

**Minutes of the Meeting of Repton Parish Council held in the Milton Village Hall following the Parish Meeting at 19:00 on Monday 14<sup>th</sup> October 2019**

**Present:** Councillors Lloyd (Chairman), Sheldon, Rainey, Dickson, Steel, Thomas, Griffiths, Perks

**Staff and public in attendance:** Caroline Crowder (Clerk and RFO), District Councillors Haines and Churchill, County Councillor Ford and two members of the public.

**1. Apologies**

Councillors Munnien, McArdle, Brown

**2. Declaration of Interests**

None

**3. Approval of the Minutes of the meeting held on 9<sup>th</sup> September 2019**

Minutes approved and signed by Chairman Lloyd.

***Standing Orders lifted for Public Speaking and Planning***

**4. Public Speaking**

None

**5. Planning Matters**

Councillor Lloyd had seen a planning reapplication for a bungalow off Milton Road that the council had previously objected to. They had now widened the access to it and highways had not objected. As the previous objection was on the grounds of access, it was agreed that this had now been resolved. Axis 50 planning application, County Councillor Ford advised this would take a while for consideration and he did not think a decision would be reached by SDDC this year.

***Standing Orders Resumed***

**6. County, District and Parish Councillors' Reports**

- a. District Councillor Churchill, the drains on High Street had been reported to DCC and they deemed there was not an issue. However today they are blocked again. Photos have been taken and will be sent to DCC.
- b. District Councillor Haines had reported the tipping at Robins Cross that Councillor McArdle had reported to her. This had now been cleared. When the cameras were in place at the site they did not pick up any activity and they have therefore been moved to another area. If a persistent issue is seen it can be requested that the cameras are returned.
- c. County Councillor Ford had received an email, an extract of this is shown below, on the footpath between Repton and Willington:

*"It appears that towards the end of August a Highway Inspector carried out a risk based assessment and noted that there was an element of encroachment into the highway, but a minimum footway width was available and the condition of the footway was safe and serviceable. The system shows that all relevant customers were informed of the assessments outcome on the 30<sup>th</sup> August. This road is scheduled on monthly inspections and the Inspectors has been frequently monitoring the hedge and undergrowth, since the August inspection. However, following the latest inspection it has been identified that the undergrowth has become more severe and reduced the footway width further. Therefore, I can confirm that a Job was raised on the 20<sup>th</sup> Sept, to side out undergrowth / weeds so as to increase footway width. We hope to have these works complete by the 1st of November. I am also*

*informed that the hedgerow itself is cut twice a year, by the responsible landowner and we have never had to pursue or serve notice on this individual/s."*

- d. County Councillor Ford provided an update on the removal of the waiting signs in Repton; this is still with the legal department.
- e. District Councillor Churchill had attended the SDL Management meeting to discuss issues on the Longlands estate. The dog waste bins not being emptied were the major issue on the agenda.
- f. Councillor Lloyd had noticed blocked drains on Milton Road/Brookend. She will raise this with DCC.
- g. The street light on Matthews's jitty is not visible due to overgrowth from the adjacent homeowner. County and District Councillors were to chase this up. Councillor Dickson had reported on behalf of RPC.
- h. District Councillor Haines advised that the litter bin on Springfield Road has now been replaced.
- i. District Councillors Haines and Churchill are holding drop in surgeries at the Community Café, Repton Village Hall on Monday 4<sup>th</sup> November 2019 18:00-19:00 and Monday 20<sup>th</sup> January 2020 18:00-19:00

## **7. Clerk's Report**

- a. Community Action Grant from £2,501 to £25,000 to fund local projects which help to deliver the Commissioner's Police and Crime Plan priorities. Any councillor wishing to apply let the Clerk know.
- b. South Derbyshire CVS small grant funds for Improving Health and Wellbeing, Improving Mental Health and Wellbeing and Self-Help Grant. Any councillors wishing to apply let the Clerk know.
- c. Councillors agreed to assist on Thursday 17<sup>th</sup> October with the move of the office items currently in storage into the new office.
- d. External Audit is passed and the notice is on the website. The auditor's fee is in the finance section to agree payment.
- e. **Action Clerk to find out if the scouts are still doing the litter collection, and put onto next month's agenda**
- f. Payment for use of toilets at the Bulls Head, **Action Clerk to put onto next month's agenda.** District Councillors are to check if SDDC make any contribution.
- g. It was agreed to buy a poppy wreath for £100 donation and two boxes of silk poppies for a donation of £200

