

# MINUTES OF THE ANNUAL REPTON PARISH COUNCIL MEETING HELD ON MONDAY 13TH MAY 2024

**Present:** Councillors Sheldon (Chairman), McArdle, Hardwick, Dickson, Brown and Mason

**Absent:** Councillors Fluck, Hurren, Kingman and Rainey

**Staff and public in attendance:** District Councillor Haines, Clerk Caroline Crowder and 5 members of public.

## 1. ELECTION OF CHAIRMAN

Councillor Sheldon was proposed by Councillor McArdle and seconded by Councillor Dickson. **Resolved, all Councillors agreed to Councillor Sheldon as Chairman**

## 2. SIGNING OF DECLARATION OF OFFICE

Councillor Sheldon accepted the role of Chairman and signed the declaration of office.

## 3. ELECTION OF VICE CHAIRMAN

Councillor Dickson was proposed by Councillor McArdle and seconded by Councillor Sheldon **Resolved, all Councillors agreed to Councillor Dickson as Vice Chairman and he accepted.**

## 4. APOLOGIES

Councillors Fluck, Hurren, Kingman and Rainey all gave their apologies. District Councillor Lowe and County Councillor Ford gave their apologies.

## 5. DECLARATIONS OF INTEREST

None.

## 6. DISPENSATIONS ON DECLARATION OF INTERESTS

None.

## 7. ANY ITEMS TO BE TAKEN WITH THE PUBLIC EXCLUDED

None.

## 8. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> APRIL 2024

**Resolved: The minutes were unanimously approved and signed by Councillor Sheldon as a correct and true record.**

## 9. CO-OPTION

No applications have been received. Clerk to add to June agenda.

***Standing Orders suspended***

10. PUBLIC SPEAKING

A few members of public were concerned and upset by the announcement that the burial ground regulations were to be enforced. Councillor Sheldon explained that he understood their concerns and was sorry for any upset caused. The Council needs to ensure that all visitors to the burial ground are safeguarded and that a sensible level of dignity and respect is maintained. He will be proposing later in the meeting that the removal of items will not be going ahead and that Councillors Brown and Kingman will instead be carrying out periodic checks to ensure the regulations are being adhered to. Grave owners and/or the families will be contacted, if possible, before anything is removed. He is also suggesting that they meet with the grounds maintenance contractor to discuss the upkeep and concerns they have. A member of the public also raised the issue that some of the ashes plots stones were not flat to the ground. Councillor Brown advised he would inspect these.

A representative from the Repton Casuals football club asked if it was possible to discuss the facilities at Broomhills. Councillors Sheldon and Brown agreed to meet with the representative.

11. REPTON SCHOOL

Anna Parish from Repton School advised they had employed an independent consultant to check the design of the flood lights; their report is due this week. They can then go back to the original installer of the lights and look at the compliance element. Councillor Sheldon advised that the hole on the highway at the end of Mitre Drive was getting worse. Anna advised that the new COO has been to look at this and unfortunately any repairs would not be in this year's budget but they will keep it under review.

12. PLANNING MATTERS

- a. Planning Applications  
No comments.
- b. Planning Decisions  
No comments.

*Standing Orders Resumed*

13. APPROVAL OF THE ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2024

**Resolved, all Councillors approved the accounts that the Clerk and Responsible Finance Officer had already signed. The Chairman signed on behalf of the Council.**

14. INTERNAL AUDIT REPORT

**Resolved, all Councillors agreed they had received and noted the report**

15. ANNUAL GOVERNANCE STATEMENT

**Resolved, all Councillors approved the annual governance statement. The Clerk and Chairman signed the statement.**

16. ACCOUNTING STATEMENTS

**Resolved, all Councillors approved the accounting statements that the Clerk and Responsible Finance Officer had already signed. The Chairman signed the statement**

17. APPOINT INTERNAL AUDITOR FOR 2024 25

**Resolved, all Councillors agreed to appoint East Midlands Audit Services. The clerk will write to them to advise of this.**

18. REGISTER OF DISCLOSABLE PECUNIARY INTERESTS

Clerk reminded all Councillors to ensure their forms were up to date.

