



**Minutes of the meeting of Elvaston Parish Council held on Monday 8th April 2024, 7.30pm at
Elvaston Village Hall, Elvaston, Derbyshire**

PRESENT: Cllr M Brown – Chairman, Cllr T Mansfield (Vice Chairman), Cllr S Spenser, Cllr T Williams, Cllr R Strand, DCllr N Atkin, F Simnett (Lengthsman), J Dean (Lengthsman), F Keppel-Spoor (Clerk/Minutes) There were no members of public present.

Reference	Agenda Item	
01/2024-25	Attendance & Apologies	Cllr A Bates, Cllr G Dodson, Cllr P Bickerton, DCllr D Corbin, DCllr P Watson
02/2024-25	Declaration of Members Interest	No declarations to record.
03/2024-25	Variation of Order of Business	No variations to record.
04/2024-25	Public Participation	No public participation to record.
05/2024-25	Cllr Vacancy – Co-option for Boulton Moor Ward	No further nominations for co-option to the Boulton Moor ward have been received. As previously discussed, the vacancy will remain open; however, it is crucial we co-opt a proactive Cllr into this vacancy who preferably lives in Boulton Moor and is interested in the prevalent issues. It was RESOLVED the Clerk will provide some literature for advertising the vacancy over the next few weeks with a view to filling this vacancy at the annual meeting in May. There will be a good opportunity to advertise the vacancy at the annual meeting of the parish on Monday 29 th April.
06/2024-25	Reports from Outside Bodies	DCllr N Atkin – ECCP update, there were two meetings which should have been noted at the last meeting. Meeting on 28 th March was for DCC Officers, the other meeting is proposed to approach the Parish Council and other partners to discuss ECCP going forwards. This meeting is yet to be arranged due to delays in information gathering. DCllr Atkin will continue to provide regular updates. The work on the roof to address dry rot issues will resume shortly – there has been delays due to the inclement weather. Work on the south wall has now been completed in the English Garden. A wall has had to be removed due to the absence of footings, and these will now be installed with a strengthened wall. More work will follow and regular updates will be provided. Ramathon Road Closure email forwarded to Clerk for wider circulation. Ambaston Lane – work should have been completed last year on the road surface and this will be addressed in due course. Pre-repair work (potholes) will be addressed before surface dressing takes place – unfortunately there is no timescale available for this work.



		<p>DCllr P Watson – apologies received ahead of the meeting.</p> <p>DCllr D Corbin – apologies received ahead of the meeting.</p> <p>Derbyshire Constabulary – the Clerk was unable to supply an updated police crime report with latest statistics available from February as they are yet to be uploaded to the police system. Latest statistics are available to view here: Melbourne Police.uk (www.police.uk).</p>
07/2024-25	Minutes	It was RESOLVED to approve the minutes of the meeting held on 11 th March 2024 as a true and accurate representation of the meeting, with the minutes having previously been circulated to all member Councillors. Proposed by Cllr Brown and seconded by Cllr Mansfield.
08/2024-25	Councillor Reports	<p>Cllr Strand asked for an update regarding the bus shelter which remains damaged opposite the castle grounds. A further report will be sent to both Kinchbus and SDDC with a request for a repair.</p> <p>Trees on Oak Road – huge hanging branch caught up but detached from the tree – this will be reported to DCC for remedial action.</p>
09/2024-25	Clerk Report	<p>A busy month in March and the early part of April ensuring all arrangements were in place for finance year end and our Annual Meeting of the Parish which is set to be held at the end of this month. Invitations have been sent to all local community groups and reports and confirmation of attendance are beginning to arrive. We ended the financial year with a healthy credit balance of £49671.48 – this is a far cry from the financial position of four years ago where we ended the financial year with a balance of just a few pounds remaining in the bank. Credit must be given to the financial working group for their tenacity in robust budget setting and monitoring throughout the year in conjunction with the Responsible Financial Officer. We have, once again, been commended on the financial processes we have put in place over the last four years – they are transparent, inclusive, consistent, and adequate to meet the needs of the Parish Council in terms of the financial responsibility for public money. It is noted by our internal auditor that we meet best practice guidance in all areas of our financial transactions, including the addition of our bank reconciliation on the minutes of each meeting, leaving no doubt as to any transactions and the financial position of the Parish Council.</p> <p>We are now a third of the way through the calendar year, which has undoubtedly sped past us in a blur of inclement weather and soggy ground – that said, we continue to make headway with projects where possible and continue to meet our core functions as timely as we can. We will be looking to plan the annual floral display on the village green for this year, utilising the flower tower and would hope to have some plants in place by mid-late May to ensure a vibrant display. We continue to progress the application for a Public Right of Way between Boulton Moor and Field Lane (Alvaston) and will be looking to submit this application in mid-May – we are currently at the information gathering stage and once complete, will submit to DCC for them to take forward in conjunction with Derby City Council.</p>



