

**KIRK LANGLEY PARISH COUNCIL MEETING  
MINUTES OF THE MEETING IN THE VILLAGE HALL  
TUESDAY 7<sup>th</sup> DECEMBER 2021**

**100.12/2021 PRESENT**

Councillors L Baker (Chair), H Leonard (Vice- Chair), D Cartledge, P Isherwood, G Penny and B Whittaker Borough Cllr J Orton  
Parish Clerk – M Matthews

**101.12/2021 APOLOGIES:** There were no apologies.

**102.12/2021 DECLARATION OF INTEREST:** None

**103.12/2021 PUBLIC PARTICIPATION:** One member of the public was present. He commented on the builder's rubbish on the pavement outside the cottages on the main road, the considerable amount of leaf litter in the same area and the missing bench on the GBB Field which was used by many to watch the cricket and football matches. He was thanked for bringing these things to the Cllrs attention.

**104.12/2021 REPORTS FROM COUNTY AND BOROUGH COUNCILLORS:**

County Cllr D Taylor was not present and had not forwarded a report.

Borough Cllr J Orton had nothing to tell us but asked about the following:

- a) Planning application on Poyser Lane – the Clerk had spoken to the Planning Officer and they were still waiting for one or two reports. It would not be determined before Christmas. Excessive workloads, multiple applications and staff shortages were also slowing down determinations. In addition she said that two reports were very much against any development. She further added she was well aware of our Neighbourhood Plan and its contents.
- b) Pedestrian Crossing – the Clerk had received an email from Alison Richards at DCC stating that there would be no pedestrian crossing as it did not materialise as a condition in the consent and instead an amount was included in the S106 agreement. Instead the parish could discuss suitable locations for the installation of tactile crossing points. This caused considerable concern and it was **resolved** to pursue this. Cllr BW is to look formulate a response to be circulated and agreed by Cllrs. The Clerk is to inform The Planning Officer and the former owner of the land of the judgement, as well as forwarding a copy of the letter to B Cllr JO for her to act on it and the School Governors for information.

B Cllr JO left the meeting

**105.12/2021 CONFIRMATION OF THE MINUTES OF THE LAST MEETING:**

The minutes of the last meeting on Tuesday 26<sup>th</sup> October 2021 were approved and signed.

## 106.12/2021 MATTERS ARISING

- a) S106 Money – see above
- b) A response had been received from an addressee and responded to asking for further information regarding the overgrown hedge between The Lawns and the Blue Bell. Nothing further had been heard or done.
- c) Details had been forwarded to DCC regarding the use of money donated by C Cllr DT from his Jubilee Fund. KLPC had been granted £300 towards the Jubilee celebrations.
- d) Peveril Homes (Tom Broster) stated he had not requested a meeting with Cllrs regarding Phase 4. If Cllrs wanted one they should ask.
- e) Poppies had been delivered by Mr Clarke.
- f) The defective anti-skid surface at the end of Moor Lane had been reported to DCC (F865157) but no repairs undertaken to date.
- g) A response had been received from BHIB regarding Insurance in relation to volunteers carrying out tasks around the village on Parish Council owned land or property. Volunteers can carry out less hazardous tasks like path maintenance, grass-cutting or litter picking with non-powered tools, other than lawn mowers or strimmers, when stout footwear must be worn including safety goggles when using strimmers. It would be the Council's responsibility to ensure volunteers have the correct safety equipment. Any tools to be used should be inspected by the Council and deemed to be in good working order. All other works should be undertaken by contractors who have their own Public Liability Insurance with a Limit of Indemnity not less than £10,000,000. A Councillor would not have to be present but clear instructions must be provided. A Risk Assessment must be carried out to enable them to complete any task on Council property. This was discussed by Cllrs and will be relayed to the Task Force by LB/HL/BW accordingly.
- h) As a result of the above advice a quote was requested from Fox Grounds Maintenance for the annual tidy up of Mapple Well. It was **resolved** to accept the quote for £115.00 + VAT.
- i) Lighting from Blue Bell car park – the position of the lights had changed thus reducing the problem so it was **resolved** to wait and monitor.
- j) Basic documents have been uploaded to the new website and the old one has been closed. There is still further work to complete on the new website - especially related to links with AVBC and DCC.
- k) Updates on F811609 (broken footpath post on Church Lane) and F822767 (Replacement of stiles with gates) had been recently asked for but not received. It was **resolved** to ask the Task Force to make a temporary repair to the Church Lane footpath signpost. It was noted that other footpath signposts had fallen into disrepair e.g. end of Poyser Lane, The Green for Petty Close Farm and it was **resolved** to report these to DCC.

