

SWANWICK PARISH COUNCIL

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12th February 2021

You are summoned to attend the Meeting of Swanwick Parish Council to be held on Thursday 18th February 2021 at 19.00pm by video conferencing.

Arrangements for members of the public if you are a resident of Swanwick and would like to join this video conference, then please email clerk@swanwickparishcouncil.org.uk. Residents will then be sent a link with password to enable them to join the meeting. Unfortunately, this is necessary to prevent 'trolling' of the meeting.

If you are a resident who does not have access to the internet, any questions or comments on any agenda item can be made in writing by either email or posting to the address above and submitted by 5.00pm on 18th February 2021. These will be responded to in Public Speaking as usual.

Clerk to the Council

AGENDA

1. Apologies

Members are reminded to give their apologies direct to the Clerk, these must be made **well in advance** (barring last minute emergencies) of the meeting giving the Clerk enough time to cancel if there is a prospect of the meeting not being quorate.

2. Variation of Order of Business

Propose to consider item 13.2 as first item.

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 4D of Public Participation.

4. Public Participation

4.1 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.

- 4.2 Parish Council Members' observations**
Member's observations will be taken alongside Reports from any Borough and County Councillors attending.
- 4.3 Police Matters**
Information is on the following web pages - www.police.uk/derbyshire/NR06/
- 4.4 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 Virtual Meeting held 17th December 2020
- 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.
- 7. Clerk's Report**
 - 7.1 Councillor Attendance record 2020/21**
 - 7.2 Lamp post basket 2021**
 - 7.3 Gardening Maintenance Tender**
 - 7.4 Winter Planting 2021**
 - 7.5 Preparing for the Possible Return to In Person Meetings**
 - 7.6 Trade Waste Disposal**
- 8. Chair's Report (Verbal Report)**
- 9. Councillors' Updates**
 - 9.1 VHWG**
 - 9.2 Swanwick Recreation Grounds**
- 10. Correspondence & Circulars**
 - 10.1 DALC – 2021 February Newsletter**
 - 10.2 DALC Feb 2021 Preparing for the Possible Return to In Person Meetings**

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
17.12.20	DD	Haven Power	Electric Utility	14.00
17.12.20	DD	British Gas	Chapel Street Changing Rooms 1/11 - 30/11	146.46
21.12.20	DEBIT CARD	British Legion	Poppy Appeal	200.00
21.12.20	BACS	HMRC	Mth 9 Tax & NI Contribution Yr end 2021	354.05
21.12.20	BACS	Clerk Salary	Salary Mth 9 2020-21	1,359.80
23.12.20	DEBIT CARD	ZOOM	Online Meetings	14.39
29.12.20	BACS	Mr Christmas Tree	Supply & remove christmas tree	400.00
29.12.20	BACS	Somercotes PC	Supply Temporary Litter picker Dec 2020	500.00
29.12.20	BACS	Grasstrack	Monthly Maintenance Nov 2020	896.00
29.12.20	BACS	Grasstrack	Supply & plant memorial tree	120.00
29.12.20	BACS	Grasstrack	Christmas tree erection & Supply Plants	108.00
29.12.20	BACS	Grasstrack	Grounds Maintenance Dec 2020	896.00
30.12.20	DEBIT CARD	O2	Clerk's Phone	10.80
30.12.20	DD	NEST	Employees Pension Deductions Mth 9 year end 2021	67.43
30.12.20	DD	NEST	Employees Pension Deductions Mth 9 year end 2022	50.57
18.01.21	DD	Haven Power	Electric Utility	14.00
18.01.21	DD	British Gas	Chapel Street Changing Rooms 1/12 - 31/12	152.97
20.01.21	3900	M Barnett	Honorarium Qtr 3 2020/21 Replacement Cheque	80.00
21.01.21	BACS	Derbyshire County FA Ltd	Pitch Inspection & PIP Report	150.00
21.01.21	BACS	MSE	Survey	150.00
21.01.21	BACS	HMRC	Mth 10 Tax & NI Contribution Yr end 2021	345.05
21.01.21	BACS	Clerk Salary	Salary Mth 10 2020-21	1,395.80
21.01.21	BACS	Somercotes PC	Supply of Temp Litter Picker Jan 2021	400.00
21.01.21	BACS	Mr Christmas Tree	Supply & Remove Christmas Tree	400.00
21.01.21	BACS	Grasstrack	Monthly contract	2,020.00
21.01.21	BACS	LITE Ltd	Supply & Remove Christmas Lights Dec 2020	10,224.00
21.01.21	BACS	LITE Ltd	Supply & Remove Christmas Lights Dec 2020	510.00
21.01.21	BACS	Hart Signs	Supply memorial plaque	0.00
22.01.21	DEBIT CARD	ZOOM	Online Meetings	14.39
27.01.21	DEBIT CARD	O2	Clerk's Phone	10.80
			Total	21004.51

