

**CASTLETON PARISH COUNCIL - MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD
on 25th June 2020, via ZOOM, due to Covid-19 Regulations**

These Minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Council at its meeting on 30th July 2020..

Signed Chair of meeting

Present: Cllr. N. Topping (Chair), Cllr. B. Moorhouse, Cllr. A. Darlington, Cllr. N. Spooner.

(Also in attendance were HPBC Cllr. C. Farrell, HPBC J. Collins, DCC Cllr. J Perkins, the Clerk, Mrs D. Shoults and 1 resident)

Meeting commenced 7.04pm.

The order of the meeting was changed to allow reports and public participation to take place first.

02/06/20 Apologies were received from Cllr. N. Garrow.

09/06/20

Reports:

A: Chairman's Report – covered in Annual Report, APM.

B: DCC Cllr. Perkins reported that most of the County's public toilets are reopened, Castleton and Hope possibly by end July, citing delays caused by problems including risk assessing. He reminded the meeting that some pubs and cafes are soon to open, and that they have their own toilets. Cllr. Topping mentioned the Council had offered to pay for a cleaner if necessary but had heard nothing. HPBC Collins will follow up our email to HPBC.

DCC Cllr. Perkins reported that over 10,000 potholes were filled in, in Derbyshire, in May alone.

Councillors discussed the increase in number, noise and speed of motorcycles, post-lockdown. Cllr.

Perkins commented that towns including Buxton and Matlock are still busy with motorcycles.

C: Following the recent major fire at Bamford Edge, HPBC Cllr. Farrell has asked HPBC to consider a Public Space Protection Order. They are working with PDNPA to put this in place, which may take until next year.

Cllr. Farrell raised a previous issue of reinstating a shelter outside the Visitor Centre, and has not forgotten about this, though an email from the PDNPA's Chief Exec. explained current financial constraints.

HPBC Cllr. Collins forewarned Councillors that central Government are soon to pass legislation to allow licences for pavement seating for catering organisations, and that any objections would have to be raised quickly.

D: No one from the Police was present.

10/06/20

Public Participation

From a report previously circulated to Councillors, a resident summarised a proposal to encourage walking and cycling as means of transport, sharing of road space and traffic calming. Proposed measures included a 20mph speed limit through the village, appropriate road markings, and a road surface to reduce friction and noise. The Government have set aside a specific fund, for the Covid-19 response to the Traffic Management Act 2004. Cllr. Spooner indicated he would be happy to speak to the resident.

Cllrs. Farrell, Perkins, and the resident left the meeting.

01/06/20

New Council:

A: Cllr. Topping stood down as Chair. He was re-nominated, agreed to take on the Office and was duly voted in (Prop. BM, 2nd AD, unan.). (The Clerk has recently been given the Chain of Office for safe-keeping and will hand over to Cllr. Topping as soon as necessary).

B: Cllr. Garrow stood down as Vice-Chair. Cllr. Moorhouse was nominated for Vice Chair, agreed to take on the Office and was duly voted in (Prop. NT, 2nd NS, unan.).

03/06/20

No declarations of personal or pecuniary interests or requests for dispensations were received from Members as to any items to be discussed.

Cllr. Collins left the meeting.

04/06/20

Annual Review of Policies and Documents

Following a discussion, it was agreed to adopt the following policies and to review them again in 12 months or sooner where necessary under GDPR:

- i) Standing Orders
- ii) Financial Regulations
- iii) Code of Conduct
- iv) Burial Ground Policy and fees *with a change in rules “to be constructed of Natural Gritstone, Limestone or Marble (Light, dark or black).
- v) Equal Opportunity Policy
- vii) Freedom of Information Policy
- ix) Complaints Procedure
- x) Risk Assessment
(prop NT, 2nd BM)

viii) S137 Policy (prop BM, 2nd AD) (Clerk to resend copy to Cllr. Topping)

vi) Data Protection Policy – Resolved to update to 2018 Act.

Resolved to add Privacy Policy and Records Retention, previously circulated to the Councillors, to the list for future review.

