

**Minutes of the Meeting of Repton Parish Council held virtually via Zoom meeting at 19:30 on Monday 18<sup>th</sup> May 2020**

**Present:** Councillors Lloyd (Chairman), Sheldon, Rainey, Dickson, Perks, Brown, Griffiths, Thomas and McArdle.

**Staff and public in attendance:** District Councillors Churchill and Haines, and two members of the public.

The meeting is to be recorded and this was declared on the agenda.

**1. Apologies**

Councillor Steel

**2. Declaration of Interests**

None

**3. Approval of the Minutes of the meeting held on 20<sup>th</sup> April 2020**

The minutes were unanimously approved and will be digitally signed by Chairman Lloyd as a correct and true record after the meeting, see appendix D.

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

**4. Public Speaking**

A member of the public spoke about the work that is currently taking place by the water company in Repton. They advised in their opinion it could cause a bottleneck of traffic. They wished to encourage people to park sensibly during the works, as they believed it was going to take a few more weeks for the work to be finished. They also asked if the traffic noticeboards warning of roadworks could be placed further back to allow people the choice before they entered the village to take an alternative route. **Action Chair to write a letter to highways in support of this.**

**5. Planning Matters**

The Council has already submitted an objection to planning application DMPA/2020/0372, in reference to it not adhering to the NDP. A member of public also advised that this application did not conform to the NDP. District Councillor Churchill advised that objections would still be taken until the 5<sup>th</sup> June. The case officer in charge of the application had confirmed to him that all previous objections had not been addressed in this new revised application. He encourages all individuals that object to this to submit their own personal objection.

***Standing Orders Resumed***

**6. Motion to Suspend Certain Standing Orders**

Motion "As per Standing Order 26a and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, propose the following changes to Standing Orders until May 2021 or such time as the government revises or revokes legislation: Suspending of Standing Orders 1a, 2b, 12 a to i' **Resolved all Councillors agreed to the motion to suspend.**

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

- a. District Councillor Haines, grass cutting had resumed by SDDC but they were still not back up to a full service. They have seen a lot of fly tipping during lockdown; people

should report any instances into SDDC and can copy her and District Councillor Churchill in.

- b. District Councillor Churchill, the community grant scheme is still open until the end of May. There has been no take up. He has seen the complaint made about horse muck on Broomhills Lane. SDDC have done as much as possible, perhaps social media awareness is needed. Maple Vale development has been approved but the entrance needs to be completed first. He has seen the hole in the wall by Matthew's jitty and will be watching what happens. Broomhills litter and social distancing issues have been noted.
- c. Councillor Sheldon has been in touch with the Environment Agency and wishes to meet with them to walk the Brook and highlight issues to them.

## 8. Chairman's Report

- a. The community newsletter from DCC has been seen by all the Councillors and the Chair asked for this to be shared on our website also as it gives details on the public access to the local refuse amenities.
- b. The Chair asked for the donation to the Repton Village Hall to be put into the agenda for the next meeting to agree on the payment. **Action Clerk to include with financial payments for next meeting agenda.**
- c. Councillor Sheldon asked if we could purchase a defibrillator for the Village Hall and use the same company as last time. Clerk advised that we would need three quotes before we could make the decision to purchase. **Action Clerk to ask Councillor Steel to get updated quotes as the price may have increased since last year's purchase.**

## 9. Clerk's Report

- a. Along with Councillor McArdle the clerk had carried out an allotment inspection on 12<sup>th</sup> May 2020. All allotments (apart from the vacant one) were in very good order; all water butts had covers on them. The allotments area looked very well kept. The prospective new allotment holder from the waiting list, had viewed the vacant plot and wished to take this on. The Clerk asked the Council how much rent they wish to charge her considering it was part way through the year and the allotment did need some work. **All Councillors agreed to waive any charge for this year.**
- b. We are still awaiting quotes to come back in for the painting of the benches and railings, hopefully with the gradual ease on lockdown we will be have some submitted soon.
- c. Mercia Garden Care has been asked to move the planter into position near the Vicarage as soon as possible. This will then be planted up by one of the allotment holders. They will submit their expenses for payment.
- d. Summer Activities, at the moment SDDC still have these planned to occur but will be reviewing this as the current legislation is eased or tightened. If they are to go ahead we will need Councillors to volunteer to allow access to the field at the start of each session. Councillors can email the clerk to advise which sessions they would like to volunteer for.
- e. The Council insurance is due 1<sup>st</sup> June 2020. We have a price from our existing insurers for renewal and three more from an insurance broker. Councillor Perks had a query on the Officials Indemnity cover. **Action Clerk to check into this. All Councillors resolved that once the query had been resolved satisfactorily then they wished to purchase the cover by Pen Underwriting Ltd for a period of three years.**
- f. Acceptance to the DCC Pension Fund had been received. The clerk had submitted all the paperwork needed for all payments from 01/01/2020 until 30/04/2020. The Chair authorised this payment to the fund before the meeting as the deadline would have expired. The payment is in the payment schedule for this meeting for retrospective full Council approval.

