

ETWALL PARISH COUNCIL

**Minutes of the Online Etwall Parish Council Meeting
Held on Monday 1st June 2020**

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

In attendance: District Councillor D Muller and one member of the public

- 20/6/4440 **Apologies for Absence** – Councillors Murray and Mann and County Councillor Ford and District Councillor Brown. These apologies were accepted by members.
- 20/6/4441 **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.
- 20/6/4442 **Public Speaking** – Members were thanked for their swift action on dealing with the recent party at Sandypits Lane Playing Field. Members found the response from the police to this incident unhelpful and Cllr Muller was raising this with the District Council.
Members were questioned on the reasons for the increased cost of the resurfacing of the hardstanding area. A full written response to be supplied.
A written report had been supplied by Cllr Ford and circulated.
- 20/6/4443 **Minutes of the meeting held on 4th and 18th May 2020** - These minutes were approved.
- 20/6/4444 **Actions from the Previous Meeting** –
- 20/5/4427 - Thanks sent to Helen Bee, Hawk and Buckle and Groundsmen for their work during the Covid-19 crisis.
 - 20/5/4436 - John Port Spencer Academy Trust had been asked to clean off graffiti.
- 20/6/4445 **Chairman's Announcements** – Cllr Kirke thanked members for their work on putting together a Job Description and Job Specification for the Clerk's role.
- 20/6/4446 **Derbyshire Association of Local Councils** – All correspondence had been circulated.
- 20/6/4447 **Siting of Memorial Benches** – Approval was given for a bench to be sited against the church wall provided that it was the same as the existing benches. An enquiry had been received regarding the siting of a bench outside the Frank Wickham Hall but the request had not been confirmed.
- 20/6/4448 **Report from the Planning Environment and Highways Committee**
(a) Planning applications considered by SDDC –
- Hawk and Buckle – Pollarding of Sycamore tree – Approval granted
 - 6 Elms Grove – Erection of an extension – Approved with minor conditions.
- (b) Planning applications requiring consideration – None
- 20/6/4449 **Youth Recreation and Allotments Committee** -
- (a) Allotments – Cllr Smith reported that all of the allotments had been let and the shady plot which was not suitable for growing was to be used for bee hives. One plot which had not been tended for some years had been given notice to quit. It was reported that a very large branch had fallen from a tree in the garden of a property adjacent to the allotments. A tree surgeon was dealing with this.

- 20/6/4450 **Finance -**
- (a) Items of expenditure:-
- (i) Retrospective approval was given for two members to attend DALC training courses at a cost of £50 each. It was reported that the online course was excellent and Cllr Smith suggested that all DALC courses should be online in future.
- (ii) Retrospective approval was given for the renewal of the Frank Wickham Hall insurance at a cost of £696.96.
- (b) Accounts for payment for the Parish Council totalling £6498.03 were approved together and accounts totalling £1182.06 for the Frank Wickham Hall Charity were also approved. £2537.35 had been received since the last meeting for the Frank Wickham Hall and £3216.93 had been received by the Parish Council. Spend against the main budget headings were reported. Cllr Neal mentioned that the work to replace the distribution board at the Frank Wickham Hall was part of the improvement project which had been brought forward to allow for hirers to continue to use the main hall whilst work was being undertaken.
- (c) The internal audit report had been received and no issues were raised.
- 20/6/4451 **Frank Wickham Hall** – Cllr Neal reported that the Bowls Club had started to use the green following the rules from their governing body but they would not be using the pavilion. The Pre-School were planning to return from 8th June. As no-one else would be using the building they would be able to leave their equipment out and would be responsible for cleaning the main hall, children’s toilets and kitchen. The Booking Clerk/Caretaker would clean the disabled toilets and corridor. Only Pre-school staff and children would be entering the main hall with the exception of the legionnaire’s inspector who needed to test the water. The risk assessment had been updated to take account of Covid-19 and this was to be circulated to members for comment.
- Cllr Neal was waiting to hear from the contractor to finalise details of the contract for the improvement project.
- There had been no decision on either the SDDC Community Grant or the Business Interruption grant. The Clerk to chase these.
- 20/6/4452 **Clerk’s Report**
- (a) Report from Employees – The Clerk reported that the groundsman had spent a morning clearing up after the party at Sandypits Lane Playing Field at the weekend.
- (b) Correspondence – See below.
- It was agreed that a stone snake could be started on the path in the area of the library and reviewed after a month to ensure that there were no maintenance or vandalism issues.
- It was mentioned that someone had needed the defibrillator and it was reported that the 999 service did not have the code. Cllr Kirke to check this but it was felt that the description of the site may not have been recognised. Members recommended the use of the What3words App for pinpointing accurate locations.
- 20/6/4453 **Website and Facebook** – The website statistics were unavailable prior to the meeting. Facebook had been well used with lots of likes and comments.
- 20/6/4454 **Any Other Business** – Cllr Neal reported that closure of Egginton crossroads needed to be publicised. Cllr Smith mentioned that notification had been received but it was felt better to publicise it nearer the time.
- 20/6/4455 **Dates of Committee Meetings** – Youth Recreation and Allotments Committee to be held online on Monday 15th June at 7.30 pm.

