

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council
76 – 80 Derby Road
Swanwick
Derbyshire DE55 1BG
Email: clerk@swanwickparishcouncil.org.uk
www.swanwickparishcouncil.org.uk



12th December 2017

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick on Thursday 21st December 2017 at 7.00pm.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate), both available at the meeting.

Clerk to the Council

AGENDA

1. Apologies

Members are reminded to give their apologies direct to the Clerk.

2. Variation of Order of Business

3. Declarations of Interest

Members must fill out the Declaration of Interests Forms for submission. Members are requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 10D of Public Participation.

4. Public Participation

A) Public Attendance & Speaking: Residents wishing to speak need to book in with the Clerk, preferably prior to the meeting by email/phone or immediately prior to the start of the meeting.

Whether wishing to speak or not, each member of the public is required to indicate whether or not they consent to have their name and/ or organisation recorded and published in the minutes of the meeting. Minutes are published on the Parish Council website and are available to the public under the Freedom of Information Act 2000.

At the start of the meeting a period is available for members of the public to ask questions, make representations or submit comments. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chair.

B) Parish Council Members' observations will be taken alongside Reports from any Borough and County Councillors attending.

C) Police Matters

Information about the Safer Neighbourhood Team's activity in the area and an interactive crime map are available on the following web pages

www.police.uk/derbyshire/NR06/

D) Representations or Evidence from Members Declaring a Prejudicial Interest

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

5. Minutes of Full Council

5.1 To receive the Minutes of the Meeting held 16th November 2017

6. Planning Matters

6.1 Planning Applications for comment: All applications can be viewed at www.ambervalley.gov.uk click on Planning and then click on Planning Applications and use the AVA reference number to search.

6.2 Pre Submission Amber Valley Local Plan: Parish Council response is being prepared and will be sent by the deadline. A copy will be distributed at the meeting.

7. Clerk's Report

7.1 Village Hall Site – Intrusive Investigation/ Contamination Survey

7.2 Vacancies in the office of Parish Councillor

7.3 Councillor Attendance record 2017-18

7.4 Swanwick Recreation Grounds- Chapel Street

7.5 Christmas Tree

7.6 BT Poles on 76 – 80 Derby Road removal

7.7 Swanwick Old Peoples Welfare High Street

7.8 Civic Service

7.9 DALC Course

7.10 Councillors' Register of Member's Interests

7.11 Gardening Maintenance Contract

7.12 Christmas tree in the Well

8. Chair's Report

8.1 Budget 2018-19 – to determine budget for 2018-19 (papers to follow).

8.2 Banking arrangements - to approve internet banking arrangements.

9. Councillors' Updates

Website activity & Social Media

Carol & Civic Service

Village Hall Working Group Meeting 19th December 2017

Defibrillator Working Group

10. Correspondence & Circulars (copies are available on the website)

10.1 DALC 13-2017

10.2 DALC 14-2017

10.3 LGA Work Book on Financial Scrutiny

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
06.11.17	3750	Iansprint Ltd	Newsletter	225.00
06.11.17	3751	Groundsmiths (UK) Ltd	Utility Clearance	900.00
09.11.17	3752	G Soudah	Phone & B/band	45.00
			Postage Stamps	6.72
			Misc - Bench stain	10.45
			Misc - Vacuum Cleaner	45.00
			Land Reg - SSC	12.00
			Misc - Bench fixings	3.96
			Misc - Sweeping brush	3.99
13.11.17	3753	Groundsmiths (UK) Ltd	Trial Holing	2,514.00
13.11.17	3754	SSE Atlantic	Gas Utility	53.31
20.11.17	3755	Western Power	Disconnection of SSC	278.47
21.11.17	3756	Waterplus	Quarterly Water Bill	36.09
23.11.17	3757	DALC	Grants Course	120.00
27.11.17	3758	G Soudah	Phone & B/band	28.50
			Postage	17.47
			Stationary	9.50
			Misc - T Rolls & Batteries	3.98
			Planning App Fee - SCC	40.90
			Ord Survey Map - SCC	21.00
			Civic ServiceWine	62.66
27.11.17	3759	Hart Signs	SCC Sign	25.00
30.11.17	3760	Employee wages 1	Wages Mth 8	885.12
30.11.17	3761	Employee wages 2	Wages Mth 8	1,242.34
01.12.17	3762	HMRC	Tax & NI Mth 8	342.51
01.12.17	DD	NEST	Pension Contribution 11/17	42.33
01.12.17	3763	New Leaf	Contract Payment 8 of 8	1,125.00
04.12.17	3764	New Leaf	Winter planting & compost	1,995.00
04.12.17	3765	Groundsmiths (UK) Ltd	Rotary drilling & gas wells	7,500.00
04.12.17	3766	Ilkeston Fencing	SCC Fencing	3,300.00
04.12.17	3767	Swanwick Baptist Church	Meeting Rental to November 2017	90.00
04.12.17	3768	MH-P Internet Ltd (Invoice 3178)	Website Cllr vacancy	18.00
			Total	21003.30

