



## Minutes of the meeting of Elvaston Parish Council held on Monday 11<sup>th</sup> April 2022, 7.30pm, Elvaston Village Hall, Elvaston

PRESENT: Cllr S Leuenberger (Chairman), Cllr T Mansfield (Vice Chairman), Cllr G Dodson, Cllr M Brown, Cllr P Bickerton, Cllr Thompson, Cllr S Spenser, Cllr B Slater, Cllr C Bennett (newly co-opted), Faye Simnett (Lengthsman), F Keppel-Spoor (Clerk - Minutes), DCllr D Corbin, DCllr P Watson, and 3 members of public

| Reference  | Agenda Item                     |   | Action |
|------------|---------------------------------|---|--------|
| 09/2022-23 | Apologies for Absence           | DCllr N Atkin   |        |
| 10/2022-23 | Declaration of Member Interests | Cllr Slater, Cllr Leuenberger and Cllr Dodson all declared a non-pecuniary interest as members of the ECAG Task & Finish Group.   |        |
| 11/2022-23 | Co-option of Parish Councillor  | It was RESOLVED to co-opt Colin Bennett to fill the vacant Cllr position. The declaration of acceptance of office was signed in the presence of the Clerk and Cllr Bennett will complete and return the Disclosure of Pecuniary Interests form and return to the Clerk as soon as possible.   |        |
| 12/2022-23 | Variation of Order of Business  | No variations to record.  |        |
| 13/2022-23 | Public Participation            | No public participation to record.  |        |
| 14/2022-23 | Reports from outside bodies     | <p><b>DCllr N Atkin</b> – provided a very brief report prior to the meeting and asked for it to be noted that the ECCP application is live, and already a significant number of replies have been sent in. All emails are being monitored and DCC are aware of the template link on the EPC website – and have sought legal advice on the matter. DCllr Atkin states that DCC would rather see more independent comments from individuals covering the application. Derbyshire &amp; Derby Minerals consultation is due to close at the end of April.</p> <p><b>DCllr D Corbin</b> – gave a brief overview to update he has written to SDDC regarding the statistics which were presented in the Parish Plan presentation and is awaiting a response. Cllr Spenser asked for an update following the spate of disappearing bin caddies in Thulston. DCllr Corbin reiterated it was largely due to an agency crew and efforts will be made to ensure this does not happen again.</p> <p><b>DCllr P Watson</b> – there are two planning applications of a similar nature regarding conversion of farm buildings to dwellings currently under consideration. If there are any requests for input, please revert to DCllr Watson at the earliest possible opportunity.</p> <p><b>Derbyshire Constabulary</b> - Crime report circulated prior to the meeting with all statistics shown for February 2022 (latest available) indicating there were 17 crimes reported for the month with 16 of them being in the Boulton Moor area of the parish. Further information can be obtained using this link:<br/> <a href="https://www.police.uk/pu/your-area/derbyshire-constabulary/melbourne/?tab=CrimeMap">https://www.police.uk/pu/your-area/derbyshire-constabulary/melbourne/?tab=CrimeMap</a></p> |        |



