# Minutes of the Ordinary Meeting of Ockbrook and Borrowash Parish Council.

# Held at the Ashbrook Centre, Borrowash, on Wednesday 13th September 2023 at 19:00.

## Public Speaking.

### Members of Public

* A member of public commented on the Parish Councils no kerb ruling in their cemeteries, stating that they are used to show sacred ground and to enable people to kneel on them to pray, they wanted to know why we have this ruling. Councillor G Maskalick responded that this due to grounds maintenance. They also commented on the lack of maintenance in the cemetery, with grass cuttings being left everywhere. Councillor G Markwell responded that the grass cuttings are left on site, but the amount will decrease over the next few cuttings after speaking to the grounds maintenance team.
* A member of public stated, since the no kerb ruling in 2014 there have been 18 kerbs installed, they also mentioned the lack of turf on their families graves, they would like an agenda item in the next meeting to discuss the cemetery. The Clerk commented that the policy was changed in 2014 to not allow kerbs, another vote was called in 2021 to discuss this and it was decided to keep the no kerb ruling. Councillor G Maskalick stated that this will be an agenda item at the next meeting.
* A member of public mentioned the proposed sale of the Harrington Avenue Land by Erewash Borough Council, this land is located above disused gravel pits and without extensive deep core samples being taken how will they know what was used to infill the pits. This area also acts as a soak away during periods of heavy rainfall. They would like the Parish Council to object to the sale of this land.
* A member of public commented that during the meeting of the 5th July 2023 they quoted NALC where Councillors cannot make decisions on the local community without consulting them, the Chairs response in that meeting was that the Parish Council had been elected to make decisions on behalf of the parish, the member of public quoted NALC stating that Councillors are selected to serve the community, where consultation involves listening to local people before decisions are made, they stated this Council continues to make decisions without the consultation of local people and it was also agreed to arrange a meeting to discuss this, which still has not happened. Councillor G Maskalick responded that this Parish Council have consulted the local community on items, for example the public toilets in Borrowash, he apologised for not meeting but would rearrange this.
* A member of public read out letters from children regarding their thoughts on the sale of the Harrington Avenue land.
* A member of public stated their disappointment on the sale of the land without consultation of the locals. The recent works being carried out at Briar Close Home have caused a lot of disruption what will happen when this land is developed?
* A member of public asked if the Parish Council will adopt a neighbourhood plan to protect the Harrington Avenue land, Councillor G Maskalick responded that the neighbourhood plan is on the agenda and will be discussed later.
* A member of public asked who knew about the sale of this land, as the residents only knew about this once the sale board went up. Councillor G Maskalick commented that in November 2022 it was discussed at Erewash Borough Council but was a confidential item due to commercial sensitivity, in January this was approved by the Executive Council, and it became public knowledge in February. Councillor W Major explained the process involved in this decision, but stated nothing could be said whilst it was classed as a confidential item.

### Derbyshire County Council Report.

Councillor R Parkinson submitted a report – see appendix 1.

Councillor W Major updated members on:

* The 9 and 9a bus went out to tender, with the bus service continuing as it is.
* The vote was accepted to give Millie Bright the freedom of Derbyshire.
* There were two proposed 20 mile an hour zones in Buxton and Long Eaton after consultation the response was that this was very unpopular so this will not go through.
* There has been a proposal to merge Derbyshire and Nottingham Fire Rescue and Derbyshire and Nottinghamshire Police, the concern with this is when allocating these resources they are allocated on how much the service is used, with Nottingham having a higher crime rate it is believed they will get more of these resources than Derbyshire. They have written opposing this proposal.

### Erewash Borough Council Report.

Councillor G Maskalick updated members on:

* The reduction of the Parish Councils concurrent functions over the next two financial years.
* There is going to be a charge for the brown bin service.

### Derbyshire Constabulary Report taken from their website - see appendix 2.

### Ashbrook Trustees.

Nothing submitted this month.

### Ashbrook Youth Group.

Nothing submitted this month.

## Present.

Councillors G Maskalick (Chair), S Fraser-Burton (Vice Chair), S Cresswell, G Markwell, K Thomas, A Dunn, J Fazackerley, and J Fraser-Burton.

## Also, Present.

S Kitchener (Clerk and RFO), Councillors W Major and J White and 25 members of public.

## 122/09/23 Noted Apologise for Absence.

Councillors T Stevenson (work commitment).

## 123/09/23 Absent.

Councillors C Millward and K Eaglesham-Atkins

## 124/09/23 Declarations of Members Interests.

None.

## 125/09/23 Dispensations.

None.

## 126/09/23 Variation of Order of Business.

None.

## 127/09/23 Approve the Minutes of the Ordinary Parish Council Meeting, Held on the 5th July 2023 and the Extraordinary meeting held on the 26th July 2023.

**RESOLVED** Proposed by Councillor A Dunn, seconded by Councillor S Fraser-Burton, and all unanimously agreed that the minutes be approved as a true record and were signed by the Chair at the meeting.

## 128/09/23 Items to be Taken into Private Session.

None.

## 129/09/23 Report of the Parish Clerk/RFO.

Updates since Julys meeting.

Remembrance.

* The new lamppost poppies have been ordered and delivered, the application has gone into DCC for installation and has been accepted.
* The Ambassadors Showband have confirmed their attendance for the parade.
* All groups have confirmed their attendance and accepted doing the readings.
* The bagpiper has confirmed their attendance.
* GTM Traffic Management have been informed of the rolling road closure and have confirmed they will be attending, and the DCC road closure form has been received and accepted.
* The Coop Funeral Care have agreed to produce the order of service again this year, just awaiting the changes from the recreation committee to forward to them.

Christmas.

* The large Christmas trees for the Coop and the Royal Oak have been ordered, the Ashbrook Centre tree has been cancelled. Leisure lights have been informed of the above and will be using the Ashbrook lights for the Royal Oak tree going forward.
* The Long Eaton Silver Prize Band has been booked for both events.
* EBC have confirmed the Mayor will be attending Ockbrook and the Deputy Mayor will be attending Borrowash.
* St Johns Ambulance has been booked for Borrowash and will require the use of the Coop again for the event.

The Ashbrook Centre hand over.

* All groups were informed of the handover and the trustees have started producing the invoices since August.
* August payroll will be the last one the Parish Council do.
* BT - the trustees will call to transfer the account in September as the contract ends on the 27th October and if we make the change before there will be charges to pay.
* EBC Trade Waste – were unable to transfer the account so this has been cancelled from August, the trustees have been informed.
* Active Washrooms – This gets paid a year in advance in February, the trustees are awaiting the forms to complete for the change.
* The music license – another yearly bill paid in advance in October, have been informed of the changes.

Miscellaneous.

