

**CHURCH BROUGHTON PARISH COUNCIL
PARISH COUNCIL MEETING HELD ON THURSDAY 6TH MAY 2021.**

Those present:

Councillor Spalton-Chairman

Councillor Pedley

Councillor Redfern

Councillor Wallis

Councillor Woodhall

In attendance:

Helena Steeples-Clerk

16.0 APOLOGIES

Apologies were received and accepted from DCC Patten.

A letter had been received from Councillor Wallis tendering her resignation after tonight's meeting, after serving the community for seven years. Councillors thanked Councillor Wallis for all her efforts during her time on the Parish Council.

Also received was a letter from Councillor Spalton, who advised that he would be stepping down from the Parish Council in one year's time.

17.0 CO-OPTION OF PARISH COUNCILLOR

Councillor Pedley advised that when under-taking the recent Community Plan questionnaire, two parishioners had expressed an interest in becoming a Parish Councillor. It was agreed by all present to invite both parties to the next meeting and ask them to present themselves. ACTION: COUNCILLOR PEDLEY TO CONTACT BOTH PARTIES

18.0 ELECTION OF CHAIRMAN

It was proposed by Councillor Pedley and seconded by Councillor Redfern to elect Councillor Spalton as Chair.

19.0 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor Spalton and seconded by Councillor Redfern to elect Councillor Pedley as Vice Chairman.

20.0 ELECTION OF COUNCILLORS TO COMMITTEES

It was proposed and seconded by all present to elect Councillors to the following committees:

Roads & Flooding

Councillor Redfern

Footpaths/Minor Maintenance

Councillor Woodhall

21.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORM

Councillor Spalton to complete form.

22.0 PUBLIC PARTICIPATION

An email had been received concerning the amount of litter on lanes and fields in the area and on Woodyard Lane; and requesting the Councils help re where footpaths are for walkers. Councillors were sadly aware that quite a number of the population tend to throw litter down and not place in rubbish bins. A litter pick has recently taken place in the village and surrounding lanes in our parish and the lengthsman are each paid to work 2 hours each week to collect litter and empty bins in the village. It was agreed that the Clerk to respond sympathising about the litter deposited and suggest they may wish to contact Foston & Scropton Parish Council re the litter on Woodyard Lane, as this is in their parish. Maps of local footpaths may be viewed on the village website under the Community Plan Section and then under the Sports and Leisure section. Whilst the parish council appreciate these may not be available to visitors, they can view local footpaths on the SDDC or the DCC website. ACTION: CLERK

23.0 OUTSIDE BODIES PARTICIPATION

None.

24.0 REPORTS FROM DISTRICT & COUNTY COUNCILLORS & POLICE

None.

25.0 TO RECEIVE & APPROVE REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSURE BLE PECUNCIARY INTEREST

None.

26.0 MINUTES OF THE LAST MEETING

The minutes of the meeting held on Thursday 1st April 2021 were read, approved and signed. Proposed by Councillor Spalton and seconded by Councillor Redfern.

27.0 MATTERS ARISING

27.1 COMMUNITY PLAN UPDATE ON METHODIST CHAPEL

See 27.2, 27.3, 27.4 & 27.5

27.2 REVIEW & APPROVE THE APPLICATION FOR BORROWING APPROVAL

Councillor Pedley presented the report which sought permission for the Parish Council to borrow funds of £75,000 over 16 years from the Public Works Loan Board. Councillors approved application. Chair and Clerk to sign documentation.

27.3 REVIEW & APPROVE THE REPORT TO PARISH COUNCIL ON THE BID TO BUY THE BUILDING WHICH INCLUDES THE BUSINESS PLAN FOR ACQUIRING AND USING THE BUILDING AS A SMALL COMMUNITY CENTRE

Councillor Pedley presented the Bid to Buy documentation. This included the business case proposition and how funds would be raised.:

A Public Works Loan £75,000

Parish Council bank account funds £30,000

Application to SDDC for a grant of £25,000 from the Community & Environmental Partnership Scheme. This a grant and will not have to be repaid, as long as it is reinvested in another appropriate community project such as a new village hall if the Methodist Chapel is ever sold.

