

OVERSEAL PARISH COUNCIL
SOUTH DERBYSHIRE DISTRICT IN THE COUNTY OF DERBYSHIRE



30th April, 2021

Dear Councillor

The Annual Parish Meeting for Overseal will be held online on Thursday 6th May 2021 at 7.00 pm when you are invited to attend to transact the following items of business.

Yours faithfully

Chairman of Overseal Parish Council

AGENDA

Apologies for absence

- 1 **Minutes.** To confirm the minutes of the Annual Parish Meeting held on 9th May 2019 (copy attached).
- 2 **Report of the Chairman of Overseal Parish Council**
- 3 **Report of the District Councillor**
- 4 **Report of the County Councillor**
- 5 **Parish Council finances.** The Clerk to submit the accounts for 2020/21 (subject to external audit).

Clerk
Mrs Karen Turrell
Moira Replan, Ashby Road, Moira,
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OVERSEAL PARISH COUNCIL



THE ANNUAL PARISH MEETING
WILL TAKE PLACE ONLINE ON
THURSDAY, 6th May 2021

AT 7.00 pm

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO ATTEND

Overseal Parish Council is inviting you to a scheduled Zoom meeting.

Topic: Annual Parish Meeting & Annual Meeting of Parish Council
Time: May 6, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/85314540765?pwd=V29xL2d0MVhzYVJNOFphNWJcTBaUT09>

Meeting ID: 853 1454 0765

Passcode: 696765

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Find your local number: <https://us02web.zoom.us/u/ksrlp8a6G>

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OVERSEAL PARISH COUNCIL
SOUTH DERBYSHIRE DISTRICT IN THE COUNTY OF DERBYSHIRE



30th April, 2021

Dear Councillor

The Annual Meeting of Overseal Parish Council will be held online on Thursday 6th May 2021 at 7.30pm or at the conclusion of the Annual Parish Meeting, whichever is the earlier, when you are invited to attend to transact the following items of business.

Yours faithfully
Karen Turrell

Clerk

AGENDA

1. Apologies

To Receive apologies from members and APPROVE.

- 2. Declaration of Interests** - Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).

Where a Member indicates that they have a prejudicial interest but wishes to make representations regarding the item before leaving the meeting, those representations must be made under item **5b** of Public Questions and Answers.

- 3. Election of Chairman - To elect the Chairman of the Council.**

- 4. Election of Vice-Chairman - To elect the Vice-Chairman of the Council.**

5. Public Questions and Answers

- a) A period of up to 15 minutes will be made available for members of the public and Members of the Council to comment on any matter.
- b) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the Code of Conduct shall do so at this stage.

- 6. Minutes** - To APPROVE the minutes of the meeting held on 1st April, 2021.

- 7. County Council** – To receive a report from the elected representative.

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8. **District Council** – To receive a report from the elected representative.

9. **Police Matters** – To receive a report.

10. **Appointment of Committees**

The Committees currently appointed are shown below:

Disciplinary Committee - (To deal with dismissal of an employee, should the case arise) - Vice-Chairman, Mrs R O'Brien and Mr M A Knight.

Appeals Panel - (to hear any appeals on disciplinary matters) – Chairman and Mr S C Sharpe.

Two members to act as local contacts in the event of a major emergency – Mrs G Edwards (subject to her being willing to continue) and Mrs C M Knight

11. **Appointments to outside bodies. The Council are represented on a number of other bodies, and this may be reviewed from time to time. The present position is:**

Heart of the Forest Forum - Mr M A Knight

Safer Neighbourhoods Partnership - Chairman of the Council, Cllr Sharpe acting as deputy

Linton Area Committee – As above

Police Liaison Committee – As above

(Note: These bodies meet on the same evening in sequence)

Netherseal, Overseal and Lullington Charity - Mrs C M Knight (appointed until October 2022)

New Albion Liaison Committee - Mr G S Knight

12. **Councillors' inspection reports** - To receive reports on inspection of facilities by Councillors.

13. **Clerk's Reports – See Appendix 1&2**

Progress Report - A report on outstanding matters is attached.

Forward Planning - A list of projects or objectives to be monitored and/or progressed is attached.

Clerk's Report - To consider the attached report, where items may require APPROVAL.

14. **Finance**

a) **Accounts for Payment** - To APPROVE – see Appendix 3

Salary payment will be reported at the meeting

b) **Receipts** – Since last meeting – see Appendix 3

c) **Audit** - To examine the Council's financial documents.

d) **Accounts for 2020/21** – Budget Report attached - To CONSIDER

e) **Internal Auditor's report** – To follow

f) **Annual Governance Statement in the Annual Governance and Accountability Return** – To CONSIDER and APPROVE

g) **Accounting Statements in the Annual Governance and Accountability Return** – To CONSIDER and APPROVE

h) **Clerk/RFO and Chairman to sign the Annual Governance and Accountability Return** – To APPROVE

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15. Planning

Planning Decisions & Applications – See Appendix 4

16. Village Hall matters - To consider any matters affecting the operation of the Village Hall.

17. Website - To consider whether any additional items should be included in the website.

18. Councillors' reports - To receive and consider reports by members affecting the Parish.

19. Confidential Items (20&21) – CLOSED SESSION

The CHAIRMAN is to take a vote to RESOLVE to go in to a PRIVATE SESSION in accordance with the **Public Bodies (Admission to Meetings) Act 1960** in view of the CONFIDENTIAL nature of the business to be transacted in the next items.

