

# CRICH PARISH COUNCIL

Glebe Field Centre,  
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DE4 5EU

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4<sup>th</sup> May 2020

Dear Councillor

Due to Government restrictions that are in place relating to the Coronavirus outbreak, you are summoned to attend the Meeting of Crich Parish Council on Monday 11<sup>th</sup> May 2020 at 7.30pm via video conference. Members of the public or press wishing to attend the meeting should contact Council Chair to obtain the video conference link, prior to 6.00pm on the evening of the meeting.



Carolyn Jennings  
Clerk & RFO

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## AGENDA

**1: The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020/SI 392**

The Regulations have been made under the Secretary of State's powers in order to: enable remote meetings to be held, public and press access to such remote meetings in public session, and to do away with the requirement to hold an Annual Council Meeting during the municipal year 2020/21. It overrides any Standing Orders or other Local Authority's imposed restrictions or prohibitions (reg. 5(5)).

Crich Parish Council Meeting of 6<sup>th</sup> April 2020 - Minute no. 0119/20

**Resolved:** Council confirm that the Annual Meeting of Crich Parish Council will not take place May 2020, and that current appointments will continue until the next Annual Council Meeting, or such a time as determined by the Council. Resolution reached with the agreement of those Members appointed.

A Meeting on 11<sup>th</sup> May 2020 will still take place via video conferencing, but will not be the Annual Council Meeting.

**2: ELECTION OF CHAIR FOR 2020/21**

Current arrangements to continue until the next Annual Meeting of the Parish Council, or such a time as determined by the Council.

**3: ELECTION OF VICE CHAIR FOR 2020/21**

Current arrangements to continue until the next Annual Meeting of the Parish Council, or such a time as determined by the Council.

**4: ABSENCE**

To note apologies for absence.

## **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 6<sup>th</sup> April 2020. Council Chair to sign at a later date.

**Appendix A**

- b) To approve the minutes of the Finance Committee Meeting held on Monday 20<sup>th</sup> April 2020. Council Chair and Finance Committee Chair to sign at a later date. Excluding Minute no. F021/20 Terms of Reference/Management of Staff, to be considered as separate Agenda Item.

**Appendix B**

## **8: PLANNING**

Planning Authority applications, delegated decision making; Cllr Collison Lead, consultation with all Members. To report responses to applications where required

**Appendix C**

## **9: FINANCE**

### **a) Payments**

To note the payments made

### **b) Receipts**

To note the receipts received

**Appendix D**

## **10: ANNUAL AGENDA ITEMS**

Current arrangements, appointments, policies etc to continue until the next Annual Meeting of the Parish Council, or such a time as determined by the Council, listed attached

**Appendix E**

## **REPORTS**

### **11: EXPENDITURE INCURRED UNDER S137 OR GENERAL POWER OF COMPETENCE**

To note spend under S137 totalling £2,000 for Grants, previously approved (Minute No F009/20)

**Appendix F**

### **12: INSURANCE**

Confirmation of arrangements for insurance provision. Review and update carried out prior to commencement of annual policy on 23<sup>rd</sup> February 2020.

### **13: MEETINGS**

- a) Attendance at meetings 2019/20

**Appendix G**

- b) Calendar of meetings for 2020/21. Pending amendment to accommodate Item 22 a) Staffing Sub-Committee meetings prior to Finance Committee Meetings, if approved

**Appendix H**

### **14: FLORAL DISPLAYS 2020**

Application for permissions, including stress testing results, submitted via e-mail to Derbyshire County Council (DCC). Communication from DCC received 21<sup>st</sup> April 2020 advising that no permissions will be granted this year. Further message sent on 30<sup>th</sup> April 2020 advising DCC would now be issuing licences. Crich floral application 2020 resent on 4<sup>th</sup> May 2020.

### **15: RECREATION GROUND**

**a) Annual safety inspection**

Report for inspection of the play and outdoor gym equipment received. Two play items need adjustment, Cllr Yorke organising with Eibe. One play item requires monitoring – investigation will be carried out when restrictions allow. One repair to an item of outdoor gym equipment required, being organised, Cllr Yorke. All items are currently closed for use. Report attached

**Appendix I**

**b) The Place Project**

Update from Cllr Yorke if relevant.

**16: DECISIONS MADE UNDER DELEGATED POWERS**

Monthly report attached

**Appendix J**

**17: FUNCTIONS AND SERVICES STATUS**

Monthly report attached

**Appendix K**

**18: GARAGE - SUNNYSIDE, BENNETTS LANE, CRICH**

Update from Chair if relevant.

**19: CRICH RECREATION GROUND TRUSTEE**

Crich Parish Council is the sole Trustee of Crich Recreation Ground. All Councillors are members of the Trustee Group. Next meeting Monday 20<sup>th</sup> July 2019, 6.00pm. Trustee Chair to advise meeting method.

**MATTERS FOR DECISION**

**20: END OF YEAR FINANCIAL STATEMENT 2019/20**

To approve the draft End of Year Financial Statement covering 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, as presented by Finance Committee (Minute no F026/20). To be signed by Chair. Arrangements to be made to facilitate wet-signing.

**Appendix L**

**21: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

**a) Annual Internal Audit Report 2019/20**

To receive the Internal Audit Report and consider any recommendations

(pg 3) **Appendix M**

**b) Annual Governance Statement 2019/20 - Section 1**

Approval of the Annual Governance Statement (Accounts and Audit Regulations 2015, regulations 6 (1)). Tick boxes to be completed by Chair. To be signed by Chair and Clerk.

(pg 4) **Appendix M**

**c) Accounting Statements 2019/20 - 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**

**22: COMMITTEE AND WORKING PARTIES**

**a) Terms of Reference/Management of Staff**

At the Finance Committee Meeting of 20<sup>th</sup> April 2020 it was

**Resolved to recommend:**

1. The day-to-day management of the Clerk/Responsible Financial Officer remain with Council Chair.
2. A Staffing Sub-Committee be set-up to report to the Finance Committee.
3. The Staffing Sub-Committee to consist of Council Chair, Council Vice-Chair, and Finance Committee Chair.
4. The Staffing Sub-Committee's Terms of Reference to be developed by its Members for consideration as an Agenda Item at the next Full Council Meeting of 11<sup>th</sup> May 2020.
5. The Staffing Sub-Committee to normally meet on a quarterly basis, immediately before the Finance Committee Meeting (as Items discussed may related to, or be connected with, Finance), but may meet on separate occasions as need arises.

**b) Staffing Sub-Committee**

Draft Terms of Reference from Council Chair, Council Vice-Chair, and Finance Committee Chair.

**Appendix N**

**23: POLICIES AND PROCEDURES**

**a) Disciplinary and Grievance**

Draft NALC model Disciplinary and Grievance Policies and Procedures. Necessary amendments identified with red text/strike through.

**Appendix O**

**b) Whistleblowing**

New draft Whistleblowing Policy

**Appendix P**

**24: AMBER VALLEY BOROUGH LOCAL PLAN: SUSTAINABILITY APPRAISAL – SCOPING**

Covering letter, Scoping Report, Apdx A and Apdx B. Responses requested by 4.30pm Wednesday 10<sup>th</sup> June 2020.

**Appendix Q**  
*(four documents)*

**25: CORRESPONDENCE**

List of correspondence and information circulated when received.

**Appendix R**

**26: NEXT PARISH COUNCIL MEETING**

Crich Parish Council Meeting – Monday 1<sup>st</sup> June 2020 – 7.30pm  
Location/method to be advised, dependant on Government instruction.