

Eyam Parish Council

Minutes of the Parish Council Meeting held Monday 30th July 2018

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| Agenda item 1 | Attendance Register, Public Attendees, Apologies |
| Minute 30/07/18/01 | <p>1.1) Present: Parish Councillors. Karl Williams (Vice Chair), Chris Mason, John Plant, Mark Noble , Leslie Spittle. S Mansfield (Clerk of Eyam Parish Council); Village Handyman Adrian Webster ,District Councillor Jean Monks, County Councillor Judith Twigg.</p> <p>1.2) Parish Councillors Richard Fairey, Ian Jackson and Jenny Newton had sent apologies.</p> <p>1.3) Councillor Karl Williams had agreed with Councillor Ian Jackson that he would chair the meeting.</p> |
| Agenda item 2 | Variation of Order of Business |
| Minute 30/07/18/02 | A variation to the order of business to allow the principal councillors attending to address the meeting early by bringing forward agenda item 6 to be heard immediately after item 3, was proposed by Councillor Chris Mason, seconded by the acting Chair Councillor Karl Williams and unanimously approved. |
| Agenda item 3 | Declarations of Member's Interests |
| Minute 30/07/18/03 | Councillor John Plant declared a commercial interest in any business arising during the meeting relating to Bakewell and Eyam Community Transport. |
| Agenda item 4 | Declarations of Pecuniary Interests |
| Minute 30/07/18/04 | None. |
| Agenda item 5 | Determination of Confidential Items |
| Minute 30/07/18/05 | None as no members of the public were present. |
| Agenda item 6 | Public speaking |
| Minute 30/07/18/06 | <p>6.1) District Councillor Jean Monks informed the meeting as follows; Councillor Monks had investigated Eyam Parish Council's position with regard to Business Rates payable to DDDC. EPC already has some rate relief on the Market Hall which would have an annual charge of approximately £760 if this relief were not applicable. Councillor Monks stated that there were options on how the rate relief could be applied to the Market Hall or the Public Toilet Block. There was also the possibility of setting up a Charitable Trust to manage the Public Toilets and Councillor Monks kindly offered to investigate this further within DDDC.</p> <p>The Clerk was requested to contact DALC and enquire whether a member of a Parish Council could also be a member of a Charitable Trust located in the same Parish. Some persons present believed that this was not possible whereas others knew of situations where this was currently the case.</p> <p>6.2) County Councillor Judith Twigg was welcomed back to the meetings after a period of absence due to illness. The Parish Council is grateful to Councillor Twigg for taking the trouble to attend the Parish Meetings regularly because her presence creates an important and valuable link between the County and the Parish Councils. The following issues were discussed by Parish Councillors and Councillor Twigg;</p> <p>6.2.1) Eyam School have requested that the zigzag lines outside the school are renewed.</p> |

