

Doveridge Parish Council Minutes

Kate Darcy, Clerk and Responsible Finance Officer
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Minutes of the meeting held at 7.30pm on 30th August 2022

01.08.22 To receive apologies for absence

Apologies received from County Cllr. Steve Bull, District Cllr. Jacqui Alison and Cllr. Goulden.

02.08.22 Variation of Order of Business

No Variation to order of business.

03.08.22 Declaration of Members Interests

No interests declared.

04.08.22 Public Speaking

No members of the public present.

05.08.22 To Approve minutes of Parish Council Meeting on 5th July 2022

It was resolved that the minutes be approved. Proposed Cllr. Ewing, Seconded Cllr. Ogram. All in favour.

06.08.22 Chairmans Announcements

Cllr Bointon advised the Parish Council that Cllr. Banner had resigned from the Parish Council. Cllr Bointon thanked Cllr. Banner for the work he had done during his time with the Parish Council, and this was echoed by those present. The vacancy will be progressed in line with Section 87 (2) of the Local Government Act 1972.

07.08.22 To approve income and payments to 30th August 2022

It was resolved to approve income and payments to 30th August and to make payments on the schedule of payments attached. In addition, the clerk advised that an invoice was due for payment before the next meeting for Office 365 - £79.99. It was resolved that the clerk can make this payment. It was resolved to make all above payments. Proposed by Cllr. Bointon, seconded by Cllr Buck. All in Favour.

08.08.22 To Approve payment for two training courses for Clerk – Budgeting and Internal Controls at a cost of £30 each

It was resolved to make the above payments. Proposed Cllr. Ewing, Seconded Cllr. Lyon. All in favour.

09.08.22 To Authorise Travel Expenses for Cllr. Banner for collection of Citizen of the Year Noticeboard

It was resolved to make the above payment as shown in attached schedule. Proposed Cllr. Bointon, Seconded Cllr. Mason. All in favour.

10.08.22 Report from Clerk on on-going matters.

- **Citizen of the years notice board**
This has now been updated with names for the award in 2021. We await invoice from the signwriter.
- **Adult Exercise equipment**
This will be installed on the playing field on 19/20th September. Cllr Bointon will be the contact on the day. Cllr. Lyon will contact Fresh Air Fitness to obtain specific details on installation so that we can prepare and advise the public.
- **Hedge cutting on Playing Field**
A quotation has been received for the annual cutting of the hedge of £400 plus Vat. It was resolved to accept this quotation so that the work can be planned. Proposed Cllr. Bointon, Seconded Cllr Ogram. All in favour.
- **Councillor Vacancy**
The clerk outlined the process for filling of the councillor vacancy. Information will be posted to Doveridge website and Parish Council Notice Board.
- **Facebook**
A new profile has been created by the clerk as requested by the Parish Council. The previous profile needs to be de-activated, and this is being progressed.

11.08.22 Smaller Authorities Audit Appointments (SAAA)

It was resolved to remain "Opted in" to the SAAA. Proposed Cllr. Ewing, Seconded Cllr. Lyon. All in favour.

12.08.22 401 Bus Service Uttoxeter to Burton

The clerk advised that an update had been received from the bus operator in response to our letter strongly objecting to proposed cut to this service. The bus company advised that have applied for additional funding from Staffordshire County Council which would allow them to run the service for the next 6 months. The company felt that the meeting with SCC went well but the funding has not yet been allocated so the company cannot confirm continuation of the service at present. We await a further update. The Parish Council will also be writing to our District and County councillors regarding this.

13.08.22 On Going Review of Policies

- Sickness Absence Policy – Proposed by Cllr. Ewing, Seconded by Cllr. Bointon. All in Favour.
- Code of Conduct – Proposed Cllr. Dews, Seconded Cllr. Buck. All in Favour
- Health and Safety Policy Statement – Proposed Cllr. Lyon, Seconded Cllr. Buck
- Anti-Bullying and Anti-Harassment Policy – Proposed Cllr. Dews. Seconded Cllr Lyon. All in Favour.
- Discipline and Grievance policies would be reviewed by Cllr. Lyon and Parish Clerk and issued to Parish Councillors for approval.
- Co-Option Policy – Amendment to be made to section 6.1. Clerk will forward for final approval by Parish Councillors.

