

# Middleton Parish Council

## Supporting Document

### Annual Meeting

### Tuesday 4<sup>th</sup> May 2021

#### Agenda item

#### Supporting notes

- 2 To receive and accept apologies for absence**  
Apologies received will be given at the meeting
- 4 Election of Vice Chairman**  
It is not mandatory to elect a Vice Chairman
- 7 Items in Exclusion**  
None recommended
- 9 To approve the minutes of the meeting held on 12<sup>th</sup> April 2021**  
Electronic copies have been forwarded. For ease of reference, paper copies of have also been posted to members.

**10 Governance, Parish Plan, Meetings and Representation to Outside Bodies**  
**To review and approve:**

**(a) Standing Orders**

No change is proposed to the current document which was adopted at minute 3789/18(a), and last confirmed for use at minute 3992/19(a).

**(b) Financial Regulations**

No change is proposed to the current document which was adopted at minute 4105/19(d).

**(c) Policies and Procedures**

No change is proposed to the current document which was adopted at minute 3752/18(c), and last confirmed for use at minute 3992/19(c).

**(d) 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

- 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 2021-2022**

<b>Objective</b>	<b>Action recommended</b>	<b>Timescale and review</b>	<b>Funded by</b>	<b>Action by</b>	<b>Actions achieved</b>
<b>To fill 2 casual vacancies by co-option to the Parish Council for the council to be fully</b>	Clerk to continue advertising these 2 posts	May 2021 and review at each Parish Council meeting as appropriate	No additional cost to the council	Parish Clerk	Work in progress

<b>representative of the community</b>					
<b>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</b>	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
<b>Introduce measures to reduce speeding traffic in the village via a community Speedwatch</b>	Obtain speed gun  Set up group of volunteers and train them	ASAP	£50-£100 required in addition to grant received from DCC Leadership Fund	Police & Police Community Support Officer	Delayed by COVID-19
<b>To improve parking and pedestrian safety in the village</b>	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;  DCC work delayed by COVID-19 priorities
<b>Good governance of the Parish</b>	All new councillors to be booked onto introductory training. Continuous professional development through attendance at	Ongoing	Parish Council Precept	Parish Clerk	Ongoing

	training courses, conferences and seminars				
<b>Encourage residents, community organisations and groups to attend the Annual Parish Meeting</b>	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
<b>To maintain the parish council noticeboards and keep them up to date</b>	Parish Clerk to regularly assess the condition of the noticeboards	Ongoing	No cost to the Parish Council	Parish Clerk	Ongoing
<b>To ensure the grit bins are full prior to winter and before/during forecast periods of snow/ice</b>	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	
<b>Dog waste Continue encourage parishioners to report fouling.</b>	Clerk to oversee	Ongoing	Parish Council Precept	Parish Clerk	
<b>Regular litter picking and verge maintenance via caretakers</b>	Parish Clerk to liaise with caretaker regarding work required	Ongoing	Parish Council Precept	Parish Clerk	
<b>To support the aims and leadership of village bodies, as appropriate</b>	Village groups to complete Grant Application form as necessary	Ongoing	Parish Council Precept (under S137 of the budget)	Parish Clerk	

<b>Review street lighting on Middleton Road to support residents to access essential services in Wirksworth on foot or by car.</b>	Parish Council to liaise with DCC Streetlighting through County Councillor	Ongoing	No cost to the Parish Council	Parish Clerk/ councillors	Rejected multiple times by DCC. MP Sarah Dines made representations and received the same response.
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**(e) To approve a calendar of meetings for 2021-22**

It will not currently be possible to hold Council meetings remotely after 7<sup>th</sup> May 2021. In addition to the Annual Meeting the Council is required to hold 3 further meetings during the year.

The Local Government Act 1972 states that when a Council Member fails to attend any meeting for six consecutive months from the date of his last attendance, she ceases to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires.

Based on the previous pattern the calendar of meetings for the forthcoming year would be:

- Monday 14<sup>th</sup> June
- Monday 12<sup>th</sup> July
- No meeting in August
- Monday 13<sup>th</sup> September
- Monday 11<sup>th</sup> October
- Monday 8<sup>th</sup> November
- Monday 13<sup>th</sup> December
- Monday 10<sup>th</sup> January 2022
- Monday 14<sup>th</sup> February
- Monday 14<sup>th</sup> March
- Monday 11<sup>th</sup> April
- Monday 9<sup>th</sup> May Annual Parish Meeting and Annual Meeting of the Parish Council

Meetings start at 6.45pm.

The agenda closes at 9am on the Monday preceding the meeting.

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

Current representatives in brackets

- (i). Carsington Water Liaison Meeting (vacant)
- (ii). Cromford Quarry Liaison Committee (Cllr Glynis Spencer)
- (iii). (iv). Village Green Committee (Cllr Dawn Greatorex, Cllr Peter Slack, Cllr Glynis Spencer)

## 11 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.

The Council may wish to consider requesting a new lease or other options (such as acquisition) of the Millennium Garden.