* The external audit has been completed, for the first time there are no amendments to be made.
* Attended the ICCM memorial testing training day – more information to follow.
* A grant of £1,500 has been received from EBC for the summer activities.
* The Local Council Award scheme - new information has been forwarded to the panel.
* I have taken over the charity field work and have signed and returned the statement of truth.
* The tree surgeon has been booked into Balmoral for the 4th and 5th of September, both residents have been contacted regarding access to their gardens.
* Chasing quotes for quarterly and annual playground inspections.
* Items passed to DCC and EBC:
  + Slippy and dangerous steps from the A52 road bridge – awaiting an update.
  + Acceptance of the amenity in the highway for the Ridings planters – still outstanding.
  + Hedge outside 67 the Ridings – DCC wrote to them and will check the progress after 4 weeks.
  + Jitty by Redhill School – EBC have cut all the foliage back.
  + Trees in All Saints Church yards – will be looked at in Autumn.
  + Road markings on Victoria Avenue slip road – been chasing this since December, should be completed by October.
  + Hedge outside 3,5 and 7 Flood Street – DCC wrote to them and will check the progress in 4 weeks.
  + Jitty from Yew Tree Avenue to Top Manor Close – DCC have contacted the owner and will monitor the situation.
  + Damaged pavement on Pares Way – DCC have repaired.

## 130/09/23 Report of the Chair.

**PARISH & TOWN COUNCIL LIAISON FORUM**

I shall be attending the Parish & Town Council Liaison Forum this coming Monday at DCC Matlock. I will be looking at Youth and Community Engagement and Sustainable Travel in Derbyshire. I will then be attending the Main Forum where one of the topics will be the Devolution Deal Update.

**CLIMATE EMERGENCY DECLARATION**

The climate emergency declaration that we will be looking at later in the meeting will be an essential cornerstone on how we run the Parish Council business being sensitive to the environment where we can. One thing I am keen on is that we go paperless as much as possible. It is ridiculous that we keep using paper which comes from trees and ink which is one of the top 3 most expensive liquid commodities on the planet. The amount spent on ink cartridges is ridiculous and needs to be cut back. Therefore, if it is passed, I would ask that all Councillors will be working in a paperless fashion. If a Councillor wants to continue receiving paper copies of everything, then they will have to opt out and that will be a matter of public record. So, it is not a matter of opting in. If passed everyone is in.

Councillor Dunn will speak later in greater detail on this declaration, and I urge all Councillors to support it.

**PARISH COUNCIL SURGERIES**

In a greater effort to communicate with the public we will be holding two surgeries this Autumn: SAT 16 SEPT 10AM-12PM at the Borrowash Methodist Hall and will be run beside the Repair Café. The second surgery will be SAT 18 NOV 9:30AM-12PM at Café Torta in Borrowash. You can come to speak to us about anything regarding the Parish. We can’t promise you anything at these surgeries, but your concerns and questions will be noted and if needed a formal response will be sent to you email or post by the Parish Clerk.

**CONCURRENT GRANT UPDATE**

EBC is dropping the concurrent grant from about £23,000.00 to £2,000.00 this coming financial year and then in 2025-2026 the grant will be eliminated and basically all the money given to Parishes will be given to the two towns in Erewash – Long Eaton and Ilkeston. The two towns never received concurrent grants because they were never given Parish status. I am hoping to have someone from the Controlling party here at a future meeting to explain to us exactly why this is happening after so many years of the current system working well for the 13 Parishes that make up the Borough of Erewash.

**PRESIDENTS DAY AT OCKBROOK AND BORROWASH CRICKET CLUB**

I had the honour of being invited to the Presidents Day at OBCC Cricket Club this past Summer by President Prime. It was a fabulous day and a shame the home team lost. But it was an entertaining match and President Prime made the day special for all his local guests. I would like to publicly thank President Prime for his gracious invite and kind attention he paid towards me and all his guests.

**CHARITY BIKE RIDE FOR O&B SCOUT GROUP**

I will be doing a bike ride of 40 miles in support of the Ockbrook & Borrowash Scout group. The ride will be in the Borough of Erewash and start and end at our Parish Hall and go to the 13 Parish Halls and 2 Town Halls of the Borough of Erewash. A Go Fund Me page will be set up shortly to receive sponsorship/donations. I am hoping to complete the ride on Saturday 14th October weather permitting. If rained off I will try the next day Sunday 15th October. If the weather is still not permitting the ride I will try the next weekend. All details will be posted on our Parish website, fb page and all my social media channels. I have spoken to the Scout leadership and the money raised will be used for them to do environmental causes and work.

**FLAGS**

I have liaised with Councillor Steve Fraser-Burton to bring more substance to the flags that are raised on the Parish flag poles. To me, flags are a part of our shared history and tell a story that is important to the struggle for democracy and freedom. The Deputy Mayor of Erewash who is x-RAF has been spearheading this in a Borough level as well. I am pleased we are now making more of the flags that are flown and I’ll leave it there as I am sure Councillor Fraser-Burton will be discussing this later.

I have asked Councillor Steve Fraser-Burton to modernise the flag policy to reflect a more modern and meaningful approach that the policy in place. Councillor Fraser-Burton will be talking on this matter too later on. One item I have asked to be taken out as it is antiquated is the lowering of the flags to half-mast when a former Chair of the PC passes away. Recently, we had a former Chair pass away and the flags were not flown at half-mast. So, precedence has been set in this regard to do away with such a policy in this modern era.

**PARISH NEWSLETTER ITEM DISPUTE**

Recently, a member of the public did not like the fact that the £30,000.00 shortfall was referred to as a deficit. I will now ask Councillor Markwell to explain how it is a deficit.

Councillor G Markwell commented that the reserves are inadequate and need to be increased to £60,000 as suggested by the previous internal auditor, at the end of the last financial year our reserves were about £28,000 so these need increasing by £30,000.

**Harrington Green** An extraordinary meeting will be called on the 20th September 2023 to discuss this.

## 131/09/23 Finance, HR, Contractors and General Purposes.

The minutes from the committee meeting held on the 19th July 2023 were noted.

### Accept Accounts for Payment – see appendix 3.

**RESOLVED** Proposed by Councillor G Markwell, seconded by Councillor J Fraser-Burton and all unanimously agreed to accept the payment list.

### Accept the Bank statement Reconciliations. – see appendix 4.

* June and July 2023 HSBC Account.
* June n2 and July 2023 Unity Trust Account.

**RESOLVED** Proposed by Councillor S Cresswell, seconded by Councillor A Dunn and all unanimously agreed to accept the bank statement reconciliations.

### Accept the Invoice and Expenditure Breakdown for the 1st Quarter – See appendix 5.

**RESOLVED** Proposed by Councillor S Fraser-Burton, seconded by Councillor K Thomas and all unanimously agreed to accept the breakdown.

### Consider the Request from Erewash Borough Council for the Parish Council to Take Over the Running of the Public Toilets in Borrowash, To Be Funded Through an Increase in the Precept.

A survey was conducted through Facebook, our website and knocking on doors to obtain the publics opinion on the above, 312 voted yes with 38 against.

**RESOLVED** All voted in favour to run the Borrowash Public Toilets, **ACTION** Clerk to inform EBC.

### Agree to Accept the External Audit – See appendix 6.

**RESOLVED** Proposed by Councillor S Fraser-Burton, seconded by Councillor S Cresswell and all unanimously agreed to accept the external audit.

### Accept the Grievance Policy – See appendix 7.

**RESOLVED** Proposed by Councillor K Thomas, seconded by Councillor G Markwell and all unanimously agreed to accept the grievance policy.