11.2 To approve payments to the following:

To Whom Payable	Reason	Amount £
M Barnett	Honorarium Qtr 4	80.00
	Total	80.00

11.3 Income Received:

Date	Remittance		Amount	£
09.11.17	601367	2nd Swanwick Scouts - Defib		337.50
16.11.17	601368	Steampacket - Xmas lights contribution		150.00
16.11.17	601369	R Soar-A Booth Memorial Walk - Defib		900.00
04.12.17	601370	S Young Santander - Defib		750.00
		Total		2137.50

12. Bank Reconciliation

Cash Book Reconciliation

05.12.17

Opening Balance 01.04.17	72593.88	
Receipts to 04.12.17	148885.67	
Sub Total		221479.55
Unpresented cheques 16-17	2287.71	
Payments to 05.12.17	70447.15	
Unpresented cheques	16959.47	
Sub Total		55775.39
Closing Balance 05.12.17		165704.16
Bank Balance at 05.12.17		165704.16

13. Exclusion of Press & Public

'That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) below by reason of the confidential nature of the business to be transacted'.

14. Items for the next Agenda

Items are invited for inclusion in next month's agenda

15. Date of Next Meeting: 7.00pm 18th January 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 16th November 2017**

Present: Cllrs Barnett, Davies, Payne & Soudah, Clerk C Miles

Members of the Public:

Members of the public listed waived their right to anonymity under the Data Protection Act:

AVBC Cllr David Wilson, J Briggs, R Castledine, M Leister, R Soar

409/2017 APOLOGIES

Cllr Adams, Cllr Briggs

410/2017 VARIATION OF ORDER OF BUSINESS

No variation proposed

411/2017 DECLARATION OF INTEREST

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Cllr. Soudah declared interest in item no.11.2

The Councillor remained in the meeting.

412/2017 PUBLIC PARTICIPATION

412.1/2017 Public Speaking

AV Cllr. David Wilson In his capacity as representative of British Legion, Cllr Wilson stated that the Remembrance Sunday collection for Swanwick (Not including the church collection) amounted to £1382.06.

Lily Street - AVBC are still waiting for some documents from the developer; the application might not be determined until January 2018 meeting.

Mr Richard Soar delivered the £900 raised from the Walk in memory of Andrew Booth as a contribution to the Defibrillator Fund.

Mr John Briggs was concerned about the Local Plan being behind schedule particularly as the SoS has issued a list of authorities who are failing to produce a timely Local Plan.

On Lily Street – the website has changed today (16.11.17) with 7 more amended layout plans. The Coal Authority have lodged an objection on Phase 2 plans. He was concerned that as documents are not submitted and published in time, then the Public are being denied full information and the right to have their say.

Cllr Soudah (Chair) responded that hopefully that the PC will have its say at the meeting that determines the Phase 2 application.

412.2/2017 Member's Observations

Cllr Brenda Payne - asked if a Christmas decoration could be put into the Well area at the end of Broadway as in previous years.

Cllr Soudah (Chair) responded that there could be a possibility to place a Christmas tree in the Well if there is an electricity supply that was previously supplied by the neighbouring property.

412.3/2017 POLICE MATTERS

None

412.4/2017 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST

None

413/2017 MINUTES OF FULL COUNCIL

RESOLVED:

Minutes of Full Council held on 19th October 2017 be received as correct account of the meeting. The minutes were signed by the Chair.

414/2017 PLANNING MATTERS

414.1/2017 Planning Applications

AVA/2017/0963 Lily Street Farm – Cllr. Soudah noted that this had been discussed.

Pre Submission Amber Valley Local Plan – this is now on the AVBC website for comments. Deadline for comments is 14 December 2017.

414.2/2017 Planning Decision Notices

No comments received & no Planning decision notices considered.

415/2017 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

415.1/2017 Village Hall Site – Intrusive Investigation

It was noted that Groundsmiths will be doing the Site Intrusive Investigation on Monday 27th November for two days.

415.2/2017 Village Hall Site - Contamination Survey

It was noted that Groundsmiths did the trail pits for the Site Contamination Survey on Tuesday 7th November 2017.

415.3/2017 Application to DoT for Stopping up Order

It was noted that the consultation period ended on 31st October 2017 and due to the objection from Cadent, this will be put on hold until the plans are in place for the position of the Village Hall as this may require a change in the position of the main pipe.

415.4/2017 Vacancies in the office of Parish Councillor

Members agreed to continue efforts to promote the vacancies, including on social media and the website.

415.5/2017 Councillor Attendance Record

Members noted need to inform Clerk of non-attendance well in advance of meeting. The attendance record was presented to Members.

415.6/2017 Swanwick Recreation Grounds- Chapel Street

NOTED:

It was noted that the Chair has requested further information from AVBC, regarding Land Registry issues etc. to allow the Council to make further decisions.

415.7/2017 Street Lighting Columns - Stress Testing

It was noted that Platinum Electrical completed the SLC Stress Testing and have submitted their report and that the licence application has been granted by DCC.