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| | <p>6.2.2 The Bus Stop outside the Mechanics Institute is not marked and cars are parking on the bus stop causing all sorts of problems for buses and passengers at busy times.</p> <p>6.2.3) The Bus Stop markings in The Square also need attention.</p> <p>6.2.4) Approximately four years ago the Parish Council and the County Council agreed a set of plans for parking restriction using Yellow Lines throughout Eyam village. Councillor Twigg was requested to investigate the current status of these plans within DDC.</p> | | | | | | | | | | | | | | | | |
| Agenda item 7 | Managed Works | | | | | | | | | | | | | | | | |
| Minute 30/07/18/07 | <p>Highways and defects:</p> <p>7.1) The provision of a whacker plate to repair the car park was discussed again. It was proposed by Councillor Chris Mason and seconded by both Councillor Karl Williams and Councillor John Plant that this be obtained before Friday August 3rd so that the work could proceed as soon as possible. It was agreed that Councillor Chris Mason would also order the stone and dust for immediate delivery to effect the repairs.</p> <p>Handyman's Report:</p> <p>7.2.1) All Parish work was up to date.</p> <p>7.2.2) The old footpath sign in New Close has fallen down so the handyman has retrieved and stored it. The Clerk is requested to contact DCC to ask for a new sign to be provided.</p> <p>7.2.3) The new mower has been obtained, commissioned and is working well.</p> | | | | | | | | | | | | | | | | |
| Agenda item 8 | Minute of the meeting held 25th June 2018 | | | | | | | | | | | | | | | | |
| Minute 30/07/18/08 | <p>Minutes for the meetings held on 25th June 2018 were examined page by page and were unanimously agreed by the meeting with an amendment to minute 25/06/18/11.1 as follows; <i>The internal and external audit were discussed. It was requested that details of the internal audit report and other relevant documents be circulated to all Council members. It was agreed that some questions should be sent to the internal auditor who should also be informed that all the requirements of the internal audit have been met but that this has not been acknowledged in the internal audit report.</i></p> <p>Proposed Cllr John Plant, seconded Cllr Chris Mason and signed off by the Chair Cllr. K. Williams.</p> | | | | | | | | | | | | | | | | |
| Agenda item 9 | Matters arising | | | | | | | | | | | | | | | | |
| Minute 30/07/18/09 | <p>9.1) The Water Lane leakage is still happening. The Clerk is to report this issue to the Land Drainage authority (believed to be DCC) and ask them to seek the source of the contamination.</p> | | | | | | | | | | | | | | | | |
| Agenda item 10 | Planning | | | | | | | | | | | | | | | | |
| Minute 30/07/18/10 | <p>10.1) New applications reviewed.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;">NP/NEW/0718/0642</td> <td style="vertical-align: top;">Undercliffe The Dale Eyam</td> <td style="vertical-align: top;">Erection of timber frame garden studio</td> <td style="vertical-align: top; text-align: right;">18 Jul 2018</td> </tr> <tr> <td style="vertical-align: top;">NP/DDD/0618/0553</td> <td style="vertical-align: top;">7 Glebe Park Eyam</td> <td style="vertical-align: top;">Replacement of existing french doors with 3 pane bi-fold doors.</td> <td style="vertical-align: top; text-align: right;">16 Jul 2018</td> </tr> <tr> <td style="vertical-align: top;">NP/DDD/0718/0605</td> <td style="vertical-align: top;">Lydgate Farm Lydgate Eyam</td> <td style="vertical-align: top;">Construction of new build dwelling (including demolition of the existing dilapidated buildings) and the formation of a new access for agricultural vehicles.</td> <td style="vertical-align: top; text-align: right;">11 Jul 2018</td> </tr> <tr> <td style="vertical-align: top;">NP/DDD/0718/0616</td> <td style="vertical-align: top;">Delf View House Church Street Eyam</td> <td style="vertical-align: top;">Demolition of existing garden sheds and construction of new timber framed garage and garden store.</td> <td style="vertical-align: top; text-align: right;">11 Jul 2018</td> </tr> </table> | NP/NEW/0718/0642 | Undercliffe The Dale Eyam | Erection of timber frame garden studio | 18 Jul 2018 | NP/DDD/0618/0553 | 7 Glebe Park Eyam | Replacement of existing french doors with 3 pane bi-fold doors. | 16 Jul 2018 | NP/DDD/0718/0605 | Lydgate Farm Lydgate Eyam | Construction of new build dwelling (including demolition of the existing dilapidated buildings) and the formation of a new access for agricultural vehicles. | 11 Jul 2018 | NP/DDD/0718/0616 | Delf View House Church Street Eyam | Demolition of existing garden sheds and construction of new timber framed garage and garden store. | 11 Jul 2018 |
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| | <p>NP/DDD/0718/0617 Delf View House Church Street Eyam</p> <p>NP/DDD/0618/0556 Crowder Tor Townhead Eyam</p> <p>NP/DDD/0618/0513 Note; This application has been updated from the one submitted on 13th June 2018.</p> | <p>Listed Building consent - Demolition of existing garden sheds and construction of new timber framed garage and garden store.</p> <p>To replace concrete steps, path and gate with a sloping path and car hard standing within our front garden.</p> <p>Single storey extension to the side of the house. Construction of single storey ancillary accommodation, connected to the existing house by a glazed link. Creation of a parking area/driveway accessed off Mill Lane. Planting of boundary hedges.</p> | <p>10 Jul 2018</p> <p>06 Jul 2018</p> <p>28 Jun 2018</p> |
| | <p>10.2) Planning Decisions received are;</p> <p>10.2.1 NP/DDD/0418/0362 26 Glebe Park Eyam Extend the existing single storey kitchen to 900mm from the rear elevation. Granted</p> <p>10.2.2) NP/DDD/0418/0309 Church View Church Street Eyam Internal alterations to a Listed Building and replacement of door and windows in the rear elevation. Granted</p> <p>10.2.3) NP/DDD/0518/0386 Townhead House Town Head Eyam Change of use from home office to ancillary accommodation/holiday let. Granted</p> <p>10.2.4) NP/DDD/0518/0465 Ferndale Riley Back Lane Eyam S.73 application - Removal or Variation of condition 3 on NP/DDD/1117/1149 31 Granted</p> <p>10.2.5) NP/DDD/0318/0173 The Smithy Main Road Eyam Change of use of barn to rehabilitation centre. Granted</p> <p>10.3) Concerns were raised over Ivy Cottage because no application has been received for the cafe on Fairy Steps. It was understood that a full planning application would be made in the near future.</p> | | |
| Agenda item 11 | Policy and Procedures | | |
| Minute 30/07/18/11 | <p>11.1) The situation with the Internal Audit reporting was discussed by the meeting</p> <p>In the light of Internal Auditor Jo Taylor declining to reconsider her report, despite the provision of information dealing with, and providing clarification of, the issues initially raised by her, the Parish Council confirms its support of the action of the Clerk in commissioning a new independent internal audit report. The Council resolved that it is satisfied that the later report more properly reflects the position of the Parish Council and direct that this later report should be submitted to the External Auditor on behalf of the Parish Council.</p> | | |
| Agenda item 12 | Chairman's announcements | | |
| Minute 30/07/18/12 | 12.1) None | | |

