

HOLLINGTON PARISH COUNCIL

Minutes of Ordinary Meeting

Held on: Monday 21st August 2023 at 7:30 pm

At: The Red Lion Public House, Hollington DE6 3HA

Present: Cllr Chris Ward (Chair), Cllr Paul Merkens, Cllr Malcolm Feltwell,
Peter Bambury (Locum Clerk)

There were no public attendees

1. Apologies for Absence

Cllr Fiona Jordan

2. Declaration of Interests

None

3. Approval of previous minutes

The minutes of the meeting held on 19th June 2023 were approved.

4. Matters arising from previous meeting

None

5. Ongoing Matters

(a) Co-option of Councillors

Cllr Jordan's report noted.

(b) Roads Signage

Cllrs Ward and Jordan have physically trimmed back vegetation around certain signs. Cllr Feltwell to undertake further inspection. Matter to be considered further at next meeting. Action: Cllr Feltwell

(c) Mobile speed indicators

Cllr Ward continuing to source contractors. Matter to be considered further at next meeting. Action: Cllr Ward

(d) Clerk contract of employment and payroll arrangements

The Clerk presented a draft contract of employment which had originated from a DALC template. This had been modified to suit the current application. Various amendments were agreed and the Clerk will redraft for signing by himself and the Chair. This will serve as the formal Contract of Employment between the Council and the Clerk.

It was agreed that the payroll would operate on a monthly basis as provided for in the contract. Claims for other expenses would be bi-monthly to coincide with meetings of the Parish Council. The Clerk to arrange with the Council's payroll accountants, Libra. Action: Clerk

6. Litter pick

It was agreed that the next litter pick will be Saturday 21st October.

Cllr Feltwell agreed to make A3 posters for display on the village telephone box. Notice also to be given on the Community Whatsapp group. Cllr Feltwell to provide an A4 version for display on Cllr Ward's house and also to email a copy to the Clerk for inclusion on the Council's website. Action: Cllr Feltwell

The Clerk to upload notice of event on website. Action: Clerk

Cllr Ward to determine contact at Derbyshire Dales District Council for provision of litter pick sticks and collection bags. Action: Cllr Ward

7. Biodiversity audit and Nature action planning

Deferred until next meeting.

8. Website

The Council's website had previously been identified as not being compliant in respect of the legal requirements for accessibility. The website was also difficult and not user friendly to manage and the Council paid an annual fee for its maintenance. The Clerk had obtained a quotation from the web designer Jill Studholme, who currently manages the site for the Council, to upgrade the site for compliance. The quotation received for the work was £350.

The Clerk advised that he had sourced a national website provider who supplied the UKLC website to many Parish Councils across the country and that he had received a quotation of £250 for initiation of the site, set up and training, with annual support and licence fees of £250 per annum. The UKLC site would be a better option in terms of presentation and management and would also be fully compliant with the legal requirements.

Following concern that the Home page photograph on the current website is not properly representative of the village, Cllr Jordan had taken several photographs of

locations around the village. These were presented to the meeting for consideration. It appeared however that there was no facility provided on the website for the Council to upload an alternative photograph itself.

It was agreed to defer consideration of website provision and consideration of the Home page photograph on the current site until the next meeting.

It was agreed that the Clerk would write to Jill Stuholme to advise that no decision had yet been taken on her quotation. The Clerk will also provide sample links to Councillors for Parish Council sites that currently use the UKLC site. Action: Clerk

9. Village Noticeboard

On two recent occasions, notifications of forthcoming social events that had been placed on the noticeboard had been removed by an unknown person or persons. This was a concern as there appeared to be no good reason for this. The need to balance public access to the noticeboard whilst at the same time ensuring security was discussed and it was agreed that Cllr Merkens would install a lock on the noticeboard, with keys held by Parish Councillors. A notice would be displayed giving details of the names and contact numbers of Councillors so that requests for access could be properly monitored. Action: Cllr Merkens

10. Finance

- (a) The Council's future banking arrangements were discussed and it was agreed that the existing accounts with Barclays would be closed and new accounts, including an online banking facility, would be applied for with Lloyds. The following was agreed:
 - (i) Cllr Ward to proceed with closing the Council's Barclays bank accounts and acquire the release of outstanding credit balances. Action: Cllr Ward
 - (ii) The Clerk will initiate an application to Lloyds for a current account and an appropriate funds account, with an online banking facility included. Signatories will be all Parish Councillors and the Clerk. Action: Clerk
- (b) The following payments were approved. Cllr Merkens will obtain second authorised signatures to cheques by former Parish Councillor Chris Roome and will then send out. Action: Cllr Merkens
 - (i) £85.00 Jill Studholme - annual web services charge
 - (ii) £114.00 Libra Business Essentials - 6 monthly payroll charge
 - (iii) £71.94 J. Merkens - change of payee for previously approved payment
- (c) The Clerk reported that he is currently unable to provide finance reports to the Parish Council as, following the handover of responsibilities from the previous Clerk, he is not yet in possession of the relevant financial details.

11. Planning

Building work at Land opposite Hallcroft Farm, Shirley Lane, Hollington was considered.

Agreed that no action to be taken.

12. Other matters

An email had been received from Longford Parish Council advising that a tree survey had been carried out that had identified certain work that needed to be done to trees in the closed churchyard at Longford. The work involved was still being fully evaluated but the purpose of the email was to give advance notice that an invitation would be forthcoming for this Parish Council to make a contribution towards the costs.

It was agreed that no payment could be authorised until information was received giving the precise location of the necessary work together with a statement of the exact amount that Hollington was being asked to contribute. The Clerk was asked to reply to the email making this point. Action: Clerk

13. Date of next meeting

To be held at 7:30pm Monday 23rd October 2023 at The Red Lion PH, Main Street, Hollington.

The meeting closed at 9:05 pm