		<p>You will note from the agenda that we continue to be working ahead of ourselves to ensure we are keeping abreast of the important dates and topics which will arise. Most notably, we are planning currently for the annual Remembrance Day in November, which will very soon be followed by plans for Christmas 2024.</p> <p>As we begin another fiscal year for the parish council, I would like to take the opportunity to thank everyone for the continued support with my role and the ongoing efforts of all involved with projects within the parish.</p>
10/2024-25	Chairman's Report	<p>With what has been a very wet spring and heavy rain continuing to fall on already saturated ground, flooding remains a constant and ominous Specter. The causes of the flooding seem to be numerous, with no single, casual factor, complicated by the number of agencies responsible for the maintenance of various drains, brooks, culverts etc. Given the devastating effects that the unprecedented flooding has caused to so many parishioners, this should remain a top priority issue for the Parish Council. Fortunately, our District Councillor, Dan Corbin, has established a meaningful dialogue with Severn Trent Water and we must hope that this will lead to big improvements in the current situation.</p> <p>Following the work on the lower green, reported at last month's meeting, the "Bug Hotel" has been instated. Thanks to two residents for sourcing and modifying the structure to create a habitat that should prove most enticing to the beneficial bugs and insects of the parish.</p> <p>Throughout March, and despite the perpetual, miserable weather, the upper green has been looking glorious, with daffodils in the grass and the flower tower seemingly shining out even brighter in the dullness.</p>
11/2024-25	Lengthsman Reports	<p>Boulton Moor – This month has finally seen the completion of the removal of old litter from the hedgerow bordering Snelsmoor Lane where the verge has recently been widened. Prior to this, it was unsafe to clear the area but it has been satisfying to finally remove all the historical litter. A large proportion was 10-15 years old and included clothes airers, car parts, dinner plates and a baby bath. A total of 356 cans were removed from the hedgerow, with the oldest can dated to 1986. Time has also been spent clearing Thulston brook of litter of which a large proportion is old polystyrene and plastic bags. Fortunately no further needles have been found but during the second week in March a large number of Nitrous Oxide canisters was found. Usually, one is found each month but this time 18 large canisters were collected. This was reported to the Safer Neighbourhood Team but hopefully this was an isolated incident since no more canisters have been found. In total 22 bags of general litter have been cleared during March together with a further 10.5 bags of recycling materials. Finally, the play area on Featherstone Road has been reported. The slide has a bolt missing on the ladder section but to date, this has not been repaired nor has it been isolated from use. Whilst the ladder is a robust wooden construction, the bolt does need to be replaced as soon as possible.</p> <p>Elvaston/Thulston/Ambaston – 289 cans have been recycled along with 10 wine bottles. Milk bottles are prevalent on the A6, and these are being washed and returned to the local milkman. The footpath from Ambaston to Borrowash bridge is littered with bottles which have washed up from the river – though this is not strictly within the area covered by the Lengthsman, it will be actioned accordingly in due course while the footpath remains accessible and not in flood.</p>



