

Egginton Parish Council

Minutes of Annual Parish Council Meeting 2nd May 2024

Present: Cllr. M Nesbitt, Cllr T Rushton, Cllr N Lawton, Cllr S Nesbitt, Cllr F Russell,

In Attendance; K. Darcy Parish Clerk, District Cllr D Muller, Members of the Public.

01/05/24 Election of Chair

Cllr M Nesbitt was elected as Chair of Egginton Parish Council

02/05/24 Election of Vice Chair

Cllr N Lawton was elected as Vice Chair of Egginton Parish Council

03/05/24 Declarations of office/Acceptance of Office

Declarations of acceptance of office were signed by Cllr M Nesbitt and Cllr N Lawton and the Parish Clerk.

04/05/24 To receive apologies for absence.

Apologies received from Cllr H Every, Cllr P Rushton, District Cllr A Kirke, and County Cllr M Ford

05/05/2024 Variation of Order of Business

None

06/05/24 Declaration of Members Interests

None

07/05/24 Public Speaking

-Members of the Public

A member of the public raised concerns about difficulties in obtaining insurance due to flooding issues in Egginton. The chair advised that some insurance companies will provide cover and recommended using a comparison service or broker.

A member of the public raised concerns with a hedgerow obscuring a clear view of oncoming traffic when turning right at the top of Ash Grove Lane. The Chair advised the hedge is the responsibility of the landowner. The Parish Council will write to the landowner to request they cut the hedge. The Parish Council will ask SDDC to cut the verges where height of cowslip parsley was also a potential issue in this location.

-District Councillor

Cllr Muller congratulated the Chair and Vice Chair on their appointments.

Cllr Muller advised that teams were continuing to work hard to repair potholes across the district. It was acknowledged that there were potential problems with some materials being used and this had been raised with Highways Department. Cllr Muller advised that he had been invited to a meeting regarding planning application DMBA/2024/0432 (potential battery storage location) but had declined the invitation as a member of SDDC planning committee but would be interested in any concerns raised by residents and the Parish Council.

08/5/24 To approve the Minutes of the Parish Council held on the 27th of March 2024.
It was **RESOLVED** to approve the minutes of 27th March 2024 as a true record of the meeting.

09/05/24 Chairmans Announcements

- The chair had attended a meeting with the Enforcement Officer from SDDC regarding the development at Mallard Close regarding planning conditions that haven't been met at the site.
- Virgin Media are undertaking a feasibility study in the village to expand fibre optic services (Residents may see orange/pink spray paint on pavements) Further updates will be published via Eggi-net when available.
- A community litter pick was done on 14/4/24 with 16 Adults and 3 Children attending to which the Parish Council expressed their thanks. 16 Bags of rubbish were collected which was a reduction from last year.
- Toyota have announced an upgrade to their telecommunications tower which would improve coverage for customers on the EE network.
- The chair had received correspondence from a resident concerning dogs on the Catherine Jonathan Playing Fields. Dogs are not allowed on the site by order of SDDC. Improved signage may be required to highlight this to residents and visitors.
- Parish Councillors have agreed that individual councillors will take initial responsibility and lead on different aspects of the Parish Council to share the workload equally.

10/05/25 To Review/Election of Members to sit on Parish Council Working Groups and to Review Terms of Reference & Delegation of Authority of as required.

-Bonfire working group – Cllr N. Lawton would continue to chair the working group. It was **RESOLVED** to approve the terms of reference for the working group (attached).

11/05/24 To Review/Election of Members on Outside Bodies

It was **RESOLVED** that the member would sit on the following bodies.

- **Toyota Liaison Group** – *Cllrs H Every, M Nesbitt and N Lawton*
- **Flood Liaison Group** – *Cllrs H Every and M Nesbitt*
- **EMP Liaison Group** – *Cllr M Nesbitt, Cllr H Every (supported by a resident and Cllr D Neale from Etwall Parish Council).*
- **Severn Trent Drainage Group** – *Cllr M Nesbitt*
- **Environment Agency Group**- *Cllr M Nesbitt*

12/05/24 Review/Adoption of Egginton Parish Council Standing Orders

It was **RESOLVED** that Standing Orders be adopted and published on the Website.

13/05/24 Review/Adoption of Egginton Parish Council Financial Regulations

It was **RESOLVED** that Financial Regulations be adopted and Published on Website.

