

EDALE PARISH COUNCIL
REGULAR MEETING
Edale Village Hall on Wednesday 12th June 2024 at 8:00pm.
www.edaleparishcouncil.org.uk

Minutes

Present: Cllrs: Joanna Collins, (Chair) Cedric Gilbert, Julie Morten, David Shirt. Clerk – Tracy Whitley.

24/06/1 Apologies for absence. Cllr. Morgan Jackson. Noted.

24/06/2 Declarations of interests. None.

24/06/3 Public speaking – max 10 min. None.

24/06/4 Chairman’s announcements (Not for discussion). None.

24/06/5 Minutes of previous meetings.

- (i) Minutes for the Annual Parish Council Meeting (AGM) of 8th May 2024 were proposed for adoption as an accurate record of the meeting by Cllr. Gilbert, seconded by Cllr. Morten. Adopted.
- (ii) Minutes for the Extraordinary Meeting of the Parish Council of 25th May 2024 were proposed for adoption as an accurate record of the meeting by Cllr. Collins, seconded by Cllr. Shirt. Adopted.

24/06/6 Report on matters arising from the minutes (unless noted for discussion later in the meeting). The Clerk reported that John Payne has confirmed his acceptance of the role as Edale Charities Car Park co-ordinator. Noted. Phil Rogers has confirmed his acceptance of the role as representative to the Breedon Liaison Committee. Noted.

24/06/7 Items for discussion/ decision.

24/06/7.1 Policies and Procedures for review and approval for adoption.

- (i) Code of Conduct. Proposed for adoption with no changes by Cllr. Morten, seconded by Cllr. Gilbert. Agreed and adopted.
- (ii) Standing Orders. Proposed for adoption with the following changes by Cllr. Morten, seconded by Cllr. Gilbert. Proposed change: **Standing Order 18 regarding contracts with a value of over £25,000 to be updated as per the NALC model document.** Agreed and adopted.
- (iii) Financial Regulations. NALC have published a new model document for financial regulations. The Clerk is in the process of tracking all the changes and amending the document for use by Edale Parish Council. Carry forward to the July meeting. **ACTION: Clerk.** In the meantime the existing document will stand.
- (iv) Statement on Internal Control. Proposed for adoption with the following changes by Cllr. Morten, seconded by Cllr. Gilbert. Proposed changes: (a) The paragraph on PAYMENTS to be updated to include payments by online banking. New paragraph to read **All payments are reported to the Council for approval. Payments are made, wherever possible, using online banking. The Clerk will set up the approved payments which must then be authorised online by TWO Councillors. If payment by cheque is required then the cheque must be signed by TWO Councillors.** (b) Item 5 updated to read **Any significant internal control issues identified by the internal auditor must be recorded at the next meeting following the audit and remedied without delay.** Agreed and adopted.
- (v) Risk Assessment. This document needs several changes to bring it up to date. Carry forward to July meeting. **ACTION: Clerk.** In the meantime the existing document will stand.

24/06/7.2 Parking & traffic issues

- (i) Report from meeting in Castleton held by PC Will Brockett 17th May. Cllr. Collins reported on this meeting which she had attended along with Robert Largan M.P, the National Trust, DCC Cllr. Nigel Gourlay, Steve Alcock from DCC Highways, and others. She reported that the talk was mostly about problems in and around Castleton including Winnatts Pass and Mam Tor. Double yellow lines were discussed. It was noted that the public should report all parking issues either to the police (for dangerous parking and clearway obstructions) or Derbyshire County Council (for parking on double yellow lines). Cllr. Collins will circulate the notes from the meeting to the other Councillors. **ACTION: Cllr. Collins.**
- (ii) Updates on actions from May PC meeting. (a) The Clerk has sent a letter to Philip Braisby at DCC requesting double yellow lines on Hope Road. (b) Cllr. Shirt mentioned the idea of using some of the playing field for parking at to the Village Hall committee (as raised at the Annual Parish Meeting). They have said that it will be discussed at their next meeting. (c) Cllr. Jackson, absent from this meeting, was to follow up with DCC on whether they have plans to turn the station yard into permanent parking. Carry forward to July. **ACTION: Cllr. Jackson**
- (iii) Proposed Meeting to Discuss Traffic Calming, Parking and Congestion in the Hope Valley. Organised by Senara Foster who is a member of Bamford Parish Council. The Clerk is to write to say that someone from Edale Parish Council will try to attend. **ACTION: Clerk**