## **8. Chairman's Announcements**

- a. The sign for the Brookend Tearooms is confusing visitors to the area that it is still open. It is currently displayed on Repton School property. **Action Clerk to email the school to see if they can remove this.**
- b. The placing of mementos at the Arboretum is making it difficult for the contractors to perform maintenance. Silk ties around the trees are also constricting the growth. Agreed to **action the Chairman and Clerk to write a letter to all tree holders asking them to remove mementos and anything tied around the trees.**

## **9. Elderly Services** (Councillors **Sheldon**, Perks, Lloyd, McArdle)

- a. Councillor Sheldon advised the survey has been collected and there has been more than a 20% return, which is high. These are now being sent for analysis. It is believed we should have a response in approximately 3 weeks.

## **10. Youth/Playing Fields Facilities** (Councillors **Steel**, Perks, Griffiths, Munnien; Mr Skeith)

- a. There was a lengthy discussion over the proposed work at Broomhills and the requirements of the users. It was agreed that Councillors Steel and Sheldon would meet with Repton Casuals representation to discuss their requirements. Defibrillator installation, PAT testing, emergency lighting testing is all urgently needed. This comes under maintenance and urgent

issues that need completed. It was decided that Councillor Steel could instruct Cooper Electricals to do the work. The fire equipment also needs servicing, unless any Councillors came forward in the next few weeks with contractor names, it was agreed to extend the previous year's contract with O Heap to provide the servicing.

- b. SDDC reported that 4656 participants were counted to the summer play activities.

**11. Village Maintenance and Footpaths** (Councillors **Dickson**, Sheldon, Griffiths, Brown, McArdle, Munnion)

- a. For the footpath between Willington and Repton see 6c
- b. For SDL Management see 6e
- c. Barbed wire has been removed on FP 11.
- d. Councillor Dickson has met with DCC for a site visit at the agreed position of the new street light. We have already received £1400 Safer Community Grant. **Action Clerk to reply to DCC instructing them to carry out the work.**
- e. Steps at junction FP5 and 6, Councillor Dickson has written to DCC. They responded that they had not budget left this year, but would put this forward into next year's budget.
- f. The land owner at Brook Farm has been keeping the gate locked to the path. Councillor Dickson has reported this to DCC for them to contact the land owner about allowing access to the path.
- g. FP 16 to Monsom Lane is overgrown, **Action Clerk to check if this is a path we maintain and instruct clearance if we do**
- h. FP 10 from Mount Pleasant pub car park, **Action Clerk to check if this is a path we maintain and instruct clearance if we do**
- i. Dog waste bins on Longlands estate see 6e
- j. Bridleway application for FP 13, 15, 14. Once Clerk has paperwork back from storage this is to be looked into.
- k. **Action Clerk to raise a case with DCC requesting a site visit to inspect the poor condition of the pavements on Burdett Way.**

**12. Burial Ground and Allotments** (Councillors **Rainey**, Steel, Thomas, Griffiths, McArdle)

- a. The working group are scheduled to meet 23<sup>rd</sup> October to discuss sheds, bonfires and skips. They will report back at the next council meeting

