

# Middleton Parish Council

## Supporting Document

### Annual Meeting

### Monday 14<sup>th</sup> May 2018

Agenda item	Supporting notes																								
2	<b>To receive and accept apologies for absence</b> Apologies received will be given at the meeting																								
6	<b>Items in Exclusion</b> No items are recommended to be taken in exclusion																								
8	<b>To approve the minutes of:</b> <b>(a) Extraordinary Meeting 9<sup>th</sup> April 2018</b> <b>(b) Ordinary Meeting held 9<sup>th</sup> April 2018</b> A copy of the minutes for the above meetings are attached or enclosed, as appropriate.																								
9	<b>Governance, Parish Plan, Meetings and Representation to Outside Bodies</b> <b>To review and approve:</b> <b>(a) Standing Orders</b> No change is proposed to the <a href="#">current document</a> which has previously been issued to members.  <b>(b) Financial Regulations</b> No change is proposed to the <a href="#">current document</a> which has previously been issued to members.  <b>(c) Policies and Procedures</b> The Parish Council's Policies and Procedures have been brought together. See separate document.  <b>(d) Parish Plan 2018-19</b> See Annex A.  <b>(e) To approve a calendar of meetings for 2018-19</b> The following is proposed: <table><thead><tr><th>Agenda Closes (9.00am)</th><th>Meetings (6.30pm)</th></tr></thead><tbody><tr><td>Thursday 31<sup>st</sup> May</td><td>Monday 11<sup>th</sup> June</td></tr><tr><td>Thursday 28<sup>th</sup> June</td><td>Monday 9<sup>th</sup> July</td></tr><tr><td>Thursday 30<sup>th</sup> August</td><td>Monday 10<sup>th</sup> September</td></tr><tr><td>Thursday 27<sup>th</sup> September</td><td>Monday 8<sup>th</sup> October</td></tr><tr><td>Thursday 1<sup>st</sup> November</td><td>Monday 12<sup>th</sup> November</td></tr><tr><td>Thursday 29<sup>th</sup> November</td><td>Monday 10<sup>th</sup> December</td></tr><tr><td>Thursday 3<sup>rd</sup> January 2019</td><td>Monday 14<sup>th</sup> January 2019</td></tr><tr><td>Thursday 31<sup>st</sup> January</td><td>Monday 11<sup>th</sup> February</td></tr><tr><td>Thursday 28<sup>th</sup> February</td><td>Monday 11<sup>th</sup> March</td></tr><tr><td>Thursday 28<sup>th</sup> March</td><td>Monday 8<sup>th</sup> April</td></tr><tr><td>Thursday 2<sup>nd</sup> May</td><td>Monday 13<sup>th</sup> May</td></tr></tbody></table>	Agenda Closes (9.00am)	Meetings (6.30pm)	Thursday 31 <sup>st</sup> May	Monday 11 <sup>th</sup> June	Thursday 28 <sup>th</sup> June	Monday 9 <sup>th</sup> July	Thursday 30 <sup>th</sup> August	Monday 10 <sup>th</sup> September	Thursday 27 <sup>th</sup> September	Monday 8 <sup>th</sup> October	Thursday 1 <sup>st</sup> November	Monday 12 <sup>th</sup> November	Thursday 29 <sup>th</sup> November	Monday 10 <sup>th</sup> December	Thursday 3 <sup>rd</sup> January 2019	Monday 14 <sup>th</sup> January 2019	Thursday 31 <sup>st</sup> January	Monday 11 <sup>th</sup> February	Thursday 28 <sup>th</sup> February	Monday 11 <sup>th</sup> March	Thursday 28 <sup>th</sup> March	Monday 8 <sup>th</sup> April	Thursday 2 <sup>nd</sup> May	Monday 13 <sup>th</sup> May
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**(f) Representation to outside bodies for the forthcoming year**

Current representatives in brackets

- (i). Carsington Water Liaison Meeting (Cllr Olwen Wilson)
- (ii). Cromford Quarry Liaison Committee (Cllr Sandy Clark, Cllr Peter Slack)
- (iii). Environment Committee (Cllr Rob Rawlinson)
- (iv). Middleton in Bloom Committee (Cllr Olwen Wilson)
- (v). Village Green Committee (Cllr Dawn Greatorex, Cllr Peter Slack)
- (vi). Village Hall Committee (Cllr John Sedgwick)

**10 Property Review**

**To review:**

**(a) Land, leases, tenancies and agreements**

The Council owns the Village Green and has one tenancy, being its lease of the Millennium Garden from Derbyshire Dales District Council at a peppercorn rent for a period expiring 29th April 2022.