19. GENERAL POWER OF COMPETENCE

General Power of Competence remains in place until the next election.

20. INSURANCE

Clerk advised that this will be the second of the three year deal with Zurich Insurers.

21. SSE ENERGY RENEWAL

Clerk advised that as there is no price increase for the next year, they recommend to continue with SSE. **Resolved, all Councillors agreed to the year's contract.**

22. REPTON VILLAGE HALL DEFIBRILLATOR BATTERY

**Resolved, all Councillors agreed that as the defibrillator was gifted to the village hall, they would not be funding a new battery for it. Clerk to contact the Village Hall Committee Chairman.**

23. WORKING PARTIES FOR 2024 25

**Resolved, all Councillors agreed to the removal of Milton Phone Box from the document, add Councillor Sheldon to the multi-function track, add Councillors Brown and Kingman to the burial ground and allotments. Councillor Hardwick to be taken off parking and speed control, this will need another Councillor to take on this role.**

24. COUNTY, DISTRICT AND PARISH COUNCILLOR'S REPORTS

District Councillor Haines, advised that the planning department are still catching up on the backlog of applications. The Local Plan is moving along slowly and will connect in with Derby City. People are encouraged to send in their feedback on the Statement of Community Involvement. She has contacted the CE of the Council over the Fisher Close area. She also has an open query with the planning department over the dog waste bins in the new development. She is aware that the Council have raised an urgent issue with the bridge and gate on Matthews's jitty and will chase this. Councillor Dickson also asked her to look into a request from parishioners in Wystan Court that the tarmacked path near the Brook be extended across the grassed area onto Pinfold Lane.

25. CHAIRMAN'S REPORT

- a. Next financial year he thinks the Council should have a contingency fund as part of the budget, he will propose this at the finance meeting.
- b. He has also asked Councillor Hardwick to monitor the budget. Clerk advised that she would set up a share to allow all Councillors access to the document and ensure that the most up to date accounts were available.

26. CLERK'S REPORT

- a. Annual leave: 17<sup>th</sup> – 21<sup>st</sup> June, 2<sup>nd</sup> – 6<sup>th</sup> December, 27<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup> December
- b. Survey for Community Governance Degree Dissertation, would the Council like the Clerk to respond on their behalf?  
**Resolved, all Councillors agreed to this.**
- c. Gutters reported as being blocked at Broomhills, handyman has cleared free of charge.
- d. Paving slab has been repaired at Broomhills.
- e. £464 allocated by County Councillor Ford for Milton speed watch equipment. **Resolved, all Councillors agreed to the Clerk purchasing the equipment after checking with Councillor Fluck on the exact details.**

27. REPORTS FROM COMMITTEE/WORKING GROUPS

a. ELDERLY PROVISION (COUNCILLOR SHELDON)

i. FISHER CLOSE

No updates.

b. ENVIRONMENT AND HERITAGE (COUNCILLOR BROWN)

i. ARBORETUM

Councillor Brown had noticed that a tree was nearly down in Wystan Arboretum; with the agreement of the Clerk and Chairman he had instructed Woodgrow Horticulture to rectify the issue, which had now been completed.

c. RIGHTS OF WAY/MAINTENANCE (COUNCILLOR DICKSON)

No updates.

d. BURIAL GROUND AND ALLOTMENTS (COUNCILLOR BROWN)

Councillor Sheldon proposed that Councillors Brown and Kingman are to make periodic checks of the burial ground and make reasonable decisions on items that need to be removed, grave owners/families would be contacted if possible, before any action is taken. **Resolved, the majority of Councillors agreed. The Clerk wished it to be noted that the area must be safe and in accordance with any insurance specifications.**

e. RECREATION, PLAY FIELDS AND YOUTH

i. BROOMHILLS PAVILION (COUNCILLOR BROWN)

i. MAINTENANCE

Councillors Sheldon and Brown will meet with Repton Casuals. The Clerk has put notices up warning that the showers should not be used as there is an issue with them running too hot. Discussion will be had with Repton Casuals about decommissioning them altogether. There is also a water leak on the overflow pipe that will be corrected at the same time.

ii. MITRE FIELD

i. MULTI-FUNCTION TRACK (COUNCILLOR MASON)

No updates.

ii. GRANTS (COUNCILLOR HARDWICK)

Applications need to be made. Clerk is also to check with DALC what the rules are around Crowdfunding.

f. EMERGENCY

i. FLOODING (COUNCILLOR SHELDON)

A working party meeting is to be held next week. Councillor Sheldon has applied for a grant, but needs match funding from the Parish Council, for more warden equipment. He needs £236 from the Parish Council, and suggests that as the Village Party did not request any funding this year he would like to move this amount over to flooding. **Resolved, all Councillors agreed to vire £236 from the village party budget to the flooding budget.**

g. FREEPORT (COUNCILLOR FLUCK)

No updates.

h. SPEED WATCH, PARKING AND TRAFFIC

i. SPEED WATCH (COUNCILLOR KINGMAN)

The Council asked the Clerk to write to the Repton Speed Watch representative and ask where the future speed watch activities are to be held.

ii. PARKING AND SPEED CONTROL

The Council asked the Clerk to chase County Councillor Ford on the safe haven around the primary school. The working party also needs to discuss further the parking issues around the school.

iii. SIDS (COUNCILLOR HARDWICK)

Clerk to keep escalating the lack of response from DCC with County Councillor Ford.

i. COMMUNICATION AND SOCIAL MEDIA (COUNCILLOR HARDWICK)

No updates.

j. INFORMATION TECHNOLOGY (CLERK)

No updates.

k. BIODIVERSITY ( )

Awaiting Councillor Fluck to document a draft policy.

28. FINANCE

a. RECEIPTS SINCE LAST MEETING:

- I. 24/04/2024 £100 additional inscription of memorial from A W Lymn Funeral Directors into the Current Account
- II. 09/04/2024 £3,041.98 transfer from Current Account into Earmarked Reserves Account
- III. 30/04/2024 £48.91 interest into Earmarked Reserves Account
- IV. 30/04/2024 £56.97 interest on General Reserves Account into RBS Business Reserve Account

b. PAYMENTS ALREADY MADE AND FOR APPROVAL:

Current Account

Date	Payment method/cheque number	Description	Name	Vat	Total	Details for banking
14/05/2024	Bank transfer	Clerk Salary	Clerk		£1,033.93	Information only
14/05/2024	Bank transfer	Clerk pension	DCC		£288.87	Information only
14/05/2024	Direct Debit	Office rent	Repton Village Hall		£175.00	Information only
22/04/2024	Direct Debit	Broomhills electricity	British Gas	£0.99	£20.84	Information only
14/05/2024	Bank transfer	Broomhills cleaning	Cleaner	£2.72	£70.30	For approval
14/05/2024	Direct Debit	Mobile phone	Tesco Mobile		£14.99	Information only
14/05/2024	Bank transfer	Grounds Maintenance	Mercia Garden Care		£645.25	For approval
14/05/2024	Bank transfer	Email March 2024	Bluehost (via clerk)	£0.97	£5.83	For approval
01/05/2024	Direct Debit	Electricity for lamp	SSE Energy Solutions	£1.43	£13.28	Information only
14/05/2024	Bank transfer	Transfer to Recreation Ground Account	Repton Parish Council		£3,000.00	For approval
14/05/2024	Bank transfer	Audit mileage	Clerk		£24.28	For approval
19/04/2024	Bank transfer	Defibrillator pads (Broomhills)	TheDefibPad	£37.30	£223.79	Paid under Clerk and Chairman Delegated Authority
14/05/2024	Bank transfer	Insurance (2nd year of three year deal)	Zurich Town & Parish, Insurer Trust Account		£935.95	For approval
23/04/2024	No payment needed due to credit on account	Allotments and Burial Ground water	Source for Business		£50.62	Information only
23/04/2024	Credit received after meter reading	Allotments and Burial Ground water	Source for Business		-£61.48	Information only
14/05/2024	Bank transfer	Tree work	Woodgrow Horticulture	£20.00	£120.00	Information only
14/05/2024	Bank transfer	Printer ink	Amazon (via clerk)	£6.91	£41.47	For approval
14/05/2024	Bank transfer	Defibrillator battery (Broomhills)	Seal Medical Supplies Ltd (via clerk)	£26.16	£156.96	For approval
14/05/2024	Bank transfer	Cones	Screwfix (via clerk)	£3.00	£17.98	For approval
14/05/2024	Bank transfer	Internal Audit	East Midlands Audit Services Ltd		£170.00	For approval

**£99.48    £6,947.86**

Chairman's signature, once full Council has approved: \_\_\_\_\_

## Recreation Ground Account

14/05/24	Bank transfer	Playground Inspection and minor maintenance March 2024	SDDC	£10.93	£65.58	For approval
14/05/24	Bank transfer	Grass cutting Mitre Field 2023	SDDC	£88.94	£533.66	For approval
14/05/24	Bank transfer	Playground Inspection and minor maintenance April 2024	SDDC	£10.93	£65.58	For approval
				<b>£110.80</b>	<b>£664.82</b>	

### c. BANK BALANCES

Current Account = £21,950.56

Recreation Ground Account = £3,477.94 (once transfer made from current account)

Earmarked Reserves = £38,462.73

RBS Reserves = £43,511.35

Petty Cash = £81.76 (move to current account?)

### d. ASSET REGISTER

Add new defibrillator battery; remove defibrillator given to Repton Village Hall.

### e. CEASE PETTY CASH

**Resolved, all Councillors agreed to cease the petty cash and pay the funds into the current account.**

### f. DEBIT CARD

**Resolved, all Councillors agreed to the Clerk applying for a debit card on the current account which can be used her for purchases where invoicing and using a bank transfer is not possible.**

### g. DIRECT DEBITS AND STANDING ORDERS

**Resolved, all agreed to continue as follows:**

- I. British Gas for Broomhills electricity
- II. Information Commissioners Office
- III. Pennon Water Services x 2; one for the Burial Ground and Allotments water and one for Broomhills water
- IV. Public Works Loan
- V. Tesco Mobile
- VI. Repton Village Hall for office space and hall hire

### h. Proposal to vire £236 from the Village Party Budget to Flooding

See (27) (f) (i).

## 29. CORRESPONDENCE (RECEIVED SINCE LAST AGENDA UNTIL 25<sup>TH</sup> MARCH 2024)

- a. DCC: Newsletter x 4; FREE Online Safety Talk at County Hall, Matlock - 29/4/24; Extension to Emergency Road Closure | Robins Cross Lane, Repton | 15/04/2024-05/05/2024; Parish & Town Council Liaison Forum: Presentation slides; FYI = Repton FP29; Emergency Temporary Road Closure | Greysich Lane, Bretby | 22/04/2024 - 04/05/2024
- b. DALC: Newsletter x 2; Roadshows
- c. NALC: Newsletter x 4; Chief Executive's Bulletin x 5

- d. South Derbyshire CVS: Health and Wellbeing Bulletin x 1; Funding E-Bulletin x 1
- e. SDDC: Playground Inspection x 1; ASB Awareness Week 2024; Civic Council Invitation - 23 May 2024; South Derbyshire's Draft Cycle Network Supplementary Planning Document; Please join us to celebrate the launch of Beat the Street South Derbyshire
- f. Sterilizing Solutions monthly report x 2 **NOTED THAT THERE IS AN ISSUED WITH THE WATER RUNNING TOO HOT IN THE SHOWERS, NOTICES HAVE BEEN POSTED TO ADVISE THEY MUST NOT BE USED**
- g. Your Opinion Matters : Milton Village Hall - USER Survey
- h. District Councillor Lowe: Repton School Lighting
- i. Repton School: Update on Flood Lights and Mitre Drive
- j. DMPA/2024/0474
- k. EMA Community Flyer
- l. Derbyshire Pension Fund, employer newsletter 207, April 2024
- m. Survey for Community Governance Degree Dissertation
- n. Derbyshire Police Newsletter

30. DATE AND TIME OF NEXT PARISH COUNCIL MEETING

Monday 10<sup>th</sup> June 2024 at 19:30 in the meeting room at Repton Village Hall