24/06/7.3 Biodiversity Policy. The Clerk presented a policy based on the NALC model document. It was proposed for adoption with no changes by Cllr. Collins, seconded by Cllr. Gilbert. Agreed and adopted. It will be published on the Edale Parish Council website. **ACTION: Clerk**

24/06/7.4 PRoW Minor Maintenance Grant 2024/25

- (i) Agreement to participate. Notice of the agreement to participate has been sent.
- (ii) Discussion of proposed works. Councillors discussed suggestions for works to public footpaths, several of which had been sent by residents. Thank you to all residents who sent ideas. It was proposed by Cllr. Morten, seconded by Cllr. Gilbert, to use the grant this year to improve a very wet section of footpath 23 (Skinner's Hall to the Church) which runs under the railway bridge. The work will be undertaken in conjunction with Peak Park Ranger Nick Baker and in consultation with the landowner. Agreed. The Clerk will complete Form 1 to apply for the grant funds. **ACTION: Clerk**

24/06/7.5 Contract for maintenance of public land – Regime 1. Transfer of contract from David Howe to Gary Widdowson Gardening Services following sale of business. Proposed by Cllr. Collins, seconded by Cllr. Shirt. Agreed. The Clerk will issue the new contract. **ACTION: Clerk**

24/06/8 Planning.

New Applications:

24/06/8.1 NP/HPK/0424/0365 Hope Cement Works, Pindale Road, Hope. Variation of conditions 1, 51, 52 and 57 of planning permission NP/HPK/1020/0929 to amend the previously approved infrastructure associated with the importation, unloading, conveying and storage of shale substitute kilnfeed known as alternative raw material (ARM)

24/06/8.2 NP/HPK/0424/0376 Hope Cement Works, Pindale Road, Hope. Amendments to the site boundary of planning permission NP/HPK/1020/0929 to allow amendments to the previously approved infrastructure associated with the importation, unloading, conveying and storage of shale substitute kilnfeed known as alternative raw material (ARM) that fall outside the site boundary.

The Clerk will inform the planning department that the Parish Council has no comment on these two applications.

ACTION: Clerk

Decisions:

24/06/8.3 NP/HPK/0324/0316 Land West of Edale Road, Barber Booth. Change of use of agricultural land and creation of a wildlife pond, with associated engineering works (retrospective). Granted conditionally. Noted.

24/06/9 Finance.

24/06/9.1 Internal Audit and AGAR

- (i) Internal Auditors Report. The Clerk reported that the internal auditor, John Marriott, has completed the audit and has identified no significant control issues. He made two recommendations as follows: **Firstly it would be appropriate for the actual total reconciled balance of funds in the bank accounts to be noted in the Minutes when signed off by the Chair. Secondly when the Budget is discussed and the Precept voted on, this vote should be a recorded one with those for and against together with any abstentions, and stated along with the amount of Precept and the percentage increase.** Noted. Both these suggestions will be implemented. **ACTION: Clerk**
- (ii) AGAR Forms
 - a) Annual Governance Statement. Approved.
 - b) Accounting Statements. Considered and approved.
 - c) Certificate of Exemption. Approved.

All AGAR forms signed where appropriate by the Chair and the Clerk.

- (iii) Exercise of Public Rights. The Clerk as RFO set the dates for the period of Exercise of Public Rights as Thursday 20th June to Wednesday 31st July 2024. In line with Government legislation all the required documentation will be published on or before the 19th June. **ACTION: Clerk**

24/06/9.2 Updated daily accounts for 2023/24. Noted.

24/06/9.3 Bank reconciliation & record of balance of funds. Bank reconciliation approved and signed by the Chair. The balance of funds including outstanding expenditure and uncleared income stands at £10,861.85.