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|                   |  | It was RESOLVED going forwards Cllr Colin Bennett will complete this report for future meetings.   |  |
| <b>15/2022-23</b> | <b>Councillor Reports</b>  | Cllr Dodson asked for an update on the visibility splay when turning right into Grove Close from Oak Road – it was RESOLVED this matter will now be forwarded to DCC Highways as the Parish Council have no enforcement powers in relation to this matter.   |  |
| <b>16/2022-23</b> | <b>Minutes of Meetings:<br/>14<sup>th</sup> March 2022<br/>4<sup>th</sup> April 2022 (APM)</b> | The minutes of the meetings held on 14 <sup>th</sup> March 2022 (ordinary meeting) and 4 <sup>th</sup> April 2022 (Annual Parish Meeting) were recorded as an accurate representation of the meeting having previously been circulated to all member Councillors by the Clerk. The minutes were signed as a true and accurate representation of the meeting by Cllr Leuenberger (Chairman). Proposed by Cllr B Slater, Seconded by Cllr M Brown.   |  |
| <b>17/2022-23</b> | <b>Chairman's Report</b>   | It has been a very productive month and the parish council continues to evolve and strengthen. After co-option this evening the council is now back to a full complement of nine councillors. At a very well attended Annual Parish Meeting the council's parish plan was announced and it was also heartening to receive reports from many community groups regarding their plans for the next year. With thanks to Fiona, our parish council clerk, for the excellent refreshments provided after the meeting. I am also extremely proud to report that the parish council has received an excellent report from the internal auditor. The auditor states that since 2020 there have been significant improvements in the way finances are recorded and administered. Without any outstanding queries the Annual Governance Accounting Return or AGAR for short can be signed off this evening. On a slightly different and disappointing note, Derbyshire County Council have submitted their planning application for a huge infrastructure proposal at Elvaston Castle. You will all be aware that my personal opposition to significant environmental destruction is matched by the parish council's resolution to oppose all unnecessary new infrastructure which will radically affect this parish. I continue to work in conjunction with the council's appointed legal experts on the parish council's formal objection and would encourage all residents in opposition to the proposals to submit their personal objections before the consultation end date of 25th April. |  |
| <b>18/2022-23</b> | <b>Clerk's Report</b>  | It's been an incredibly busy month with financial year end, annual parish meeting and ensuring everything is in place for the forthcoming year. We ended the year with a very healthy bank balance at just over £29k which leaves us in a pleasing position as we move forwards. Financial year end is now complete and all paperwork is ready for sign off and submission to the external auditors. We received a very pleasing report from our internal auditor, which was a stark contrast to where we were two years ago. It is noted that all recommendations from previous internal audits have been actioned and implemented and we are now functioning transparently in all of our transactions; as is the requirement of LGA 1972. Jubilee celebration plans remain ongoing, as do remedial works on the upper and lower village green. We are continuing with the CCTV project and the sourcing of cameras for identified locations and will work in conjunction with the Enforcement Team at SDDC moving forwards. We continue to meet all core functions   |  |



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|                   |   | and as a final note, it was pleasing to see such a well-attended annual parish meeting. It was a different format to how the meetings have been executed previously, but it worked well and will continue in the future.  |  |
| <b>19/2022-23</b> | <b>Lengthsman Report</b>                                      | This month seems to have flown by and the lighter days are much welcomed, I remain busy in all areas of the parish and have reported various fly-tipping issues and sadly for the first time; discarded needles in Boulton Moor. Recent road repairs have taken place on Broad Lane, Oak Road, Ball Lane, Main Street, Borrowash Road & parts of Ambaston Lane. I have washed down the notice boards in the Boulton Moor area and suggested that the inside could perhaps do with being replaced as the plastic is very brittle and is now snapping when try to pin new documents in.   |  |
| <b>20/2022-23</b> | <b>Platinum Jubilee Celebration</b>                           | It was RESOLVED Cllr Mansfield will attend the Elvaston Village Cricket Club meeting on Tuesday 12 <sup>th</sup> April and ask them to confirm whether they are able to hold the Old English Cricket Match as requested as part of the Jubilee Celebrations. It was RESOLVED to contact the manager of the junior Cricket team too for further input. Suggestions were made for the installation of a Platinum Jubilee commemorative stone – this will require further discussion. There is now only one meeting remaining prior to the event and any volunteers are encouraged to contact the Parish Council if they wish to be involved in the celebrations.  |  |
| <b>21/2022-23</b> | <b>Police Crime Commissioner/DCC Collaboration SID Device</b> | There was a robust discussion and it was RESOLVED there are two prime locations identified for a SID device to be installed, however there is no current incentive and no definitive advantage to the installation of devices. If the statistics are collated from the devices, it is possible there could be advantages for residents. It was RESOLVED to make initial representation to DCC and identify the locations with them, look at licencing requirements and obtain some quotations for implementation. It was RESOLVED to look at potential funding streams to support with this.  |  |
| <b>22/2022-23</b> | <b>ECCP Planning Application</b>                              | All information has been circulated to all member Cllrs. The planning application is live and the consultation end date is 25 <sup>th</sup> April for personal objections/comments and 24 <sup>th</sup> April for Statutory Consultees.   |  |
| <b>23/2022-23</b> | <b>Flood &amp; Gravel Liaison</b>                             | Drop-in meeting on 12 <sup>th</sup> April 2022 at Shardlow Village Hall between 12 and 4.30pm, detailing all revisions and amendments to the Derby & Derbyshire Minerals Plan.  |  |
| <b>24/2022-23</b> | <b>Upper &amp; Lower Village Green</b>                        | It was RESOLVED at a previous meeting to go ahead with the install of a book share point on the village green. There was a discussion regarding friendship benches and Cllr Bennett reminded the meeting that this had been spoken about at a previous meeting. The Clerk advised that siting street furniture on land which is not owned by the Parish Council can be problematic in terms of Asset Registers and insurance; however, it was RESOLVED to revisit the whole project at the meeting in June 2022 and Cllr Brown will take responsibility for sourcing a book share point – his recommendation is for a wooden tool cupboard style which would be ideal for this purpose. It was RESOLVED Cllr Bennett will locate his notes regarding the installation of friendship benches in Boulton Moor. It was RESOLVED the Clerk will order a skip as soon as is practicable. Unfortunately, the work done by member Cllrs and some residents has been marred by other residents who have used this as an opportunity to dispose of their own garden waste on |  |



