

**Minutes of the Annual Meeting of Shardlow & Great Wilne Parish Council held on
Wednesday 22nd May 2024, 7.30pm at Shardlow Village Hall**

PRESENT: Cllr A Perks (Chairman), Cllr M Clifton (Vice Chairman), Cllr P Lees, Cllr M Rodgers, Cllr N Hawksworth, Cllr N Stenner, Cllr R Saccone, F Keppel-Spoor - Clerk (Minutes) and there were two members of public present.

Reference	Agenda Item	
37/2024-25	Election of Chairman	It was RESOLVED to elect Cllr Perks as Chairman for a further term of 12 months and Cllr Perks signed his declaration of acceptance of office in the presence of the Clerk. Nominated by Cllr Hawksworth and seconded by Cllr Lees.
38/2024-25	Election of Vice Chairman	Cllr Rodgers nominated Cllr Saccone to the position of Vice Chairman, there was no seconder, and the motion was not carried. Cllr Lees nominated Cllr Clifton, which was seconded by Cllr Hawksworth. It was RESOLVED for complete transparency to ask for a show of hands; and the votes were recorded as follows: Cllr Rodgers raised his hand to vote for Cllr Saccone. Cllr Saccone, Cllr Lees, Cllr Hawksworth, Cllr Perks and Cllr Stenner raised their hand to vote for Cllr Clifton. It was RESOLVED to elect Cllr Clifton as Vice Chairman for a further term of 12 months and Cllr Clifton signed his declaration of acceptance of office in the presence of the Clerk.
39/2024-25	Apologies for Absence	Cllr N Warren, DCllr N Atkin, DCllr D Corbin, DCllr P Watson
40/2024-25	Declaration of Members Interest	Cllr Rodgers enquired if Cllr Clifton should declare an interest in the purchase of Church Field. Cllr Clifton stated he has no declaration to record and the previous complaint to the Monitoring Officer by a resident was in relation to a matter not affiliated to the Parish Council in any way.
41/2024-25	Variation of Order of Business	Cllr Perks requested the Clerk report was heard as the item immediately following public participation as he was aware a member of public had travelled a distance to be at the meeting specifically to hear an item contained in the Clerk report.
42/2024-25	Public Participation	No participation to record.
43/2024-25	Reports from Outside Bodies including District & County Councillor Reports and Derbyshire Constabulary	DCllr N Atkin – Apologies received ahead of the meeting and a brief report as follows: “I now have a new support secretary Charlotte Gutteridge as my main contact, also have Elaine Thompson & Michelle Lancaster as supporting secretaries. A reminder there is Shardlow Acre Lane Gravel Liaison meeting scheduled for Tuesday 25 th June including a site visit prior to the meeting. During the month of May there was a “No Mow Month” and as the 3 ward Councillors we have received many complaints regarding the messy grass cutting around the district and our ward. I have raised this already at County Hall, Dan has raised the issue with SDDC who are the sub-contractors. Please notify us of any issues Shardlow has.” DCllr P Watson – Attended the meeting but declined to give a report owing to the pre-election period which was announced at 5pm today for the General Election. Any issues can be raised directly with DCllr Watson via email to peter.watson@southderbyshire.gov.uk DCllr D Corbin – Apologies received ahead of the meeting.