415.8/2017 Christmas Tree

It was noted that a 20ft Norway Spruce Christmas tree has been ordered from New Farm Cadeby at a cost of £250.00 plus VAT, including delivery, erection and removal.

415.9/2017 BT Poles on 76 – 80 Derby Road removal

It was noted that the 28 day notice to BT requesting the removal of the poles, referring to The Telecommunications Code, Schedule 2, Paragraph 21 of the Telecommunications Act 1984 has now passed and the Clerk is now investigating the next stage.

415.10/2017 Swanwick Old Peoples Welfare High Street

It was noted that the fencing has been partially erected pending demolition of the building. Ownership investigations are ongoing.

PROPOSAL:

1. To authorise the Chair/Clerk to get an asbestos survey done.
2. To authorise the Chair/Clerk to get quotes for demolition and appoint a demolition contractor.

RESOLVED:

415.10.1/2017 To authorise the Chair/Clerk to get an asbestos survey done.

415.10.2/2017 To authorise the Chair/Clerk to get demolition quotes and appoint a demolition contractor.

415.11/2017 Portable Appliance Testing

It was noted that the PAT Testing equipment has been received and the Caretaker is now able to undertake appropriate testing of equipment used by the PC.

415.12/2017 Notice Board

It was noted that the new board has been ordered.

415.13/2017 Civic Service

It was noted that The Pantry has been booked and invitations are going out.

415.14/2017 DALC Course

It was noted that the Clerk attended the Clerk Essential Training course.

Following discussion about the Village Hall, the Clerk and Les Herbert (Village Hall Planning Group) attend the Grants and Grant Funding Course being held by DALC on 30th November 2017.

PROPOSAL:

To authorise the Clerk to book two places on the Grants and Grant Funding Course.

RESOLVED:

415.14.1/2017 To authorise the Clerk to book two places on the Grants and Grant Funding Course.

415.15/2017 Register of Member's Interest

The Clerk reminded all Councillors to check their individual entries on the Register of Member's Interest on the Parish Council Web Site.

416/2017 Chair's Report

The Chair had nothing further to report following discussion of the Clerk's Report.

417/2017 Councillor Updates

417.1/2017 Website activity & Social Media

Analysis of website activity as follows –

Facebook 408 visits and 260 likes.

SPC Website 249 visits with 201 being return visits.

417.2/2017 Remembrance Sunday Parade 12 November 2017

It was very well attended.

417.3/2017 Civic Carol Service 11 December 2017

Amber Valley Voices unable to attend. Cllr Payne to liaise with Rev. Simpson regarding the Primary school. Invites being sent out.

417.4/2017 Village Hall Working Group Meeting 15 November 2017

Three architect members of the Working Group are working on the plans. The Clerk and Les Herbert to attend DALC course on funding.

417.5/2017 Defibrillator Working Group meeting 7/09/17

This meeting was not held as members could not attend. The Clerk has requested all promised donations be submitted so that the Chair can look into placing orders for defibrillators. We have so far received £400 from DCC Councillor Marshall Clarke from the Members Community Leadership Scheme of DCC, £900 from sponsored walk in memory of Andrew Booth and £337.50 from the Scouts Christmas collection 2016.

418/2017 Correspondence & Circulars

Noted

419/2017 Accounts

419.1/2017 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
13.10.17	3738	MH-P Internet Ltd (Invoice 3162)	Updating Plan F 01.12.17-30.11.18	588.00
16.10.17	3739	Groundsmiths (UK) Ltd	Phase 1 and CA Permit	1,332.00
17.10.17	DD	Haven Power Ltd	Utility Electricity	17.00
23.10.17	3740	DALC	Clerk Essential Training Course	40.00
23.10.17	3741	Phil Barrett	Rem Sunday Bugler	50.00
31.10.17	3742	C Miles	Wages Mth 7	884.92
31.10.17	3743	R Castledine	Wages Mth 7	1,242.32
31.10.17	3744	HMRC	Tax & NI Mth 7	342.71
31.10.17	DD	NEST	Pension Contribution 10/17	42.33
31.10.17	3745	Cancelled		0.00
31.10.17	3746	Quick Test	PAT Testing Machine	252.00
31.10.17	3747	Waterplus	Water Bill	218.08
31.10.17	3748	New Leaf	Contract Payment 7 of 8	1,125.00
01.11.17	3749	Platinum Lighting	Stress Testing	741.66
			Total	6876.02

419.2/2017 RESOLVED: To approve the following payment

To Whom Payable	Reason	Amount £
Cllr.G. Soudah	Reimbursement Expenses	127.12
	Total	127.12

419.3/2017 Income Received

Noted

Date	Remittance	Amount £
19.10.17	601366 DCC Defibrillator Donation	400.00
	Total	400.00

420/2017 Bank Reconciliation

Noted

No update as awaiting the latest bank statement.

421/2017 Exclusion of Press & Public

None

422/2017 Items for the next agenda

None specifically proposed.

