

**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](mailto:clerk@swanwickparishcouncil.org.uk)  
[www.swanwickparishcouncil.org.uk](http://www.swanwickparishcouncil.org.uk)



---

8<sup>th</sup> June 2017

Dear Councillor

**Due to the absence of five councillors, the meeting on 18<sup>th</sup> May was not quorate. No business decisions were made. The Agenda will be taken forward to the next scheduled Full Parish Council Meeting on 22<sup>nd</sup> June 2017.**

You are summoned to attend the **ANNUAL PARISH COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 22<sup>nd</sup> June 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. Election of Chair**
- 3. Election of Vice Chair**
- 4. Chair & Vice Chair to sign the Declaration of Acceptance of Office**
- 5. Register of Members' Interests**
- 6. To determine the time and place of ordinary meetings of the full council up to and including the next Annual Parish Council Meeting.**
- 7. To determine whether to re-instate Parish Council Committees or continue with Lead Councillors.**
- 8. Variation of Order of Business**

## 9. 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.

## 10. 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/](http://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.

## 11. Minutes of Full Council

11.1 To receive the Minutes of the Meeting held 20<sup>th</sup> April 2017

11.2 To receive the minutes of the meeting held on 18th May 2017

## 12. Planning Matters

12.1 **Planning Applications for comment:** All applications can be viewed at [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk) click on Planning and then click on Planning Applications and use the AVA reference number to search.

### 13. Clerk's Report

- 13.1 To review Standing Orders May 2016
- 13.2 To review Financial Regulations May 2016
- 13.3 To review Customer Complaint Procedure May 2016
- 13.4 To review Code of Conduct May 2017
- 13.5 Review of inventory of land and assets including buildings and office equipment May 2017
- 13.6 Confirmation of arrangements for insurance cover in respect of all insured risks
- 13.7 Review of the Council's and/or staff subscriptions to other bodies;
- 13.8 Review of the Council's Publication Scheme May 2016
- 13.9 Review of Retention of documents May 2016
- 13.10 Notice of vacancy in the office of parish councillor 27 April 2017 – 18 May 2017
- 13.11 Councillor Attendance record 2016-17
- 13.12 Coal Mining Risk Assessment - quotation
- 13.13 Bus shelters in Swanwick
- 13.14 Defibrillator
- 13.15 Review of Swanwick Parish Council website entries
- 13.16 Newsletter Village Matters April/May 2017
- 13.17 Land Registry Issues
- 13.18 Pentrich Revolution Way Board
- 13.19 S137 Grant Applications 2017

14. **Chair's Report** (No report this month)

### 15. Councillors' Updates

Website activity & Social Media

Well Dressing 2017

Village Hall Working Group Meeting 17/05/17

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

16.1 DALC 06 – 2017

16.2 DALC 07 – 2017

### 17. Swanwick Parish Council Grant Awarding Policy (April 2016)

The closing date for grant applications for 2017 is 9<sup>th</sup> June. The following grant applications have been received under the Parish Council's Grant awarding Policy:

### 18. Accounts

#### 18.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
02.03.17	3660	Amber Valley CVS	Subscription 2017-18	25.00
03.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	17.00
06.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	9.80
07.03.17	3661	Iansprint Ltd	Newsletter Feb 2017	250.00
		Iansprint Ltd	Photocopy Mtg Papers	17.50
10.03.17	3662	Newleaf Ltd	Ashton Close	295.00
10.03.17	3663	Newleaf Ltd	Misc works	420.00
17.03.17	DD	Haven Power Ltd	Electricity Utility Mar 17	17.00

				00.00
06.04.17	3667	Midland Surveying & Engineering Ltd	Topographical Survey	582.00
11.04.17	3668	Swanwick Baptist Church	Meeting Rental to Jan 2017	120.00
18.04.17	3669	Potclays Ltd	Well dressing clay	211.27
18.04.17	3670	Swanwick Hall School	Hire of Dining Rooms	311.50
27.04.17	3671	Lynne Alison Barnett (CTS)	Flowers WD17	20.00
27.04.17	3672	Swanwick School & Sports College	Flowers WD17	20.00
27.04.17	3673	Swanwick Women's Institute	Flowers WD17	20.00
27.04.17	3674	2nd Swanwick Scout Group	Flowers WD17	20.00
27.04.17	3675	Jon Smith	First Aider WD17	50.00
27.04.17	3676	Sofia Steel Drum Entertainment	Steel Band WD17	575.00
27.04.17	3677	New Leaf Ltd	Contract Payment 1	1,125.00
28.04.17	3678	R Castledine	Wages Mth 1	1,254.06
28.04.17	3679	HMRC	Tax & NI Mth 1	292.97
28.04.17	3680	M Barnett	Honorarium Qtr 1	80.00
28.04.17	3681	G Soudah (Reimbursement)	Paper plates WD17	4.90
			Display Panels	272.74
			Postage Stamps	6.72
			Chairs (x9)	108.00
			Gift Vouchers (x6) WD17	60.00
28.04.17	3682	B Wood	Internal Audit 2017	113.20
03.05.17	3684	AVBC	Planning App Fee	577.50
04.05.17	3685	Swanwick Parochial Church Council	Floodlight maintenance	130.00
12.05.17	3686	Kevin Rowe (Kevin Circus)	Circus workshop WD17	250.00
16.05.17	3687	Swanwick Baptist Church	Meeting Rental to April 2017	90.00
17.05.17	DD	Haven Power Ltd	Utility Electricity	17.00
23.05.17	3688	Atlantic Electric & Gas	Utility Gas	307.50
31.05.17	3689	New Leaf Ltd	Contract Payment 2 of 8	1,125.00
31.05.17	3690	R Castledine	Wages Mth 2	1,253.86
31.05.17	3691	HMRC	Tax & NI Mth 2	293.17
05.06.17	3692	Zurich Municipal	Insurance 17-18	445.27
05.06.17	3693	MP-H Internet Ltd (Invoice 3118)	Website maintenance	42.00
06.06.17	3694	Initial Design (invoice 5217)	P& SWRG Wayboard design	240.00
06.06.17	3695	Iansprint Ltd	Newsletter May 2017	230.00
			Survey forms	258.00
			<b>Total</b>	<b>11557.96</b>

