

Doveridge Parish Council

Kate Darcy, Clerk and Responsible Finance Officer
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Minutes of the Annual Parish Council Meeting held at 7.00pm, Tuesday 3rd May 2022

Present: Cllr. Bointon, Cllr. Dews, Cllr. Banner, Cllr. Buck, and Cllr. Ogram, Cllr Mason, Cllr Ewing, Cllr Goulden

In attendance: Kate Darcy (Clerk).

01.03/05.22 Election of Chair

Cllr Ewing Proposed that Cllr Bointon be elected as Chair for ensuing year, this was seconded by Cllr Mason with remaining Councillors voting in favour, Cllr Bointon was duly elected. Declaration of office form signed by Cllr Bointon and clerk.

02.03/05.22 Election of Vice Chair

Cllr Goulden proposed that Cllr Banner be elected as Vice Chair for ensuing year, this was seconded by Cllr. Dews with remaining councillors voting in favour Cllr Banner was duly elected as Vice Chair. Declaration of office form signed by Cllr Banner and clerk.

03.03/05.22 To receive apologies for absence.

Apologies were received from Cllr Lyon

04.03/05.22 Variation of Order of Business.

No variation of business

05.03/05/22 Declaration of Members Interests.

No declarations were made

06.03/05.22 Public Speaking

The Chairman of the Village Hall attended the meeting to present plans for the Village Hall Queens Jubilee Picnic in the Park. Plans are well under way, and the chair thanked the village hall committee on behalf of the Parish Council for their efforts towards this event. Necessary documentation will be provided to the clerk, e.g. Risk Assessments, any necessary public liability insurances (some provided at meeting). Funding has been obtained from District Councillor Allison, The Village Hall Committee (including funds from the sale of Bacon Baps at the Village Hall Kitchen). Whilst no further funding is required, the Chair advised that should this situation change, or any other support be required, to contact the Parish Council.

Cllr Bull attended the meeting, at 7.30pm. (Meeting commenced early due to Annual Parish Council meeting). The chair moved to include Cllr. Bulls update under public speaking. This was agreed by all councillors.

Cllr Bull updated that initial patching work on Derby Road re-surfacing would commence in June. The chair thanked Cllr Bull for his continued support about this matter. Cllr Bull informed the council that DCC had agreed to cut back the overgrown bunding along Derby Road towards the new burial ground as a one off and we could then take out a licence to maintain/cultivate the length of bunding. We had previously agreed that maintaining this length of bunding was not practical for the Parish Council to take on. However, we would like an area of bunding at the entrance to the burial ground to be completely cut back and we would apply for a cultivation licence for this relatively small area. Cllr Banner agreed to obtain photos of the area and forward to Cllr Bull.

07.03/05.22 To approve the Minutes of the Parish Council held on the 5th of April 2022.

It was **RESOLVED** that the minutes be approved. Proposed by Cllr. Dews and seconded by Cllr Banner. The chair signed the minutes as true and accurate record.

08.03/05.22 Chairmans Announcements

The chair expressed thanks to the new Parish Clerk for the work being undertaken in her new role. The chair asked all councillors to be mindful of e mail traffic.

09.03/05.22 To Review/Election of Members to sit on Parish Council Committees

There is one Parish Council Committee: for The Burial Ground. It was **RESOLVED** that Cllrs. Mason, Banner, Ewing, Lyon would remain on this Committee; Proposed by Cllr. Buck and seconded by Cllr Dews.

10.03/05.22 To Review/Election of Members on Outside Bodies

It was **RESOLVED** that the following councillors would remain on the following bodies. Proposed by Cllr. Buck, Seconded by Cllr Ewing.

