

OVERSEAL PARISH COUNCIL

SOUTH DERBYSHIRE DISTRICT IN THE COUNTY OF DERBYSHIRE

Clerk
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27 August 2020

Dear Councillor

An online meeting of Overseal Parish Council will be held on Thursday 3 September 2020 at 7.00 pm when you are invited to attend to transact the following items of business.

If any resident wishes to ask a question at the meeting, they should email the Chairman, Mrs C M Knight, with details of the question not later than 2 September. If they wish to observe the meeting, the request should also be sent to the Chairman. The address is: carole.knight@overseal.org. Alternatively, contact may be made by telephone: 01283 760624

Yours faithfully

J E White

Clerk

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 6 August 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.

The following application has been approved:

0698 Extension of existing building to provide office space, Overseal Primary School.

Applications for decision:

0761 Single storey rear extension, 17 Alexandra Road

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				*
2872	PKF Littlejohn LLP	External audit fee	400.00	80.00	480.00
2875	Mrs C M Knight	Reimburse Covid-19 materials	65.24	13.06	78.30
**2876	Yee Group Ltd	Repair 2 CCTV cameras at Village Hall	96.14	19.23	115.37
2877	K H Packaging & Disposables Ltd	Sanitising supplies	99.95	19.99	119.94
2878	Elton Properties Maintenance Ltd	Mowing, Daisy Lane; repair leaks at Village Hall	115.00	23.00	138.00
D/D	TalkTalk	Internet service	18.00	3.60	21.60
D/D	Opus Energy	Electricity to public toilets	7.23	0.36	7.53

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

** This account was paid between meetings to avoid unnecessary delay.

10.2 Receipts. Any amounts which have been received since the last meeting will be reported verbally

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

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

12 Exclusion of press and public. To consider excluding the Press and public from the meeting during consideration of the following item in pursuance of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

13 Clerk's report. To consider the report of the Clerk on a staff matter

**CLERK'S REPORT – SEPTEMBER 2020
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 – SEPTEMBER 2020
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	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

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	Clerk/PM

August 2020

OVERSEAL PARISH COUNCIL

MINUTES of the online Meeting of the Council held on Thursday 6 August 2020.

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

Apologies for absence were received from Mr M A Knight, Mrs R O'Brien, Mrs S M Ward and Cllr P Murray (Derbyshire County Council).

In attendance: Cllrs A Brady and Mrs A Wheelton (South Derbyshire District Council) and Mr G Tench.

42 DECLARATIONS OF INTERESTS

Mr R Cox and Cllr A Brady declared interests in the Progress Report insofar as it related to Overseale House, of which they were neighbours.

43 PUBLIC QUESTIONS AND ANSWERS

Mr Tench, who managed Overseale House, considered the minutes of 2 July to be an unfair report on the condition of the premises. While the District Council had referred the matter to Derbyshire Historic Buildings Trust, they had not offered practical assistance, but he was seeking help to resolve outstanding issues. The Chairman indicated that the Parish Council was not criticising him, but wanted to secure an improvement in the appearance of the building which was situated in a prominent position at the gateway to the village. She agreed to meet him on site on the following day to discuss matters further.

44 MINUTES

The minutes of the meeting held on 2 July 2020, copies of which had been previously circulated, were approved as a true record.

45 COUNTY, DISTRICT AND POLICE MATTERS

45.1 District Council. Cllr Mrs Wheelton had reported a number of matters during the past month in order to keep Members up to date. The most recent concerned the land at Manor School View, which was in the final stages of transfer from the Developers to the District Council.

45.2 Police. The reported crime statistics for July were submitted, showing that the numbers of reported crimes in Overseal were still significantly high. The Police had attended the recreation ground when called because children were jumping from the roof of a building to the adjoining one, and they had stopped this.

45.3 County Council. It was reported that there had been a fire in a conifer hedge and that a neighbour had called the Fire Service as sparks were blown into their property; however, the Fire Service had initially said that they did not deal with garden fires, though they subsequently attended and dealt with it. Members were concerned at the initial response of the Fire Service and the Clerk would write to the Chief Fire Officer.

46 CLERK'S REPORT

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

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

46.3 Old changing rooms doors and Village Hall fire escape doors. A Member had suggested that these doors be painted grey to match the colour scheme of the public toilets. However, it was thought that they should remain white as they matched the rest of the Village Hall doors and windows.

46.4 Play area repairs. The District Council had confirmed that they would carry out the two repairs before the play areas were reopened. The repairs were to the rubber matting and under a piece of equipment. All the play areas across the District were being opened in mid-late July with the District Council having done a Risk Assessment and providing suitable advisory notices. No public toilets were likely to be reopened in the immediate future, although those in the centre of Swadlincote were opened because they could be continuously staffed and sanitised.

The play area repairs had not yet been completed and the Clerk would contact the District Council to press for completion.

46.5 Edward Street Allotments. Two plots had recently been let, though both were rent-free because of their poor condition. In one case, there were materials on the plot which required a skip to remove them and this had been provided. The tenant had asked whether he may mow any other disused plots to make compost and had been given permission. This would have the benefit of keeping the weeds down and hopefully making the plots easier to re-let.

46.6 Water supply to the Village Hall. South Staffordshire Water had provided a quotation for replacing the water pipe across the road and the length between the Village Hall boundary and the meter. The quotation was for £13279.58 plus VAT and was considerably more than anticipated. The Clerk had raised a number of queries with SSW and asked the contractors who did the work inside the boundaries of the Village Hall for advice and costs. He had also approached the District Council for grant assistance.

It was agreed that alternative quotations be obtained from services contractors.

