

Findern Parish Council
Clerk: Mrs Clare Orme
Findern Parish Rooms, Lower Green, Findern, Derbyshire. DE65 6AD
Tel: 0771 9599132

**MINUTES OF THE FINDERN PARISH COUNCIL MEETING HELD ON THURSDAY 14TH
SEPTEMBER 2017 AT FINDERN PARISH ROOMS COMMENCING AT 7PM**

Present:

Cllr M Goodall (in the Chair)
Cllr R Brook, Cllr S Brook, Cllr Rose, Cllr Woodhouse, Cllr Brown, Cllr Ratcliffe, Cllr Giles-Grant, Cllr Hibbert

4 members of the Public were present at the meeting.

AGENDA

1. Minute Number 5055/17 - To receive apologies for absence

There were no apologies received for absence.

2. Minute Number 5056/17 - Variation of the Order of Business

There were no Variations to the Order of Business.

Delete item 8h, add harvest festival

3. Minute Number 5057/17 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 5058/17 - Public Speaking – (10 Minutes)

Minute Number 5058/17/A – Public Speaking

Members of the public raised the following matters.

- Ongoing issues with Porters Lane and anti-social behaviour.

Minute Number 5058/17/B – Police Representatives Report

There were no Police Representatives present at the meeting and there was nothing to report.

Minute Number 5058/17/C – District Council Representatives Report

Cllr Ford sent his apologies, there was nothing to report.

Minute Number 5058/17/D – County Council Representatives Report

Cllr Ford sent his apologies, there was nothing to report.

5. Minute Number 5059/17 - To confirm the Minutes of the monthly Findern Parish Council Meetings held on 13th July 2017.

Resolved: Findern Parish Council approved that the Minutes of the Findern Parish Council Meetings held on 13th July 2017, having been circulated they were approved and signed as a true record

6. Minute Number 5060/17 - Chairpersons Report

The Chair gave her report as follows:

- The Feedback from the Opening Celebrations of the Hillside Playing Field were really good. The event on the day went well. Cllr Mike Stanton the Chair of SDDC opened the new play equipment and had a lovely time. Everyone enjoyed it but the weather let us down as always. The gazebo almost blew away at the end of the evening but everyone helped to clear away, it was a great community event.

7. Minute Number 5061/17 - Hillside Playing Field project update – Working Group Meeting – Previously reported under minute number 3026/16, 3052/16, 3075/16, 4001/17, 4027/17, 4051/17, 4074/15, 4095/17, 5022/17, 5046/17

The Chair gave her report as follows:

- Zoe Sewter at SDDC had approved extra fencing to enclose the tree area.
- The previous cost for the fencing was £5,762.42 plus VAT. The new cost to include the extra area will be £6,848.30 plus VAT, an additional cost to the Council of £1,085.88.
- The cost includes the installation and another gate.
- Aucuba Landscapes had quoted £45.00 plus VAT to cut and drop this area.
- The two picnic benches and tables had been ordered and the Chair would ask the project group if their preference was to install them both within the enclosed fenced off area.
- Cllr Giles-Grant said that the fencing would be completed within 5 weeks of placing the order tomorrow if all the above is approved.
- Cllr Woodhouse said that it would be a good time to replace the bark once the fencing is down as it would be easier to tip.

Resolved: Findern Parish Council approved the extra cost of the fencing and gate.

Resolved: Findern Parish Council approved for Aucuba to cut the grass as per the quote.

Resolved: Cllr Giles-Grant and Cllr Woodhouse to liaise over the replacing of the bark.