**(b) Asset Register**

Type of Asset	Description	Date acquired	Qty	Total	
<b>Community Assets</b>	Bus Shelter (nominal value)	Pre 2002	1	£1.00	
	Village Green (nominal value) Township Marker*	2014 14/11/2016	1	£1.00 £500.00	
<b>Other Assets</b>	Rake	28/03/96	1	£13.28	
	Litter Picker	04/06/98	1	£18.24	
	Shovel	03/06/99	1	£8.25	
	Grit Bin	01/11/01	1	£191.97	
	Wheelbarrow (gift)	pre 2002	1	£1.00	
	Disposed as scrap	<del>Seat (near rise end bus stop)</del>	<del>pre 2002</del>	<del>4</del>	<del>£155.00</del>
	Not MPC asset	Bench near rise end bus stop	2017	1	£360.00
		<del>Seat (on Moor)</del>	pre 2002	1	£155.00
		Seat (on Playing Field)	pre 2002	1	£50.00
		Millennium Seat (Village Green)	<del>pre 2002</del>	<del>4</del>	<del>£200.00</del>
		Dog Waste Bins 4 No.	various	1	£352.52
		Office Paper Shredder	01/03/03	1	£35.00
		Fence Millennium Garden*	2005	1	£500
Pergola Millennium Garden*		2005	1	£1000	
Wrought Iron Gates Millennium Garden*		2005	1	£1500	
Band Stand Millennium Garden*		2005	1	£7500	
Dog Waste Bins opposite King Street and The Burrows	12/05/08	2	£258.50		
Disposal	Laminator	01/03/11	1	£33.99	
	Grit bins Amberol	12/09/11	3	£267.00	
	<del>Notice Board</del>	<del>09/02/12</del>	<del>2</del>	<del>£996.00</del>	
	Acquisition	1 notice board Village Hall March 2018		£400	
Acquisition	Mower Briggs & Stratton	10/09/12	1	£250.00	
	Wheelbarrow	01/07/13	1	£29.30	

Strimmer Harness	01/08/13	1	£30.00
Safety Helmet and Goggles (gift)			£1.00
Strimmer Stihl Model FS240CE, brushcutter type with handlebars, 37.7cc 2.3hp c/w mowing head	14/07/14	1	£468.00
Grit bin junction Stile Croft/Chapel Lane	01/11/14	1	£75.00
Maul Postal Scale	01/11/14	1	£40.00
Interpretation panel and supports, Main Street	01/05/14	1	£645.00
Defibrillator WELMedical IPAD SP1 The Nelson	15/04/15	1	£1295.00
Cabinet DefibSafe, External (Locked, Green, Ext Type) The Nelson	15/04/15	1	£590.00
Picnic Tables Millennium Garden	01/08/15	2	£500.00
Acer Travelmate TMP257-M i5-4210U 8GB 500GB 15.6" Win7P	22/02/16	1	£388.35
Wireless Mouse Logitech M175	22/02/16	1	£8.45
Office 365 Home (Annual License)	12/03/18	1	£49.99
Techair Briefcase Black	22/02/16	1	£12.30
HP Printer Officejet Pro X476dw MFP	22/02/16	1	£292.93
Bench (Millennium Garden)	12/09/16	1	£342
		<b>Total</b>	<b>18163.57</b>

The "Total" column relates to purchase price excluding VAT

\*=estimated replacement cost (insurance value)

## 11 Financial Review

### (a) To review bank mandate and to approve signatories

Current signatories are; Cllr Sandy Clark, Cllr Dawn Greatorex, Cllr Rob Rawlinson and Cllr Peter Slack

### (b) To review and approve on-going contracts

Current on-going contracts are:

2Commune Ltd	Webhosting & Email
Butler Cook Accountants Ltd.	Payroll
Came & Co. Ltd. "Broker Network"	Insurance Brokers

### (c) To review and approve a list of regular payments

2Commune Ltd	Webhosting & Email
Butler Cook Accountants Ltd.	Payroll
Came & Co. Ltd. "Broker Network"	Insurance Brokers
Cllr Peter Slack	Christmas Tree
Derbyshire Association of Local Councils	Technical Advice/Training
Ecclesiastical	Insurers
PKF Littlejohn llp	External Audit
HMRC	PAYE
Jeff Radford	Internal Audit
Royal British Legion	Wreath

Salaries and Expenses  
SGP Mower Service, Wirksworth  
Viking  
Village Hall

Parish Clerk, Caretakers  
Mower servicing/consumables  
Stationery and Office Supplies  
Room Hire

## 12 Risk Management and Insurance

### To review and approve:

#### (a) The servicing of powered equipment

Both strimmer and mower were sent for servicing in February. An electronic copy of the servicing record for the strimmer has been forwarded to members. The mower was deemed beyond economic value to repair and replacement was authorised at minute 3719/18(f). The replacement has been bought and has been taken into service

#### (b) Use of Asset Register as a basis for insurance

See agenda item 10 (b) above for Asset Register.

#### (c) Risk Assessment

See separate document enclosed/attached.

## 13 Attendance, Training and Leave

### (a) To receive a report on members' attendance at Parish Council meetings

Meeting Date	8 <sup>th</sup> May 2017	12 <sup>th</sup> June 2017	10 <sup>th</sup> July 2017	9 <sup>th</sup> August 2017	11 <sup>th</sup> September 2017	9 <sup>th</sup> October 2017	13 <sup>th</sup> November 017	11 <sup>th</sup> December 2017	8 <sup>th</sup> January 2018	12 <sup>th</sup> February 2018	12 <sup>th</sup> March 2018	9 <sup>th</sup> April 2018	9 <sup>th</sup> April 2018
<i>A= Annual Meeting O=Ordinary Meeting E=Extraordinary Meeting</i>	A	O	O	E	O	O	O	O	O	O	O	E	O
Meeting Number	1	2	3	4	5	6	7	8	9	10	11	12	1 2
Cllr Sandy Clark	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Dawn Greatorex	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Rob Rawlinson	✗	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓
Cllr John Sedgwick	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Debbie Skellern	L	D											
Cllr Peter Slack	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓
Cllr Glynis Spencer													✓
Cllr Dr Peter Stanley	R												
Cllr Olwen Wilson	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✗	✓

Key: Present ✓ Absent (apologies received) ✗ Absent (no apologies received) ● Resigned  
"R" Disqualified "D" Approved leave of absence "L"

Where non-attendance is recorded at an Extraordinary meeting this may be due to interests.