24/06/9.4 Clerk's pay

- (i) May pay and expenses. Approved and signed by the chair.
- (ii) Request for overtime for year end audit and AGAR. 3 Hours. Proposed for agreement by Cllr. Gilbert, seconded by Cllr. Collins. Agreed. To be paid with the Clerk's salary for June. **ACTION: Clerk**

24/06/9.5 Unity Trust Bank deposit account. The application form to open a deposit account and transfer £5000 from the current account (as agreed minute ref. 24/05/9.5) were signed by Cllr. Collins and Cllr. Morten. The Clerk will submit the application form to Unity Trust. **ACTION: Clerk**

24/06/9.6 Change of insurance companies. At the extraordinary meeting of the Parish Council held on the 25th May 2024 it was decided to change insurance companies from BHIB to Zurich Munciple for a policy specifically geared towards small Parish Councils with a precept of less than £20,000 (minute ref: 24/05/15.1). Premium £241.00. Subsequently it was discovered that the PC needed to separately specify insurance cover for the war memorial at an additional £63.00. The authorisation for this payment was given by email by Cllrs. Collins, Jackson and Shirt, as the deadline for the renewal fell before the next meeting of the parish council.

24/06/9.7 Invoices & Payments for approval for payment by bank transfer. All approved.

(i)	08-May-24	Community Heartbeat Trust (defibrillator annual support fee)	£162.00
(ii)	11-May-24	Gary Widdowson Gardening Services (mowing R1 3 cuts mar/apr)	£120.00
(iii)	28-May-24	J.S. Marriott & Co (internal audit fee)	£95.00
(iv)	29-May-24	Zurich Munciple (annual insurance premium)	£241.00
(v)	30-May-24	Zurich Munciple (insurance additional premium –War memorial cover)	£63.00
(vi)	31-May-24	Tracy Whitley - Clerk (salary & expenses)	£359.27

24/06/10 Items for Information

24/06/10.1 Highways & Footpaths

- (i) Updates on Outstanding Highways & Footpath Issues (a) notification of works has been received for potholes on the lane to Upper Booth. These should be completed shortly (b) The Clerk is to chase up all other outstanding reports. **ACTION: Clerk**

- (ii) New Highways & Footpath Issues. None.

24/06/10.2 Village Hall Committee report. Cllr. Shirt reported that Andrew Critchlow has joined the Village Hall committee. The next committee meeting is on the 19th June.

24/06/10.3 Edale Charities Car Park - Report on income & usage.

- (i) £1,675 taken in May over 4 days by volunteers from the Methodist Chapel.
- (ii) Due to Network Rail removing their machinery from the Station Yard, more spaces are available which has had a positive effect on the takings from the car park. In light of this the Councillors agreed that the charge for exclusive use of the car park should be £400. The Clerk will pass this information on to John Payne, the car park co-ordinator. **ACTION: Clerk**

24/06/10.4 DALC

- (i) Newsletter. Noted.
- (ii) Pre-election period information. Noted. The Clerk will send out information on key dates for voting in the general election on Edalelist. **ACTION: Clerk**

24/06/10.5 Police Reports. The following reports have been received from PC Alex Simpson: 19/5 RTC damage at Crowden Lea, Barber Booth; 27/5 Parking complaint on the main road near to Mill Cottages; 29/5 Assault - child bitten by family dog; 04/6 Harassment between neighbours. Noted.

24/06/10.6 Village Events. None.

24/06/11 Correspondence (circulated). All noted and no further action required unless stated below.

24/06/11.1 DCC Community Newsletters (also posted on Edalelist)

- (i) Community News 7th May
- (ii) Community News 13th May
- (iii) Community News 20th May
- (iv) Community News 28th May

24/06/11.2 Introducing Bakewell and Eyam Community Transport

24/06/11.3 Safety of Lithium-ion Batteries and e-bikes and scooters. The Clerk will write a letter from the PC to Lord Foster in support of this parliamentary bill.

24/06/11.4 Annual Parishes Day - 12th October 2024

24/06/11.5 UKSPF Community Grants

24/06/11.6 Parish & Town Council Liaison Forum: Highways Development Control follow-up meeting

24/06/11.7 Hope Valley Climate Action - May newsletter

24/06/12 Date of next meeting

Regular Meeting of the Parish Council. **Wednesday 10th July at 8pm**

Tracy Whitley, Clerk to Edale Parish Council,

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