11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
			0
		Total	0.00

11.3 Income Received:

Date	Remittance	Source	Amount
15.12.20	BACS	Memorial tree & Plaque	157.00
19.01.21	BACS	The Gate Inn Christmas Lights	150.00
24.01.21	BACS	Grasstrack Refund of duplicate payment	2,020.00
25.01.21	BACS	Mr Christmas Tree Refund of duplicate payment	400.00
		Total	2727.00

12. Bank Reconciliation

Opening Balance 01.04.20	492,999.88	
Receipts to 30.01.21	183,591.33	
Sub Total		676,591.21
Payments to 30.01.21	93,998.71	
Unpresented cheques	80.00	
Sub Total		93,918.71
Closing Balance 30.01.21		582,672.50
Bank Balance at 30.01.21		582,647.05

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'.

13.1 Staff Absence of Clerk on long term sick leave**13.2 Interim arrangement during clerk's sick leave****14. Items for the next Agenda**

Items are invited for inclusion in next month's agenda

15. Date of Next Virtual Meeting: 18th March 2021

**SWANWICK PARISH COUNCIL
MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING
THURSDAY 17th December 2020 at 7.00pm**

Present: Cllrs Bates, Beavan(19.08), Brown(19.23), Chidlow(19.08), Goodier, Grant, Payne, Soudah, Trenear & Clerk C Miles

Members of the Public:

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

T Willgoose

892/2020 APOLOGIES

Cllr King

893/2020 VARIATION OF ORDER OF BUSINESS

None

894/2020 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.

None

895/2020 PUBLIC PARTICIPATION

895.1/2020 Public Speaking –

None

895.2/2020 Members' Observations

Cllr Payne reported one of the planters on Broadway had a damaged leg, the Clerk will get this looked at.

Cllr Goodier reported seeing online complaints of dog poo bags being dropped around the village, the Clerk will report this to AVBC and put an appeal on Facebook.

895.3/2020 POLICE MATTERS

None

895.4/2020 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST

None

896/2020 MINUTES OF FULL COUNCIL

RESOLVED:

896.1/2020 Minutes of the Virtual Full Council held 19th November 2020 be received as correct account of the meeting, proposed by Cllr Goodier and Seconded by Cllr Trenear.

896.2/2020 Confidential Minutes of the Virtual Full Council held 19th November 2020 be received as correct account of the meeting, proposed by Cllr Chidlow and Seconded by Cllr Bates. The minutes were signed by the Chair.

897/2020 PLANNING MATTERS

897.1/2020 Planning Applications

None

898/2020 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

898.1/2020 Councillor Attendance Record 20/21

Members noted the update.

898.2/2020 Christmas Tree

Members noted the update and Cllr Goodier expressed that she would go to site to pick next year's tree.

898.3/2020 Gardening Maintenance Tender

Members noted the update.

