

OVERSEAL PARISH COUNCIL
SOUTH DERBYSHIRE DISTRICT IN THE COUNTY OF DERBYSHIRE

Clerk
Mr J E White FCIS,DMA
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31 December 2020

Dear Councillor

An online meeting of Overseal Parish Council will be held on Thursday 7 January 2021 at 7.00 pm when you are invited to attend to transact the following items of business.

Yours faithfully

J E White

Clerk

Topic: Overseal Parish Council Zoom Meeting
Time: Jan 7, 2021 07:00 PM London

Join Zoom Meeting
<https://us02web.zoom.us/j/83382181017?pwd=VG9pMUFIVmUyNWNZTIBKVUp5VIZWdz09>

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AGENDA

Apologies for absence

1 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 (b) of Public Questions and Answers.

2 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.

3 Minutes. To confirm the minutes of the meeting held on 10 December 2020.

4 County Council, District Council and Police Matters.

5 Councillors' inspection reports. To receive reports on inspection of facilities by Councillors.

6 Clerk's Reports.

6.1 Progress Report. A report on outstanding matters is attached.

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

6.3 Clerk's report. To consider the attached report.

7 Planning applications.

To consider any applications of which notice has been given prior to the meeting.

8 Village Hall matters. To consider any matters affecting the operation of the Village Hall.

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

10 Accounts

10.1 Accounts for Payment. To authorise payment of the following accounts:

Cheque	Supplier	Description	Net	VAT	Total
	Total salaries & wages costs				*
BACS	D Walker	Christmas lights	410.00		410.00
**BACS	L Morris	Cleaning Pavilion (December)	60.00		60.00
D/D	SSE	Electricity to Village Hall	294.86	58.97	353.83
D/D	TalkTalk	Internet charges	18.00	3.60	21.60
D/D	British Gas	Gas to Village Hall	297.99	14.89	312.88

* Details of the salaries and wages costs are provided separately for Members.

** These accounts were paid between meetings to avoid unnecessary delay.

10.2 Receipts. The following amounts have been received since the last meeting:

Name	Description	Amount
Dancey's Daycare	Use of Pavilion	360.00
Overseal Gala Committee	Wreath	25.00

10.3 Audit. To examine the Council's bank statements, bills and other financial documents.

11 Budget for 2021/2022. To consider the report of the Clerk & Responsible Financial Officer.

12 Councillors' reports. To receive and consider reports by members on urgent matters affecting the Parish.

OVERSEAL PARISH COUNCIL



THE NEXT MEETING OF THE PARISH COUNCIL
WILL TAKE PLACE ONLINE ON
THURSDAY, 7 January 2021

AT 7.00 pm

THE PUBLIC AND PRESS ARE CORDIALLY INVITED
TO ATTEND

Topic: Overseal Parish Council Zoom Meeting
Time: Jan 7, 2021 07:00 PM London

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OVERSEAL PARISH COUNCIL

Wages & salaries payments – 7 January 2021

CONFIDENTIAL

Cheque No	Name	Description	Amount
BACS	S Ruddle	Caretaker	*
BACS	E Evans	Litter	180.40
D/D	NEST	Pension contributions	38.64
BACS	HM Revenue & Customs	PAYE	733.60
		Total	*

*These amounts depend on the hours worked and will be reported at the meeting

J E White
Clerk
31 December 2020

OVERSEAL PARISH COUNCIL

MINUTES of the online Meeting of the Council held on Thursday 10 December 2020.

Present: Mrs C M Knight - Chairman
Mr A W Cook, Mr R Cox, Mrs J Cunningham-Gardner, Mr M A Knight, Mr D E Patrick,
Mr S C Sharpe and Mrs S M Ward.

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

Apologies for absence were received from Mrs R O'Brien and Cllr P Murray (Derbyshire County Council).

106 DECLARATIONS OF INTERESTS

None.

107 PUBLIC QUESTIONS AND ANSWERS

None.

108 MINUTES

The minutes of the meeting held on 5 November 2020, copies of which had been previously circulated, were approved as a true record subject to correction of minute no. 91.3 (Village Hall Risk Assessments) by deleting '*provide*' and substituting '*proved*'; and minute no. 103.1 (Parking on the footpath and verge) to read: *Some posts had been put in the verge by a resident opposite the Village Hall to deter parking*'.

The minutes of the Special Meeting held on 30 November 2020 were approved as a true record.

109 COUNTY, DISTRICT AND POLICE MATTERS

109.1 District Council. The gullies had been cleaned the previous week, but it was reported that those at the traffic lights, and opposite 2 Main Street were still blocked. Cllr Mrs Wheelton advised that the District Council carried out the routine cleaning of gullies, but where gullies had been missed or were subsequently found to be blocked, they were the responsibility of the County Council. These would therefore be reported to the County Council.

A large pothole opposite the entrance of the 'Robin Hood' car park would also be reported.

109.2 Police. The reported crime statistics for November were submitted. It was noted that there were several cases of malicious communications reported in most areas of South Derbyshire, a classification which had not been seen before. Also there were several reports affecting Stoneyford Road, which were thought to relate to one person or family.

109.3 County Council. The resurfacing of Hallcroft Avenue had been included in the programme for 2020/2021, but no date for the work had been discovered. Cllr Murray would be asked to pursue his enquiries into this matter.

(Cllr Mrs Wheelton left the meeting)

110 CLERK'S REPORT

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

The Clerk reported that Solicitors acting for the developers of the land at Manor School View were making progress and that completion of the transfer to South Derbyshire District Council should take place in the near future.

It was felt that the land at Manor School View should be identified by an individual name and it was agreed to refer to it as Manor Glade for the time being, allowing for the possibility of a different name if one should be raised.