## 18.2 To approve payments to the following:

To Whom Payable	Reason	Amount	£
G Soudah	1 <sup>st</sup> Half Chair's Allowance		400.00
G Soudah	Reimburse expenses		80.81
	<b>Total</b>		<b>480.81</b>

### 18.3 Income Received:

Date	Remittance		Amount	£
06.04.17	BACS	HMRC VAT Repayment		6608.17
11.04.17	BACS	April 17 Precept		69625.00
			<b>Total</b>	<b>76233.17</b>

### 19. Bank Reconciliation

Cash Book Reconciliation 02.06.17		
Opening Balance 01.04.17	72593.88	
Receipts to 02.06.17	76233.17	
Sub Total		148827.05
Unpresented cheques 16-17	2287.71	
Payments to 02.06.17	10685.78	
Unpresented cheques	3634.13	
Sub Total		9339.36
<b>Closing Balance 02.06.17</b>		<b>139487.69</b>
<b>Bank Balance at 02.06.17</b>		<b>139487,69</b>

### 20. 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'.

### 21. Items for the next Agenda

Items are invited for inclusion in next month's agenda

**22. Date of Next Meeting: 7.00pm 20<sup>th</sup> July 2017 at the Meeting Room at the rear of the Baptist Church, Derby Road.**

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 20 April 2017**

**Present:** Cllrs Barnett, Briggs, Davies, King, Payne & Soudah

**Members of the Public**

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

Rob Castledine

John Briggs

David Chidlow

Andrew Webster

AVBC Cllr David Wilson (Left meeting 19.49)

**326/2017 APOLOGIES**

Cllr Adams

**327/2017 VARIATION OF ORDER OF BUSINESS**

None

**328/2017 DECLARATIONS OF INTEREST**

Cllr Soudah declared a Personal interest in item 7.8, 7.10 & 11.1 and remained in the meeting

**329/2017 PUBLIC PARTICIPATION**

**329.1/2016 Public Speaking**

**Rob Castledine** reported that glass fragments on the play area in Chapel Street could not be removed by sweeping. He was asked by Chair to report the matter direct to AVBC Landscape.

**Cllr D Wilson** also offered to approach the AV Officer concerned. Cllr Wilson left the meeting at 7.40pm

**329.2/2017 Members' Observations:**

**Cllr Briggs & King** both commented on vehicle speeding on Derby Road and Sleetmoor. Cllr King mentioned that speed cameras have been in operation on Sleetmoor recently.

**Cllr King** reported the extent of dog fouling on the 'Yellow Brick Road' footpath from Sleetmoor Lane to Crays Hill QE II Park.

**Cllr Briggs** reported that the play area on Derby Road is also affected by dog fouling. Dog fouling is still a problem also on routes to the primary school. He asked if there is any way to restrict dog walking to certain parts of open space and leave play areas clean for children.

**Cllr Davies** enquired why the Parish no longer provided free dog poo bags.

**Cllr Soudah (Chair)** responded that this was a perennial issue even during the period of free bags being available. The free dog poo bags had not reached the irresponsible dog owners as intended and the service was being taken advantage of by a minority of the community who stock-piled bags at a cost to the Parish Council. Cllr Soudah will get in touch with AVBC Community Officer responsible for managing the nuisance dog fouling and invite the officer to address Members at the next meeting.

### **329.3/2017 Police & Crime Prevention**

No Police representative was present. **Cllr Soudah** will be attending the next meeting of the Somercotes & Swanwick Safer Neighbourhood Community Panel at 6.00pm on 26<sup>th</sup> April 2017.

### **329.4/2017 Representations or Evidence from Members Declaring a Prejudicial Interest**

None

### **330/2017 MINUTES OF FULL COUNCIL HELD 16<sup>th</sup> February 2017 RESOLVED:**

That the Minutes of Full Council held on 16<sup>th</sup> March 2017 be received as correct account of the meeting. The minutes were signed by the Chair.