898.4/2020 Minster Way

The Clerk reported that the current owners have proposed to crown the trees, remove damaged block paving edge the area, replace with membrane/gravel and supply 12 large planters to stop parking around the seat area. Once completed the owners will have the land transferred to the Council who will take over responsibility of the area. The Clerk confirmed that the works would have to be fully completed to a good standard before the transfer was accepted.

RESOLVED

898.4.1/2020 To authorise the Clerk to confirm acceptance of offer.

899/2020 Chair's Report

899.1/2020 The Chair reported on the Shirley Road boundary issue. Solicitors have requested an extension due to having difficulty getting information from their client. This has been extended until close of business 29th January 2021.

899.2/2020 Budget 2021-22 – to determine budget for 2021-22

The Chair presented the monitoring report and proposed adjustments to the 2020-21 Budget, followed by the proposed budget for 2021-22 and the proposed precept for 2021-22.

RESOLVED:

899.2.1/2020 To approve the proposed virement of the funds in 2020-21 budget as identified in the report.

899.2.2/2020 To approve the Swanwick Parish Council Budget for 2021-22.

899.2.3/2020 To approve the level of Precept for 2021-22 at £170,895.

900/2020 Councillor Updates

900.1/2020 Village Hall Working Group

Cllr Chidlow reported that the main issue is funding being difficult in current climate and that Cllr Grant had suggested that a Village Hall was no longer wanted in the Village. There will be a meeting with a Financial Consultant in January to give advice about funding. Cllr Beavan said that the current climate has brought questions about what is needed. Cllr Soudah said that this project has been worked on for a few years but obviously due to Covid-19 there has been a pause in works this year. Cllr Brown asked if and up to date costing had been done, Cllr Soudah said not. Both Cllrs Goodier and Trenear commented that they were very disappointed that it was being discussed to not have one as the Village does and has always needed a Village Hall especially as the village is going to be vastly increasing in number due to new builds.

900.2/2020 Swanwick Recreation Grounds

The key tasks in applying for several grants has been given to members of the working group –

Cllr Brown - Refurbishment of building

Cllr Chidlow – Looking at container options and planning

Clerk – Goal posts and play area

TS – Ground maintenance & equipment

Cllr Beavan will look onto legionella inspection costs and himself and Cllr Bates are going to close down the building for the winter.

900.3/2020 Website

The Accessibility Statement has been completed and will be on website shortly.

901/2020 Correspondence & Circulars

Noted

902/2020 Accounts

902.1/2020 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
02.11.20	DD	NEST	Employees/Ers Pension Deductions Mth 7 year end 2021	174.07
17.11.20	DD	Haven Power	Electric Utility	14.00
18.11.20	DD	British Gas	Chapel St changing room electricity 01/10- 31/10/2020	149.23
27.11.20	BACS	Staff Salaries	Salary Mth 8 Year end 2021	2639.43
27.11.20	BACS	HMRC	Mth 8 Tax & NI Contribution Yr end 2021	602.27
27.11.20	BACS	Grasstrack	Swanwick Recreation Ground Maintenance 22.10.20	72.00
27.11.20	BACS	Grasstrack	Swanwick Recreation Ground Maintenance 30.10.20	54.00
27.11.20	BACS	Grasstrack	Oct 2020 Ground Maintenance	896.00
27.11.20	BACS	Grasstrack	Swanwick Recreation Ground Cut back shrubs around pitches	204.00
27.11.20	BACS	Somercotes PC	Supply of temporary litter picker Nov 20	400.00
30.11.20	DD	NEST	Employees/Ers Pension Deductions Mth 8 year end 2021	219.55
30.11.20	DEBIT CARD	Amazon	Permanent Markers	2.95
30.11.20	DEBIT CARD	Amazon	Defib WD40 and light batteries	22.60
30.11.20	DEBIT CARD	Amazon	Defib Cleaner	12.97
30.11.20	DEBIT CARD	Amazon	Cleaning Cloths	11.99
30.11.20	DEBIT CARD	Zoom	Monthly online meetings 21/11 - 20./12/20	14.39
30.11.20	DEBIT	O2	Clerks phone Oct 2020	11.28

