**HATHERSAGE PARISH COUNCIL**

Clerk – Mr. Steve Wyatt, Heart of Hathersage, Main Road, Hathersage, Derbyshire, S32 1BB

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Minutes of the meeting of Hathersage Parish Council, 7:30pm on Tuesday 5th May 2020 as an on-line meeting

Councillors Present: Jane Marsden, James Marsden, James Shuttleworth, Bridget Hanley, Bill Hanley, Pete Rowland, Rosie Olle, Heather Rodgers, Stuart Turner, Kirsty Kirkham.

Also In attendance: Steve Wyatt (Clerk), Chris Cave (RFO), Maura Sorenson (Assistant Clerk) and various members of the public.

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| 233/19 | |  | | The Chair pointed out that the meeting would be recorded to aid compilation of the minutes.  To receive apologies for absence – apologies were noted from Cllr. Tim Hill, DCC Cllr Judith Twigg and PC Linda Hancock  Post meeting apologies were received from DDDC Cllr. O’Brien. |
| 234/19 | |  | | To decide any variation in the order of business – None. |
| 235/19 | |  | | Declaration of Members Interests – None. |
| 236/19 | |  | | Public Participation. |
| 236/19 | | a) | | A period of not more than ten minutes will be made available for members of the public and Members of the Council to comment on any matter.  Three members of the Hathersage section of the Hope Valley Climate Change group attended the meeting – they wished to raise the matter of mowing of verges around Hathersage and tree planting.  Verges – The verge at the junction of Jaggers Lane to Coggers Lane has been inspected for early wild flowers; mowing is generally planned at the end of May at the peak time of growth; could mowing be delayed until after July 15 (PDNPA suggestion). To maximise wild flower/plant propagation mowings should be collected a week later to allow seed to fall, but it was recognised that this could be an issue; Could a member of HPC be allocated as liaison with the group? The group would be Interested to see how this may impact biodiversity in this area.  Tree planting information was requested – Thorpe Farm was one area that had been explored but others are being investigated. It was also hoped engaging with children and local schools as tree planting is an enjoyable activity. The question, has floor fauna been checked at the sites where tree planting is being investigated?  The mowing of grass verges is however the key topic at the moment. |
| 236/19 | | b) | | If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter – no one was able to attend. |
| 237/19 | |  | | Confirmation of Minutes of HPC meeting of 3rd March 2020 and to note any matters arising. The minutes were reviewed and **approved** and will be signed by the chair once face to face meetings resume. |
| 238/19 | |  | | **Financial Matters** – RFO’s Report.  Normal accounts for the month need to be approved.  Chris Cave (RFO) explained that the report details change to the balance sheet – capital accounts should represent the monies that can be spent on normal operations, specific reserves being available for the items identified. The General Account is like a profit and loss account showing what is left to be spent after taking into account income and expenditure. The balance of the General Account was being over-stated as included in the precept has been the amount that we need make for the PWLB loan repayment for HoH. This is shown as income. When the monies are spent for the PWLB the amount of the loan in the balance sheet is reduced. Instead of being shown as expenditure the amount is knocked off the outstanding balance for the loan. This gives the impression that the money is still in the precept to spend but this is not so. To clarify the matter this amount is removed from the General/Capital Account and put in a reserve. Also, at the time that the HoH was built the loan was for £175,000 and £30,540 was from Parish Council funds that was sitting in the Capital Account. This £30k has now also been moved to a reserve. The figure now showing as the balance on the General/Capital Account is what is correctly available to be spent. Due to a successful year at the swimming pool last year there was £215,000 available. This amount has also now been transferred to the account from which the pool improvements are being funded. |
| 238/19 | | .1 | | Approval of final accounts for the year ended 31 March 2020  Accounts go to Internal auditor Brian Wood and figures from these will later go to the external auditors. The Chair asked for approval of the accounts – unanimous **approval** was provided by a show of hands.  Signed: Date: |
| 238/19 | | .2 | | To remind council members of the current process for scrutinising payments and approval of accounts for payment - All invoices are normally examined by the authorised Councillors but as stated in the Scheme of Delegation (SoD) invoices more than £250 are scanned to the 2 members allocated for the month. Anything less than £250 is paid with the 2 exceptions – toilet cleaning and HMRC returns – are also paid. Any expense claims made by Chris as RFO go for approval along with payments over £250. When face to face meetings are again possible there will be a special session for 2 members to retrospectively approve all payments.  Cllrs. Kirkham and W Hanley have scrutinised payments this month. The chair asked for a show of hands for approval for payment (as circulated to all members) of these scrutinised payments - All payments to be approved were **approved** by a show of hands and will need now need to be authorised by Cllrs. Kirkham and W Hanley within the next 24 hours.  Cllrs. Tim Hill and James Marsden are approved for payment approval next month. |
| 238/19 | | .3 | | Review of Accounting Statements and Annual Governance Statements  For external audit once signed. Chris Cave RFO read out the 8 questions plus one related to KGF to seek a response from the meeting. All questions received a **positive, yes, response**, from all members. |
| 238/19 | | .4 | | Internal Audit – Chris will be speaking to Brian Wood to determine how the internal audit will be carried out but 2 further months are currently being allowed. |
| 238/19 | | .5 | | Insurance Review – terrorism cover is now included and a reasonable figure for contribution from the cafe tenant has been obtained from our insurers. |