423/2017 Date & Time of Next Meeting

7.00pm 21st December 2017 at the meeting Rooms at the rear of the Baptist Church, Derby Road

Meeting closed at 19.50

Signed:

Date:

7.0 Clerk's Report to Swanwick Parish Council meeting 21st December 2017

7.1 Village Hall Site – Intrusive Investigation/ Contamination Survey

Groundsmiths (UK) Ltd has been selected to do the Site Intrusive Investigation works. The full report will be circulated to Councillors.

The initial findings and recommendations are that the site will require additional significant grouting to deal with the coal mining legacy. Subject to approval of the Coal Authority grouting will be required at three metre centres across the whole site. The contamination survey has indicated the need for remediation work subject to the proposed end use of the site. Areas used for domestic dwellings require different more stringent levels of treatment than areas designated for commercial/ industrial use, where the ground is covered by the building footprint or car park surface.

Suitable companies are being approached to assess the task and submit quotations.

7.2 Vacancies in the office of Parish Councillor -

On 17th November 2017 Cllr Briggs automatically vacated his office as a Member of Swanwick Parish Council due to his non-attendance of council meetings for a period of six consecutive months. The Clerk has not received a notification from Amber Valley Borough Council that any electors have requested an election to fill the vacancy.

The Parish Council will publish a notice that it intends to fill the vacancy by co-option. There are now a total of five vacancies for Parish Councillors. I urge members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor.

7.3 Councillor Attendance Record

In an effort to be transparent, the record of member attendance will be included in the Clerk's report as a standard item. Members are reminded to notify the Clerk of any apologies (barring emergencies) well in advance of the morning of the council meeting. This is to ensure that the Clerk is aware that the meeting is quorate or needs to be rearranged if not quorate.

7.4 Swanwick Recreation Grounds- Chapel Street

Cllr. Soudah had requested additional information about the Trust from AVBC. The decision whether AVBC wish to offer the transfer of sole trusteeship of the Trust will be taken by AVBC Cabinet. When the offer is made, it may be necessary to obtain independent legal advice; full details will be reported to Parish Councillors. Members will then have an opportunity to make a decision.

7.5 Christmas Tree

The 20ft Norway Spruce Christmas tree has been delivered; it's a little smaller and thinner than we would have liked. Last year the Parish benefitted from a fuller tree that

was donated. The Clerk will endeavour to source a better tree for next year and view it before placing an order.

7.6 BT Poles on 76 – 80 Derby Road removal

The Clerk has sent further letters of Notice to both Openreach ENR Team and Pole Objections requesting the removal of the poles and is awaiting their responses.

7.7 Swanwick Old People's Welfare High Street

Part of the fencing has been erected and we have delayed the delivery and installation of the gates pending the demolition of the hut. Utility services have to be disconnected. EON has removed the meter and Western Power has disconnected electrical services. We are waiting for Cadent to quote for disconnection of gas services, and Severn Trent to quote for the disconnection of water services.

The Asbestos Survey has been conducted and reported that there is minimal asbestos on site. Three quotes have been obtained for the demolition of the property; the range of the quotes varies and subject to further discussions with the contractors will be reported on verbally at the meeting.

The Proposal

To authorise the Chair/ Clerk to appoint a demolition contractor.

7.8 DALC Course

The Clerk and Les Herbert attended a Grant and Grant Funding course held by DALC at The Whitworth Centre, Darley Dale on 30th November, they both found it very interesting and useful. This will inform the process of securing additional funding for the Village Hall development.

7.9 Register of Member's Interest

At the last meeting, Councillors were reminded to check their individual entries on the Register of Member's Interest on the Parish Council Web Site; please confirm by email if there are no changes or if you have any changes please let the Clerk know.

7.10 Gardening Maintenance Tender

Invitation to tender for the gardening maintenance contract for 2018 has been sent out to the current contractor and two contractors, who have recently made inquiries. Notices have also been placed on our website and Facebook.

7.11 Christmas Decorations

This is the second year of a three year contract for supply, testing and installation of Christmas decorations.

The Chair and Clerk reviewed the cost of providing decorations for commercial premises. As the Parish Council does not pay for the cost of decorations to all commercial businesses, an approach was made to the public houses and the Post office for a £150 contribution toward the cost of each installation. Only one public house was prepared to participate in the Village Christmas illuminations this year.

Councillor Attendance Record May 2017 – April 2018

Name	May 25	June 22	July 20	Aug HOLS	Sept 15	Oct 19	Nov 16	Dec 21	Jan 18	Feb 15	Mar 15	Apr 19	%	2016-17
Adams	X	X	X		√	√	X						33%	75%
Barnett	X	X	X		√	√	√						50%	83%
Briggs	X	X	X		X	X	X						0%	25%
Davies	X	X	√		X	√	√						50%	75%
King	X	√	√		√	√	X						66%	83%
Payne	√	√	√		√	√	√						100%	100%
Soudah	√	√	√		√	√	√						100%	100%
Hayes	X	X	X		X	X	X						0%	0%
Wilson	√	X	X		√	√	√						66%	83%
Smith	X	X	X		X	X	X						0%	0%
Marshall-Clarke	X	X	X		X	X	X						0%	0%

Updated 01/11/2017

Finance & Budget Report to Swanwick Parish Council at meeting held on 21 December 2017

In preparation for setting the budget for the following financial year 2018-19, this report sets out the following monitoring detail:

1. The Council's Budget for 2017-18 (Column 2)
2. Current expenditure/ spend to date (6/12/2017) (Column 3)
3. Anticipated spend to year end March 2018 taking into account current commitments and anticipated estimates (Column 4)
4. Projected Underspend (+) or Overspend (-) with explanatory notes on the following page 3.