#### **10. Report of Internal Auditor**

All Councillors resolved to accept the report of the Internal Auditor. See Appendix A.

#### **11. Approval of Annual Governance Statement 2019/20**

All Councillors resolved to approve the Annual Governance Statement 2019/20. See Appendix B.

#### **12. Approval of Accounting Statements 2019/20**

All Councillors resolved to approve the Accounting Statements 2019/20. See Appendix B.

#### **13. Appointment of Internal Auditor 2020/21**

All Councillors resolved to appoint Jacqui Storer as the internal auditor for this financial year.

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

Nothing to report, a meeting is still to be held by the working party.

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

- a. Broomhills Lane Pitch Improvement Plan was discussed by the Councillors. There were concerns and it was therefore **agreed that the Working Party would need to meet to discuss this further and bring back to the next Council meeting.**
- b. The proposal from Repton Casuals that they wished to take over the mowing of the grass was discussed. There were concerns over payment, what would be cut as a footpath also runs through the ground and any liability issues. **It was agreed that the Working Party would need to meet to discuss this further and bring back to the next Council meeting.**

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

Nothing to report.

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

- a. The rat issue may have been solved; Councillor Steel had laid some bait and had not observed any rats recently.
- b. The allotment holders had requested a skip. The clerk had asked for three quotes and provided these to the Councillors before the meeting. The Councillors discussed the issue and **agreed to revisit the skip hire in the autumn due to the current lockdown regulations. Action Clerk to include on September agenda.**

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

- a. We have recently received an email from DCC about street decoration such as bunting and flower displays, the Chair asked all the Councillors to think of any ideas for the next meeting. **Action Clerk to add onto next months agenda.**

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

- a. Some of the Councillors and a resident had reported a problem with the wall near Matthew's jitty, some stones were missing and it was feared this may cause an issue with the brook. The Clerk had contacted SDDC and DCC and following this had issued a letter out to whom we believe was the owner of the land. The owner had responded

immediately advising that they were aware of the issue and were working towards getting a planning application submitted in order to rectify the situation. **Action Clerk to ask the resident for regular updates.**

- b. Some speeding issues had been highlighted to the Chair, there has been an increase observed during lockdown. The Neighbourhood Watch is involved.
- c. There is still an open issue with DCC about a review of the highways around Repton; we have not been provided with an update. **Action Clerk to email highways and County Councillor Ford for an update.**
- d. Councillor Dickson asked about the progress on the replacement sign for the entrance to the village on Main Street. The Clerk advised that she had been trying to progress this with DCC and had not received a response. Measurements of an existing sign have been taken. **Action Clerk to submit the license application to DCC.**

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

- a. A complaint had been received by the Clerk as a tree had been replaced without the knowledge of the person who had purchased it in the old arboretum. The Clerk had dealt with the complaint but wished to make the whole Council aware of it; the Chair and Councillor Brown had been kept updated.
- b. Councillor Brown advised that the improvement work on the old arboretum has now been completed. He had been watering the two new trees that had been planted.
- c. For the new arboretum, Councillor Brown had agreed a price with Woodgrow Horticulture for the new trees, stakes and ties, plaque mounting post and a twelve month support contract. He proposed to the Council that we charged £175 per tree which should cover these costs. **All agreed to the price of £175 per tree.**
- d. Councillor Dickson was concerned about vandalism and asked if it was possible for us to install a gate or fencing. Councillor Brown advised that SDDC had stipulated that the access was to be open, without any fencing or gate.
- e. Councillor Brown advised that he would put a specification together for plaques which could go out to all prospective tree purchasers. He also agreed to update the existing regulations which could then be reviewed at the next council meeting.

## 21. Information Technology (Councillors **Griffiths**, Munnien)

Nothing to report. **All agreed to continue using zoom for the virtual council meetings.**

## 22. Flood Protection (Councillors Brown, Dickson, Sheldon; **Dr Farrell**)

- a. Councillor Sheldon has been working with the Environment Agency and is arranging a site visit to the brook with them, which he will attend.
- b. Once lockdown is over a working party meeting will be held to discuss the flooding issues that were seen in the last few months.
- c. Some of the drains in Repton have been cleared recently.
- d. Councillor Dickson advised that there was a tree trunk in the brook but this had now been removed.