### (b) Training – to approve attendance at DALC Training Courses

Next courses are as follows:

23 May 2018 – (9am – 4.30pm)	Project Management Training	DALC Office, Cromford	£110 per delegate	John Stannard
21 June 2018 (6.00pm – 8.30pm)	Councillor Essentials	DALC Office, Cromford	£45 per delegate	Wendy Amis Glen Ingham

**(c) To approve Clerk’s request for annual leave 2018-19**

The following annual leave is requested:

Tuesday 19<sup>th</sup> - Wednesday 20<sup>th</sup> June,  
 Tuesday 17<sup>th</sup> – Friday 20<sup>th</sup> July,  
 Friday 10<sup>th</sup> August,  
 Thursday 6<sup>th</sup>, Thursday 13<sup>th</sup> September,  
 Tuesday 2<sup>nd</sup>- Wednesday 3<sup>rd</sup> October,  
 Tuesday 27<sup>th</sup> - Wednesday 28<sup>th</sup> November,  
 Thursday 6<sup>th</sup> - Friday 7<sup>th</sup>, Monday 24<sup>th</sup>\*, Thursday 27<sup>th</sup>\*, Friday 28<sup>th</sup> and Monday  
 31<sup>st</sup> December  
 Monday 25<sup>th</sup> February – Friday 1<sup>st</sup> March 2019,  
 Monday 25<sup>th</sup> – Thursday 28<sup>th</sup> March

\* = Statutory Days

**14 To approve Clerk’s Report on action taken following the meeting of the Parish Council held 9<sup>th</sup> April 2018**

Minute 3739/18 Planning  
 3 items actioned as minuted  
 Minute 3740/18  
 Draft Parish Plan; actioned as minuted  
 DALC Subscription; actioned as minuted  
 Room Hire; actioned as minuted  
 Affordable developments; actioned as minuted  
 Minute 3741/18 Finance  
 3 cheques issued as instructed.

**15 Correspondence; to note receipt of items for information**

DALC Circular 6 - 2018 - External Audit News - Neighbourhood Planning Grant - Section 137 allowance - GDPR update & training - Updated Standing Orders & LTN - Free Webinar - Project Man. Training - Councillor Essentials Training  
 Rural Services Network  
 Rural Opportunity Bulletin April 2018  
 Spotlight on the Rural Housing, Rural Economy  
 Weekly News Digest 3, 9, 5, 23 April  
 Rural Vulnerability Service Fuel Poverty April 2018

**17 Matters for decision**

**(a) Commemoration of the centenary of the end of World War 1; to receive update and approve the way ahead**

**Middleton Remembers**

<b>Start Date</b>	April 2018	<b>End Date</b>	December 2019
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**Progress this period (04 April – 03 May 2018)**

Phased permission to start received from HLF  
 Village Green meetings held on 6 April, 27 April

Memorial – selected design being finalised; perspective scale drawing being produced to support consultation within the village

School advised of project elements relating to them so they can start to plan their activities

Confirmation of when names need to be finalised ready for carving obtained from stonemason

### **Questions/issues for consideration**

#### *Finances*

A separate account for the project should be approved and established.

#### *Researcher Brief*

This needs to be signed off and published, with a project outline, on the Parish Council website for an agreed period – 2 weeks?

After the application deadline the applications/CVs should be reviewed, shortlisted and interview arranged.

#### *Procurement of goods and services*

The process needs to be confirmed for procuring goods and services to ensure value for money and transparency.

### **Communications**

Draft press release approved. It is proposed to issue this to Matlock Mercury, Derby Telegraph, Radio Derby – any others?

### **Actions next period including communications**

Hold meeting held to discuss timetable and arrangements for Remembrance Day

Promote research brief and select researcher

Consult on design for the Memorial through the Village Pump and displays in the village

Receive outcome of application for Tarmac Environment Fund

Arrange kick off meeting in mid-June and promote in the Village Pump

### **Research Brief**

**Project: 68 residents and 100,000 headstones - Middleton remembers those who died in World War 1**

**Brief for research Version: Draft 0.2 04.05.2018**

#### **Background and context**

Middleton Parish Council has received funding from the Heritage Lottery Fund to deliver a Commemoration Project to mark the centenary of the end of World War 1. This is made up of three elements:

1 A heritage research project to find out as much as possible about the soldiers of Middleton-by-Wirksworth who died in the First World War.

A longer term research project will be to develop knowledge about those men from the village who were killed or wounded in the 1914-18 conflict and develop an understanding of social and economic life in the village at the close of the war and the years immediately afterwards. This research will help us to appreciate the lives led by these soldiers as boys and young men, the make-up of the village at the outset of and during the course of the conflict; how the war impacted on the community and what happened to it in the immediate post-war period.