8. Minute Number 5062/17 - Report of the Parish Clerk

- a) Butterfly Bank – Previously reported under minute number 4075/17, 4096/17, 5023/17

Cllr R Brook read out the report from the Footpaths Group as follows:

i) Creating a butterfly bank Cardales Meadow

Martin has been on to Taberner Plant Hire for a 13t excavator and 6 tonne dumper. The excavator is £280 per day (or part thereof) and £120 each way for transport plus VAT. The dumper is £150 per week (minimum hire period) plus VAT. Martin thinks we need to allow for 2 days hire so the total would be £950 plus VAT. We may only need one lorry load of limestone and this would cost between £90 and £120 plus VAT. So all in all we're looking at a total cost of £1284.00 including VAT. Members were concerned re the security of the site if high value plant equipment was to be left overnight. Although we have funds to cover the cost it was agreed that we should try and cut costs by just using a JCB to do the job. Before looking into the cost of hiring a JCB Joan wondered whether JCB at Rocester would consider using this as a training project for some of their apprentices and Ian agreed to make enquiries.

In addition to creating the butterfly bank, it has been observed that the numbers of wildflowers in the meadow was down this year so Steve proposed clearing a section of the meadow with a view to reseeding it in March. All agreed this was a good idea and Heather will ask Martin for advice re spraying the area prior to reseeding.

Resolved: This item is to be added to the next agenda for update

Resolved: Findern Parish Council agreed that this was a great project and they hoped that both the butterflies and bee's would arrive once the Butterfly Bank was installed.

- b) Purchase of a Defibrillator for Wyevale – Previously reported under minute number 4096/17, 5023/17

The Chair gave her report as follows:

- The new equipment had already been delivered to Wyevale, the case has been put onto the wall.
- The current hold-up was due to the paperwork but a sign was on the box stating that it was not yet in use.
- She was trying to arrange a training session which would be held at Wyevale commencing at 6pm on either 3rd, 10th or 24th October 2017

- c) Power Cuts – Previously reported under minute number 5023/17

The Chair reported on the Community Facebook posts in relation to the power cuts and blips in the village and explained that the explanations given to residents and the Parish Council by Western Power were very different. The Chair quoted one of the posts from Facebook.

Cllr Giles-Grant explained that he had been told the same as the Clerk. He could confirm that the majority of the problems were down to the upgrade works on the Power Station that would take about 3 months to complete. The original equipment needs to be upgraded to the village and this work will not be done until such time that the power station work has been completed.

- d) Christmas Celebration – Previously reported under minute number 5023/17, 5047/17

The Chair gave her report as follows:

- Since the last Parish Council Meeting in July, she had spoken to the Church and they would be organising and paying for their own Christmas Carols around the tree with mulled wine and mince pies.
- She asked if the Parish Councillors had thought of any ideas or what we should do for the Parish Council event to be held on 1st or the 2nd December 2017. The following items were approved:

Resolved: To hire the Village Hall for the evening, it was though that this may be free of charge for this event but the Chair would look into this.

Resolved: The Chair to book Rammie to turn on the lights at £75.00 for the first hour and £25.00 per hour thereafter.

Resolved: To ask the school if we can run a competition or something similar at the School for a child to win switching on the lights with Rammie.

Resolved: The Chair to approach all residents around the green to ask if they can switch their Christmas lights on, on the same day and time as the event.

Resolved: The Switching on of the Christmas Tree lights event to be held on Saturday 02.12.2017.

Resolved: Cllr Woodhouse agreed to have the tree installed and the lights working etc, in time for the event.

Resolved: To have piped music in the hall on the night with mulled wine, mince pies, sausage rolls and biscuits for the children.

Resolved: The Chair to ask Jess to sing in the Village Hall on that evening at her normal cost.

Resolved: Cllr Browne to ask David if he will be Father Christmas on the night.

Resolved: To purchase sweets to be handed out to the children by Father Christmas.

Resolved: Cllr Woodhouse to look at the cost of large industrial Christmas decorations for the Christmas Tree.

Resolved: To make water proof present boxes to decorate the Christmas Tree

e) Cemetery – Previously reported under minute number 5047/17

Cllr Ratcliffe gave his report as follows:

- He had now opened dialogue with Joanne Abbassie at SDDC and had put forward to her all the current issues.
- This week he was pleased to say that as a result SDDC had now been on the site making a start on some of the work required. They had already taken out the old hedge, levelled the ground and tidied this up with imported soil. They would now be looking at the other areas and installing a path somewhere on the site.
- He had also asked for a meeting with Joanne Abbassie on either 17,18,19th October 2017, and asked if anyone else wished to attend and what would their preference be as he could attend any of the dates.

