

**Minutes of the Etwall Annual Parish Council Meeting  
Held on Monday 15th May 2023 at 7.30pm at Frank Wickham Hall**

**Present:** Cllr. A. Kirke, Cllr. N. Ireland, Cllr. A. Muller, Cllr. U. Towne, Cllr. R. Fearn, Cllr. V. Hobson, Cllr C Rowley, Cllr. D Neal and Cllr T Day

In attendance: Parish Clerk R. Male, Assistant Clerk, K. Darcy, District Councillor D. Muller and County Councillor M. Ford and members of the public.

**23/05/5199 Election of the Chairperson for the year 2023/2024 and the completion of the Declaration of Acceptance of Office.**

A nomination was received for the position of Chair, and it was **RESOLVED** that **Cllr. A. Muller be elected as Chair for 2023/24.**

**23/05/5200 Election of the Vice Chairperson for the year 2023/2024 and the completion of the Declaration of Acceptance of Office.**

A nomination was received for the position of Vice Chair, and it was **RESOLVED** that **Cllr. R. Fearn be elected as Vice Chair for 2023/24.**

**23/05/5201 To receive apologies for absence.**

None.

**23/05/5202 Declaration of members interests.**

Cllr. Kirke declared at interest in planning matters as he was now as District Councillor for South Derbyshire District Council.

**23/05/5203 Public speaking.**

- **Members of the public**

A resident asked that the Parish Council reject any moves to develop land at Main Street/Burnaston Lane (SHELAA 121) to protect the conservation area.

- **District Councillors**

District Councillor D Muller congratulated the Chair and Vice Chair on their appointment's. Cllr Muller stressed the need for all Councillors and residents to report potholes.

- **County Councillor M Ford**

Cllr. M Ford congratulated the chair and vice chair on their appointments and reiterated the need for everyone to report potholes. Cllr Ford would follow up the road markings near to school to establish when these would be repainted.

- **Parish Councillors**

Cllr Towne sought clarification on what can be done to resolve the issue of the rubbish outside the dentist, (this is on the agenda for discussion) and the location of the clothing bank in a conservation area.

**23/05/5204 To confirm and agree as a true record the non-confidential Minutes of the Etwall Parish Council meeting held on Monday 3rd April 2023**

It was **RESOLVED** that the minutes were a true and accurate record of the meeting on 3rd April 2023.

**23/05/5205 To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.**

None.

**23/05/5206 Chairman's announcements.**

The Chair welcomed Cllr. Day to the Parish Council and thanked Cllr Fearn, Cllr Hobson, and Cllr Towne for their efforts at the coronation celebration event. The Chair thanked the outgoing chair, Cllr. A. Kirke for his contribution to the Parish Council.

**23/05/5207 Co-option.**

It was **RESOLVED** to advertise for 3 council vacancies via the website, noticeboards, Facebook and Etwall Express and look to co-opt at the July meeting.

**23/05/5208 Review of Council Policies including Standing Orders, Financial Regulations and Code of Conduct.**

It was **RESOLVED** to adopt the Standing Orders and Financial Regulation (which had been discussed at the April meeting). The Code of Conduct will need to be reviewed against the new Model recently published by SDDC. Cllr Day raised a query regarding the need for permission to record meeting – this will be checked with the Monitoring Officer. A CCTV policy needs to be adopted. Councillors noted updates required to the website.

**23/05/5209 Freedom of Information Policy**

It was **RESOLVED** to adopt the Freedom of Information policy.

**23/05/5210 Appointment of Members to Existing Committees and Working Groups**

**RESOLVED** to appoint the following members to Committees/Working Groups.

**Frank Wickham Hall Committee**

Cllr D Neal, Cllr A Kirke, Cllr N Ireland, Cllr A Muller, Cllr C Rowley, Cllr T Day and Cllr R Fearn.

**Finance Committee**

Cllr N Ireland, Cllr A Kirke, Cllr A Muller, Cllr C Rowley and Cllr D Neal.

**Youth Recreation and Allotments Committee**

Cllr N Ireland, Cllr A Muller, Cllr V Hobson, Cllr U Towne and Cllr C Rowley.