| Agenda item 13 | Updates from the Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|--|----------------|------|--------|--------|--------------------------------|--|----------------|--------|--------------------|-----------------------------|---------|--|--|---------|-------|--|--|----------|-------|--|--|---------|---------|--|--|--------------|----------------|--------|-------------------|----------------------|---------|--|--|-----------|--------|--|--|---------|---------|--|--|------|----------|--|--|--------------|----------------|--------|--------------------|----------------------------|---------|--|--|---------|-------|--|--|----------|-------|--|--|---------|---------|--|--|--------------|----------------|
| Minute 30/07/18/13 | <p>13.1) There had been no new information from DDDC about the progress of the lease for the toilet block in Hawkshill Road. However, Councillor Jean Monks had provided very useful information regarding this matter earlier in the meeting. Furthermore, the Chair of the Eyam Museum Committee has informed parish Councillors that there is an investigation into whether school visits can be surcharged an amount of 50p per attendee to support the provision of the toilet facilities.</p> <p>13.2) The Clerk continues to manage compliance with the GDPR. New information continues to be received from SLCC and NALC/DALC.</p> <p>13.3.1) The Annual Governance Statement was examined by the meeting. It was approved, proposed by Cllr Karl Williams, seconded by Cllr Chris Mason and unanimously agreed.</p> <p>13.3.2) The Accounting Statements 2017/18 was examined by the meeting. They were approved, proposed by Cllr Karl Williams, seconded by Cllr Chris Mason and unanimously agreed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agenda item 14 | Parish Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minute 30/07/18/14 | 14.1) The blocked culvert at the foot of Hawkshill Road appears to have been cleared by DCC. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agenda item 15 | Representation at other meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minute 30/07/18/15 | <p>15.1) Councillor Leslie Spittle attended the Malestroit twinning ceremony and represented Eyam Parish Council.</p> <p>15.2) Clerk Stephen Mansfield will attend the Peak Park Parishes Forum at Bakewell in September 2018.</p> <p>15.3) Councillor John Plant will attend the NALC conference at the end of September 2018.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agenda item 16 | HR matters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minute 30/07/18/16 | 16.1) Apparent overpayment of PAYE is now being resolved with HMRC. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agenda item 17 | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minute 30/07/18/17 | <p>17.1) Recently received bank statements to the 30th June 2018 were made available to the meeting by the Clerk.</p> <p>Bank balances at : 30th June 2018:</p> <p>(i) Community Directplus Account balance £2,500.00</p> <p>(ii) Business Select Instant Access balance £51347.34</p> <p>17.2) The following liabilities of the Parish Council were presented to the meeting for payment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Cheque No</th> <th style="width: 25%;">Payee</th> <th style="width: 45%;">Item</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>501627</td> <td>Husqvarna agent – Torne Valley</td> <td>Mower - Already issued by Clerk for pro forma purchase</td> <td style="text-align: right;">£369.00</td> </tr> <tr> <td>501628</td> <td>A Webster Handyman</td> <td>Wages for July 2018 25.5hrs</td> <td style="text-align: right;">£255.00</td> </tr> <tr> <td></td> <td></td> <td>Mileage</td> <td style="text-align: right;">£2.70</td> </tr> <tr> <td></td> <td></td> <td>Expenses</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td></td> <td></td> <td>Pension</td> <td style="text-align: right;">-£12.75</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">£244.95</td> </tr> <tr> <td>501629</td> <td>S Mansfield Clerk</td> <td>Salary for July 2018</td> <td style="text-align: right;">£315.70</td> </tr> <tr> <td></td> <td></td> <td>Allowance</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td></td> <td></td> <td>Pension</td> <td style="text-align: right;">-£15.79</td> </tr> <tr> <td></td> <td></td> <td>PAYE</td> <td style="text-align: right;">-£ 60.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">£257.91</td> </tr> <tr> <td>501630</td> <td>A Webster Handyman</td> <td>Wages for Aug 2018 25.5hrs</td> <td style="text-align: right;">£255.00</td> </tr> <tr> <td></td> <td></td> <td>Mileage</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td></td> <td></td> <td>Expenses</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td></td> <td></td> <td>Pension</td> <td style="text-align: right;">-£12.75</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">£242.25</td> </tr> </tbody> </table> | Cheque No | Payee | Item | Amount | 501627 | Husqvarna agent – Torne Valley | Mower - Already issued by Clerk for pro forma purchase | £369.00 | 501628 | A Webster Handyman | Wages for July 2018 25.5hrs | £255.00 | | | Mileage | £2.70 | | | Expenses | £0.00 | | | Pension | -£12.75 | | | Total | £244.95 | 501629 | S Mansfield Clerk | Salary for July 2018 | £315.70 | | | Allowance | £18.00 | | | Pension | -£15.79 | | | PAYE | -£ 60.00 | | | Total | £257.91 | 501630 | A Webster Handyman | Wages for Aug 2018 25.5hrs | £255.00 | | | Mileage | £0.00 | | | Expenses | £0.00 | | | Pension | -£12.75 | | | Total | £242.25 |
| Cheque No | Payee | Item | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 501627 | Husqvarna agent – Torne Valley | Mower - Already issued by Clerk for pro forma purchase | £369.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 501628 | A Webster Handyman | Wages for July 2018 25.5hrs | £255.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Mileage | £2.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Expenses | £0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Pension | -£12.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Total | £244.95 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 501629 | S Mansfield Clerk | Salary for July 2018 | £315.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Allowance | £18.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Pension | -£15.79 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | PAYE | -£ 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Total | £257.91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 501630 | A Webster Handyman | Wages for Aug 2018 25.5hrs | £255.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Mileage | £0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Expenses | £0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | Total | £242.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