<p>12/2024-25</p>	<p>D-Day 6th June 2024</p>	<p>There was a lengthy discussion regarding the purchase of a Beacon for St Bartholomew’s Church. The Clerk informed the meeting that the PCC, despite originally being keen to be involved, have since advised that they feel a better placement should be sought for the placement of a Beacon.</p> <p>Traditionally, Beacons are placed on Churches, with the idea that from the viewpoint, the neighbouring beacon can be seen. St James Church in Shardlow have their Beacon and All Saints Church in Aston on Trent have their Beacon – and it was agreed unanimously that St Bartholomew’s Church should have the opportunity to be involved.</p> <p>It was RESOLVED the Clerk will correspond with the Rector and The PCC further and ask for a reconsideration of the placing of a temporary Beacon for the 80th D-Day Anniversary.</p> <p>It was further RESOLVED to place the order for the Beacon on hold until an agreement is reached.</p> <p>There is still an option for residents to light their own Lamp of Peace within their own properties and this will be encouraged.</p>
<p>13/2024-25</p>	<p>Storage Container – Elvaston Village Hall</p>	<p>There was a lengthy discussion. The Parish Council were fortunate enough to receive external grant funding to support the purchase of a storage container for use by all parish community groups, at the suggestion of the Chairman of the Village Hall Committee.</p> <p>A proposal was put to the Village Hall Committee which gave specific detail regarding size, location, and access arrangements, including insurance. It was stated that there is to be no cost to the Village Hall Committee, and the only change to current arrangements would be the request for a key to the gate to be held by the Parish Council to allow access as required. It was noted in the proposal that this facility would be made available for ALL parish groups to utilise for the storage of their belongings. The Parish Council considered the aesthetics within their proposal and are willing to clad the container and consider planting around it for a more pleasing visual affect with possible consideration for a living roof top to be installed.</p> <p>The Village Hall Committee have now stated they have been advised they need to apply for planning permission for the placement of a storage container and have started this process with South Derbyshire District Council planning department. This planning notification is yet to arrive with the Parish Council and the planning department are not aware of the need for planning permission as a container will not be attached to, or affect, the material of the building. There is no requirement for any groundworks or concrete pad to be installed as the container is self-levelling and can be sited on paving slabs at each corner.</p> <p>A second part of this proposal was for the Village Hall Committee to consider receiving a donation of a metal shed from the Parish Council, to replace the dilapidated wooden structure currently in place – again at no cost to the committee. This was also declined, and correspondence has been received to state the committee have authorised repairs to the current structure.</p>