Resolved: It was agreed that Cllr Ratcliffe would arrange the meeting for either 17th or 18th October 2017 at a time to be confirmed. He would email all Councillors and let them know the details.

The Parish Council thanked Cllr Ratcliffe for his time and work on this matter.

f) Plaque for the school library – Previously reported under minute number 5047/17

Resolved: Findern Parish Council agreed to the wording and logo of the plaque and approved the cost of £110.40 plus VAT.

Resolved: Cllr Giles- Grant was given delegated power to speak to the school about having the plaque displayed somewhere within the school where it can be seen by visitors rather than in the library where nobody will see it other than the Children and teachers.

g) On-going speeding problems – Previously reported under minute number 5047/17

The Chair reported that Peter had already done a lot of work on this report and is almost drawing it to a conclusion, the report will be ready for the October 2017 Parish Council Meeting.

h) Wi project – Previously reported under minute number 5047/17

Resolved: there was nothing to report, the Clerk to take this item off the agenda going forward.

i) Picnic benches and extra cost of fencing and cost for mowing – Hillside Playing Field – Previously reported under minute number 5047/17

There was nothing further to report as this item had been discussed under Hillside Playing Field earlier in the meeting.

j) Green Skip

Resolved: The Chair to have a conversation with Burton Skip Hire to see if they can drop and collect on the same day being 04.11.2017.

Resolves Cllr Woodhouse to have a conversation with Wilshee Skip Hire to see if they can drop and collect on the same day being 04.11.2017.

Resolved: The Chair and Cllr Woodhouse to then liaise on which company should be used to provide the Green Skip.

k) Renew planter by Derby Bus Stop

Resolved: The Chair and Cllr Giles-Grant were given delegated powers to look at what repairs or if a replacement was required to the planter, with a view to Cllr Giles-Grant completing the work. Cllr Giles-Grant to let Cllr Woodhouse know what materials are required so that he can help source this.

l) Maintenance of the Path and Steps around the King George Playing Field

Resolved: Findern Parish Council agreed for Aucuba Landscapes to complete the above work at only £10.00 per month extra as he would already be on site grass cutting.

Resolved: Findern Parish Council agreed that Woodgrow Horticulture should be paid for repairing the fencing at the King George Playing Field at £65.00 plus VAT

m) Report from Councillors Training

Cllr Ratcliffe had attended DALC Councillor Training about 3 months ago. Cllr Rose and Cllr Hibbert attended training just last weeks. The outcomes were reported as follows:

Cllr Ratcliffe gave his report as follows:

- The training was very good and he found it useful.
- There were lots of Councillors in attendance from other Parish Councils.
- The training covers things like, what is a Parish Council, what do they do, the roles of the Chair, Councillors and Clerk, Finance, budgets, what's on the agendas and minutes etc.
- How the Parish Council cannot keep secrets.
- The drawback of the training for him was the fact that he took the training too early, He felt that Councillors should be on the Council for at least 6 months before taking Councillor Training, this would then be more beneficial, but he did recommend that all Councillors should take the training at some point.

Cllr Rose gave her report as follows:

