

Middleton Parish Council

Pride in Stone

Chair: Cllr Peter Slack
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The Annual meeting of the Parish Council held remotely on Tuesday 4th May 2021 at 7pm

Minutes

Non-confidential items

- 4312/21 **Present**
Parish Councillors: Cllr Dawn Greatorex, Cllr David Morris, Cllr Peter Slack, Cllr Glynis Spencer

1 member of the public
- 4313/21 **To elect a chairman and to receive Declaration of Acceptance of Office**
Cllr Peter Slack was elected Chair and completed the Declaration of Acceptance of Office.
- 4314/21 **To receive and accept apologies for absence**
Resolved: To accept apologies from Cllr Tina Hymas Taylor (work commitment), Cllr Derek Renshaw (work commitment)
- 4315/21 **Variation of order of business**
It was not considered necessary to vary the order of business.
- 4316/21 **To elect a vice chairman**
Cllr Glynis Spencer was elected Vice Chair.
- 4317/21 **Chair's announcements**
Cllr Peter Slack welcomed everyone to the meeting. Cllr Slack noted that unless there is a change to legislation no further remote Council meetings can be held, and a return to physical meetings will be required.

4318/21

Declaration of Members Interests

(a) To enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council’s Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

Cllr Peter Slack recorded a non-pecuniary interest in minute 4330/21 (member of DDDC Planning Committee) and indicated he would leave the meeting whilst the matter was discussed.

(b) To receive and approve requests for dispensation from members in which they have a Disclosable Pecuniary Interest.

None received.

4319/21

Items in Exclusion

To consider whether any items should be considered in exclusion of the public and press

It was not considered necessary to take any items “in exclusion”.

4320/21

Public Speaking

(a) A period of not more than 15 minutes will be made available for members of the public and Members of the Council to comment on any matter

A member of the public reported that in response to a request to the District Council to buy garden waste bags to augment their garden waste subscription they had been told that to do so would require paying for a second subscription. The member of the public felt this to be unfair and DCllr Peter Slack agreed to follow this up with the District Council.

A member of the public suggested that the Parish Council involves itself in social media as “countless problems” are aired on Facebook.

The Parish Council was asked if it has put together a plan for “improving things” specifically for “how traffic can go through the village” and “for parking to be moved” in the light of two recent collisions. It was suggested that such a plan be “put around the village and put as an idea to Highways”. In response, the Clerk was asked to invite Steve Alcock (or representative) of DCC Highways to the village to discuss matters.

The Clerk was asked to invite Safer Neighbourhoods to undertake a Speedwatch in the village.

Following reports that several white vans which regularly park on Main Street near to the village car park are hampering buses the Clerk was asked to follow up inconsiderate parking with the Police/Safer Neighbourhoods Team.

(b) Report from and questions to District Councillor

None.

4321/21 **To approve the minutes of the meeting held on 12th April 2021**
Resolved: To approve the minutes of the meeting held on 12th April 2021 as a correct record.

4322/21 **Governance, Parish Plan, Meetings and Representation to Outside Bodies**
To review and approve:

(a) Standing Orders

Resolved: To approve continued use of the current document which was adopted at minute 3789/18(a), and last confirmed for use at minute 3992/19(a).

(b) Financial Regulations

Resolved: To approve continued use of the current document which was adopted at minute 4105/19(d).

(c) Policies and Procedures

Resolved: To approve continued use of the current document which was adopted at minute 3752/18(c), last confirmed for use at minute 3992/19(c) and amended at minute 4165/20.

(d) Parish Plan 2021-22

Resolved: To approve the Parish Plan at Annex A to this minute.

(e) To approve a calendar of meetings for 2021-22

Agenda Closes (9.00am)

Meeting Date

Monday 7th June

Meetings start at 6.45pm

Monday 14th June

Monday 5th July

Monday 12th July

No meeting in August

Monday 6th September

Monday 13th September

Monday 4th October

Monday 11th October

Monday 1st November

Monday 8th November

Monday 6th December

Monday 13th December

Tuesday 4th January 2022

Monday 10th January 2022

Monday 7th February

Monday 14th February

Monday 7th March

Monday 14th March

Monday 4th April

Monday 11th April

Friday 29th April

Monday 9th May

Annual Parish Meeting and Annual Meeting of the Parish Council

Resolved: To adopt the above calendar of meetings.

