

ETWALL PARISH COUNCIL

**Minutes of the Virtual Etwall Parish Council Meeting  
Held on Monday 4<sup>th</sup> May 2020**

Present: Cllr A Kirke Cllr D Neal  
Cllr A Muller Cllr B Payton  
Cllr N Ireland Cllr D Smith  
Cllr S Mann Cllr A Whitehouse

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

- 20/5/4419 **Apologies for Absence** – Councillors Murray and Hobson and County Councillor Ford.
- 20/5/4420 **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.
- 20/5/4421 **Updated Standing Orders** – The Standing Orders as per the attached were approved and the amended version to be sent to all members and website updated.
- 20/5/4422 **Public Speaking** – Cllr Brown reported that the District Council had been working extremely hard to continue to offer a “normal service” particularly with refuse collection. The District Council were co-ordinating with surrounding councils to re-open recycling centres and details would be published as soon as these were available. Council house repairs had continued to be made and grass verge mowing was to start again soon. Planning had continued as usual where decisions could be made by officers working from home and a virtual Planning Committee was to be held shortly to discuss the less straightforward applications.  
Cllr Muller had received comments concerning the sale of cars on the A516 next to the Seven Wells and this was being looked into.  
There were comments made concerning the increase in fly tipping. Reporting via the [www.lovecleanstreets.co.uk](http://www.lovecleanstreets.co.uk) app had proved particularly successful in achieving results when a variety of different issues were reported.  
Cllr Kirke asked Cllr Brown to pass the thanks of the Parish Council onto the refuse collectors for their excellent work at this difficult time.  
The report from Cllr Ford was circulated to members.
- 20/5/4423 **Minutes of the meeting held on 2<sup>nd</sup> and 16<sup>th</sup> March 2020** - These minutes were approved and signed by the Chair.
- 20/5/4424 **Minutes of the Finance Committee held on 16<sup>th</sup> March 2020** – These minutes were approved and signed by the Chair.
- 20/5/4425 **Actions from the Previous Meeting** –
- 20/3/4411(a) - Meeting organised to discuss tree planting at Sandypits but cancelled due to Covid-19.
  - 20/3/4411(c) - Details of cost of memorial seats and installation supplied.
  - 20/3/4414(b) - Cllr Patten had agreed to provide the artwork, organise the tree and decorations for the Parish Council’s tree at the St Helen’s Christmas Tree Festival. Cllr Ireland agreed to take photographs of members for the Parish Council Christmas tree.
  - 20/3/4416(a) – Clerk had not reminded Ms Bailey of the need to close the Parish Plan bank account as it could not be done until lockdown had ended so would remind her when things returned to something like normal.

- 20/5/4426 **Items dealt with under Delegated Powers by the Chair and Vice-Chair since the previous meeting** - Approval was given to the following actions had required urgent attention:
- Purchase of laptop for Clerk (old one not economically repairable) - £250
  - Purchase of Office software - £39.99
  - Payment of enhanced subscription to DALC (to include training) at a cost of £882.91
  - Booking Clerk to continue to be paid on full salary during Coronavirus
  - Job evaluation of Clerk's role undertaken by DALC at a cost of £120.
- 20/5/4427 **Chairman's Announcements** – Cllr Kirke commented on these unusual times and thanked the groundsmen for the work that they continued to do. A special thanks also went to Helen Bee for organizing local volunteers to assist those who were isolating or in need to assistance during this time. The Clerk to send a letter of thanks. The work of the Hawk and Buckle was also mentioned as they had been making free meals and delivering them to those in need.
- 20/5/4428 **Membership of Committees** – Cllr Murray was appointed to the Youth Recreation and Allotments Committee and Planning Environment and Highways Committee.
- 20/5/4429 **Derbyshire Association of Local Councils** – The March and April Newsletters had been forwarded to members. Cllr Hobson was booked onto the online Essential Councillors training course. The Clerk to circulate the details of online training again.
- 20/5/4430 **Report from the Planning Environment and Highways Committee**
- (a) Previous planning applications –
- 9/2016/1116 - John Port Spencer Academy Trust car park resurfacing – It was reported that this application had been “disposed of”. Cllr Brown agreed to find out the meaning of this.
  - DMPA/2020/0063 - Hawk and Buckle – Pollarding of Sycamore tree – It appeared that tree work was being carried out at this location.
  - DMPA/2019/1438 - The erection of an extension at 2 Sandypits Lane – Approved with conditions
  - DMOT/2020/0171 – The felling of a Sycamore tree at Etwall Grove covered by SDDC TPO No 22 - Approved with conditions
  - CD/0220/78 – Two classroom extension together with additional works at Etwall Primary School – Approved
  - 6 Elms Grove – Work underway
- (b) Planning applications requiring consideration – Two applications had been identified on the SDDC website for Ash Lane but the Parish Council had not been consulted on these. Cllr Brown to investigate.
- 20/5/4431 **Youth Recreation and Allotments Committee -**
- (a) Allotments – There had been a huge interest in allotments recently. The Allotment Association had produced a video of the vacant plots and three out of the six available had now been let.
- (b) Hardstanding Area – The work to the hardstanding area was now complete although the cost exceeded that anticipated as the amount of stone under the plastic was less than expected. Use of this area was to be made an agenda item for the next Youth Recreation and Allotments Committee.
- 20/5/4432 **Finance -**
- (a) Accounts for payment for the Parish Council totalling £12,978.29 for the 2019/20 were approved together with £17,913.72 from 1<sup>st</sup> April 2020.