To cover refurbishment:

Church Broughton Village Hall & Playing Field Committee pledged £5,000

Church Broughton Hub (village shop) pledged £1,000

Lottery funding application

A professional valuation/survey will be required which it is anticipated will cost £750-£850. As the Methodist Chapel is listed as a Community Asset the Parish Council has until 11th August 2021 to bid for the Chapel. Councillor Pedley explained he will advise the Methodist Circuit of our application to buy and he is hoping they will wish to negotiate and not go to auction.

Approved by all present.

27.4 REVIEW & AGREE THE RESOLUTION FOR INCORPORATING IN MINUTES:

It was RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £75,000 over the borrowing term of 16 years for the purchase of the Church Broughton Methodist Chapel and Schoolroom. The annual loan repayments will come to around £5,000. It is intended to increase the council tax precept for the purpose of the loan repayments by £5,000 per year which, for a Band D property equates to a 64% increase or the equivalent of an additional £20 a year. This has been the subject of a precept increase consultation during February and March 2021.

The above resolution approved by all present.

27.5 REVIEW BUDGET 2021/2022 & DRAFT BUDGET 2022/2023

Councillor Pedley explained that we are required to show our budget for 2021/22 and draft budget for 2022/2023. This documentation is part of The Bid to Buy application and was approved by all present.

27.6 RISK MANAGEMENT

It was agreed to add Dog Mess on playing field as a potential risk to health. ACTION: CLERK

27.7 MISSING BOLLARD

This has not yet been replaced. Councillor Pedley to chase. ACTION: COUNCILLOR PEDLEY

27.8 OVERGROWN HEDGES/VERGES

Ms Galbraith has been chasing the management company and it appears they are very slow in actioning. Councillors were very concerned, and Councillor Pedley offered to draft a letter to be sent to the management company advising that if the work is not undertaken the Parish Council will refer this to highways. ACTION: COUNCILLOR PEDLEY

A grass verge on Sapperton Lane has been reseeded. It has been noted that someone has planted tree saplings on the grass verge which may in time cause problems with hedge cutting.

27.9 READING ROOM LAND

No further action has been taken. It was noted that SDDC had repaired the fence bordering the footpath today.

27.10 NOTICEBOARDS/LAMINATED POSTERS

Councillor Spalton presented information of noticeboards. It was agreed by all present to purchase the large noticeboard 1050 x 1400cm plus posts and fittings for £600 plus vat. ACTION: COUNCILLOR SPALTON TO PLACE ORDER

27.11 INFORMATION BOARD AT HEATH TOP

Councillor Redfern advised that Councillor Critchlow from Foston & Scropton Parish Council, informed him they had been approached and their Parish Council had offered to donate £200. Clerk has advised DCC Patten of Mr Massingham's request and DCC Patten has asked him to apply after the elections have been held.

Councillors discussed a donation from Church Broughton Parish Council, and it was decided that the budget was extremely tight due to the potential application to buy the Methodist Chapel and Councillors would reconsider the request at the end of the financial year. ACTION: CLERK TO RESPOND

27.12 TREE ON MEADOW RISE

Councillor Pedley to investigate who it belongs to when the Bid to Buy application has been submitted.