These minutes are draft until reviewed & approved by the Parish Councillors.

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| 501631 | S Mansfield Clerk | Salary for August 2018 Allowance Pension PAYE Total | £315.70 £18.00 -£15.79 -£ 60.00 £257.91 |
| 501632 | HM Revenue & Customs | PAYE & NI for July and August 2018 | £120.00 |
| 501633 | SW Mansfield re: JULY Nest Pension Scheme for all employees. | S Mansfield employers contribution S Mansfield employees contribution A Webster employers contribution A Webster employees contribution Total | £6.31 £15.79 £6.10 £12.75 £40.95 |
| 501634 | SW Mansfield re: AUG Nest Pension Scheme for all employees. | S Mansfield employers contribution S Mansfield employees contribution A Webster employers contribution A Webster employees contribution Total | £6.31 £15.79 £6.10 £12.75 £40.95 |
| 501635 | Npower | Electricity Market Hall | £31.11 |
| 501636 | PWLB | PWLB repayment due 13/8/18 | £3,179.93 |
| 501637 | Jo Taylor | Internal Audit Fee YE 31/3/18 | £175.00 |
| 501638 | E. A. Fitzgibbon | Internal Audit Fee YE 31/3/18 | £150.00 |

The Clerk requested that the meeting confirm the pre-payment of wages and salaries for the period August 2018 as above and the Chair Councillor Karl Williams agreed that this be included in the approval of the Parish Council liabilities for July 2018 and asked the meeting to vote on this request.

Payment of the above liabilities having been proposed by Councillor John Plant and seconded by Councillor Mark Noble were unanimously agreed by the meeting and the cheques were signed off.

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| Agenda item 18 | Date and time of next meeting |
| Minute 30/07/18/18 | Next meeting date and time (the September meeting) was agreed as: October 1st 2018 at 7.15 pm in the Mechanics Institute. The meeting dates for each month of 2018, Oct 22 nd , Nov 26 th , Dec 17 th The meeting was closed at 21.55 hours. |
| Agenda item 19 | Confidential information |
| Minute 30/07/18/19 | None. |
| | A.O.B. for inclusion in next agenda. |
| | Members Interests. Result of External Audit. |