Accounts totalling £699.99 for the Frank Wickham Hall Charity were also approved. No income had been received since the last meeting for the Frank Wickham Hall but £26,632.32 had been received by the Parish Council. Spend against the main budget headings were reported.

- (b) Items of expenditure:-
- (i) IT WAS DECIDED to give a donation of £100 to Etwall Pre-School CIC towards the cost of a new coat rail.
  - (ii) Frank Wickham Hall Insurance – Renewal documents were awaited.
  - (iii) It was agreed that the Chair would be paid £250 for expenses incurred in carrying out the role for the financial year 2019/20.
  - (iv) A payment to St Helen’s of £25.00 for clock winding was approved.
- (c) Review of Hire Charges for Frank Wickham Hall – Approval was given to an increase in hall hire fees as per the attached document.
- (d) The Annual Governance Statement was reviewed and it was agreed that members could answer yes to all statements. This was signed by the Chair.
- (e) The Parish Council accounts for 2019/20 were approved and signed by the Chair.
- (f) The Frank Wickham hall accounts for 2019/20 were also approved.
- (g) A review of the hall hire charges took place and it was decided to accept the recommendations in the attached document.

20/5/4433

**Frank Wickham Hall**

- (a) Improvement Project - Cllr Neal reported that approval to borrow £30,000 from the Public Works Loan Board had been received but there had been no news on the grant from SDDC. Cllr Neal was to meet with the contractor when possible to confirm some of the finer details of the quotation. Unfortunately, as some of his sub-contractors had been furloughed it would not be possible to bring the work forward. If the hall was still not in use when the work was carried out a saving could be made because there would be no need to hire temporary toilets.
- (b) Effect of Covid-19 – It was anticipated that if the Pre-School returned in September the loss of income due to Covid 19 would be in the region of £7,000 if hirers did not return until January 2021 it was likely to be around £11,000. The Clerk was investigating a grant to help charities over this difficult period which could be £10,000 if the charity were eligible. During the lockdown period the Booking Clerk/Caretaker had thoroughly cleaned the hall and some maintenance work had also been undertaken.

20/5/4434

**Clerk’s Report**

- (a) Report from Employees – The Groundsmen had continued to work whilst socially distancing.
- (b) Correspondence – See below.

20/5/4435

**Website and Facebook** – The website statistics showed a 50% fall in visits due to the Coronavirus.

20/5/4436

**Any Other Business** – Cllr Whitehouse was concerned at the amount of graffiti that had appeared around Main Street. A local property owner had been asked to arrange for graffiti to be cleaned and John Port Spencer Academy Trust to be notified of further incidents of graffiti on their property. Mention was made of a wall on Main Street which looked unsafe. It was reported that DCC had been in correspondence with the owner to get this repaired.

20/5/4437

**Dates of Committee Meetings** – Meetings to be held on 18<sup>th</sup> May at 7.30 pm – Frank Wickham Hall (only if the improvements project contractor had provided further information).

20/5/4438

**Date of Next Meeting** – Monday 1<sup>st</sup> June at 7.30 pm online unless social distancing has been discontinued when it will take place in the Frank Wickham Hall.

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

20/5/4439      **Recruitment of New Clerk** – Template Job Description and Job Specification to be circulated to Chair, Vice-Chair and Chairs of Committees to agree, together with results of job evaluation when received. Meeting to be held in two weeks' time to agree these and advertisement.

Signed .....

Date .....