The Budget for 2017-18 is shown with the anticipated variances on page 4. A positive figure means that there is a surplus, whilst a negative figure indicates that the budget head is heading for overspend. This requires virement of funds from underspending budget heads to potentially overspending budget heads. The proposed virements are identified and the revised budget is restated. There is no overall increase in the budget for 2017-18.

The Proposal

To approve the proposed virement of the funds identified in the report.

The Parish Letter from Amber Valley Borough Council, providing appropriate guidance, has not been received at the time of writing this report. In preparing the budget for 2018-19 for Swanwick Parish Council Budget for 2018-19 we have taken into account the annual commitments and the predicted expenditure on the development of the village hall. It is uncertain whether the Parish will require the full draw down of the remaining loan from Public Works Loan Board; however provision must be made for repayments should the draw down take place.

The Proposal

To approve the Swanwick Parish Council Budget for 2018-19.

There are no reserves held by the Parish Council. Income is limited and does not materially mitigate the level of funds to be raised by the Precept. The Budget sets the level of the Precept to be requested from Amber Valley. Amber Valley will require a breakdown of parish income and expenditure for inclusion in Amber Valley Borough Council's council tax leaflet if the level of precept was over £140,000. A copy of the income and expenditure is attached at page 5.

The Proposal

To approve the level of Precept for 2018-19 at £149,250.

SWANWICK PARISH COUNCIL - 2017-18								
BUDGET MONITORING								
Budget Heads		Budget 2017-18	Spend to date 06.12.2017 (ex VAT)	Anticipated spend to year end March 2018		Projected Underspend (+) or Overspend (-)		Notes (see Page 2)
Salary, Tax & NI		34,200	15063.98	24943.86		9,256		1
Pension Employer contribution		1000	308.69	478.01		522		
Training		500	258.00	258		242		
Phone & Broadband		500	151.24	265.24		235		
Admin, Insurance, Audit		2200	1858.47	1858.47		342		
Postage		150	52.29	79.17		71		
Mileage		100	0.00	0		100		
Utilities		500	724.42	893.1		-393		
Non Domestic Rates		12000	0.00	0		12,000		2
Misc		1850	4728.36	4728.36		-2,878		3
Stationery		250	74.47	190.31		60		4
Printing		500	842.77	1067.77		-568		4
Entertainment			51.73	51.73		-52		4
Room Rent		1500	390.00	510		990		
S137 Grants		2000	250.00	250		1,750		
Environment		40000	15475.89	27225.89		12,774		
Community Events		3000	1673.17	2383.17		617		
Public Relations		1000	0.00	0		1,000		
Website MH-P		1000	660.98	660.98		339		
Community Centre Development		10,000	12167.50	22167.5		-12,168		5
Village Hall Loan Repayments		27,000	5044.31	10088.62		16,911		6
Swanwick Social Club			3065.31	17565.31		-17,565		7
		139250		115665.49		23584.51		139250

NOTES

1	Clerk only appointed in September 2017
2	NDR has been revised for 2017-18 following revaluation of property
3	Chair's allowance 800, DALC Subs 1000, Members expenses 50 (Total budget 1850)
4	Misc excl Memorial Gdn Honorarium 320, Purchase equip 0, Election Expenses 0, Consultants Fees 0,
4	Space liner trolley bin 1006, Notice board 196, PAT Testing Equip 210, Legal fees(LR) 1002, PSWR Board 620,
4	Floodlight Maint 130, Display Panels 227.28, Chairs 90, PPE 56, Vac Cleaner 37.50 (Total1873)
5	Small number of applications received in 2017
6	Reduced Christmas light contract costs for year 2
7	No paid advertising taken in 2017-18
8	Provision for anticipated additional site work 10,000
9	Loan not fully drawn down
10	Community safety, duty of care and well being. Anticipate demolition and additional fencing costs 15000

**RESTATED BUDGET 2017-18
including proposed virements**

	Budget 2017-18	Anticipated Variance to year end	Proposed Virement	Restated Budget 2017-18
Salary, Tax & NI	34,200	9,256	-9000	25,200
Pension Employer contribution	1000	522		1,000
Training	500	242		500
Phone & Broadband	500	235		500
Admin, Insurance, Audit	2200	342		2,200
Postage	150	71		150
Mileage	100	100		100
Utilities	500	-393		500
Non Domestic Rates	12000	12,000	-12000	0
Misc	1850	-2,878		1,850
Stationery	250	60		250
Printing	500	-568		500
Entertainment		-52		0
Room Rent	1500	990		1,500
S137 Grants	2000	1,750		2,000
Environment	40000	12,774	-12000	28,000
Community Events	3000	617		3,000
Public Relations	1000	1,000		1,000
Website MH-P	1000	339		1,000
Village Hall Development	10,000	-12,168	28000	38,000
Village Hall Loan Repayments	27,000	16,911	-16000	11,000
Swanwick Social Club		-17,565	21000	21,000
TOTAL	139,250	23584.51	0	139250