### **331/2017 PLANNING MATTERS**

#### **331.1/2017 Planning Applications**

No comments received & no Planning Applications considered

#### **331.2/2017 Planning Decision Notices**

No comments received & no Planning decision notices considered.

### **332/2017 Presiding Chair**

Cllr Soudah relinquished the Chair to present the Clerk's report.

#### **RESOLVED:**

Cllr Payne to take the Chair for the Clerk's report

### **333/2017 CLERK'S REPORT**

The Clerk's report was presented by the Clerk.

#### **333.1/2017 Newsletter - Village Matters April/May 2017**

The content of the newsletter was noted.

#### **333.2/2017 Land Registry Issues – Update**

Progress of registering the various parcels of land was noted.

#### **333.3/2017 Pentrich Revolution Way Board**

Design visual 3 has been received and it still includes errors. The design still needs to pass scrutiny by the Pentrich & South Wingfield Revolution Group.

#### **333.4/2017 Parish Councillor Attendance**

The Clerk has written to Mrs Dale on 18<sup>th</sup> April 2017.

#### **RESOLVED:**

To note the vacation of office by Councillor Dale due to her failure to attend meetings for a consecutive period of six months without the prior authority of the Council.

**333.5/2017 Limited Assurance Review of Annual Return for the Year ended 31st March 2017**

**RESOLVED:**

To authorise the Clerk to pay the Limited Assurance review fees of £3600 (plus VAT).

**333.5.1/2017 Annual Governance Statement**

**RESOLVED:**

To approve the Annual Governance Statement for year ended 31<sup>st</sup> March 2017.

The Presiding Chair Cllr B Payne signed the Annual Governance Statement 2016-17. The Clerk signed the Annual Governance Statement.

**333.5.2/2017 Accounting Statement**

The Accounting Statement 2016-17 certified on 20/04/2017 by the Clerk/RFO was presented to Members.

**RESOLVED:**

To approve the Annual Accounting Statement for year ended 31<sup>st</sup> March 2017.

The Presiding Chair Cllr B Payne signed the Annual Accounting Statement 2016-17.

**333.5.3/2017 Annual Internal Audit**

Brian Wood has been approached to establish if he is available to provide Internal Audit services

**RESOLVED:**

To authorise the Clerk to appoint an Internal Auditor and to pay the appropriate fees on completion of the audit.

**333.5.4/2017 Exercise of Public Rights**

**RESOLVED:**

To approve the 30 day period commencing 5<sup>th</sup> June 2017 to 14<sup>th</sup> July 2017 for the exercise of public rights. **Notice to be posted on 2<sup>nd</sup> June 2017**

**333.6/2017 Topographical Survey**

**RESOLVED:**

To authorise the payment of the invoice (£582.00) for Topographical Survey by Midland Surveying & Engineering Ltd

**333.7/2017 Outline Planning Application for development of the Village Hall Site**

**RESOLVED:**

**333.7.1/2017** To approve the submission of an outline planning application for the development of the Village Hall site and

**333.7.2/2017** To approve the payment of the appropriate planning application fee to AVBC.

**333.8/2017 Purchase of Display Boards**

**RESOLVED:**

To note the purchase and authorise reimbursement of £272.74 to the Clerk.



**333.9/2017 Swanwick PC – Swanwick Allotments Association Agreement**

**RESOLVED:**

To note that a new agreement has been signed.

**333.10/2017 Purchase of chairs for meeting room**

**RESOLVED:**

**333.10.1/2017** To authorise the Clerk to purchase chairs for £108.00

**333.10.2/2017** To reimburse the cost of the chairs (£108-00) to the Clerk

**334/2017 Chair's Report**

The report was presented to the Annual Parish Meeting held prior to the Full Council meeting. Nothing further to report.

**335/2017 Councillors' Updates**

**Cllr Brenda Payne** updated the meeting on Well Dressing 2017 to be held on 13<sup>th</sup> May 2017.

**Cllr George Soudah** updated the meeting on the meeting of the Village Hall Working Party held on 19<sup>th</sup> April 2017.

**Cllr Paul Davies** reported on the need to develop greater use of social media with the possibility of filming sections of council meetings and posting on the council's Facebook page. This is to be discussed further at a future meeting.

**336/2017 Correspondence & Circulars (copies are available on the website)**

The Chair has replied to Alfreton Mayor's Invitation.

Late notice was received from Highways England about bridge repairs.

This is likely to coincide with surfacing work on Derby Road.

All circulars and correspondence were noted.