## 2020 Review of Frank Wickham Hall Charges.

(rev 1 - 24/4/20)

### HIRE CHARGES FOR FRANK WICKHAM HALL AND PAVILION EFFECTIVE FROM 1st APRIL 2020

#### PLEASE NOTE:

Charges are per hour or part thereof

Minimum charge 3 hours

new proposal - insert charge period includes setting up/ dismantling time

#### Current Rates

GROUP 1 Not for profit/charitable organisations meetings, coffee mornings, playgroup, disabled clubs etc. Frank Wickham Hall £8.25 per hour, Pavilion £6.50 per hour

GROUP 2 As Group 1 but not Etwall based - £12.00

GROUP 3 Private parties (e.g. birthdays, weddings, retirement), commercial bookings and other bookings which are not covered in Groups 1 or 2. Frank Wickham Hall £18.50 per hour

#### Proposed 2020/21 rates

In January 2020, the Retail Price Index rate of the United Kingdom was 2.7 %

Proposed increase in rates to be 2.7%

Propose new rates in effect from April 01 2020 for new bookings and Mon June 1st 2020 for existing regular hirers

#### Frank Wickham Hall

(Booking clerk request - rates to be multiples of 50p for ease of calculation of total charge)

No "after works" increase to Group 1 to compensate for precept contribution (2020 to 2023)

	2019/20	2020/21	2020/21	2020/21	2020/21
	Existing	inflation %	Proposed	After works	
Group 1	£ 8.25	£ 8.47	£ 8.50	£ 8.50	
Group 2	£ 12.00	£ 12.32	£ 12.50	£ 13.00	
Group 3	£ 18.50	£ 19.00	£ 19.00	£ 20.00	

#### Pavillion Room

Group 1	£ 6.50	£ 6.68	£ 6.75	£ 7.00	
Group 2	as group 1			£ 10.00	
Group 3	as group 1			£ 15.00	

#### Combined booking

(Use of both Pavillion Room and Main Hall)

Group 1	£0.00	£0.00	£0.00	£ 12.00	
Group 2				£ 18.00	
Group 3				£ 27.50	

#### Bowls Club

Current fee	£ 650.00				
Inflation 2.7%	£ 667.55	Say £ 670			

To allow for increase in June - actual payment £660 but £670 used for 2021/2 rates

COVID 19 review - if play permitted this year charge £660/24 = £ 27.50 per week

**ETWALL PARISH COUNCIL**  
**4<sup>th</sup> May 2020**

**Minute No. 20/5/4434**

1	Correspondence Requiring Action		Action
1.1	Cllr Ford	Report for PC meeting	Circulate
1.2	Etwall Pre-School CIC	Request for a donation	See minutes
1.3	DALC	Cost of carrying out job evaluation	Items dealt with under delegated powers
1.4	Clerk	Resignation	See minutes
1.5	DCC	Participation in minor maintenance scheme	Clerk to action
1.6	SDDC	Parish Survey – village facilities	Completed
1.7	SDDC	Guidance on concurrent expenses claim	Clerk to complete
1.8	Resident	Public Right of Way to Common End	Clerk replied
1.9	Resident	Request for PC's insurance details to organize summer hanging baskets	Insurance not valid if not organized by PC
1.10	Simone Clarke	Help with advertising a survey for grant to set up pilates classes for children/young people	Agreed that survey could be published on website/Facebook plus non-financial support.

2	Covid-19 Correspondence		
2.1	DCC (2)	Not issuing licenses for hanging baskets/clarification and now issuing licences	Noted
2.2	SDDC (2)	Closure then opening of cemetery	Noted
2.3	SDDC	Summer play scheme - still going ahead at the moment	Noted
2.4	SDDC	Closure of play areas	Noted
2.5	Internal Auditor (2)	Cancellation then alternative arrangements for internal audit	Audit to take place 5/5/20
2.6	Etwall Cricket Club	Reply to request from resident to allow cricket ground to be opened for walkers. ECB says should remain locked.	Noted
2.7	Etwall Bowls Club	Cancellation of season	Noted
2.8	Resident	Volunteering assistance	Forwarded
2.9	Resident	Set up of volunteer/help scheme	See minutes
2.10	SDDC	Cancellation of Area Forum meetings	Noted
2.11	<p>Regular updates and information have also been received from the following organisations:-</p> <p>NALC DALC HMRC SDDC Toyota South Derbys CVS Unity Trust Bank CAF Bank Village Halls Advisory Service PKF Littlejohn – External auditors Express Magazine Editor</p>		

