

CASTLETON PARISH COUNCIL
NOTICE OF ANNUAL PARISH COUNCIL MEETING: 25th June 2020

Following the Annual Parish Meeting at 6.30pm, to be conducted via "ZOOM", due to COVID-19 Legislation

Dear Councillor,

You are summoned to attend the Annual Parish Council meeting of Castleton Parish Council to be held following the Annual Parish Meeting on Thursday 25th June 2020 in the Village Hall, How Lane, Castleton, for the purposes of transacting the business below:

DShoults

Mrs D. Shoults, 18th June 2020

01/06/20 **New Council:**

A: For the existing Chair of Council to stand down and for a new Chair of the new Council to be elected by the Members present, and for the person duly nominated and elected to make any necessary arrangements for the handing over of the Chain of Office, keys and any appropriate official documents, papers, etc;

B: For the existing Vice-Chair of Council to stand down and for a new Vice-Chair of the new Council to be elected by the Members present.

02/06/20 To consider accepting any apologies for absence.

03/06/20 To record declarations of personal or pecuniary interests from Members as to any items to be discussed and as necessary or appropriate to receive and approve any Members' requests for dispensations on matters in which they have any Disclosable Pecuniary Interests.

06/06/20 **Annual Review of Policies and Documents:**

To review and discuss existing policies and documents and resolve to adopt or amend where and as necessary (at this or in subsequent meetings or via appointment of appropriate Committees:

- i) Standing Orders
- ii) Financial Regulations
- iii) Code of Conduct
- iv) Burial Ground Policy and fees
- v) Equal Opportunity Policy
- vi) Data Protection Policy
- vii) Freedom of Information Policy
- viii) S.137 Policy
- ix) Complaints Procedure

07/06/20 **Annual Review of Inventory of Land, Buildings and Other Assets:**

A: To review and update the Asset Register. To record all property and land owned by the Council and its location, extent, plan, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held.

08/06/20 **Council Ordinary Meetings:**

To confirm that the Council shall continue to hold its Ordinary Meetings in the Castleton Village Hall (or such other place as specified on the Agenda for the appropriate meeting) commencing at 7pm on the last Thursday of every calendar month excepting August and December (*unless this be required to be changed by law or public holiday).

09/06/20 **Reports:**

To receive, consider and discuss:

- A: Chairman's Report
- B: County Councillor's Report;
- C: Borough Councillors' Report;
- D: Police Report.

10/06/20 **Public Participation:** A period of not more than 15 minutes will be allowed for members of the public to speak to the meeting in respect of items upon the Agenda (in accordance with Standing Orders).

11/06/20 **Correspondence & DALC Circulars:**
To note various correspondence received and emailed to Councillors.

12/06/20 **Finance:**
A: To note the Council's monetary assets in the following accounts:
i) National Westminster Bank Current Account
ii) National Savings Investment Account

	Current Account	NS&I
Balance brought forward 01/04/20	11,355.41	24,673.44
Total Income	10,056.00	0.00
Total Expenditure	6,978.80	2819.00
Balance	14,432.61	21,854.44
Last Statement Balance 15/06/20	14,432.61	21,854.44
Less un-presented cheques	10.00	0.00
Less this month's payments	0.00	0.00
Add uncleared deposits	10.00	0.00
Available Balance 25/05/20	14,432.61	21,854.44

B: To approve and instruct the payment by cheque of presented invoiced items including the following:
i) The Happy Tree Co (Hope Valley) Ltd – work on Market Place Tree - £900.00
ii) Clerk's salary, use of home allowance, expenses - £394.50
iii) D Shoults – reimbursement for: Microsoft 365 Personal year 2 of 3-year contract - £59.99;
Kaspersky Internet Security, 2 years to June 2022 - £27.49;
Return Special delivery accounts to Internal Auditor - £22.00.
Total - £109.48
iv) J. S. Marriott & Co – Internal Audit 2019-20 - £90.00

C: To note income and receipts of the Council.
i) Anonymous donation for Peveril Post - £20.00
ii) Anonymous donation for Peveril Post - £10.00

D: For the Chair of the meeting to agree and sign the latest current account bank statement and RFO's bank reconciliation.

E: To consider and sign Section 1 of the Annual Governance and Accountability Return Part 3 – Annual Governance Statement 2019/20.

F: To consider and sign Section 2 of the Annual Governance and Accountability Return Part 3 – Accounting Statements 2019/20.

13/06/20 **Planning:**
A: To discuss, consider and instruct reporting of the Council's views on applications received and available to view on www.peakdistrict.gov.uk including:
i) NP/HPK/0420/0307 – A restoration scheme for the Great Ridge, Castleton. Comprising the laying of flagstones, pitching and aggregate, along with associated ground preparation, drainage management and landscaping.

B: To note planning decisions as notified by Peak District National Park Authority.

14/06/20 **Items arising from Annual Parish Meeting:**
To consider, discuss and as appropriate resolve to instruct or take further action upon any items raised or

brought to the Council's attention at the Annual Parish Meeting held immediately prior to this Council meeting.

15/06/20 **Council Matters:**

A: To receive report from Playing Fields Committee.

B: To receive update from Cllr. Darlington regarding interim management of Council grassed areas of the village and the Burial Ground, after resignation of Grounds Maintenance Contractor.

C: To discuss and consider revision to Grounds Maintenance Contract, prior to re-advertising for tenders, to separate into 1. Burial Ground 2. Parish Council grassed areas.

D: To discuss traffic calming/shared road space proposal submitted by a resident, with reference to possible Covid-19-specific Government and DCC funding.

E: To consider and discuss compliance, including action required due to upcoming website accessibility regulations.

F: To consider the request for an upright memorial stone in the Burial Ground, same dimensions, and similar to an existing headstone.

G: To discuss progress in election of new Councillor.

16/06/20 **Condition of Village:**

A: To receive an update on the work to be carried out under the Rights of Way Minor Maintenance Agreement.

B: To design of potential signs to discourage littering.

C: To note and discuss as necessary any issues which merit the Council's attention and to consider any appropriate forward action.

17/06/20 **Items for Peveril Post/Parish Magazine:**

To note any items, requests or points of interest which are appropriate for inclusion in the next issues.

The date of the next Meeting of the Council will be on Thursday 30th July in the Village Hall, Castleton, at 7pm, or via ZOOM, if Covid-19 restrictions still in place.

Mrs D.Shoults, Clerk to Castleton Parish Council

E-Mail: clerk@pcpc.org.uk; Tel/Txt: 07803 966881