Date	Cheque	To Whom Payable	Reason	Amount £
	CARD			
			Total	5500.73

902.2/2020 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
			0
		Total	0.00

902.3/2020 Income Received Noted

Date	Remittance		
04.11.20	BACS	Inter Belper October 2020 Pitch Fees	120.00
11.11.20	BACS	SAA Rent 2nd half	225.00
19.11.20	BACS	Scouts Hut Lease April 2020 - March 2021	5.00
24.11.20	D/D Adjust	British Gas refund charged in error 15.09.20	24.09
24.11.20	D/D Adjust	British Gas refund charged in error 15.09.20 - 24.08.20 + 22.09.20	44.08
		Total	418.17

903/2020 Bank Reconciliation Noted:

Opening Balance 01.04.20	492,999.88	
Receipts to 30.11.20	180,864.33	
Sub Total		673,864.21
Payments to 30.11.20	72,957.82	
Unpresented cheques	80.00	
Sub Total		72,877.82
Closing Balance 30.11.20		600,986.39
Bank Balance at 30.11.20		600,986.39

904/2020 Exclusion of Press & Public

904.1/2020 Review of Staff

The Clerk updated the Council on the current staff status, this was **NOTED**.

905/2020 Items for the next agenda

None

906/2020 Date & Time of Next Virtual Meeting

Date of Next Meeting: 21st January 2021

Meeting closed at 8.27pm

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council Meeting 18th February 2021

7.1 Councillor Attendance Record 2020/21

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.

7.2 Lamp post baskets

A quotation has been received from last year's supplier. Price includes Rental, Planting, Erecting, Maintaining during season, Taken down at the end of the season (Per full lamppost) x 28 totals £3,360 + VAT.

Proposal:

To authorise the Clerk to accept the quotation and award the contract to Woolley Moor Nurseries.

7.3 Gardening Maintenance Tender

One quotation has been received for the Gardening Maintenance throughout the village. This is from the existing contractor. Total price for the works to be carried out equals a total of £8500.00 + VAT. For your convenience payment can be split over 12 months payable April 2021 to March 2022 with a fixed price for the next 2 years.

Proposal:

To authorise the Clerk to accept the quotation and award the contract to Grasstracks Ltd.

7.4 Winter Planting

Quotation for Winter Planting of all areas throughout Swanwick plus redressing of beds (Minus the "roundabout" Bed) has been received from one contractor. The price includes supply of plants and labour and totals £1,450.00 + VAT

Proposal:

To authorise the Clerk to accept the quotation and award the contract to Woolley Moor Nurseries.

7.5 NALC Guidance - Preparing for the Possible Return to In Person Meetings

Guidance from NALC has been received and circulated to members. As Central Government has not indicated if it is preparing to extend the legislation that allows PCs to conduct business by virtual meetings beyond May 2021.

Councillors' views are invited on whether a revised scheme of delegation to the Clerk is required to ensure uninterrupted business pending further government legislation. A scheme of delegation can be prepared for the next Parish Council to consider and approve.

The second suggestion is to conduct more frequent meetings up to May 2021 to clear business prior to a hiatus in meetings after May 2021. Any in person meetings allowed after May will need to be Covid-19 secure and compliant with guidance at the time. This may place an burden on the owners of meeting facilities as well as the council.

Proposal:

To authorise the Clerk to draft a scheme of delegation for consideration and approval at the next Council meeting in March 2021.

7.6 Trade Waste Disposal

Following the 'handover' of the Trusteeship of the Swanwick Recreation Grounds, issues arose about the collection and disposal of litter and dog waste from the bins on Chapel Street. Pending resolution, the waste has been stored on the village hall site. The cost of removing mixed waste by using a large skip was found to be prohibitive given the mixed nature of the waste.

A waste Trade bin with a capacity of 1100Ltrs was deemed to be the best and most practicable solution. The caretaker has agreed to load up the bin each week until the waste has been removed from site.