20. MUGA Quotes – See Appendix 2a - To DISCUSS and APPROVE.

21. Staffing Matters – See Appendix 2b - To DISCUSS and APPROVE.

22. Open Session

The CHAIRMAN is to take a vote to RESOLVE to return to an OPEN SESSION.

Overseal Parish Council is inviting you to a scheduled Zoom meeting.

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Time: May 6, 2021 07:00 PM London

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OVERSEAL PARISH COUNCIL

MINUTES of the online Meeting of the Council held on Thursday 1st April 2021.

Present: Mrs C M Knight - Chairman
Mr A W Cook, Mr R Cox, Mr M A Knight, Mrs R O'Brien

In attendance: Cllr Mrs A Wheelton (South Derbyshire District Council)

Apologies: Mrs S Ward, Mrs Joe Cunningham-Gardner, Mr Steve Sharpe, Mr Darren Patrick

153 DECLARATIONS OF INTERESTS

None.

154 PUBLIC QUESTIONS AND ANSWERS

None.

155 MINUTES

The minutes of the meeting held on 4th March 2021, copies of which had been previously circulated, were APPROVED as a true record.

156 COUNTY, DISTRICT AND POLICE MATTERS

156.1 District Council. Cllr Mrs Wheelton reported that there were no specific issues but would email if anything arose.

Cllr Mrs Wheelton – left the meeting – 19:02

156.2 Police.

Whilst the Police were not in attendance and the Clerk had not received a report, a letter from a resident complaining about certain issues around the village was read out by the Chairman. It was agreed that the Clerk would respond, explaining what could be done and to signpost where to direct complaints in the future.

156.3 County Council. Not in attendance and no report received.

157 CLERK'S REPORT

157.1 Progress report. A progress report on various matters previously raised was considered (copy attached to the official copy of the Minutes).

157.2 Forward Planning. The Council received the report on Forward Planning issues (copy attached to the official copy of the minutes).

157.3 Green Flag Community Awards - The final documents to accompany the application are being assembled prior to formal submission.

157.4 Business Interruption Grant - A further grant of £2096 has been received; this is in addition to the Business Support Grants previously paid, one some months ago and the other last February, bringing us to a grand total of £19669.21.

157.5 MUGA enlargement - Wicksteed have issued the order for the fence panels. Approval has been given for providing hinged lighting columns at a cost of £145 per column, with a total of four at £580. Harvey and Clarke have been asked to quote for removal of the existing lighting columns and construction of the concrete bases for the new ones.

Chairman's Signature:

Date:

157.6 Village Hall - The side door to the village hall, which accesses the computer room, is in a poor state of repair and the lock has failed. A new door will be required and quotations are being sought for a suitable replacement. The council is asked to delegate authority to the Chairman and Vice Chairman to accept the most favourable quotation. A quote from Harvey and Clarke was received and it was agreed to accept this.

157.7 Internal Auditor Appointment - LRALC have appointed Catherine Voyce as Overseal's internal auditor for 2020-21.

157.8 Funding Request – To consider a request for funding from a charity who provides transport for vulnerable people in the area.

157.9 Summer Activities 2021 – Due to Covid-19 SDDC and Active South Derbyshire have made the decision to completely cancel.

157.10 Complaint Received – A resident has emailed with a list of issues – discuss at meeting – see police report.

158 COUNCILLORS' INSPECTION REPORTS

The inspections had been carried out and there was no action to be taken other than to put notices on the notice board.

159 PLANNING APPLICATIONS

The following applications had been approved:

DMPA/2020/1187 - The erection of an extension at 3, Hall Croft Avenue, Overseal, Swadlincote, DE12 6JF

Approved

Planning Applications

DMPA/2020/1281 - Outline application (matters of access to be considered now with matters of layout, scale, appearance and landscaping reserved for later consideration) for the erection of a dwelling on Land at Shortheath Road.

Objection to be sent

160 VILLAGE HALL MATTERS

Planter damaged outside village hall – to be looked at.

An issue was raised about the disposal of rubbish at the village hall and it was agreed that any rubbish created by users should be disposed of by them and not at the village hall.

The football club reported issues with the lock to the changing rooms and were going to look at replacing it.

The football pitches and playing field had been mown by the football club.

Concerns were raised about the state of the football pitch in certain areas as the mower had made deep grooves when the ground was wet. Clerk to contact TH Heath.

161 WEBSITE

None.