		<p>It was RESOLVED Cllr Mansfield will contact the company selling the containers and enquire as to how long they are willing to hold the container before delivery.</p> <p>It was RESOLVED Cllr Strand will correspond with other members of the Village Hall Committee to ascertain if there are any other issues preventing the placement of the container as verbally agreed by the Chairman.</p> <p>Alternative options for placement of the container were discussed, however, access is an issue for the initial placing, with the only areas currently available to use being the upper and lower village green areas.</p> <p>There was a further suggestion that contact could be made with the Operations Manager at Elvaston Castle Country Park as he had previously alluded to some storage being available on a temporary basis. The Clerk advised that this has not been discussed with the Operations Manager beyond an offer to potentially provide temporary storage, and there has been no conversation regarding the placement of a container within the castle grounds.</p> <p>A further update will be provided at the next meeting.</p>
14/2024-25	Upper & Lower Village Green	<p>Work continues on the upper and lower village greens. Planting has taken place and though it is noted that we are awaiting supply of some fruit trees, the saplings which have been planted are currently doing well. A bug hotel has been placed on the right-hand side of the lower green to encourage insects to make their habitat there and a further construction has been added to the lower green, which will again facilitate habitat for insects and hedgehogs and will be planted with honeysuckle to create a growing feature moving forwards. The upper green mowing has now commenced, and this will be continued as the weather allows. The daffodils around the edges and in the flower tower have bloomed well and lots of positive feedback has been received. Thanks are conveyed to all involved with the upper and lower green developments.</p>
15/2024-25	Purchase of Tommy Silhouette	<p>There was a discussion and it was RESOLVED to purchase a kneeling Tommy silhouette for the upper green, which will be installed along with additional poppies. It was RESOLVED to purchase a pair of Tommy Silhouettes (left and right standing) for installation at the War Memorial, and in conjunction with an additional display of falling poppies which is currently being discussed with the WI.</p> <p>It was RESOLVED the Clerk will place the order for the Tommies in plenty of time to receive them ahead of the period of remembrance.</p>
16/2024-25	Book Store – Village Green (Thulston)	<p>It was RESOLVED to grant permission to two residents who have requested to manage the bookstore including stock rotation and keeping it tidy. Any stock which is present for a long period will be removed and donated to Treetops Hospice. It was further RESOLVED to consider placing the vacant metal shed on the upper green behind the substation, and this will initially be used as temporary storage for Parish Council display items including reindeer and Christmas lights.</p>



		<p>There was a further discussion regarding an extension to the bookstore and measurements will be taken to ascertain if this is a feasible possibility. The bookstore is well-used in the community and has proved to be a great addition so far. Thanks are also noted to the kind residents who oversaw a repair to the door which was damaged in the wind last week.</p>
17/2024-25	Village Hall AGM	<p>The AGM for Elvaston Village Hall will take place on Friday 26th April at 7.30pm at Elvaston Village Hall. It was RESOLVED as many member Councillors as possible will attend this meeting to hopefully receive an update on matters related to the placing of a storage container within the village hall carpark.</p> <p>There was a discussion regarding ongoing Parish Council representation on this committee, which has traditionally always been in place, and it was RESOLVED Cllr Strand will ask for this to be reinstated with a regular committee seat to be attended by a member Councillor.</p> <p>It is noted that the AGM is an open meeting, and everyone is welcome to attend.</p>
18/2024-25	Correspondence	<p>The correspondence schedule was circulated ahead of the meeting and there were no items requiring discussion not already covered by the agenda.</p> <p>The Clerk noted the delivery schedule for the King's portraits is due this week and there will be a portrait available free of charge to the Village Hall Committee if they would like to receive this. It was suggested this is presented to the committee at their AGM on 26th April.</p>
19/2024-25	Planning Applications & Decisions	<p>New Applications on 1st April 2024</p> <p>DMPA/2024/0411 – retention of earth bund and acoustic fence and proposed enhanced landscaping at land adjacent to A6(T), Derby Spur Road, Boulton Moor – original objections reiterated.</p> <p>DMPA/2024/0412 - Loft conversion to include alterations to roof ridge height, installation of roof lights, solar panels and formation of new gable to front elevation at 8 Main Street, Ambaston</p> <p>DMPA/2024/0424 - Approval of details reserved by condition 4 (materials) relating to planning permission DMPA/2023/0272 (The erection of a two-storey extension and internal alterations) at 23 Main Road, Elvaston</p> <p>Appeal Applications at 1st April 2024</p> <p>DMPA/2023/1195 – Erection of 2 x dwellings on land adjacent to 21 Main Road Elvaston – previously refused application twice, appeal consultation valid from 22/02/24 to 28/02/24</p> <p>Pending Applications on 1st April 2024</p> <p>DMOT/2024/0025 - Approval of details relating to planning permission DMPA/2021/0922 (The erection of a one form entry Primary School and associated facilities) on Land off Woodsford Drive, Boulton Moor</p> <p>DMOT/2023/1177 - Approval of details required by Conditions 4, 6, 7, 8, 11, 12, 13, 15, 10, 20 and 22 attached to application ref. 9/2016/0166 on Land At SK3931 2744, Mill Hill, Boulton Moor, Derby</p>