Village Hall – Cllr. Mason

Tennis Club – Cllr. Bointon

Doveridge Football Clubs – Cllr. Bointon

Allotment Association – Cllr. Goulden

Bowls Club – Cllr. Mason

11.03/05.22 Finance

a) Income and payments to 3rd May 2022

It was **RESOLVED** to make payments in the attached schedule and noted income since last meeting. Bank Reconciliation and Budget Appraisal were approved. Proposed by Cllr Ewing, Seconded by Cllr Banner. All Cllrs in favour.

b) To Seek retrospective approval for purchases for Pond Project

-Seeds £182.99 for Wildflower Meadow

-Bulbs £36.98 for Wildflower Meadow

Cllr Goulden highlighted an additional invoice for Bulbs, increasing this payment from £36.98 to £50.96

It was **RESOLVED** to make these payments. Proposed by Cllr Ewing, Seconded Cllr Mason. All Cllrs in favour.

c) To approve cost of Clerk Website Training in May - £25

It was **RESOLVED** to make this payment. Proposer Cllr Mason, Seconded Cllr Mason. All Cllrs in favour.

d) To approve insurance renewal for Mower - £427.71

It was **RESOLVED** to renew the insurance for the mowers and make this payment. Proposed by Cllr Bointon, Seconded by Cllr Goulden.

e) To confirm and agree accounts to 30th April 2022

It was **RESOLVED** that accounts to 30th April be approved. Proposer Cllr Goulden, Seconded Cllr Banner. All Cllrs in favour.

f) Annual Audit sign off 2021/22

It was **RESOLVED** to approve the Annual Audit for 2021/22. The RFO and the Chair signed the Annual Governance Statement. Clerk will forward documents to external auditor and arrange for Exercise of Public Rights. Proposed by Cllr. Dews, Seconded by Cllr Ogram. All Cllrs in favour.

g) Appointment of Internal Auditor for 2022/23

It was **RESOLVED** to appoint Brian Wood as our Internal Auditor. It was **RESOLVED** to approve invoice for Internal Auditor - £93.75 Proposed Cllr Banner, Seconded Cllr Dews.

h) Renewal of Parish Council Insurance

It was **RESOLVED** to renew the Parish Council insurance at a premium of £1924.28 This would be for a 3-year long term agreement in order to mitigate against increasing costs. Proposed by Cllr Bointon, Seconded Cllr Dews. All Cllrs in favour.

i) Authorisation of signatories

It was **RESOLVED** renew bank signatories following transfer to new bank account which is being progressed.

J) To consider donation to gardening club

It was **RESOLVED** to donate £40 to the gardening club for the flower planter on entrance to the village. Proposed Cllr Ogram, Seconded Cllr Banner.

k) Meeting dates for 2022/3

Clerk suggested to move meeting to 2nd Tuesday of Month in 2023 due to tight timescales in obtaining bank information and invoices at the end of each month. This will be carried forward to a future meeting. Proposer Cllr Banner, Seconded Cllr Buck.

12.03/05/22 Review of Parish Standing Orders and Financial Regulations

Standing Orders and Financial Regulations were reviewed and partially updated. It was **RESOLVED** to carry forward to next meeting in order that councillors could agree any further changes prior to the meeting. Clerk would obtain DALC model standing orders and send councillors to consider.

13.03/05.22 Review of Policies

Equality and Diversity and Complaints Policy partially reviewed at meeting. It was **RESOLVED** that councillors would pair up to review 1 -2 policies and make suggested updates to the council at the next meeting. Proposed Cllr Goulden, Seconded Cllr Bointon, All Cllrs in favour. Clerk has issued list of policies.

14.03/05.22 Review of Assets held by Parish Council

Asset list of Doveridge Parish Council were reviewed and approved. Proposed Cllr. Bointon, Seconded Cllr Dews. Clerk will review add any additional items as required.

15.03/05.22 Report from the Clerk on on-going matters

16.03/05.22 Lamp Post Flowers

It was **RESOLVED** to approve cost for risk assessments for lamp post flowers - £197.90 plus VAT (£237.48). Proposed Cllr Bointon, Seconded Cllr Dews. Clerk advised Licensing agreement is in being progressed.