- What was clear from the training was that the Chair and Clerk were doing a brilliant job. Everything that was covered in the Training Session Findern are doing correctly.
- She had the following questions for the Clerk
 - People are now allowed to film Parish Council Meetings does Findern Parish Council have a Policy that covers this? The Clerk answered that Findern Parish Council does have a Policy and this is adopted each May at the Annual Parish Council meeting
 - It's important that Standing Orders are approved every May does Findern Parish Council do this? The Clerk replied that Findern does indeed approve their Standing Orders each May at the Annual Parish Council Meeting along with all policies and procedures that govern the Council.
 - Minutes of meetings should now be added to the website within a few days of the meeting in draft form and when approved if there are any changes, the changes should be recorded. The Clerk replied that under the new Transparency Code the obligation was to add the minutes to the Parish Council website within 14 days of the meeting being held. Once approved if there were any changes a new copy should be added with an explanation of the reason for the changes. The Clerk said that she was currently working towards this target for all her Parish Councils.
 - Planning Applications should be discussed in Parish Council meeting. The Clerk replied that only planning applications that were not out of time could be added to the agenda. SDDC only allows 21 days for planning applications to receive comment so most go out of time prior to a Parish Council Meeting depending on when it is received by SDDC. Therefore, it was not possible to add all applications to the agenda for discussion. The only way to deal with this, would be for Councillors to keep an eye on the SDDC website from time to time and inform the Clerk if they feel that a certain application should be discussed, then the Clerk could ask SDDC for an extension of time to comment if SDDC allow this. The Clerk explained however that in her opinion it was pointless the Parish Council commenting on most applications as they were just a consultee, this meant that their comments were treated the same as a member of the public commenting on an application. In her experience, the Parish Council can for example support an application but then SDDC may refuse it and vice versa. Another Councillor agreed with the Parish Clerk on this.
- She explained that she found the Training very useful and enjoyed the session.

Cllr Hibbert gave his report as follows:

- He explained that he had enjoyed the training and found it very good and useful.
- There were about 30 people in attendance and some with over 30 years' experience of Parish Councils.
- He had learnt a lot at the meeting but it was a lot of information to take in, in 1 hour and 15 minutes. He thought the presentation and speakers were good.
- He did feel that he would have benefitted more if he had been on the Council for longer and agreed with Cllr Ratcliffe on this.

n) Changes to the Data Protection Act (DPA) to the General Data Protection Regulations (GDPR) to come into effect from 28.05.2018

The Clerk had emailed Findern Parish Councillors a Clerks report on this matter as follows:

The purpose of the report was to inform the Councillors that the Data Protection Act (DPA) is changing to the General Data Protection Regulations (GDPR).

The GDPR will come into effect in the UK on 25.08.2018, The Government have already confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

The new GDPR regulations will require Council's to make some important changes to the way personal information is handled and stored.

Councils who fail to comply could face very substantial fines. The Regulations particularly require public bodies to extend the level of consent they receive from people to hold data concerning those individuals, and to report any breaches of confidentiality which occur. They also extend the rights of people whose information is held by the Council to have access to it, as well as have it amended or removed.

To prepare for the new legislation, Findern Parish Council will need to follow a checklist of changes to make sure that they are and will be compliant.

o) DCC – reschedules Works Burton Road/Doles Lane to be completed next financial year

The Clerk reported that she had received an email from DCC on this matter, which stated the following:

- I have been asked to reply to you with regards to the proposed Surface Dressing that was advertised to take place July to Aug on Burton Rd and Doles Lane. I have been told that these works have been rescheduled for next year. We have to have dry weather to surface dress and unfortunately the wet weather has meant that they cannot carry out all the works that had been originally planned.

p) Derbyshire Police Commissioner Hardyal Dhindsa is asking residents to write to their MP in support of a better funding grant for Derbyshire Police

Resolved: Findern Parish Council agreed for the Chair to add something on this on the Community Facebook Page.

q) Road Traffic Order – (Buckford Lane Rail Bridge Finder) (3 tonnes Structural weight Limit) Order 2017

The Clerk reported that she had received the following email from DCC as follows:

A new 3T Structural Weight Limit Order is required to replace the existing Order due to the incorrect wording within the schedule (the Order has been written as an Environmental Weight Limit Order). The existing Order prohibits 'heavy commercial vehicles' which, as defined in the Road Traffic Regulation Act 1984, refers only to vehicles exceeding 7.5T. Consequently, a new Order is required,

explicitly prohibiting vehicles exceeding 3T maximum gross weight, to allow enforcement of the restriction.