3	Correspondence for Information		
3.1	Ministry of Housing & Local Government	Borrowing approval for FWH project	See minutes
3.2	Cllr Patten	Agreement to do artwork for PC's Xmas tree at St Helen's	See minutes
3.3	Derbys Children's Holiday Centre	Thanks for donation	Noted
3.4	DCC	Reply to complaint re surface of Greenway	Noted
3.5	Resident	Siting of memorial seat	Noted
3.6	Allotment Association	CCTV at the allotments	Noted
3.7	Allotment Association	Video showing vacant plots	See minutes
3.8	Unity Trust Bank	Confirmation of new bank account	Noted
3.9	Groundtrax Systems Ltd	Quotation for hardstanding area	Noted
3.10	Alan Brown Ltd	As above	Noted
3.11	SDDC	Area Forum reply re parking Beech Drive	Noted
3.12	Toyota UK	Extension of site update	Noted
3.13	Toyota UK	Liaison meeting	Noted
3.14	Unity Trust Bank	Charges	Noted
3.15	NEST	Improvements to website	Noted
3.16	Plantscape	Advertising	Noted
3.17	STWA	Change of management of allotment land	Noted
3.18	Unity Trust Bank	Change to service – additional checks	Noted
3.19	RBS	Banking switch	Noted
3.20	DALC	Excellence Awards	Noted
3.21	DCC	Approval for planning application at Etwall Primary School	Noted

4	Correspondence for reading		
4.1	Clerks & Councils Direct	Magazine	
4.2	Creative Play	Advertising	

5	Correspondence relating to Frank Wickham Hall		
5.1	Art Club	Charges for 2020/21 and queries	Clerk replied
5.2	British Gas	End of contract	Noted
5.3	EDF	New gas contract	Noted
5.4	CAF Bank	Return of cheque	Noted
5.5	CAF Bank	Interest rate changes	Noted
5.6	Virgin Money	Interest rate changes	Noted
5.7	Zurich	Insuring village hall	Noted
5.8	Edwards Insurance	Insuring village hall	Noted
5.9	Norwood	Quotation for replacing hall lighting with LED's	To be discussed with Cllr Mann
5.10	EDF Energy	Non-payment of invoice	Cheque sent w/c 27/4/20

ETWALL PARISH COUNCIL - 4th May 2020															
<b>PAYMENTS - 2019/20</b>															
<b>Invoice</b>	<b>Cheq</b>														
<b>Date</b>	<b>No</b>	<b>Payee</b>	<b>Description</b>	<b>Gross</b>	<b>VAT</b>	<b>Admin</b>	<b>Wages</b>	<b>Agency</b>	<b>S137</b>	<b>PEH</b>	<b>YRA</b>	<b>TEN</b>	<b>FWH</b>		
<b>Invoices already paid but requiring approval</b>															
04/03/2020	BT	Clerk	Milage	33.05			33.05								
19/03/2020	BT	MJP Building Serv	Resetting goalposts - Sanc	85.00							85.00				
19/03/2020	BT	MJP Building Serv	Hire of fencing - KGV	220.00							220.00				
23/03/2020	BT	Staff	Salaries	2975.25			2975.25								
24/03/2020	DD	NEST	Pensions	194.23			194.23								
25/03/2020		Unity Trust Bank	Bank charge	6.00		6.00									
25/03/2020		Unity Trust Bank	Handling fee	0.80		0.80									
26/03/2020	BT	FWH Charity	Donation	9000.00									9,000		
26/03/2020	BT	Clever Comp Solutions	New laptop	250.00	41.67	208.33									
26/03/2020	BT	JMG Amenity	Fertiliser - bowling	189.06	31.51						157.55				
31/03/2020		Unity Trust Bank	Service charge	24.90		24.90									
			<b>TOTAL</b>	<b>12978.29</b>	<b>73.18</b>	<b>240.03</b>	<b>3202.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>462.55</b>	<b>0.00</b>	<b>9000.00</b>		
			<b>CUMULATIVE</b>	<b>144402.16</b>	<b>3984.79</b>	<b>5164.43</b>	<b>50369.85</b>	<b>25.00</b>	<b>2112.50</b>	<b>8961.49</b>	<b>8553.26</b>	<b>190.00</b>	<b>14942.00</b>		
			<b>BUDGET</b>	<b>106160.00</b>	<b>0.00</b>	<b>7685.00</b>	<b>53250.00</b>	<b>2340.00</b>	<b>3800.00</b>	<b>7575.00</b>	<b>20620.00</b>	<b>190.00</b>	<b>9000.00</b>		
<b>RECEIPTS - 2019/20</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>FWH</b>	<b>Pre</b>	<b>Reim</b>	<b>Exp</b>
10/02/2020	93	FWH Charity	Reimb for keys	45.00	45.00										
04/03/2020	BT	Etwall FC	Sandypits rent	50.00						50.00					
13/03/2020	BT	Army Cadets	Sandypits rent	480.00				480.00							
19/03/2020	94	FWH Charity	Wages	8244.68							8244.68				
26/03/2020	95	Bowls Club	Fertiliser	78.77						78.77					
			<b>TOTAL</b>	<b>653.77</b>	<b>45.00</b>	<b>0.00</b>	<b>0.00</b>	<b>480.00</b>	<b>0.00</b>	<b>128.77</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>128448.52</b>	<b>145.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1440.00</b>	<b>6756.56</b>	<b>2225.77</b>	<b>0.00</b>	<b>50318.84</b>	<b>43509.00</b>	<b>975.35</b>	<b>23078.00</b>
			<b>BUDGET</b>	<b>78743.00</b>	<b>0.00</b>	<b>315.00</b>	<b>0.00</b>	<b>960.00</b>	<b>560.00</b>	<b>1650.00</b>	<b>9000.00</b>	<b>0.00</b>	<b>43258.00</b>	<b>0.00</b>	<b>23000.00</b>