Following the decision of the War Graves Commission to adopt a policy for war graves, the Hopton Wood Stone Company in Middleton produced over 100,000 headstones which were sent to cemeteries over the world. The plan is for this element to be completed by December 2019.

2 The project will create a new memorial to those who died on the village green, this will be an appropriate tribute and focal point for future remembrance and reflection.

3 A commemoration event and Remembrance Day ceremony to dedicate the new memorial.

### **Heritage Researcher's brief**

A key aspect of the bid for funding is to employ a professional researcher in order to:

- i) Develop knowledge about those men from the village who were killed or wounded in the 1914-18 conflict;
- ii) Develop an understanding of social and economic life in the village at the close of war and the years immediately afterwards.

In putting these two bodies of knowledge together, we will be better able to appreciate the lives led by these soldiers as boys and young men, including the family and extended family structures in which they were raised, the schools, clubs, institutions they attended and through this, the social activities typical of their age cohort. Furthermore, we will construct expectation profiles that each of them may have had with respect to school, occupation, leisure, marriage, parenting, as well as their geographical and social mobility. In doing these things we will generate a heritage that will be known to future generations living in the village, including the children attending the primary school. A heritage that goes beyond the memorial to the dead to one designed to shed light on lives led in a Derbyshire quarrying village, in which the famous Hopton Wood marble was quarried and fashioned to produce, ironically hundreds of thousands of headstones to mark the dead.

### **Approach**

To do this work the professional research will use Derbyshire Records Office in Matlock to investigate census records, street directories and other reference works in order to create a village database comprising all of the people that lived in the village at that time. The 1901 and 1911 censuses contain data on families living in the village, the age of family members, their gender and occupations, a notable feature of which is how many families share the same surname. These records, then, will list those children/young men who then became soldiers. The database will be published on the Parish Council website as will the detailed profiles of each of the soldiers killed.

A second heritage outcome will be the production of a 20,000 word book bringing together the information collected about the lives of the fallen soldiers. It will set these men in the context of their upbringing. The book will be authored by the heritage researcher in conjunction with a small group of heritage researchers from the village. The heritage researcher will work closely with this group under the auspices of the Parish Council. They will be expected to help organise the volunteers, conducting training in database organisation and methods and support the volunteers in writing tasks.

A final heritage outcome will be an exhibition. The heritage researcher will use their expertise in visual display to support this venture. The exhibition will showcase the findings of the historical research and feature historical photographs to tell the visual story of the village that the dead soldiers left behind them.

The Heritage Researcher will support the development of a Local History Group to share the research tasks. They will help organise the volunteers, conduct training in research and database organisation and methods and provide them with relevant training to

investigate public sources, including local newspapers, census records, births, deaths and marriages data, industry/employment records, wartime civilian control methods, church records and war grave records. The HLF made a specific request that Oral History training should be provided to assist with the collection and recording of oral histories.

**Example of collections, written records in archives, libraries or museums, to be consulted:**

- Derbyshire Record Office
- Commonwealth War Graves Commission Archive
- Wirksworth Heritage Centre
- 6<sup>th</sup> Sherwood Foresters archive collection

**Outputs**

- Detailed profiles of each of the soldiers killed
- A village database comprising all of the people that lived in the village at that time
- Training for volunteers
- Write up of research

**Timetable and reporting arrangements**

- Initial profiles of each of the soldiers killed in readiness for Centenary commemoration – by 1 September 2018.
- Village database and write up of research – by 1 November 2019

A detailed timetable will be agreed between the Researcher and the Parish Council. Progress will be reported to monthly meetings of the Parish Council

**Skills and experience required**

- Experience of working on similar heritage research projects with success relating to community engagement
- Experience of setting and meeting targets
- Experience of record keeping
- Experience of co-ordinating and managing volunteers
- Experience of delivering relevant training including oral history training
- Experience of arranging exhibitions and events
- Knowledge of archival management
- Good organisational skills with the ability to meet deadlines
- Ability to prioritise and to work methodically
- Ability to produce reports and documents that are well written, presented and tailored to the appropriate audience
- Ability to interpret, analyse and organise complex information and present conclusions clearly and logically
- Ability to work on own initiative
- Excellent interpersonal and communication skills
- Computer literacy
- The ability to work flexibly
- The ability to think creatively and provide new ideas and solutions to problems



- It is essential that the Heritage Researcher has a commitment to equal opportunities and anti-discriminatory behaviour.

The funding available for delivering this work will be in line with the final approved bid. No additional costs will be included.

The work will be done on a freelance basis so the researcher will be responsible for all tax, National Insurance payments etc.

### **Payment**

A payment schedule will be agreed between Heritage Researcher and the Parish Council.

### **Application process**

Provide examples of relevant previous work and CV including contact details of two references, Email to xxxxxx

### **Project Brief and Approved Purposes**

#### **Name of organisation**

Middleton by Wirksworth Parish Council

#### **Project Title**

**68 residents and 100,000 headstones - Middleton remembers those who died in World War 1**

#### **Project summary**

The focus of this project is a community commemoration of the end of the First World War and this is made up of three elements.

1 A heritage research project to find out as much as possible about the soldiers of Middleton-by-Wirksworth who died in the First World War - this will be completed by November 2018.

A memorial in Holy Trinity Church lists the names of 41 parishioners who died, however this does not include those who were not part of the congregation and at the annual Remembrance Day service, the names of 68 are read out.