We have enclosed a location plan for your attention and should be pleased to receive any initial comments you may have by 05/10/2017. Subject to the feedback you will then receive a further consultation package that will include any necessary amendments to the proposals with a copy of the statutory public notice, a period of time, which will allow for any formal comments to be received during the 21 days of its publicised advertisement.

Resolved: Findern Parish Council strongly supported the new order as explained above.

Resolved the Clerk to inform DCC of the support for the Order

Resolved: The Clerk to email a copy of the information and attached map to all the Councillors for information.

r) Rumour of allotments on Heath Lane have been put up for sale.

It was reported that it had now been confirmed that the land was in fact up for sale.

s) Harvest festival

The Chair gave her report as follows:

- She had emailed all councillors for donations of produce towards the Harvest Festival. 1 Councillor had already given items and another Councillor was in the process of giving items.
- She asked if the Parish Council wished to give her delegated powers to purchase other produce to add to the donations.

Resolved: The Chair was given delegated powers to purchase other produce for the Harvest Festival and to claim the expenditure back at the next meeting.

t) **Rotten window back of the kitchen at the Parish Rooms.**

The Chair reported that the window at the back of the kitchen in the Parish Rooms was rotten and in need of replacement. She had spoken to Lindsay Bee and members of the original Restoration Committee and they did not have any objections to it being replaced with a plastic window instead of wood. The window would need to be fitted inside out so that the render on the building is not damaged.

Resolved: Findern Parish Council agreed to the window being replaced with plastic instead of wood.

Resolved: The Chair to speak to a contractor for a price to replace the window.

9. Minute Number 5063/17 - Risk Assessment from 15.06.2017

- a) **Village Green** – Signage to be replaced or clearly restated to highlight this key hazard for users of the facility – **Priority 1 month – are 2 signs there**
- b) **King George Playing Field** – Signage to be installed at both ends of the park and at the entrance to reinforce the message of the out of hours contact details – **Priority 3 months**
- c) **King George Playing Field** – Soft tarmac tiles are lifting near the children’s roundabout, Council to refix the tiles – **Priority 3 months**
- d) **King George Playing Field** – all play equipment should have soft tarmac underneath – **Priority 6 months**

Resolved: The Clerk to update the risk assessment and inform Watson and Watson of tasks already completed.

10. Minute Number 5064/17 - Planning Matters for Decision

There was nothing to report.

11. Minute Number 5065/17 - Reports from Councillor’s that have attended any other Meetings.

- a) Toyota Community Liaison Committee

There was nothing to report.

b) Village Hall

Cllr Rose gave her report as follows:

- The last Trustee Meeting was held on Tuesday 12.09.2017
- They will be holding their AGM next month.
- They are looking at obtaining more people to join the Village Hall Committee.
- The Booking Clerk will be giving this job up shortly. Cllr Rose thought that the Booking Clerk and Caretaker should be paid positions but this would be something for the committee to discuss later.

c) Other meetings attended

There was nothing to report.

d) Notification of forthcoming meetings

- a) DCC Parish and Town Council Liaison Meeting to be held at County Hall Matlock on 21.09.2017 commencing at 6pm to 8pm
- b) Area Forum and Safer Neighbourhoods Meeting to be held at Stenson Fields Primary School at 6.15pm on 10.10.2017

There was nothing further to report.

12. Minute Number 5066/17 - Finance

Resolved: Findern Parish Council approved the following payments for August and September 2017.