**337/2017 ACCOUNTS**

**337.1/2017 RESOLVED: To approve urgent payments made to the following:**

Date	Cheque	To Whom Payable	Reason	Amount £
28.03.17	3664	G Soudah	Printer Ink Combo	35.48
			Tel & Broadband	30.00
			Envelopes	0.98
			Envelopes	2.70
			Mileage	5.88
			Stamps	16.50
		Reimbursement of AVBC Fee	Planning Fees (PSWRG Way Board)	192.50
31.03.17	3665	R Castledine	Wages Mth 12	1244.70
31.03.17	3666	HMRC	Tax & NI Mth 12	302.88
			<b>Total</b>	1831.62

**337.2/2017 RESOLVED: To approve payments to the following:**

To Whom Payable	Reason	Amount	£
			0
	<b>TOTAL</b>		0

**337.3/2017 Income Received Noted**

Date	Remittance			Amount	£
07.03.17	601361	TT Rowe	Nether Close Allotment 1a rental 2017-2020		22.50
14.03.17	601362	AE North	Nether Close Allotment 3 rental 2017-2020		45.00
31.03.17	BACS	R Trayler	Nether Close Allotment 1b rental 2017-2020		22.50
31.03.17	601363	SAA	Allotment Rental 1st Installment April 2017		225.00
			<b>Total</b>		315.00

**338/2017 Bank Reconciliation**

Cash book & Bank reconciliation was received.

**Cash Book Reconciliation 31.03.17**

Opening Balance 31.03.16	413745.00	
Receipts 16-17	274233.52	
<b>Sub Total</b>		<b>687978.52</b>
Payments 16-17	617672.35	
Unpresented cheques	2287.71	
<b>Sub Total</b>		<b>615384.64</b>
<b>Closing Balance 31.03.17</b>		<b>72593.88</b>
<b>Bank Balance at 31.03.17</b>		<b>72593.88</b>

**339/2017 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) 13 by reason of the confidential nature of the business to be transacted'.

None

**340/2017 WEBSITE INFORMATION ARISING FROM MEETING**

Publish the Annual Return 2016-17 and Declaration of the un audited status of the accounts.

Amend the list of Councillors

**341/2017 Items for the next agenda**

Bus shelters in Swanwick

Defibrillator

Items are invited for inclusion in next month's agenda

**342/2017 Date of Next Meeting: 18<sup>th</sup> May 2017 at the Meeting Room at the rear of the Baptist Church, Derby Road**

Meeting Closed at

Signed:

Date:

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 18<sup>th</sup> May 2017**

**Present:** Cllrs Payne & Soudah

**Members of the Public**

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

John Briggs

Richard Soar

AVBC Cllr David Wilson

**343/2017 APOLOGIES**

Cllr Adams, Barnett, Briggs, Davies, King

**Due to the absence of five councillors, the meeting was not quorate. No business decisions were made and the Agenda will be taken forward to the next scheduled Full Parish Council Meeting on 22<sup>nd</sup> June 2017.**

Meeting closed at 8.00pm

# 13. Clerk's Report to Swanwick Parish Council meeting 22 June 2017

---

## **13.1 To review Standing Orders May 2016**

No recommendations have been received from NALC/ DALC on a revision of the model Standing Orders.

### **The Proposal**

- 13.1.1 To confirm the review of Swanwick Parish Council Standing Orders 2016 and
- 13.1.2 To approve publication of the Standing Orders to the Parish Council website

## **13.2 To review Financial Regulations May 2016**

A review of the Financial Regulation adopted in May 2016 has not required any revision. If the Parish Council intends to move to Internet Banking, then the Financial regulations will need amending to allow this.

### **The Proposal**

- 13.2.1 To confirm the review of Swanwick Parish Council Financial Regulations 2016 and
- 13.2.2 To approve publication of the Financial Regulations to the Parish Website.

## **13.3 To review Customer Complaint Procedure May 2016**

The Customer Complaint Procedure 2016 has been reviewed. In the light of no complaints having been received, there is no evidence of a need to modify the procedure.

### **The Proposal**

- 13.3.1 To confirm the review of the Customer Complaint Procedure 2016 and
- 13.3.2 To approve publication of the Customer Complaint Procedure on the Parish Council website.

## **13.4 To review Code of Conduct May 2017**

Minutes of the Parish Council Meeting held in September 2012 record the following:  
**Minute 61.2013.4** Members Code of Conduct (recommendation of adoption of AVBC Code) resolved to adopt the Amber Valley Borough Council Code of Conduct.

The document has been reviewed and made specific to Swanwick Parish Council.

### **The Proposal**

- 13.4.1 To confirm the review of the Members' Code of Conduct and  
13.4.2 To approve publication of the Members' Code of Conduct on the Parish Council website.

### **13.5 Review of inventory of land and assets including buildings and office equipment May 2017**

The Asset Register was reviewed on 27th April 2017. The assets include the various parcels of land held by Swanwick Parish Council, bus shelters, gates benches, planters, notice boards and office equipment. The current value is £658,750. The PC has received an offer for the old Christmas lights (£700-00). The offer has been accepted and the lights will be collected on 12 June 2017).

The Asset Register must be published on the Parish Council website.

#### **The Proposal**

To publish the Asset Register on the Parish Council Website

### **13.6 Confirmation of arrangements for insurance cover in respect of all insured risks**

The Parish Council at its meeting on 19th May 2016 Minute no. 163.5/2016 resolved to accept the quotation from Zurich Insurance and accept the three year commitments. This will be the second of three years and renewal is due on 1<sup>st</sup> June 2017. There is no requirement for additional cover at present. In order to continue insurance cover, the premium has been paid.