		Derbyshire Police – The Clerk shared a report to show all of the latest statistics (February and March 2024) from Derbyshire Police and the link where these statistics can be viewed is as follows: Melbourne Police.uk (www.police.uk)
44/2024-25	Minutes	The minutes of the meeting held on Wednesday 24 th April 2024 were circulated ahead of the meeting and recorded as a true and accurate record of the meeting, they were duly signed by the Chairman.
45/2024-25	Councillor Reports	Report from Cllr Hawksworth regarding an accident on 25 th April 2024 outside Moor Farm and Manor Farm as follows: “No other vehicle involved. As a result, a hedge and street lamppost were damaged. Traffic lights were in place until 30 th April 2024, lamppost removed, pavement repaired but all the remaining streetlights have not been lit (5 of). Will we get this lamppost re-installed and lamps working before the dark nights return? The grass along the pavements from Florentines heading west to the 30mph sign are seriously overgrown and beyond this sign towards Derby. These pavements are widely used and in the wet weather are now straggling across and could cause tripping and nettle stings. The grass growth has been unusually quick after the wet autumn/winter and spring. The signage is being obliterated by the height of some of the weeds, seeds are now on the pavement which will only increase growth in the future. I have raised these concerns in March and April meetings. The Bus Shelter opposite Nos 6 and 8 London Road has ivy and weeds and looks really unsightly, it is used frequently. The pavement outside no 31 London Road is very uneven and breaking up as is the area outside Moor Farm and two deep potholes in the same vicinity. The sign adjacent to the entrance to Tarmac Quarry was raised in October 2023 following damage from a vehicle accident and is now leaning at 45 degrees.”
46/2024-25	Clerk Report	Finance Year end has now completed, and I have submitted the annual accounts for external audit. There will be an opportunity for any member of public who wishes to scrutinise the accounts during the first 10 working days of July, and a mutually convenient appointment must be made to visit the Clerk’s office. I have also completed a full business case submission to support the application to Public Works Loan Board which has now been submitted to Derbyshire Association of Local Councils (DALC) for scrutiny and review before being submitted to the Secretary of State for approval to borrow. In addition to this, I have also been working on a full application to Levelling Up Fund following a successful expression of interest in April 2024. If we are successful in the fourth and final round of the Levelling-Up applications, there will be no requirement to continue with the full loan application, however, to ensure this project is closed off as timely as possible, it is prudent to follow both channels and ensure we secure the required outcome. It was very sad to note the death of Brody Price of Shardlow Primary School following his diagnosis in September 2023 of diffuse intrinsic pontine glioma, a rare brain tumour which has sadly shortened his life considerably. There is a beautiful tribute to Brody on the fence to the school playing field and we have already received an enquiry regarding the siting of a bench for Brody in the same area. Thoughts and condolences are sent to his family, and his friends and teachers at Shardlow Primary School. We have received delivery of the new noticeboards for the village. It was hoped they would be in-situ before the end of this month; however, it looks now like this will be the beginning of June due to the inclement weather we have suffered, and member Cllr availability. We continue to meet our core functions in a timely manner and the financial accounts are looking healthy following a VAT claim of over £6k from HMRC. In May 2021, at our first face-to-face meeting following the lockdown restrictions and the global pandemic, the meeting was attended by several residents – two of whom had expressed an interest in standing for election to the Parish Council. I would

		like to make an unreserved apology to the residents in question for the way in which I handled that discussion and the unprofessional way I phrased the question. At the time, there was only one Councillor vacancy available to be filled and this had been clarified from the outset. The residents were vocal about wanting to stand for election and were clear that they wished to be co-opted together. The process had already been clearly explained. One of the residents at this point alleged that the Parish Council do not act democratically and are strangling the parish with their decisions. I responded with a question to the resident and asked her why she felt she needed to be co-opted with a friend to hold her hand. I now understand that the asking of this question was the basis for all the bad feeling and unpleasantness from the Inland Port Steering Group to the Parish Council as the two residents were offended by this question. Though the matter was resolved by the personnel committee at the time a complaint was received, this apology should now be recorded as such in the minutes as a means of closure.
47/2024-25	Chairman Report	I would like to thank Fiona, our Clerk, personally and on behalf of the Parish Council for the work she has completed to close the 2023/24 financial year, including our audit. Thanks also for the significant work undertaken since the last meeting on progressing the purchase of the Church Field as a community asset for the Parish, on top of her existing workload. Thanks also to all my Councillor colleagues for their support during my tenure as Chair during 2023/24, giving their time freely for the benefit of the village. I would also like to thank Cllr. Lees and Mark Eames for the fantastic work they are doing on the landscaping of The Wharf. This is concluding soon, and we are planning planting in the coming weeks. We are now turning our attention to the area adjacent to the field, including securing the perimeter and more planting. A reminder regarding the 55 th Annual Autumn Show taking place on Sunday 1 September 2024 with exhibits from 9.30 a.m. and the show open to the public from 2.00 p.m. The following weekend is the Shardlow Inland Port festival on the 7 th and 8th September 2024 from 10.00 am - 4:15 pm.
48/2024-25	Lengthsman Reports	Both Lengthsman have been busy in the parish keeping areas neat and tidy. Thanks must be extended to the very kind residents of London Road who have donated a new brush cutter/trimmer to the Parish Council for Lengthsman Bill to use. This is a very kind and generous gesture and is very much appreciated. SDDC were in the parish on Thursday last week spraying the weeds on the roadside, so hopefully we will see some reduction in these over the next few weeks; and the mess left by SDDC contractors when cutting the grass (in places) has now all but been cleared, with the appropriate feedback given to SDDC in relation to No Mow May and the poor efforts made to cut the visibility splays adequately.
49/2024-25	General Power of Competency	It was RESOLVED that in accordance with the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 that the Parish Council meets the conditions set out to exercise the General Power of Competence, with the Clerk having completed the CiLCA qualification and having at least two thirds of member Cllrs elected rather than co-opted. The criteria is met in full and will be re-accepted from 22 nd May 2024 until the end of the current term of office in May 2027, and will be reviewed at the annual meeting following election of the council.
50/2024-25	Review of Standing Orders	It was RESOLVED to accept the NALC Model Standing Orders as presented.