### Agree to sign up to the Civility and Respect Pledge.

**RESOLVED** Proposed by Councillor S Cresswell, seconded by Councillor J Fraser-Burton and all unanimously agreed to sign up to the pledge.

### Accept the Insurance Quote of £3065.36.

**RESOLVED** Proposed by Councillor S Fraser-Burton, seconded by Councillor S Cresswell and all unanimously agreed to accept the insurance quote.

### Agree to Transfer the Outstanding Balance to the Ashbrook Centre Trustees for the Years 2018/19-2022/23 of £9581.47, leaving years 2023/24 still to be paid – See appendix 8.

**RESOLVED** Proposed by Councillor A Dunn, seconded by Councillor K Thomas and all unanimously agreed.

## 132/09/23 Recreation.

Councillor J Fraser-Burton thanked the Clerk for her work done for the Remembrance Service and updated members that she was investigating disposal methods of the small Christmas trees.

**RESOLVED** proposed by Councillor J Fraser-Burton, seconded by Councillor G Markwell and all unanimously agreed for Mr Christmas tree to remove the large trees at The Royal Oak and the Coop at a cost of £75.00 per tree.

## 133/09/23 Cemeteries.

Councillor K Thomas updated members on:

* A plan for Belmont Drive has been found.
* A date will need to be set for tree and foliage clearing again.
* The tree works have all been completed at Balmoral Road.

## 134/09/23 Halls.

Nothing to report.

## 135/09/23 Allotment.

Councillor S Cresswell updated members on:

It’s been a busy summer. Firstly, quite a few plots have changed hands and I have had the pleasure of showing several prospective tenants round Elm Street. Those who took on plots were really keen to get started as soon as possible and make the most of the extended growing season, helped by so much rain in July and August!

I’m pleased to report that the number of people currently waiting for an allotment has reduced from 21 in June this year to 13 as of this week.

Secondly, we have been planning the lock change. Until mid-August this was scheduled to take place in October, however, after the Elm Street lock failed completely a couple of weeks ago, we have made arrangements for the locks to be changed on Friday 29th September. To ensure that tenants were informed of the change at the earliest opportunity, Julie Smith emailed all but 4 of the tenants across both sites with three options for key collections.

Thirdly, I put a lot of time into updating the tenancy agreement, a job that I couldn’t have done without the help of Cllr Thomas and Julie Smith from the allotment committee. We hope that tenants find the new agreement more workable (and readable) and one that deals with specifics, is to the point and isn't repetitive. For anyone wanting to erect a shed, or other structure we have now introduced an Allotment Structures Application Form which can be downloaded from the website or collected from the Clerk and will need to be submitted before any work starts. This is a system used by other councils and should ensure that structures are suitable both in terms of size and location.

Finally, last week Cllr Thomas and I went round to inspect all the allotments. In the majority of cases, the plots are being well maintained and tenants have been enjoying bumper crops. The new grounds contractor has done an excellent job or cutting the hedges around both allotments which the tenants we met were really pleased with.

### Agree to Accept the New Allotment Tenancy Agreement – see appendix 9.

**RESOLVED** Proposed by Councillor S Cresswell, seconded by Councillor K Thomas and all unanimously agreed to accept the new tenancy agreement.

There will be a vote for the new structure application form at the committee meeting on the 20th September 2023.

## 136/09/23 Planning and Environment.

### Consider the request from the Hedgehog Highway Project to Purchase a Box of Hedgehog Highway Surrounds, costing £150.00.

**RESOLVED** Councillors A Dunn proposed to accept the above, seconded by Councillor G Markwell and all unanimously agreed.

These will be offered to parishioners for a donation of £3.00 each.

### Consider a Residents Request of Purchasing Name Plates for Two Twitchell’s in Ockbrook.

A discussion was held, and it was agreed that this could be a future project after more information was obtained regarding permission and costings, we would also look into other Twitchell’s within Ockbrook and Borrowash.

### Discuss as to if the Parish Council will Start the Neighbourhood Plan Now Funding is Available.

**RESOLVED** Proposed by Councillor A Dunn, seconded by Councillor G Markwell and all unanimously agreed to continue with this project, except Councillor J Fraser-Burton who had left the room when the vote was called.  **ACTION** Clerk to contact the consultants and apply for the grant.

### Cycling Survey Part Two.

Councillor G Maskalick will be holding a parish cycle ride where issues for cyclists can be pointed out, then a 2nd survey will be produced, dates to follow. **RESOLVED** all in favour.

### Declare a Climate and Ecological Emergency for Ockbrook and Borrowash.

Councillor A Dunn produced a declaration:

Ockbrook and Borrowash Parish Council resolves to recognise the existence of a climate emergency. The Parish Council recognises that action must be taken urgently to address the climate crisis to avoid the worst-case impacts on communities both locally and around the world. The Parish Council will work with the local community, community organisations and wider local authorities where appropriate to establish specific local initiatives within the scope of its powers and resources that will contribute to reducing the catastrophic impacts of climate change.

Furthermore, the Council recognises that there is a global Ecological Emergency from escalating threats to wildlife and ecosystems which play essential roles in society and the economy. In response, the Parish Council intend to take action within the scope of its powers and resources to protect our wildlife and habitats, and to enable residents to benefit from a green nature-rich environment.

**RESOLVED** Proposed by Councillor A Dunn, seconded by Councillor S Fraser-Burton and all unanimously agreed to accept the above declaration.

## 137/09/23 Charity Accounts – See appendix 10.

Agree to:

* Appoint 4 trustees for the charity accounts, recommended that the trustees are the same for all the charities.
* Reinstate the charity meetings.
* Look at closing the Samual Alcock Charity as this has a zero balance with nothing being paid into it.
* Clerk to set up separate bank account for the William James Charity and the Borrowash Burial Ground Charity.

**RESOLVED** Proposed by Councillor S Fraser-Burton, seconded by Councillor G Markwell and all unanimously agreed to the above.

The trustees will be Councillors S Fraser-Burton, G Maskalick, K Thomas and G Markwell with the Clerk Sarah Kitchener being the 5th trustee for the Samual Alcock account. **RESOLVED** proposed by Councillor A Dunn, seconded by Councillor J Fraser-Burton and all unanimously agreed to accept the trustees.

## 138/09/23 Correspondence Received – see appendix 11.

The correspondence received and listed in the agenda were available at the meeting.

## 139/09/23 Date and Time of Next Meeting.

The next Parish Council meeting is scheduled to take place at the Parish Hall, Ockbrook on Wednesday 4th October 2023, commencing at 19:00.

## 140/09/23 Exclusion of Press and Public.

Nothing to report.

There being no further business the meeting concluded at 20:50.

### **Appendix 1 – Ockbrook & Borrowash Parish Council, Wednesday 13th September 2023, DCC Report,**

**(Cllr Robert A Parkinson)**

**National issue of concrete in public buildings.**

You may be aware of the national issue of RAAC (reinforced autoclaved aerated concrete) leading to some schools across the country having to be closed.  In Derbyshire, to the best of our knowledge, there is no RAAC in local authority-maintained schools.