#### **The Proposal**

To confirm the arrangements for insurance cover with Zurich for the year 2017-18.

### **13.7 Review of the Council's and/or staff subscriptions to other bodies.**

Members will recall that the 2017-18 subscription for DALC was approved at the meeting in February 2017 Minute no. 300.3/2017. There are no further staff subscriptions at present.

### **13.8 Review of the Council's Publication Scheme May 2016**

Swanwick Parish Council Publication Scheme was adopted in May 2016, Minute No. 163.7/2016. There have not been any requests for copies of documents or publications in the interim. Freedom of information requests have focused on whether the Parish Council had a policy on Shale extraction/ Fracking. These have been responded to promptly by email. There are no proposals for changing the Publication Scheme at present.

#### **The Proposal**

- 13.8.1 To confirm the Council's Publication Scheme May 2016 and
- 13.8.2 To publish the scheme on the parish council website.

### **13.9 Review of Retention of documents May 2016**

The Retention of Documents policy was adopted in May 2016 Minute No. 162.8/2016. No changes are proposed.

#### **The Proposal**

- 13.9.1 To confirm the Council's Retention of Documents Policy May 2016 and
- 13.9.2 To publish the Retention of Documents Policy May 2016 on the parish council website.

### **13.10 Notice of vacancy in the office of parish councillor 27 April 2017 – 18 May 2017**

Following advice received from the Monitoring Officer at AVBC, Notice of a Vacancy was posted in the Parish Council Notice boards on 27th April 2017. It remained on display until 18th May 2017. The Monitoring Officer has confirmed that he has not received a call for an election. The vacancy is now open to be filled by co-option by the Parish Council.

#### **The Proposal**

To advertise the vacancies for parish councillor on the notice boards, website and the July newsletter simultaneously.

### **13.11 Councillor Attendance record 2016-17**

Attached to this report is a table showing attendance record of Members and Borough and County Councillors.

### **13.12 Coal Mining Risk Assessment – quotation**

The Outline planning application for the development of the Village Hall site was initially rejected by AVBC. Development management has pointed out that the site is in a high risk coal mining area. A Coal Mining Risk Assessment is required.

A quotation has been obtained from Midland Surveying & Engineering Ltd. The charges for the preparation of a coal mining risk assessment would be:

If the initial mining report does not identify recorded shallow workings or mine entries and it is not necessary to visit the Coal Authority to view their records, charges would be £575+VAT

If the initial mining report does identify recorded shallow workings or mine entries, additional reports can be purchased from the Coal Authority which may remove the need for a visit to view the mine plans, charges in this instance would be £685+VAT

If the initial mining report identifies recorded shallow workings or mine entries, and a visit to the Coal Authority to view the mine plans is necessary charges would be £775+VAT

This includes the standard reports necessary to prepare the assessment but if hazards such as mine entries or gaseous emissions are identified additional reports or copies of mine plans may be required, which would be charged at the published Coal Authority rate.

Since the preparation of this report for the meeting on 18 May and to avoid undue delay, the Coal Mining Risk Assessment has been commissioned. The report has been received and submitted to AVBC Planning in support of Planning Application AVA/2017/0483.

### **The Proposal**

To authorise the Chair to purchase appropriate CMRA services within the scale of charges in the quotation.

### **13.13 Bus shelters in Swanwick**

#### Who owns what and who is responsible for maintenance?

Both Amber Valley and Derbyshire County Council have confirmed that the following bus shelters are owned/ managed by Amber Valley:

238	B6179(opp Swanwick Hall School)	Swanwick	Commutaports - c
239	B6016 The Delves bottom of Crays Hill - Ripley bound	Swanwick	Metal - c
240	B6179(o/s Swanwick Hall School)	Swanwick	Metal - c
241	B6179 opp Hickton Road	Swanwick	Metal - c
242	B6179 nr junc Hickton Road	Swanwick	Metal - e

AVBC are responsible for the cleaning and maintenance of these shelters but do not install any replacement or additional shelters. (No budget is currently held for further installations or replacements). The list supplied is of long standing shelters adopted long time ago. All new shelters are 'grey'.

This leaves two bus shelters that appear to be the responsibility of Swanwick Parish Council, though they were not listed by either authority:

B6016 The Delves bottom of Crays Hill – Leabrooks bound	Commutaports - c
Pentrich Road – Orchard Crescent – Pentrich bound	Commutaports - c

#### Who manages installation or replacement?

DCC manage the whole process of bus shelter replacement, as it falls under the jurisdiction of the highway. New shelters including all the installation and associated costs (including electrical connection) works out between £5,000 - £6,000.

DCC are currently waiting for new funding stream (2017 – 18) to be confirmed. Presuming this is available in the new financial year, DCC will again be offering a 50% joint funding scheme (for all standard costs) available to all potential new shelter owners.

#### How does the Parish Council access the grant funding?

The Parish Council has to commit, by way of a maintenance agreement, to co-fund and then take on the ownership of the new shelter, once it has been installed. Once the stop has been identified and the council has completed and returned a copy of the 'maintenance agreement', DCC begin the process in earnest. On average, from this point to installation usually takes somewhere between 3 to 6 months.