## 107.12/2021 CORRESPONDENCE

- a) E-on have informed KLPC of a price increase for the electricity supplied to the phone boxes; from 25.40 per kWh to 33.80 per kWh.
- b) The following Cllrs wish to have their addresses redacted from their Members' Interests Forms – DC
- c) From 22.11.21 DCC will now charge £100 for the process of granting licenses for putting signs, planters etc adjacent to the public highway.
- d) Advice from HSBC had been received on an alternative way to log in to online business banking
- e) Mr Benfield informed the Council that the key for the Hall would no longer be available from Gordon. Following his request it was **resolved** to ask Ben to consider the following facilities at the hall – allowing the PC to have their own key, installing Wi-fi access and improving the part of the hall access from the road to the paving stones to remove the muddy section. The latter may well require planning permission especially as it is in the Conservation Area of the village.
- f) DCC informed the Council of an updated Minerals Local Plan to last until 2038.
- g) Lady Chichester had discussed our request with her Trustees regarding Mapple Well and they were willing to give us a long-term lease at a peppercorn rent of £1 per annum. It was **resolved** that the Clerk should speak to her agent about what this may involve.
- h) AVBC requested information about a beacon we may wish to light to celebrate the Queen's Platinum Jubilee. It was **resolved** to ask Godfrey Meynell if he was thinking of lighting a beacon on his land on the corner of Flagshaw Lane and Lodge Lane, as had previously been done.
- i) AVBC Playing Pitch Strategy had been completed by the Clerk before its deadline date of 3.12.21.
- j) Relevant Derbyshire Alerts had been forwarded to the Cllrs.

The member of the public left the meeting.

## 108.12/2021 PLANNING MATTERS

### a, Applications

#### TRE/2021/1104 4 Church Lane – Diocese of Derby

Various tree works

### b, Decisions

#### AVA/2021/1103 6 Poles Rd Mr & Mrs P Ascott

**PERMITTED**

Construction of single storey rear extension and attached store. Alteration and widening to existing driveway access. New hard surfacing to front driveway. New timber cladding to parts of all elevations and rear landscaping

#### AVA/2021/0765 Land adjacent to Christmas Cottage Mr Thompson

**REFUSED**

Outline Planning Permission sought for the principle of constructing a new dwelling with all matters reserved

**c, General – None**

**109.12/2021 FINANCE AND ADMINISTRATIVE MATTERS**

a) Accounts for Payment

<b>Expenditure</b>		<b>Less Vat</b>	<b>Vat</b>	<b>Total</b>
Soft Surfaces	New hopscotch & repairs	£1,600.00	£320.00	£1,920.00
Miss L Baker	Cable ties & items for Field Day	£ 16.48	0	£ 16.48
Fox Grounds Main	October Mowing	£ 66.90	£ 13.38	£ 80.28
Plaswood	5 Benches & fixings	£1,904.00	£380.80	£2,284.80
M P Matthews	Wages – 2 mths	Confidential		
M P Matthews	Expenses	£	£ 3.32	£ 48.20
<b>Transfer</b>				
From Earmarked Account	For Playground Repairs minus the Vat			£1,815.00

- b) It was **resolved** to formulate a Reserves Policy with a reserve which amounts to 60% of the annual Precept figure. It was **resolved** to review this policy annually.
- c) It was **resolved** that £665 could be used from Reserves to formulate a balanced budget for 2022/23.
- d) It was **resolved** to adopt the draft budget for 2022/23 of £9,790 with a 10% increase in the Precept and £665 from General Reserves to balance the Budget.
- e) Cllrs DC and BW signed the Dispensation Form.
- f) Data Protection – Cllrs BW/DC signed Data Protection forms.
- g) It was **resolved** to adopt the proposed meeting dates for 2022.
- h) New Website – it was **resolved** to adopt a Procedure, drawn up by the Chair, to show who had editorial rights. It was further resolved that links to DCC and AVBC could be completed but that local links should be emailed to Cllrs who have 48 hrs to object; if nothing is heard back then the local link would be uploaded. Cllr BW had noted some snagging errors which she would forward to the Clerk. Thanks were given to Cllr LB for drawing up the clear procedure.(Appendix 1)
- i) Clerk's resignation – Confidential item.
- j) Health and Safety Policy – it was **resolved** to adopt a further amendment from Cllr HL.

- k) Risk Assessment and Management Policy– it was noted that former Cllr DB's name had been removed from this. It was **resolved** to adopt the changes as proposed by Cllr HL and for it to be uploaded to the new website immediately.
- l) It was **resolved** to defer the following policies until the new Clerk was in post - Training, Staff Absence and Disciplinary and Grievance. Advice taken on the latter (from DALC) is needed to be rewritten to fit the number of Cllrs available, or Cllrs from another Parish could be approached to sit on a panel but they would have no voting rights, only advisory and finally the entire policy could be written from scratch but it must meet the legal requirements.