A longer term research project will be to develop knowledge about those men from the village who were killed or wounded in the 1914-18 conflict and develop an understanding of social and economic life in the village at the close of the war and the years immediately afterwards. This research will help us to appreciate the lives led by these soldiers as boys and young men, the make-up of the village at the outset of and during the course of the conflict; how the war impacted on the community and what happened to it in the immediate post-war period.

Following the decision of the War Graves Commission to adopt a policy for war graves, the Hopton Wood Stone Company in Middleton produced over 100,000 headstones which were sent to cemeteries over the world. The Prince of Wales visited the Quarry and stone works in 1928. The plan is for this element to be completed by December 2019.

2 In its capacity as a producer of headstones for war graves, Middleton has a unique role in supporting the remembrance of those who died in the First World War yet does not have a memorial to all of its own parishioners who died in the conflict. The project will create an appropriate tribute and focal point for future remembrance and reflection. Installation of a memorial on the village green that will record the names of all 68 men who died in the first world war together with the 4 men who died fighting in the second world war. This memorial links to two other replica headstones being erected; one at the Steeple Grange Light Railway, formerly the mineral railway which carried the

gravestones away from the stone works; and one in nearby Wirksworth. The memorial will use local stone and traditional skills.

3 A commemoration event and Remembrance Day ceremony. This will include the recreation of a mineral railway wagon and transport of 3 reproduction headstones from near the site of the original quarry, along the restored railway line, from where they will be transported to where they will be dedicated – at Steeple Grange Light Railway, Wirksworth Memorial Gardens and Middleton Village Green. The Remembrance Day ceremony will include the dedication of the new memorial on the village green.

### **1a Address of your organisation**

1 Devonshire Villas, Upperwood Road, Matlock Bath, Derbyshire DE4 3PD

### **Details of main contact person**

John Rowe, Parish Clerk

07717 137526

Email: [clerk@middletonbywirksworth-pc.gov.uk](mailto:clerk@middletonbywirksworth-pc.gov.uk)

[www.middletonbywirksworth-pc.gov.uk](http://www.middletonbywirksworth-pc.gov.uk)

### **2a What is the heritage your project focuses on?**

68 men from Middleton died in the First World War. As a small village, these losses would have dramatically impacted on the community. One element of the project is a heritage research project to find out as much as possible about the 68 men who died in the First World War to be completed by November 2018.

A longer term project will be to research the make-up of the village at the outset of and during the course of the conflict; how the war impacted on the community and what happened to it in the immediate post-war period. We will construct expectation profiles that residents may have had to generate a heritage that will be known to future generations living in the village, a memorial that goes beyond the memorial to the dead to one designed to shed light on lives led in a Derbyshire quarrying village. Following the decision of the War Graves Commission to adopt a policy for war graves, the Hopton Wood Stone Company in Middleton produced over 100,000 headstones which were sent all over the world. This undertaking was a further impact on the community as it brought new workers to the village. The Prince of Wales visited the Quarry and stone works in 1928. The plan is for this research to be completed by December 2019.

Installation of a memorial on the village green that will record the names of all 68 men who died in the first world war together with the 4 men who died fighting in the second world war. This memorial links to two other memorials being erected; at the Steeple Grange Light Railway, formerly the mineral railway which carried the gravestones away from the stone works; and in nearby Wirksworth. The memorial will use local stone and traditional skills.

### **3a Activities:**

**Using collections, like historical artefacts, objects, or written records in archives, libraries or museums, as well as those held by people in the community.**

Derbyshire Record Office has archive material on the Hopton Wood Stone Company, articles on the visit of the Prince of Wales to Middleton in 1928 and numerous trade journal accounts of quarrying activities in Derbyshire. It has early ordnance survey maps that reveal how the area looked at the time and also holds parish records, local newspapers and old photographs. The collection will also be used to research parish council minutes, census records and street directories.

At their archive in Maidenhead, the Commonwealth War Graves Commission has identified references to firms engaged in Hopton Wood headstone production. The

database of war dead will be searched for information on the local men who died, where they are buried, their relatives and street addresses.

Period photographs will be located, accessed and scanned, as a contribution to the record of life in the village, and the quarry and stone works as places of work. Another good source of local information will be Wirksworth Heritage Centre.

The men of Derbyshire generally served with the 6<sup>th</sup> Sherwood Foresters and their collection will be consulted.

### **Talking to and working with heritage experts to hold workshops, talks and sessions exploring your heritage.**

Due to the timescales involved, and to get the project off to a strong start, it is proposed to use the services of a professional researcher in order to develop knowledge about those who died and develop an understanding of social and economic life in the village. The professional research will investigate census records, street directories and other reference works in order to create a village database. The heritage researcher will work closely with a group of volunteer researchers from the village, under the auspices of the Parish Council. They will help organise the volunteers, conduct training in research and database organisation and methods, and support the writing up of information.

The History group, to share the research tasks and report back monthly. They will help to investigate public sources listed above, including local newspapers, census records, births, deaths and marriages data, industry/employment records, wartime civilian control methods, church records and war grave records.

Derbyshire Record Office has an archivist who works with schools. This service will be used to develop a bespoke session to support pupils of Middleton Primary School who will contribute to the project. Staff at the Derbyshire Record Office will also deliver a workshop at the collection for volunteer researchers.