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|                   |   | to the village green. The Clerk will advise of the delivery of the skip, it will be situated as close to the lower green as possible and will be in-situ for as short a time as possible. The donated saplings have been temporarily planted to protect them while a space is cleared and locations agreed for them, with a view to them being permanently planted in the autumn.  |  |
| <b>25/2022-23</b> | <b>ECAG</b>                                   | The campaign is now in full swing with leaflets being distributed and objections being shared to the Parish Council – a call to action meeting was arranged when the planning application was made live and it has been all systems go since this point. Encouragement for all member Cllrs to share on any social media the links which are readily available from Faye, and talk to as many people as possible about objecting against the planning application – the PC made a resolution to object and we must do everything we can to support ECAG and deliver a successful objection. Sarah has been in contact with legal reps and the various legal challenges are being identified, they are also in the process of drafting the objection letter to be sent from the Parish Council. All members are urged to add their own comments to the DCC planning portal too, and if the portal is down, please report to the Clerk in the first instance and I will chase with the project officer. Suggestions have been made that we lobby the local District and County Councillors in relation to this matter. |  |
| <b>26/2022-23</b> | <b>Climate Change Policy</b>                  | It was RESOLVED to defer this matter to the meeting in June 2022. Cllr Leuenberger will forward relevant information to Cllr Bennett and he will further this matter and report back at the meeting in June.   |  |
| <b>27/2022-23</b> | <b>Parish Plan</b>                            | Rachel Scott of rms sports consultants attended and gave a brief overview of the next steps regarding refinement and editing of the Parish Plan. It was RESOLVED to accept the Parish Plan as presented pending revision and refinement as Version 1. The results and the action plan are two separate documents which form the complete plan and must be read in conjunction with each other. It was RESOLVED the Clerk will now add these documents to the website to be used as a point of reference for the Parish Council and other bodies.   |  |
| <b>28/2022-23</b> | <b>Correspondence</b>                         | No correspondence received requiring discussion or decision. The Clerk circulated a letter received from HM Queen Elizabeth II which was RESOLVED will be professionally mounted and framed and an offer for it to be hung alongside the Golden Jubilee commemorative piece in the Village Hall will be made.  |  |
| <b>29/2022-23</b> | <b>Additional Lengthsman for Boulton Moor</b> | A total of five applications have been received for the current vacancy and interviews will be held on 26 <sup>th</sup> April 2022 with a view to an appointment commencing at the beginning of May 2022.  |  |
| <b>30/2022-23</b> | <b>Planning Applications &amp; Decisions</b>  | <b>New applications at 4<sup>th</sup> April 2022</b><br><b>DMPA/2022/0403</b> – application to assess whether prior approval is required for change of use of agricultural buildings to dwelling houses at Beechwood Park, Main Road, Elvaston – RESOLVED to ask District Cllr Watson to ensure this is a full committee decision.<br><b>DMPA/2021/1850</b> – proposed construction of a dropped kerb, drive access and construction of brick pillars and single   |  |



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|                   |  | <p>storey detached garage at 1 Yew Tree Lane, Thulston – No comments to record.</p> <p><b>DMPN/2022/0227</b> – prior approval for change of use of agricultural building to a dwellinghouse with associated operational development at Heron Field Farm, Ambaston Lane, Ambaston – RESOLVED to ask District Cllr Watson to ensure this is a full committee decision.</p> <p><b>Pending applications at 4<sup>th</sup> April 2022</b></p> <p><b>DMPA/2022/0183</b> – part conversion of a garage at 17 Sandal Close, Boulton Moor</p> <p><b>DMPA/2022/0084</b> – Addition of dormer window above garage and minor internal alterations at 34b Main Street, Ambaston</p> <p><b>DMPA/2021/1687</b> - Outline application for A District Centre at Boulton Moor</p> <p><b>DMPA/2021/1307</b> – Change of use from dwelling house to mixed dwelling house and provision of care for a maximum of 9 children at 1 Windmill Close, Boulton Moor</p> <p><b>Approved applications at 4<sup>th</sup> April 2022</b></p> <p><b>DMPA/2021/1395</b> – erection of extensions and additional hardstanding at 5 Hanslynn, Thulston</p> |  |
| <b>31/2022-23</b> | <b>Finance</b>                         | <p>i) Invoices due for payment – it was RESOLVED to approve the payments as listed on the finance schedule. They will now be entered on the banking system and authorised by the Chairman.</p> <p>ii) Income received – It was RESOLVED the presented schedule is a true record of the income received and reconciles to the bank statements.</p> <p>iii) AGAR – the Clerk presented the completed Annual Government Accountability Return to the meeting, which was duly signed off and will be submitted to the external auditors immediately following the meeting.</p> <p>iv) Internal Audit – the Clerk circulated the internal audit report prior to the meeting.</p> <p>v) Concurrent Functions – It was RESOLVED to accept the concurrent functions form as presented, which was signed by the Chairman and will be returned to SDDC.</p>   |  |
| <b>32/2022-23</b> | <b>Date &amp; Time of next meeting</b> | The next ordinary Parish Council Meeting will start at 7.30pm on Monday 9 <sup>th</sup> May 2022  |  |

The Chairman thanked everyone for attending and the meeting was closed at 9.15pm

Signed \_\_\_\_\_ Chairman / Vice Chairman



## Monthly Summary & Bank Reconciliation 2022-2023

|   |                        |   |                   |                                     |  |
|---|------------------------|---|-------------------|-------------------------------------|--|
| <b>Unity Trust Account Balance as at 1st April 2022</b> |                        |   | <b>£29,233.96</b> |                                     |  |
| <b>Cash held at 1st April 2022</b>                      |                        |   | <b>£112.00</b>    |                                     |  |
| <b>Chqs issued but not presented as at 31/3/2022</b>    |                        |   | <b>£0.00</b>      |                                     |  |
|   |                        | <b><u>Starting Balance 1 April 2022</u></b> | <b>£29,345.96</b> |                                     |  |
| <b><u>Receipts</u></b>                                  |                        |   |                   |                                     |  |
|   | Total receipts to date | <b>£21,608.33</b>                           |                   |                                     |  |
| <b><u>Payments</u></b>                                  |                        |   |                   |                                     |  |
|   | Total Payments to date | <b>£3,797.07</b>                            |                   |                                     |  |
|   |                        | <b>£3,797.07</b>                            |                   |                                     |  |
| <b><u>BALANCE</u></b>                                   |                        |   | <b>£47,157.22</b> |                                     |  |
|   |                        |   |                   |                                     |  |
|   |                        | <b>Date</b>                                 | <b>11-Apr-22</b>  |                                     |  |
| Balance as per bank statement from Unity Trust          |                        |   | £50,252.29        |                                     |  |
| Payments issued but not presented at bank               |                        |   | £3,207.07         |                                     |  |
| Receipts not yet included in bank statement balance     |                        |   | £112.00           | C/F from 2021/22 ECAG Cash Donation |  |
|   |                        |   | <b>£47,157.22</b> |                                     |  |
|   |                        |   |                   |                                     |  |
|   |                        | Difference:                                 | £0.00             |                                     |  |