20/6/4456 **Date of Next Meeting** – Monday 6th July at 7.30 pm online. DALC had indicated that they expected online meetings to be held until May 2021.

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

20/6/4457 **Recruitment of New Clerk** – The job description, job specification and advertisement were all approved. It was decided to ask for applications to be returned by 1st July. The vacancy to be advertised on Facebook, the website, notice boards and through DALC. An agenda item to be made for the next meeting to set up a Staffing Committee.

Signed

Date

ETWALL PARISH COUNCIL
1st June 202

Minute No. 20/6/4452

1	Correspondence Requiring Action		Action
1.1	Barrie Woodcock	Internal Audit reports	See minutes
1.2	Resident	Siting of memorial bench	See minutes
1.3	DALC	Representative on climate change group	Noted
1.4	Resident	Suggestion for starting a stone snake	See minutes
1.5	Resident	Allotment related issue	Noted
1.6	DALC	Clerk's job evaluation	See minutes
1.7	DCC	Minor Maintenance	Clerk to complete form
1.8	Derby City Council	Questionnaire on effects of Covid-19 on business	Noted
1.9	Resident	Request for a memorial bench	See minutes
1.10	Resident	Suggestion of installing a gate at Sandypits	Refer to YR&A Ctte

2	Covid-19 Correspondence		
2.1	DALC	Playground inspections	Noted
2.2	Etwall Bowls Club	Re-opening of bowling green	Noted
2.3	DCC	Hanging baskets	Noted
2.4	DALC	Notes of online meetings with Chairs/Clerks	Noted
2.5	Toyota (2)	Update	Noted
2.6	NALC	Building Back Communities	Noted

3	Correspondence for Information		
3.1	Cllr Brown	Planning consultations – Ash & Bearwardcote	Noted
3.2	Allotment Association	Installation of CCTV at allotments	Noted
3.3	NALC	Report on elections	Noted
3.4	London Hearts	Defibrillator supplier	Noted
3.5	Playforce	Play equipment supplier	Noted
3.6	Fabrications North East	Thank you bench	Noted
3.7	Resident	Query re TPO and Conservation Area	Clerk replied
3.8	South Derbys CVS	Stronger South Derbys Fund	Noted
3.9	Plantscape	Last chance to order bedding plants	Noted
3.10	Cllr Ford	Update	Circulated

4	Correspondence for reading		
4.1	Clerks & Councils Direct	Magazine	

5	Correspondence relating to Frank Wickham Hall		
5.1	Norris & Fisher	Renewal of insurance	Actioned
5.2	Etwall Pre-School	Return following Covid-19	See minutes
5.3	Norris & Fisher	Insurance query by Pre-School	Passed to Pre-school
5.4	SDDC	Discount on Council tax	Noted
5.5	Rural Action Derbyshire	Re-opening of village halls	Noted