17.03/05.22 Neighbourhood Plan

Council reviewed the update from Planning policy Manager. No action to take at this point, but this would remain under review due to potential boundary changes in Autumn 2022

18.03/05.22 Playing Field Development

No update from Scout Working Group. Football Storage option is being progressed. Cllr Ogram will continue to liaise on this to agree location and obtain necessary insurances.

19.03/05.22 Pond Project

Seeds and bulbs are now planted, and we look forward to the display on the Wildflower Meadow. The working party are considering the location of a "Queens Jubilee Memorial Bench" in the area.

20.03/05.22 Speed Indicator Devices

Working group continue to investigate a complex application process both for permission and application for any potential funding.

21.03/05.22 Planning Applications

- 22/00392/FUL - Erection of car port and outbuilding The Willows 2 Lower Street Doveridge - Noted
- 22/00119/FUL- Proposed canopy over patio 5 St. Cuthbert's Road Doveridge - Noted
- 22/00411/PDE - 6 Park Crescent Doveridge –Single storey rear extension – Noted
- 22/00434/FUL – change of use of land to allow for siting of residential caravan for a temporary period of 5 years. Nursery Garden, south of Rose House, Hall Drive, Doveridge. – Noted

22.03/05.22 Community Assets Transfer (CAT) Update

- a) Burial Ground – This is now with the Parish Council Solicitors. We have agreed a draft contract and we hope to see execution of the contract in the next few weeks.
- b) To consider future maintenance and use of paddock – Carried Forward until after land as transferred to the Parish Council
- c) Further Community Asset Transfer possibilities - To be carried forward to next quarter.

23.03/5.22 Playground

It was **RESOLVED** to approve cost of annual inspection £98 plus VAT (RoSPA). On-going monthly inspections would be carried out by our Contractor responsible of mowing of playing fields. Proposed Cllr Goulden, Seconded Cllr Ogram. We await approval of potential Grant for Exercise Equipment

24.03/05.22 Village Hall Jubilee Celebrations 5th June 2022

Following representation in public Speaking there is no financial contribution required for the event currently. Village Hall Committee advised to approach Parish Council if this situation changes, or other support required.

25.03/05.22 Preservation Society memorial Bench

To consider request for memorial bench – C/Fwd. to next meeting.

26.03/05.22 Litter Picks

Cllr Ewing will progress the next litter pick and undertake a risk assessment beforehand, equipment may need to be purchased.

27.03/05.22

Clerk left the meeting.

28.03/05.22 Clerk Hours

It was resolved to pay extra hours for April. Hours would remain under review. Proposed Cllr Bointon, Seconded Cllr. Ewing. Cllr Ogram abstained.

29.03/05.22

MEETING CLOSE – 9.34

Doveridge Parish Council - 3rd May 2022

Payments already made and to be approved:

Date	Method	Name	Description	Total (inc VAT)
25/03/2022	BACS	Rmale	Salary	£ 484.03
25/03/2022	BACS	K. Darcy	Salary	£ 494.03
25/03/2022	BACS	HMRC	Tax (x2 clerks)	£ 218.80

Payments to approve:

Date	Method	Name	Description	
	BACS	DALC	Online end of year accounts training	£ 30.00
	DD	G Buck	Purchase of Wildflower Seeds for Pond Project	£ 182.99
	DD	P Gouldon	Purchase of Wildflower Seeds for Pond Project	£ 50.96
	BACS	Tree Development	Parish CouncilTrees: Survey April 2022	£ 420.00
	BACS	Catena	Risk Assesement for Lamp posts	£ 237.48
	BACS	JB Mowing	Groundsman	£ 220.50
	BACS	Brian Wood	Internal Auditor	£ 93.75
	BACS	K. Darcy	Expenses; (Ink)	£ 12.99
	BACS	Rachel Male	Expenses (Laptop ins/memory stick)	£ 15.98
	BACS	Village Hall	Meeting room invoice 5th April	£ 24.00
			Total	£2,485.51