14.08.22 Speed Indicator Devices

Cllr. Ogram advised that we are in the final stages of confirming the funding of £3879 from the PCC which is approximately 50% of funding. We have had a donation from Cllr. Allison's

Local project fund to the value of £800. Once all funding is received order can be progressed with preferred contractor.

15.08.22 Tennis Club

The Parish Council are in discussions with the Tennis Club regarding renewal of lease for the Tennis Courts. Overall approval for advertising has been provided subject to planning/advert permission being investigated by the Tennis Club. Clerk will contact Tennis Club with update on discussions.

16.08.22 Playing Fields

The organiser who hires the football field was unable to attend the meeting to provide information regarding football pitch usage. The current lease agreement will be sent to all councillors to review. Cllr. Bointon is obtaining quotes for fence repairs.

17.08.22 Defibrillators

One of the first responders has checked the Defibrillators and confirmed no updates are required. Regular checks are undertaken by the first responders.

18.08.22 Derbyshire Environmental Trust (DET)

The Parish Council are investigating possible funding opportunities with DET for repairs to playground and fencing around playing fields. Cllrs. Bointon, Ogram and Buck would co-ordinate this.

19.08.22 History Footpath Project

Uttoxeter Town Council Project to install a history footpath from Uttoxeter to the swing bridge in Doveridge. Cllr. Buck volunteered to take over this project from Cllr. Banner.

20.08.22 Pond Project

The working group have cut down the flowers on the wildflower area as required. The wildflower brash will be removed by end of September. A draft plan of the decking has been produced. Three quotes for decking area are being obtained by the working group for consideration by the full council.

21.08.22 Planning Applications

New applications

Doveridge -22/00938/FUL - land north of Marston Lane, 18 dwelling houses, validated 18/8/22. The Parish Council will be responding to the consultation on this application.

22/00967/VCOND – Site east of Grove Lane Doveridge. The original application was 19/01005/FUL. It was refused by DDDC but was allowed (granted) on appeal. This application is for variation of condition 1 of the appeal decision, to allow for the enlargement and repositioning of the day rooms. Noted.

Decisions

22/00744/FUL - 3 Church Lane Doveridge. Removal of existing conservatory and erection of single storey rear and side extension, granted with conditions 17/8/22

22.08.22 Burial Ground

The Parish Council resolved to progress the transfer of the Burial Ground and arrangement are being made for the Parish Council to sign contracts on 31st August. Quotes need to be obtained to maintain the Burial Ground and install suitable gates once transfer is completed. We await update from DDDC on signing contracts.

23.08.22 Trees

A quote will be obtained for immediate work required to area at the rear of Meadow View. The remaining items on the tree survey will be discussed at a future meeting.

24.08.22 Correspondence

- -Resident concerned about footpath between Alms Road and Cavendish Close. The Parish Council have written to DCC to ask if this can be added to our Footpath maintenance schedule. Currently it is a unadopted highway. The Parish Council have reported the condition of the path to highways as they are currently responsible for this area, to advice of the need for speedy maintenance.
- -Resident notified the council regarding an issue with the net swing in the playground. This has now been resolved.
- -Doveridge Climate and Biodiversity Action Group have requested use of the playing field on 24th September. The Parish Council has requested details of the event, requested risk assessment, and Public Liability Insurance to be provided by organiser for any stalls, 3rd party attendees in line with our insurance provision.
- The clerk is in receipt of offer of pension provision from DPC.

25.08.22 Parish Magazine

Cllr. Ewing will prepare content for next month.