### **110.12/2021 PARISH MATTERS**

- a) Benches – it was **resolved** to purchase a further bench that matched the five already purchased to replace the one that had been scrapped by accident.
- b) Rights of Way Minor Maintenance Agreement – it was **resolved** to draw up a list of possible places where stone would protect what are now muddy footpaths, to be forwarded to Cllr BW by 14.12.12. Cllr BW would circulate from the DCC website the list of what could be done with this money immediately.
- c) Cllr BW had circulated some proposals on what to do with the Grit Bin near The Green. It was **resolved** that she would write to the local residents asking whether they wished the bin to be moved nearer the bend by the cottages or were happy to leave it where it is.
- d) Cllrs HL and LB had attended the online Social Media Course lead by a lady from Ripley Council.
- e) It was noted that the Cricket Club had been informed last June that the GBB field would not be available of the weekend on the Queen's Jubilee. However it was **resolved** that they could use it for League matches on the Saturday but not for the Cup match on the Sunday. If they were unable to do this the band booked in would have to be approached to see if they could move to the Friday before.
- f) The Volunteer Task Force is now in place and Cllr LB had drawn up guidelines for them which they have approved (see Appendix 2). Cllr LB stressed that the Task Force is not a vehicle of KLPC but a group of volunteers. They have a Whats App group and they are asked to report back what they have done with a few photos which could go on the website. Cllrs HL, BW and LB are not intending to be full active members.

If volunteers are to work on Council property they must ask permission first.

- g) The Christmas tree is going up on December 9<sup>th</sup> with decorating taking place on December 11<sup>th</sup>. It was resolved to ask Messers Peck, Benfield, Naylor and Ambler if they would like to help as in previous years. If they can't the Task Force would be approached to do it.
- h) Potholes – it was **resolved** to report the following  
Moor Lane – 3 potholes near Long Lane junction, round the corner towards the Blue Bell and by the pub car park  
Moor Lane opposite the school where the road edge is breaking up along with a pothole  
The Green on its junction with Long lane where the road edge has crumbled.
- i) Cllr GP asked what progress had been made on the Welcome letter for new residents. Cllr LB said it was ready to deliver which the Clerk agreed to do. It was **resolved** to put it on the website also.
- j) It was **resolved** that Cllr LB would organise the replacement lights that were no longer working in the telephone kiosk on Langley Common. They are a 215v system in series.
- k) Based on the questions raised by the member of the public – it was noted that the builder's rubbish was now in a skip awaiting collection, a street sweep would be ordered and a replacement bench would be ordered.
- l) Clerk's Recruitment – Confidential Item

#### **111.12/2021 DALC CIRCULARS:**

- a) NALC - Civility and Respect project
- b) Part-time job advert for a trainer for DALC
- c) Information on Wild flower planting
- d) Police & Parish/Town Council Liaison Zoom Meeting – 8.12.12 at 2.30pm
- e) November Newsletter
- f) December Newsletter

#### **112.12/2021 AOB**

Cllr GP announced that he had forwarded his letter of resignation to the Chair and that his last meeting would be in the January.

#### **ITEMS FOR THE NEXT AGENDA**

- a) Clerk's Recruitment
- b) Pedestrian Crossing
- c) Queen's Jubilee
- d) Training, Staff Absence and Disciplinary and Grievance

- e) Bench
- f) Replacement Councillor

**113.12/2021 DATE OF NEXT MEETING:** January 18<sup>th</sup> 2022 at 7.00pm

**There being no further business the meeting was declared closed at 10.05pm**

**Chair: .....**

**January 18<sup>th</sup> 2022**

## Appendix 1

### Website Maintenance – Procedure – November 2021 – **DRAFT (LB)**

section	Sub-Section	Content required?	Person (s) responsible	notes
About	The Council	Pre-populated		
	Councillors	When new Cllrs start	Clerk to upload	Cllr to write pen-portrait.
	Council Meetings	Dates added once agreed by Council	Clerk	Links to calendar
	Access to information	Pre-populated		
	Contact Us	Content added when building website	Clerk	Form – existing part of website-package
	Documents	ongoing	Clerk	Standardised naming of files added to the Document Management System (DMS) agreed during website-building (MM/HL/LB)
	Policies	ongoing	Clerk	
	Agendas & Minutes	ongoing	Clerk	
	Finance	ongoing	Clerk/RFO	
	Parish Allotments	Content added when building website (MM/LB/HL)		
Community	What's On	Pre-populated		
	Directory	ongoing	Clerk & Cllrs	Cllrs should send email to all if they have suggestions
	Conservation Area	Content added when building website	Clerk & Cllrs	(LB with info from BW/HL using NDP doc.)
	Crime Prevention	Page under construction	Clerk & Cllrs	Awaiting outcome of discussions with PCSO / Neighbourhood Watch