**Finance Schedule for Elvaston Parish Council Meeting 11th April 2022**

Detailing Income and Expenditure between 14th March and 31st March to collaborate Financial Year End

Schedule A - Expenditure for Approval

| Date          | Payee | Details                | Cheque No | Net    | VAT   | Total  | Notes      |
|---------------|-------|------------------------|-----------|--------|-------|--------|------------|
| 30/03/2022    | NEST  | Faye Simnett - Pension |           | £62.13 | £0.00 | £62.13 | Paid by DD |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
|               |       |                        |           |        |       |        |            |
| <b>Totals</b> |       |                        |           | £62.13 | £0.00 | £62.13 |            |

Schedule B - Income since last meeting

| Date         | From | Details | Amount |
|--------------|------|---------|--------|
|              |      |         |        |
|              |      |         |        |
| <b>Total</b> |      |         | £ -    |

|   |       |                         |
|---|-------|-------------------------|
| Total income since last meeting             | £0.00 | Checked by: _____       |
| Less payments not yet presented at the bank | £0.00 | Second Signature: _____ |
| Ensure invoices are signed                  |       |                         |



**Finance Schedule for Elvaston Parish Council Meeting 11th April 2022**

Schedule A - Expenditure for Approval

| Date          | Payee                    | Details               | Net     | VAT       | Total   | Notes      |
|---------------|--------------------------|-----------------------|---------|-----------|---------|------------|
| 01/04/2022    | Essential Print Services | Objection Leaflets    | £572.00 | £0.00     | £572.00 | Paid 01/04 |
| 01/04/2022    | Unity Trust Bank         | Bank Service Charge   | £18.00  | £0.00     | £18.00  | Paid 01/04 |
| 04/04/2022    | Fiona Keppel-Spoor       | Refreshments for APM  | £97.83  | £15.37    | £113.20 |            |
| 01/04/2022    | DALC                     | DALC Subscription     | £950.03 | £0.00     | £950.03 |            |
| 04/04/2022    | Fiona Keppel-Spoor       | Refreshments for APM  | £25.39  | £0.00     | £25.39  |            |
| 04/04/2022    | Fiona Keppel-Spoor       | Stationery            | £13.20  | £0.00     | £13.20  |            |
| 11/04/2022    | HMRC Cumbernauld         | Tax/NI April 2021     | £303.93 | £0.00     | £303.93 |            |
| 11/04/2022    | Faye Simnett             | Salary April 2021     | £843.43 | £0.00     | £843.43 |            |
| 11/04/2022    | Fiona Keppel-Spoor       | Salary April 2021     | £798.90 | £0.00     | £798.90 |            |
| 08/04/2022    | Essential Print Services | Objection Banner      | £89.00  | £17.80    | £106.80 |            |
| 11/04/2022    | Fiona Keppel-Spoor       | Use of home as office | £37.80  | £0.00     | £37.80  |            |
| 11/04/2022    | Fiona Keppel-Spoor       | Zoom Subscription     | £11.99  | £2.40     | £14.39  |            |
| <b>Totals</b> |                          |                       |         | £3,761.50 | £35.57  | £3,797.07  |

Schedule B - Income since last meeting

| Date         | From                              | Details           | Amount      |
|--------------|-----------------------------------|-------------------|-------------|
| 07/04/2022   | Crowdfunding                      | ECAG Donations    | £9.47       |
| 08/04/2022   | South Derbyshire District Council | Precept Payment 1 | £21,504.00  |
| 06/04/2022   | Allotment - South                 | Allotment Rent    | £31.62      |
| 06/04/2022   | Allotment - Gallacher             | Allotment Rent    | £31.62      |
| 07/04/2022   | Allotment - Oulton                | Allotment Rent    | £31.62      |
| <b>Total</b> |                                   |                   | £ 21,608.33 |

Total income since last meeting £21,608.33  
 Less payments not yet presented at the bank £3,207.07

Checked by: \_\_\_\_\_

Second Signature: \_\_\_\_\_

Ensure invoices are signed