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

# Held at the Parish Hall, Ockbrook Wednesday 6th December 2023 at 19:00.

## Public Speaking.

### Members of Public

* A member of public referred to Novembers newsletter where the Chairs section mentioned a £30,000 deficit inherited from the previous Parish Council. They stated that the Chair was a member of the Council during that time where a lot of money was spent on the playground, which the Council addressed by increasing the precept to start to build up the reserves again. Councillor G Maskalick agreed that he was on the Council during that time, his statement never criticised the decision making but was stating a fact on the financial situation. Councillor G Markwell confirmed that the auditors stated the Council should be carrying a reserve of at least £60,000, at the end of the financial year there was about £21,000 left which shows a shortfall on the reserves.
* A member of public thanked everyone working on the flooding problem and asked if anything could be done with the culvert on Cole Lane? Councillor G Maskalick mentioned the Ockbrook Flood Committee and how good a job they are doing, and stated we need to keep pushing DCC and the Environment Agency to get work started on the culvert.
* A resident mentioned they spoke to DCC on the 5th December who are looking at high level options to see how to reduce the flooding with a view of coming up with a short list of options to put to the Environment Agency next April/May. It is estimated to take 12 months to go through the Environment Agency before anything happens. The resident is pushing for a study of the whole catchment area.
* A member of public had recently been to a talk at the Derby Astronomy Society where they spoke about light pollution, the reduction of nighttime lighting would save a lot of money.

### Derbyshire County Council Report.

Apologies were received from Councillor R Parkinson, who submitted a report – see appendix 1.

Councillor W Major updated members,

* The importance of ensuring the water flows freely in the brook and the need to work with the riparian owners so they keep their banks clear. DCC are looking at specific issues, but it is the Environment Agencies responsibility to fund this.
* Scrutiny at Derbyshire is going to do a review of the flooding, looking at how they responded and to make improvements going forward particularly looking at highways and the closure of roads. Councillor W Major has written to the Chair of EBC’s scrutiny to ask them to do the same thing.
* DCC’s finances have been in the news recently, the main financial strain is caused by adult social care and children’s services. After quatre 1 their financial overspend was £42 million on a £650 million yearly budget, after quarter 2 this had been reduced to a £32 million overspend. Nottingham City Council have recently been issued a 114 notice, DCC are quite far away from that happening and have a plan in place to reduce the overspend by implementing a vacancy freeze, stopping certain unnecessary overspends and projects that haven’t started yet have been paused, these measures should enable the budget to balance at the end of the year.
* Carbon emission report shows a 14% reduction in carbon dioxide emissions over the last 12 months, although DCC will not hit zero emissions by 2032. Streetlights were a key area with only 500 not being converted to LED, going forward they are looking at buildings and the disposing of County Hall then finding a more efficient building.

### Erewash Borough Council Report.

Apologies were received from Councillor R Locke.

Councillor J White updated members,

* Helping a concerned resident with their planning application.
* Involved with a resident regarding speeding on Draycott Road, recommended contacting the speed awareness group and Councillor R Parkinson at DCC.
* EBC have looked into scrapping the current core strategy and starting again, which will cost a lot of money. EBC have had since May to change the local plan and were holding an extraordinary meeting in November to discuss this, this was stopped by Central Government.

Councillor G Maskalick updated members,

* There is concern with the future charges for the brown bin collection possibly causing residents to stop using the brown bin, which could see an increase in bonfires this will increase pollution and/or adding the waste into the black bins which will increase the amount going to landfill.
* EBC declared an environment emergency, there is a working party dealing with this.

Councillor W Major updated members,

* The Core Strategy. The Government set out via legislation the need for Councils to deliver housing, the Councils are bound by that legislation to develop local plans. These plans take a lot of resources and time to complete, to redo the current core strategy will cost approximately £1/2 million when the total yearly budget is £12 million. The core strategy had taken over 4 years to get to the stage where it will be going to the planning inspectors. Since May there has been a pause on working on the core strategy, options for EBC were to continue with it, scrap it and start again or to amend the existing one. At the extraordinary meeting where it was going to be discussed to either amend it or start again the Secretary of State used their powers to stop EBC from doing something that would have cost them another £1/2 million and probably would have delayed housing delivery for potentially another 4/5 years.
* There is a motion going to full Council next week regarding residents who don’t want to pay for brown bin collection charges and will be able to convert their bin to a recycling one.