51/2024-25	Review of Financial Regulations and Internal Financial Controls	It was RESOLVED to accept the NALC Model Financial Regulations and Internal Financial Controls as presented.
52/2024-25	Review of Asset Register	It was RESOLVED to accept the Asset Register as presented.
53/2024-25	Review of Responsibility Matrix	The Responsibility Matrix was reviewed in full; amendments were recorded, and it was RESOLVED this will be circulated to member Cllrs and updated on the website as required.
54/2024-25	Review of Code of Conduct and Civility & Respect Pledge	It was RESOLVED to accept the Code of Conduct and Civility & Respect Pledge as presented.
55/2024-25	Policy Review	A full list of policies was circulated ahead of the meeting. There are no amendments required to any other policies and it was RESOLVED to re-accept the list as provided and the Clerk will update the website with new review dates as required.
56/2024-25	Shardlow Village Hall	Some drainage work has been commenced at the VH in preparation for the refurbishment. This has involved digging deep holes and filling with water to calculate soakaway times and possible solutions for improvement. Work continues with the VH Committee making sure the paperwork is all collated and ready for SDDC sign off to release the allocated funding. The Village Hall AGM takes place on Thursday 13 th June 2024, and everyone is welcome to attend. The committee are seeking new trustees for the village hall committee and there are various positions to be filled within the committee including treasurer and handy persons.
57/2024-25	Purchase of Church Field	At the meeting on 24 th April 2024 there was a resolution to delegate authority to complete the required paperwork for a PWLB Loan. There was a discussion and for clarity and transparency for the member Cllrs not present at the meeting in April (Cllr Rodgers and Cllr Saccone), it was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £120,000.00 over the borrowing term of 24 years for the purchase of the Church Field on London Road in Shardlow, Derbyshire. The annual loan repayments will come to around £6000. It is not intended to increase the council tax precept for the purpose of loan repayments. The loan application has been completed, along with a business case and other relevant information. Evidence of consultation work has been gathered and the relevant pages of the parish plan have been appended to the business case to support the application. This application has now been submitted to Derbyshire Association of Local Councils (DALC) for their approval to be sent to the Department for Levelling Up, Housing and Communities (DLUHC) ahead of being submitted to the Secretary of State for approval and transfer of funds. There is a cost of £150 for DALC to review this loan application and it was RESOLVED to accept this and pay as soon as an invoice has been received. Cllr Rodgers asked if this was a decision the Parish Council were sure of and gave several reasons why the Inland Port Steering Group would be a better group to manage the field and therefore should purchase it. Cllr Perks reaffirmed that the Parish Council were certain of the democratic decision made in April 2024 and were 100% open to collaboration with other community groups in the future. Cllr Hawksworth gave some background information to the purchase of the land and

		reminded the meeting that this had first been discussed in early 2021 when we had looked at buying a small parcel of land to use as a Garden of Remembrance and Forest School Area. Cllr Lees also reiterated to the meeting that the Parish Council as trustees will ensure that the land forever remains a community asset and will never be at risk of being sold or developed by a private individual or group. There was a further discussion regarding the management of the Church Field if we are successful with the application to borrow and purchase the field and it was RESOLVED Cllr Perks will complete a short report ahead of the next meeting to investigate what a management committee of the Church Field may look like.
58/2024-25	Health & Safety	Defibs checked at Malt Shovel and Village Hall – no issues to report. Defib at Florentine is decommissioned as it has reached the end of its life. The Clerk is currently investigating replacement options however this is not something which has been budgeted for this financial year and options are few and far between at this time. Play area has been strimmed and mowed this week, there is no further deterioration of any equipment, and the new climbing wall is due to be installed on 17 th June. A new sign will be ordered for the play area when the install is complete. The signage will have the Parish Council phone number on it for use in emergencies and will have details of the funding awarded from National Lottery. Cllr Saccone reported that the recently felled tree within Lady in Grey grounds looks like it may rot and fall into the wall and footpath. It was RESOLVED to follow this up with Planning Enforcement.
59/2024-25	Defibrillator Installation – Great Wilne	Cllr Warren was looking to install w/c 10 th May however the install is not as straightforward as first thought. There was a discussion, and it was RESOLVED the Clerk will appoint a local electrician to complete the install which will be arranged by Cllr Warren. When it is installed, a photograph will be required for the match funding providers, and it will need to be registered to The Circuit and Webnos (East Mids Ambulance Service) and we will then need to complete regular checks for reporting.
60/2024-25	Roadside, Hedge & Footpath Maintenance	A number of items were reported for follow up: <ul style="list-style-type: none"> • 51 Wilne Lane – this has previously been reported and it is now back in the same condition with an obstructed pavement. • Gap on Cavendish Bridge – fence panel down on the left travelling towards NWLDC. • Potholes on Wilne Lane • Potholes on London Road outside Clock Warehouse • Pothole on the Wharf – this was actioned very recently following a resident injury and needs doing again already. It was RESOLVED all of the above will be reported via the DCC portal. It was further RESOLVED that all member Cllrs will email the Clerk with additional reports of potholes and any other road issue which requires reporting. The Clerk will add to the portal and report straight into DCCllr Atkin as our nominated County Councillor. There was a discussion regarding the roadside verges which were cut in the most extraordinary manner last week. This wasn't the first cut, and appears the blades were set too high. Half verges were cut and then stopped and restarted which has created a "half-done" persona and looks awful. It was noted that work has also been missed by our paid contractor which has been reported for correction.