ETWALL PARISH COUNCIL - 4th MAY 2020															
PAYMENTS - 2020/21															
Invoice	Cheq														
Date	No	Payee	Description	Gross	VAT	Admin	Wages	Agency	S137	PEH	YRA	TEN	FWH		
<b>Invoices already paid but requiring approval</b>															
02/04/2020	BT	Invictus Sol Ltd	CCTV Maintenance	300.00	50.00						250.00				
02/04/2020	BT	DALC	Membership	882.91		882.91									
06/04/2020		SDDC	Bin emptying	1435.20	239.20			1196.00							
09/04/2020	DD	Lloyds CC	Paper	17.95		17.95									
09/04/2020	DD	Lloyds CC	Software	39.99		39.99									
09/04/2020	DD	Lloyds CC	Monthly fee	6.00		6.00									
09/04/2020	DD	Lloyds CC	Petrol	22.59						22.59					
15/04/2020	DD	NEST	Pensions	194.23			194.23								
18/04/2020	BT	HMRC	Tax & NI	610.16			610.16								
21/04/2020	BT	Staff	Salaries	3039.29			3039.29								
<b>Invoices requiring approval</b>															
04/05/2020	BT	DALC	Clerk evaluation	120.00		120.00									
04/05/2020		J A Gardner	Website maint	201.10		201.10									
04/05/2020		SDDC	Land rent	7.50							7.50				
04/05/2020		Clerk	Milage	21.03			21.03								
04/05/2020		Fletcher	Supply of stone	2112.00	352.00						1760.00				
04/05/2020		MJP Building	Digger & roller	2272.52							2272.52				
04/05/2020		Delta Commercials	Removal of plastic	5720.00							5720.00				
04/05/2020		Norwood	Elec Report	300.00	50.00							250.00			
18/05/2020	BT	HMRC	Tax & NI	611.25			611.25								
			<b>TOTAL</b>	<b>17913.72</b>	<b>691.20</b>	<b>1267.95</b>	<b>4475.96</b>	<b>1196.00</b>	<b>0.00</b>	<b>22.59</b>	<b>10002.52</b>	<b>7.50</b>	<b>250.00</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>
Date	In No	From	Description	Total	Ad	Ag	Int	Ten	PEH	YRA	Wages	Loan	Pre	Reim	Exp
06/04/2020	96	Western Power	Wayleave	£8.32							8.32				
09/04/2020	BACS	SDDC	Precept	26394.00									26394.00		
23/04/2020	BACS	DCC	Minor maintenance	230.00		230.00									
			<b>TOTAL</b>	<b>26632.32</b>	<b>0.00</b>	<b>230.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.32</b>	<b>0.00</b>	<b>0.00</b>	<b>26394.00</b>	<b>0.00</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															
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 paid but requiring approval</b>															
15/04/2020	DD	Pennon Water	Water	11.00	11.00										
15/04/2020	DD	EDF Energy	Electricity	214.00	214.00										
16/04/2020	424	SDDC	Council tax	302.08						302.08					
17/04/2020	425	EDF Energy	Gas	172.91	172.91										
			<b>TOTAL</b>	<b>699.99</b>	<b>397.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>302.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			<b>BUDGET</b>	<b>38175</b>	<b>5000</b>	<b>10550</b>	<b>750</b>	<b>125</b>	<b>475</b>	<b>350</b>	<b>2000</b>	<b>700</b>	<b>225</b>	<b>8500</b>	<b>9500</b>
INCOME - None															