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

### Ashbrook Youth Group – no report was submitted.

## Present.

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

## Also, Present.

S Kitchener (Clerk and RFO), Councillors J White and W Major and 9 members of public.

## 221/12/23 Noted Apologise for Absence.

Councillors K Eaglesham-Atkins (health matter), K Thomas (prior commitment) and C Millward (illness).

## 222/12/23 Declarations of Members Interests.

None.

## 223/12/23 Dispensations.

None.

## 224/12/23 Variation of Order of Business.

None.

## 225/12/23 Approve the Minutes of the Ordinary Parish Council Meeting, Held on the 1st November 2023.

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

## 226/12/23 Items to be Taken into Private Session.

None.

## 227/12/23 Report of the Parish Clerk/RFO.

Updates since Novembers meeting:

* The extra tree works on Deans Drive and Shacklecross were completed on the 21st November.
* PAT testing for the village hall and office, gave 3 failures,
  + The laminator - a new one has been purchased.
  + One of the portable lights – now out of action.
  + Christmas tree lights adaptor – this will be fixed for next year.
* Wrote to the Planning Inspectorate regarding ERE/0323/0058, The Ridings Farm.
* Mitchell and Wilde were informed that they can now act on our behalf regarding the Borrowash public toilets.
* Erewash Brough Council have been informed of the £500 contribution that the Parish Council are willing to make towards the Borrowash public toilets, awaiting an invoice from them to be able to pay this.
* Accepted the memorial bench plinth quote - awaiting a date for installation.
* Accepted the quote for the parish hall lights – the work has been completed and they are now on a timer.
* The pay award amendment which applies to two members of staff as per their contract of employment has been implemented and back dated to April 2023.
* Informed the two carpark quoters that the Parish Council would like these to be retendered for financial year 24/25, and they will be contacted February 2024.
* DE72 magazine have sent quotes in for adverts – this is to be discussed within the communication section of this meeting.
* The allotment tenancy agreements have all be produced, thanks go to Councillor Sarah Cresswell, Julie and Dave Smith and other allotment holders for getting them distributed, saving the Parish Council the cost of postage.
* The Parish defibrillators had their quarterly check, two needed replacement battery packs which have now been replaced.
* The sandbags and sand have been delivered by Erewash Borough Council this has been advertised on Facebook.
* Started working on what needs to be done for memorial testing in Balmoral Road Cemetery and All Saints – an update will come later.
* The annual playground inspection has been completed – awaiting the report.
* Informed Zero Hour that in Novembers meeting the Parish Council unanimously agreed to support the climate and ecology bill, this has gone onto our website, Facebook and the newsletter.
* The public consultation tab and quick link is now on the website.
* The notice of conclusion of audit was removed from the 3 noticeboards, after being in place for two months.
* Finally been given the decision in principle to accept the three planters on the Ridings (this started back in February 2023). The legal team should be producing the license in the near future.
* Items passed to DCC and EBC:
  + Road marking on Victoria Avenue – been chasing this since December 2022 this should now be completed 4-7 December 2023.
  + Lifted kerb stones on Priorway Avenue – this is now showing it has been transferred to another enquiry.
  + Overgrown hedge at 67 The Ridings, they have not answered DCCs request to get the hedge trimmed, DCC have now served an enforcement action giving the resident 28 days to complete the works or DCC will do it and recharge the associated costs to them.

## 228/12/23 Report of the Chair.

**REMEMBRANCE DAY SERVICE**

I would like to thank Councillors Jules and Steve Fraser-Burton for putting on what I have been told by many as one of the best, if not the best Remembrance Day Services on Sunday 12th Nov. I understand there was an issue with the sound system, but I would like to clarify it is the exact same sound system that the previous Parish Council bought for use at events. Obviously, an upgrade is needed, and our Parish Clerk will be addressing that shortly for next year and beyond.

I would also like to thank Councillor Markwell for stepping in for me as I was in the USA attending my brother’s funeral. I am sad to have missed Remembrance Sunday as my Grandfather and great uncle fought in the British army in North Africa and my uncle in the USA fought in the Pacific and sadly lost his life in the March of Bataan. It is with keen awareness I recognise all those who served and those who served and died to keep us safe and free.

There is no more fitting tribute to any fallen hero than Remembrance Sunday and once again thank you to Councillor’s Steve and Jules Fraser-Burton for organising and participating in it.