46.7 Village Hall Re-opening. The Pre-school would be starting back on 2 September and several other bookings had been made; also the Pavilion bookings were re-starting. A meeting had been held that day with the Council's H&S Consultants to deal with all the covid-19 implications, including Risk Assessments of all the buildings. In addition to preparing a number of documents, supplies of sanitiser, notices and other measures would be needed before the buildings could be reopened.

(Cllrs A Brady and Mrs A Wheelton left the meeting at 7.25 pm)

47 MODEL CODE OF CONDUCT

The Council considered the report of the Clerk (copy attached to the official copy of the minutes).

It was agreed to send representations to the Local Government Association on the lines of those of the Society of Local Council Clerks, namely that the current draft is too focussed on principal authorities and there should be a separate version for Local Councils. Also, as the Code required each Council to have an internal procedure to deal with allegations, the Government should provide a model procedure.

48 COUNCILLORS' INSPECTION REPORTS

Mr Patrick had carried out the inspections during July and everything was generally in order. Exceptions were that there was a great deal of litter near to the MUGA and on the recreation ground – 5 bags of litter (mainly plastic bottles) had been collected from there in one day.

Matters for attention were the incomplete repairs to the play area and replacement of a gutter end cap at the Pavilion.

49 PLANNING APPLICATIONS

The following applications had been withdrawn:

2019/1246 Change of use of land to provide holiday let accommodation etc., The Conifers, Park Road.

0330 Erection of 6 dwellings, r/o 69 Woodville Road.

50 VILLAGE HALL MATTERS

None.

51 WEBSITE

Some information was out of date; Mr Cox asked that Members inform him of events or changes relevant to the website. It was agreed that the calendar be omitted for the time being.

52 ACCOUNTS**52.1 Accounts for payment**

Payment of the following accounts was authorised:

Cheque	Supplier	Description	Net	VAT	Total
	Total salaries & wages costs				*
2867	Mrs C M Knight	Reimburse postages & hosepipe for Pavilion	47.24		47.24
2868	Elton Properties Maintenance Ltd	Mowing footpath edges at Daisy Lane (2)	70.00	14.00	84.00
2869	P Stone	Strimming footpaths 1 & 16, also 2 plots at the allotments, mowing at Pavilion	387.00		387.00
2870	Ian Stone Gardening Services	Mowing pitch (2)	390.00		390.00
2871	Golding Skip Hire Ltd	Skip for allotments	116.67	23.33	140.00
D/D	SSE	Electricity to Village Hall	112.03	5.60	117.63
D/D	TalkTalk	Internet charges	18.00	3.60	21.60

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

52.2 Receipts

The following amounts had been received since the last meeting:

Name	Description	Amount
Overseal Junior Football Club	Use of pitches for 2020/2021	900.00
South Derbyshire District Council	Precept (2)	15965.00
Foodbox	Use of Village Hall car park	45.00
J E Martin	Use of Village Hall car park	40.00

52.3 Audit. The Council's financial documents had been submitted to a Member for inspection during July and she would deal with the current month shortly.

52.4 Quarterly Budget Report. The report of the Clerk was considered (copy attached to the official copy of the minutes). Members noted that the predicted year-end balance was considerably lower than planned because of the loss of income from the Village Hall and the Pavilion. Unplanned expenditure would be kept to a minimum for the time being.

53 COUNCILLORS' REPORTS

53.1 Litter – Ashwood Park. The litter bin which had been provided by the Developers at the play area at Ashwood Park was perpetually full and its design made removal of the contents difficult. It had been established that the Developers were still responsible for this but appeared to be satisfied with the situation and would be transferring responsibility to a management company in due course. The Clerk was asked to contact the Developers to urge an improvement in their service.

The meeting ended at 8.00 pm

Chairman

**OVERSEAL PARISH COUNCIL
COUNCIL MEETING SEPTEMBER 2020
CLERK'S REPORT**

- 1 External audit.** The external audit of the accounts for 2019/2020 has now been completed. The auditor comments that 'The AGAR was not fully and accurately completed before submission for audit.'

This relates to a cheque for £130.44 sent out at the end of 2018/9 which the recipient lost and it was cancelled during the first part of 2019/2020. That meant that the end of the previous year's balances had been overstated by that amount and the adjusted starting balance was included in the AGAR. The replacement cheque was issued in 2019/2020 and, to correct the starting balance was considered by the auditor as wrong and he stated that it should have been treated as though it were a receipt. Consequently, the auditor required the figure for the Balance Brought Forward to be reduced by £130 and the figure for Total Other Receipts to be increased by the same amount. The corrected AGAR and appropriate notices have been published.

The Council is required to consider this matter and decide what, if any, action is required.

- 2 Water supply to the Village Hall.** A representative of the firm which installed the pipe inside the Village Hall boundary visited the site, but was not sufficiently familiar with the layout to assess the work and provide a quotation. He returned in order to obtain further information from his employers. However, the pressure in the Village Hall has improved somewhat since the pipes were installed and the more costly measures have been put on hold pending experience when a large event is held.
- 3 Small Business Grant.** Revised criteria issued in mid-August enabled an application to be made for a Small Business Grant of £10000.
- 4 Risk Assessments for the Council's buildings.** The annual audit by the Council's Health & Safety Consultants was carried out in August and a brief summary of the measures recommended is attached for information. The various notices, protection measures etc have been purchased and installed.

The Consultants provided a quotation for Legionella risk assessment and for fire risk assessment which was considered too high. An alternative has been obtained from Direct365, a national company dealing with these services, and their quotation of £480 plus VAT for both services for the Village Hall and the Pavilion has been accepted.

- 5 Highway verge, Hallcroft Avenue.** The County Council has given permission for the Council to reinstate the verge near to the Doctor's Surgery; the various service providers have to be consulted about any equipment in the verge before work can commence.

J E White
Clerk
August 2020