Due to regulations lapsing and not being renewed by the government it will not be possible to hold remote council meetings after Friday 7th May 2021. The government "roadmap" currently gives Monday 21st June 2021 as the earliest date that all restrictions could be lifted. The Village Hall Committee advises that the Committee Room is not currently available and that there is limited availability for the main room.

Resolved: Clerk to ascertain and report to members the availability of the Church or Derbyshire Wildlife Trust and to check whether meetings outdoors could be held. An Urgent Business Request is to be made to help decide the venue for the next meeting.

Resolved: If a venue cannot be arranged, in the interim necessary items of business will be delegated to the Chair or Vice Chair and the Clerk, following an Urgent Business Request.

Resolved: To write to Sarah Dines MP requesting that legislation is put in place to permit remote council meetings.

Resolved: Clerk to complete the Ministry of Housing Communities and Local Government's "Call for Evidence" on remote meetings on behalf of the Parish Council.

(f) Representation to outside bodies for the forthcoming year:

(i). Carsington Water Liaison Meeting

Resolved: To appoint Cllr David Morris

(ii). Cromford Quarry Liaison Committee

Resolved: To appoint Cllr Dawn Greatorex and Cllr Glynis Spencer

(iii). Village Green Committee

Resolved: To appoint Cllr Dawn Greatorex, Cllr Glynis Spencer and Cllr Peter Slack

4323/21

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.

Resolved: Millennium Garden; Clerk to ascertain from DDDC its view on a new (possibly longer) lease or the transfer of the land to the ownership of the Parish Council.

(b) Asset Register

Resolved: That the assets detailed in the table below be noted and the disposal as suggested be approved.

Type of Asset	Description	Date acquired	Qty	Total
Community Assets				
	Bus Shelter (nominal value)	Pre 2002	1	£1.00
	Village Green (nominal value)	2014	1	£1.00
	Township Marker*	14/11/2016		£500.00
	Memorial Central Panel	01/11/2018		£1200
	Memorial Outer Panels	15/06/2019		£3700
Other Assets				
	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
	Bench near rise end bus stop	2017	1	£360.00
	Seat (on Playing Field)	pre 2002	1	£50.00
	Millennium Seat (Village Green)	pre 2002	1	£200.00
	Dog Waste Bins 4 No.	various	1	£352.52
	Office Paper Shredder	01/03/03	1	£35.00
	Fence Millennium Garden*	2005	1	£500.00
	Pergola Millennium Garden*	2005	1	£1000.00
	Wrought Iron Gates Millennium Garden*	2005	1	£1500.00
	Band Stand Millennium Garden*	2005	1	£7500
	Dog Waste Bins opposite King Street and The Burrows	12/05/08	2	£258.50
	Laminator	01/03/11	1	£33.99
	Grit bins Amberol	12/09/11	3	£267.00
	Mower AL-CO 46.7	18/04/18	1	£280.63
	Notice Board near The Nelson	09/02/2012		£996.00
	Notice Board, Village Hall (50%)	15/03/18	1	£400
	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 WEL Medical IPAD SP1 The Nelson	15/04/15	1	£1295.00
	Cabinet DefibSafe, External (Locked)The Nelson	15/04/15	1	£590.00
	Picnic Tables Millennium Garden	01/08/15	2	£500.00
Recommend Disposal**	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)	15/04/21	1	£49.99
	Techair Briefcase Black	22/02/16	1	£12.30
	HP Printer Officejet Pro X476dw	22/02/16	1	£292.93

	Bench (Millennium Garden)	12/09/16	1	£342
	Bench (Millennium Garden)	15/10/18	1	£342
	Bench (Village Green)	19/09/19	1	£528
	Bench (Junction Chapel Lane/ Main Street)	19/09/19	1	£528
Approved Acquisition	Acer Travelmate P215 i5-8250 8GB 512GB SSD W10 Pro 15.6" Full HD	19/05/20	1	£570.79

Purchase price exclude VAT

*=estimated replacement cost (insurance value)

** = suggest recover hard drive and retain for use as backup device

4324/21

Financial Review

(a) Review of bank mandate and to approve signatories

Resolved: To approve updating of the mandate to such current members as wish to be signatories.

Resolved: Clerk to make such arrangements as necessary to enable the Parish Council to take digital banking into use.