		<p>DMPA/2023/1271 - Outline application (all matters reserved) for the erection of residential development and associated road infrastructure, landscaping, open space, services, and engineering works on Land North of Shardlow Road and West of Alvaston Bypass (Boulton Moor 3)</p> <p>DMOT/2023/0789 - The approval of details reserved by Condition 18 (surface water drainage) relating to planning permission ref. DMPA/2021/0922 at land off Woodsford Drive, Boulton Moor</p> <p>DMPA/2019/1119 Approval of reserved matters for access, layout, scale, appearance, and landscaping of outline permission ref. 9/2015/0998 on Land at SK4031 4970, The Triangle, Boulton Moor, Derby</p> <p>DMPN/2022/0227 – prior approval for change of use of agricultural building to a dwellinghouse with associated operational development at Heron Field Farm, Ambaston Lane, Ambaston</p> <p>Approved Applications on 1st April 2024</p> <p>DMPA/2024/0171 – Erection of extension to existing garage at 17 Kimbolton Way, Boulton Moor</p> <p>DMPA/2024/0255 – Erection of single-storey rear and side extension, garage conversion and erection of double garage at 25 Woods Meadow, Elvaston</p> <p>DMPA/2024/0091 – Amendment to car park and addition of substation at Boulton Moor Primary School, Woodsford Drive, Boulton Moor</p> <p>Refused Applications at 1st April 2024</p> <p>DMPA/2022/1547 – Conversion of barn to residential accommodation including the re-construction of existing stable block. Barn within land at SK40868 31804 Broad Lane, Thulston.</p>
20/2024-25	<p>Finance</p> <ul style="list-style-type: none"> i) Invoices due for payment ii) Income Received iii) Community Grant Applications 	<ul style="list-style-type: none"> i) The finance schedule and Bank Reconciliation (Year End) for March and April were circulated ahead of the meeting with a full list of all payments to be made following the meeting – it was RESOLVED to accept the schedules as presented and the Clerk will now add the payments to Unity Trust Bank for authorisation. ii) Received income was noted as correct. iii) There were no community grants presented for consideration – the next scheduled date to consider applications is November 2024 and the Clerk will add a reminder to the website in due course.
21/2024-25	AGAR 2023/24	<p>The Annual Governance Accountability Return was presented to the full council for signature by the Chairman which was duly completed. The Clerk shared supporting documentation for the AGAR including the final cash book for 2023/24, Internal Audit Report, explanation of variances as required, bank reconciliation proforma and confirmation of the dates of public excise from 3rd June 2024 to 12th July 2024 where arrangements will be made for any persons wishing to view the annual accounts.</p>



22/2024-25	Items for the next Agenda	NHW Scheme Responsibility Matrix Standing Orders, Fin Regs Election of Chairman/Vice Chairman Policies update Placement of metal shed on upper village green
23/2024-25	Date & Time of next meeting	The next ordinary parish council meeting will start at 7.30pm on Monday 13 th May 2024 at 7.30pm at Elvaston Village Hall. The Annual meeting of the Parish will take place on Monday 29 th April 2024 from 7.30pm at Elvaston Village Hall, refreshments will be provided, and everyone is welcome to attend.