Income

01.4.22	BACS	DCC	CSW Grant	£500.00
04.04.22	BACS	DDDC	Reimbursable Expenditure Playing field	£1,396.58
08.04.22 (paying in slip 77)	Pay in 77	Western Power Dist	Wayleaves Due	£40.46
11.04.22	BACS	DCC	ROW maintenance reimbursement	£445.00
29.4.22	BACS	DCC	Precept	£28,381.00
29.4.22	BACS	Natwest	Interest	£0.75
				£30,763.79

Doveridge Parish Council

Bank Reconciliation as 30th April 2022

Opening Balance as at 1st April 2021	£24,258.46
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Payments since 01.04.21	£ 2,483.37
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Receipts 01.04.21	£30,763.79
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£ 52,538.88

Difference	£0.00
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Bank balance as at 30 April 2022

Natwest Current Account	£ 38,652.16
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Natwest Reserve Account	£ 10,718.72
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Natwest Burials Ground Account	£ 3,168.00
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Total	£52,538.88
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Santander Account approx.	£ 29.08
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Total	£ 52,567.96
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2022/2023 BUDGET APPRAISAL @ 30.04.22

	Set Budget 2022/2023	Actual to date	Forecast to Year-end	Total forecast to year end	Variance to Budget	Notes
Environmental						
Mowing	£ 2,000.00	£57.00	£0.00	£57.00	£1,943.00	
Footpath Maintenance	£ 1,000.00	£0.00	£0.00	£0.00	£1,000.00	
Burial Grounds	£ 6,500.00	£0.00	£0.00	£0.00	£6,500.00	
Grit Filling	£ 200.00	£0.00	£0.00	£0.00	£200.00	
Mower Insurance + maintenance	£ 1,000.00	£0.00	£0.00	£0.00	£1,000.00	
Hedge Cutting	£ 500.00	£0.00	£0.00	£0.00	£500.00	
Playground	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
Pavilion	£ 500.00	£28.00	£0.00	£28.00	£472.00	
Misc Repairs & Vandalism	£ 1,500.00	£0.00	£0.00	£0.00	£1,500.00	
Village Upkeep/Events	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
Village Flowers	£ 1,500.00	£0.00	£0.00	£0.00	£1,500.00	
Tree works	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
Administration						
Salary	£ 10,000.00	£978.06	£0.00	£978.06	£9,021.94	
Administration	£ 4,100.00	£1,329.72	£0.00	£1,329.72	£2,770.28	
Projects						
Village Improvements	£ 5,000.00	£0.00	£0.00	£0.00	£5,000.00	
S137 Donations	£ 600.00	£0.00	£0.00	£0.00	£600.00	
Contingencies						
Election Contingency	£ 1,000.00	£0.00	£0.00	£0.00	£1,000.00	
General Contingency	£ 4,500.00	£0.00	£0.00	£0.00	£4,500.00	
Pavilion	£ 2,000.00		£0.00	£0.00		
Planning	£ 1,250.00	£0.00	£0.00	£0.00	£1,250.00	
Fencing	£ 6,000.00	£0.00	£0.00	£0.00	£6,000.00	
VAT		£90.59				
	£55,150.00	£2,483.37	£0.00	£2,483.37	£52,666.63	
INCOME	Predicted	Actual				
Year End Balance	£ 21,400.00	£24,258.46				
Precept	£ 28,381.00	£28,381.00				
DDDC Reimbu Play field	£ 1,373.00	£1,396.58				
Reclaim Footpaths	£ 495.00	£445.00				
Solar Farm Rent	£ 2,700.00	£0.00				
Other Rent	£ 800.00	£40.46				
VAT 2021/2022						
Grants		£500.00				
Reserve Account Interest	£ 1.00	£0.75				
General reimburs		£0.00				
	£ 55,150.00	£55,022.25				
Minus YE Balance		£30,763.79				

Bank Balance 01.04.22 £24,258.46
 Outgoings since 01.04 £2,483.37
 Income since 01.04 £30,763.79
£52,538.88

Bank balance 30.04.22 £52,538.88
 Santander A/C approx £ 29.08
£52,567.96

RECONCILED