Swanwick Parish Council		
Proposed Budget 2018-19		
Salary, Tax & NI		34,200
Pension Employer contribution		1000
Training		500
Phone & Broadband		500
Admin, Insurance, Audit		2200
Postage		150
Mileage		100
Utilities		500
Non Domestic Rates		0
Misc		1850
Stationery		250
Printing		500
Entertainment		0
Room Rent		1500
S137 Grants		2000
Environment		40000
Community Events		3000
Public Relations		1000
Website MH-P		1000
Village Hall Development		32,000
Village Hall Loan Repayments		27,000
Swanwick Social Club		0
TOTAL		149,250
Proposed Precept 2018-19		149,250
Precept 2017-18		139,250
% increase		7%

Swanwick Parish Council

2017-18			2018-19			
GROSS EXP	GROSS INC	NET EXP	SUMMARISED SERVICES	GROSS EXP	GROSS INC	NET EXP
£000's	£000's	£000's		£000's	£000's	£000's
28	0.5	27.5	Environmental Services	40	0	40
68	0	68	Planning & Development Services	59	0	59
3	0	3	Cultural & Recreation Services	3	0	3
36.25	0	36.25	Central Services	47.25	0	47.25
0	0	0	Utilisation of Reserves	0	0	0
135.25	0.5	134.75		149.25	0	0

Derbyshire Association of Local Councils



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Circular No. 13/2017

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- **DALC Annual Executive Meeting and DALC AGM**
- **CiLCA Qualifications**
- **Feedback from the National Association of Local Councils (NALC) Conference and Award**
- **East Midlands Councils Policy Update**
- **Councillor Essential Training – January 2018**

1. **DALC ANNUAL EXECUTIVE MEETING AND DALC AGM – FEEDBACK AND SUBSCRIPTION INCREASE INFORMATION**

Our annual AGM, held at the historic Gothic Warehouse, Cromford Mills, was a resounding success. The event was well attended by over 30 representatives from the parish and town sector and they were treated to an engaging and informative presentation from Mary Murtagh (of Mary Murtagh Media Ltd) on her top ten tips for delivering an effective press release, which illustrated just how powerfully this could deliver on achieving positive widespread publicity for your council.

Members re-elected Cllr John Plant as the Association's President for 2017/18 and elected Cllr Sue Bean as Vice President. Butler Cook were reappointed as auditors. Delegates also took part in an interactive and dynamic workshop session which provided the opportunity for key issues in the sector across Derbyshire to be aired and discussed. These will be taken forward by DALC and some issues will be fed up to NALC for national lobbying.

At the Annual Executive Meeting, Cllr Sheila Jackson was re-elected as Chair and Cllrs Valerie Broom and Diana Ruff re-elected as Vice Chairs. Cllr James Armitage joined the Finance and General Purposes Committee alongside the Chair, Vice Chairs and Cllrs John Plant, Carol Hart, Guy Martin and Kevin Miller.

The Executive approved a 1.9% increase in subscription fees, in line with the increase imposed by NALC, for councils with an electorate under 5,000. Councils with an electorate of 5,000 and above will have a fee made up of the exact amount charged by NALC plus £450 towards the cost of DALC.

2. CiLCA QUALIFICATIONS

Since the start of April this year, 6 more clerks across Derbyshire have passed their Certificate in Local Council Administration. Achieving this qualification is a real benefit for the clerks and for their Councils and we would like to congratulate those who have passed, as well as our trainer for CiLCA, Jo Taylor. This is professional recognition for the clerk so the Council can be reassured that their clerk is qualified to provide advice to them. Also, a Council whose clerk holds this qualification is a step closer to being able to have the General Power of Competence, as well as work towards the quality level of the Local Council Award Scheme.

3. FEEDBACK FROM THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) CONFERENCE AND AWARD

The Rt Hon Sajid Javid MP addressed the conference and assured the sector that he would not be imposing referendum principles on us for the following year. In his speech he asserted "Your (local councils) role on the front line of local government has never been more important. You hold our communities together. The great strengths of local councils are that they are part of the community. It gives you a unique local insight.

"I want all principal authorities to pass down all monies due to local councils via the local council tax support grant. I am willing to look into introducing stronger guidance on this.

"At the moment I am not going to introduce referendum (council tax capping) principles for local councils as you have been fiscally responsible."