14/05/24 Review of other Policies (as required)

Policies were reviewed earlier in year and are available on the website; additional policies may be added as and when required.

15/05/24 Review of Assets held by Parish Council

It was **RESOLVED** that the Asset Register be approved as a true record of Parish Council Assets.

16/05/24 Renewal of Parish Council Insurance

The renewal quote had not been received. It was **RESOLVED** to delegate authority to the Chair to approve the quote when received in conjunction with the Parish Clerk.

17/05/24 Review of Reserves/Contingencies

It was **RESOLVED** that contingencies for Egginton Parish Council are adjusted as follows.

New Contingencies:

Election Contingency £3000

General Contingency £8000

Illegal Encampment Contingency £3000

CJPF Improvement £5000

Green Spaces £1500

EMIP £15000

NB (Village Appraisal Project Fund was no longer required. (£4000) and EMIP Advisory Fund would be reduced to £15,000 (from £25,000) to facilitate change in contingencies/reserves).

18/05/24 Parish Council Meeting dates 2024/5

It was **RESOLVED** that Meetings dates are to be planned for the first Thursday of Jan, March, May, and September each year. This may be subject to change which will be publicised on the noticeboard and website. (next meeting Thursday 5th September)

19/05/24 Finance

a) Income and payments to 2nd May 2024

It was **RESOLVED** to approve the income and payments made and to be made to 2nd May 2024

It was **RESOLVED** to approve the accounts: Monthly Budget Appraisal and Bank Reconciliation to month end 31st April 2024

b) To confirm and agree Year End Accounts to 31st March 2024

It was **RESOLVED** to approve the Year End Accounts to 31st March 2024

c) Authorisation of signatories (to review bank signatories) and confirm delegation of authority for Parish clerk to raise payments in between meeting, which are authorised by bank signatories.

It was **RESOLVED** that existing bank signatories remain and that the Parish Clerk can raise payments for approval by signatories between meetings which can be reported at next meeting.

20/05/24 To approve Annual Internal Audit for 2023-2024 and sign off.

It was **RESOLVED** to approve the internal Audit and Annual Governance and Accounting statement, which was signed by the Chair and the Parish Clerk.

21/05/24 To Approve appointment of internal auditors for 2024-2025.

It was **RESOLVED** to approve EMAS as internal auditors for Egginton Parish Council.

22/05/24 Report from the Clerk on on-going matters.

- *Website enquiry received for use of CJPF for fundraising event. Parish Clerk will update enquirer with decision.*
- *Website enquiry/complaint re obstruction of resident driveway. Cllr Lawton will contact resident.*

23/05/24 To Receive Updates from Outside Bodies

None

24/05/24 Planning Applications

To consider Planning Application Consultations received since the last meeting and note any decisions made on existing applications. Note that any consultations received after the agenda has been issued may be added to the agenda at the meeting.

Applications

-DMPA/2024/0465: Alterations to existing roof to form bedroom and en-suite with balcony and dormer to rear of 27 Main Street Egginton, DE65 5HL (response by 11th May) Noted.

-DMOT/2024/0240 – Pollarding and Pruning of Trees at 98, 1 Parkhill Cottages, Edwall Road Egginton – (response by 22nd April) Noted.

-DMPA/2024/0551-The removal of condition no.8 of permission ref. 9/2014/0800 (relating to use of site for Change of use from offices (use class B1) to a school (use class D1 - Non-Residential Institution) and the erection of a fence to southern (roadside) boundary off Hilton Road at Longdon Park School, Hilton Road, Egginton, Derby, DE65 6GU (response by 16th May 2024) Noted

The following application was received after publication of agenda.

-DMBA/2024/0432 – Erection of Battery Energy Storage System (BESS) at Land at Derby Road Egginton. The Parish Council may raise objections to this application and are initially seeking clarification to the suitability of the site as the postcode may be incorrect, and potentially out of date plans used on the application. The Parish Council and have concerns regarding access to/from the site

Decisions

MPA/2024/031940 Duck Street, Egginton, Derby, DE65 6HG The erection of a pergola, raising and extension of boundary fence and relocation of gate and timber bike shed. Approved.

DMPA/2024/01263 Mallard Close, Egginton, Derby, DE65 6SU The conversion of existing garage including the installation of Velux windows and associated works. Approved.