## 23. Finance

### a. Receipts since last meeting

#### RBS Reserves Account

March interest	7.02
April interest	6.94
<b>TOTAL</b>	<b>£13.96</b>

#### Current Account

Burial fee	250.00
Football fees	48.00
<b>TOTAL</b>	<b>£298.00</b>

**b. Payments for Approval**

Date	Payment method/cheque number	Name	Description	Vat	Total	Details for banking	Notes
23/04/20	BACS	A4 Folder	Amazon (via Clerk)	£0.60	£3.58	Current Account	Approval sought
05/05/20	Direct Debit	Email account	BT		£7.50	Current Account	Approval sought
18/05/20	BACS	Mobile phone top up	C J Crowder		£10.00	Current Account	Approval sought
18/05/20	Standing Order	Office Rent	Repton Village Hall Company		£230.00	Current Account	Approval sought
18/05/20	BACS	Clerk Salary	C J Crowder		£565.98	Current Account	Information only
13/05/20	BACS	Zoom meetings	Zoom (via C J Crowder)	£2.40	£14.39	Current Account	Approval sought
05/05/20	BACS	Mileage for collecting paperwork for	C J Crowder		£9.90	Current Account	Approval sought
05/05/20	BACS	Insurance	Pen Underwriting ltd		£822.82	Current Account	Approval sought
18/05/20	cheque	Donation to Allotment Society	Cheque made out to CASH, cash then given to Allotment Society		£100.00	Current Account	Approval sought
27/04/20	BACS	Internal Audit Fee	Jacqui Storer		£95.00	Current Account	Approval sought
27/04/20	BACS	Broomhills Cleaning	C Hawksworth		£18.00	Current Account	Information only
30/04/20	BACS	3 x Burial Ground Grass Cut, Weeds	Mercia Garden Care		£300.00	Current Account	Approval sought
30/04/20	BACS	Strimming of Monsom Lane and Burd	Mercia Garden Care		£130.00	Current Account	Approval sought
18/05/20	BACS	Pension payment	DCC - Superannuation Fund		£813.00	Current Account	Information only
			<b>TOTAL</b>	<b>£3.00</b>	<b>£3,120.17</b>		
		Postage	Petty Cash	£9.12			

**Resolved, all payments approved. Councillors Lloyd and McArdle to digitally sign off on payments for approval. See appendix D.**

**c. Bank Balances**

<u>Account Name</u>	<u>Balance</u>
Natwest Current	£66,231.12
Natwest Recreation Ground	£1,003.02
Royal Bank of Scotland Reserves	£42,229.58
Petty Cash	£90.88

**d. Fixed Assets**

No updates

**24. Correspondence**

From	Subject	Date Received
DALC	<ul style="list-style-type: none"> <li>Playground Inspections during lockdown</li> <li>Climate Emergency</li> <li>Online Training Opportunities</li> <li>Excellence Awards</li> <li>April Newsletter</li> </ul>	Since last agenda until 7th May 2020
SDDC	<ul style="list-style-type: none"> <li>Flood Resilience Recovery Support Team</li> <li>Introduction of Animal Welfare Licensing Policy</li> <li>Active Communities and Health Team Spring 2020 Newsletter</li> <li>Summer Activities 2020 update</li> </ul>	Since last agenda until 7th May 2020
DCC	<ul style="list-style-type: none"> <li>Temporary Road Closures: High Street and Boot Hill</li> <li>Community News x 2</li> </ul>	Since last agenda until 7th May 2020

	<ul style="list-style-type: none"> <li>• Applications for hanging baskets and floral decorations</li> </ul>	
SDCVS	<ul style="list-style-type: none"> <li>• Proposed DCC cuts to SDCVS Funding</li> </ul>	27/04/2020
NALC	<ul style="list-style-type: none"> <li>• 11 emails</li> </ul>	Since last agenda until 7th May 2020
SDDC Planning	<ul style="list-style-type: none"> <li>• 11 emails</li> </ul>	Since last agenda until 7th May 2020
District Councillor Andrew Churchill	<ul style="list-style-type: none"> <li>• Fly-tipping Report</li> <li>• SDCVS Community Response</li> <li>• Covid19 Cyber and Fraud Information Sheets</li> </ul>	Since last agenda until 7th May 2020
District Councillor Kerry Haines	<ul style="list-style-type: none"> <li>• £5,000 Support package for properties flooded in February</li> </ul>	17/04/2020

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

Monday 8th June 2020, 19:30 by virtual zoom meeting

**Appendix A: Internal Audit Report Checklist**



Repton PC internal-audit-checklis



Internal Audit report 19-20.pdf



Annual Internal Audit Report 2019 20.pdf

**Appendix B:**



Section 1 Annual Governance Statemen



Section 2 Accounting Statements 2019 20.p

**Appendix C: Signed Payment Schedule**



May 2020 Agenda Payment Request sign

**Appendix D: Signed April 2020 Minutes**



04-2020 April 20th - signed.pdf

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6/12/2020