

HORSLEY WOODHOUSE PARISH COUNCIL
Minutes of Meeting of Horsley Woodhouse Parish Council held on
Tuesday 7th June 2022 at Horsley Woodhouse British Legion Hall at 7.00pm

94/22 Present

Councillors K Seals (Chairman), S McGuinness, J Whitmore, S Till, I Davidson
Clerk H Varty

95/22 Public Participation

None

96/22 Apologies

Cllr A James

97/22 Variation of Order of Business

RESOLVED: All in agreement to swap items 11 and 14 on the agenda to ensure fixed asset register is reviewed before AGAR sign off.

98/22 Declaration of Members Interests

RESOLVED: Declaration of members' interests will be taken as they occur in the meeting.

99/22 Approval of Minutes of Meeting held on Tuesday 3rd May 2022

RESOLVED: Proposed by Cllr Davidson and seconded by Cllr Whitmore and unanimously resolved to approve these.

100/22 Matters Arising

Cllr Davidson informed members he was not in receipt of the crime figures from Heanor Safer Neighbourhood Team as agreed by them at the Annual Parish Meeting and will chase.

ACTION: Members have asked the Clerk to send a thank you to HWCA for all the hard work and effort that went into the Queen's Jubilee celebrations. Many residents have said it was a fantastic event.

101/22 Recreation Matters

Play Area Inspections

The Clerk advised the playground inspection has been prioritised to be completed due to it now being over a year since the last inspection.

Horeston Recreation Ground

The Clerk informed members Kompan have been contacted, asking for a bird deterrent recommendation. They have suggested placing cable ties on the top of the frame. Cllr Till to complete this.

Sitwell Recreation Ground

Cllr Davidson advised Cllr Andrews has been continuing to cut the hedges back.

102/22 Planning

The Clerk advised no applications had been received.

103/22 Speeding Indicator Devices

Cllr Davidson advised he met with a DCC Officer alongside Cllr Seals to discuss possible locations.

RESOLVED: Members in agreement to get a quote to rent a device and to start the funding application process.

104/22 Finance

Payment Type	Reason for Payment	Amount £
H Varty	Salary	478.83
Expenses	Clerk's WFH Allowance	30
H Varty Expenses	*See below*	28.79
Clerk's Pay Increase Pay	Back pay from Nov 21-Mar 22	44.15
Shelter Maintenance	Cleaning of Bus Shelters	33.46
British Legion	Room hire for 7.6.22 meeting	20
AJGIBL	Insurance Renewal	1659.61
Rowe's Gardens	Strimming in village	280
K Howe	Internal Audit	200
S Till	Planters reimbursement	25.5
H.W.C. A	Carnival celebrations funding	1000
Total		3800.34

H Varty Expense travel to noticeboards 20.5.22 and 29.05.22 £9.00

H Varty Expense paper purchase 03.05.22 £7.00

H Varty Expense travel to internal auditor in Denby 20.04.22 and 11.05.22 £12.79

- a) **RESOLVED:** All payments were unanimously agreed to be paid and invoices initialed by Cllr Whitmore, McGuinness, and Davidson.
- b) **RESOLVED:** Following Cllr Nathan's resignation all members agreed Cllr Davidson to be added to the bank mandate.
- c) Cllr Till advised the end of year bank reconcile has been completed and signed off. Cllr Till to provide feedback to the Clerk.
- d) The Clerk confirmed the latest bank statement have been emailed to all members.

- e) The Clerk confirmed the April precept has been received and the VAT claim has been credited to the bank account. These were confirmed on the latest bank statement sent out.

105/22 Fixed Asset Register and Annual Insurance Renewal

RESOLVED: Members reviewed the register and duplicate items removed. It was agreed the Clerk will look to design a new lay out and items reviewed through out the year. Annual Insurance Renewal received for £1659.61 and all in agreement to be paid due to it being time critical.

106/22 Clerk's Six-Month Probation

RESOLVED: Cllr Seals and Cllr McGuinness informed the members that the Clerk's six-month probation review took place on May 10th, 2022. The Clerk has been successfully appointed and salary has been increased to SCP10.

107/22 Councillor Vacancies

Clerk informed the members no applications have been received.

108/22 Audit 21/22

- a. The Clerk confirmed receipt of the internal audit. Recommendations have been noted. The report and recommendations to be uploaded onto the website.
- b. Members agreed the Annual Governance Statement 2021/22. It was noted the Council did not comply with boxes 1 and 2. Due to the quarterly bank reconcile and fixed asset register review not being completed. In addition, member's allowances were not being input on to the P.A.Y.E tool.
- c. Members agreed the Accounting Statements 2021/22.

109/22 Standing Orders

ACTION: All members in agreement to review these over the summer break and report back at the September meeting.

110/22 Financial Regulations

ACTION: All members in agreement to review these over the summer break and report back at the September meeting.

111/22 Risk Assessments

ACTION: The Clerk to review the risk assessment form on the DALC website and present back to members in the September meeting.

112/22 Website

Recommended actions from the Internal Audit about regulations being displayed on the website were noted. Clerk advised an invoice for 3 months admin support has been received. **RESOLVED:** Members agreed to pay £75 for 3 months admin website support.

113/22 Allotment availability

The Clerk informed members a third request within 5 months for an allotment space has been requested. As the Parish Council does not own any allotments, options to be discussed with Cllr Ainsworth.

114/22 Correspondence

An invoice from Dawson Print £596.00 has been received for the printing of the Wudhus News.

An invoice and letter from I Ratcliffe have been received for £100 to pay for erecting and welding of the beacon for the Queen's Jubilee. Members agreed for the beacon to be dismantled and stored until needed for future events.

RESOLVED: All members in agreement to pay.

An email from Derbyshire Police and Crime Commissioner advised funding is available to prevent anti-social behaviour. Members discussed the possibility of applying to purchase CCTV upgrade at Sitwell Recreation ground. To discuss at the July meeting.

An email from Public Rights of Way Minor Maintenance Agreement department has been received informing claims can be submitted for work carried out to keep footpaths clear. Clerk to review if eligible to make a claim.

115/22 Date of next meeting

5th July 2022

6th September 2022

Meeting closed at 21.07