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

110.3 Green Flag Community Award. Cllr Amy Wheelton had drawn attention to this Award and the District Council would assist in putting together a detailed application. The scheme recognised and rewarded well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world. Its purpose & aims were:

- To ensure that everybody had access to quality green and other open spaces, irrespective of where they lived.
- To ensure that these spaces were appropriately managed and met the needs of the communities that they served.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.
- To recognise and reward the hard work of managers, staff and volunteers

The criteria included such things as a site or sites being welcoming, safe, well-maintained, good environmental management, community involvement etc. This could relate to improvement and development of sites such as the land at Daisy Lane and/or Manor School View, or a new site altogether. Preparation of an application was a complex and lengthy process but success in achieving the Award would be national recognition.

Members were enthusiastic about this scheme and it was suggested that all the green spaces in the village could constitute a single project.

RESOLVED:

- (a) That the Council's interest in the scheme be registered with the appropriate body and with the District Council and that taking part in the scheme be approved in principle;
- (b) That the suggestion of linking all the green spaces in the village be explored with the District Council;
- (c) That the Clerk discuss the matter with the District Council;
- (d) That the Clerk report to the next meeting on the possible budget implications.

110.4 Stile, footpath 4. The County Council said that the stile was a replacement for one which was no longer serviceable and was satisfactory as a means of pedestrian access. They had no power to require an alternative. Noted.

110.5 Request for grant. The South Derbyshire CVS had requested a grant towards organising the Winter Giving Campaign which provided food and support for families in South Derbyshire. If a contribution were to be made, the Council may specify whether it wished the money to be spent on food alone, or organisational costs, or with no restrictions. It was agreed to make a donation of £100, with no restrictions as to its use.

110.6 Remembrance Day wreaths. 6 wreaths were purchased direct from the Royal British Legion at a cost of £122.00 as the local organiser was under shielding arrangements. To date, £230.00 had been received from organisations on whose behalf these were purchased. It was agreed to top up the donation to a total of £350.

110.7 Mercia Park development – report. The Council considered the report prepared by Mrs S Ward (copy attached to the official copy of the minutes). Members considered that the acquisition of a portable speed indicator by Oakthorpe, Donisthorpe and Acresford Parish Council would not meet the needs of Overseal, which were dominated by the traffic using the A.444 through the centre of the village; a permanent speed indicator would be of more use. The Clerk was asked to make an initial contact with the Clerk of OADPC to discuss the possibilities. It was also pointed out that the Communities Fund could assist in funding such a project.

Mrs Ward was thanked for her report and she would make a copy available for inclusion in the website.

111 COUNCILLORS' INSPECTION REPORTS

The reports were generally satisfactory. However, it was noted that the pitch surface had suffered and the Clerk would consult the Junior FC as to whether play should be permitted, bearing in mind the cost of repairs. They would also be asked to use the Village Hall car park on Sundays when activities took place.

112 PLANNING APPLICATIONS

No applications had been submitted.

113 VILLAGE HALL MATTERS

The Clerk reported that three quotations had been obtained for updating/renewing the CCTV systems at the Village Hall. Acting under delegated powers, the Chairman and Vice-Chairman had decided that the quotation of Swadlincote Aerials should be accepted, but to omit the suggested camera in the foyer. An application for grant would now be made to the Safer Neighbourhoods Fund.

114 WEBSITE

None.

115 ACCOUNTS

115.1 Accounts for payment

Payment of the following accounts was authorised:

Cheque	Supplier	Description	Net	VAT	Total
**BACS	AFA Tree Tech Ltd	Cutting bowling green hedge	200.00		200.00
**2888	P Stone	Mowing at Pavilion	296.00		296.00

**BACS	KH Packaging & Disposables Ltd	Sanitising supplies & cleaning materials	85.22	17.05	102.27
*BACS	Moira Replan	Printing & Laminating	33.00		33.00
*BACS	Derbyshire Air Ambulance	Donation	100.00		100.00
*BACS	M Knight	Reimburse cost of bark chips and pegs	85.38	17.08	102.46
*BACS	Unipar Services LLP	Hi-Viz jackets	35.00	7.00	42.00
*BACS	Laser Tech UK Ltd	Community Speedwatch Radar	239.00	47.80	286.80
*BACS	L Morris	Cleaning Pavilion	80.00		80.00
BACS	South Derbyshire District Council	Trade refuse collection for the Village Hall	572.00		572.00
D/D	SSE	Electricity to Village Hall	261.50	52.30	313.80
D/D	TalkTalk	Internet charges	18.00	3.60	21.60
D/D	Opus Energy Ltd	Electricity to public toilets	14.59	0.73	15.32
D/D	British Gas	Gas to Village Hall	297.99	14.89	312.88

* Details of the salaries and wages costs were provided separately for Members.

** These payments had been made between meetings.

115.2 Receipts

The following amounts had been received since the last meeting:

Name	Description	Amount
Various	Wreath refunds	105.00
Melody Blue Choir	Use of Village Hall	10.00
Dancey's Daycare	Use of Pavilion	480.00
S Ruddle	Village Hall lettings	32.00
Community Café	Use of Pavilion	122.00

115.3 Audit. The Council's financial documents were to be submitted for inspect the following day.

116 COUNCILLORS' REPORTS

116.1 Land at Daisy Lane. It was reported that a local contractor had supplied tree shreddings for weed suppression, but that they needed moving to another part of the site. Several Members agreed to assist.

116.2 Spring Cottage. The Chairman reported that she had shown the various problems at Spring Cottage to the Chairman of Ashby Woulds Town Council, who had agreed that urgent action needed to be taken on a number of matters, which he would be pursuing with the District Council and others.