#### (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)	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
				£0
<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
	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

## 12 Financial Review

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

To be discussed at the meeting; to approve moving to digital banking.

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

Current on-going arrangements 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 payees

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

- 13 Risk Management and Insurance**  
**To review and approve:**
- (a) The servicing of powered equipment**  
Both strimmer and mower have recently been serviced by SGP Garden Machinery and Invoice awaited.
- (b) Use of Asset Register as a basis for insurance**  
See agenda item 11 (b) above for Asset Register. Approved acquisitions will trigger addition to insurance schedule.
- (c) Risk Assessment**  
A copy of the General Risk Assessment has been copied electronically to members.
- 14 Attendance, Training and Leave**
- (a) To receive a report on members' attendance at Parish Council meetings**  
A copy of the Attendance Chart has been copied to members and is enclosed in the meeting pack.
- (b) Training – to approve attendance at DALC Training Courses**  
It's recommended that members undertake training, Councillors Essentials and Chairmanship are good courses, further details at:  
<https://www.derbyshirealc.gov.uk/events.html>
- (c) To approve Clerk's request for annual leave 2021-22**  
The following annual leave is requested:  
Thursday 27<sup>th</sup> – Friday 28<sup>th</sup> May, Tuesday 15<sup>th</sup> – Wednesday 16<sup>th</sup> June, Monday 23<sup>rd</sup> - Friday 27<sup>th</sup> August, Friday 1<sup>st</sup> and Tuesday 26<sup>th</sup> October, Friday 12<sup>th</sup>, Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> November, Thursday 9<sup>th</sup>, Thursday 23<sup>rd</sup>, Friday 24<sup>th</sup> and Wednesday 29<sup>th</sup> December. Statutory days Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> December 2021.  
Remaining leave to be notified.
- 15 To approve Clerk's Report on action taken following the meeting of the Parish Council held 12<sup>th</sup> April 2021**  
**Minute 4308/21 Planning**  
One item actioned as minuted 13<sup>th</sup> April 2021
- Minute 4309/21 Matters for Decision**  
**Play Equipment**  
Liaison with DDDC regarding the Tarmac bid and responses made on all points raised by Derbyshire Environmental Trust.
- Council Meetings and Annual Parish Meeting**  
Actioned as minuted. Website also updated with revised dates
- Minute 4310/21 Finance**  
Three payments issued as minuted.
- 16 Correspondence**  
**Derbyshire Association of Local Councils**  
Excellence Awards  
Paid election volunteers required  
Notes from April Clerks and Chairman meetings  
Ecclesbourne Express Issue No. 82



**18 Planning**

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

Planning Officer: Sarah Arbon  
Consultation Ends: Not quoted  
No recent relevant planning history

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

Planning Officer: Andrew Ecclestone  
Consultation Ends: Not quoted  
No recent relevant planning history

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

Planning Officer: Dr Chris Payne  
Consultation Ends: Not quoted  
No recent relevant planning history

**19 Matters for Decision**

- (a) **Streetscene Issues – to receive update Lighting, B5023 Middleton Road**

**A site meeting was held with Miss Sarah Dines MP. Subsequently we have received the following email from her office and copied to members:**

“Thank you for your patience as Sarah waited for a reply from Cllr Simon Spencer to her letter on your behalf regarding street lighting. I have copied Cllr Spencer’s response below for your consideration.

Sarah appreciates this response will not be what you wanted to hear, however, she wishes to assure you that she will continue to keep a close eye on this issue.

Thank you again for taking the time to raise this matter with Sarah.

**Response from Cllr Simon Spencer dated 15/04/2021**

*Thank you for your enquiry dated 10 March 2021 regarding street lighting in Middleton by Wirksworth, which has been raised with you by the Parish Council. This matter has been investigated by officers in the Economy, Transport and Environment Department and the response they have prepared is set out below.*

*The street lighting throughout Middleton by Wirksworth including those along Middleton Road was reviewed in 2013 as part of a countywide programme to investigate areas where street lights could be switched off between midnight and 5am or, in rural settings where they were serving no community benefit turned off altogether.*

*After a risk assessment process involving Traffic and Safety Officers and the Community Safety Team and a public consultation, the streetlights along B5023 Middleton Road were switched off prior to removal. There were no objections raised by the Parish Council during the consultation and subsequently the streetlights were removed.*

*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.*

*In my role as Cabinet Member for Highways, Transport and Infrastructure, I can confirm that the information provided is in line with the current Council's priorities and policies."*

**A response is awaited in respect of the litter bin.**

**(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.

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

A copy of the grant application is attached/enclosed

**20 Finance**

**(a) Statement of Account**

At the agenda closing date the bank statement is awaited.

**(b) Approval of payments**

At the agenda closing date payroll information is awaited

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

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

A budget monitoring report will be issued following receipt of figures for payroll *et al.*