**Staffing Committee**

Cllr A Muller, Cllr N Ireland, Cllr V Hobson and Cllr T Day.

**Neighbourhood Development Plan Working Group**

Cllr C Rowley, Cllr R Fearn, Cllr U Towne and Cllr A Muller.

**Freeport Working Group**

Cllr D Neal, Cllr C Rowley, Cllr R Fearn, Cllr T Day and Cllr A Muller.

**23/05/5211 Consider and adopt Terms of Reference for Committees.**

**RESOLVED** to adopt the following terms of reference; Full Council, Finance Committee, Staffing Committee, Youth Recreation and Allotments Committee and Frank Wickham Hall Committee.

**23/05/5212 Chairpersons Allowance**

It was **RESOLVED** that the chairs allowance would be £300 for 2023/24.

**23/05/5213 Signatories**

It was **RESOLVED** that all members of the Finance Committee would be signatories for CAF and Unity Trust Bank accounts.

**23/05/5214 Internal Audit**

It was **RESOLVED** to appoint East Midlands Audit Services for yearend accounts (31<sup>st</sup> March 2023).

**23/05/5215 Clerk's Report on outstanding matters and matters for information**

Attached.

**23/05/5216 Finance – Income and payments to 15th May 2023 (PC and FWH)**

**RESOLVED** that all income and payments as submitted be agreed (attached).

**23/05/5217 To confirm and agree the accounts to 30th April 2023 (EPC and FWH)**

**RESOLVED** that the accounts and bank reconciliation for Etwall Parish Council and Frank Wickham Hall to 30th April 2023 as submitted, be agreed (attached).

**23/05/5218 Kings Coronation event debrief**

Cllr Fearn thanked everyone who had supported the event which was well received by residents who were very grateful for a free of charge event. There had been a good turnout despite the inclement weather. The chair thanked Cllr. Fearn for all her hard work.

**23/05/5219 Request from Etwall Primary PTFA for donation at their event**

It was **RESOLVED** to donate £110 towards the cost of generators for their recent event.

**23/05/5220 Planning Matters to be considered**

Cllr. Kirke declared at interest in planning matters as he was now as District Councillor for DDDC

- a) DMOT/2023/0433 - The pruning of a Holly Tree at 8 Blenheim Mews, Etwall, Derby, DE65 6PU - **Noted.**
- b) DMPA/2023/0450 - Erection of single storey rear extension at 16 Risborrow Close, Etwall, Derby, DE65 6HY - **Noted.**
- c) DMPA/2023/0454 - Erection of a single storey side extension to house a shower room at Park Farm, Ash Lane, Etwall, Derby, DE65 6HT- **Noted.**
- d) DMPA/2023/0270 - Erection of commercial unit for plant and machinery storage (B8 use) at Heage Lane, Etwall, Derby, DE65 6LS - **Noted.**

**23/05/5221 East Midlands Freeport Update**

No update.

**23/05/5222 Local Plan update (including Call for Sites)**

No update.

**23/05/5223 Neighbourhood Plan**

Two meetings had taken place and a zoom call. Next meeting is planned for the 14th June with the planning consultant.

**23/05/5223 Request for rugby posts on King George V playing field**

Deferred to next meeting.

**23/05/5224 Groundsman equipment**

It was **RESOLVED** to purchase a new strimmer at cost of £239 including VAT.

**23/05/5225 Frank Wickham Hall – verbal update**

Fluorescent tubes have been replaced and spotlights replaced with LEDs. Repairs had been done to the guttering. The Queen’s Jubilee grant was no longer being pursued as the project does not meet the criteria.

a) Insurance Renewal

It was **RESOLVED** to renew the insurance for the hall at cost of £777.31.

**23/05/5226 Dates of committee meetings**

None required.

**23/05/5227 Date of next meeting**

5th June 2023.

**23/05/5228 Exclusion of the Press and Public**

**Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.**

**23/05/5229 Personnel matter**

Parish Clerk R Male provided an update to the Parish Council.

**23/05/5230 Memorial tree planting request**

This request cannot be granted as this is DCC (highways land).

**23/05/5231 Meeting close**

Meeting closed at 9.32pm.