Angela Rippon, Alzheimer's Society Ambassador and co-chair for the Prime Minister's Champion Group on Dementia Friendly Communities gave an emotive and thought provoking talk about the support that local councils and individuals can give to support dementia sufferers, which led to NALC making a commitment on behalf of the sector to support this work. With a rapidly ageing population and increasing numbers of people living with dementia, this partnership is a fantastic way of using local intelligence on a national scale and ensuring that every community feels supported to improve the general safety, health and wellbeing of people with the condition, and their families and carers. Further details can be found [here](#).

Cllr Sheila Jackson, Chair of DALC was re-appointed to the NALC Finance Committee.

Most exciting news for Derbyshire Association was that vice-chair Councillor Thomas Aram, Vice Chair of Sawley PC, was announced as Runner-up in this year's Star Council award for Councillor of the Year. The judging panel "were very impressed with the level of engagement that Cllr Aram undertook with organisations that were outside the normal networks, that local councils would be accessing. Indeed the general work around getting funding to improve Lakeside car park and for community tree planting is mightily impressive". The Star Councils 2017 awards are an important recognition of all the amazingly effective hard work being undertaken by local councils, local councillors, local council officers and workers as well as county associations. NALC were inundated with hundreds of nominations for this category from around the United Kingdom, which shows and highlights the localist powerhouse work undertaken at the neighbourhood and community level.

Our congratulations go to Cllr Aram and we hope this encourages others to highlight the good works that are happening across all of Derbyshire.



Cllr Tom Aram, Vice Chair Sawley PC, with his certificate. Also shown from left to right: Glen Ingham, DALC, Cllr John Plant, DALC President, Cllr Sheila Jackson, DALC Chair, Wendy Amis, DALC and Cllr Julia Powell, Chair

4. EAST MIDLANDS COUNCILS POLICY UPDATE

EMC are providing an opportunity for all councillors in the region to attend the annual policy update event, largely focusing on the areas of housing and planning. There will also be an opportunity to network and hear from Professor Colin Copus and Rachel Wall from DeMontfort University on their "Voice of the Councillor" published report which has started the debate into real and positive change for councillors, communities and citizens alike. More information can be found [here](#). EMC are extending the event to councillors in the parish and town council sector at the subsidised EMC rate of £95.00 + VAT to your members and if you would like to make a booking please book on-line using the above link.

5. COUNCILLOR ESSENTIAL TRAINING – JANUARY 2018

The date of the next Councillor Essential Training has been changed from that of 22 January 2018 to 29 January 2018. Please see the Events and Training Diary at the end of this circular for detail.

Wendy Amis
Chief Officer

November 2017

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
13 Nov 2017 (10am – 3.30pm)	CiLCA training (day 2)	11/2017	Cromford	£250#	2.5	Jo Taylor
30 Nov 2017 (10am – 1pm)	Grants & Grant Funding	09/2017	Cromford	£60 per delegate	1.5	Steven Lugg
29 Jan 2018 (6pm – 8.30pm)	Cllr Essential Training	11/2017	Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
05 Feb 2018 – (10am – 1pm)	Clerk Essential Training	12/2017	Comford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
13 Feb 2018 (time tbc)	Conducting Staff Appraisals	10/2017	Cromford	TBC		Chris Moses – HR Specialist
Feb 2018 (TBC)	Law & Good Practice of Local Council Meetings	09/2017	Cromford	£40 per delegate		Alan Fairchild

*** Up to 3 delegate places free per council on the enhanced subscription scheme
for both days and follow up support; a further £250 is payable to SLCC for the
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Circular No. 14/2017

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- An introduction to Project Management: Practical Tools and Techniques
- Business rate relief on public conveniences – Sector Survey
- DALC Spring Seminar 2018 – 17 April
- Parental Bereavement Leave
- Diversity Commission
- New Legal Briefings
- NALC responses to Government Consultations
- Did you know? Summons
- Certificate in Local Council Administration (CiLCA) Spring Session
- Law & Good Practice of Local Councils + Updated GDPR Legislation Course

1. AN INTRODUCTION TO PROJECT MANAGEMENT: PRACTICAL TOOLS AND TECHNIQUES – 27 FEBRUARY 2018 – DALC OFFICE, CROMFORD

This course will help you to plan and run your projects, large and small, more effectively. This is suitable for project managing not just construction projects but also a range of one-off or ongoing events such as Christmas lights, Floral decorations, Playgrounds, Devolved Powers projects and so on.

What will it cover?

- What helps projects run well and what gets in the way
- Successful projects checklist
- Planning your project; includes project set up, remits and specifications, key actions, priorities, timing, milestones.
- Running your project; includes, team working, decision making, communication, roles and responsibilities, contingencies, monitoring
- Completing your Project; evaluation and sign off

- How to apply the tools and techniques to your own projects

What it won't cover!

- Budgets, Contracts and working with contractors, legal issues

Cost:

- £110 for a full day including light lunch

The course is run by John Stannard who has over 40 years' experience working in Local Government including management of projects in Town Planning, Engineering and Human Resources. He has provided Project Management training and coaching over the last 20 years.