162 ACCOUNTS

162.1 Accounts for payment

Payment of the following accounts was authorised:

Cheque	Supplier	Description	Net	VAT	Total
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Chairman's Signature:

Date:

Total salaries & wages costs					*
**BACS	Harvey & Clark Ltd	Construction of car park at the allotments	3578.25	715.65	4293.90
**BACS	Harvey & Clark Ltd	Remove chimney & reinstate roof at the Village Hall	266.00	53.20	319.20
**BACS	Royal British Legion	Donation to Poppy Appeal (replacing cheque no.2889)	228.00		228.00
**BACS	Scribe	Accounting system	765.00	153.00	918.00
D/D	TalkTalk	Internet charges	18.00	3.60	21.60
D/D	EE Ltd	Mobile telephone rental	16.00	3.20	20.44
D/D	South Staffs Water	Supply to public toilets	44.76	5.36	50.12
D/D	South Staffs Water	Supply to Village Hall	354.44		354.44
D/D	South Staffs Water	Supply to Changing Rooms	48.79		48.79
BACS	DALC	Annual Subscription	693.10		693.10
BACS	Staff	Salary			2410.70

* Net Salary Payments are listed as one payment only.

** This account had been paid between meetings to avoid unnecessary delay.

162.2 Receipts

The following amounts had been received since the last meeting:

Name	Description	Amount
Dancey's Daycare	Use of Pavilion	240.00
South Derbyshire District Council	Business Grant	2096.00

162.3 Audit. The Council's financial documents were inspected.

163 COUNCILLORS' REPORTS

163.1 Valley Road. Footpath complaint reported to DCC – holes and raised metalwork.

It was agreed that a footpath audit should be undertaken by all cllrs in their area. Clerk to email all cllrs.

163.2 Footpath 1. Overgrown, almost impassable. Cllr Knight to write to DCC about this and various other footpaths.

163.3 Cultivation Licence. Required for wildflower planting at Forest View.

163.4 Poppies. To be removed from War Memorial.

163.5 Acresford Road to Shortheath Road. Developer has made contact with landowner and some initial surveys appear to be in progress.

163.6 Woodville Road. Fire Hydrant in road – noisy when cars pass over it.

163.7 Community Litterpick. To be arranged. Email Cllr Wheelton to ask SDDC for equipment and contact the school to see if access can be arranged, for the nature area.

163.8 Football Changing Rooms. Contact football club to ensure all food in fridge and freezer had now been removed.

Chairman's Signature:

Date:

The meeting ended at 8.10 pm

Chairman's Signature:

Date:

ACTION PLAN**FORWARD PLANNING**

The following matters have been identified as longer-term objectives or matters to be monitored.

Project/objective	Description	Date
Additional entrance to recreation ground	Quotations invited June 2016. Higher than anticipated.	January 2017
Replacement Village Hall	Long term replacement of the Village Hall will become necessary at some stage.	November 2016
Traffic calming	Press for traffic calming, preferably to include average speed cameras, when Mercia Park (J11) development is active. Referred to CREST, who say that it is the responsibility of the County Council.	July 2020

PROGRESS REPORT – 1st April 2021**SECTION A - ONGOING MATTERS**

Min No	Item	Comments	Person
2018/2019			
59	Nature Area	County Council say that they will look at the Nature Area with a view to proper management. Requested to clarify responsibility for car park in the event of damage to third parties. No response. Overhanging branches would be school's responsibility.	Clerk
2019/2020			
23.3	LED street lights programme	The County Council say that only a few lights now need attention and these are affected by trees. The programme for replacing the 'strategic network' lights is not due for completion until 2022 – these are columns of 12, 10 or 8m high, which includes Woodville Road.	Clerk
30.3	Overseale House	The Heritage Officer has advised that roof leaks have been repaired but that little other progress has been achieved. Derbyshire Historic Buildings Trust are to offer assistance and Historic England are to include it in the Heritage at Risk Register. SDDC are continuing to monitor the property, hoping to avoid formal action.	Clerk
2020/2021	Land at Manor School View	Completion of the Transfer is expected shortly.	Clerk/AW

SECTION B - ONE-OFF ITEMS – PREVIOUS MEETINGS

Min No	Item	Comments	Person
2019/2020			
137.10	Hallcroft Avenue repairs	Now scheduled for April 2021.	Clerk/PM
2020/21 58.7	Verge reinstatement, Hallcroft Avenue	Permission given by County Council. Consultation of statutory undertakers carried out. County Council now say that they will grass the verge. A Cultivation Licence application has now been sent to DCC.	Clerk

SECTION C – ONE-OFF ITEMS – APRIL MEETING

163.1	Cllr Village Reports	All cllrs to complete a footpath audit for their area in the village – noting any issues so that DCC can be notified.	All Cllrs
163.7	Community Litterpicks	Seek permission from headteacher at school to access the nature area.	Clerk
163.8	Changing Rooms	Contact football club to request that the changing rooms are clean, tidy and the food in fridge freezer is removed.	JW
157.10	Complaint – State of village	To respond to the concerns raised and provide signposting for the various issues so that moving forward the resident knows to contact	Clerk
160	Village Hall Waste Disposal	To reiterate that any waste is the responsibility of each group to dispose of themselves.	JW
160	State of football pitch	Contact Ian Stone to advise	Clerk
163.2	Various Footpaths – overgrown, poor state of repair	Contact DCC	MK
163.3	Cultivation Licence for wildflower planting – Forest View	Complete licence and send to DCC	JW/MK