Members exchanged Christmas greetings

The meeting ended at 7.55 pm

Chairman

OVERSEAL PARISH COUNCIL

CONFIDENTIAL

Wages & salaries payments – 10 December 2020

Cheque No	Name	Description	Amount
BACS	S Ruddle	Caretaker	604.48
BACS	E Evans	Litter	148.96
D/D	NEST	Pension contributions	38.64
		Total	792.08

**CLERK'S REPORT – JANUARY 2021
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

**CLERK'S PROGRESS REPORT – JANUARY 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
	Land at Manor School View	The District Council is pressing the Developer's Solicitors to complete this matter. The process appears to have re-started, but the Developers' Solicitors have not yet provided the required information to enable completion to take place; however, they have secured the release of a bank charge (Dec 2020)	Clerk/AW

SECTION B - ONE-OFF ITEMS

Min No	Item	Comments	Person
2019/2020			
137.10	Hallcroft Avenue repairs	Has been referred to the Highway Care Manager. Now scheduled for 2020/21. Commencement date being ascertained	Clerk/PM
2020/21 58.7	Verge reinstatement, Hallcroft Avenue	Permission given by County Council. Consultation of statutory undertakers to be carried out by OPC	Clerk

**OVERSEAL PARISH COUNCIL
COUNCIL MEETING JANUARY 2021
CLERK'S REPORT**

- 1 Highway verge closure.** Notice has been received that a short length of verge outside 3 Acresford Road is to be closed from 7 January for up to a month to allow work permitted by a planning permission to be carried out.
- 2 CCTV for the Village Hall.** Three quotations were obtained and an application for grant from the Safer Neighbourhoods Partnership was submitted in December. The quotation of Swadlincote Aerials was accepted under delegated powers and the work will be carried out in January.
- 3 Resident's concerns.** A resident has expressed a number of concerns and suggestions about local matters.:
 - Damage to verges by parking – suggests education and signage;
 - Litter – structured litter pick to supplement the work of the Council's staff;
 - Unruly activities at the recreation ground – suggests switching off the floodlights to deter groups from elsewhere;
- 4 Census 2021.** The Office for National Statistics (ONS) is recruiting over 35,000 field staff to encourage householders to fill in their 2021 Census questionnaires and maximise response rates. Anybody interested in taking part can register their interest at <https://www.censusjobs.co.uk/search-for-a-job/>
- 5 South Derbyshire Equalities, Diversity and Inclusion Strategy 2021-25 consultation.**

The District Council has produced its draft strategy and is consulting on it; any responses should be submitted by 4 February. It is based on five objectives and an Action Plan has been developed around them. They are:

 - Enable a diverse workforce;
 - Be a leader in equality, diversity and inclusion;
 - Involve our diverse communities in decision-making;
 - Deliver services that meet everyone's needs;
 - Understand our diverse communities.

A copy of the more detailed Action Plan is attached.
- 6 Appointment of Clerk & RFO.** A verbal report on applications received to date will be given at the meeting. The closing date is 11 January 2021.

J E White
Clerk
December 2020

DRAFT EQUALITY, DIVERSITY AND INCLUSION ACTION PLAN 2021-25

The following action plan sets out the key actions which will be undertaken during 2021-25 to support our objectives.

Objectives (Performance Area of Equality Framework)	Action Number	Action	Lead responsibility	Directorate	Timeframe (to start action)
<p>1: Encourage and enable a skilled and diverse workforce to build a culture of equality and inclusion in everything we do</p>	1A	Review and deliver equality, diversity and inclusion training for Council Officers and Elected Members. This includes training that covers employment, mental health and wellbeing, recruitment and selection, raising awareness of the needs of different users and customers and unconscious bias.	Organisational Development and Performance	Corporate Resources	Year 1
	1B	Identify under-representation in the Council's workforce that is reflective of the working age community and develop positive action initiatives to promote diversity in the workplace.	Organisational Development and Performance	Corporate Resources	Year 1
	1C	Publish a gender pay gap report and report on any issues and actions taken.	Organisational Development and Performance	Corporate Resources	Year 1
	1D	Design and deliver an annual employee engagement survey; ensure that it is accessible to all staff and includes questions that enable the Council to monitor trends and progress around equality, diversity and inclusion.	Organisational Development and Performance	Corporate Resources	Year 1
	1E	Produce a set of standard equality and diversity monitoring categories so that Council Officers, residents and customers can declare information in a consistent manner.	Organisational Development and Performance	Corporate Resources	Year 1
	1F	Use the Stonewall workplace equality index to assess achievements and progress in LGBTQ+ inclusion.	Organisational Development and Performance	Corporate Resources	Year 1
	1G	Publish an annual report on progress made, achievements and further actions to deliver on the key outcomes in the Equality, Diversity and Inclusion Action Plan 2021 - 2025.	Organisational Development and Performance	Corporate Resources	Year 1 and annually
	1H	Promote the 'Access to Work' scheme and any other national/local schemes that enable financial or other support for current or future employees.	Organisational Development and Performance	Corporate Resources	Year 1
	1I	Collate and maintain data on equality, diversity and inclusion as a shared resource available on the Council's internal and external web pages, including the publication of the Equality Profile of South Derbyshire's population based on the nine protected characteristics, to help inform service delivery.	Organisational Development and Performance	Corporate Resources	Year 1
	1J	Promote employment and training opportunities including volunteering for school leavers, the unemployed and those furthest from employment or self employment, through attendance at careers events, job fairs and other events held in the District.	Economic Development and Growth	Chief Executive	Year 1 and annually
	1K	Continue to deliver an apprenticeship programme in partnership with local colleges and other providers.	Organisational Development and Performance	Corporate Resources	Year 1
	1L	Continue to carry out an employee risk assessment should an employee's circumstances change in relation to any of the protected characteristics and put in place reasonable adjustments where necessary.	All Services	All Directorate	Year 1
	1M	Review our recruitment process to ensure we proactively encourage diversity when people apply for jobs at the Council	Organisational Development and Performance	Corporate Resources	Year 1