61/2024-25	Play Area Refurbishment	The play area refurbishment continues to progress, and the play area will be closed to all on Monday 17 th June while the new equipment is installed. Signage will be added to the area ahead of this date and a notice shall be placed on the website and social media.
62/2024-25	Correspondence	National Grid Upgrade D-Day Beacon – 6 th June 2024 9.15pm – Cllr Clifton has organised the filling of the beacon and Cllr Stenner and Cllr Saccone will supervise the lighting of the beacon. It was RESOLVED to publicise this on the website and social media and enquire as to there being any veterans in the parish who may wish to attend.
63/2024-25	Allotments	Allotments are all looking good and are well-cultivated. The recent good weather has seen a growth spurt, but all tenants seem to be managing this well. All rents have been collected as invoiced and they are all banked as required. The skip for Wilne Lane was delivered and filled and will be collected ASAP. Grass 4ft high on plot adjacent to Phil – Andy Taylor. Email required to ensure cultivation takes place. 4 weeks.
64/2024-25	The Wharf Landscaping	Cllr Lees has continued to complete landscaping on the canal side of The Wharf. This project is expected to complete imminently, and the Clerk will request an invoice from the contractor who has been assisting with supply of materials. There has been a request to site a “perching point” on this land and the Clerk has written to CRT to request permission for this placement. Cllr Perks detailed the arborist quote received to clear the hedgerow adjacent to the Village Hall. It was RESOLVED to accept this quotation and the work will be completed in June. Dead scrub will be removed and cleared. An alternative fencing option has been explored and an alternative proposal is for the telegraph poles used as bollards to be continued along the verge, with some additions and within the hedgerow with a top rail to tie it together which will complete the security and offer a more aesthetic view. It was RESOLVED to accept this proposal and Cllr Perks will continue to lead on this.
65/2024-25	Noticeboards	The Clerk has taken delivery of the noticeboards, and it is anticipated they will be installed imminently.
66/2024-25	Shardlow Inland Port Festival	This was deferred from March 2024 and April 2024. Cllr Rodgers has failed to submit a proposal and it was RESOLVED to remove this item from the agenda. As per Standing Order 7 (7a and 7b) – 7 (a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. 7 (b) - When a motion moved pursuant to standing order 7(a) has been disposed of. No similar motion may be moved for a further six months.
67/2024-25	Planning Applications & Decisions	New Applications at 22nd May 2024 2024 DMPA/2024/0629 - Reinstate collapsed retaining wall at Holden House, 1-3 Canal Bank, Shardlow