07/06/20

Annual Review of Inventory of Land, Buildings and Other Assets

Resolved review the Asset List at the next meeting, with the Clerk to seek advice re depreciation.

08/06/20

Council Ordinary Meetings

Resolved the Council shall continue to hold its Ordinary Meetings in 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) (prop BM, 2nd NS, unan)

Cllr. Darlington advised that, due to current Covid-19 legislation, meetings in person are unlikely to be permitted soon.

11/06/20

Correspondence and DALC Circulars

Resolved to note the correspondence that has been received and circulated, including ongoing updates to the rapidly changing Covid-19 legislations.

Cllr. Topping reminded the meeting that a volunteer Environmental Champion is still required, to represent Castleton within the wider Hope Valley. Cllr. Spooner will approach HPBC Cllr. Collins for initial guidance and information.

12/06/20

Finance:

A: The Councils monetary assets were noted, and are as follows:

	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 25/06/20	14,432.61	21,854.44

B: Payment by cheque of the following invoiced items were approved (Prop. BM, 2nd AD, unan.):

- 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 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: The following income and receipts of the Council were noted:

- i) Anonymous donation for Peveril Post - £20.00
ii) Anonymous donation for Peveril Post - £10.00

D: The Chair of the meeting examined and approved the bank reconciliations and latest current account statement and will sign June 26th on collection from the Clerk.

E and F: Sections 1 and 2 of the Annual Governance and Accountability Return Part 3, of the Annual Governance Statement 2019/20 were considered and agreed, already signed by the Clerk. The Chair will sign June 26th on collection from the Clerk.

13/06/20

Planning:

A: The following applications were discussed and the clerk instructed to report the Council's views to PDNPA:-

- 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.

The Councillors noted this is a revised application, with recent supporting statements.
Resolved to comment with no objections.

B: Resolved to note there were no planning decisions as notified by PDNPA.

14/06/20

Items arising from Annual Parish Meeting: There were no further items to discuss.

15/06/20

Council Matters:

A: The Playing Fields Committee thanked the Council for the purchase of the mower, which is already successfully in use.

The Committee plan to plant fruit trees in a collaboration with the Village School.

Attempts to remove moles from the fields have been thwarted by theft of mole traps.

The Committee are interested in holding a "Post-Covid Celebration" event on the field, but only as guidance allows.

There followed a discussion on the provision of allotments, as the Playing Fields Committee have received a request for such and are collecting numbers of interested residents.

B: Cllr. Darlington updated the Council on the interim management of the Council grassed areas, after the contractor resigned. Valley Landscapes have stepped in to maintain the Burial Ground, Gail and Peter Johnson will maintain all other areas until the tender is re-advertised. Both sets of insurance have been obtained.

C: Cllr. Topping thanked Cllr. Darlington for her work in this, and in drafting a modified invitation to tender, with options to separate the Burial Ground from the other grassed areas. He advised that the Playing Fields are happy to store the Council's Grounds mower until required.

D: The traffic calming proposal (10/06/20) was discussed. Cllrs. Spooner and Darlington agreed to look further into the proposals.

E: Potential difficulties with upcoming compliance regulations were noted. The Clerk will resend guidance to Cllr. Topping.

F: Resolved to agree to the request for an upright memorial stone in the cremation part of the Burial Ground, same dimensions, and similar size to an existing headstone. Clerk to confirm with Nouch.

G: The Senior Elections Officer will write with further instructions, once the public advertisement period for the election of a new Councillor is over. All applications go directly to the Elections Office.

16/06/20

Condition of Village:

A: The Clerk has sent off the form, with an estimate for the work to be done under the ROW Minor Maintenance Grant.

B: Following a discussion, the Councillors resolved to postpone decision on signage to discourage littering, to review once the litter pickers have resumed, and the pubs reopened.
C: Cllr. Moorhouse advised that he is seeking an alternative contractor to supply the new noticeboard.

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

Cllr. Topping will select items for the Peveril Post once the minutes are completed.

MEETING CLOSED 9.04pm.

The next Meeting of the Council will be on Thursday 30th July 2020 in the Village Hall, Castleton, at 7pm, or via ZOOM if Covid-19 restrictions still in place..