2. Demonstrate inclusive leadership, partnership and a clear organisational commitment to being a leader in equality, diversity and inclusion in the District	2A	Review the Corporate Equality, Diversity and Inclusion Steering Group governance and terms of reference to ensure that the Council's services are inclusive and accessible.	Organisational Development and Performance	Corporate Resources	Year 1
	2B	The Council's Leadership Team and Elected Members lead and actively drive equality, diversity and inclusion to ensure that all services are accessible and that we work with partners, business and other groups to promote equality, diversity and inclusion across the District.	Organisational Development and Performance	Corporate Resources	Year 1
	2C	Develop and implement an Equality Impact Assessment Framework to determine whether a part or full assessment is required and publish the results.	Organisational Development and Performance	Corporate Resources	Year 1
	2D	Carry out an Equality Impact Assessment when considering new or changes to existing policy, service or processes in terms of how it might impact on different groups of people.	All Services	All Directorate	Year 1 and annually
	2E	Use equality, diversity and inclusion best practice to inform Council activity.	Organisational Development and Performance	Corporate Resources	Year 1
3. Involve and enable our diverse communities to play an active role in society and put residents' voices at the heart of decision-making	3A	Review the involvement of diverse communities within the District with guidance on how they may be involved in the democratic processes of the Council.	Legal and Democratic Services	Chief Executive	Year 1
	3B	Review the effectiveness of the Community Grants programme for voluntary, community and faith-based groups to ensure that it meets the needs of our communities.	Cultural and Community Services	Service Delivery	Year 1
	3C	Review our website and council information and implement a set of standards to ensure that it is accessible and inclusive,	Organisation Development and Performance (Communication)	Corporate Resources	Year 1
	3D	Review planning consultation practices to encourage and enable groups that are not currently engaged in the planning process to get involved.	Planning and Strategic Housing	Service Delivery	Year 1
	3E	Produce the Communications and Engagement Strategy to enable residents, partners and customers to be involved in the development of the Council's Plans that have an impact on the District.			
4. Deliver responsive services and customer care that is accessible and inclusive to individual's needs and respects cultural differences	4A	Use building regulations to ensure that developments meet the necessary standards for disabled access and other accessibility standards.	Planning and Strategic Housing	Service Delivery	Year 1
	4B	Use the Council's Local Plan to develop best practice in terms of accessible homes.	Planning and Strategic Housing	Service Delivery	
	4C	Review parks and open spaces to enable access for people with a disability.	Cultural and Community Services	Service Delivery	Year 2
	4D	Implement and promote initiatives such as SignLive and the Hidden Disabilities Sunflower scheme to enable people with a disability to access Council services.	Customer Services	Corporate Resources	Year 1
	4E	Deliver the Safer Homes and Sanctuary Scheme services to improve home security for victims of crime and domestic abuse.	Cultural and Community Services	Service Delivery	Year 1
	4F	Develop internal safeguarding information to assist Council Officers with making safeguarding referrals.	Cultural and Community Services	Service Delivery	Year 1
	4G	Make portable hearing loops available for Council meetings.	Information Technology and Business Change	Corporate Resources	Year 1
	4H	Review Council-owned public buildings to enable access for people with a disability.	Corporate Property	Corporate Resources	Year 1
	4I	Develop an approach with partners to use community programmes to reduce social isolation and improve mental health, particularly amongst groups that live in rural areas, are elderly or have limited access to other support networks.	Cultural and Community Services / Organisational Development and Performance (Communications)	Service Delivery	Year 1
	4J	Develop the Council's website to signpost people to services that are delivered in partnership with other organisations.	All Services	Corporate Resources	Year 1

	4K	Make available appropriate communication channels to inform staff, residents, customers and our partners of ongoing and future work.	Organisation Development and Performance (Communication)	Corporate Resources	Year 1
	4L	Enhance the on- line process for applying to join the Housing Register and for viewing and expressing an interest in vacant Council properties.	Housing Services	Service Delivery	Year 1
	4M	Provide direct on-line access to housing rent accounts and repair ordering.	Housing Services	Service Delivery	Year 1
	4N	Host the multi-agency welfare group which will continue to support tenants and other residents through the on- line Universal Credit process to minimise delays in processing claims.	Housing Services	Service Delivery	Year 1
	4O	Develop a Customer Access Strategy that will make it easier and quicker to gain access to Council services and takes into account the needs of service users.	Customer Services	Corporate Resources	Year 1
	4P	Work with partners to provide digital support services, particularly among young and older adults in rural areas of the District.	Cultural and Community Services	Service Delivery	Year 1
	4Q	Signpost our staff, residents, customers and partners to digital support services	Cultural and Community Services	Service Delivery	Year 1
	4R	Develop online systems that are user friendly for our staff, elected members, residents, customers and partners to gain access to Council services.	Information Technology and Business Change	Corporate Resources	Year 1
	4S	To work with partners to develop a joined up Telecare service that enables vulnerable or elderly people to retain their independence.	Housing Services	Service Delivery	Year 1
5. Understand our diverse communities and embed that understanding in how we shape policy and practice across the Council	5A	Monitor and analyse data collected on harrasment and hate crime and take appropriate action to address the issues identified.	Cultural and Community Services	Corporate Resources	Year 1
	5B	Report on our comments, compliments and complaints and take positive action to address any equality, diversity and inclusion issues.	Customer Services	Corporate Resources	Year 1
	5C	Continue to provide information and raise awareness on how to report hate crime and where to get support.	Cultural and Community Services	Corporate Resources	Year 1
	5D	Use the older persons survey, to address the specific needs of the elderly population particularly around housing, social care and health and wellbeing.	Cultural and Community Services	Service Delivery	Year 1 and annually
	5E	Continue to promote inclusion and develop support for children and young people from marginalised groups such as LGBTQ+, children with disabilities, Gypsies and Traveller communities and young carers.	Cultural and Community Services	Service Delivery	Year 1
	5F	Work in partnership with transport services to improve the accessibility of the transport services to people that live in rural areas. As part of planning proposals for new development or new site allocations.	Planning and Strategic Housing	Service Delivery	Year 1
	5G	Hold at least one annual equality, diversity and inclusion community event , involving councillors and officers encourage joint working on shared aims and continue to develop future plans to embed equality, diversity and inclusion throughout our services.	Organisational Development and Performance	Corporate Resources	Year 1 and annually
	5H	Ensure the Council delivers cultural events which are inclusive of the diverse community, inclusive of our local communities and our communities over the boundary.	Cultural and Community Services	Service Delivery	Year 1