ETWALL PARISH COUNCIL - 1st June 2020															
PAYMENTS															
Invoice	Cheq														
Date	No	Payee	Description	Gross	VAT	Admin	Wages	Agency	S137	PEH	YRA	TEN	FWH		
Invoices already paid but requiring approval															
11/05/2020	DD	Lloyds CC	Stationery	15.17		15.17									
11/05/2020	DD	Lloyds CC	Petrol	47.11						47.11					
13/05/2020	DD	NEST	Pensions	194.23			194.23								
14/05/2020	BT	Etwall Pre-School	Donation	100.00					100.00						
19/05/2020	BT	Staff	Salaries	3039.09			3030.09								
Invoices requiring approval															
01/06/2020	BT	B Woodcock	Internal audit	181.65		181.65									
01/06/2020	BT	Norwood	Replace dist board	2131.63	355.27								1776.36		
01/06/2020	BT	Clerk	Milage	12.02			12.02								
01/06/2020	BT	DALC	Training	100.00		100.00									
09/06/2020	DD	Lloyds CC	Hazard tape	22.64						22.64					
09/06/2020	DD	Lloyds CC	Petrol	37.04						37.04					
09/06/2012	DD	Lloyds CC	Monthly fee	6.00		6.00									
18/06/2020	BT	HMRC	Tax & NI	611.45			611.45								
			TOTAL	6498.03	355.27	302.82	3847.79	0.00	100.00	106.79	0.00	0.00	1776.36		
			CUMULATIVE	24411.75	996.47	1570.77	8332.75	1196.00	100.00	129.38	10002.52	7.50	2076.36		
			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
24/04/2020	BACS	HMRC	VAT Reimb	2416.93										2416.93	
29/04/2020	BACS	Plot 15A	Allot bond & rent	60.00						60.00					
06/04/2020	BACS	Plot 10A	Allot bond & rent	60.00						60.00					
08/05/2020	BACS	Plot 7A	Allot bond & rent	60.00						60.00					
11/05/2020	BACS	Plot 9A	Allot bond & rent	60.00						60.00					
18/05/2020	100	St Helen's	Cemetery maint	500.00					500.00						
26/05/2020	101	Plot 15B	Allot bond & rent	60.00						60.00					
			TOTAL	3216.93	0.00	0.00	0.00	0.00	500.00	300.00	0.00	0.00	0.00	2416.93	0.00
			CUMULATIVE	29849.25	0.00	230.00	0.00	0.00	500.00	308.32	0.00	0.00	26394.00	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															
06/04/2020	DD	British Gas	Gas	776.45	776.45										
15/04/2020		CAF Bank	Account fee	5.00		5.00									
28/05/2020	DD	EDF Energy	Gas	87.96		87.96									
20/05/2020	EPC	Norris & Fisher	Insurance	696.96		696.96									
Invoices requiring approval															
01/06/2020	EPC	Clerk	Hand sanitiser	20.00			20.00								
01/06/2020	EPC	B Woodcock	Internal audit	56.25		56.25									
01/06/2020	EPC	Norwood	Lights & socket	252.00							252.00				
01/06/2020	EPC	Atlas	Cleaning materials	20.48			20.48								
01/06/2020	EPC	Atlas	Sanitiser	163.34			163.34								
			TOTAL	492.07	0.00	56.25	183.82	0.00	0.00	0.00	252.00	0.00	0.00	0.00	0.00
			CUMULATIVE	1182.06	387.91	56.25	183.82	0.00	0.00	302.08	252.00	0.00	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															
	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							
02/04/2020	BACS	Etwall Pre-School	Hall hire	2185.10	2185.10										
14/05/2020		Various	Hall hire	352.25		41.25	240.00	71.00							
			TOTAL	2537.35	2185.10	41.25	240.00	71.00	0.00	0.00	0.00	0.00			