**13. Village Heritage and Improvement** (Councillors **Thomas**, Steel, Perks, Dickson)

- a. Work on the preservation of the Cross is due to start this week and will be completed before Friday 25<sup>th</sup> October.
- b. The council office has now moved into the Village Hall. Councillor Sheldon asked if the Village Hall were going to have a defibrillator. He was requested to bring this up at the finance meeting. He was also concerned about the opposite pavement on Askew Grove from the Village Hall, as there was not a drop kerb. It was agreed that this was not a council matter and was for the Repton Village Hall to look into.
- c. The Christmas tree lights and tree stand are being ordered and finance authorised at this meeting. The light switch on will be 2<sup>nd</sup> December and the The Boot has agreed to provide mince pies and mulled wine.
- d. Mr Thompson advised that there was not a current need for a concrete table tennis table at the Mitre Field.
- e. Poppies in Repton see 7g.
- f. The payphone in Repton is to be removed by BT.
- g. The council had received a suggestion from a Milton villager that the phone box in Milton could be adopted by the Council **Action Councillor Griffiths to look into this scheme and report back at the next meeting.**

**14. Police/Safety and Highways** (Councillors **Griffiths**, Dickson, Brown, Thomas, Rainey)

- a. We are still waiting on the Allotments committee to report back on their suggestion of planting directly into the ground near the Vicarage rather than having planters. **It was agreed that the three planters for the triangle should be ordered and Councillor Sheldon agreed they could be delivered to him.**

**15. Arboretum/Sledge Wood** (Councillors **Brown**, Lloyd, Munnien; Mr McGahan)

- a. It is believed that there is a plan for a new arboretum; it was agreed for the **Clerk to ask Mr McGahan if he could progress this with SDDC.**

**16. Neighbourhood Development Plan and Planning** (Councillors **Lloyd**, Perks, Sheldon, Munnien, Rainey; Mr Thompson)

- a. Mr Thompson was present at the meeting and confirmed that SDDC have set the referendum date for the NDP for 14<sup>th</sup> November 2019. There was some discussion held over the parish council promoting the referendum. **It was agreed by all councillors, pending confirmation from District Councillor Churchill that SDDC were ok for this promotion to go ahead, that the Parish Council would fund up to £500 for a pvc banner, A3 posters and leaflets for delivery to residents. Action Councillor Griffiths to organise the printing of the materials. Action Mr Thompson to design the material and organise delivery of the leaflets. Action Clerk to request permission from Repton School for placement of the pvc banner by the arch.**

**17. Information Technology** (Councillors **Griffiths**, Munnien)

- a. The contract for web hosting is up on November, this is on the finance section to agree the renewal. Councillor Griffiths has been working on a new website and Councillor Munnien has been doing the first round of checks on the new site. **Action Councillor Griffiths to share a link to the new site with all councillors.**
- b. After much discussion over the last few weeks with the Chairman, Vice Chairman, Clerk and Councillor Griffiths, it was agreed to abandon the move of the BT phone line to the Village Hall. We have got no further with the move since first requesting this of BT back in July. Councillor Perks has arranged for a Virgin Media phone line to be installed, with a different phone number as this would allow the installation to take place quicker. The Village Hall will then bill the Council for this line.

**18. Risk Assessments** (Councillor Rainey)

- a. Councillor Rainey has written risk assessments for the burial ground, Broomhills playing field, allotments and Christmas tree. **All Councillors agreed to accept these risk assessments.**
- b. **Action Councillor McArdle and the Clerk to complete a lone worker risk assessment.**

**19. Finance**

**a. Receipts since last meeting**

Date in	Transaction Number	Transaction type	Transaction Sub type	Source	Invoice Number	Total value (including VAT)	VAT	Sub Total (without VAT)	Date paid in/out	Destination Account	Month of Minutes Read	Appears in Bank Statement	Paying in number/Cheque Number	Transaction Method
08/09/19	0037	Burial_Ground	Headstone fee	Alexander Memorials		£ 200.00			14/10/2019	Natwest Current Account	Oct-19			Cheque
13/09/19	0038	Bank_Income	Interest	RBS		£ 5.88			30/08/2019	RBS Reserves	Oct-19	115		BACS
18/09/19	0039	Burial_Ground	Purchase of new grave	Michael George Shirley (Murrays Funeral Directors)		£ 300.00			14/10/2019	Natwest Current Account	Oct-19		100784	Cheque
18/09/19	0040	Burial_Ground	Interment in grave plot	Michael George Shirley (Murrays Funeral Directors)		£ 250.00			14/10/2019	Natwest Current Account	Oct-19		100784	Cheque
29/09/19	0041	Parks	Triathlon club fees	Derby Triathlon Club		£ 137.50			29/09/2019	Natwest Recreation Ground Account	Oct-19	23/08/19-25/09/19		BACS