**OVERSEAL PARISH COUNCIL
BUDGET REPORT 2021/2022**

PREDICTED OUTTURN FOR THE YEAR 2020/2021

The predicted year end figures are shown in the Receipts & Payments Account as at 15 December 2020. (If there is any significant change by 31 December, I will inform Members). If this situation proved to be correct, the year end revenue balance would be approximately £172175. This includes the Repairs and Renewals earmarked reserves of £44078 and £86816 for the S.106 project leaving around £41280 in the General Fund. However, there are still 3 months to go and these figures should be treated with caution.

Comments on variations against budget:

Line no.	Item	Variance	Comments
PAYMENTS			
19	Allotments car park	-2000	This project was put on hold because of the pandemic, but may be carried out later in the year. A revised price is being obtained.
30	Pitch maintenance	-700	Costs lower than anticipated
31	Summer sports programme	-1615	Programme cancelled
35/37	Energy costs, Village Hall	-2050	Reductions due to partial closure of Village Hall
40	Village Hall repairs	4400	External water pipe 2450; internal pipes 850; water cylinder & pump 933; risk assessments 480
50	Public toilets total	-1341	Toilets closed since March
61	Grit bins	-1500	No new bins nor refilling needed
62	Planters	-1000	Costs less than previously – spring planting next year may fall in this year's costs
63	Village Hall car park walls	3047	Planned for last year
64	Replace boiler for changing rooms	-2550	Carried out last year
69	Grant for changing rooms	-2000	Not required yet
RECEIPTS			
3	Grants received	10080	Business Support Grant 10,000
12	Pavilion income	-2000	Closure for several months & some activities not permitted
15/16	Village Hall income	-10034	As above
22	VAT	-1316	Final quarter's expenditure will not be received until next year

HIRE RATES AND WAGES

The present rates are as follows:

- **Hire of Village Hall** – last altered September 2019 - £16.00 per hour for most lettings with a limit of £120 per day. £21.00 per session for the Pre-school (last increased April 2020 from £20).

- **Football Clubs** – last altered 2018: Both pitches are used by Overseal Junior FC at a total charge of £1000, less £100 for prompt payment subject to the Club marking out the pitches.
- **Rent of land:**
Burton Road Allotments - £15 per plot (approx. 150 sq.m.) – last changed 2007.
Lullington Road allotments - £100 p.a. payable to South Derbyshire District Council (increasing annually by inflation). The site is sub-leased to the Allotment Association and currently the annual rent is £225, equating to £15 per plot. Last set 2014.
Lullington Road Land - £1117 p.a. Last set 2018 following establishment of Farm Business Tenancy.

National Living Wage

The Council currently pays the National Living Wage for the Caretaker, Lengthsman and Cleaner and this is set at £8.72 per hour for those over 21. The National Living Wage was predicted to be increased to £9.21 from 1 April, but it has now been confirmed that it will be set at £8.91 from 1 April 2021. The effects of increasing salaries based on the present hours are shown below.

- **Clerk** – National Scales: £6,747.81 p.a. + £150 p.a. travelling & telephone expenses. The last national increase was in April 2020; this could be affected by the freeze in public sector pay and there is no effect from the National Living Wage. However, NALC has indicated that this may not be the case and a 2% increase has been included as a precaution. Also, there will be a 2 month overlap between Clerks so a further £1500 has been included to cover that.
- **Caretaker** - £7456 p.a. to include Village Hall, public toilets, multi-use games area (MUGA) and changing rooms. This equates to 71.25 hours per month at the present National Living Wage (£8.72). If this is increased in line with the National Living Wage (£8.91 per hour), the salary would increase to £7618 (2.2%). To this must be added the cost of contract cleaning during holidays, estimated at 40 hours @ £12.00 i.e. £480.00 bringing the overall cost to £8098. Pension costs continue at 3% from so the cost to the Council would be £229.
- **Litter collection** – Each Lengthsman is paid £8.72 per hour, for 4½ hours per week in one case and the other has been paid on actual hours, which are less than the standard hours and the budget is based on an average at the new hourly rate of £8.91. The additional cost at the new rate amounts to £45. However, one of the staff currently works on a voluntary basis.

DRAFT BUDGET FOR 2021/22

The budgets for insurance premiums have been increased by 3% as costs generally are expected to rise. Rates for the Village Hall will be subject to change as the Small Business Relief arrangements changed from April 2017 and the actual rates payable are now zero.

No new **growth items** are normally included in the draft Budget.

Recurring items. In 2010/2011, a fund was set up to meet recurring costs, such as the painting of the Village Hall, replacing curtains etc. A list of the items intended to be covered by this fund has been updated and the result is shown below. The Council has sufficient chairs for the foreseeable future, including those in the Pavilion if needed.

REPAIRS & RENEWALS FUND

<i>Item</i>	Last/estimated cost	Life (Years)	Annual cost	Start position	Add 2020/21	Spend 2020/21	End position
<i>Internal painting</i>	3197 (2019 excluding roof & stage)	5	1100	2403	1100	0	3503
<i>External painting (Village Hall, Pavilion, changing rooms)</i>	1599 (2017)	4	250	340	250	0	590
<i>Curtains</i>	2500 (2014)	10	250	1050	250	0	1300
<i>Chairs</i>	Padded 60/plastic 25 each	10	150 -	1550	150	0 0	1700
<i>Tables</i>	100 each	10	Say 3 p.a. – 300	1200	300	0	1500
<i>Updating kitchen</i>	Full upgrade inc. appliances & back room cupboards 8967 (2019)	10	1000	1250	1000	0	2250
<i>Updating toilets</i>	18822 (2012)	10	1000 (assumed that tiles will not need replacing)	6500	1000	0	7500
<i>CCTV renewal</i>	1647 (2011), but older system nearing end of life. Extended 2014 (1276)	5	250	2085	250	0	2335
<i>Village Hall replacement</i>	Not known		0	8400	0	0	8400
<i>Feasibility study</i>	Not known		0	0	15000	0	15000
			4300	24778	19300	0	44078

It has been usual practice to increase the Fund annually. If the provisions for chairs, tables and CCTV were excluded, the requirement would be £3600.

Commitments already made

- **Football pitch future maintenance.** A tender for the 3 years from 1 December 2017 was accepted; it has been extended by agreement with the contractor to December 2021 and the relevant estimate has been included.
- **Enlargement of the MUGA.** This was agreed last year and tenders accepted. The project will be entirely funded from S.106 funds and cannot start until the second tranche of money from the Acresford Road site is received. This depends on 35 properties having been sold and the

situation is being monitored. The contract includes the installation of new floodlights and the removal of the old ones the District Council has approved Structural Engineers' fees as appropriate to be funded from the S.106 funds. It is not certain that VAT can be recovered, but if it is not, there is sufficient headroom in the total S.106 monies available to meet that.

Matters which have previously been considered or have been mentioned recently include:

- **Summer sports programme.** The 2020 programme (updated) is set out below; as Members will be aware, it was cancelled because of the Covid-19 situation; however, the District Council has proposed that the same programme be provided during 2021. While I have asked that they reinstate Big Fun Friday, which was not included in the original programme but had previously been very popular, it would depend on another parish foregoing their reservation and that is unlikely.

Date	Times	Event	Cost
Thursday 29 July	2 – 4 pm	Adventure Mobile	285
Thursday 5 August	2 – 4 pm	Play Mobile	195
Thursday 12 August	2 – 4 pm	Play and Sports mobile	340
Thursday 19 August	2 – 4 pm	Sports Mobile	195
Monday 23 August	2 – 4 pm	Play, Adventure and Sports Mobile	640
Total cost			1655

Possible Growth Items.

- **Development of the recreation ground.** Around £5000 remains uncommitted from the S.106 agreement for Valley Road includes several relevant contributions and there are also S.106 agreements in place relating to Moira Road and Acresford Road which will fund the MUGA extension, but there will still be further, uncommitted S.106 funds available, probably from Spring 2021, relating to the development at Moira Road totalling around £10000.

The feasibility study provided by Wainwright Landscape Architecture led to the improvement of the top pitch, but also included other works designed to maximise the potential of the whole site. These included a cricket pitch based on an artificial wicket in the centre of the lower pitch area, and the possibility of providing some facilities for teenagers has also been discussed. New play and gym equipment has been provided and the demand for netball facilities, which require an extension of the MUGA, was approved and will be accommodated by the MUGA extension.

Identification of projects for the remaining S.106 monies will need to be done soon as the relevant funds should be spent by 2025.

- **Car park at Edward Street allotments.** A tender for providing a car park made of compacted stone at the entrance to the allotments and covering two plots with weed-suppressing membrane was accepted (£3160 plus VAT). An application for a grant of £1000 from the Members' Community Leadership Fund was approved and remains in the Council's balances. One of the affected plots has now been let so the cost of the project will be reduced and Harvey & Clark have been asked for a revised quotation. Members are asked whether to proceed with this as soon as circumstances allow.

- **Replacement of some dog bins/litter bins.** It was agreed in September to consider replacing some of the bins which were damaged or approaching unserviceability. The likely cost per bin is £160 for dog bins and £300 for litter bins (to include fixing kit), plus installation costs. However, the cost of emptying the bins last year was £1424, which is close to the existing total estimate of £1500. That would need to be increased for any replacements or new bins.
- **Additional repairs to the Village Hall.** Members have drawn attention to the 'chimney' on the flat roof near to the changing rooms end of the Village Hall, which is leaning, and suggested that it should be removed and the felt roof beneath it repaired. A rough estimate of this is £500
- **Village Hall external repainting.** The Village Hall and Pavilion were last repainted in 2017, though the Pavilion windows were repainted in 2019. The provision in the Repairs & Renewals Fund is insufficient to cover the work needed, so an additional provision of around £1500 would be required.
- **Fences - Village Hall etc.** Previously, the Probation Service had an arrangement whereby the County Council paid the costs of providing personnel to supervise and transport those carrying out the painting of the fences, with the Parish Council supplying the materials at a cost of around £170. As the County Council does not now fund such projects, a contractor was used to paint the fence near to the play area (cost £722). The section between the War Memorial and the recreation ground, fronting to Hallcroft Avenue, should be painted soon - estimated cost £750.
- **Office furniture and equipment.** With the appointment of a new Clerk, some equipment will be required and possibly training costs; provision has been included in the draft estimates for this purpose.
- **Green Flag Community Award.** At the December meeting, the Council decided to pursue the improvement of green areas through this mechanism and asked that some financial provision be considered in this report. £3000 is included in the base budget for Environmental Improvements which could be used for this purpose. Members are invited to consider the level required in the context of the overall budget; I have been advised that the earliest date for submitting an application is likely to be 2022
- **Reinstatement of the verge, Hallcroft Avenue.** Depending on the nature of the work to be carried out – grass or tarmac – the cost of reinstatement could vary between £1500 and £4000. However, it may be prudent to wait until the resurfacing of the road has been completed before deciding on this project.

S.136 GRANT

The District Council makes annual grants towards concurrent expenses – functions which can be carried out by either authority but are in fact carried out by the Parish Council. Typical of this is the operational costs of the Village Hall. The grant this year was £13531 but there is no guarantee that there will be any increase next year, so the same sum has been included in the budget.

INCOME

Receipts from the Village Hall and Pavilion were significantly affected by the closure from April-September and the current prediction is that there will be a shortfall against the budgeted income of £13000. Fortunately, a Small Business Grant of £10000 was obtained which goes a long way to mitigate this loss. However, a pessimistic forecast is not unreasonable for next year and the predicted income has been adjusted accordingly.

PRECEPT

The Council Tax base (the figure for 2021/22 is 884, an increase from 864 for the previous year) is a figure calculated by the District Council to represent the number of Band D equivalent properties after deducting costs of collection, losses etc. and is used to divide the costs of the precept among the properties in the parish. Using this with the current precept of £31930 results in a Band D charge of £36.12 p.a or 69.46p per week

The Local Council Tax Support Grant is likely to be the same as last year (i.e. £2801)

The Precept is divided by the Council Tax Base to produce the charge to a Band D property. Using this Council Tax base, the following list shows different Precepts and charges:

Precept £	Average Band D Charge £ per year	Pence per week	Percentage increase
31930	£36.12		
33000	£37.33	71.79	3.35%
34000	£38.46	73.96	6.48%
35000	£39.59	76.14	9.61%

Before any growth items are included and with no change to the Precept, if the base budget were to be approved, the year end revenue balance at March 2022 would be around £38158 (plus the Repairs & Renewals earmarked finance of £44078; a contribution towards that fund should be considered); also the S.106 money of £86816 is excluded. The Clerk previously recommended a minimum revenue balance of £20,000 but this should now be reviewed upwards; the external auditors, while not recommending anything specific, have a formula that the reserves should not exceed twice the Precept i.e. over £60000. The level of increase appropriate, if any, should be considered.

That said, the Minister expressed a wish that all Councils bear in mind the need for prudence (rather than apply a cap on increases to 2% unless there is a referendum).

DECISIONS REQUESTED

- *Any changes to wages and hire rates;*
- *Any increases or decreases in the base budget;*
- *Whether to make additional provision in the Repairs & Renewals Fund and if so how much;*
- *Any growth items to be included in the budget;*
- *The Precept to be levied.*

J E White
Clerk
December 2020

Overseal Parish Council
Receipts & Payments Account
30 June 2018

Line No	2019-2020	PAYMENTS	Budget 2020-2021	To Date	Predicted Outturn	Line No	2019-2020	RECEIPTS	Budget 2020-2021	To Date	Predicted Outturn
		Administration						Administration			
1	900	Audit fee	650	400.00	650	1	47	Bank interest	30	8.54	12
2	653	DALC	673	672.91	673						
3	511	Insurances	525	593.50	594						
4	173	Printing and stationery	200	45.98	100						
5	295	Postages	240	68.07	80						
6	6811	Clerk's salary & exp	6978	7082.68	7083						
7	1504	Health & Safety advice	1550	1752.48	1752						
8	325	IT & telephone	565	374.91	565						
9	85	Training/Other/Elections	50	0.00	50						
10	11257		11431	10990.53	11547	2	47		30		12
		Grants & donations						Grants & donations			
11	412	General	300	200.00	300	3	104267	Grants received	0	10080.00	10080
12	300	Mowing churchyard	300	300.00	300	4	276	Wreaths refunds	250	230.00	250
13	356	Wreaths	320	350.00	320		104543		250	10310.00	10330
14	1068		920	850.00	920						
		Land						Rents - Burton Rd Allotments	100	0.00	100
15	161	Burton Road allotments	200	291.67	300	6	225	- Lullington Road allotments	225	225.00	225
16	835	Lullington Road allotments	250	0.00	0	7	1117	- Land at Lullington Rd	1117	0.00	1117
17	0	Land at Lullington Road	0	0.00	0						
18	711	Daisy Lane	1000	340.38	1000	8	1522		1442	225.00	1442
19	0	Allotments car park	2000	0.00	0						
20	1707		3450	632.05	1300	9		Litter			
		Litter									
21											
22	2855	Wages	3040	1957.38	2400	10	0		0	0.00	0
23	0	Other exp	240	0.00	240			Recreation			
24	2855		3280	1957.38	2640						
		Recreation									
25						11					
26	0	Play Area	0	0.00	0	12	7965	Pavilion income	5000	2451.00	3000
27	5523	Ground maintenance/Pavilion	2400	2805.87	3000	13	900	Football/Recreation ground/MUGA	900	1060.00	1060
28	121	Old Changing Rooms	50	82.98	83						
29	3106	New Changing Rooms	693	629.32	693						
30	3658	Pitch maintenance	5000	4276.00	4300						
31	1690	Summer sports programme	1615	0.00	0	14	8865		5900	3511.00	4060
32	418	Multi-use games area	526	329.41	400						
33	14516		10284	8123.58	8476						
		Village Hall						Village Hall			
35	3578	Electricity	3000	1769.91	2500						
36	3611	Gas	2250	718.32	1200	15	7180	Pre-school	6000	1940.00	4166
37	976	Water & Sewage Disposal	1250	674.87	750	16	9564	Other Lettings	10000	1537.00	1800
38	0	Rates	0	0.00	0						
39	1014	Insurance	1015	1031.81	1032	17	1558	Repairs refunded	0	0.00	0
40	10886	Repairs	2600	5666.77	7000						
41	6639	Caretaking & Cleaning	6156	5646.06	6156						
42	388	Cleaning materials and other exp	500	457.90	750						
43											
44	410	Christmas lights	250	410.00	410						
45	259	Sanitary disposal service	265	258.70	259	18	18302		16000	3477.00	5966
46	572	Refuse collection	540	572.00	572			Other			
47	0	CCTV system	0	0.00	3288						
48	28333		17826	17206.34	23917	19	200	Rights of Way refund	430	150.00	350
		Public toilets									
50	1625	Caretaking	1151	124.26	200						
51	0	Cleaning materials and other exp	220	175.29	220	20	11114	S 136 Refund	13266	0.00	13266
52	0	Electricity	250	67.83	110						
53	0	Water & Sewage Disposal	500	116.44	250						
54	0	Insurance	120	0.00	120						
55	20771	Repairs/improvements	250	0.00	150						
56	22396		2491	483.82	1050						
57		Other									
58	150	Rights of way	430	450.00	450	21	441	Toilets refund	0	0.00	0
59	0	Youth Shelter	0	0.00	0						
60	1573	Dog bins	1500	1424.18	1424	22	9195	VAT	4000	4837.82	2684
61	324	Grit bins - new & supplies	1500	0.00	0	23	31000	Precept	31930	31930.00	31930
62	1709	Maintenance of Planters	3000	1560.00	2000	24	2801	Local Council Tax Support Grant	2801	2801.00	2801
63	4890	Village Hall car park - replace walls	0	3047.00	3047	25					
64	0	Replace boiler to changing rooms	2550	0.00	0	26	54751		52427	39718.82	51031
65	480	Paint milepost & telephone kiosk	0	0.00	0	27	188030		76049	57250.36	72841
66	0	Environmental improvements	3000	0.00	0						
67	9739	VAT	4000	3064.74	4000						
68	25	Contingency	1200	274.00	1200						
69	0	Grant for changing rooms	2000	0.00	0						
70											
71	18890		19180	9820	12121						
72	101022	TOTAL	68862	50063.61	61971						