(b) To review and approve on-going arrangements

Resolved: To approve the following;

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 payees

Resolved: To approve the following;

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
PKF Littlejohn llp	External Audit
HMRC	PAYE
Barrie Woodcock	Internal Audit
Royal British Legion	Wreath
Salaries and Expenses	Parish Clerk, Caretaker
SGP Mower Service, Wirksworth	Mower servicing/consumables
Viking	Stationery and Office
Supplies	
Village Hall	Room Hire

4325/21

Risk Management and Insurance

To review and approve:

(a) The servicing of powered equipment

The caretaker has confirmed that the mower and the strimmer have been serviced. The invoice for the servicing is awaited.

Resolved: To note the report and approve the action taken.

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

Resolved: To approve the Asset Register at minute 4323/21 (b) for use as a basis for insurance.

(c) Risk Assessment

Resolved: To approve the 2021 General Risk Assessment document (previously copied to members).

4326/21 **Attendance, Training and Leave**

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

See Annex A to this minute.

Resolved: That the report be received.

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

The DALC training programme has been copied to members.

Resolved: Members to contact the Clerk who will book courses.

(c) To approve Clerk's request for annual leave 2021-22

Resolved: To approve the following;

Thursday 27th – Friday 28th May, Tuesday 15th – Wednesday 16th June, Monday 23rd - Friday 27th August, Friday 1st and Tuesday 26th October, Friday 12th, Tuesday 23rd and Wednesday 24th November, Thursday 9th, Thursday 23rd, Friday 24th and Wednesday 29th December. Statutory days Thursday 30th and Friday 31st December 2021. Remaining leave to be notified.

4327/21 **To approve Clerk's Report on action taken following the meeting of the Parish Council held 12th April 2021**

Resolved: To approve the report.

4328/21 **Correspondence**

Resolved: To note receipt of items for information

Derbyshire Association of Local Councils;

- Excellence Awards
- Paid election volunteers required
- Notes from April Clerks and Chairman meetings

Ecclesbourne Express Issue No. 82

4329/21 **Report: Village Green Committee**

The Village Green Committee gave details of their planting plan for 2021.

Resolved: That the report be received.

4330/21 **Planning**

Cllr Peter Slack declared the interest recorded at minute 4318/21 and withdrew from the meeting room. Cllr Glynis Spencer took the chair.

To approve responses to the Planning Authority on;

(a) DDDC 21/00475/FUL Single storey side and rear extension. 5 Churchill Avenue Middleton by Wirksworth. Applicant Mr C Simpson.

Resolved: To recommend approval on design and appearance grounds.

(b) DDDC 21/00509/FUL Single storey rear extension. 5 Porter Lane, Middleton by Wirksworth. Applicant Mr Oliver Smith

Resolved: To recommend approval on design and appearance grounds, it is felt that the proposal is in keeping with surrounding properties.

(c) DDDC T/21/00058/TCA Fell 1no. Silver Birch (T1) and 1no. Ash (T2) at 37 Rise End Middleton By Wirksworth Derbyshire DE4 4LS. Applicant Mrs S Bond.

Resolved: To recommend no objection, though it is felt sad to be losing a silver birch.

Cllr Peter Slack returned to the meeting room and resumed as Chair.

4331/21

Matters for decision

(a) Streetscene Issues – to receive updates

Lighting, B5023 Middleton Road

A site meeting was held with Miss Sarah Dines MP. Subsequently a response was received from CCllr Simon Spencer, Cabinet Member for Highways, Transport and Infrastructure, DCC, rejecting the request stating;

“The County Council currently has no approved funding for requests for additional or new street lighting which is in line with the Council’s Investment Protocol that states; “No new street lighting unless there’s a night-time casualty record, evidence of night-time anti-social behaviour, or if justified as part of a new development.” At this time, I do not believe that the B5023 Middleton Road meets these criteria; therefore I cannot support the request. If there becomes a time where the above criteria are met, an application for funding will be submitted.”

Litter Bin, B5023 Middleton Road

A response is awaited.

Resolved: That the updates are received.

(b) Provision of Play Equipment at the Playing Fields; to receive update

Liaison with DDDC regarding the Tarmac bid and responses made on all points raised by Derbyshire Environmental Trust. Outcome of the bid will be received in June 2021.

Resolved: That the update be received.

Resolved: Clerk to ascertain from DDDC the proposed date of work to the football pitch.

(c) Grant Application: Middleton Allotment Association up to £60

Resolved: To approve a grant of £60.