We do not believe that we have RAAC in any of our other buildings, but we are carrying out urgent work this week to double check.  We have drawn up a list of all buildings that have either been built, extended or refurbished between 1950 and 1990, the time period that RAAC was used.  This will then give us a list of buildings we can check to see if RAAC was used. If we find any that look like RAAC could have been used they will be inspected this week. Please be assured that we are taking this issue very seriously and are taking account of all the relevant government guidance.

**Supporting Derbyshire residents to remain independent.**

DCC has launched a new online information finder to help residents get support to remain living independently at home.

It provides free, impartial information and guidance for anyone over 18 – including older people, their families or carers, people with physical or learning disabilities, long-term or mental ill health or anyone having difficulties with day-to-day living.  People are asked to answer some simple questions about how they live, including how they manage to get dressed, to cook or get out and about.

Using their answers, the online information finder points them to a wide range of services, activities, resources and guidance that they can access themselves to help make their lives easier.  As well as county council support, it also promotes a wide range of services which are widely available through the private, community and voluntary sector including befriending services, community transport, technology to stay safe at home and mental health and wellbeing support.

**Honouring Millie Bright.**

After making us all proud in the European and World cups, it is proposed that England football captain Millie Bright is made an Honorary Freewoman of Derbyshire.

Millie grew up in in Derbyshire, having been born in Chesterfield where she attended Killamarsh Junior School and Eckington School.  She began her footballing career at the age of nine playing for her local team, the Killamarsh Dynamos.  Millie has played for both Doncaster Rovers Belles and Chelsea.  Millie’s senior international career began in 2016 and she has represented her country ever since, becoming the team’s captain this summer.

If the County Council meeting on Wednesday 13th September agrees to grant the title, which is a mark of distinction, it will be  made it formal, as required by law, on a date to be agreed.

### **Appendix 2 - Police report – taken from the website.**

|  |  |  |
| --- | --- | --- |
|  | May | June |
| Violence and Sexual Offences | 17 | 9 |
| Anti-social behaviour | 7 | 8 |
| Public order | 6 | 7 |
| Burglary | 5 | 4 |
| Criminal damage and arson | 2 | 3 |
| Other theft | 4 | 2 |
| Possession of a weapon | 1 | 2 |
| Shoplifting | 1 | 0 |
| Vehicle crime | 3 | 1 |
| Other crime | 2 |  |

### **Appendix 3 –** September 2023 Meeting – Payment List

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoices to be paid** | - | - | minute agreed |
| Cllr S Fraser-Burton expenses | £23.17 | Flags x3 | - |
| Ashbrook Youth Group | £200.00 | Monthly donation | 270/12/22 |
| Streetscape | £60.00 | Gym instruction labels | - |
| Lisa’s | £221.60 | Aug Parish hall Clean | - |
| Sarah Kitchener | £18.00 | Expenses Aug – mileage | - |
| Pear Technology | £180.00 | Yearly fee | - |
| EBC | £299.00 | Balmoral waste 01/07-30/09 | - |
| Fox Grounds maintenance | £2155.99 | August works | - |
| Ascent Tree Solutions | £2064.00 | Tree works Balmoral | Quote accepted 106/07/523 |
| EBC | £4581.17 | Aug wages | - |
| **Invoices already paid** | - | - | - |
| ARB Grounds | £237.19 | Petrol | 104/07/23 |
| Rox Plumbing | £55.00 | Urinal repairs | 104/07/23 |
| Wayne Peapell Consultancy LTD | £1800.00 | July works | 104/07/23 |
| Sarah Kitchener | £23.18 | Expenses July – mileage | 104/07/23 |
| Simply Sparkle | £15.00 | Aug window clean | 104/07/23 |
| PKF | £756.00 | External audit | 104/07/23 |
| EBC | £204.00 | Flower basket sponsorship x 2 | 104/07/23 |
| EBC | £422.40 | Flower basket sponsorship x4 | 104/07/23 |
| Lisa’s | £322.90 | July parish hall clean | 104/07/23 |
| EBC | £4218.21 | July payroll | 104/07/23 |
| ICCM | £180.00 | Memorial Training course | 104/07/23 |
| EBC | £299.00 | Balmoral waste 01/04-30/06 | 104/07/23 |
| Hydrologic Services | £372.00 | Yearly fee | 104/07/23 |
| City Hygiene | £418.38 | Yearly fee | 104/07/23 |
| Ashbrook Youth Group | £200.00 | Aug monthly donation | 104/07/23 |
| EBC | £115.00 | Ashbrook waste 01/07-30/09 | 104/07/23 |
| Acclimbatize | £950.00 | Climbing wall x2 | 104/07/23 |
| DALC | £297.50 | Essential Cllr training | 104/07/23 |
| **Monthly direct debits** | - | - | - |
| British Gas | £59.14 | Elec 22/06-24/07 | 26/05/23 |
| British Gas | -£59.14 | Elec 22/06-24/07 | 26/05/23 |
| British Gas | 75.38 | Elec 22/06-24/08 | 26/05/23 |
| British Gas | -£497.52 | Gas 29/06-27/07 | 26/05/23 |
| British Gas | -£370.10 | Gas 27/07-01/09 | 26/05/23 |
| Virgin | £64.80 | Broadband July/Aug | 26/05/23 |
| Virgin | £67.22 | Broadband Aug/Sept | 26/05/23 |
| O2 | £33.58 | Mobile July | 26/05/23 |
| O2 | £33.58 | Mobile Aug | 26/05/23 |
| Lloyds Bank | £236.20 | Locks, stationary, soda yearly fee, bin bags | 26/05/23 |
| Lloyds Bank | £1113.86 | Allotment padlocks and keys, burial books, keys, lamppost poppies, stationary, stamps | 26/05/23 |
| BT | £41.66 | Ashbrook phone July | 26/05/23 |
| BT | £41.66 | Ashbrook phone Aug | 26/05/23 |
| EBC | £21.00 | Cem rates July | 26/05/23 |
| EBC | £21.00 | Cem rates Aug | 26/05/23 |
| Everflow | £926.79 | May corrections | 26/05/23 |
| Everflow | £79.00 | June corrections | 26/05/23 |
| Everflow | £80.55 | July corrections | 26/05/23 |
| Everflow | £4.56 | Aug correction | 26/05/23 |
| Everflow | £82.31 | Aug | 26/05/23 |

**Notes**

EBC £299.00 for Balmoral waste normally gets taken by direct debit, but they have a problem with their system, so we need to pay this ourselves at the moment.

Everflow, after changing the meter on Shacklecross it came to light that we had been undercharged, the corrections sort this out and all meters were read in May causing more corrections.