It is proposed to bring in experts to work with the school children to inspire and support their learning. A workshop at the school will provide an immersive experience for pupils and teachers alike to help teach about WW1 in an appropriate and memorable way. A visiting poet or author will also inspire their creative writing.

We have been in touch with the Commonwealth War Graves Commission. They are in the process of recruiting a regional team as part of their public engagement work and a member of staff covering the Derbyshire area should be in place by April 2018. We have registered our interest to work with this team when it is established.

### **Recording things like people's memories**

A number of surnames dominate the list of those who died and some descendants still live in the village. Their memories will be captured, together with those of other residents who have moved into the village and have memories of different experiences and stories, for example a father who served as a pharmacist making up medicines who served in Egypt, Turkey and Sudan. His brother had emigrated from South Wales to Australia and served with the Australian forces in Gallipoli.

The families of many children at the primary school will have lost loved ones in WW1. The project will support children to research their families to identify relatives who fought in the war and follow the family history through to the present day. There will also be interest in looking at families who are recorded by no longer known locally. Links between family histories will help to illustrate social changes and patterns of work in the village over 100 years.

### **Other - Commemoration and dedication**

Middleton had a unique role in supporting the remembrance of those who died in the first world war from across the world by quarrying and producing over 100,000 headstones

for the war graves and yet does not have a memorial to all of its own villagers who died. The Sheffield Daily Telegraph reported in 1919 on the forms of memorials that were being decided upon in the Matlock area. It outlined proposals in Middleton for a village hall – which was built – and a tablet containing names of the fallen, to be erected on the village green. This tablet was never erected and the reasons are not currently known. However the centenary is an appropriate time to bring this original proposal to fruition and the project will finally deliver a memorial, using traditional stone and skills, to create an appropriate tribute and focal point for future remembrance and reflection.

### **3b How we will share what we have done with the wider community**

Community events

Celebrating the project's achievements

Website

Display boards

Exhibitions

Leaflet or Book

### **3c Provide more details about how you plan to share what you have done as part of your project.**

The first priority is to research into the soldiers who died in time for the centenary of the end of the First World War. Information will be developed into a display to form part of the commemoration event on Remembrance Day 2018 which includes the dedication of a new memorial recording the names of all those who have died.

A booklet will be produced summarising the information discovered about those who died and distributed to all households with the Village Newsletter in time for the Remembrance Day commemoration.

An account of the village that the soldiers were brought up in, and the role of village in relation to the quarrying and production of headstones will follow in the form of a 20,000 word book which will bring together the information collected about the lives of the fallen in the context of their upbringing.

The research will be brought together and disseminated at an event in the village hall. It is proposed to also invite an expert speaker from the Commonwealth War Graves Commission.

Display material will be developed which can be displayed in the village in the school and church, but also as temporary displays at the nearby National Stone Centre and Carsington Water Visitor Centre.

The village produces a monthly 8 page newsletter which is distributed free to all households and this will be used to promote and share activities and opportunities to get involved.

Biographies of soldiers and an account of the village they were brought up in will be produced in printed form, published as a pdf on the Parish Council website and a copy deposited at the Derbyshire Record Office together with all relevant research material.

### **3d Who do you plan to share with?**

Information booklets with biographies of those who died will be shared with all households in the village.

Mobile exhibition material will be developed which will be displayed at venues in the village which will reach residents and external visitors – the school, the Village Hall, Holy Trinity Church, The Nelson Pub.

Temporary display material will be exhibited at the National Stone Centre, which borders on the village. This attracts 1000-2000 visitors per month. Elements of the research which explore the quarrying of the war grave headstones and the economic and social

impact on the village will become part of the static display as it will complement the current displays of the National Stone Centre and its focus on geology. Temporary displays will also be hosted at Carsington Water Visitor Centre which attracts over 1 million visitors per year. The Visitor Centre produces a quarterly programme of activities which could promote the display as part of its autumn events.

### **3e How many people will be trained as part of your project?**

A History group will be formed, members of which will be trained to share the research tasks. It is anticipated that around 20 residents will be involved in this.

### **3f How many volunteers to you expect will contribute to your project? ( need to cross reference with spreadsheet)**

Parish Council members/Steering Group – 6

Village Green Committee – 8

New History Group – 12

Church Youth Group – 2 adults, 11-14 age group – 8 young people

Middleton Primary School — Key Stage 1 – 40 children; Key Stage 2 – 50 children

Friends of Middleton Primary School – 2

Project Management – 1

Steeple Grange Light Railway - 6

Wirksworth World War 1 Committee – 8

### **3g How are you planning to promote and acknowledge National Lottery players/ contributions to the project?**

Funding will be acknowledged in line with grant requirement guidelines. An acknowledgement and logo will be included as required on all printed, display material and website pages. Media releases crediting funding received will be produced on any funding being awarded and as part of the associated events and commemoration activities.

### **4a What outcomes will your project achieve?**

Local people will know a lot more about the lives of the fallen soldiers and the village in which they lived and mostly worked. A rigorous permanent record will be created and archived.

In its capacity as a producer of headstones for war graves, Middleton has a unique role in supporting the remembrance of those who died in the First World War yet does not have a memorial to all of its own villagers who died in the conflict. The project will create an appropriate tribute and focal point for future remembrance and reflection.

