600.00 | | | |
| 05/06/2017 | 311 | Zurich | Insurance | 1088.18 | 1088.18 | | | | | | | | | |
| 21/06/2017 | DD | Scottish Power | Electricity | 290.86 | | | 290.86 | | | | | | | |
| | | | TOTAL | 15852.50 | 1141.65 | 85.99 | 290.86 | 0.00 | 0.00 | 0.00 | 600.00 | 0.00 | 0.00 | 13734.00 |
| | | | CUMULATIVE | 16858.69 | 1246.65 | 152.71 | 667.72 | 0.00 | 0.00 | 282.61 | 775.00 | 0.00 | 0.00 | 13734.00 |
| RECEIPTS | | | | | | | | | | | | | | |
| Receipt | Paying | | | | Hall | Hall | Hall | Hall | Library | | | | | |
| Date | in No | Received from | Description | Total | Hire | Hire | Hire | Hire | Rent | Interest | Donation | Reimb | | |
| | | | | | Preschool | Clubs/Soc | Commercial | Individuals | | | | | | |
| 02/06/2017 | 141 | Art/Dance Clubs | Key cutting | 75.00 | | | | | | | 75.00 | | | |
| 02/06/2017 | 142 | Various | Hall hire | 515.50 | | 268.00 | | 247.50 | | | | | | |
| | | | TOTAL | 590.50 | 0.00 | 268.00 | 0.00 | 247.50 | 0.00 | 0.00 | 75.00 | 0.00 | | |
| | | | CUMULATIVE | 3837.96 | 1246.65 | 638.50 | 250.11 | 346.50 | 125.00 | 0.00 | 75.00 | 120.00 | | |