### **Appendix 4 – Bank Reconciliation**

**June 2023 Bank Reconciliation - HSBC Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/22 | - | 14,874.50 | - |
| + total cash book receipts | - | 80,000.00 | - |
| - total Cashbook payments | - | 24.00 | - |
| **Cashbook Closing Balance** | - | **94,850.50** | - |
| - | - | - | - |
| **Bank Balance at 04/07/23** | - | **94,850.50** | - |
| - outstanding payments | - | 0.00 | - |
| + outstanding receipts | - | 0.00 | - |
| **Net Balance** | - | **94,850.50** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**July 2023 Bank Reconciliation - HSBC Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/22 | - | 14,874.50 | - |
| + total cash book receipts | - | 80,000.00 | - |
| - total Cashbook payments | - | 10,032.0 | - |
| **Cashbook Closing Balance** | - | **84,842.50** | - |
| - | - | - | - |
| **Bank Balance at 04/08/23** | - | **84,842.50** | - |
| - outstanding payments | - | 0.00 | - |
| + outstanding receipts | - | 0.00 | - |
| **Net Balance** | - | **84,842.50** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**June n2 2023 Bank Reconciliation - Unity Trust Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/23 | - | 20,760.24 | - |
| Less items related to 22/23 | - | 11,114.11 | - |
| - | - | 9,646.13 | - |
| + total cash book receipts | - | 160,609.18 | - |
| - total Cashbook payments | - | 119,886.27 | - |
| **Cashbook Closing Balance** | - | **50,369.04** | - |
| - | - | - | - |
| **Bank Balance at 30/06/23** | - | **58,668.38** | - |
| - outstanding payments | - | 8,837.00 | - |
| + outstanding receipts | - | 537.66 | - |
| **Net Balance** | - | **50,369.04** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **50,369.04** | **Difference: 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| William James | 1,981.09 | - | - |
| S Alcock | 0 | - | - |
| B/W Burial Ground | 65.60 | - | - |

**July 2023 Bank Reconciliation - Unity Trust Account**

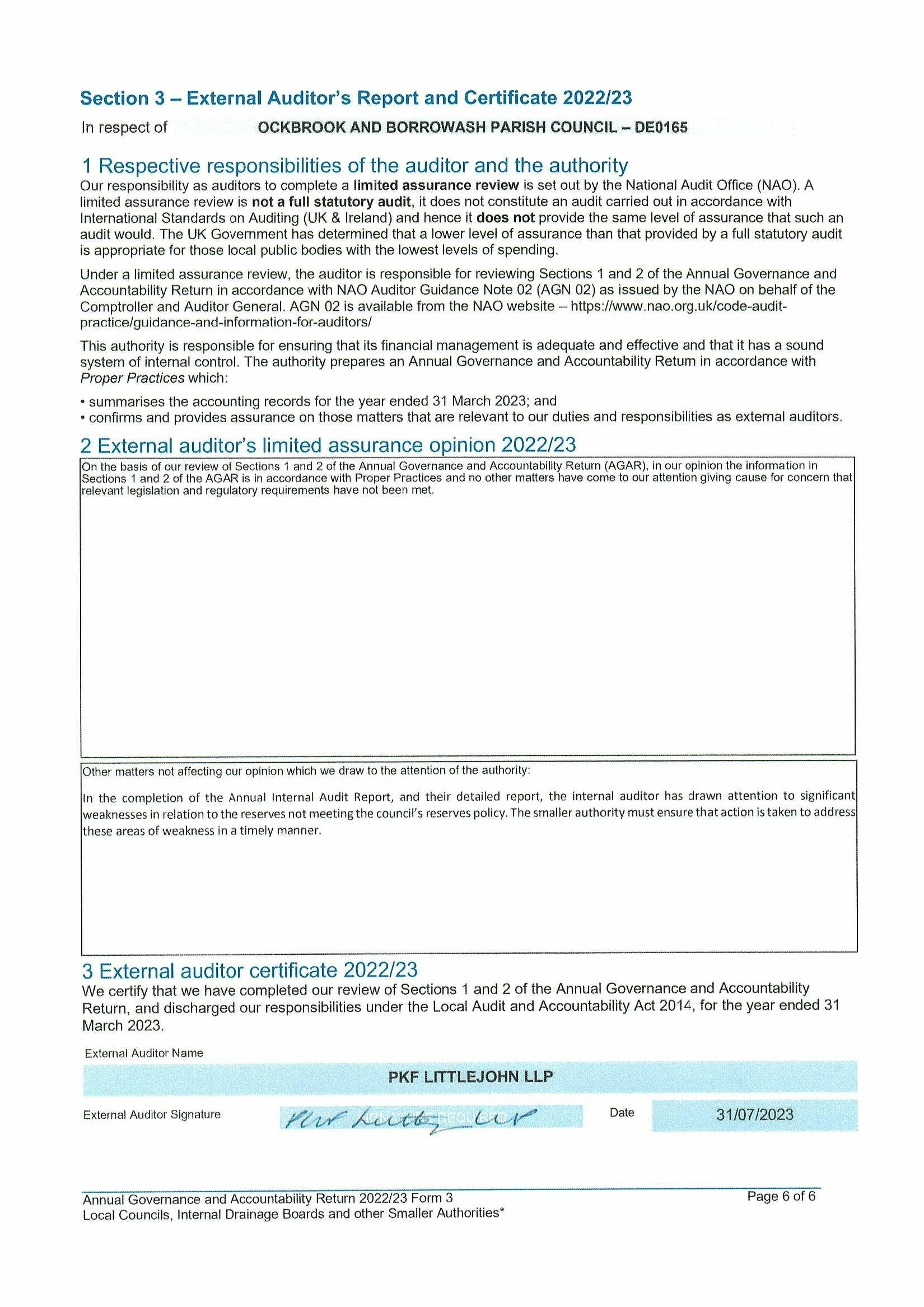
|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/23 | - | 20,760.24 | - |
| Less items related to 22/23 | - | 11,114.11 | - |
| - | - | 9,646.13 | - |
| + total cash book receipts | - | 172,897.83 | - |
| - total Cashbook payments | - | 127,307.46 | - |
| **Cashbook Closing Balance** | - | **55,236.50** | - |
| - | - | - | - |
| **Bank Balance at 01/08/23** | - | **63,941.91** | - |
| - outstanding payments | - | 8,903.41 | - |
| + outstanding receipts | - | 198.00 | - |
| **Net Balance** | - | **55,236.50** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **57,200.34** | **Difference: 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| William James | 1981.09 | - | - |
| S Alcock | 0 | - | - |
| BW Burial Ground | 48.61 | - | - |
|  |  |  |  |