#### What are the maintenance costs?



There is currently no record of maintenance costs incurred by the Parish Council; neither authority has offered an estimated annual figure for such costs.

There is evidence that some of the bus shelters have had seats removed. Amber Valley has confirmed that they have not instructed such removal. It is possible that the seats have a scrap-metal value and therefore have been dismantled by scrap metal thieves.

I have invited AVBC to contribute the immediate cost of repairing the bus shelter outside Swanwick Hall School as part of the cost of replacing the shelter. The Parish Council propose to make up the remaining 50% on a one off basis; AVBC to continue to take on future maintenance. It is possible that this shelter, if modernised will be less of an attraction to vandals.

I have received a counter proposal from AVBC. If the PC wish to replace the bus shelter, AVBC will contribute £350 only and transfer all future maintenance costs to the Parish Council.

The Council's views are invited on what further action to take about bus shelters.

### **13.14 Defibrillator**

There is sufficient evidence that access to a defibrillator saves lives to make this provision of defibrillator(s) a priority for Swanwick Parish Council.

#### What funds have already been collected?

The Parish Council was approached some time ago by Sue Wakefield, a resident, about installing a defibrillator within the village. Sue was keen to use a collection made on her retirement and funds raised subsequently by holding coffee mornings towards the cost of an installation. The total fund she is currently holding is £600-00. To directly purchase a defibrillator, Sue was quoted £1300-00. She understands that if the defibrillator is purchased by a Parish Council the cost will be 50%.

In 2016, the Group Scout Leader, Steve Clarke contacted the British Heart Foundation (BHF) to enquire about grants towards the cost of a defibrillator. The deal was that if the Scouts were able to raise £400-00 and provide a storage box, the BHF will fund the rest.

At the time BHF funding had run out but Steve Clarke was advised to check back in April. Having checked again no new grants were on the website at the time.

#### Where is the best place to locate defibrillators?

The defibrillator(s) need to be accessible 24/7 and the community at large need to know where the nearest one is located.

It is not confirmed, but it is understood that there is a defibrillator at Swanwick Hall School and possibly at each of the dental practices within the village. However, it is not clear whether these are available to the public or whether they are accessible outside of working hours.

Suggestions have been made to locate a unit outside Tambers Pharmacy, outside the Steampacket or at the Cricket Pavillion on Queen Elizabeth II Park, Crays Hill.

### What is the next step?

It is clear that considerable effort has already been made by different people within the community but that there is a lack of a co-ordinated strategy to meet the needs of the wider community.

I have written or spoken to various interested parties to arrange a small working group to take this forward. The working group met on 11<sup>th</sup> May 2017. A verbal report will be given to Members.

Since that meeting I have approached County Councillor Paul Smith to enquire whether funds are available from the County Community Fund to support the project. He requested a letter outlining the costs and the additional funding sought.

The Parish Council is invited to consider how best to facilitate a practical and cost effective coverage within the village and the extent to which a Parish Council contribution should be made towards the purchase and installation of defibrillators within Swanwick.

### **13.15 Review of Swanwick Parish Council website entries**

Members will have noted that a new page has replaced the Neighbourhood Plan page on the website. The Village Hall Project page at the moment has a brief background of the project, a summary of progress to date and copies of the surveys which the Village Hall Working Group have suggested are used to gauge user requirements for accommodation and facilities.

There are several other pages where entries to be corrected and to be updated. I have written to the various community organisation and places of worship and invited revision of the information displayed; this will include contact details, and days of regular activities and events.

### **13.16 Newsletter Village Matters April/May 2017**

The April/May Newsletter was distributed in good time to advertise the Well Dressing on Saturday 13<sup>th</sup> May 2017. There was also a questionnaire inserted to survey residents about the facilities they would like to have within the Village Hall development. At the time of writing, I have received 80 completed survey forms. The closing date for returning the survey is 30<sup>th</sup> June 2017.

### **13.17 Land Registry Issues**

The latest in the saga of registering the various parcels of land with Land Registry, is that the LR could not verify the Parish Council's current address on their data base or on that of Royal Mail's Postcode Finder. LR has asked for evidence that the address is a standard address serviced by Royal Mail.

I have taken the necessary steps with Royal Mail to recognise the address on the Postcode Finder data base.

I have contacted our solicitor to enquire about progress. The current time scale for Land Registry to deal with application is reported as three months.

### **13.18 Pentrich Revolution Way Board**

The Parish Council applied for planning consent for the way board to be mounted on the wall of the Parish Council's site on Derby Road. The application was validated on 30<sup>th</sup> March 2017. Notices have been posted on the site gate. AVBC have written to residents of surrounding properties inviting comment on the proposal. The consultation ran until 27<sup>th</sup> April 2017. I have now received confirmation that the planning proposal is permitted.

I have received the initial design visuals for the panel and returned comments to the designer. There appears to be an issue with one of the photographs, possibly copyright ownership. Once the design has been agreed, the way board will be commissioned from a local sign writer from whom the parish have already received a quotation (£200-00 plus VAT = £240).