**RECENT FLOODING**

As you are aware we had major flooding throughout the Parish this Autumn. This has brought into focus that there is much to do to try and ensure to the best of our abilities that flood risk is minimised. One major area of flooding was Collier Lane and Cole Lane. We held a Community meeting Friday 3rd November 2023 to plot a way forward. Leading the meeting was Michael Bye whose background and expertise lends itself to this area of concern. Mr Bye has drawn up a plan that is very wholistic and considers many factors than were not considered in the past. It is through his superb planning and formation of the Ockbrook Flood Prevention Committee that the Parish Council will participate and support.

It is this sort of Community/Parish Council partnership we hope to see in many areas of public interest in future as it can only be a good thing. More annon about the OFPC’s work and strategies. We would like to see the same sort of group started in Borrowash and would welcome an email or phone call of interest to the Parish Clerk so we can get the ball rolling.

**PUBLIC TOILETS AT BORROWASH COOP**

The Parish Council has taken on running the public conveniences at the Coop from Erewash Borough Council who planned to close them. We are looking into developing the toilets over the next few years and would welcome public consultation on how you would like to see them modernised. Please stay tuned to the usual channels of communication.

**RUNNING THE PARISH COUNCIL IN A MORE EFFICIENT AND MODERN MANNER**

Times change and so is the need to change and develop how we run the Parish Council. The above gives you a taste of that change but there is so much more that we are doing so that we get the most value for money from your hard-earned precept. We will continue to work towards that end in future.

**CHRISTMAS LIGHT SWITCH-ON**

Both the Borrowash and Ockbrook Light Switch-On were massively successful. Special thanks to Councillor Jules Fraser-Burton and the whole Recreation Committee for organising both events. I thoroughly enjoyed introducing EBC Mayor Frank Phillips and Deputy Mayor Kate Fennelly at each of the events and they certainly enjoyed themselves as well. Most of all I would like to thank the whole Parish and Rotary Club of Church Wilne for supporting the events. Without the Parishioners none of it would have happened.

**ASHBROOK CENTRE RELATIONSHIP TO THE PARISH COUNCIL**

Over the past couple of months, I have been approached by a number of residents of the Parish with questions around the past and present relationship of the Ashbrook Centre and the Parish Council. I have taken the opportunity to review a selection of the records held by the Parish Council and have read the report prepared in 2020 by Dr. Barker and Cllr. Stephen Fraser-Burton. This raises several concerns and questions that I believe need to be addressed.

Cllr Fraser-Burton – as the instigator of the 2020 report and as Vice Chair, can I ask you to initiate an enquiry into the initial set up of the Ashbrook Centre Trust, its relationship to the Parish Council and the financial (fiscal) implications on the Parish Council.

The output of the enquiry should be a report that shows the findings and can be presented to the Parish Council at a date in the future for further discussion if required.

**PARISH NEWSLETTER**

There is much more news in the Parish Newsletter which is available online at our website. Please give it a read as it goes into finer details and mentions much more than what I have mentioned in this report.

All I can say it has been a heck of an incredible first 8 months and this Parish Council has produced excellent results and we have good footing in place to progress in the future.

On behalf of the Parish Council I wish you all a very merry Christmas and fantastic 2024. Please stay after the meeting and enjoy some refreshment with us.

## 229/12/23 Finance, HR, Contractors and General Purposes.

### The minutes were noted from the committee meeting held on the 29th November 2023.

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

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

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

* October 2023 HSBC Account.
* October 2023 Unity Trust Account.

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

### Accept the Budget Figures Submitted by the Finance Committee - See appendix 5.

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

### Agree to Allow the Clerk to Make Decembers Invoice Payments in the Month of January, to be Ratified in Februarys Parish Council Meeting,

**RESOLVED** proposed by Councillor G Markwell, seconded by Councillor J Fraser-Burton and all unanimously agreed.

### Accept Karen Howe as next Years Internal Auditor.

**RESOLVED** proposed by Councillor G Markwell, seconded by Councillor S Cresswell and all unanimously agreed to accept Karen Howe as the internal auditor.

### Consider the Grant Request From The Ockbrook Flood Preventions Committee and Consider The Parish Council Buying the Items if OFPC Don’t Have a Bank Account - see appendix 6.

**RESOLVED** Proposed by Councillor G Markwell , seconded by Councillor J Fazackerley and all unanimously agreed that instead of giving a grant the Parish Council will purchase the items themselves.

The Clerk asked if the Parish Council were buying the items would they be stored at the parish hall?

Standing order were suspended.

Michael Bye commented that on the flood plan, 3 residents had agreed to hold the items in their garages so they would be available very quickly when needed. **ACTION** The Clerk will purchase the items and inform Michael Bye when they arrive so they can go to the 3 residents.

Standing orders were reinstated.

### Consider the Request From Borrowash Youth Development – see appendix 7.

Councillor G Markwell suggested further research needed to be done on the grants available and to look into when the drainage work was previously done on the field and what it entailed.

### Agree to Transferring the Outstanding Balance to the Ashbrook Centre Trustees for the Financial Year 2023/24 – see appendix 8.

**RESOLVED** Proposed by Councillor G Markwell, seconded by Councillor S Fraser-Burton and all unanimously agreed to transfer £5394.56. **ACTION** Clerk to transfer the money.

## 230/12/23 Recreation.

### Agree to Split the £100 Donation from the Showman’s Guild Between Borrowash In Bloom, Borrowash Youth Development and the Ockash Trust.

**RESOLVED** Proposed by Councillor J Fraser-Burton, seconded by Councillor G Markwell and all unanimously agreed to split the donation between the 3 groups. **ACTION** Councillor J Fraser-Burton to get the money from the Clerk and give to the groups.

### Agree to Split the Left-Over Selection Boxes Between Briar Close Care Home and Borrowash Homelink.

**RESOLVED** Proposed by Councillor J Fraser-Burton, seconded by Councillor T Stevenson and all unanimously agreed to split the donation between the 2 groups. **ACTION** Councillor J Fraser-Burton to get the selection boxes from the Clerk and give to the groups.

## 231/12/23 Cemeteries.

### Consider the Request to Plant A Tree in Balmoral Road Cemetery – see appendix 9.

**RESOLVED** proposed by Councillor S Cresswell, seconded by Councillor S Fraser-Burton and all unanimously agreed to accept the placement of the tree, but a further discussion would be needed regarding which type of tree to plant taking into consideration root growth. **ACTION** Clerk to update the applicant and contact Fox Grounds Maintenance regarding the best tree to plant, which will then be agreed in Februarys ordinary meeting.

## 232/12/23 Halls.

Nothing to discuss.

## 233/12/23 Allotment.

Councillor S Cresswell submitted a report.

As agreed at last month's meeting, a letter has been drafted and will be delivered to residents on Ladysmith Road and Kimberley Road regarding the need for the allotment gate on Ladysmith Road to be kept shut during the day and locked overnight once the necessary repairs have been carried out.

A visit was made to Shacklecross after receiving concerns about the state of the stanchions. Photos were taken and forwarded to the Clerk. The water is switched off between November and March which makes it the best time for reparatory work to be carried out.

The trespassing sign which used to be on a board by the Nottingham Rd gates has now been attached to the gates. Thanks to Cllr Thomas for helping with this.

The tall trees that were growing through the hedge at the Draycott Road end of the allotments have been removed along with a tree that was encroaching on the Shacklecross cart track. The contractor took the resulting chippings and wood to Elm Street for tenants to use and they have virtually all gone. Chippings have been turned into paths and mulches, while logs have been taken for wood burners, outdoor seating, tables and other projects, including Borrowash in Bloom's decorative snowmen which raise funds to keep our village centre looking bright and welcoming. A letter of thanks has been received by the Allotment Association following their meeting last month – another great job done.

Letters of complaint have been received regarding two allotment plots – one on Elm Street and one on Shacklecross. Replies have been sent to both via the Clerk.

The vast majority of the 2023-24 tenancy agreements have been hand-delivered in the last couple of weeks. Sincere thanks to Julie and Dave Smith doing most of this. Apparently it would have cost £1.50 per envelope to post them.

## 234/12/23 Planning and Environment.

### Agree to Accept the Tree Survey Quote for the Parish – see appendix 10.

A Discussion was held regarding the quotes. **RESOLVED** all agreed for the Clerk to get recommendations from each quote for this to be discussed in Februarys ordinary meeting.

### Agree to Accept the Climate Emergency Document – see appendix 11.

**RESOLVED** proposed by Councillor A Dunn, seconded by Councillor S Cresswell and all unanimously agreed to accept this as a start to a working document.