Around 50 new houses have been built in and on the edge of the village in recent years that have brought new people with new skills to offer to the area. The project will create an opportunity to integrate these new residents into the life and history of their village. They will discover and learn more about the local heritage from families who have lived here all their lives. This will also create awareness of and interaction with other existing groups in the village. Led and co-ordinated by the Parish Council, this project will support greater partnership working between the various groups in the village, as well as those connected to the village – Steeple Grange Light Railway and Wirksworth Town Council.

It is considered that involvement of young people is key and the project will provide opportunities for children in the primary school to get involved in activities to inspire and support their learning. The leader of the church-based youth group for 11-14 year olds is also keen to get involved to support their activities.

The project will develop interest in heritage and bring people together to increase community cohesion. Volunteers and participants will deliver a project that they can be proud of.

#### **5a What will happen to the things that you produce after the project ends?**

Final documentation will be printed and uploaded onto the Parish Council Website. Research material and any resulting printed document will be archived at Derbyshire Record Office. Display material will initially be displayed locally, for example at the church, school and Village Hall. After this, it will be offered to the nearby National Stone Centre and Carsington Water Visitor Centre - Staff have already expressed an interest in having the display material there.

The memorial will be placed on the village green which is owned by the Parish Council and tended by a dedicated Village Green Committee. The memorial will become a Parish Council asset and will come under its existing arrangements for insurance and programme of maintenance.

#### **6 – Project timetable**

**Project Start date: 1 April 2018 Project Finish Date: 30 December 2019**

##### **Partners:**

County Councillor – Cllr Irene Ratcliffe  
District Councillors – Cllrs Mike Ratcliffe, Peter Slack  
Middleton Primary School  
Holy Trinity Church, Middleton  
Derbyshire Record Office  
National Stone Centre  
Wirksworth Town Council  
Steeple Grange Light Railway

##### **Heritage Lottery Fund – Approved Purposes:**

- High visibility acknowledgement of the Heritage Lottery Fund on site, online and in all activities. As well as using the project to acknowledge and thank National Lottery players.
- Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project
- Conduct a programme of research that explores First World War veterans from Middleton-by-Wirksworth, the war's social and economic impact, and the role of Hopton Wood Stone Company
- Recruit a professional researcher to lead on research and work closely with volunteers.
- Organise a First World War commemoration event and Remembrance Day service.
- Install a memorial on the village green recording the names of all from Middleton-by-Wirksworth who died during the First World War.
- Coordinate visits to the Derbyshire Record Office, Commonwealth War Graves Commission Archive and Wirksworth Heritage Centre.
- Work with Middleton Primary School to deliver a workshop with Derbyshire Records Office, oral history interviews, a creative writing session with a visiting author and an outreach visit from the Commonwealth War Graves Commission.

- Collate and share project findings via a book, DVD, Parish Council website, and temporary exhibitions at the National Stone Centre and Carsington Water Visitor Centre.

**(b) Insurance of volunteers; to confirm Village Green Committee**

To provide a minuted record of action taken.

**(c) General Data Protection Regulation; to receive a report on the implications for the Parish Council and to approve the way ahead**

A verbal report will be given at the meeting.

**(d) Middleton in Bloom – request for a donation**

The following request has been received:

“During the Judging of last years Middleton in Bloom it was mentioned by the Parish Councillor who attended that no approach had been made by the Middleton in Bloom Committee for any Funding. We would be grateful therefore if you might ask the Parish Council for a Donation this year. For this reason we have not filled in the Grant Form. We hope the Parish Council will help and appreciate all the work that the Residents and Friends of Middleton by Wirksworth do to make our Village Entry so successful, and indeed keep up the maintenance throughout the year.”

**(e) Notice boards**

- (i). **Near The Nelson to receive update on repair**
- (ii). **Rise End to receive update on removal of posts**

A verbal report will be given at the meeting.

**(f) To approve adoption of NALC revised salary scales - Clerk**

A copy of the NALC National Salary Award Briefing note has been copied electronically to members. The effect of the revision, if approved, would be to increase the Clerk’s hourly rate to £10.676.

**18 Finance**

**(a) Statement of Account**

The Parish Council’s account stood at £7880.67 per statement 6 dated 17<sup>th</sup> April 2018 (copied to members). A full accounts report will be circulated separately.

**(b) To note items of income**

	Date	From	Amount
i.	26/03/18	Better Derbyshire Dales Grant	£1000
ii.	13/04/18	Village Hall Committee (50% notice board)	£399.65
iii.	13/04/18	Millennium Garden Group (for work to gates)	£632.50
	19/04/18	DDDC Precept	£12,225
		Total	£14,257.15

**(c) Approval of payments made since last meeting**

	Cheque	Payee	Amount	VAT	Total
i.	1411	Pay April			
ii.	1412	Pay April			

**(d) Approval of payments**

	Cheque	Payee	Amount	VAT	Total
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1413	SGP Garden Machinery	£280.63	£56.12	£336.75
1414	Pay April			
1415	HMRC March			

**(e) Risk Assessment/Budget Monitoring**

**To receive budget monitoring sheets and to consider risk assessment/insurance implications for items approved this meeting**

A copy of the budget monitoring sheet is attached/enclosed.