Signed:.....

Dated:.....

## **Etwell Parish Council – Clerk’s Report May 2023**

### Dentist Rubbish

Following complaints from residents, the Parish Council had attempted to find a location for a bin within the village or the dentists practice to use but had been unable to do so. The council feel that this is now a District Council issue, as they are responsible for refuse collection and will ask them to resolve it. It will also be suggested to the dental practice that they could appoint a private trade waste organisation.

### Drain cover on KGV near the play area

The Council were notified that the drain cover was loose. The site was visited by a Councillor that evening and made safe until the contractor visited the site in the morning and resolved the issue.

### BT Fence

BT are sending out a contractor within the next 20 days to look at the fence.

### Bollards on Church Hill

Damaged wooden posts have now been replaced.

### Playground drainage

Drains filling up, been reported by a member of the public. Groundsman will keep an on them to keep clear.

### 23/01/5107 Village Signs and Highways Audit

Reports from Councillors received. Clerk will high light concerns with the relevant authorities.

### Sheep worrying/dogs on leads

Update from SDDC 30.06 - As soon as our stocks of signs are replenished, I will look at getting some deployed in the area.

### Chestnut Grove – abandoned Royal Mailbox

Royal Mail have confirmed that they have submitted the Council’s request for the box removal.

Note: Please be aware that this process can take a number of weeks to complete (up to 25 weeks). A photo has been sent to Royal Mail showing how it is now being used as a rubbish bin.

### Playarea fencing

A bolt on one of the metal fence panels has rusted and broken away. Awaiting a site visit and quote for the replacement.

### Allotment tap

There is a leak at the stop tap, so a plumber is required to investigate further. Clerk to arrange.

### 22/06/4832 a) Email from resident – ivy on fence by Bowls Club.

**RESOLUTION:** obtain quotes for the removal of all the ivy overgrowth.

Clerk is obtaining quotes alongside potential path works in the Frank Wickham Hall car park.

UPDATE: Agenda item at Full Council 06.03.23

### KGV/Bowls Club Hedge

Hedge now cut to the correct height which can now be more easily maintained by the Groundsman.

22/09/4997 Bowls Club Water Leak

**RESOLUTION:** to instruct the contractor to carry out the works required at £969 + VAT per day. Clerk has instructed the contractor. Awaiting next steps. **Following Site meeting, Clerk will contact South Staffs Water to ascertain if there is still a leak.**

Allotments Lease

Clerk is continuing to chase our updated lease.

Severn Trent noise Survey

Clerk is continuing to chase SDDC Planning

## **DCC Highways issues reported:**

Egginton Road (junction by KGV/public toilets)

**One of the no-entry signs is faded. This has been reported. 21.12.22**

Egginton Road (opposite vets)

**Leaning tree over hanging footpath. Reported 29.12.22**

**22/12/5082 Correspondence for discussion or determination (b)**

Email from resident – regarding condition of verges following works on The Bancroft

Clerk has emailed Highways and Open Reach. December 2022.

**Update: Forwarded to both DCC and SDDC. No reply from Open Reach.**

Road Markings – Hilton/Egginton and Main Road Junction

A resident has raised concern of the state of the road marking on this junction (opposite John Port). Clerk has raised the issue with DCC Highways, Martyn Ford and asked all Councillors to report the issue.

Cheshunt Grove – shop parking

Awaiting a site visit from Highways (DCC)

Overhanging Hedge Main St near Burnaston Lane

Reported to DCC FS-Case-510123008

**Etwall Parish Council**

Meeting - 15th May 2023

MINUTE NUMBER ONCE APPROVED:

**Expenditure**

**Payments to be authorised**

Date	Payee	Description	VAT	Amount (inc VAT)
17.04.23	South Staff Water	Allotments		£ 113.46
17.04.23	South Staff Water	Bowling Green		£ 325.33
17.04.23	HMRC	Tax NI		£ 915.39
17.04.23	Staff	Salaries		£ 3,849.60
19.04.23	R. Fearn	Coronation Expenses		£ 75.90
20.04.23	Nest	Pension contributions		£ 188.18
24.04.23	Tesco	Mobile		£ 12.99
05.05.23	Sonia Barton	Coronation Expenses		£ 245.00
05.05.23	Clerk	Coronation Expenses		£ 170.00
05.05.23	R. Fearn	Coronation Expenses		£ 55.48
10.05.23	Lloyds Credit Card	Fuel		£ 44.78
15.05.23	Abi's Entertainments	Coronation inflatables		£ 820.00