27.13 BOGGY LANE

DCC have advised that Boggy Lane (through the wooded area) isn't a designated public right of way and there is no official right of way through this area. ACTION: CLERK TO RESPOND TO PARISHIONER

28.0 CORRESPONDENCE

28.1 NEW PLAYING FIELD – RUBBISH & DOG MESS

The new playing field is now being used by the local football team. The rubbish bin has been re-instated on the new playing field and a dog waste bin is situated at the bottom of Badway Lane. Unfortunately, dog mess is still being left on the field which is a potential risk to health of users. There is a sign on the gate which states no dog fouling and do not litter. Mansoor Swati from SDDC had advised that Public Spaces

Protection Order (PSPO) were passed in January 2020 and the next renewal date being January 2023. Mr Swati suggested we approach the Head of Environmental Services in October 2022 to request a PSPO for the new playing field. Item to be added to risk assessment. ACTION: COUNCILLORS TO APPLY FOR PSPO IN OCTOBER 2022

28.2 FOOTPATH NEAR PEEL HOUSE

A parishioner had contacted the Council re the apparent locking of a gate on a public footpath and the lack of stile near Peel House. Councillors understood that a chain was around the gate, but it was not locked and were aware that walkers often did not shut the gate correctly thus causing stock to escape. Councillor Pedley to speak with farmer and ask if the gate could be made easier to open and close and also could the chain be placed higher on the gate rather than at ground level which is difficult to reach. A councillor will also speak the parishioner who raised the concern. ACTION: COUNCILLOR PEDLEY

28.3 PRUNING OF TREES ON AUDEN CLOSE

Clerk had again forwarded the email to DDC Patten for her to chase at SDDC.

29.0 PLANNING APPLICATIONS

29.1 REG NO DMPN/2021/0053 PRIOR APPROVAL FOR CHANGE OF USE OF AGRICULTURAL BUILDINGS TO DWELLING HOUSES (CLASS C3) AND FOR BUILDING OPERATIONS REASONABLY NECESSARY FOR THE CONVERSION AT LITTLE MEADOW FARM, OFF AIRFIELD ROAD, CHURCH BROUGHTON, DERBY DE65 5AY

No objections but make planning aware that there are public footpaths crossing this land and we wish these to be kept.

29.2 REG NO DMPN/2021/0420 – LISTED BUILDING CONSENT FOR THE ERECTION OF AN OPEN FRONTED PROCH OVER THE FRONT DOOR AT BLACKSMEITHS COTTAGE, SUTTON ROAD, MOUNT PLEASANT, CHURCH BROUGHTON

No objections.

29.3 REG NO DMPN/2021/0201 – CHANGE OF USE OF AGRICULTURAL LAND FOR THE EXTENSION OF EXISTING HARD STANDING FOR EXTERNAL STORAGE (B8) ON LAND NEAR BRANDONS POULTRY, UNNAMED ROAD FROM COTE BOTTOM LANE TO BENT LANE, HEATHTOP, DERBY

SDDC planning department advised on an amended description and only to reply if the Parish Council no longer object or object to all or part of amended proposal. Councillors agreed the previous comments still apply – therefore no need to send a reply.

30.0 FINANCE

30.1 FINANCE REPORT

Councillor Pedley had prepared a new styled finance report which had been circulated. The report will enable current spending against budgets to be viewed.

30.2 CLERKS SALARY £204.16 LESS TAX = £163.36

It was proposed by Councillor Spalton and seconded by Councillor Wallis to pay the clerks salary. Cheque serial number 001250 issued.

30.3 J HARDY LENGTHSMAN £51.60

It was proposed by Councillor Spalton and seconded by Councillor Wallis to pay Mr Hardy. Cheque serial number 001251 issued.

30.4 D WALLIS LENGTHSMAN £69.80

It was proposed by Councillor Wallis and seconded by Councillor Spalton to pay Mr Wallis. Cheque serial number 001252 issued.

30.5 SDDC INSTALLATION OF DOG BIN £268.82

It was proposed by Councillor Spalton and seconded by Councillor Wallis to pay SDDC. Cheque serial number 001253 issued.

30.6 SDDC EMPTYIN GOF DOG WASTE BINS £760.03

It was proposed by Councillor Wallis and seconded by Councillor Spalton to pay SDDC. Cheque serial number 001254 issued.

30.7 B WOOD INTERNAL AUDITOR £51.90

It was proposed by Councillor Spalton and seconded by Councillor Wallis to pay Mr Wood. Cheque serial number 001255 issued.