## b. Payments since last meeting

Date in	Transaction Number	Transaction type	Transaction Sub type	Source	Invoice Number	Total value (including VAT)	VAT	Sub Total (without VAT)	Date paid in/out	Destination Account	Month of Minutes Read	Appears in Bank Statement	Paying in number/Cheque Number	Transaction Method
06/08/19	5073	Parks_	Broomhills Pavilion Water	South Staffs Water	66543460	-£ 46.69	£0.00	-£46.69	16/09/2019	Natwest Recreation Ground Account	Oct-19			Direct Debit
09/09/19	5089	Office_	Advertising	Parish Magazine		-£ 71.00			18/09/2019	Natwest Current Account	Oct-19		002888	Cheque
01/10/19	5090	Office_	Telephone and broadband charges	BT		-£ 66.00			01/10/2019	Natwest Current Account	Oct-19			Direct Debit
12/09/19	5094	Loans_	Public Works Loan Repayment	Public Works Loan Board		-£ 11,301.39			10/10/2019	Natwest Current Account	Oct-19			Direct Debit
07/08/19	5104	Burial_Ground_	Water	South Staffs Water	66568382	-£ 154.52			16/09/2019	Natwest Current Account	Oct-19			Direct Debit

## c. Payments for Approval

Date in	Transaction Number	Transaction type	Transaction Sub type	Source	Invoice Number	Total value (including VAT)	VAT	Sub Total (without VAT)	Date paid in/out	Destination Account	Month of Minutes Read	Appears in Bank Statement	Paying in number/Cheque Number	Transaction Method
30/09/19	5087	Village_Amenities_	Repton Cross	Bonsers	4999	-£ 1,105.43	-£184.24	-£921.19	14/10/2019	Natwest Current Account	Oct-19		002889	Cheque
01/10/19	5088	Office_	Website fees	Astutum	201653483	-£ 119.94	-£19.99	-£99.95	14/10/2019	Natwest Current Account	Oct-19		002890	Cheque
23/09/19	5091	Office_	Removals	Betel		-£ 50.00	-£8.33	-£41.67	14/10/2019	Natwest Current Account	Oct-19		002891	Cheque
28/09/19	5092	Audit_	External audit fees	PKF Littlejohn LLP	5820193949	-£ 1,560.00	-£260.00	-£1,300.00	14/10/2019	Natwest Current Account	Oct-19		002892	Cheque
12/09/19	5093	Office_	Computer stationary postage	Viking	184104	-£ 38.22	-£6.37	-£31.85	14/10/2019	Natwest Current Account	Oct-19		002893	Cheque
05/10/19	5095	Staff_	Staff PAYE and NIC payments to HMRC	HMRC		-£ 247.44			14/10/2019	Natwest Current Account	Oct-19		002894	Cheque
05/09/19	5096	Parks_	Broomhills Pavilion Electricity	British Gas		-£ 149.23	-£7.10	-£142.13	14/10/2019	Natwest Current Account	Oct-19			Direct Debit
01/10/19	5097	Staff_	Salary	C J Crowder		-£ 676.57			14/10/2019	Natwest Current Account	Oct-19		002895	Cheque
01/10/19	5098	Office_	Rent	Repton Village Hall Company		-£ 230.00			14/10/2019	Natwest Current Account	Oct-19		002896	Cheque
01/10/19	5099	Parks_	Broomhills Pavilion Cleaning	C Haworth		-£ 72.00			14/10/2019	Natwest Current Account	Oct-19		002898	Cheque
13/09/19	5100	Village_Amenities_	Childrens Mobile Activities	SDDC	80853070	-£ 972.00	-£162.00	-£810.00	14/10/2019	Natwest Current Account	Oct-19		002897	Cheque
01/10/19	5101	Office_	Website fees	Website hosting		-£94.12			43752	Natwest Current Account	Oct-19			Cheque