A minimum of 12 delegates are required to make this a viable course for us to run. *Please contact the DALC Office to make reservations and give any dietary requirements.*

2. BUSINESS RATE RELIEF ON PUBLIC CONVENIENCES – SECTOR SURVEY

Falmouth Town Council, supported by NALC, would like to submit a proposal under the Sustainable Communities Act for legislative change to grant parish and town councils mandatory 100% business rates relief on public toilets that they own or manage. This follows the passing of a motion from the Norfolk Association of Local Councils at NALC Annual Conference on 30 October 2017 formally endorsing this position and supporting the Falmouth proposal.

It is our belief that such a removal of business rates would improve economic, social and environmental wellbeing as they are an unwanted price tag around many assets and liabilities transferred to parishes by principal local authorities unable to run them any longer.

The Government have asked that we support that request with evidence that the change is required. Please could all member councils complete the survey below to help support the proposal to be submitted to the Department for Communities and Local Government by around Christmas 2017 under the Act, by Falmouth Town Council.

Please could you complete this by 15 December 2017 - it will take just 5 minutes of your time. Please download the survey at the following web link - <https://www.surveymonkey.co.uk/r/KKFCD7T> .

3. DALC SPRING SEMINAR 2018 – 17 APRIL

Save the date! Our key networking and information sharing event of the year is going to be held at Morley Hayes Hotel, just north of Derby. The theme of the day is 'Maximising your Impact' and we look forward to welcoming both clerks and councillors to next year's event, which will be a full day, including a 2 course hot lunch. Further details to following in the coming weeks.

4. HR MATTERS: PARENTAL BEREAVEMENT LEAVE

The Department for Business, Energy and Industrial Strategy has published details of the new Parental Bereavement Leave entitlement, which will be implemented in 2020.

Any parent who suffers a bereavement of a child under the age of 18 will be entitled to take two weeks off work. Those who have accrued six months continuous employment and earn equal to or over the National Insurance Lower Earnings Limit, will be entitled to paid leave, but the amount has not been specified.

Small Councils will be able to reclaim the payments from their National Insurance Contributions.

To the surprise of many, the current (2014) NJC Green Book has no provision for bereavement leave.

Consequently, Councils will need to update their Employment Contracts and Staff Handbooks to include this statutory entitlement is included and that staff are aware of it by 2020, regardless of whether they operate under the NJC terms or not.

5. DIVERSITY COMMISSION

NALC's Diversity Commission, whose aim is to promote and increase the diversity of councillors in local councils as well as in county associations and NALC, has launched a number of important strands of its work.

These include a new **webpage** providing more information about the Commission and its work, a **Census Survey of Parish Councillors** to build a picture of the demographics of our councillors, a call for ideas so you can '**tell us your thoughts**' on what you are doing or what needs to be done, and join NALC's campaign by making a **diversity pledge**. *Please could we encourage you to take part in these initiatives by following the links provided.*

6. NEW LEGAL BRIEFINGS AVAILABLE:

Supporting compliance with the new GDPR regulations

Legal briefing on General Data Protection Regulation and Subject Access Requests is now [available](#)

Legal briefing on Privacy notices and the legal basis for processing personal data is available [here](#)

7. NALC RESPONSES TO GOVERNMENT CONSULTATIONS

NALC have recently responded to 2 consultations:

- a. Broadband universal service obligation: highlighting the work that still needs to be done in many parishes across the country. You can read the response [here](#)
- b. Planning for the right homes in the right places, stressing that:
 - a. Housing need should be determined at a local level and 'need' should be treated differently than 'demand'
 - b. Local councils should be consulted in a meaningful and inclusive manner at all stages of the planning process
 - c. Agreeing that there is a need for an increase in the delivery of affordable housing in villages and small towns

The full response can be read [here](#).

8. DID YOU KNOW?

Although summons and supporting documentation can, if your council has resolved to do so, be sent electronically, it is not acceptable to send links to your website instead of attaching the information to the e-mail. (Information as advised by NALC).

9. CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION – SPRING COURSE

The Spring Course for the Certificate in Local Council Administration will commence with Day 1 on 29 January 2018, with Day 2 on 5 March 2018. Candidates wishing to sign up for the Spring Session should contact the DALC Office for further details.

10. LAW AND GOOD PRACTICE OF LOCAL COUNCILS + UPDATED GDPR LEGISLATION TRAINING COURSE

We can now confirm that the highly acclaimed course on Law and Good Practice of Local Councils will also cover the updated GDPR Legislation. The date of this important training course is 12 March 2018 to take place at the DALC Office, Cromford, 10am – 3.00pm to include a light buffet lunch. Cost £60 per member delegate. *Please contact the DALC Office to make reservations.*

Wendy Amis
Chief Officer

November 2017

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5 March 2018 (10am – 3.30pm)	CiLCA Day 2	14/2017	Cromford	# £250	2.5	Jo Taylor
12 March 2018 (10am – 3pm)	Law & Good Practice of Local Council Meetings + Update on GDPR Legislation	09/2017	Cromford	£60 per delegate	2.5	Alan Fairchild
17 April 2018	Spring Seminar	14/2017	Morley Hayes		2.5	

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