

CRICH PARISH COUNCIL

Glebe Field Centre,
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Crich
Derbyshire
DE4 5EU

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7th May 2019

Dear Councillor

You are summoned to attend the Annual Meeting of Crich Parish Council on Monday 13th May 2019 at 7.30pm in the Parish Room, Glebe Field Centre, Crich.



Carolyn Jennings
Clerk & RFO

AGENDA

1: ELECTION OF CHAIR FOR 2019/20

The elected Chair will then sign the statutory Declaration of Acceptance of Office (*provided at meeting*)

2: ELECTION OF VICE CHAIR FOR 2019/20

The elected Vice Chair will then sign the statutory Declaration of Acceptance of Office (*provided at meeting*)

3: DECLARATIONS OF MEMBERS' ACCEPTANCE OF OFFICE

Members will then sign the statutory Declaration of Acceptance of Office (*provided at meeting*)

4: ABSENCE

To note apologies for absence.
Apologies received: Cllr C Collison

5: DECLARATION OF MEMBERS' INTERESTS

- a) To enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.
- b) To receive and approve requests for dispensation from members on matters in which they have a Disclosable Pecuniary Interest.

6: PUBLIC SPEAKING

- a) A period of 15 minutes will be made available for members of the public and members of the Council to comment on any matter. *Speaking is limited to 3 minutes per person and is at the discretion of the Chair.*
- b) If the Police Liaison Officer, a County or District Councillor is in attendance, they will be given the opportunity to raise any relevant matter.

7: MINUTES

a) To approve the minutes of the Parish Council Meeting held on Monday 1st April 2019.

Appendix A

b) To approve the minutes of the Finance Committee Meeting held on Monday 15th April 2019

Appendix B

8: PLANNING

a) Planning Authority applications. To agree responses to applications where required

Appendix C

b) AVBC – Harron Homes site/Roes Lane. TPO background information submitted 2nd April 2019.

9: FINANCE

a) Payments

To note the payments made

b) Receipts

To note the receipts received

Appendix D

10: STANDING ORDERS 2019/20

To approve and adopt the Standing Orders for Crich Parish Council

Appendix E

11: FINANCIAL REGULATIONS 2019/20

To approve and adopt the Financial Regulations for Crich Parish Council

Appendix F

COUNCIL ORGANISATION:

12: COMMITTEES AND WORKING PARTIES

a) Review of the current Committee and Working Party structure

Appendix G

b) Appointment of members to serve on the Committees and Working Parties

Standing Order vii, the Committee or Working Party to appoint their own Chair at their first meeting (following this meeting).

13: OUTSIDE BODIES

To consider the appointment of representatives to outside bodies

Appendix H

14: TERMS OF REFERENCE

Finance Committee Terms of Reference – amended as per Finance Committee Meeting Minutes (Agenda Item 7b above)

15: CALENDAR OF MEETINGS

a) Review of attendance at meetings 2018/19

Appendix I

b) To agree calendar of meetings for 2019/20

Appendix J

FINANCE:

16: INSURANCE

Confirmation of arrangements for insurance provision. Review and update carried out prior to commencement of annual policy on 23rd February 2019

17: INVENTORY OF LAND AND ASSETS

Asset Register

Appendix K

18: BANK ACCOUNT SIGNATORIES

To appoint signatories for the Parish Council Bank Account. Current signatories: Cllrs Lane, Baugh, Smith, Thorpe, Walsh, Yorke

19: END OF YEAR FINANCIAL STATEMENT 2018/19

To approve the draft End of Year Financial Statement covering 1st April 2018 to 31st March 2019, as presented by Finance Committee (Agenda Item 7b) Minute no F072/19). To be signed by Chair

Appendix L

20: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

a) Annual Internal Audit Report 2018/19

To receive the Internal Audit Report and consider any recommendations

(pg 3) **Appendix M**

b) Annual Governance Statement 2018/19 - Section 1

Completion and approval of the Annual Governance Statement (Accounts and Audit Regulations 2015, regulations 6 (1)). To be signed by Chair and Clerk on completion.

(pg 4) **Appendix M**

c) Accounting Statements 2018/19 - Section 2

Consideration and subsequent approval of the statement of Accounts as prepared by the Responsible Financial Officer. To be signed by Chair and Clerk.

(pg 5) **Appendix M**

21: PARISH COUNCIL SUBSCRIPTIONS

The Parish Council currently has two annual subscriptions:

- Derbyshire Association of Local Council (DALC)
- Information Commissioner's Office

22: EXPENDITURE INCURRED UNDER S137 OR GENERAL POWER OF COMPETENCE

To note spend under S137 totalling £2,070 for Grants, previously approved (Minute No F044/18)

Appendix N

23: CRICH RECREATION GROUND TRUSTEE

Crich Parish Council is the sole Trustee of Crich Recreation Ground. All Councillors are members of the Trustee Group. Meeting due Monday 29th July 2019, 6.00pm, Glebe Field Centre.