Proposal:

Members to note and approve action taken: the Acting Clerk/Chair has signed the Duty of Care: Controlled Waste Transfer Note and contracted with AVBC Trade Waste Services for a weekly collection at £19.90 per bin. The contract will run to the end of this financial year (end March 2021).

Councillor Attendance Record May 2020 – April 2021

Name	May 21	June 18	July 16	Aug HOLS	Sept 17	Oct 15	Nov 19	Dec 17	Jan 21	Feb 18	Mar 18	Apr 15	%	2019-20
Barnett	NM	X	X		NM	√	√	X	NM				50%	70%
Bates	-	√	√		NM	√	X	√	NM				80%	-
Beavan	-	√	√		NM	√	X	√	NM				80%	-
Brown	-	√	√		NM	X	√	√	NM				80%	-
Chidlow	NM	√	X		NM	√	√	√	NM				80%	70%
Goodier	NM	X	X		NM	√	√	√	NM				60%	90%
Grant	NM	√	√		NM	√	X	√	NM				80%	83%
King	NM	X	X		NM	√	X	X	NM				20%	60%
Payne	NM	√	√		NM	√	X	√	NM				80%	100%
Soudah	NM	√	√		NM	√	√	√	NM				100%	90%
Trehear	NM	√	√		NM	√	√	√	NM				100%	80%
Hayes	NM	X	X		NM	X	X	X	NM				0%	0%
Wilson	NM	√	√		NM	X	X	X	NM				40%	60%
Smith	NM	X	X		NM	X	X	X	NM				0%	0%
Marshall-Clarke	NM	X	X		NM	X	X	X	NM				0%	0%

NM = No Meeting due to COVID-19 attendance figures not affected.

9.1 Village Hall Working Group Update

This report has been prepared by Cllr George Soudah, Chair, for the virtual Parish Council Meeting held on 18th February 2021.

The Village Hall Working Group held a virtual meeting on 29 January 2021. The purpose of the meeting was to hear directly from Davis Beuzeval a consultant recommended by Rural Action Derbyshire about the prospect of securing additional grant funding for the proposed village hall development project. Mr Beuzeval was invited to submit proposals and fee structure.

Below is a copy of the email sent to the Clerk on 31st January 2021:

George

Just to confirm my discussion with you and your fellow councillors last week.

Establishing a CIO would, because of its charitable status, enable you to access funding from a wide range of charitable trusts and also to seek donations from individuals and companies and then claim gift aid.

The process of establishing a CIO is straightforward and involves agreeing your object(s) (or charitable purpose), confirming your trustees (and each of them completing a declaration form), completing a template constitution (either for an Association or Foundation CIO) and an online application to the Charity Commission.

You would however need to think carefully about how the relationship between the CIO and the Parish Council would be managed (and what legal agreement you would need to govern this) as well as identifying at least three individuals who are willing to be trustees.

I could manage this process for you, as I established 3 CIOs last year and am working on a further 3 now, at a cost of £900 to £1500 (3 to 5 days at £300 each).

You might also want to consider paying a solicitor to review the constitution and application before it is submitted.

I would also recommend reviewing and resubmitting your bid to the Lottery as you would not have to wait until you are a CIO to apply and because they could potentially give you a larger grant than any other funder I have identified.

This will not be straightforward as you will need to undertake further consultation / research to address the feedback from Vijay at the Lottery (emailed to Cheryl on the 17th February last year). This includes providing

clear evidence that the wider community (not just the parish council) initiated and is actively involved in the project and demonstrating that there was a clear need for the new hall that could not be met by other local community facilities.

The Lottery additionally asked you demonstrate what the benefits of the hall would be and to clarify what you are asking them to fund and demonstrate that the project offers value for money.

I have prepared lots of successful Reaching Communities so could facilitate a process of reviewing the previous bid, building your evidence base, and then preparing and submitting a revised stage 1 bid.

It is difficult however to estimate a cost, particularly as it depends on how much of the consultation / research the Parish Council undertakes, but I expect it would be at least £900 (3 days @ £300) to just draft and submit a new stage 1 application.

I hope this provides you with the information you need to decide how best to move forward.

David
David Beuzeval
David Beuzeval Associates Limited

A model/ template Charitable Incorporated Organisation (CIO) Constitution is freely available on the Charity Commission website. A draft is currently being prepared by the acting Clerk/ Chair and will be circulated to members for comment shortly.

Proposal:

To authorise the Acting Clerk/ Chair to commission the work outlined in the proposal and based on the fee quotation (up to a maximum of £3,000.00).

9.2 Swanwick Recreation Grounds Trust Update

This report has been prepared by Cllr George Soudah, Chair, for the virtual Parish Council Meeting held on 18th February 2021.

Background

The issue of funding the improvement of the facilities at the Swanwick Recreation Grounds, Chapel Street has created a tension within the Swanwick Recreation Grounds Working Group and within the Parish Council, with some councillors seeking to divert funds set aside for the village hall project.

For the benefit of all councillors it is important to understand that the funding of the Swanwick Recreation Grounds Trust and any activity in relation to the trust is separate from the funding of Parish Council business. The two bodies are separate legal entities with two separate accounts and reporting arrangement. Any decisions made by the council, as sole Trustee, in respect of the Trust must be solely in the interest of the trust. There is no room for conflating the two separate entities.

This does not preclude the Parish Council from making contributions toward the improvement programme. Subject to clarification, such funds will either be raised by increases in the Precept or by use of S137 Grants awarded by the Council.

Future Funding

In order to explore the prospect of Section 106 funding arising from the Lily Street Farm development, I have approached Amber Valley Borough Council Councillor John McCabe about the Cabinet's future discussion on the allocation of s106 funding.

I have circulated to Members a blind copy of my email of 5th February 2021 to Simon Gladwin and John McCabe to which I attached a copy of the Swanwick Recreation Grounds Improvement Project with costs.

As Members will note substantial funds were made by Lily Street Farm Developers for development of public open spaces. However these funds do not appear to have been the subject of any discussion or consultation with the Parish Council. It is understood that these funds have been directed towards the private membership only Sleetmoor Football Club rather than being made available for the development of public open space in Swanwick.

Members' comments on the Improvement Project are welcome (preferably in writing).

13.2 Interim arrangements during absence of Clerk on sick leave

Background

Mrs Cheryl Miles is currently on indeterminate sick leave.

In the past, when the Council was without an incumbent in the post of Clerk RFO, Members

RESOLVED:

140.8.1/2016 To approve that the position of the Clerk (Proper Officer and Responsible Financial Officer) is unpaid until a new Clerk is appointed

140.8.2/2016 That the duties of the Clerk continue to be the responsibility of and undertaken by the Chair, assisted by appropriate councillors as necessary.

There is the option to advertise for a temporary cover, with all the attendant advertising, recruitment and interviewing. This would have to be conducted 'virtually' and involve a lot of transferring of documents, files, keys and access to bank accounts etc. This option would be appropriate if there was a trained clerk familiar with Swanwick Parish Council. In any event any option to recruit and select a temporary replacement will still involve the Chair in undertaking training and briefing before the recruit is self-sufficient.

A member of the same council cannot undertake duties of a clerk in a paid capacity

In order to cover the duties of the clerk, Council would be required to approve the position of Clerk (Proper Officer/ Responsible Financial Officer) is unpaid as a prerequisite to approving that the post and duties can be covered by an elected member (unpaid).

At this stage it is unclear when Mrs Miles will return. So it would not be appropriate to consider that the position is declared unpaid, as this would clash with the payment of salary during sick leave.

I have covered the post in the past and at present (since early January 2021) unpaid.

Proposal:

To approve that the duties and responsibilities of the Clerk continue to be the responsibility of and undertaken by Cllr George Soudah, Chair, in an unpaid capacity.