The Chairman thanked everyone for attending and the meeting was closed at 9.14pm

Signed _____ Chairman / Vice Chairman



Finance Schedule for Elvaston Parish Council Meeting to 31st March 2024

Schedule A - Expenditure for Approval

Date	Payee	Details	Net	VAT	Total	Notes
20/03/2024	NEST	Faye Simnett Pension	£63.23	£0.00	£63.23	Paid by DD
20/03/2024	Leedale Container Ltd	Purchase and delivery of storage contain	£1,950.00	£0.00	£1,950.00	Paid by YE
31/03/2024	Unity Trust Bank	Bank Service Charge	£18.00	£0.00	£18.00	Paid by DD
		Totals	£2,031.23	£0.00	£2,031.23	

Schedule B - Income since last meeting

Date	From	Details	Amount
		Total	£ -
		Total income since last meeting	£0.00

Checked by: _____
 Second Signature: _____
 Ensure invoices are signed



<u>Summary & Bank Reconciliation</u>			
Unity Trust Current Account Balance as at 1st April 2024			£14,228.67
Unity Trust Savings Account Balance as at 1st April 2024			£35,415.20
Unbanked Cash Receipt			£27.61
Chqs issued but not presented as at 31/3/2024			£0.00
		<u>Starting Balance 1 April 2024</u>	£49,671.48
<u>Receipts</u>			
	Total Receipts to date	£	-
<u>Payments</u>			
	Total Payments to date		£0.00
			£0.00
<u>BALANCE</u>			£49,671.48
		Date	01-Apr-24
Balance as per Current Account Statement from Unity Trust			£14,228.67
Balance as per Savings Account Statement from Unity Trust			£35,415.20
Payments not yet presented at bank			£0.00
Receipts not yet included in bank statement balance			£27.61
		End Balance	£49,671.48
		Difference	£0.00



Finance Schedule for Elvaston Parish Council Meeting April 2024

Schedule A - Expenditure for Approval

Date	Payee	Details	Net	VAT	Total	Notes
11/04/2024	Community Heartbeat Trust	Replacement G3 Electrodes Invoice No 1	£46.95	£9.39	£56.34	
26/03/2024	Bullfinch Gas Equipment Ltd	Purchase of Beacon for Dday 80th Anniv	£549.00	£109.80	£658.80	
08/04/2024	Fiona Keppel-Spoor	Use of home as office	£47.00	£0.00	£47.00	
13/03/2024	Fiona Keppel-Spoor	Printer Ink Subscription	£15.41	£3.08	£18.49	
08/04/2024	HMRC Cumbernauld	Tax/NI April 2024	£452.87	£0.00	£452.87	
08/04/2024	Faye Simnett	Salary April 2024	£934.21	£0.00	£934.21	
08/04/2024	Julie Dean	Salary April 2024	£396.74	£0.00	£396.74	
08/04/2024	Fiona Keppel-Spoor	Salary April 2024	£932.40	£0.00	£932.40	
03/04/2024	Waterplus	Allotment Water Supply	£17.66	£0.00	£17.66	
		Totals	£3,392.24	£122.27	£3,514.51	

Schedule B - Income since last meeting

Date	From	Details	Amount
05/04/2024	South Derbyshire District Council	Precept Payment 1	£ 24,837.50
05/04/2024	South Derbyshire District Council	Council Tax LCTR Top up Grnat	£ 210.00
		Total	£ 25,047.50

Total income since last meeting

£25,047.50

Checked by: _____

Second Signature: _____

Ensure invoices are signed



Summary & Bank Reconciliation			
Unity Trust Current Account Balance as at 1st April 2024			£14,228.67
Unity Trust Savings Account Balance as at 1st April 2024			£35,415.20
Unbanked Cash Receipt			£27.61
Chqs issued but not presented as at 31/3/2024			£0.00
		<i>Starting Balance 1 April 2024</i>	£49,671.48
Receipts			
	Total Receipts to date	£ 25,047.50	
Payments			
	Total Payments to date	£3,514.51	
		£3,514.51	
BALANCE			£71,204.47
		Date	05-Apr-24
Balance as per Current Account Statement from Unity Trust			£39,258.51
Balance as per Savings Account Statement from Unity Trust			£35,415.20
Payments not yet presented at bank			£3,496.85
Receipts not yet included in bank statement balance			£27.61
		End Balance	£71,204.47
		Difference	£0.00