The general election has delayed the approval process by the P&SWRG. I expect approval to be imminent.

### **13.19 S137 Grant Applications 2017**

Only one grant application under the Council's Grant Aid Policy has been received by the deadline date of 9<sup>th</sup> June. The application is accompanied by the supporting information required and as in previous years meets the criteria set out in the policy.

The request is for £400-00 to meet the cost of the band for the 'Last night of the Proms' community event that is run by and at St Andrew's Church in Swanwick.

### **The Proposal**

To award St Andrew's Church the £400-00 grant aid to support the 'Last Night of the Proms'.

# Derbyshire Association of Local Councils



Aldern House, Baslow Road, Bakewell, Derbyshire DE45 1AE

Tel: 01629 816338

e-mails: [chiefofficer@derbyshirealc.gov.uk](mailto:chiefofficer@derbyshirealc.gov.uk)

[admin@derbyshirealc.gov.uk](mailto:admin@derbyshirealc.gov.uk)

[www.derbyshirealc.gov.uk](http://www.derbyshirealc.gov.uk)

## Circular No. 07/2017

To all Member Town and Parish Councils and Parish Meetings

### GENERAL CIRCULAR

---

#### In this Circular:

- **DALC Spring Seminar Feedback**
- **Transparency Fund – Small Councils (under £25,000 turnover)**
- **New edition of Good Councillor Guide 2017**
- **Updated Legal Topic Notes**
- **Neighbourhood Planning Bill signed into law**
- **HR News**
- **Coaching sessions for councillors or clerks**
- **NALC Star Council Award 2017**
- **Grants and Funding Bulletin**
- **FUNDING Derbyshire Environmental Trust (DET) funding**
- **Rural Housing Week 2017**
- **New rights of inspection of audited accounts**
- **Insurance cover**

#### 1. **DALC SPRING SEMINAR FEEDBACK**

We received excellent feedback from our well attended Spring Seminar at the end of April. The theme of the day was 'communication' and presentations covered community policing, the theory and practice of communication skills, social media from an HR perspective and from an insurance perspective, what's in the pipeline for local councils through the national agenda, and good practice guidelines for recruitment and selection of staff. We also introduced a breakout session to discuss key issues and the role DALC can play to support these. We will be taking forward some of these suggestions during the year, including development of a policies portfolio and further training courses. A huge thank you to everyone who attended and helped make it such a successful day.

#### 2. **TRANSPARENCY FUND – SMALL COUNCILS (UNDER £25,000 TURNOVER)**

2017/18 is the final year and opportunity to receive monies to support your compliance with the Transparency Code. A new application form for the year is now available [here](#). Please

do take the opportunity to apply to this fund to support development of website, training for the clerk to use the website and provision of IT equipment.

*We believe there are around 70 councils in Derbyshire who would qualify to apply for funding and have not yet done so. In addition, councils that have already applied may be eligible for further support.*

If you would like further information please contact Glen at the DALC office. Alternatively, if you would like Wendy to visit your council to explain this fund and the requirement to comply with the Transparency Code further, please get in touch with Wendy to arrange a suitable opportunity.

### **3. NEW EDITION OF GOOD COUNCILLOR GUIDE**

The guide looks at new powers that local councils now have; what they can do and must not do; processes around meetings; delivery of service; and lots of tips explaining in simple terms the broader world of local government.

Further it explores some of the main issues and challenges facing local councillors today and includes hints on how to be successful in this position of being a community leader. Whether you have a few hours to spare or just 10 minutes, you will find helpful information in this guide about the areas in which you may become involved.

DALC will be ordering copies of the guide and copies are provided to those attending Councillor Essentials training. Copies can be purchased from DALC for £4 or a copy can be downloaded from our [website](#).

### **4. UPDATED LEGAL TOPIC NOTES**

- i. **Legal Topic Note – LTN 28 – Basic Charity Law** has been updated to include references to the procurement regulations (the Public Contracts Regulations 2015) and to situations where there are insufficient managing trustees for a charity to operate, and can be viewed [here](#).
- ii. **General Data Protection Regulation**  
This new regulation is due to come into effect on 25 May 2018. NALC have produced a legal briefing to confirm the legislative changes this will have and what local councils need to be doing now to comply with the regulations. Read more [here](#).  
*Please note that we will be re-scheduling the Freedom of Information and Data Protection Training session to the early autumn and it will include information on what councils need to do to comply with the regulation.*

### **5. NEIGHBOURHOOD PLANNING BILL SIGNED INTO LAW**

The Bill received Royal Assent before the dissolution of Parliament and includes provisions aimed at strengthening the role of neighbourhood planning, including requirements that decision-makers take account of "well-advanced" neighbourhood plans, and that such plans have full legal effect once they have passed a referendum. [Click here](#) to view a copy of the Act.