30.8 BRADLEY ACCOUNTING ACCOUNTANTS FEE £60.00

It was proposed by Councillor Wallis and seconded by Councillor Spalton to pay Bradley Accounting. Cheque serial number 00126 issued.

30.9 CAME & CO INSURANCE £352.79

It was proposed by Councillor Spalton and seconded by Councillor Wallis to pay Came & Co. Cheque serial number 001257 issued.

30.10 FINCH IT SOLUTIONS RENEWAL OF LICENSE £162.60

It was proposed by Councillor Wallis and seconded by Councillor Spalton to pay Finch IT Solutions. Cheque serial number 00128 issued.

30.11 INTERNAL AUDIT CHECKLIST

Clerk presented the Internal Audit Check list which had been prepared and completed for audit.

30.12 ADOPTION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

30.13 ADOPTION OF ANNUAL RETURN

30.14 SIGN & APPROVE EXEMPTION CERTIFICATE FOR AUDIT

Clerk presented the above documents which had been prepared and completed during audit. Councillors approved all documents, and these were signed by the Chair and the Clerk. Clerk to submit exemption certificate to PKF Littlejohn and place notification for the exercise of public rights by 14th June 2021. Clerk advised that at present we do not have to have our own website but can use the village website as long as we can publish the information as required in the Transparency Code and the website is secure. ACTION: CLERK AND CHAIR

31.0 REPORTS

31.1 ROADS

Potholes are being repaired.

Potholes along Longford Lane have been reported but only 1 repaired.

31.2 FOOTPATHS/MINOR MAINTENANCE

Footpath fence off Meadow Rise and the fence near the Holly Bush have been repaired.

Style has been repaired on land near Barton Hall.

32.0 POLICIES

32.1 REVIEW OF STANDING ORDERS

No changes. Approved by all present.

32.2 ACCESSIBILITY POLICY

The Church Broughton PC does not currently have its own website, but does have a small section on the Church Broughton village website: www.churchbroughton.com

Church Broughton Parish Council Website Accessibility Statement April 2021:

This section lists the Councillors, the Clerk and Responsible Financial Officer with relevant contact details, annual accounts, minutes of meetings and relevant adopted policies.

The Church Broughton PC acknowledges that in order to comply with relevant government legislation (September 2020) it needs to carry out an assessment of the website content to establish where the gaps are between existing website accessibility and the legislation requirements. With this in mind, towards the end of 2020 the Work and Communications working group of the Church Broughton Community Plan transitioned the village website to a new platform with the intent of improving accessibility for the whole site. The next step is for members of the PC and Community Plan working group to carry out an assessment of the updated website content and document any remaining gaps. The intent is to complete this assessment by end June 2021 at which time a plan for next steps will be established.

Councillors approved.

32.3 CODE OF CONDUCT

32.4 COMPLAINTS POLICY

32.5 EQUALITY & DIVERSITY POLICY

32.6 FINANCIAL REGULATIONS

32.7 FINANCIAL RISK ASSESSMENT

No changes to above policies. Approved by all present.

32.8 FREEDOM OF INFORMATION ACT

Clerk to add additional information and present at next meeting. ACTION: CLERK

32.9 INTERNAL AUDIT

32.10 RECORDS RETENTION POLICY

No changes to above policies. Approved by all present.

33.0 ITEMS FOR CALENDAR

None.

34.0 CHAIRMANS NOTICES

Chair to organise a meal for Councillors.

20's Plenty - Parish Councils have the opportunity to pledge support for the 20's Plenty signage by coming together to get the DCC to reconsider 20mph signs and public engagement. Clerk asked to pledge support. ACTION: CLERK

35.0 DATE OF NEXT MEETING

To be held on Thursday 3rd June 2021 & Annual Parish Meeting to be held on Thursday 8th July 2021 in conjunction with the Community Led Plan team