1) Items for payment

August

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT
002766	M Goodall	Opening Hillside Playing Field	£227.46
002767	Aucuba Landscapes	Maintenance	£318.02
002768 to 002770	Salaries, Tax, NIC etc		£757.80

September

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT
002771	Grant Thornton UK LLP	Audit 2016/2017	£360.00
002772	ELA Group	Lift Service	£217.20
002773	Aucuba Landscapes Ltd	Maintenance	£258.02
002774 to 002776	Salaries, Tax NIC etc		£886.00
002777	Streetscape Ltd	Play Equip and installation	£22,692.00
002778	Devmac Trading Ltd	Website hosting etc	£107.82
002779	P D Hawker	Maintenance	£92.50
002780	C Orme	Batteries for cameras	£30.00

2) Annual Return for Final Approval and publishing

The Clerk reported that based on Grant Thornton's review of the annual return, in their opinion the information in the annual return was in accordance with proper practice and no other matters had come to their attention giving cause for concern that relevant legislative and regulatory requirements had not been met. There were no matters effecting their opinion which were drawn to Finder Parish Councils attention. Grant Thornton had certified that they had completed the review of the annual return and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ending 31.03.2017. The Clerk reported that the annual return had already been published on the Parish Council's website as required by law.

Resolved: Findern Parish Council approved the External Auditors Report and the completion of the annual return.

13. Minute Number 5067/17 - Items for Information

Resolved: Findern Parish Council noted the following information:

- a) Get Active in the forest – Nordic Walking Taster Session Sunday 5th November 2017 commencing at 10am
- b) Get Active in the Forest – Photography Walk Sunday 8th October 2017 commencing at 9.30am
- c) Get Active in the Forest – Mince Pie & Mulled Wine Walk Saturday 9th December 2017 commencing at 2pm
- d) Get Active in the Forest – Bacon Buttie Walk Saturday 9th September 2017 commencing at 11am
- e) SDDC – Press release – Green Flag hat-trick for urban park
- f) SDDC – Press release – Path to discover with new heritage trail
- g) SDDC – Press release – Get yer sen darn to Swadlincote, me duck
- h) SDDC – Press release – Wildlife Watch 2017 line-up unveiled
- i) SDDC – Press release – Young at heart approach earns Swadlincote Markets a national accolade
- j) SDDC – Press release – Local Plan part 2 consultation
- k) SDDC – Press release – Discover the dark side at Night Watch 2017
- l) SDDC – Press release – Variety the spice of life at July Makers Market
- m) SDDC – Press release – Party gets the holiday started
- n) Heather Wheeler MP – Re Trent Barton Bus Company
- o) DCC – Copy of email in relation to traffic issues on Sutton Lane after a resident's complaint
- p) SDDC – Press release – Proms event has license to thrill
- q) DCC – Letter to say that the Petition for Main Street had been received
- r) SDDC – Press release – Council in seventh Heaven as a gold medal winner
- s) SDDC – Press release – Derbyshire Gold Card Holders renewal reminder

14. Minute Number 5068/17 - Derbyshire Association of Local Council

Resolved: Findern Parish Council noted the following information:

c) DALC Circular 09/2017

- DALC AGM
- New General Data Protection Regulations
- DALC'S new offices
- Special Offer – Local Councils Explained for just £10
- HR Advice regarding statutory breaks for employees
- Report published – The Voice of the Councillor

- Legal briefing
- £13 million Woodland Creation grant confirmed

15. Minute Number 5069/17 - To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.

Resolved: In view of the confidential nature of the business to be transacted, it was advisable in the public interest, that the press and public be temporarily excluded and were instructed to withdraw from the meeting.

16. Minute Number 5070/17 - Website Update – Previously reported under minute number 4016/17, 4041/17, 5003/17, 5010/17, 5035/17

It was reported that the geeky stuff for the new website had now been completed, the website just required more content before going live.

More pages of what the website would look like were shown to the Councillors with regards to the design layouts.

17. Minute Number 5071/17 - Hillside Playing Field talks with SDDC – Previously reported under minute number 5012/17, 5037/17

The Clerk reported that Zoe Sewter would be leaving SDDC shortly for pastures new.

18. Minute Number 5072/17 - Date of the next meeting

Resolved: The next meetings of Findern Parish Council were confirmed as follows:

- ***Exempt part of the meeting on 12th October 2017, at Bee's Tea Room, commencing at 6.15pm if required.***
- ***Non-Exempt part of the meeting on 12th October 2017, at Bee's Tea Room, commencing at 7pm***

Signed.....Dated.....