

**Kniveton Parish Council**  
**Minutes of the Parish Council Meeting, held remotely by Cisco WebEx**  
**on Tuesday 9 March 2021 at 7pm**

Present: Chairman: H. Nelson  
Councillors: R Barnett, J Bradbury, R Savidge and K Simmons  
Apologies: Councillors: G Bates  
Also, in Attendance: Kath Gruber (Parish Clerk)  
1 member of the public

**NON-CONFIDENTIAL INFORMATION**

**FC/0321/01 Apologies for Absence**

- Apologies were received and accepted from Councillor Bates.
- It was noted that Councillor Savidge was attending School Governors meeting and would attend later, if possible.

**FC/0321/02 Variation of Order of Business**

None

**FC/0321/03 Declaration of Members Interest**

Councillor Barnett – Highways Matters

**FC/0321/04 Public Speaking**

Nancy Bradbury

Informed the Council that she had cleaned the bus shelter and emptied the bins.

**FC/0321/05 Exclusion of the Public**

None

**FC/0321/06 Minutes of the Parish Council Meetings**

**Resolved:** that the minutes of the Parish Council meeting held on 12 January 2021 were confirmed as a correct record under the provisions for approval and will be signed by the Chair

**FC/0321/07 Website Accessibility**

The Council reviewed the report prepared by the Clerk and **Resolved:**

- a) Agenda and Minutes posted on website from April 2021 to be fully compliant.
- b) All Council policies to be reconfigured throughout the year in order to be fully compliant and any additional time worked by the Clerk will be paid.
- c) All new documents posted on website from April to be pdf/a
- d) Documents on website dated prior to April 2021 will not reconfigured as this would be a disordinate burden.
- e) The Council will not use video or audio on the website.
- f) Council to be selective on the information posted on the website with Clerk having delegated approval to decide what is posted,
- g) Accessibility Statement reflects above decisions.

**FC/0321/08 Village Environment**

**Traffic**

Signed \_\_\_\_\_ Dated 27 April 2021

- a) The Council reviewed the draft Terms of Reference (ToR) for the Working Group and **Resolved:**
  - to update ToR to reflect Councillor comments.
  - Councillor Savidge to arrange first meeting to take place in April 2021.
- b) The Council reviewed the 20s Plenty for Derbyshire campaign and **Resolved:** to delegate any action on this to the Working Group.
- c) The Council noted that the Community Speed Watch scheme was still on hold and **Resolved:** to continue to seek volunteers from the village.

Councillor Bradbury joined the meeting at 7.25pm

Councillor Savidge joined the meeting at 7.30pm

### **FC/0321/09 Future Meetings**

The Council noted that the regulations allowing remote meetings expire on 7 May 2021. The Council considered the Clerk's report on preparing for the return of face-to face meetings and **Resolved:** to:

- Hold the Annual Parish Meeting and Annual Meeting of the Council Tuesday 27 April 2021
- Delegate to the Chair, Councillor Simmons, and the Clerk responsibility to:
  - Review the scheme of delegation to Clerk to make certain decisions for the council.
  - Liaise with the village hall on their arrangements.
  - Build in public engagement through online tools.
  - Conduct risk assessment to identify what the council can do to reduce risk to councillors, staff and public.
  - Use the scheme of delegation as an aid to ensure face to face meetings kept as short as possible.

### **FC/0321/10 Derbyshire Association of Local Councils**

The Council noted the contents of the January and February 2021 circulars.

### **FC/0321/11 Consultations**

The Council noted the Derbyshire Dales consultation on alcohol, entertainment, and licensing policy.

### **FC/0321/12 Report of the Clerk**

#### **1 Action Plan**

The Council noted the updated report, progress and matters arising from the last meeting.

#### **2 General Correspondence**

The Council noted the general correspondence.

#### **3 Shared Drive**

The Council noted the Clerk's recommendation to use Dropbox to mitigate the risk of all documents being available only via the Clerk's laptop.

Councillors reported that it had worked well for sharing agenda documents.

### **FC/0321/13 Village Planters**

Signed \_\_\_\_\_ Dated 27 April 2021

The Council reviewed the quote from Plantscape for village planters in 2021/21 and **Resolved:** to accept it.

#### **FC/0321/13 Highways and Footpaths**

a) Warden/Contractor

The Council reviewed the job role and contract and **Resolved:** to contract Stuart Ford for 10 days between May and October at a rate of £200 per day. There would be an option of additional days should there be suitable projects.

b) Footpath Maintenance

The Council discussed the possibility of putting a handrail on a village footpath with steps and **Resolved:** to investigate options with DCC.

c) Stiles

Councillor Nelson raised the problems with faulty stiles, and it was **Resolved:** to report to DCC and to seek landowner permission for Warden Contractor to repair

d) Potholes

The Council noted that there are continued problems with the number of potholes in the village which had been reported to DCC.

#### **FC/0321/14 Finance**

a) **Payment of invoices**

The Council considered the monthly payments as attached at Schedule 1 and **Resolved:** to approve the payments.

b) **Accounting Schedule**

The Council reviewed and approved the payments and receipts report for the period 1/4/20 to 28/2/2021.

c) **Bank Balances at 28/2/2021**

The Council noted and approved the balances.

d) **Bank Reconciliation**

The Council reviewed and approved the bank reconciliation to 28/2/21.

#### **FC/0321/15 Climate Change**

Councillor Barnett advised that she continues to represent Kniveton in working with Ashbourne Town Council on the Climate Change action plan and the Council **Resolved:** to adopt the action plan.

#### **FC/0321/16 Planning Applications**

The Council considered the planning applications and **Resolved:** to make no objections.

#### **FC/0321/17 Council Policies**

The Council reviewed the revised S137 Grant Policy, new Code of Conduct, Financial Regulations and Policy Review Checklist. It was **Resolved** to:

a) approve and adopt the S137 Grant Policy from 1/4/2021

b) approve and adopt the Code of Conduct and Financial Regulations with immediate effect.

c) review the best practice recommendations in the Code of Conduct at a future meeting.

Signed \_\_\_\_\_ Dated 27 April 2021

- d) to review all policies during the year as determined in the review checklist.

### **FC/0321/18 Items for information only**

#### Reports from outside bodies

None

#### Other items for information only

- Councillor Nelson thanked Nancy Bradbury for clearing the bus shelter and emptying the bins and advised that the warden contractor would be asked to do this between May and October.
- The Clerk to establish who is the new Councillor representing Kniveton at Derbyshire Dales District Council.

#### Items for inclusion on next agenda

- Climate Change – standing agenda item.
- Litter
- Proposals for safe return to face to face meetings

### **FC/0321/19 Date and Time of Next meeting**

**Resolved:** that the next meeting of the Parish Council will take place, remotely, immediately following the Annual Parish and Annual meetings on Tuesday 27 April 2021. The first meeting will start at 7pm

### **CONFIDENTIAL INFORMATION**

None

The meeting closed at 21.00pm

### **Schedule 1**

Description	Payee	Net	Vat	Gross
Feb/March Wages	Clerk	£322.12		£322.12
PAYE	HMRC	£80.40		£80.40
Domain & Emails	Cloud Next	£149.99	£29.99	£179.98
Salary	Kath Gruber	£40.45		£40.45
<b>Totals</b>		<b>£592.96</b>	<b>£29.99</b>	<b>£622.95</b>

Signed \_\_\_\_\_ Dated 27 April 2021