		<p>DMPA/2024/0649 - Listed Building Consent for the reinstatement of a collapsed retaining wall at Holden House, 1-3 Canal Bank, Shardlow</p> <p>DMOT/2024/0454 - Approval of details reserved by condition 3 (noise) relating to planning permission DMPA/2023/0911 (The installation of an air source heat pump) at 5 Wakelyn Close</p> <p>Pending Applications at 14th May 2024</p> <p>DMPN/2023/1125 – certificate of lawfulness application for proposed interior and exterior structural repairs at 7 The Wharf, Shardlow</p> <p>DMPA/2019/1059 – Demolition of existing shed, renovation of existing vacant stores and construction of a new café and storage area at Holden House, 1-3 Canal Bank, Shardlow</p> <p>Approved Applications at 14th May 2024</p> <p>DMPA/2024/0310 - Removal of existing conservatory, and replacement single-storey rear extension at 24 Wilne Lane, Great Wilne</p> <p>DMPA/2024/0353 - Listed Building Consent for removal of existing conservatory, and replacement single-storey rear extension at 24 Wilne Lane, Great Wilne</p> <p>DMPA/2024/0027 – Variation of condition No 9 of permission ref DMPA/2022/1293 (for change of use and conversion of the existing building into a Holiday Let) to incorporate reference to the “garden path” instead of “footpath” at 11 Wilne Lane</p>
68/2024-25	<p>Finance:</p> <p>a) Invoices due</p> <p>b) Income received</p>	<p>The clerk circulated a finance schedule and bank reconciliation ahead of the meeting. All income was noted as correct and all payments were approved. These will now be added to the online banking system for authorisation.</p> <p>The Clerk highlighted a duplicate payment for use of home as office. It was RESOLVED to pay as presented and no home of office payment will be added in June 2024.</p>
69/2024-25	Items for next Agenda	<p>Grant Funding Policy review</p> <p>CRT (Barriers on canal towpath)</p> <p>Highways – missing fence panels on Cavendish Bridge</p> <p>Other outstanding actions</p> <p>Summer Play Activities – promotion.</p> <p>Christmas 2024 arrangements for lights</p>
70/2024-25	Date & Time of next meeting	The next meeting of Shardlow and Great Wilne Parish Council will take place on Wednesday 26 th June 2024 at 7.30pm at Shardlow Village Hall

The Chairman thanked everyone for attending and the meeting was closed at 9.08pm

Signed _____ Chairman / Vice Chairman

Summary & Bank Reconciliation			
Unity Trust Bank Balance at 1st April 2024			£10,510.79
Chqs issued but not presented as at 31/3/2023			£0.00
		<u>Starting Balance 1 April 2024</u>	£10,510.79
Receipts			
	Total Receipts to date	£28,169.13	
Payments			
	Total Payments to date	£6,922.65	
		£6,922.65	
BALANCE			£31,757.27
Date 20-May-24			
Balance as per bank statement from Unity Trust Bank			£33,950.66
Payments issued but not presented at bank			£2,193.39
Receipts not yet included in bank statement balance			£0.00
			£31,757.27
			Difference:
			£0.00

Shardlow & Great Wilne Parish Council

Finance Schedule - May 2024

Payments

Date	Payee	Details	Net	VAT	Total	
26/04/2024	JE Chamberlain	Hedgecutting Wilne Lane	£100.00	£20.00	£120.00	Paid April
22/05/2024	Bill Fereday	Petrol for strimmer	£5.01	£0.00	£5.01	
22/05/2024	Phil Lees	Replacement Chainsaw blades	£35.98	£0.00	£35.98	
22/05/2024	Fiona Keppel-Spoor	Use of home as office	£47.00	£0.00	£47.00	
22/05/2024	Pam Postans	Salary May 2024	£152.93	£0.00	£152.93	
22/05/2024	Bill Fereday	Salary May 2024	£320.32	£0.00	£320.32	
22/05/2024	HMRC Cumbernauld	Tax/NI May 2024	£290.95	£0.00	£290.95	
22/05/2024	Fiona Keppel-Spoor	Salary May 2024	£909.51	£0.00	£909.51	
22/05/2024	Fiona Keppel-Spoor	Use of home as office	£47.00	£0.00	£47.00	
11/05/2024	Fiona Keppel-Spoor	Replacement Water Butt for Wilne Lane	£38.00	£0.00	£38.00	
13/05/2024	Fiona Keppel-Spoor	Printer Ink Subscription	£15.41	£3.08	£18.49	
22/05/2024	DALC	Review of Application for Secreatry of State	£150.00	£0.00	£150.00	
30/04/2024	Horizon Landscapes	Grounds Maintenance Visit 25th April	£148.50	£29.70	£178.20	
		Total	£2,260.61	£52.78	£2,313.39	

Signed _____ Chairman/Vice Chairman

Income

Date	From	Details	Amount
07/05/2024	Taylor AJ	Allotment Plot 10a Wilne Lane	£ 15.00
15/05/2024	HMRC VTR	VAT Refund	£ 6,345.13
		Total	£6,360.13

Balances	20-May-24
Unity Trust Bank	£33,950.66
Total	£33,950.66
Balance after Payments	£31,757.27