## 6. HR NEWS

Chris Moses, our HR consultant has prepared a briefing entitled: **Employee Conduct Problems Outside of Work can become an issue for the Council to Address.**

*For many Councils the conduct of staff outside of work is a grey area, and one which they are unsure about in terms of the need for management to be involved. Most Councils take the view that once an Employee is off the premises, they are no longer accountable to the management. However, this premise has long been challenged and recently came into the spotlight in the case of NHS Doctor, David Arundel of the Diana Princess of Wales Hospital in Grimsby, who assaulted a colleague during an out of hour's social event. To read more click [here](#)*

## 7. COACHING SESSIONS FOR COUNCILLORS OR CLERKS

John Stannard (of Stannard Coaching), who presented at our Spring Seminar, has offered his 1:1 coaching services at a discounted rate of £50/hour plus expenses. If you would like more information or take him up on this offer, his website is:

<http://www.stannardcoaching.com/>

## 8. NALC STAR COUNCIL AWARD 2017

Why not impress your community by entering NALC's Star Councils 2017! Deadline for entries – **28 July 2017.**

The Star Councils 2017 awards play a key part in NALC's call for more power to be devolved from Whitehall to England's towns and villages, which is why we would like everyone to submit nominations to highlight the good work local councils are doing across the country.

There are six categories:

- Council of the Year
- Councillors of the Year
- Local council outstanding project of the Year
- Young Councillors of the Year
- Clerk of the Year
- County association outstanding project of the Year

Details of the awards, the categories and application forms can be found [here](#)

## 9. GRANTS AND FUNDING BULLETIN

The latest grants and funding bulletin, prepared by NALC is available on our website and [here](#).

## **10. DERBYSHIRE ENVIRONMENTAL TRUST (DET)**

DET have informed us that grants of between £5,000 and £30,000 are available for community projects in Derbyshire and within 10 miles of a licensed landfill site.

Projects do not have to have match funding and there is no upper limit on the total project cost. The closing date is 8<sup>th</sup> September 2017. For more information contact DET at County Hall in Matlock 01629 539182.

## **11. RURAL HOUSING WEEK 2017**

This year Rural Housing week will take place between 3 and 7 July. The week will consist of local activities organised in rural communities throughout the country by rural organisations, supported by the National Housing Federation and finish with a national conference in London. [Continue reading.](#)

## **12. NEW RIGHTS OF INSPECTION OF AUDITED ACCOUNTS**

Journalists now have the right to inspect the accounts (but it's still only electors who can raise questions and objections with the external auditor).

The Local Audit (Public Access to Documents) Act 2017 (the Act) received royal assent on 27 April 2017. The Act extends rights of inspection under section 26 of the Local Audit and Accountability Act 2017 to include journalists and citizen journalists.

While the Act extends rights of inspection, there are no changes in respect of external auditors' additional powers and duties. The rights under the Local Audit and Accountability Act 2014 to ask the auditor questions about the accounts, and to make an objection at audit, continue to be restricted to local government electors only.

This is applicable to all smaller bodies for the 2016/17 year of account and this year's period for the exercise of public rights. So it is even more crucial that when you have approved your Annual Governance Statement and Accounting Statements, you make sure you publish them on your website along with the Notice and Declaration and commence the 30 day period for the exercise of public rights (covering the first 10 working days of July) - there may be more interest this year with journalists wanting to inspect the accounts.

## **13. INSURANCE COVER**

NALC have negotiated with insurance company AON to provide a price match for new customers. Click [here](#) for more details.

**Wendy Amis**  
**Chief Officer**

**May 2017**

© This document remains the copyright of Derbyshire Association of Local Councils and should not be reproduced in any form without prior permission from the Association.

***“Value for money, quality & responsive service to  
Member Councils”***

[www.derbyshirealc.gov.uk](http://www.derbyshirealc.gov.uk)

## TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR REF	VENUE	COST
12 June 2017 (10.00am – 1.00pm)	Community Planning – neighbourhood plans, Village Plans	06/2017	Cromford Mills	£40 per delegate
27 June 2017 (6.00pm – 8.30pm)	Councillor Essential Training	05/2017	Chesterfield Cricket Club	Enhanced Sub Councils up to 3 free places/£40
10 July 2017 (6.30 – 8.30pm)	Chair Skills	06/2017	Cromford Mills	Enhanced Sub Councils up to 3 free places/£40
18 July 2017 (9.30am – 12.30pm)	Tree & Woodland Management Training	05/2017	Whitworth Centre, Darley Dale	£40 per delegate
11 Sept 2017 (10.00am – 3.30pm)	Finance for clerks/ RFO	06/2017	Cromford Mills	£60 per delegate
11 Sept 2017 (6.00pm – 8.00pm)	Finance for Councillors	06/2017	Cromford Mills	Enhanced Sub Councils up to 3 free places/£40
12 Sept 2017 (9.30am – 12.30pm)	Health & Safety and Risk Assessments	05/2017	Whitworth Centre, Darley Dale	£40 per delegate
27 <sup>th</sup> Sept 2017 (10.00am – 3.00pm)	HR Essentials	06/2017	Cromford Mills	£60 per delegate
3 <sup>rd</sup> Oct 2017 (10.00am – 1.00pm)	Planning – understanding the process and the role of local councils	06/2017	Cromford Mills	£40 per delegate