### **Appendix 5 - Income and Expenditure breakdown 1st quatre**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Budget 2023/24*** | ***¼ 1***  ***Apr – Jun*** | ***Actual to date 2023/24*** | ***Forecast to year end 2023/24*** | ***Total forecast to year end***  ***2023/24*** | ***Variance to budget 2023/24*** | ***Variance to budget 2023/24*** | ***Notes*** |
| **Income** | £ | £ | £ | £ | £ | £ | % | - |
| Precept and Grant | 147,886 | 147,886 | 147,886 | 0 | 147,886 | 0 | 0 | - |
| Burials | 11,550 | 2,913 | 2,913 | 8,638 | 11,550 | 0 | 0 | - |
| Recreation | 2,741 | 0 | 0 | 2,741 | 2,741 | 0 | 0 | - |
| Hall/lettings | 18,264 | 3,518 | 3,518 | 13,824 | 17,342 | -922 | -5 | Extra bookings, class time increases and cancellations |
| Allotment | 3,707 | 95 | 95 | 3,612 | 3,707 | 0 | 0 | Rent comes in Dec onwards |
| Other | 791 | 415 | 415 | 376 | 791 | 0 | 0 | under budgeted using average figures |
| Ashbrook | 7,666 | 2,421 | 2,421 | 5,746 | 8,167 | 501 | 7 | Extra bookings, class time increases and cancellations |
| Environment/NP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| VAT | 0 | 2,824 | 2,824 | 0 | 2,824 | 2,824 | 0 | - |
| **Total Income** | **192,605** | **160,072** | **160,072** | **34,936** | **195,008** | **2,403** | **-** | **-** |
| **Expenditure** | - | - | - | - | - | - | - | - |
| Parish Hall | 13,189 | 8,274 | 2,611 | 10,578 | 13,189 | 0 | 0 | - |
| Ashbrook | 17,116 | 1,645 | 1,645 | 15,471 | 17,116 | 0 | 0 | overbudgeted |
| Sal/miles/train/ chair allowance | 51,810 | 11,536 | 11,536 | 40,274 | 51,810 | 0 | 0 | - |
| Rec/ events | 13,716 | 546 | 546 | 13,170 | 13,716 | 0 | 0 | Spends normally later in the year |
| Environment | 25,298 | 3,931 | 3,931 | 21,367 | 25,298 | 0 | 0 | Over budgeted first quatre |
| S137/ donations | 8,000 | 1,159 | 1,159 | 6,841 | 8,000 | 0 | 0 | - |
| Gen/admin/bank charges/Subs/ ins/ utilities | 18,901 | 5,313 | 5,313 | 13,589 | 18,901 | 0 | 0 | - |
| Reserve build up | 20,000 | - | - | 20,000 | 20,000 | - | - | - |
| Burials | 20,782 | 3,143 | 3,143 | 17,639 | 20,782 | 0 | 0 | Over budgeted first quatre |
| Allotments | 3,793 | 756 | 756 | 3,037 | 3,793 | 0 | 0 | - |
| VAT | 0 | 2,301 | 2,301 | - | 2,301 | 2,301 | 0 | - |
| **Total Expenditure** | **192,605** | **38,604** | **32,942** | **161,964** | **194,906** | **2,301** | **-** | - |
| - | - | - | - | - | - | - | - | - |
| **Total Income and Expenditure 2023/2024 (+surplus/-deficit)** | **0** | **121,467** | **127,130** | **-127,028** | **102** | **102** | **-** | **-** |
| **Balance carried forward from 2022/2023** | 9,646 | - | - | 2022/23 | 9,646 | - | - | - |
| **HSBC A/c 22/23** | 14,875 | - | - | - | 94,851 | - | - | - |
| **Forecast balances as at 31st March 2024** | **24,521** | - | - | 2022/23 outturn | **104,598** |  | - | - |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **RESERVES** | £ |
| Ashbrook Centre | 3,355 |
| Reserve build up | 20,000 |
| Bi election | -663 |
| Charity amounts | 2,030 |
| General reserves | 79,877 |
| - | **104,598** |
|  |  |

### **Appendix 6 – External Audit.**



### **Appendix 7 – Grievance Policy.**

# Ockbrook and Borrowash Parish Council

## GRIEVANCE POLICY.

### Introduction.

This policy is based on and complies with the 2015 ACAS Code of Practice

<http://www.acas.org.uk/index.aspx?articleid=2174>. It also takes account of the ACAS guide on discipline and grievances at work. [Disciplinary and grievance procedures | Acas](https://www.acas.org.uk/disciplinary-and-grievance-procedures). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

This policy confirms:

• employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee’s wishes or prevent the employee from explaining his/her case.

• the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.

• any changes to specified time limits must be agreed by the employee and the Council

• an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.

• information about an employee’s grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee’s grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

• recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee’s medical condition

• if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

• if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith

• the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council’s and the employee’s consent.

• Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council’s grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council’s grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Erewash Borough Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council’s grievance procedure (see paragraph 5).

• If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council’s grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.

• If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime. Informal grievance procedure

### Informal Grievance Procedure.

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chair of the staffing committee or, if appropriate, another member of the staffing committee. If the employee’s complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee’s and the councillor’s consent.

### Formal Grievance Procedure.

If it is not possible to resolve the grievance informally and the employee’s complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the staffing committee.

The staffing committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### Investigation.

The sub-committee will investigate the matter before the grievance meeting which may include interviewing others (e.g. employees, councillors or members of the public) .

### Notification.

Within 10 working days of the Council receiving the employee’s grievance, the employee will be asked, in writing, to attend a grievance meeting. The subcommittee’s notice will include the following:

• the names of its Chair and other members

• a summary of the employee’s grievance based on his/her/their written submission

• the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the Council received the grievance.

• the employee’s right to be accompanied by a workplace colleague, a trade union representative or a trade union official

• a copy of the Council’s grievance policy

• confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee’s behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting

• confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

### The Grievance Meeting.

At the grievance meeting:

• the Chair will introduce the members of the sub-committee to the employee

• the employee (or companion) will set out the grievance and present the evidence

• the Chair will ask the employee what action does he/she/they want the Council to take

• any member of the sub-committee and the employee (or the companion) may question any witness

• the employee (or companion) will have the opportunity to sum up the case

• the Chair will provide the employee with the sub-committee’s decision, in writing, within five working days of the meeting. which will notify the employee of the action, if any, that the Council will take and of the employee’s right to appeal.

• a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

### The Appeal.

If an employee decides that his/her/their grievance has not been satisfactorily resolved by the sub-committee, he/she/they may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee’s decision and must specify the grounds of appeal.

Appeals may be raised on a number of grounds, e.g.:

• a failure by the Council to follow its grievance policy

• the decision was not supported by the evidence

• the action proposed by the sub-committee was inadequate/inappropriate

• new evidence has come to light since the grievance meeting.

The appeal will be heard by a panel of three members of the HR committee who have not previously been involved in the case. There may be insufficient members of the HR committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the HR committee. The appeal panel will appoint a Chair from one of its members.

The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the Council’s receipt of the appeal. The employee will be advised that he/she/they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

At the appeal meeting, the Chair will:

• introduce the panel members to the employee

• explain the purpose of the meeting, which is to hear the employee’s reasons for appealing against the decision of the staffing sub-committee

• explain the action that the appeal panel may take.

The employee (or companion) will be asked to explain the grounds of appeal.

The Chair will inform the employee that he/she/they will receive the decision and the panel’s reasons, in writing, within five working days of the appeal meeting.

The appeal panel may decide to uphold the decision of the HR committee or substitute its own decision.

The decision of the appeal panel is final.