24: AGENDA CIRCULATION

To confirm Council's election to receive summons either electronically (e-mail) or paper (collect)

POLICIES:

25: COUNCIL'S POLICIES

To review and adopt Crich Parish Council's Policies for 2019/20

- Members' Code of Conduct – Members will then sign schedule 2, Local Election Compact *(provided at meeting)*
- Members' Hospitality Policy
- Freedom of Information Model Publications Scheme
- Health and Safety Policy
- Complaints Policy and Procedure
- Equal Opportunities Policy
- Bullying and Harassment Policy
- Press and Media Policy
- Privacy Policy
- Records Retention Policy
- Records Retention Schedule
- Subject Access Request Procedure
- Data Breach Assessment Checklist
- Security Incident Log

Appendix O

GENERAL ANNUAL ITEMS

26: TRAINING

To consider if Members wish to attend any of the training courses offered by DALC – see Correspondence a) DALC – Circular 06/2019

27: REGISTER OF DISCLOSABLE PECUNIARY INTERESTS

Reminder, if not already done, all Members must complete and return a new Register of Pecuniary Interest form to Amber Valley Borough Council for publication (*circulated 17th April 2019*). Members' have 28 days from date of election to submit the form, failure to do so will result in removal from office.

REPORTS

28: RECREATION GROUND PLACE PROJECT

Update from Cllr Yorke.

29: BURIAL GROUND CONSECRATION

Work to address issues raised by Diocese of Derby needs to be undertaken.

30: DEFIBRILLATORS

Defibrillators are all in situ and have been registered with East Midlands Ambulance Service (EMAS). Meeting took place with Crich Community First Responders (CFR) on 10th April 2019, and they kindly agreed to monitor and maintain the defibrillators for the Council. CFR are arranging public training sessions at the Glebe Field Centre, which both parties will publicise. Cllrs are encouraged to book a place on one of the sessions, when known.

31: FLORAL DISPLAYS 2019

Application for permissions was submitted via e-mail to Derbyshire County Council on 3rd April 2019. A paper copy was also sent 29th April 2019.

MATTERS FOR DECISION

32: RECREATION GROUND

New event on Recreation Ground

Buddie and Tommy's Ltd, 'Recreation Rock!', 14th – 16th June (event on 15th June). New insurance document to cover Events requested (*circulated 10th April 2019*).

Appendix P

33: LAND AT WOODSIDE FARM, THE COMMON, CRICH

a) Vote of no confidence

Letter received from Rt Hon Sir Patrick McLoughlin MP, forwarding response from Rt Hon James Brokenshire MP, both letters attached

Appendix Q

b) Media Release

Update from Chair if any contact made by Media.

c) Environmental Law Foundation (ELF)

Chair to provide any update on progress of pro-bono ELF work to obtain an opinion from a Barrister. Agreed Chair would obtain an invoice for membership of ELF at a cost of £60 pa.

d) Monitoring progress of planning application

Sylvia Delahay has confirmed she will advise the Council when the decision notice is issued.

e) Contact MP John Howell

Chair to provide any update.

f) Contact Baroness Cumberlege

Response from Patrick Cumberlege (husband) previously circulated.
Crowdfunding Guidance document obtained (*circulated 2nd April 2019*).

34: GARAGE - SUNNYSIDE, BENNETTS LANE, CRICH

The above property is being advertised for sale, including a separate garage on Sun Lane. The land the garage is built on belongs to Crich Parish Council for which rent has historically been paid. Chair to advise Council of current situation.

35: MERCHANT NAVY DAY

Invitation from Seafarers UK to 'Fly the Red Ensign for Merchant Navy Day'

Appendix R

36: ROCK AND BLUES FESTIVAL, CONEY GREY FARM

Copy of above application from AVBC. Any comments to be received by 16th May 2019. Pentrich Parish Council are due to discuss at their next meeting, Clerk asked for an update and will provide at meeting if received. (*Three documents circulated 24th May 2019*).

Appendix S

37: CORRESPONDENCE

To note items for information:

- a) Rolls-Royce plc Environmental Monitoring Results Q4 2018 – *available at meeting (will not scan)*
- b) DALC – Circular 05/2019
- c) DALC – Circular 06/2019
- d) DCC – Anti-Social Behaviour campaign – *small no. of leaflets available at the meeting*

Appendix T

38: NEXT MEETING

Parish Council Meeting – Monday 3rd June 2019 – 7.30pm
Glebe Field Centre, Crich