	Defibrillators	Content added when building website	Clerk & Cllrs	(LB with info from organisers)
Planning	Planning Applications	Pre-populated		Pre-populated by web-provider
	Neighbourhood Plan	Content added when building website (LB/BW)	Clerk & Cllrs	If a Cllr wishes to edit, please email out to all with suggestions/reasoning
A-Z of Services	Council services by Kirk Langley Parish Council.	Services from DCC / AVBC pre-populated. KLPC services - ongoing	Clerk ???	KLPC Services – this is a big task and was not a legal requirement at the time of building the website. Would be more manageable if shared by those who have completed website training?
News		Ongoing Needs to be weekly??	Clerk ?? With assistance from other Cllrs with admin rights?	Cllrs may contribute ideas for this section by emailing all. Clerk and Cllrs with admin rights may take articles from AVBC / DCC website and upload to KLPC site.

NB: If a Cllr wishes to edit a section, please email out to all with suggestions/reasoning. If a Cllr wishes to create new content, please email out to all with suggestions/reasoning.

Review procedure March 2022 – 4 months after 'go live' ?

## Appendix 2

Dear Cllrs, below is the proposed guidance for the KL Taskforce (now numbering 14 members from all parts of the village).

NB The KL Taskforce is not a vehicle of KLPC, it is a group of independent volunteers. LB/HL/BW have been working with the group during initial stages to help establish the group.

### **Kirk Langley Taskforce - How will the group operate?**

The Taskforce is an organisation of residents who work together to identify minor problems around the parish and work together to fix them.

- **Communications** - via the WhatsApp group
- **Ideas for tasks** - Individuals contribute ideas about things that need doing through the WhatsApp group
- **Special areas** -the playground and play equipment (GBB Field) have to be maintained by specialist contractors for insurance and health and safety reasons. Please do not carry out any maintenance there other than removal of litter etc.
- **Parish Council** – (PC) The PC will also share ideas for tasks from around the parish that have been brought to its attention which may be suitable for the Taskforce.
- **Advice** - Lucy, Brenda and Hilary are members of the Taskforce group on an individual basis but, being Parish Councillors, will act as liaison between the PC and the Taskforce.
- **Advice** - The PC will be in a position to advise the Taskforce whether any of the tasks that members are proposing are inappropriate (e.g. land owned by private landowner / responsibility of agencies such as Severn Trent, Borough and County Councils). If so, the problems identified by the group can be explored by the PC with the agencies and authorities concerned.
- **Insurance** – the PC only has public liability insurance for its grounds and property which consists of the following: The Village Green (junction of Moor Lane / A52), The Pound and The Barrington Field. We also maintain The Mapple Well on behalf of The Radbourne Estate. There are limitations as to the scope of the insurance we have so, for example, it would cover use of

battery powered equipment such as a screwdriver and a drill, as well as lawn mowers and trimmers on our land. Be aware therefore that your activity may not be covered by insurance, so please do not do anything which carries risk to yourself or others. Always assess the level of risk before you start. If in doubt, please ask via the Whatsapp group.

**Once a task once a proposed task has been considered against the above, then:**

- **Who and how?** – Any member of the Taskforce can choose to carry out the task, if they wish to do so, either alone or by notifying the WhatsApp group and asking for help.
- **Expenses-** if what you're proposing may incur a cost (e.g. travel, purchase of materials or equipment) please detail this in the WhatsApp group prior to incurring the expenditure as the PC may be able to help but it would need prior approval. *NB We will be able to advise you of the process shortly when we have finalised it and update this guidance accordingly.*
- **Reporting back** - It would be really useful to report back to the WhatsApp group what's been done (maybe taking a before & after photo so that we can share with the community what the Taskforce has been doing).

**THANK YOU**

### **Appendix 3**

#### **Confidential Item – Clerk’s Recruitment**

Cllr LB had drawn up a document summarising the progress so far and had ended it with 3 draft resolutions as follows:-

- i. To confirm that KLPC nominates Chair and Vice-Chair to lead on the current recruitment process, in liaison with DALC.  
Proposer: DC      Seconder: GP      Adopted
  
- ii. That KLPC approached DALC to obtain the services of a locum clerk to undertake the role of RFO and running of the council, and to aid also in the recruitment of the clerk.  
Proposer: GP      Seconder: BW      Adopted
  
- iii. KLPC to engage services of DALC to conduct an assessment of the appropriate pay scale for the council (fee £120)  
Proposer: BW      Seconder: LB      Adopted

Cllr GP commented that the post should be advertised within the community as having a local candidate who knows the village and has local knowledge is preferable. Cllr LB said it would be advertised on our local social media pages including the website as well as through DALC.

The Clerk advised the Council to take advice from the bank as changing signatories can take a long time and if they were working with temporary clerks this could be problematic. It may be simpler to use cheques until a new Clerk is permanently in post.