| 238/19 | | .6 | | Review and re-approval of the Scheme of Delegation – as stated in the document the document should be reviewed and re-approved each month until restrictions are lifted. Unanimous approval was given. The document will be updated by the Clerk to show this. |
|  | |  | | There was a break for KGF Business after which the meeting resumed. |
|  | |  | | **Committees and Working Groups** |
| 239/19 | |  | | **Swimming Pool Committee.** To receive minutes of the 10/03/20 meeting – the minutes were noted as received. |
| 239/19 | | .1 | | Pumping and filtration upgrade – project update.  Cllr. Turner gave an update since the March meeting from personal observations and this week’s architects report that has been circulated. The Clerk will send the report on to pool staff for information.  Chris Cave RFO pointed out that some furloughed staff may need to return to work for pool filling but they must then go back on furlough for a minimum of 3 weeks for the Government furlough payments to be received.  The Clerk will set-up a combined Swimming Pool and HR on-line meeting for 7pm Tuesday 12th May. |
| 240/19 | |  | | **Recreation Committee.** To receive minutes of meeting 25/02/20. (March meeting was cancelled) – the minutes were noted as received.  The issue raised by Cllr. Hill with regards the matting beneath some of the equipment would be passed to J Slater to be asked to refit.  Equipment inspections – The Clerk was asked to check with DALC about these not currently being carried out due to the caretaker being furloughed and the impact in risk assessments. Also are High Peak still carrying put inspections? Could members complete the weekly inspection sheet? The Clerk will send a blank inspection sheet to Cllrs. Turner, W Hanley and Hill. |
| 240/19 | | .1 | | Bowling Green access – there is no update due to the lockdown. |
| 240/19 | | .2 | | Recreation field wall – The meeting was happy for Malc Hall to repair the wall but he should be asked to state what measures he will take to ensure current guidance in the lockdown is adhered to. The Clerk will ask for this assurance. |
| 241/19 | |  | | **Planning Committee** – To receive minutes of the meeting 12/03/2020. |
| 242/19 | |  | | **Amenities Committee** – To receive minutes of meetings since the last HPC meeting. |
| 242/19 | | .1 | | Update on covered seating and planters. All tradesmen are not currently working so there is no progress to report other than the Stone Mason went to fetch the stone (just prior to lockdown) for the bench as the quarry for whatever reason was not able to deliver it. |
| 242/19 | | .2 | | Café lease – hopefully the final hurdle to be cleared in the next day or so. The meeting agreed to review comments from an advisor and then to provide agreement on this basis. |
| 243/19 | |  | | **Transport Committee** – To receive minutes of meetings 28/04/2020. |
| 243/19 | | .1 | | Recommendation to Full Council to request of DCC a TRO to remove parking restrictions on Heathers Edge.  Cllr. Olle reported on last week’s meeting and the recommendation. The meeting fully supported the request for another TRO to remove parking restrictions on Heathers Edge.  The Assistant Clerk is looking into the survey for parking and will lead on further transport committee meetings.  Another meeting is to be arranged in due course.  Signed: Date: |
| 243/19 | | .2 | | The appropriate mowing of verges to encourage wildflowers.  There was a discussion about who does the mowing J Slater or DDDC of the bunded area at the junction of Jaggers Lane and Coggers Lane. Tall grass at the junction could impact visibility for traffic. Re-wilding is generally many acres land and not generally applied to grass verges which is generally classed as wildlife improvement. Cllr. Kirkham is happy to be the council member to liaise with the Hathersage element of the Hope Valley Climate Change group. The meeting agreed to Cllr. Kirkham fulfilling this role.  Cllr. Turner pointed out that mowing strips along highways is generally to stop vegetation falling over after rain and impeding or being a danger to traffic.  The Clerk was asked to contact J Slater and DDDC to request a delay to mowing of this are until mid-July to allow wild flowers to set seed for next year.  The Clerk was asked to advise Mike Pedler of the actions to be taken. |
| 244/19 | |  | | **HR Committee** – To receive minutes of meetings since the last HPC meeting.  The Clerk confirmed that the Pool Advisor agreed to new contract and salary and the contract signed.  The meeting next week will talk further about job descriptions and contracts. |
| 244/19 | | .1 | | Clerk’s update on HR Consultants and ‘My HR Toolkit’ – an update was provided and the intention to use the Assistant Clerk as an initial ‘test’ of the system once relevant documents have been uploaded. |
| 245/19 | |  | | **Website Update** – To receive any report of the Website Working Group.  The Assistant Clerk gave an update on work on the website. Recent changes – links to Facebook; cookies; privacy notice; local business contacts etc. A meeting was proposed to discuss further work and the annual review. Contact has been made with Sarah Spence with regards links with the church newsletter. |
| 246/19 | |  | | **Burial Ground Committee** – To receive minutes of meetings since the last HPC meeting. |
| 247/19 | |  | | **Clerk’s Report/Correspondence** – |
| 247/19 | | .1 | | Bank House – an email received from a resident about the activity in the vicinity of Bank House was discussed. |
| 247/19 | | .2 | | The Clerk asked for approval of Peak Park Parishes Forum (PPPF) subscription of £24. This was agreed. |
| 248/19 | |  | | **Village Matters –** nothing discussed. |
| 249/19 | |  | | **Memorial Hall** - To receive Memorial Hall Management Committee Minutes. Cllr. Rodgers reported the Memorial Hall had received £25k small business grant under the Corona Virus arrangements. |
| 250/19 | |  | | To note DALC circulars and other items circulated – confirmed. |
| 251/19 | |  | | To confirm the next HPC on-line meeting will be at 7.30 pm Tuesday 2nd June 2020. |
| 252/19 | |  | | To note items for the 2nd June 2020 agenda – none noted. |
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Signed: Date: