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

## Held virtually, on Wednesday 2nd September 2020 at 19.00.

## **Public Speaking.**

## Members of Public.

## A member of public asked, apart from the Ashbrook Centre work what other things are the Parish Council doing regarding environmental issues/projects in the villages. **RESOLVED** Councillor Wallis responded that a meeting has been arranged with Wayne Peapell to discuss further plans that they have, working alongside Erewash Borough Council. Residents will be informed of the proposals. Wayne Peapell mentioned so far, we are recycling garden waste, using low carbon fuels and more trees/ wildflowers can be planted to increase the biodiversity.

## A member of public asked:

## Whether the Parish Council were going to do anything to support the anti- littering campaign in September, they thought Councillor Wallis was going to run something for two weeks. **RESOLVED** Councillor Wallis said we offered help, to both the Ockbrook and Borrowash in Bloom groups, supplying litter pickers and bags if they wanted to do something.

## Wants to know what we are doing regarding the carbon footprint project information he sent to us. **RESOLVED** This will be looked into and reported on in Octobers meeting, Councillor S Fraser-Burton volunteered to help.

## A member of public mentioned:

## The Ashbrook Centre website being out of date and having no mention of Wayne’s work **RESOLVED** The Ashbrook Centre website is in the process of being taken down due to it being out of date.

## The Clerk will update the Ashbrook page on the Parish Council website.

## Wants to know about Youth groups and activities at the Centre, thinks a youth group would be a great idea **RESOLVED** Councillor S Fraser-Burton commented that the original youth group were approached before Christmas, the leader is now away and the senior members are uncontactable, offers have been made for them to come back but there is no one to take the offer up. All we can do is offer the facilities for a youth group and would support someone if they wanted to do that.

## A member of public asked:

## Would the Parish Council consider funding a youth leader? **RESOLVED** We did this with the last youth group, we gave them £250 a month towards running the group which we would do again, but a group needs to come to us.

## Would like noting that the minutes from the last meeting did not reflect what was said by Councillor Holbrook, he had stated the VAT on the ride on mower had been reclaimed when it had not.

## Derbyshire County Council Report

## Councillor R Parkinson submitted a report, see appendix 1.

## Erewash Borough Council Report

## Councillor M Wallis updated all on the outcome of the virtual full council meeting:

## Ilkeston and Long Eaton fairs have been cancelled

## Bonfire night cancelled

## Ilkeston and Long Eaton Christmas light switch on has been cancelled.

## Remembrance Sunday is going ahead but no precession, gatherings or church service.

## Police

## 05/07/20- Criminal Damage- Church Street, Ockbrook

## 11/07/2020- Theft- Derby Road, Borrowash

## 03/08/2020- Criminal Damage- Beech Avenue, Borrowash

## 08/08/2020- Vehicle Crime-Conway Avenue, Borrowash

## Ashbrook Trustees.

## Councillor S Fraser-Burton submitted a report, see appendix 2.

## **Present.**

## Councillors M White (Chairman), T Holbrook (Vice Chairman), M Wallis, J White, D Webster, S Fraser-Burton, J Kennedy and R Locke.

## **Also Present.**

## S Kitchener (Clerk and RFO), Councillor R Parkinson and 10 members of public.

## **93/09/20 Apologies for Absence.**

## Councillor P Fisher.

## **94/09/20 Declarations of Members Interests.**

## None.

## **95/09/20 Dispensations.**

## None.

## **96/09/20 Variation of Order of Business.**

## Whilst the Clerk was away information was received from Derbyshire County Council and Erewash Borough Council that needed discussing at this meeting. The Chairman added an agenda item, to be discussed after the Parish Hall section where he will also read out his Chairman’s report.

## **97/09/20 Approve the Parish Council Minutes of the meeting held on the 1st July 2020.**

## Proposed by Councillor M White and all unanimously agreed that the minutes be approved as a true record and were signed by the Chairman of the meeting.

## **98/09/20 Items to be Taken into Private Session.**

## None.

## **99/09/20 Report of the Parish Clerk and RFO.**

## Website update

## All planning applications are now put on the website.

## The What’s on Calendar is being updated as groups come back.

## Financial page needs working on, a lot more information can be added.

## Hall reopened 1st September 2020.

## Groups still not using the hall are Brownies and Guides, Probus, WI, the Over 60’s and Ockbrook photographic Club.

## Picked up two extra bookings from Dynamicmotif Dance.

## Shacklecross allotment replacement keys were handed out to all tenants in August.

## Shacklecross bus stop has been refurbished by EBC.

## Cemetery

## Pear Technology have received all the plans for Balmoral Road Cemetery.

## The memorial benches have all been mapped out, one needs repairing but unsure of the owner. The bench is going to be removed until the owner contacts the Clerk.

## **100/09/20 Reports from Parish Committees.**

## **Finance.**

## Accept accounts for Payment.

## **RESOLVED** Councillor T Holbrook proposed to accept the payment list and all unanimously agreed. See appendix 3. He also proposed to continue with the Ecclesiastical insurance for the next three years to receive the 5% discount, seconded by Councillor S Fraser-Burton and all unanimously agreed.

## Income and Expenditure Breakdown.

## **RESOLVED** The figures were accepted. See appendix 4.

## Annual Policy Reviews-

## Car Usage Policy see appendix 5.

## Child and Vulnerable Adult Protection Policy see appendix 6.

## **RESOLVED** All unanimously agreed to accept the documents.

## New Policies to adopt-

## Councillor/Staff Training and Development Strategy see appendix 7.

## Deans Drive COVID 19 Risk Management see appendix 8.

## Parish Hall COVID 19 Risk Assessment see appendix 9.

## Model Publication Scheme see appendix 10.

## Parish Hall Fire SAFETY Risk Assessment see appendix 11

## Website Accessibility Statement see appendix 12.

## **RESOLVED** All unanimously agreed to adopt the new policies.

## Update on Flag Flying and Notice Board Protocol

## **RESOLVED** All unanimously agreed to accept the new policies see appendix 13.

## **Planning.**

## Carr Hill Farm has lost their appeal with Planning at Erewash Borough Council.

## ERE/0720/0031 245 Victoria Avenue, Ockbrook - Proposed single story rear extension.

## ERE/0620/0052 50 Victoria Avenue, Borrowash – Proposed single story rear extension and new wall.

## ERE/0620/0047 5 Albert Cottages, Bakehouse Lane, Ockbrook – Proposed single storey rear extension, single storey shed, new car standing area, erection of boundary fencing, demolition of existing rear brick store, partial demolition of brick walls and change of use to land to the rear.

## ERE/0620/0041 49 Victoria Avenue, Borrowash – Proposed single storey rear extension.

## ERE/0620/0040 5 Barrons Way, Borrowash – Proposed single storey extension to the side.

## ERE/0720/0053 3 Millstream Grange, Borrowash – Proposed change of land to southern side of existing dwelling to residential use and single storey extension to existing garage.

## Tree preservation order – 163 Cole Lane, Borrowash.

## Tree preservation order – 161 Cole Lane, Borrowash.

## A resident has sent an email about their objections to an application for Collier Lane.

## **Recreation.**

## Reporting on the committee meeting on the 1st of September 2020, where Remembrance Sunday was discussed. Due to the decision of Erewash Borough Council and Government guidelines on COVID 19, Councillor J Kennedy proposed that Remembrance Sunday is limited to 30 people by invitation only, there will be no parade or band and the memorial will be fenced off. Seconded by Councillor D Webster and all unanimously agreed.

## **Environment.**

## Litter around the COOP- Litter and fly tipping in general is getting worse, 25/30 bags of litter are being picked weekly, hot spots are being picked twice a day.

## Dog fouling – like litter this is on the increase.

## Update on the culvert at the bottom of Cole Lane, Ockbrook. The initial report has been received from the flooding meeting in June. The riparian owners will be written to explaining their responsibilities. The report is available from Councillor Wallis.

## Waiting to hear from the Environment Agency regarding funding so can start work on the brook to aid water flow.

## There has been a request for a memorial bench on Nottingham Road near Barrons Way. **RESOLVED** no objections to the request.

## **Burials.**

## Councillor S Fraser-Burton updated members on:

## Belmont Drive Cemetery

## Is heavily overgrown and largely inaccessible. Plans are being drawn up to schedule the work during quieter periods in the year, specifically over the winter months.

## A review of the site also indicates the need for suitable public access to be recreated and improvements made to the boundary fence to ensure the security of the site. The current access is insufficient for both machinery and public access whilst the metal fencing on Belmont drive is incomplete.

## Many of the gravestones and memorials on the site are in a poor condition and consideration will be required when dealing with the safety of the public. A full review will be required once the grounds have been cleared

## Anticipated that the Belmont Drive Cemetery will not be open to the public within the next 12 months, but that work will commence on the site over the winter.

## Councilor Wallis commented that a plan is already in place approved by the Parish Council for the redesign of Belmont Drive. A W Lymn offered to help log the memorials and M. Barker has offered to write the history on the church yard. Plans to be passed onto Councilor S Fraser-Burton.

## Update on the new Cemetery

## After plotting section E and F the record shows 218 unused plots within the two sections and there is evidence of more plots in sections A to D. This does not include plots that have been pre-registered and are marked on the register as committed.

## A review of burials within the parish over the past six years suggests an average annual requirement of 14 plots per year. Therefore there are sufficient unused plots within sections E and F of Balmoral Cemetery for the next 16 years. The parish council therefore requires a new Cemetery facility to be available before the year 2036

## A request for copies of the documentation relating to the recent negotiations for a new Cemetery area has found no evidence of documentation within the parish council files

## With 16 years of planning time it is prudent to consider all options thoroughly and to conduct a full review of ground owned by the parish council before attempting to purchase new land for use as a Cemetery

## Councillor Wallis commented that Councillor Holbrook and himself had met with DR Hedley and his representative on numerous occasions. A design is in place for the new cemetery on land owned by Dr Hedley, gifted for a peppercorn rent and a field has been agreed on. Plans to be passed onto Councillor S Fraser-Burton.

## **Parish Hall.**

## Electrical Testing results

## Previous installations have a DIY element with work being below standards and not to regulations. Clerk to contact British Gas regarding the car charging unit.

## Quote on way from electrician.

## **Allotments.**

## After an inspection, there are two plots not being looked after, one we helped last year, letters have been sent to them.

## Waiting list of 12.

## Thank you to the Clerk for delivering the keys and Julie Smith for all the help she’s given Councillor Webster during COVID.

## **101/09/20 Report of the Chairman**

## Christmas light switch on.

## Although outdoor gatherings of over 30 can take place, we would need to do risk assessments to mitigate the risk of Corona virus transmission, in accordance with Government guidance. Councillor White does not feel the Parish Council can mitigate the risk effectively. RESOLVED Councillor White proposed to cancel the celebrations but the lights will still go up and all unanimously agreed.

## **102/09/20 Correspondence Received.**

## The correspondence received and listed in the agenda were available at the meeting, see appendix 14.

## **103/09/20 Date and Time of Next Meeting.**

## The next Parish Council meeting is scheduled to take place on Wednesday 7th October 2020 commencing at 19.00 in the Parish Hall, Church Street, Ockbrook or virtually dependant on Government advice. November and December meetings will be on the first Tuesday instead of the first Wednesday.

## **104/09/20 Exclusion of Press and Public.**

## Nothing to report.

## There being no further business the meeting concluded at 20.20.

## Appendix 1.

## Ockbrook & Borrowash Parish Council

## Wednesday 2nd September 2020

## DCC Report

## (Cllr Robert A Parkinson)

## Civic Chairman/Vice-Chairman

## 

## Cllr Mrs Judith Twigg is this year’s Civic Chairman of DCC, whilst I am the Civic Vice-Chairman.

## 

## Members’ Community Fund

## 

## Cllr. Major and I have each arranged for grants: £500 each to the Ockbrook & Borrowash Food Bank and £1,000 each to the Ashbrook Centre.

## Update on restrictions at recycling centres

## Restrictions at recycling centres have been relaxed. Residents can now visit household Waste Recycling Centres any day of the week. The layout of the centres have been improved to accommodate more vehicles on site at any one time, whilst allowing visitors to maintain two-metre social distancing – meaning the odd and even number plate system put in place to restrict the number of vehicles visiting the sites is no longer in operation.

## County libraries

## Some libraries across Derbyshire have reopened with several temporary changes in place to keep customers and staff safe.  Long Eaton library reopened on Thursday, 9th July.  Opening hours at Borrowash Library will change from 32 to 18 per week when it re-opens on Monday 28th September 2020.  Residents must book an appointment to visit their library and people are being urged not to turn up without having arranged their appointment first.

## Briar Close House

## Derbyshire County Council has committed to keep Care Homes open until replacements are built.  Briar Close House will be refurbished.  As this refurbishment could be disruptive, residents are to be offered the opportunity to move out temporarily whilst the work takes place if they wish.  If they choose not to move out, they may still be required to re-locate within the home to allow work to take place in certain areas.

## Covid-19

## The Covid-19 pandemic has been challenging, but communities in Borrowash, Breaston and Draycott have each pulled together to help those who need it most.  Thanks are due to all volunteers who have done such brilliant work.  As your County Councillor, I have been able to keep them informed about help, including grants, made available by the Council.

## Flood damage

## Storms and heavy rain late last and early this year caused severe damage to Derbyshire’s roads, together with flooding of gardens and property.  The relevant Officers of the County Council have been gathering evidence from residents and site inspections.  A report on future alleviation measures will be produced in due course.

## Changes to the way children travel to school

## 

## There are going to be some changes to the way children travel to school and DCC is doing everything to ensure they have a safe journey.  Information has been sent to parents and pupils about the new government guidance when using school transport which includes:

## 

## keeping face coverings on (if over the age of 11 and you can wear one)

## sitting in the same seat each day if possible

## facing the front and don’t turn round

## sitting with people in the same year group

## not shouting, talking loudly or singing

## avoiding touching anything other than your own things

## washing or sanitising hands when arriving at school or home.

## 

## (Full details at [https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/schools/school-transport/school-transport-and-coronavirus.aspx#](https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/schools/school-transport/school-transport-and-coronavirus.aspx))

## 

## Youth Activity Grants

## 

## There is a total of £220,000 worth of grants available for activities that will help improve young people’s emotional and physical wellbeing and development.  Community groups that work with young people up to 19, or 25 if they have a disability, can apply.  Details are on the DCC website.

## 

## School students urged to apply for a b-line card

## DCC is urging school pupils to apply for a free b-line card, so they can take advantage of the travel discount scheme.  Applications can now be made online, rather than the cards being available through schools and colleges.  B-line gives cut-price travel discount of up to 25% for young people living in Derbyshire aged 11 up to 19 who are at school, college, on training courses or on an apprenticeship

## 

## Appendix 2.

## THE ASHBROOK CENTRE TRUST

## Registered Charity No. 1161417

## *Report on the Refurbishment and Opening of the Ashbrook Centre*

## *Prepared for the Ockbrook and Borrowash Parish Council Meeting held on*

## *2nd September 2020*

## Mr Chairman, Councillors, Ladies and Gentlemen.

## Over the past two months the Ashbrook Centre has been working to apply the safe practices advised for reopening to public groups. A comprehensive review of the government advice and rules has been undertaken and safe distancing measures, one way systems, sanitisation stations and stringent cleaning regimes have been applied.

## As a result, the centre has seen a significant upturn in bookings with Trampoline Exercise classes, a Dance Academy, Chair Yoga, Borrowash in Bloom and the return of the Ockbrook and Borrowash WI all booked for September. A Pre-school childminding group are working with the centre with a view to opening 5 days a week later this year and a Walking Football team is interested in using the outdoor Multi Use Games Area. This results in the centre being fully booked 4 nights a week and Saturday mornings. There is also a developing demand for the use of the additional meeting rooms which still require refurbishment.

## On the subject of refurbishment, new doors to the main entrance and the North elevation are due to be installed this month and tenders are being received for the refurbishment of the toilet areas and the outside lighting with a view to work commencing in October. Further work being scheduled includes the an upgrade to the distribution board, the refurbishment of the sports and shower facilities, new boilers for the North wing of the centre and the replacement of a large sky line window in the main hall.

## Work on the grounds has been ongoing throughout the lock-down period and the wildflower garden and arboretum is maturing well. Plans to continue this work include raised vegetable beds and a parish green house, both constructed from reclaimed materials. The grounds have already received a number of visitors including being used as a quiet, socially distanced meeting pace for some of our more vulnerable residents to sit and have a chat with friends.

## With bookings on the increase and encouraging progress with opening the remaining facilities the centre is already close to becoming self-funding. This would not have been possible without the generous grants the trust has received and have been promised. Whilst there have been some delays in the project as a result of COVID-19, it is expected that the additional meeting rooms and sports and shower facilities will be completed in the first half of 2021 with a phased opening of facilities as they become available.

## Major S Fraser-Burton, Chairman

## **Appendix 3 -** Invoices Accepted for Payment September 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoices to be paid** |  |  |  |  |
|  | £15.00 | Simply Sparkle | Parish Hall Windows August |  |
|  | £175.00 | Lisa | Parish hall August clean |  |
|  | £3159.14 | Erewash Borough Council | August payroll |  |
|  | £72.00 | Virgin | Broadband and phone September |  |
|  | £3122.15 | Wayne Peapell | August works and purchases |  |
|  | £61.40 | Watsonfire | PAT and fire extinguisher tests |  |
|  |  |  |  |  |
| **Invoices already paid** |  |  |  |  |
|  | £539.95 | Snap Developments | Ashbrook Centre water heater |  |
|  | £125.00 | Bgorgeous | July Zoom chair based exercise |  |
|  | £3174.88 | Wayne Peapell | July works and purchases. |  |
|  | £80.00 | Lisa | June Parish hall clean |  |
|  | £588.41 | Erewash Borough Council | Flower basket sponsorship |  |
|  | £2537.50 | Erewash Borough Council | July payroll |  |
|  | £1000.00 | Horobin Memorials | Asprey memorial |  |
|  | £15.00 | Simply Sparkle | Parish hall windows July |  |
|  | £50.00 | DALC | Planning training course |  |
|  | £556.20 | City Hygiene | Annual invoice |  |
|  | £21.38 | Sarah Kitchener | Expenses to 05/08/2020 |  |
|  | £220.00 | W Kemp | Ashbrook Centre roof repairs |  |
|  | £125.00 | Hardware shop | Allotment keys and locks |  |
| **Invoices already paid by direct debit** |  |  |  |  |
|  | £20.00 | Erewash Borough Council | Cemetery rate Aug |  |
|  | £74.76 | Engie | Electricity July |  |
|  | £70.49 | Engie | Gas July |  |
|  | £350.22 | Erewash Borough Council | Cemetery bins 01/07/20-30/09/20 |  |
|  | £78.08 | Everflow | Water 06/09/20-05/10/20 |  |
|  | £540.96 | Lloyds Bank | Credit card June |  |
|  | £27.11 | 02 | Mobile 18/07/20-17/08/20 |  |
|  | £72.00 | Virgin | Broadband 06/08/20-05/09/20 |  |
|  | £60.80 | Engie | Elec June |  |
|  | £203.80 | Engie | Gas June |  |
|  | £20.00 | Erewash Borough Council | Cemetery rates July |  |
|  | £78.92 | Everflow | Water 06/08/20-05/09/20 |  |
|  | £72.00 | Virgin | Broadband 06/047/20-05/08/20 |  |
|  | £27.11 | 02 | Mobile 18/06/20-17/07/20 |  |
|  | £620.45 | Lloyds bank | Credit card July |  |

## **Appendix 4.** – Income and Expenditure as at 30th June 2020.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget 2020/2021** | **June** | **Actual to date 2020/2021** | **Forecast to year end 2020/2021** | **Total forecast to year end 2020/2021** | **Variance to budget 2020/2021** | **Notes** |
| **Income** | **£** | **£** | **£** | **£** | **£** | **£** |  |
| Precept and Grant | 111,462 |  | 27,866 | 83,596 | 111,462 | 0 | Paid 1/4ly this year |
| Burials | 11,610 | 540 | 2,440 | 9,170 | 11,610 | 0 |  |
| Recreation | 7,046 |  | 280 | 6,766 | 7,046 | 0 |  |
| Hall/lettings | 8,143 | 58 | 442 | 5,318 | 5,760 | -2,383 | No income since April due to COVID 19 |
| Allotment | 3,814 |  |  | 3,814 | 3,814 | 0 |  |
| Other/VAT/Ashbrook | 10,373 |  | 7,149 | 3,224 | 10,373 | 0 |  |
| **Total Income** | **152,448** | **598** | **38,177** | **111,888** | **150,065** | **-2383** |  |
|  |  |  |  |  |  |  |  |
| **Expenditure** |  |  |  |  |  |  |  |
| Hall and Utilities | 13,948 | 635 | 1,492 | 12,456 | 13,948 | 0 |  |
| Ashbrook | 25,061 | 300 | 855 | 24,206 | 25,061 | 0 |  |
| Recreation | 11,462 | 100 | 371 | 11,091 | 11,462 | 0 |  |
| Environment | 27,769 | 1,778 | 7,158 | 20,611 | 27,769 | 0 |  |
| S137 | 5,000 | 250 | 250 | 4,750 | 5,000 | 0 |  |
| Staff/training/mileage | 23,222 | 2,596 | 5,924 | 17,298 | 23,222 | 0 |  |
| Gen/Subs/insurance/VAT | 32,050 | 318 | 1,719 | 30,331 | 32,050 | 0 |  |
| Burials | 11,571 | 1,226 | 3,492 | 8,079 | 11,571 | 0 |  |
| Allotments | 2,365 | 56 | 134 | 2,231 | 2,365 | 0 |  |
| **Total Expenditure** | **152,448** | **7,260** | **21,395** | **131,053** | **152,448** | **0** |  |
|  |  |  |  |  |  |  |  |
| **Total Income and Expenditure 2020/2021 (+surplus/-deficit)** | **0** | **6,662** | **16,782** | **-19,165** | **2,383** | **-2,383** |  |
| **Balance carried forward fromm2019/2020** | **93,207** |  |  | **2019/20** | **93,207** |  |  |
| **Forecast balances as at 31st March 2021** | **93,207** |  |  | **2021/21 outturn** | **90,824** |  |  |

|  |  |  |
| --- | --- | --- |
| Reserves | £ |  |
| Ashbrook Centre | 10,000 |  |
| New Grave Yard | 50,000 |  |
| Bi Electon | 6,000 |  |
|  |  |  |
| General Reserves | 24,824 | 24% precept |
|  | 90.,824 |  |

## Income and Expenditure as at 31st July 2020

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget 2020/2021** | **July** | **Actual to date 2020/2021** | **Forecast to year end 2020/2021** | **Total forecast to year end 2020/2021** | **Variance to budget 2020/2021** | **Notes** |
| **Income** | **£** | **£** | **£** | **£** | **£** | **£** |  |
| Precept and Grant | 111,462 | 27,865 | 55,731 | 55,731 | 111,462 | 0 | Paid 1/4ly this year |
| Burials | 11,610 | 180 | 2,620 | 8,990 | 11,610 | 0 |  |
| Recreation | 7,046 | 114 | 394 | 6,652 | 7,046 | 0 |  |
| Hall/lettings | 8,143 |  | 442 | 4,664 | 5,106 | -3,037 | No income since April due to COVID 19 |
| Allotment | 3,814 |  |  | 3,814 | 3,814 | 0 |  |
| Other/VAT/Ashbrook | 10,373 | 3 | 7,151 | 3,224 | 10,373 | 0 |  |
| **Total Income** | **152,448** | **28,162** | **66,338** | **83,072** | **149,411** | **-3037** |  |
|  |  |  |  |  |  |  |  |
| **Expenditure** |  |  |  |  |  |  |  |
| Hall and Utilities | 13,948 | 920 | 2,411 | 11,537 | 13,948 | 0 |  |
| Ashbrook | 25,061 | 970 | 1,825 | 23,236 | 25,061 | 0 |  |
| Recreation | 11,462 | 325 | 696 | 10,766 | 11,462 | 0 |  |
| Environment | 27,769 | 2,165 | 9,323 | 18,446 | 27,769 | 0 |  |
| S137 | 5,000 |  | 250 | 4,750 | 5,000 | 0 |  |
| Staff/training/mileage | 23,222 | 2,602 | 8,527 | 14,695 | 23,222 | 0 |  |
| Gen/Subs/insurance/VAT | 32,050 | 687 | 2,406 | 29,644 | 32,050 | 0 |  |
| Burials | 11,571 | 1,236 | 4,728 | 6,843 | 11,571 | 0 |  |
| Allotments | 2,365 | 1,161 | 1,295 | 1,070 | 2,365 | 0 |  |
| **Total Expenditure** | **152,448** | **10,066** | **31,460** | **120,988** | **152,448** | **0** |  |
|  |  |  |  |  |  |  |  |
| **Total Income and Expenditure 2020/2021 (+surplus/-deficit)** | **0** | **18,096** | **34,878** | **-37,915** | **-3,037** | **-3037** |  |
| **Balance carried forward fromm2019/2020** | **93,207** |  |  | **2019/20** | **93,207** |  |  |
| **Forecast balances as at 31st March 2021** | **93,207** |  |  | **2021/21 outturn** | **90,169** |  |  |

|  |  |  |
| --- | --- | --- |
| Reserves | £ |  |
| Ashbrook Centre | 10,000 |  |
| New Grave Yard | 50,000 |  |
| Bi Electon | 6,000 |  |
|  |  |  |
| General Reserves | 24,169 | 24% precept |
|  | 90.,169 |  |

## **Appendix 5**

## **Ockbrook and Borrowash Parish Council**

## **Car Usage Policy**

## **Any employee or Parish Councillor will be eligible to claim mileage expenses for use of their private vehicle whilst on Parish Council business (subject to holding valid Car Insurance, and a full driving licence)**

## **Private Car Usage Suitability** Any vehicle used should be fit for the purpose it is being used for, for example, towing or delivering items.

## **Mileage** rates will be subject to change in accordance with the government guidelines.

## table showing the breakdown of the rates per business mile.

## During the period when a car is off the road for repairs, reimbursement in respect of travel by other forms of transport should be made by the Council.

## **Maintenance:** please ensure that the car is kept in good condition. This includes keeping it clean and ensuring that the tyre pressure, lights, oil, water etc are up to the required standard. Employees should not use their cars on Council business in an un-roadworthy condition and should undertake to service their car on a regular basis in accordance with the car’s servicing requirements.

## 

## **Insurance:** Employees must ensure that any vehicle which is used on Council business is adequately insured for personal business usage. Employees will be required to produce evidence of insurance every year, so that the council can double check they are still adequately insured, along with a copy of their driving licence.

## 

## **Offences:** If an employee is prosecuted or convicted for a driving offence which results in a period of disqualification, they must inform the Council immediately. The Council will consider the impact on the employee’s job role to determine if this affects their employment status.

## **Driving with a Mobile telephone:** It is an offence to use hand-held mobile telephones whilst driving. A driver will be liable for prosecution if he/she is holding a mobile telephone and any other type of hand-held device to send or receive any sort of data, be it voice, text or pictorial image. An employee is regarded as driving if they are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. Therefore the Council strictly forbids employees using hand-held mobile telephones whilst driving. A mobile telephone may only be used with a hands-free device, in which case the call should be kept to the shortest possible time and only to effect essential communications. Where employees need to operate the mobile phone or need to deal with a call through a caller’s hands-free device for longer than receiving or giving a short communication, before doing so the Council expect the employee to stop and park the car where it is safe and lawful to do so and with the engine switched off. Whilst driving, employees should not use the message facility on the mobile phone, or if available through such a phone, an image facility or internet access.

## 

## A breach of the Council’s rule on the use of a mobile phone whilst driving will render the employee liable to action under the Disciplinary and Dismissal Procedure up to and including dismissal dependent on the circumstances.

## 

## **Inspection of Documents**: Employees and Parish Councillors who claim Mileage Rates are to produce the following original documents at the request of the Council, on an annual basis, or at the specific demand of the Clerk if applicable:  Current MOT certificate,  Current car insurance, showing the employee / Councillor is covered for personal business use; and  Current driving licence.

## **Appendix 6.**

# **Ockbrook and Borrowash Parish Council**

# **Child and Vulnerable adult’s protection policy**

# Ockbrook and Borrowash Parish Council has a legal obligation to ensure an appropriate standard of care for those people who use our services. The purpose of the policy is to safeguard children, young people or vulnerable adults using our services and to facilitate the best possible professional practice from the Council, its staff, and all service deliverers.

# This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work. In practice, this policy will primarily relate to the Parish Council Play Schemes which are delivered by a contractor, It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults. Therefore, it will be adopted by the Council as a while and will provide the framework for ensuring that children, young people and vulnerable adults are kept safe from harm in all situations that arise.

# **DEFINITIONS**

# **Children and young people:**

# Anyone under the age of 18 years

# **Vulnerable Adult:**

# Anyone over 18 who is:

# Unable to care for themselves

# Unable to protect themselves from significant harm or exploitation

# Or may be in need of community care services

# The Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

# We will endeavour to achieve this by:

# Ensuring that our staff are carefully selected, trained and supervised.

# Ensuring that any contractors used to deliver services on behalf of the Parish Council have current enhanced CRB Checks, a Child Protection and Vulnerable Adults policy and Risk Management assessment in place.

# Being available to parents, carers and children and vulnerable adults to voice their concerns or lodge complaints if they feel unsure or unhappy about any issue.

# **APPENDIX - CONTRACTORS DECLARATION FORM**

# Ockbrook and Borrowash Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them om physical, sexual and emotional harm.

# As a contractor of Ockbrook and Borrowash Parish Council, it is essential that you have taken the time to thoroughly read this Child and Vulnerable Adult Protection Policy. By being made aware of the policy, it is our intention to ensure that all contractors are pro-active in providing a safe environment for the young and vulnerable people in their care.

# **Contractors Declaration**

# I have read and fully understood the Child and Vulnerable Adult Protection Policy, and hereby declare that I will carry out my role in line the policy statement contained therein.

# Signed…………………………………………Name……………………………….

# Date……………………………….

# Company………………………………………………………………………

# **Appendix 7.**

## **Ockbrook and Borrowash Parish Council – Councillor/Staff Training and Development Policy.**

## This Staff and Councillor Training Policy outlines the training and development (or continuous professional development) that staff and Councillors can expect to receive.

## Engaging in learning, training and development is essential in gaining experience and enabling both staff and Councillors to understand their role and contribute fully to the democratic process.

## Training will be given on a first come first served basis, providing it is relevant and the costs can be met from within the available training budget. This is set annually and the current expenditure is reported through the monthly financial reports.

## **Councillors.**

## Many of the recommended training courses are run by the Derbyshire Association of Local Councils (DALC). Ockbrook and Borrowash Parish Council will pay for any training involved/required.

## The following training is required for new Councillors:

## Essential Councillor Training – This must be completed within 6 months of attaining office.

## Any Councillor training, such as provided by DALC.

## Further development:

## Chairmanship Training

## Refresher courses for all councillors where appropriate.

## Any training or educational opportunities will be notified to Councillors by email or via the DALC circular from the Parish Clerk. If you wish to attend a certain training course you must let the Clerk know as soon as possible for a place to be booked. If you are booked onto training that the Council are paying for, you must make sure that you attend that training.

## Councillors that attend training sessions are expected to brief the Clerk/Council on the effectiveness of the training given and specifically bring to the Clerk’s attention any new legislation changes covered by the training course.  This will help ensure the Clerk remains current on changes and can instruct Councillors accordingly.

## **Staff.**

## To ensure that Ockbrook and Borrowash Parish Council can deliver the appropriate services to the community it is essential that all employees are fully trained to perform their roles to the highest level. The responsibility for growth and development is shared between employees and the Council. Ockbrook and Borrowash Parish Council will support employees to develop the skills and experience needed for their roles, working with employees to develop their abilities; identifying time and budgets to enable this to happen.

## Employees who wish to be nominated for a training course should discuss this in their appraisal. The Clerk will undertake an annual appraisal with employees and the Clerk’s appraisal will be undertaken by the Chair, or in the absence, the Vice-chair. Appraisals are used to review the past year’s performance, plan for the coming year and identify any training or development needs. Training must be relevant to Ockbrook and Borrowash Parish Councils needs and/or service delivery and each request will be considered on an individual basis.

## For approved courses employees can expect the following to be paid:

## The course fees.

## Examination fees.

## Associated member fees.

## Travelling expenses.

## Payment for the time on the course.

## Records of all training undertaken by employees will be kept in the personnel file of each member of staff.

## **Ockbrook and Borrowash Record of Continuous Development**

## Name:

## Position:

## Covering the period from:

## To:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Dates** | **What did you do?** | **What did you learn from this?** | **How Have/ will you use this? How will OBPC change or improve** | **Points allocated** |
|  |  |  |  |  |
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## **Continuous Development Points.**

## All Clerks whose Councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the Councils application for an award. For this there are some types of activity that carry a minimum point allowance per year. Plus, at least three pints must come from a qualification, in-house assessment or training course.

## The grid below can help you assess how many points you have achieved and clearly illustrates this to the accreditation panel for a Local Council Award.

|  |  |  |
| --- | --- | --- |
|  | **Maximum Points** | **Points Achieved** |
| Qualifications | 12 |  |
| In-house assessments | 12 |  |
| Learning at work | 6 |  |
| Attendance at conference and training events | 12 |  |
| Reading and e-learning | 6 |  |
| Developing the sector | 4 |  |
|  | **Total CPD points** |  |
|  |  |  |
| At least 3 points have come from a qualification or a training event |  | Yes/no |

## **Appendix 8**

## **Ockbrook and Borrowash Parish Council – Deans Drive Play Park.**

## **Re-opening of Play Equipment**

## **Risk Assessment**

## The Government recently announced that Play Parks could be re-opened on 4 July 2020 and subsequently produced guidance offering “practical advice on how these can be reopened and managed effectively to enable their use while minimising the transmission risk of COVID-19”. The guidance is available at:

## <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

## The guidance includes a requirement to “carry out an appropriate COVID-19 risk assessment”. It is made very clear that “Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law”. On that basis, this Risk Assessment takes each of the Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place in the context of the Play Area’s and Outdoor Gym in Draycott .

## In addition to the government advice, we have also reviewed the report by the Association of Play Industries with guidelines for a reasonable approach to enable play areas to be re-opened

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Principle** | **Government Guidance** | **Assessment and mitigation actions** | **Conclusion** |
| General Maintenance Issues following Lockdown | Ensure equipment is safe to use and that risks from damaged or defective equipment are addressed before opening. | Play ground inspections occur monthly. | Low risk |
| Social Distancing | Put in place measures to support social distancing – 2m or 1m plus risk mitigations. Examples given include:Limit number of users at any one timeBooking systemAdvisory signageCreate waiting areas with barriers | We do not have the manpower to “police” social distancing therefore the only mitigation is to produce signage. | Remains High Risk |
| Cleaning and Hygiene | Clean high traffic touch points frequently. This includes:All Play EquipmentAll outdoor gym equipmentSeating AreasRefuse BinsUsers to clean equipment before and after useUse of hand sanitiser and frequent hand washingWhere practicable, provide hand sanitiser or hand washing facilities at entry and exit points. | It is not feasible for the council to clean high traffic touch points frequently and the risk would remain the same between each user. The only mitigation would be to produce signage asking users to clean hands and use sanitiser | Remains high risk |
| Face Coverings | If possible, a face covering should be worn in enclosed public spaces where social distancing isn’t possible and where the public may come into contact with people they do not normally meet. (Face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly). | Face coverings would be a potential hazard on play equipment. It will be parental choice to use face coverings. | Low risk |
| Additional Measures and Communicating with Parents | Promote responsible behaviour by children, parents, carers and guardians. For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:consumption of food or drink on play equipment or in the playground area is bannedparents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided. | Signage – could only produce a4 laminated signs which would be easy to miss seeing. | Medium risk |
| Considering Children with Additional Needs | Take into account the requirements of children with additional needs. | We will use pictures on our signage | Low risk |
| Keeping Staff Safe | Consider the risks staff may be exposed to and how these can be mitigated. Staff roles may include:cleaning playground equipment/surrounding areas | Contractor to wash hands regularly when working in and around the play areas | Low risk |

## Risk Assessment undertaken by Sarah Kitchener (Clerk and RFO) 14th July 2020

## JULY 2020

## **Appendix 9 Ockbrook and Borrowash Parish Council Risk Assessment**

|  |  |  |
| --- | --- | --- |
| Assessor Name: M White CMIOSH FIIRSM | Location: Church Street, Ockbrook, Derbyshire DE72 3SL | Date: 20/07/2020 |
| Activities being assessed: Measures to be taken to prevent the spread of COVID-19 Coronavirus | Review date: N/A | Copied to: All hall users |

|  |  |  |
| --- | --- | --- |
| Risk Matrix | Control Measures(Risk assessment, method statement, permit to work, sequencing) | Instructions for completion |
| Severity5. Fatality 25 20 15 10 54. Major injury/ 20 16 12 8 43. Injury Damage 15 12 9 6 32. Minor injury 10 8 6 4 21. Negligible effect 5 4 3 2 1Likelihood5 4 3 2 1Likelihood5. Likely4. Probable3. Occasional2. Remote1. Improbable | 15 – 25: Very high risks with potential of serious consequences. Eliminate risk by review of options and change as a priority.8 – 12: Reduce risks identified to a low as reasonably practicable by specific controls, planning and supervision. Provision of special method statements and instruction of all parties involved.3 – 6: Acceptable providing risks are managed and activities are carried out by competent personnel in accordance with safe working practices and statutory obligations1 -2: No further consideration required | A risk is the likelihood of a substance, activity or process to cause harm. Risk is also linked to the severity of its consequences and can be reduced.L = Likelihood (consider at this stage the frequency of the task which could have a bearing on the ‘likelihood’. For example, a task that is carried out 10 times per day as opposed to once a week. Both could have implications such as complacency v lack of practice.S = Severity RR = Risk Rating (i.e. LxS)Risk improvement requirements should be listed in the Control Measures section Italic print. |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref No |  | Persons Affected | Associated Risks | RiskEvaluation |  |  | Control measures and*Risk improvement requirements* | ResidualRisk |  |  | Responsibilityfor Implementation |
|  |  |  |  | L | S | RR |  | L | S | RR |  |
| 1A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerHall users | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | General conditions (all personnel)Any person who have a temperature / fever or a new persistent cough must not attend enter the Parish Hall.Hand washing facilities are provided and must be used in line with HM Government guidance, i.e. soap and hot water for at least 20 seconds and then hands dried thoroughly.Where possible hand washing should also be carried out prior to and after eating or drinking.Hand sanitiser is also provided and must be used in conjunction with these hand washing facilities as directed. | 1 | 5 | 5 | Parish Chairman |
| 2A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerHall users | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | Welfare facilitiesKitchenOnly one person is allowed in the kitchen at any one time.Before making a drink or preparing food wash hands thoroughly as directed above.All plates, cutlery and cups / mugs should be washed before and after use.Never share another person’s cup / mug, cutlery or plate. | 1 | 5 | 5 | Parish Chairman |
| 3A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the publicPost office staff | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 15 | 15 | Safe operating practices (Office and Post Office)Other than the Parish Clerk only one person is permitted in the office area at any one time and then ensuring current Social Distancing guidelines are maintained at all times.Post Office counter services are responsible for carrying out their own risk assessment and ensuring adequate controls and safe operating practices are maintained.Good hygiene practices should be followed at all times, i.e. should any person feel the need to cough or sneeze this must be done into a tissue or the upper arm across the mouth and nose. Any tissue used should be single use and placed in a bin straight away after use.The Clerk should frequently clean and disinfect objects and surfaces that are touched regularly using standard cleaning products.Do not share pens or other writing appliances.The Clerk should not sign electronic devices on receipt of a delivery, just give your name. | 1 | 5 | 5 | Parish Chairman |
| 4A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the publicPost office staff | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | Hall usersAll persons entering the Parish Hall need to be aware that the following 5 key points apply. These underpin COVID Secure status and this Information Sheet and arrangements should reflect them:-a) Minimise contact with individuals who are unwell - Nobody should enter the premises if they have symptoms or are self-isolating due to symptoms in their household.b) Clean your hands often – Frequent hand washing with soap and water for at least 20 seconds as per HM Government guidelines and dry using paper towels. Hand sanitiser will be provided at the entrance to the hall, in the kitchen and toilet lobby area. This should be used in addition to hand washing.c) Respiratory hygiene – Everyone is encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.d) Regular cleaning of surfaces that are touched frequently - including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.e) Maintain social distancing where possible – Where possible social distancing guidelines should be maintained.The Parish Clerk will engage with regular hirers to ensure that the 5 COVID-19 Secure Guidelines requirements above are clearly understood.Leaders of organisations who will use the premises have an important role to play in communicating these requirements to their members and in ensuring the special hire conditions which will need to be introduced are followed. | 1 | 5 | 5 | Parish Chairman |
| 5A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | Social Distancing, capacity and track and trace at The Parish HallThe Government Guidance on safe opening of community facilities emphasises the importance of ensuring “strict adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2m is not viable).The size and layout of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In order to achieve social distancing requirements, as far as possible, The Parish Clerk in conjunction with The Chairman of the Parish Council will need to work out the capacity of rooms and set limits on the number of people permitted to use the hall or room at any one time.NHS Test and Trace - All groups will be asked to assist NHS Test and Trace by keeping a temporary record of who attends for 21 days and to provide that data to NHS Test and Trace if needed. (It is not compulsory for people to provide information but could help contain outbreaks). | 1 | 5 | 5 | Parish Chairman |
| 6A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | Face CoveringsThe Government advice is that if you can, you should wear a face covering if in an enclosed space where social distancing isn’t possible and where you will come into contact with people you do not normally meet, which may include activities in a community hall.However, face coverings should not be taken on and off frequently, so while this is most relevant for short periods indoors in crowded areas such as public transport for the Parish Hall the priority is that social distancing and good hygiene are maintained.Face coverings should not be used by children under the age of 3 or those who would find it difficult to manage them correctly.A face covering may provide some protection for others you come into close contact with if you have become infected but not yet developed symptoms. Consequently, where, people will be working in close proximity, and with older and/or clinically vulnerable people, a face covering is advisable to protect those people. | 1 | 5 | 5 | Parish Chairman |
| 7A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | Cleaning and encouraging good hygieneAll surfaces which are frequently touched will be cleaned regularly using standard cleaning products. A decision will be made on how frequently cleaning should take place, based on an assessment of risk, and use of the building.The Parish Council employs a cleaner / caretaker who will ensure regularly used surfaces etc., are thoroughly cleaned before hirers arrive and a notice will be displayed at the entrance stating when the hall was last cleaned.The cleaner/caretaker will be immediately informed as to the extra cleaning required if someone is taken unwell on the premises with a suspected case of COVID-19. This requires disposable PPE and double bagging of PPE and cleaning materials afterwards, which must be stored for 72 hours securely prior to disposal as normal waste.The Parish Council requires hirers bringing or using their own equipment which is stored at the hall that they will need to clean this for each session and before stowing it away, or ask their group members to bring their own clean equipment and avoid sharing it. | 1 | 5 | 5 | Parish Chairman |
| 8A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 15 | 15 | Hiring Arrangementsa) For nonregular bookings the cleaner/caretaker will need to be given expected arrival times for each hirer or other arrangements made to check sufficient supplies of sanitiser, soap, paper towels and cleaning materials.b) Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible. Two empty seats (a distance of 2m if possible, or at least 1m with mitigation such as good ventilation) should be provided between each person or household group if seated.c) Hirers should be encouraged to keep the hall well ventilated, opening doors and windows as far as possible, and will need to remember to close them all for security on leaving.d) Hirers should be encouraged to have regard as to whether people attending their activity are clinically vulnerable to COVID-19 and how they will address the need to keep them safe. It is expected that those over 70, who are more vulnerable and have been required to self-isolate for 12 weeks, but not in the shielding category, will wish to attend their usual community activities, so particular attention should be paid to the need to maintain social distancing with them.e) Hirers will be provided with a copy of the hall’s COVID-19 Risk Assessment.f) Hirers are encouraged to bring their own food and drink e.g. water bottles for the time being, rather than making food and drink on the premises, to reduce work cleaning the kitchen.g) Users should also be encouraged to bring their own equipment where possible, e.g. crafts, keep fit, and can be encouraged to bring their own personal hand sanitiser, wipes, and tissues.h) Hirers will be asked to keep a note of the names and telephone number for everyone attending their activity and retain this for 3 weeks so that, in the event of a case, NHS Test and Trace can contact everyone the individual was in contact with. This is not a legal requirement, people are not obliged to provide their personal details but where they do that information should be kept securely so as to comply with GDPR e.g. a password protected phone or tablet, a locked filing cabinet. |  |  |  | Parish Chairman |
| 9A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | Procedure if someone becomes unwell with COVID-19a) A space will be designated into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms until transport home or to hospital is available.Tissues and a bowl of warm soapy water for handwashing and paper towels will be provided. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection.b) Other people that have attended the same activity should be asked for contact details and then to leave the premises. The Track and Trace service should be informed. (Provision of contact details should be encouraged but is not compulsory).c) A decontamination clean should be carried out in those parts of the premises they have used as follows:-The area occupied by the person affected should be cleaned thoroughly with normal household disinfectant.The person(s) carrying out the cleaning should wear disposable or washing-up gloves and apron(s). After cleaning is complete these should be double-bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Pay particular attention to frequently touched areas and surfaces, such as the desk, telephone, door handles, stair handrails, work equipment etc. | 1 | 5 | 5 | Parish Chairman |
| 9B | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish ClerkCleanerMembers of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | In the unlikely event that an area has been heavily contaminated, such as with visible bodily fluids from the person use protection for the eyes, mouth and nose, as well as wearing gloves and an apron, andAfter disposing of the protective clothing and equipment wash hands thoroughly with soap and water for at least 20 seconds then apply hand sanitiser. | 1 | 5 | 5 | Parish Chairman |

**Appendix 10.**

**Ockbrook and Borrowash Parish Council**

**Model Publication Scheme.**

The Freedom of Information Act 2000 requires public authorities, which includes Parish Councils in England and Wales to adopt and maintain a publication scheme. The information available from Ockbrook and Borrowash Parish Council is published in accordance with the Information Commissioners Office model publication scheme.

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost per hard copy – contact the Clerk/photocopy** |
| **Class 1 – Who are we and What we do**  (organisational information, structures, locations and contacts) | Via the Parish Council Website:  [www.ockbrookandborrowashparishcouncil.gov.uk](http://www.ockbrookandborrowashparishcouncil.gov.uk) |  |
| Who is who on the Council and its Committees | Via the Parish Council Website | As per schedule of charged below |
| Contact details for Parish Clerk | Mrs Sarah Kitchener  The Parish Hall  Church Street  Ockbrook  Derby  DE72 3SL  [clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk) |  |
| Staffing structure | We employ the following:  Clerk/Responsible Finance Officer |  |
| **Class 2 – What we spend and how we spend it**  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Annual return form and report by auditor | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Finalised budget | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Precept | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Borrowing approval letter | Hard copy – contact the Clerk | As per schedule of charged below |
| Financial Standing Orders and Regulations | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Grants given and received | Hard copy – contact the Clerk | As per schedule of charged below |
| List of current contracts awarded and value of contract | Hard copy – contact the Clerk | As per schedule of charged below |
| Members allowances and expenses | Hard copy – contact the Clerk | As per schedule of charged below |
|  |  |  |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| Parish Plan (current and previous year as a minimum) | Not applicable |  |
| Annual report to Parish or community meeting (current and previous year as a minimum) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Quality status | Not applicable |  |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable |  |
|  |  |  |
| Class 4 – How we make decisions  (Decision making processes and records of decisions)  Current and previous year as a minimum | Ockbrook and Borrowash Parish Council make decisions at our Parish meetings.  Current month agendas are published on the village notice boards and our Website holds all current and past records of minutes.  Hard copy- contact the Clerk. | As per schedule of charged below |
| Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings) | Hard copy – contact the Clerk.  Village notice boards and Parish Council Website. | As per schedule of charged below |
| Agenda of meetings (as above) | Hard copy – contact the Clerk.  Village notice boards (current month) and Parish Council Website. | As per schedule of charged below |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact the Clerk  Visit Parish Council Website (via minutes) | As per schedule of charged below |
| Responses to consultation papers | Hard copy – contact the Clerk. | As per schedule of charged below |
| Responses to planning applications | Hard copy – contact the Clerk  Visit Parish Council Website (via minutes) | As per schedule of charged below |
| Byelaws | Hard copy – contact the Clerk. | As per schedule of charged below |
|  |  |  |
| **Class 5 – Our policies and procedures**  (current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Policies and procedures for the conduct of Council business.  Procedural Standing Orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Policies and procedures for the provisions of services and about the employment of staff.  Internal instructions to staff and policies relating to the delivery of services.  Equality and diversity policy  Health and safety policy  Recruitment policy (including current vacancies)  Policies and procedures for handling request for information.  Complaints procedure (including those covering requests for information and operating the publication scheme) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Information security policy | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Records management policies (records retention, destruction and archive) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Data protection policies | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Schedule of charges (for publication of information) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
|  |  |  |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |
| Any publicly available register or list (if any are held this should be publicised: in most circumstances, existing access provisions will suffice)  Acceptance of Office | Inspection – contact the Clerk | As per schedule of charged below |
| Assets register | Hard copy – contact the Clerk  Visit Parish Council Website (via minutes) | As per schedule of charged below |
| Disclosure log (indicating the information that has been provided in response to requests) | Hard copy – contact the Clerk | As per schedule of charged below |
| Register on members’ interest | Hard copy – contact the Clerk | As per schedule of charged below |
| Register of gifts and hospitality | No gifts received |  |
| **Class 7 – The services we offer**  Allotments | Hard copy – contact the Clerk | As per schedule of charged below |
| Burial grounds and closed churchyards | Hard copy – contact the Clerk | As per schedule of charged below |
| Ockbrook and Borrowash Parish Hall | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |
| Parks, playing fields and recreational facilities | Hard copy – contact the Clerk | As per schedule of charged below |
| Seating, litter bins, clocks, memorials and lighting | Hard copy – contact the Clerk | As per schedule of charged below |
| Bus shelter | Hard copy – contact the Clerk | As per schedule of charged below |
| Markets | Not applicable |  |
| Public conveniences | Not applicable |  |
| Agency agreements | Not applicable |  |
| Service for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy – contact the Clerk  Visit Parish Council Website | As per schedule of charged below |

**Contact Details**

Mrs Sarah Kitchener

Clerk and RFO to Ockbrook and Borrowash Parish Council

The Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

Tel office number: 01332 664100 Office mobile number: 07860 702904

Email: [clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk)

**Schedule of Charges.**

|  |  |  |
| --- | --- | --- |
| **Type of Charges** | **Description** | **Basis of Charge** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black and white) | Actual cost incurred |
|  | Printing @ 10p per sheet (black and white) | Actual cost incurred |
|  | Printing @ 15p per sheet (colour) | Actual cost incurred |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory fee** | Nonapplicable, unless a search is required, then the actual statuary fee will be charged, plus any photocopying required. |  |
|  |  |  |
| **Burial Fees** | Ockbrook and Borrowash resident fee | Ockbrook and Borrowash non-resident fee |
| Grant and Exclusive Rights (plot can be reserved) Adult | £500 | £1,600 |
| Grant and Exclusive Rights (plot can be reserved) Child | £250 | £250 |
| Grant and Exclusive Rights (plot can be reserved) Cremation | £180 | £500 |
| For an infant’s interment (under 12 years) | Free | Free |
| For all other interments | £180 | £180 |
| For an infant’s interment of ashes (under 12 years) | £90 | £90 |
| For all other interments of ashes | £125 | £125 |
|  |  |  |
| **Monuments**  Confers the rights to erect a monument |  |  |
| Lawn memorials with first inscription | £180 | £180 |
| Lawn memorials with second inscription | £40 | £40 |
| Flat cremation memorials | £180 | £180 |
| Memorial vases | £40 | £40 |
| Wooden Cross | £40 | £40 |
| Memorial Bench | £100 | £100 |
| Transfer or ownership of Exclusive Rights of burial | Free | Free |
|  |  |  |
| **Miscellaneous** |  |  |
| **Room hire for Parish Hall** | £10.00 per hour  £12.50 per hour after 18.00  (minimum booking of 2 hours) |  |
|  |  |  |
| **Allotment Rent** | £45.00 full plots  £22.50 half plots  25% discount for senior citizens |  |

## **Appendix 11.**

**The Regulatory Reform (Fire Safety) Order 2005**

**Risk Assessment Review.**

|  |  |
| --- | --- |
| **1.0 Premises Particulars** | Ockbrook and Borrowash Parish Council  Church Street  Ockbrook  Derby  DE72 3SL |
| **1.1 Use of Premises** | Parish office, Post Office and the hall is hired out for meetings and functions etc |
| **1.2 Date of Initial Risk Assessment** | 27/1182012 carried out by Erewash Borough Council safety team. |
| **1.3 Date of this Review** | 02/09/2020 |
| **1.4 Latest Review Date** | 02/09/2021 |
| **1.5 Person Carrying out the Risk Assessment** | M White, CMIOSH, DipSM  Health and Safety Advisor |
|  |  |
| **2.3 Management Systems** | To comply with the Regulatory Reform (Fire Safety) Order 2005 a risk assessment will be carried out and reviewed at least once in every two-year period. The significant findings o =f the assessment will be recorded, and any deficiencies prioritised and rectified accordingly. The Chairman of the Parish Council has particular responsibility for fire safety and operation of the fire protective and preventative measures will be monitored by him. |
|  |  |
| **3.0 General Description of the Premises** | A traditional brick construction with pitched and flat roofs. It comprises:  Main Hall (approx. 40’ x 16’)  Kitchen (including oven, microwave, hot food cabinet and water urn/boiler)  Office  Storage rooms  Post Office counter  Toilets  Off street car parking |
|  |  |
| **4.1 Occupancy** | Three employees within the premises at any one time plus a maximum of 60 (members of public) at any one time. |
| **4.2 Number of employees** | One office staff |
|  |  |
| **5.0 Fire Safety Systems within the Premises** |  |
| **5.1 Alarm System** | None installed |
| **5.2 Emergency Lighting** | Maintained and non-maintained 3-hour emergency lighting is provided in some parts of the building. |
| **5.3 Smoke Detection** | Found in some parts of the building |
|  |  |
| **6.0 Plan Drawing** | Non available |
|  |  |
| **7.0 Fire Hazards** |  |
| **7.1 Ignition Sources** | Cooking facilities in the kitchen  Electrical equipment and wiring  Arson  Smoking |
| **7.2 Fuel Sources** | Wood, plastic, cardboard etc  Furniture and furnishings |
| **7.3 Control of Fuel and Ignition Sources** | Ignition:   1. Smoking only allowed outside 2. Single socket use only, Multi-socket adaptors should not be permitted. 3. Portable appliance test regime – last tests on 30/06/2020 4. Arson – see secure premises 5. Fuel – rubbish should be removed from all areas daily. |
| **7.4 Structural Features that could Promote the Spread of Fire.** | Wooden floors but the premises have a good degree of structural internal compartmentation. |
|  |  |
| **8.0 People who could be at a Risk** | Employees  Visitors  Contractors  Members of public |
|  |  |
| **9.0 Means of Escape** |  |
| **9.1 Horizontal Evacuation** | 4 fire escape routes in the building which are openable without the use of keys where necessary. The exits open in the direction of escape and there are no sliding or revolving doors. The means for securing the exits were found to be satisfactory and travel distances to reach all exits were satisfactory. |
| **9.2 Vertical Evacuation** | N/A single storey |
|  |  |
| **10.0 Fire Safety Signs and Notices** | All fire exits, fire escape routes and fire extinguisher points clearly marked. |
|  |  |
| **11.0 Fire Warning System.** | None installed. Verbal means of raising the alarm. |
|  |  |
| **12.0 Emergency Lighting** | Emergency lighting maintained and serviced by external contractor. |
|  |  |
| **13.0 Fire Fighting Equipment** | Adequate number of fire fighting appliances found at designated fire points with usage signs displayed above. Serviced annually, last serviced 30/06/2020 |
|  |  |
| **14.0 Method of Calling the Fire Brigade.** | After evacuating the building, the responsible person would call the fire brigade by dialling 999. |
|  |  |
| **15.0 Emergency Action Plan.** | Displayed on the entrance board. |
|  |  |
| **16.0 Training** | None other than basic instructions on induction. |
|  |  |
| **17.0 Fire Safety Deficiencies to be Rectified** | (A) A system must be in place to communicate to room hirers, all necessary fire precaution measures, evacuation routes and the content of the emergency action plan.  (B) In particular where additional measures are required for the safe and effective evacuation of disabled people in an emergency situation.  (C) Ensure the cage over the fire exit to the rear of the carpark is open whenever the hall is occupied.  (D) If the rear car park gates have to be locked for security reasons, they must be able to be easily opened in an emergency situation.  (E) Employees should receive basic instructions and information on all fire precautionary measures. |
|  |  |
| **18.0 Significant Finding** | Deficiencies identified – See section 17. |
|  |  |
| **19.0 Additional Comments** | None |

**Appendix 12.**

**Accessibility Statement for Ockbrook and Borrowash Parish Council.**

This statement covers the following website:

<https://www.ockbrookandborrowashparishcouncil.gov.uk>

This website is run by Ockbrook and Borrowash Parish Council and is supported/hosted by 2commune. We want as many people as possible to be able to use this website. For example, that means you should be able to:

* Change Colours, contrast levels and fonts
* Zoom in up to 300% without the text spilling off screen.
* Navigate most of the website using just a keyboard.
* Navigate most of the website using speech recognition software.
* Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver).

We have also made the website text as simple as possible to understand.

AbilityNet (<https://mcmw.abilitynet.org.uk/>) has advice on making your device easier to use if you have a disability.

**How Accessible this Website is.**

We know some parts of this website are not fully accessible:

* Most older PDF documents may not be fully accessible to screen reader software.
* It is not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content.
* It is not possible for users to change text size without some of the content overlapping on some devices.
* There is no way to skip the repeated content in the page header (for example, a ‘skip to main content’ option).

**Feedback and Contact Information.**

If you need information that you cannot access from the website, please:

* Email: [clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk)
* Call: 01332 664100

07860 702904

If you cannot view the map on our ‘contact us’ page, call or email for directions.

**Reporting Accessibility Problems with this Website.**

We are always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we are not meeting accessibility requirements, contact:

Sarah Kitchener

Email: [clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk)

Call: 01332 664100 or 07860 702904

**Enforcement Procedure.**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018 (the ‘accessibility regulations’). If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS) (<https://www.equalityadvisoryservice.com/>).

**Contacting us by Phone or Visiting us in Person.**

Sarah Kitchener (Clerk and RFO)

The Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

Tel: 01332 664100 or 07860 702904

Email: [clerk@ockbrookandborrowashparishcouncil.gov.uk](mailto:clerk@ockbrookandborrowashparishcouncil.gov.uk)

**Technical Information about this Website’s Accessibility.**

Ockbrook and Borrowash Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Website and Mobile Applications) (No2) Accessibility Regulations 2018.

**Compliance Status.**

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 (<https://www.w3.org/TR/WCAG21/>) AA standard, due to the disproportionate burden reasons listed below.

* Word documents and PDFs of the Parish Council documentation.

**Non-Accessible Content.**

New documents we publish and documents you need to download or fill in to access one of the services we provide should be accessible.

We know that some of our older documents (published before 23 September 2018) are not accessible. For example, some of them:

* Are not tagged properly – for example, they do not contain heading structure.
* Are not written in plain English
* Include complex tables

**Non-Compliance with the Accessibility Regulations.**

We believe that all content (other than listed in the disproportionate section below) is accessible.

**Disproportionate Burden.**

Navigation and accessing information

* There is no way to skip the repeated content in the page header (for example, a ‘skip to main content’ option).
* It is not always possible to change the device orientation from horizontal to vertical without making it more difficult to view to content.
* It is not possible for users to change text size without some of the content overlapping.

We have assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions.

We believe that doing so now would be a disproportionate burden (<http://www.legislation.gov.uk/uksi/2018/952/regulation/7/made>) within the meaning of accessibility regulations. We will make another assessment when the supplier contract is up for renewal, likely to be December 2020.

**Content that’s not Within the Scope of the Accessibility Regulations.**

PDFs and other Documents:

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 (<http://www.legislation.gov.uk/uksi/2018/952/regulation/4/made>) if they’re not essential to providing our services. For example, we do not plan to fix minutes prior to September 2018.

Any new PDFs or Word documents we publish will meet accessibility standards.

**Preparation of this Accessibility Statement.**

This statement was prepared on 13th August 2020.

It was last reviewed September 2020.

The website was tested on 1st August 2020. The test was carried out by Ockbrook and Borrowash Parish Council.

We tested all pages on our website.

We will review the website on an annual basis and update any changes as and when required.

**Appendix 13.**

**Protocol for notice boards.**

There are 6 Parish notice boards in the village provided to enable the parishioners to be aware of what the Parish Council is doing. The principle boards are used for legal notices.

* The principle board for the Parish and Ockbrook Ward is the Parish Hall, there are also boards on the Ridings and Victoria Avenue.
* The principle board for Borrowash West is outside the co-op,
* The principle board for Borrowash East is Priorway
* The is also a board on Hawthorn Ave.

Notices to per displayed on the Boards are in the following order subject to space being available in the following order: -

1. Legal notices,

2. Parish council Notices

3 Notices of LOCAL Events by Non-Profit Organisations

4. Any other notices that are not political or commercial.

All Notices other than 1 ,2 above are displayed if space is available at the discretion of the Parish Clerk.

Political or Commercial notices will not be displayed.

Notices will be removed after the event that the notice refers to.

No Notice will be displayed for more than 15 days before an event

Preference will be given to A5 and smaller notices

There should be a permanent notice giving contact details of Parish Councillors and the Clerk (*telephone number and email address*).

**Protocol for the flying of Flags**

Similar to the notice board Protocol, no Political or commercial flags will be flown.

The Parish Councils policy will follow in principle the protocol of the Borough of Erewash as follows.

**The following official days as notified by The Department of Culture, Media and Sport – National Flag**

6th February Her Majesty’s Accession

2nd Monday March Commonwealth Day

10th June Duke Edinburg’s Birthday

13th June Queen’s Official Birthday

27 June Armed Forces Day

2nd Sunday November Remembrance Day

**Other recognised days - on these days, the National Flag may be substituted by the relevant flag**

23rd April St George’s Day

1st Sunday July The Mercian Regiment

3rd September Merchant Navy Day

11th November Armistice Day

Other Days: The County and Parish flag can be flown in rotation for 7-10 days.

**In respect of persons deceased.**

The National flag will be flown \*half-mast in accordance with national protocol on the death of the Sovereign, members of the Royal Family or Prime Minister.

The Parish Flag should be flown \*half-mast on the death of the Chairman from the day of death until sunset on the day of the funeral.

The Parish Flag should be flown \*half-mast on the death of a serving Councillor or

ex-Chairman on the day of their funeral until sunset

The National flag should be flown \*half-mast on the day of the funeral of a member of the armed Forces/Service personnel who are born or resided in the Parish

Other days on which the flying of the flag at \*half-mast is at the discretion of the Parish Clerk in conjunction with the Chairman.

*\*Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.*

*When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered (Source of information UK Flag Protocol Guidance - UK Flag Institute)*

## **Appendix 14.**

## **CORRESPONDENCE RECEIVED. – UP TO 17/08/20**

## Emails/letters – Annual reports received from:

## Elmcross Allotment Holders Association. (1)

## Ockbrook and Borrowash Heritage Society. (2)

## 147th Scouts. (3)

## Over 60’s Group. (4)

## The Ashbrook Centre. (5)

## 3rd Ockbrook Guides. (6)

## 3rd Ockbrook Brownies. (7)

## Ockbrook Redhill WI. (8)

## Probus. (9)

## Two Emails received from a resident RE:

## Possibility of the September meeting being held in the Ashbrook Centre. (10)

## VAT recovery on ride on mower. (11)

## Different Emails received from a resident RE:

## Request for financial information from July’s meeting, commenting on financial page on website. (12)

## Rats near Belmont Drive and leafy regrowth on cut down tree. (13)

## Request for copy of communication between Councillor T Holbrook and the Charity Commission. (14)

## Request for governing documents for the four charity accounts. (15)

## Leafy regrowth chase up. (16)

## Request for list of current committees and who is in them and any formal remits on the committees. (17)

## Rats. (18)

## Request for copy of minutes. (19)

## Email received from a resident RE: Advertising her business on our local business website page. (20)

## Email received from a resident RE: Objection to Wilmot Arms development. (21)

## Email received RE: Thanking Wayne for his work at Balmoral Road Cemetery. (22)

## Email received from a bench owner RE: Replacing the bench at Balmoral Road Cemetery. (23)

## Email received RE: COOPS campaign to fight food poverty. (24)

## Email received from a resident RE: Samuel Alcock Trust. (25)

## Email received from a resident RE: Article written for 72 Magazine on the Ashbrook Centre and Wayne’s work there. (26)

## Email received RE: Request for details on the 3 Chefs building. (27)

## Email received from a resident RE: Supporting the development of the Wilmot Arms development. (28)

## Email received RE: Complementing Balmoral Road Cemetery. (29)

## Email received from a resident RE: Allotment Enquiry. (30)

## Email received from a resident RE: Allotment enquiry. (31).

## Email received RE: Balmoral Road Cemetery. (32)

## Email received from a resident RE: Carbon Foot printing. (33)

## Email received from a resident RE: Carbon Foot printing. (34)

## Email received from a hall user RE: Opening procedures after COVID. (35)

## Email received from a resident RE: Going on allotment waiting list. (36)

## Email received from a resident RE: Carbon Footprint. (37)

## Email received from a resident RE: Overflowing bins on Deans Drive. (38)

## Email received from a resident RE: Against the Pride flag decision. (39)

## Email received RE: Bare Lane football pitch. (40)

## Email received from Environmental Health RE: Responding to a resident’s complaints on environmental issues in Ockbrook. (41)

## Email received from EBC RE: New trade waste collection dates. (42)

## Email received from EBC RE: Small grants scheme. (43)

## Email received from DCC RE: Their local outbreak response plan. (44)

## Email received from EBC RE: Shaping the vision for Long Eaton. (45)

## Email received from EBC RE: Minor maintenance scheme. (46)

## Email received from EBC RE: Small business support continues. (47)

## Email received from DCC RE: B5010 speed restrictions. (48)

## Email received from DCC RE: A6005 speed restrictions. (49)

## Email received from Highways RE: Reported pothole repaired. (50)

## Email received from DCC RE: Changes to community response unit telephone opening hours. (51)

## Email received from Highways RE: Notification of essential maintenance work A52. (52)

## Email received from DCC RE: Temporary road closure. (53)

## Email received from DCC RE: temporary closure of footpath 43. (54)

## Letter received from Highways RE: Essential maintenance work A52. (55)

## Email received from DALC RE:

## July newsletter. (56)

## Clerk and Chair Zoom meeting minutes 01/07/20. (57)

## Law and good practice training course. (58)

## Good recruitment practice training course. (59)

## Risk assessment training course. (60)

## Clerks zoom meeting minutes 15/07/20. (61)

## August newsletter. (62)

## Clerks zoom meeting minutes 30/07/20. (63)

## Training Courses. (64)

## Planning system reform – consultation. (65)

## Emails received from ICO:

## 03/07/20. (66)

## 30/07/20. (67)

## 06/08/20. (68)

## Emails received from NALC

## 30/06/20 Information for Parish and Town Councils. (69)

## 30/06/20 Information for Parish and Town Councils. (70)

## 01/07/20 Information for Parish and Town Councils. (71)

## 02/07/20 Information for Parish and Town Councils. (72)

## 03/07/20 Supporting local councils to reopen playgrounds. (73)

## 03/07/20 Chief executive bulletin. (74)

## 08/07/20 NALC online events. (75)

## 10/07/20 Chief executive bulletin. (76)

## 16/07/20 Information for Parish and Town Councils. (78)

## 17/07/20 Chief executive bulletin. (79)

## 21/07/20 Information for Parish and Town Councils. (80)

## 24/07/20 Chief executive bulletin. (81)

## 28/07/20 NALCs 6 new online events. (82)

## 30/07/20 Information for Parish and Town Councils. (83)

## 31/07/20 Chief executive bulletin. (84)

## 07/08/20 Chief executive bulletin. (85)

## 11/08/20 LGA chairmen joining NALC. (86)

## 14/08/20 Chief executive bulletin. (87)

## Email received from DCC Community news

## 02/07/20. (88)

## 16/07/20. (89)

## 29/07/20. (90)

## Email received from Citizens Advice Derbyshire RE: July 2020 newsletter. (91)

## Email received from Rural Action Derbyshire (village halls):

## Guidance for safe use of multi-purpose community facilities. (92)

## Re-opening village and community halls. (93)

## Further easing of lockdown restrictions. (94)

## Recent adjustments to lockdown easing measures. (95)

## Email Received from SLCC

## July news bulletin. (96)

## Model code of conduct. (97)

## Nomination of SLCC directors. (98)

## The Clerk Magazine. (99)

## Clerk and Council direct magazine. (100)

## Local Councils update – July 2020. (102)