03/10/19	5102	Village_Amenities_	Christmas Tree supplies	The Corporate Christmas Tree Company (lights)		-£ 251.34	-£41.89	-£209.45	14/10/2019	Natwest Current Account	Oct-19		002900	Cheque
03/10/19	5103	Village_Amenities_	Christmas Tree supplies	Real Christmas Trees Limited (stand)		-£ 288.00	-£48.00	-£240.00	14/10/2019	Natwest Current Account	Oct-19		002901	Cheque
02/10/19	5106	Burial_Ground_	Mowing	Mercia Garden Care	201939	-£ 180.00			14/10/2019	Natwest Current Account	Oct-19		002902	Cheque
02/10/19	5107	Burial_Ground_	Hedge cutting	Mercia Garden Care	201939	-£ 350.00			14/10/2019	Natwest Current Account	Oct-19		002902	Cheque
02/10/19	5108	Burial_Ground_	Tidy Graves	Mercia Garden Care	201939	-£ 100.00			14/10/2019	Natwest Current Account	Oct-19		002902	Cheque
04/10/19	5109	Office_	Hire of Hall for Parish Council Meetings	Milton Village Hall	301	-£ 40.00			14/10/2019	Natwest Current Account	Oct-19		002903	Cheque
04/10/19	5110	Village_Amenities_	Poppies	Poppies for cross and wreath		-£ 300.00			14/10/2019	Natwest Current Account	Oct-19		002904	Cheque
30/09/19	5113	Office_	Water	South Staffs Water	67225503	-£ 278.23	-£0.51	-£277.72	14/10/2019	Natwest Current Account	Oct-19		002907	Cheque
28/09/19	5114	Parks_	Broomhills Pavilion Cleaning Materials	C Haworth		-£ 3.75			14/10/2019	Natwest Current Account	Oct-19		002898	Cheque
10/10/19	5115	Footpaths_	Control to surface vegetation	Mercia Garden Care	201944	-£ 90.00			14/10/2019	Natwest Current Account	Oct-19		002899	Cheque
10/10/19	5116	Burial_Ground_	Mowing	Mercia Garden Care	201944	-£ 90.00			14/10/2019	Natwest Current Account	Oct-19		002899	Cheque
10/10/19	5117	Arboretum_	Hedgecutting	Mercia Garden Care	201944	-£ 170.00			14/10/2019	Natwest Current Account	Oct-19		002899	Cheque
10/10/19	5118	Burial_Ground_	Mowing	Mercia Garden Care	201944	-£ 90.00			14/10/2019	Natwest Current Account	Oct-19		002899	Cheque

Resolved, all payments and receipts approved.

## d. Bank Balances

Account Name	Balance
Natwest Current	£39,928.97
Natwest Recreation Ground	£2,118.49
Royal Bank of Scotland Reserves	£35,783.57
Petty Cash	£98.16

e. **Fixed Assets**

Broomhills Defibrillator, Christmas tree stand, Christmas tree lights to be added

20. **Correspondence**

- a. New Derbyshire Care Services Directory 2019/20 - Press Release
- b. Press release in respect to the upcoming Area Forum meetings
- c. South Derbyshire Call for Sites
- d. Willington Quarry Community Consultation
- e. Invitation to attend grants open evening in Ripley
- f. Repton Area Forum Thursday 7th November 2019 at Milton Village Hall **Councillors Thomas and Dickson to attend**
- g. Summer Holiday Provision Thank you letter SDDC

21. **Reports to Note**

- a. DALC Circular 11/2019
- b. NALC Newsletter 12/09/19

22. **Date and time of next Parish Council meeting**

Monday 11th November 2019, 19:30 in the Meeting Room at Repton Village Hall.

**The Press and Public are invited to attend. Plans are available for inspection, by appointment, at The Parish Council Office, Mondays and Thursdays 14:00 to 17:00**