Overseal Parish Council
Draft Budget
2021/2022

Line no	Outturn 2020-2021	PAYMENTS	Budget 2021-2022	Line no	Outturn 2020-2021	RECEIPTS	Budget 2021-2022
	Outturn				Outturn		
		Administration				Administration	
1	650	Audit fee	650	1	12	Bank interest	20
2	673	DALC	673				
3	594	Insurances	525				
4	100	Printing & stationery	200				
5	80	Postages	100				
6	7083	Clerk's salary & exp	8662				
7	0	Bank Charges	0				
8	565	IT and telephone	494				
9	50	Training/Other/Office costs	3050				
10	1752	Health & Safety Consultancy	1752				
11	11547	Total Admin	16106	2	12	Total Admin	20
		Grants				Grants & donations	
12	300	- General	300				
13	300	- mowing churchyard	300	3	10080	Grants received	0
14	320	- wreaths	320	4	250	Wreath refunds	250
15	920	Total Grants made	920	5	10330	Total grants received	250
		Land				Rent of Land	
16	300	Burton Road allotments	200	6	100	Burton Road Allotments	200
17	0	Lullington Road allotments	0	7	1117	Lullington Rd land	1117
18	1000	Daisy Lane	1000	8	225	Lullington Road allotments	225
	0	Land at Lullington Road	0				
19	1300	Total land costs	1200	9	1442	Total land receipts	1542
		Litter				Litter	
20	2400	Wages	3085	10	0		0
	240	Green sacks etc	240				
21	2640	Total Lengthsman scheme	3325	11	0	Total Lengthsman scheme	0
		Recreation				Recreation	
22	0	Play area	0				
23	3000) Pavilion	1700	12	1060	Football	900
24) Ground maintenance	1000				
25	4300	Pitch maintenance	5000	13	0	Old changing rooms	0
26	0	Summer sports programme	1655	14	3000	Pavilion income	2000
27	83	Old changing rooms	50				
28	693	New changing rooms	714				
29	400	Multi-use games area	586				
30	8476	Total Recreation	10705	15	4060	Total Recreation	2900
		Village Hall				Village Hall	
31	2500	Electricity	3000				
32	1200	Gas	2250	16	4166	Pre-school	5000
33	750	Water & Sewage Disposal	1250	117	1800	Other Lettings	3500
34	0	Rates	0				
35	1032	Insurance	1015				
36	7000	Repairs	3000	18	0	Repairs refunds	0
37	6156	Caretaking & cleaning	6315				
38	750	Cleaning materials & other exp	500				
39	572	Refuse collection	600				
40	259	Sanitary disposal service	265				
41	410	Christmas lights	410				
42	3288	CCTV system	0				
43	0	Chairs & Tables	0				
44	23917	Total Village Hall	18605	19	5966	Total Village Hall	8500
		Public toilets					
45	200	Caretaking	1176				
46	220	Cleaning materials	220				
47	110	Electricity	120				
48	250	Water	350				
49	120	Insurance	120				
50	150	Repairs	250				
51	1050	Total public toilets	2236				
52		Other		20	0	Toilets refund	0
53	0	Youth Shelter	0	21	350	Rights of Way refund	430
54	450	Rights of Way	430				
55							
56	1424	Dog bins (new and emptying)	1500	22	13266	S 136 Refund	13531
57	2000	Maintenance of planters	3000				
58	0	Grit bins (new & supplies)	1500				
59	0	Environmental Improvements	3000				
60							
61							
62	3047	Village Hall car park - replace walls	0				
63							
64							
65	0	Replace boiler to changing rooms	0				
66	0	Grant for changing rooms	0				
67	0	Allotments car park	0	23	2684	VAT	4000
68							
69	4000	VAT	4000	24	31930	Precept	31930
70	1200	Contingency	2500	25	2801	Local Council Tax Support Grant	2801
71	12121	Total miscellaneous	15930	26	51031	Total miscellaneous	52692
72	61971	TOTAL PAYMENTS	69027	27	72841	TOTAL RECEIPTS	65904