### **Appendix 8 – Ashbrook financial breakdown 2018-2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| - | **2018/19** | **2019/20** | **2020/21** | **2021/22** | **2022/23** |
| b/f | 0 | -2,058 | -2,488.38 | -3,700.56 | 4,454.81 |
| OBPC Grant | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Receipts | 0 | 0 | 160 | 12,689 | 8,769.94 |
| Payments | 12,058 | 10,430.38 | 11,372.18 | 14,533.63 | 13,643.28 |
| Yr end c/f figure | **-2,058** | **-2,488.38** | **-3,700.56** | **4,454.81** | **9,581.47** |

### **Appendix 9 –**

**OCKBROOK & BORROWASH PARISH COUNCIL ALLOTMENT TENANCY AGREEMENT**

This agreement is made between:

The Council: Ockbrook and Borrowash Parish Council

The Parish Hall

Church Street

Ockbrook

Derby

DE72 3SL

The Tenant:

Date of agreement:

Plot Number:

Allotment Site:

Annual Rent: £ (Tenants over the age of 65 will be eligible for a 25% discount)

1. **The Council** agrees to let, and **the Tenant** agrees to take on the tenancy. All renewal payments must be accompanied by a signed copy of the Tenancy Agreement.
2. **The Tenant** hereby agrees with the Council as follows:
   1. To pay the rent by the 31st January annually. Failure to pay allotment rent by the date specified will lead to tenancy termination.
   2. To use the allotment for cultivation and non-commercial purposes only. Chickens may be kept on the allotment, subject to prior agreement being granted by the Parish Council.
   3. To ensure that at least 30% of the plot is being cultivated within 12 months of starting the tenancy. In subsequent years, a minimum of 50% cultivation is expected. New tenants will be given a 3-month probationary period before any enforcement action can be taken for non-use of the plot. The Parish Council will carry out regular inspections and enforcement letters will be issued if, for example, a plot is overgrown, not showing any signs of being cultivated, or being used as a storage facility for rubbish. Keeping the plot tidy and making obvious attempts to cultivate it will ensure that the Parish Council do not need to contact you. Failure to comply with two enforcement letters will result in the tenancy agreement being terminated. This gives you one month to clear the plot of rubbish and personal possessions and to tidy the plot up.
   4. To respect and maintain any established, mature fruit trees on the plot. Not to sublet or transfer possession of the plot to any other person and to inform the Parish Council of any changes in personal circumstances which may affect the tenancy, including address and contact details.
   5. To cut and maintain the inner faces of boundary hedges alongside the plot. In cases of extreme difficulty in accessing a hedge, please contact the Parish Council. The outer faces and the tops of all boundary hedges will be maintained by the Parish Council.
   6. To be responsible for the upkeep of any paths/cart tracks adjacent to the plot, ensuring that paths maintain the statutory width as outlined below. If you aren’t sure which paths you are responsible for, please contact the Clerk.

Cart tracks (vehicle access lanes) 2.4m (8ft) minimum

Access lanes (pedestrian – Elm Street only) 1.40m (4ft 6ins) minimum

Paths between plots 75cm (2ft 6ins) minimum

* 1. To behave in a reasonable manner and be respectful of other allotment holders. Dogs must be kept on a lead and children must be kept under the strict supervision of the adults responsible for them. Instances of anti-social or threatening behaviour should be reported to the Clerk of the Parish Council and if necessary reported to the police.
  2. To comply with the rules regarding the erection of structures on the allotment. Application forms, which can be downloaded from the Parish Council website, or collected from the Parish Office, must be completed, returned to the Clerk and approved before construction starts.

Structures must not take up more than 25% of the total area of the plot and no structure shall exceed 2.4m (8ft) in height.

The maximum sizes permitted for each type of structure is:

|  |  |  |
| --- | --- | --- |
| **Structure** | **Length** | **Width** |
| Shed | 3m (10ft) | 2.4m (8ft) |
| Greenhouse | 3m (10ft) | 2.4m (8ft) |
| Polytunnel | 6m (20ft) | 3m (10ft) |

* 1. Not to deposit or allow anyone else to deposit refuse or any decaying matter on the allotment except for manure and compost required for cultivation purposes.
  2. Not to leave water taps running unattended. Watering to be carried out only when tenant is in attendance. Any hosepipes must be hand-held and must not to be used when water restrictions are in force.
  3. To leave the plot in a reasonable condition, without such detritus as might result in necessary removal by the incoming tenant or Parish Council and to return any key/s.
  4. To ensure that gates are locked on entry and exit.
  5. To ensure that all trees planted are of dwarfing stock and not planted within 2m of any path or be allowed to overhang paths or neighbouring plots.
  6. To note that bonfires, although not forbidden, are discouraged and should only be used if absolutely necessary. Tenants are encouraged to compost rather than burn, or to dispose of materials at a local reclamation site. Only organic/dry vegetable matter that has been produced on the tenant's plot may be burnt, providing that suitable weather conditions permit, to avoid causing a nuisance to neighbours both on and off the site.

The burning of material that may harm the soil (e.g. paint, roofing felt, plastics, etc.) is strictly forbidden*.* Bonfires must be managed safely at all times and extinguished by the tenant before nightfall.

* 1. To ensure that the plot number is visible at all times.
  2. To adhere to the parking guidelines when bringing a vehicle onto the site:

Elm Street – allotment holders should use the on-site car park.

Shacklecross – vehicles are only allowed on site for the purpose of loading and unloading. Vehicles must then be moved to the roads surrounding the site where on-street parking is available.

* 1. To be responsible for their safety and the safety of others on the allotment by using safe working practices and considering what items they leave on plots, e.g. when using power tools, gathering materials or erecting structures.

Any notice required by **the Council** to **the Tenant** may be signed on behalf of **the Council**

by the **Clerk to the Council** and may be served on **the Tenant** either personally, by email, at the last known address or by registered letter sent by the recorded delivery service addressed to there or by fixing the same in some conspicuous manner on the allotment.

AS WITNESS the hand of the parties the day and year first hereinbefore written Signature

**For Ockbrook & Borrowash Parish Council**

Signature: (**Tenant)**

Address:

Email address:

Phone number:

Date:

### **Appendix 10-** Ockbrook and Borrowash Charity Report.

# **Introduction.**

Ockbrook and Borrowash Parish Council are the sole trustee to three charities these include:

* The William James Charity for Ockbrook residents suffering hardship and distress who are in need of financial help.
* The Samual Alcock Charity for Borrowash residents in need of financial help.
* The Borrowash Burial Ground Charity for the upkeep of the cemetery.

Even though the PC is the sole trustee, they are two separate entities and charity rules apply.

Charities must have their own set of accounts, therefore their own bank accounts, they also have separate meetings to the PC (which need to be minuted) and these meetings are not open to the public.

# **Ockbrook and Borrowash Parish Council Charity History and information.**

## William James Charity – governing documents found.

In 1986 the below charities were amalgamated into the William James Charity.

* Anne Potter Dole Charity
* Edward James Charity
* Ockbrook Parochial Charity
* Robert Piggin Charity

The only income for this charity is the yearly Camp Farm field rental of £150.00.

For some reason when the original bank accounts were set up they had separate accounts for Anne Potter and the Parochial charity even though they should be in the one account under William James, **ACTION** I have now amended that on the statement reconciliations, the new balance is £1981.09.

Governing rules –

* 4 trustees appointed by the parish council for a four-year term, these trustees do not need to be councillors.
* Each trustee must sign a declaration of acceptance.
* There must be two meetings per year, the first meeting of the year being when the chair gets appointed.
* Two trustees are needed for a meeting to be quorate.
* If a trustee is absent for all meetings in one year the PC can remove and replace them.
* The Clerks time on the charity would be classed as a grant from the PC.

## The Samual Alcock Charity – governing documents found.

Since 2018 The Borrowbrook Homelink donation has come out of this charity, which now has a £0.00 balance and there is no money coming into the charity.