## **Middleton Parish Council**

### **Parish Action Plan 2018-2019**

#### **Introduction**

Middleton Parish Council is one of many Parishes who are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. Parish Councils have the power to raise money through taxation, the precept, which is the Parish Council's share of the council tax.

This is a coherent plan with the primary aim being to improve the quality of life for all the people living in Middleton. It takes into account the aspirations of Middleton Parish Council regarding issues that matter to the village and how it aims to fulfil them. Having an action plan allows the council to focus its ideas that are SMART (Specific, Measurable, Achievable, Realistic and Timely). Having an action plan also illustrates transparency within the council and gives confidence to the parishioners.

#### **Middleton Parish Council**

Middleton Parish Council constantly strives to work on behalf of its parishioners on the issues that matter to the village. We are always keen to receive ideas and suggestions from our parishioners on particular areas of interest or concern and where it is felt the Council may assist. The Parish Council will actively seek to understand the changing needs of the parish through a comprehensive communications strategy.

#### **Overall aim of Middleton Parish Council**

- give views, on behalf of the parish, on planning applications and other proposals that affect the parish
- undertake projects and schemes to benefit local residents
- work closely with voluntary groups within the village
- work in partnership with other bodies to achieve benefits for the parish
- alert relevant authorities to problems that arise or work that needs to be undertaken within the Parish area
- help the other tiers of local government keep in touch with their local communities
- be mindful of Government Legislation which affects the remit of the Parish Council

#### **The ethos of Middleton Parish Council**

- Provide effective leadership to the community on matters of interest Be a Good Employer
- Maintain a close partnership with local authorities, community service providers and businesses.

- Undertake Council business legally and ethically.
- Adhere to Government legislation particularly those changes required by the Localism Bill
- Provide value for money
- Maintain a communications strategy such that Council business is conducted openly and transparently
- Allow Parishioners to have easy access to information and advice
- Undertake Council business in compliance with Standing Orders and Financial Regulations
- Embrace new technology and methods

### Middleton Parish Council Action Plan 2018-2019

Objective	Action recommended	Timescale and review	Funded by	Action by	Actions achieved
To fill 1 casual vacancies by co-option onto the Parish Council for the council to be fully representative of the community	Clerk to continue advertising these 2 posts (in progress)	May 2018 and review at each Parish Council meeting as appropriate	No additional cost to the council	Parish Clerk	
To promote protection the rural environment of the parish, by ensuring planning recommendations support high quality rural stewardship To request investigation, and, if appropriate, enforcement action by the planning authority, where areas of non-compliance are identified	Councillors to consider all applications at Parish Council Meetings  Liaison with relevant planning authority	At each Parish Council meeting	No additional cost to the council	Parish Clerk	Work In progress
Introduce measures to reduce speeding traffic in the village via a community Speedwatch	RR & 3 volunteers to be trained by the police (in progress)	ASAP	No additional cost to the Parish Council	Police & Police Community Support Officer	Awaiting notification that the speed monitoring

					equipment has been repaired.
To improve parking and pedestrian safety in the village	Analysis of current parking via Dist., Cllr's, & RR (in progress)	ASAP	No additional cost to the Parish Council	DDDC/Parish Council	
To erect a war memorial on the Village Green To commemorate the heritage of Middleton and support community activity by commemorating the end of WW1	Outcome of grant applications to funding bodies awaited  Liaison with Village Green Committee	Summer/Autumn 2018	Lottery grant & Match funding from DDDC/DCC	Parish Clerk Parish Councillors	
Good governance of the Parish	All new councillors to be booked onto introductory training. Continuous professional development through attendance at training courses, conferences and seminars	Ongoing	Parish Council Precept	Parish Clerk	
Encourage residents, community organisations and groups to attend the Annual Parish Meeting	Parish Clerk to publish agenda and accompanying documents put on website and on village notice boards	Ready for May 2019 meeting	No cost to the Parish Council	Parish Clerk	
To maintain the parish council noticeboards and keep them up to date	Parish Clerk to regularly assess the condition of the noticeboards	Ongoing	No cost to the Parish Council	Parish Clerk	

To ensure the grit bins are full prior to winter and before/during forecast periods of snow/ice	Parish Clerk and councillors to advise DCC of any its grit bins that require filling. Parish grit bins to be checked prior to winter and before/during forecast periods of snow/ice and replenished as necessary	Before and during bad weather	No cost to the Parish Council (DCC grit bins) Parish Council grit bins are at cost to the precept	Parish Clerk/ councillors	
Continue to provide dog bins and encourage parishioners to report fouling.	Clerk to oversee	Ongoing	Parish Council Precept	Parish Clerk	
Regular litter picking and verge maintenance via caretakers	Parish Clerk to liaise with caretakers regarding work required	Ongoing	Parish Council Precept	Parish Clerk	
To support the aims and leadership of village bodies, as appropriate including Middleton In Bloom, Middleton Millennium Garden, The Village Green Committee Christmas Lights, The Village Hall Cinema and The Village Pump	Village groups to complete Grant Application form as necessary	Ongoing	Parish Council Precept (under S137 of the budget)	Parish Clerk	
Review street lighting on Middleton Road to support residents to access essential services in Wirksworth on foot or by car.	Parish Council to liaise with DCC Streetlighting through County Councillor	Summer/ Autumn 2018	No cost to the Parish Council	Parish Clerk/ councillors	