25/05/24 Road Traffic Regulation Order – (A5132 Swarkstone to Hilton and Adjacent Road) (Restricted Road, 40mph and 50mph Speed Limit) Order 2024 -To consider a response from Parish Council – deadline is 17th May 2024. The Parish Council understand this is a reduction in speed limits in this area. Noted.

26/05/25 To review SDDC Local Plan (if published)

Awaiting publication and consultation

27/05/24 Exclusion of the Press and Public

Members of the Public were asked to leave the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of item 28 on the agenda.

28/05/24 Clerk Salary -To review WFH payment.

It was **RESOLVED** that monthly non-taxable WFH allowance would be paid in line with HMRC and quarterly bonus will replace HLP payments which will be administered via the Payroll Services Provider. It was **RESOLVED** that a Standing Order be set up for regular monthly payment to Payroll Services provider to cover, Salary, WFH Allowance, Liabilities, Fees and quarterly Bonus payment.

29/05/24 MEETING CLOSE

Meeting Closed at 21.12 – Next Meeting 5th September 2024

Signed by Chair

Date

2024/2025 BUDGET APPRAISAL

| | Set Budget 2024/2025 | Actual to date | Variance to Budget | Notes |
|-----------------------------------|-------------------------|------------------|--------------------------|-------------------|
| Salary costs | | | | |
| Clerk Salary & Liabilities & fees | £ 5,085.60 | £1,451.79 | £3,633.81 | |
| Payroll fees | £ 200.00 | £63.00 | | |
| Clerk HLP | £ 600.00 | £194.71 | £405.29 | |
| Expenses | | | | |
| Clerk Exps | £ 120.00 | £71.60 | £48.40 | |
| Chair Allowance | £ 180.00 | £0.00 | £180.00 | |
| Clr Exps | £ 150.00 | £0.00 | £150.00 | |
| CJFP | | | | |
| CJFP Rent | £ 5.00 | £0.00 | £5.00 | |
| CJFP Container | £ 2,000.00 | £0.00 | £2,000.00 | |
| CJFP New Play Equip | £ 20,000.00 | £4,899.31 | £15,100.69 | |
| CJFP Maintenance (Inc Carpark) | £ 1,000.00 | £0.00 | £1,000.00 | |
| CJFP playground maintenance | £ 400.00 | £0.00 | £400.00 | |
| Environment | | | | |
| Village Maintenance | £ 1,400.00 | £0.00 | £1,400.00 | |
| Village Warden | £ 4,680.00 | £0.00 | £4,680.00 | |
| Dog Bin Servicing | £ 300.00 | £0.00 | £300.00 | |
| PROW maintenance | £ 435.00 | £0.00 | £435.00 | |
| Village Events | £ 2,000.00 | £0.00 | £2,000.00 | |
| S137 Donations | £ 50.00 | £0.00 | £50.00 | |
| Consultancy Costs | £ - | £0.00 | £0.00 | |
| Village Maintenance | £ 1,400.00 | £0.00 | £1,400.00 | |
| Administration | | | | |
| Hall Hire | £ 60.00 | £12.50 | £47.50 | |
| Website Expenses | £ 1,000.00 | £322.50 | £677.50 | |
| Audit Fees | £ 350.00 | £0.00 | £350.00 | |
| PC Insurance | £ 500.00 | £0.00 | £500.00 | |
| Subscriptions | £ 350.00 | £0.00 | £350.00 | |
| Bank Charges | £ 100.00 | £0.00 | £100.00 | |
| VAT | £ 3,000.00 | £982.36 | £2,017.64 | |
| Events | | | | |
| Bonfire | £ 5,500.00 | £0.00 | £5,500.00 | |
| Other Village events | £ 2,000.00 | £0.00 | | |
| S137 Donations | £ 50.00 | £0.00 | £50.00 | |
| Contingencies | | | | |
| Election Contingency | | £0.00 | £0.00 | |
| General Contingency | | £0.00 | £0.00 | |
| CJFP Improvement | £ 5,000.00 | £0.00 | £5,000.00 | |
| EMIP Advisory Fund | £ 25,000.00 | £0.00 | £25,000.00 | |
| Village Appraisal Project Fund | £ 4,000.00 | £0.00 | £4,000.00 | |
| Green Spaces | £ 1,500.00 | £0.00 | £1,500.00 | |
| | £88,415.60 | £7,997.77 | £80,417.83 | |
| INCOME | | | | |
| | Predicted | Actual | | |
| Year End Balance | £ - | | Bank Balance 01.04.24 | £33,438.04 |
| Precept | £ 13,070.00 | £6,634.50 | Outgoings since 01.04.24 | £7,997.77 |
| PROW Cliam | £ 385.00 | £0.00 | Income since 01.04 | £26,853.42 |
| Concurrent Refund | £ 3,032.79 | £0.00 | | £52,293.69 |
| Bonfire | £ 10,000.00 | £0.00 | Bank balance | |
| Village Events | £ 2,000.00 | £0.00 | Unity Trust | £27,049.75 |
| VAT 2022/2023 | £ 3,000.00 | £0.00 | CCLA | £25,243.94 |
| Grants | £ 20,500.00 | £20,000.00 | TOTAL | £52,293.69 |
| Reserve Account Interest | | £218.92 | | |
| General reimburse | £ - | | | |
| | £ 51,987.79 | #REF! | RECONCILED | |