**Invoices to be authorised for payment:**

16.05.23	Staff	Salaries		£ 4,007.04
16.05.23	HMRC	Tax and NI		£ 986.01
	Invictus Solutions Ltd	CCTV maintenance	£ 50.00	£ 300.00
	SDDC	Rent of Land - Chestnut Grove		£ 7.50
	Contractor	Church Hill - wooden posts repairs/replacement		£ 225.00
	Catena	Lamppost testing	£ 27.18	£ 163.08
	Almshouses	Groundsmans hut Annual rent		£ 220.00
	<b>Clerk</b>	<b>Expenses</b>		
		Ink	£ 1.67	£ 9.99
		Mileage		£ 27.00
		Stationery		£ 5.80
	A.Kirke	Reimburse for replacement allotment padlock		£ 22.00
	Etwall Cubs	Donation		£ 300.00
	R. Fearn	Coronation expenses and NDP printing		£ 141.71
	Contractor	Coronation disco		£ 350.00
	V. Hobson	Coronation Expenses		£ 38.55
		<b>Total</b>	<b>£ 78.85</b>	<b>£ 13,619.79</b>

**Total**

**£**

**42.79**

**Income since last meeting**

06.04.23	SDDC	Precept	£32,924.50
12.04.23	East Midlands Airport	Grant for Coronation Celebrations	£ 200.00
		<b>Total</b>	<b>£33,124.50</b>

**Frank Wickham Hall**

Payments made since last meeting (including those authorised at the last meeting and direct debits)

Date	Payee	Description	Amount
17.04.23	CAF Bank	Monthly Fee	£ 5.00
17.04.23	Pennon Water	Water DD	£ 96.00
17.04.23	EDF	Gas	£ 1,177.00
17.04.23	EDF	Electric	£ 214.00
02.05.23	BT	Wifi	£ 32.34

Invoices to be authorised for payment:

Date	Payee	Description	Amount
	Contractor	Gutter repairs	185
	Contractor	Window cleaning	178
	Atlas	Cleaning supplies	260.24
	Clerk	Licence expenses	112
	D. Neal	Expenses (keys cut, ant killer, light bulbs)	155.97
		<b>Total</b>	<b>£ 2,415.55</b>

**Income 01.04.23-30.04.23**

Various	Hall hirers	Hall hire	£ 3,658.00
		<b>Total</b>	<b>£ 3,658.00</b>

**ETWALL PARISH COUNCIL - Bank Reconciliation**  
**Meeting 15th May 2023**

<b><u>Opening Balance 31st March 2023</u></b>	<b>£</b>	<b>67,517.74</b>
Add Total Receipts	£	33,124.50
Less Total Payments	£	21,199.22
	<b>TOTAL £</b>	<b>79,443.02</b>
Represented by:		
Unity Trust Account T1 at 30.04.23	£	1,225.42
Unity Trust Account T2 at 30.04.23	£	78,217.60
	<b>TOTAL £</b>	<b>79,443.02</b>
Plus receipts not banked		
Less payments made		
<b>Closing balance at 30th April 2023</b>	<b>TOTAL £</b>	<b>79,443.02</b>

**FRANK WICKHAM HALL ACCOUNTS****Bank Reconciliation**

<b>Opening Balance 31st March 2023</b>	<b>£ 39,901.32</b>
Add Total Receipts	£ 3,658.00
Less Total Payments	£ 1,681.78
	<b>TOTAL £ 41,877.54</b>
Represented by:	
CAF Bank at 31.03.23	£ 31,710.47
Virgin Account at 31.03.23	£ 10,167.07
	<b>TOTAL £ 41,877.54</b>
Plus receipts not banked	
Less payments made	
<b>Closing balance at 30th April 2023</b>	<b>TOTAL £ 41,877.54</b>