4332/21

Finance

(a) Statement of Account

The Parish Council’s account stood at £14,865.13 per the statement dated 16th April 2021 (copied to members). There are three items in transit (cheques 1642-44 inclusive) therefore the actual balance per the cashbook (also copied to members) is £14,284.31.

Resolved: To approve the Statement of Account.

(b) Approval of payments

Resolved: To approve the following payments;

	Cheque	Payee	Amount	VAT	Total
(i)	1645	Butler Cook Accountants	£227	£45.40	£272.40
(ii)	1646	Caretaker April 2021	<i>Not for publication</i>		
(iii)	1647	HMRC April 2021	<i>Not for publication</i>		
(iv)	1648	Clerk April 2021	<i>Not for publication</i>		
(v)	1649	Clerk Reimbursable Expenses	£49.99	£10	£59.99

(c) Risk Assessment/Budget Monitoring

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

Resolved: To approve budget monitoring sheet. No additional risk assessment or insurance items received.

4333/21 **Date, time, and place of next meeting**

- Monday 14th June 2021 at 6.45pm venue to be confirmed.
The agenda closes at 9.00am on Monday 7th June 2021.

The meeting closed at 9.06pm

Middleton by Wirksworth Parish Plan 2021-22

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

- To 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 Act
- 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 2021-2022

Objective	Action required	Timescale and review	Funded by	Action by	Actions achieved
To fill 2 casual vacancies by co-option to the Parish Council for the council to be fully representative of the community	Clerk to continue advertising the 2 vacancies	May 2021 and review at each Parish Council meeting as appropriate	No additional cost to the council	Parish Clerk	Work in progress
To promote protection of the rural environment of the parish by ensuring planning recommendations support high quality rural stewardship Where non-compliance is identified to request investigation and if necessary enforcement by the LPA	Councillors to consider all applications at Parish Council Meetings Liaison with relevant Local 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	Obtain speed gun Set up group of volunteers and train them	ASAP	£50-£100	Police	Delayed by COVID-19
To improve parking and pedestrian safety in the village	Analysis of current parking and requests for white lining to DCC in progress. DDDC asked to signpost the car park next to The Nelson	ASAP	No additional cost to the Parish Council	DCC/ DDDC	In progress; delayed by COVID-19
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	Ongoing

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 2021 meeting	No additional cost to the Parish Council	Parish Clerk	Ongoing
To maintain the parish council noticeboards and keep them up to date	Parish Clerk to regularly assess condition and content of noticeboards	Ongoing	No cost to the Parish Council	Parish Clerk	Ongoing
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/ Cllrs	
Dog waste Continue 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 caretaker regarding work required	Ongoing	Parish Council Precept	Parish Clerk	
To support the aims and leadership of village bodies, as appropriate	Village groups to complete Grant Application form as necessary	Ongoing	Parish Council Precept	Parish Clerk	
Review street lighting on Middleton Road to support residents	Parish Council to liaise with DCC Streetlighting	Ongoing	No cost to the Parish Council	Parish Clerk/ Council	Rejected multiple times by DCC.

Middleton Parish Council

Report of Members Attendance 2020-21

Meeting Date	13 th July 2020	14 th September 2020	12 th October 2020	9 th November 2020	14 th December 2020	11 th January 2021	11 th January 2021	8 th February 2021	8 th March 2021	22 nd March 2021	12 th April 2021
<i>A= Annual Meeting O=Ordinary Meeting E=Extraordinary Meeting</i>	O	O	O	O	O	E	O	O	O	E	O
<i>Remote/ Physical Meeting</i>	R	R	R	R	R	R	R	R			
Meeting Number	1	2	3	4	5	6	7	8	9	10	11
Cllr Dawn Greatorex	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	x
Cllr Tina Hymas Taylor	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	x
Cllr David Morris	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Peter Slack	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Glynis Spencer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Derek Renshaw							✓	✓	✓	✓	✓

From 10th March to 12th July 2020 no meetings took place due to Government restrictions because of the COVID-19 pandemic. During this time Cllr Olwen Wilson resigned from the Council.

It should be noted that where non-attendance is recorded at an Extraordinary meeting this may be due to interests.

Key

Present	✓
Absent (apologies received)	x
Absent (no apologies received)	●
Resigned	R
Disqualified	D
Approved Leave of Absence	L