Minus YE Balance

✓
✓
✓
✓

Egginton Parish Council

Bank Reconciliation as 30th April 2024

| | | |
|---|-------------|--------------------|
| Opening Balance as at 1st April 2025 | | £33,438.04 |
| Payments since 01.04.24 | £ 7,997.77 | |
| Receipts since 01.04.24 | £ 26,853.42 | |
| | | <u>£ 52,293.69</u> |
| Difference Bank/Cash Book | | £0.00 |

Bank balance as at 30th April 2024

| | | |
|--------------|-------------|--------------------------|
| Unity Trust | £ 27,049.75 | |
| CCLA | £ 25,243.94 | |
| | £ - | |
| Total | | <u>£52,293.69</u> |

PAYMENTS MADE SINCE LAST MEETING

| | | | | | |
|---------|---|------------------------|---------------------------------------|------|---------|
| 2/4/24 | 1 | S Nesbitt | Quartlery HLP | BACS | £194.71 |
| 2/4/24 | 2 | S Nesbitt | Clerk salary | BACS | £372.40 |
| 2/4/24 | 3 | CVS Payroll Services | invoice 118833 | BACS | £370.90 |
| 2/4/24 | 4 | K Darcy | Reimburse Micro 365 and mileage claim | BACS | £71.60 |
| 8/4/24 | 5 | Memo HALL | room hire march | BACS | £15.00 |
| 8/4/24 | 6 | Pinnacle IT J Earwaker | Invoice 240401 IT support | BACS | £322.50 |
| 8/4/24 | 7 | Sovereign Play | Deposit for new Play Equipment | BACS | 5879.17 |
| 25/4/24 | 8 | CVS Payroll Services | April Salary and liabilities | BACS | £617.20 |
| 25/4/24 | 9 | HMRC | Jan, Feb Mar 24 payments due | BACS | £154.29 |
| | | | | | |
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PAYMENTS TO APPROVE

| | | | | | |
|--|--|------------------|-----------------------|------|---------|
| | | SDDC | Service of Dog Bins | BACS | £267.70 |
| | | EMAudit Services | Annual Internal Audit | BACS | 91.55 |
| | | | | | |

INCOME RECEIVED SINCE LAST MEETING

| | | | | | |
|------------|-----|-----------------|----------------------|--|------------|
| 02/04/2024 | 001 | Community Grant | Playground equipment | | £20,000.00 |
| 05/04/2024 | 002 | SDDC | 1st Precept Payment | | £6,634.50 |
| 30/4/24 | 003 | CCLA | Bank Interest | | 218.92 |
| | | | | | |
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Terms of reference – Bonfire Working Party

Egginton Parish Council will operate a Working Group to plan and oversee the Annual Community Bonfire and Firework display.

The working group consists of members of the Parish Council and Parishioners who will come together to organise the Community Bonfire and Fireworks Event. Parish Councillors on the working group will report back to the full council as required and ensure that health and safety, risk assessment and planning are in line with requirements set out by the Parish Council insurers for the event.

Anticipated expenditure is budgeted for each year. All invoices will be made out to the Parish Council and paid by the Parish Council where possible. In some circumstances volunteers on the working group may incur expenses before and during the event which will be reimbursed when evidence of expenditure is provided with an individual and specific receipt. In these circumstances VAT may also be reclaimed by the Parish Council for bone-fide Bonfire Expenditure claimed by working party members as the Parish Council understand this is appropriate for an event held for the community.