26.08.22 Meeting Close 9.45pm

Doveridge Parish Council - 30th August 2022

Payments already made and to be approved:

Date	Method	Name	Description	Total (inc VAT)
04/08/2022	DD	EDF	Pavillion Electric	£ 28.00
01/08/2022	BACS	K. Darcy	Salary	£ 519.83
01/08/2022	BACS	HMRC	Tax & NI	£ 104.60
29/07/2022	DD	Currys	Laptop Insurance July	£ 7.99
01/08/2022	BACS	Village Hall	Room Hire	£ 12.00
01/08/2022	BACS	JB Mowing	Groundsmen Duties	£ 84.00
01/08/2022	BACS	Catena	Lamppost Inspection for Sids	£ 124.42
05/08/2022	BACS	Freshair Fitness	50% deposit for exercise Equipment	£ 5,717.99
26/08/2022	BACS	K. Darcy	Salary	£ 494.03
28/08/2022	BACS	HMRC	Tax & NI	£ 104.60

Payments to approve:

Date	Method	Name	Description	
	BACS	K. Darcy	Expenses	£ 18.99
	BACS	J. Banner	Mileage	£ 36.90
	BACS	JB Mowing	Groundsmen Duties	£ 91.50
			Total	£7,344.85

Income

29/07/2022	BACS	Nat West Interest	bank interest	£ 0.85

2022/2023 BUDGET APPRAISAL @ 30th August 2022

	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	£579.70	£0.00	£579.70	£1,420.30	
Footpath Maintenance	£ 1,000.00	£417.50	£0.00	£417.50	£582.50	
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	£618.51	£0.00	£618.51	£381.49	
Hedge Cutting	£ 500.00	£0.00	£0.00	£0.00	£500.00	
Playground	£ 2,000.00	£98.00	£0.00	£98.00	£1,902.00	
Pavilion	£ 500.00	£235.00	£0.00	£235.00	£265.00	
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	£1,635.50	£0.00	£1,635.50	-£135.50	
Tree works	£ 2,000.00	£420.00	£0.00	£420.00	£1,580.00	
Administration						
Salary	£ 10,000.00	£3,556.31	£0.00	£3,556.31	£6,443.69	
Administration	£ 4,100.00	£3,831.94	£0.00	£3,831.94	£268.06	
Projects						
Village Improvements	£ 5,000.00	£6,076.36	£0.00	£6,076.36	-£1,076.36	
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	£0.00	£2,000.00	
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		£225.26				
	£55,150.00	£17,694.08	£0.00	£17,694.08	£37,455.92	
INCOME	Predicted	Actual				
Year End Balance	£ 21,400.00	£24,258.46			Bank Balance 01.04.22	£24,258.46
Precept	£ 28,381.00	£28,381.00			Outgoings since 01.04	£17,694.08
DDDC Reimbu Play field	£ 1,373.00	£1,396.58			Income since 01.04	£42,005.74
Reclaim Footpaths	£ 495.00	£445.00				✓
Solar Farm Rent	£ 2,700.00	£0.00			Bank balance 30.08.22	£48,570.12
Other Rent	£ 800.00	£330.46			Santander A/C approx	29.08
VAT 2021/2022		£640.28			£	£48,599.20
Grants		£10,809.00				
Reserve Account Interest	£ 1.00	£3.42				
General reimburs		£0.00				
	£ 55,150.00	£66,264.20				RECONCILED
Minus YE Balance		£42,005.74				

Doveridge Parish Council

Bank Reconciliation as 30th August

Opening Balance as at 1st April 2022		£24,258.46
Payments since 01.04.21	£ 17,694.08	
Receipts since 01.04.21	£ 42,005.74	
		<u>£ 48,570.12</u>
Difference Bank/Budget Appraisal		£0.00

Bank balance as at 30th August 2022

Natwest Current Account	£ 34,680.73
Natwest Reserve Account	£ 10,721.39
Natwest Burials Ground Account	£ 3,168.00
Total	<u>£48,570.12</u>
Santander Account approx.	£ 29.08
Total	<u>£ 48,599.20</u>