Governing rules –

* 5 trustees appointed by the parish council for a four-year term, these trustees do not need to be councillors.
* Each trustee must sign a declaration of acceptance.
* There must be two meetings per year, the first meeting of the year being when the chair gets appointed.
* Two trustees are needed for a meeting to be quorate.
* If a trustee is absent for all meetings in one year the PC can remove and replace them.
* The Clerks time on the charity would be classed as a grant from the PC.

## The Borrowash Burial Ground Charity – governing documents missing.

This charity cannot be closed due to the asset of the cemetery and any monies spent on the cemetery has to come out of the charity account. If work is needed to be done the charity trustees will need to apply for grants/donations from organisations as well as the PC, they should not assume the PC will fund the charity.

No money is being paid into this and the balance will be £48.61 once the new lock and bolt have been taken out.

Governing rules – these are missing but looking at past minutes there were 4 trustees.

## The Charity Commission.

All our charity accounts were removed from the charity commission in 2010 due to the year-end accounts not being submitted. We do not need to reinstate them with the charity commission as they only want charities with an income of £5,000 a year. Even though they have been removed by the charity commission they are still active charities.

# **My Recommendations.**

Close the Samual Alcock charity, there will be no more money coming in as this was set up following the sale of a house and all the funds have been spent.

Set up individual bank accounts for the William James charity and the Borrowash Burial Ground charity.

Appoint the trustees – I believe it should be the same trustees for all the charities, then all the meetings can be held after each other, makes it less complicated. The previous PC did vote for the burial committee to be the burial trustees but after looking into all of this I think that was wrong and if Tim joins the committee it would mean 7 trustees when they only need 4.

### **Appendix 11–** CORRESPONDENCE RECEIVED. – UP TO 18/08/23

Emails received from members of public:

* Briar Close – Access granted to the tree surgeon.
* Request for Cllrs to speak to the RHS judges for Borrowash – forwarded to all.
* Copied into an email to EBC regarding green belt land.
* Request for copies of minutes between 1999-2005 – coming into the office to look at them.
* Request for information about the cemetery kerb ruling – all questions answered.
* Comments on the Coop toilets – forwarded to Cllrs as part of the agenda.
* Request for the PC to look at a tree on Deans Drive – responded we will be getting quotes for tree surveys; it will be looked at then.
* Query into the Wilmot Arms development – updated them.
* Regarding a donation to a recent interment – informed that we don’t accept donations.
* Copied into an email to EBC regarding the flooding in Ockbrook.
* Request for support officer information – forwarded.
* FOI request to see a report when it is produced – FOI can’t be in advance of something.
* Request for the above report – responded with website details of where it is.
* Request for some trees in All Saints to be cut back – forwarded to EBC as they cut them in the past.
* Request for a resident to continue to cut the hedge on Ladysmith Road – the hedge isn’t ours so they can continue to cut it.
* Regarding overgrown hedges in the parish – responded.
* FOI received regarding the charity accounts – responded.
* FOI received regarding the charity accounts - 2nd time this has been sent this email, pointed them to my fist response.
* Request for an update on Belmont Drove Cemetery – explained the need to reinstate the charity trustees before any work can be done.
* Copied into an email to EBC regarding their concern about the flooding in Ockbrook and the possibility of more houses being built making this worse.
* Concerns of a grave sinking – The grave digger filled this in.
* Hall hiring payments, enquiries, cancellations, and updates. (23)
* Allotment enquiries, concerns and updates. (24)
* Memorial enquiries. (25)

Other emails received:

* East Midlands Airport newsletter.
* Police and Crime Commissioner newsletter. – forwarded to Cllrs. (26)
* The Circuit informing that the Royal Oak defib might have been used – checked this and it hadn’t.
* National Allotment Society newsletter.
* Mentall Matters - newsletter. (31)
* Neighbourhood planning newsletter.
* ICO newsletters and updates. (32)
* ICCM updates. (33)
* Rural Action Derbyshire newsletters

Emails received from EBC:

* Planning applications/amendments/appeal decisions:
  + ERE/0623/0065 Little Hay Grange, Far Lane – Change use and conversion of existing agricultural buildings to form 3 houses.
  + ERE/0823/00158 Riverside Farm ,Station Road, Borrowash – Replacement hay barn and farm store. (35)
  + ERE/0723/0069 1 Brook Road, Borrowash – detached two storey dwelling. (36)
  + ERE/0723/0067 59 Collier Lane, Ockbrook – erect two storey rear extension and single storey rear extension.
  + ERE/0723/0064 Wilsons Chemist, Borrowash – install automated prescription machine.
  + ERE/0723/0061 52 Draycott Road, Borrowash – Vehicular access and crossover.
  + ERE/0723/0041 Little London Farm, Far Lane, Ockbrook – change of use of stable to an annex.
  + ERE/0323/0045 (amended) 26 The Ridings, Ockbrook – demolition of bungalow and construction of replacement dwelling.
  + ERE/0723/0028 1 The Settlement, Ockbrook – demolition of existing dwelling and erection of new dwelling with vehicular access.
  + ERE/0923/0070 11 Wesley Lane, Ockbrook – demolition of workshop and erection of 2 storey extension.
  + ERE/0723/0007 10 Derby Road, Borrowash – single storey rear extension.
  + ERE/0423/0029 15 Flood Street, Ockbrook – proposed new dwelling.
* Code of conduct training – emailed Cllrs. (39)
* Update on the Clerks query into the overgrown tree in All Saints Church yard – the trees were last pruned in 2022 after the tree survey their next survey is due 2027 but will look at this in Autumn. (40)
* Information on the holiday activities and food camps – on Facebook and notice boards.
* Update on the Clerks request for the jitty by Redhill school to be maintained – EBC sent someone to cut the foliage back. (41)
* Register of interest update. (42)
* Public spaces protection order alcohol consumption survey – survey completed. (43)
* Public spaces protection order dog control survey – survey completed. (43)
* Planning and ordinary meeting agenda/minutes. (44)

Emails received from DCC:

* Update on the Clerks request to fix the sunken ironworks on Church Street – DCC have forwarded the request to Severn Trent. (45)
* Update on the Clerks request to fix the traffic lights in Borrowash – now fixed.
* Numerous road closure notifications– on Facebook.
* Update on the Clerks request for the date of the installation of the pedestrian crossing in Borrowash – Date to be forwarded once they have it.
* Update on the Clerks request to reinstall the white lines on the slip road in Ockbrook – should be completed in the next 6-10 weeks.
* Summer survey - forwarded to Cllrs and on Facebook.
* Update on the Clerk request regarding the overgrown hedge on Flood Street - written to the owners will be monitored in 4 weeks’ time.
* Cyber security awareness information.
* Update on the Clerks request regarding the overgrown hedge on footpath 37 – written to the owners and will be monitored in 4 weeks’ time.
* Update on the Clerks request regarding the pavement surface on Pare Way, Ockbrook - all repaired.
* Community news x 3 – on website. (46)

Emails received from DALC, including July and August newsletter – Forwarded to Cllrs (47)

Numerous emails received from NALC - forwarded to Cllrs. (48)

SLCC updates and news bulletins. (49)

Magazines:

* Local Councils Update, August. (50)
* Clerks and Councils Direct.
* The Clerk
* Allotment and Leisure Gardener.