Councillor A Dunn updated members on the neighbourhood plan, the funding has been put on hold as in the past the Parish Council agreed the designation of the neighbourhood area but never submitted an application to EBC for them to take it to a planning committee to be considered. Councillor A Dunn will now submit this but their next meeting won’t be until January so there is a chance we will not be able to spend the grant before the March deadline.

## 235/12/23 Communication.

### Agree to Placing Monthly Adverts into the DE72 Magazine.

A discussion was held as to what would be placed into the magazine. **RESOLVED** proposed by Councillor G Markwell, seconded by Councillor S Cresswell and all unanimously agreed to use the free monthly quarter page advert for the monthly meetings, events and what we have done to be advertised through free editorial pages if possible, and using a half or full-page advert for events if necessary.

### Discuss and Vote on Social Media Expansion:

### To a YouTube Channel.

**RESOLVED** proposed by Councillor G Maskalick, seconded by Councillor S Fraser-Burton and all unanimously agreed to set up a YouTube channel in the near future.

### Using the CANVA Video App and Account.

**RESOLVED** proposed by Councillor G Markwell and all unanimously agreed that due to the uncertainty of the costs and that only a few Councillors were aware of CANVA to revisit this vote in February. **ACTION** Councillor T Stevenson and A Dunn are available to talk the Councillors through this app before the next meeting.

Councillor G Maskalick commented that the content for YouTube and CANVA would be done by the Councillors rather than the Clerk, the information would go to the Clerk to check and upload. The Clerk commented that she would need to set up the accounts, with her email address rather than a Councillor.

### Discuss Other Ways to Engage in Consultation With the Public.

Due to time constraints Councillor G Maskalick asked all Councillors to forward any ideas to him, to be discussed in Februarys meeting.

## 236/12/23 Correspondence Received – see appendix 12.

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

## 237/12/23 Date and Time of Next Meeting.

The next Parish Council meeting is scheduled to take place at the Ashbrook Centre, Borrowash on Wednesday 7th February 2024, commencing at 19:00.

## 238/12/23 Exclusion of Press and Public.

Nothing to report.

There being no further business the meeting concluded at 20:25.

### **Appendix 1 – Ockbrook & Borrowash Parish Council, Wednesday 6thDecember 2023, DCC Report**

**(Cllr Robert A Parkinson)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | |  | | --- | | **Highways update.** | | |  | | --- | | **Storm Babet – Section 19 Flood Investigation**  Storm Babet was an unprecedented event and brought exceptional rainfall to Derbyshire, leading to around 1,200 homes having to be evacuated and 200 roads closed.  Because the council is the Lead Local Flood Authority (LLFA) we are now required to carry out a Section 19 Flood Investigation. The S19 aims to identify the what (flood sources) and the where (locations). It is not a detailed investigation into why (flood mechanisms) and it does not investigate possible mitigation measures. It will also identify and quantify the communities impacted by flooding and may include detailed site investigations on the communities affected where deemed appropriate.  We must publish the results of our investigation and notify any relevant risk management authorities.  As well as being the team responsible for carrying out the S19 review, our small flood risk team are working hard to deal with the hundreds of enquiries they have had since Storm Babet.  They are undertaking site visits, liaising and working with all the Risk Management Authorities (Environment Agency, water companies, district and borough councils) and managing the Property Flood Resilience and Repair grant recently announced by the Government.  We know that members of the public and our councillors want to know what is going to happen next and what is going to be done to reduce the flood risk to the properties that flooded in the future.  Unfortunately, it’s too early post Storm Babet, to provide any detailed answers to these questions, as we are still trying to understand what happened and who was impacted and will be for some months to come. But we want to reassure you we are continuing to work on this.  Your patience and understanding during this period would be very much appreciated, to allow the team to focus on this work in hand.  The team took part in a multi-agency drop-in session which took place in Chesterfield this week, and there will be similar events to follow, in other areas of the county. |   **Damage caused by Storm Babet**  Our roads and retaining walls really suffered the effects of Storm Babet. Many retaining walls have significant damage, which we are assessing, but we expect the cost to be millions of pounds. We will know more over the coming months.  **Storm Babet Strategic Recovery Group**  Following Storm Babet, we set up a Strategic Recovery Group, chaired by Joe Battye. The group’s over-arching aim is to coordinate recovery work, to address the needs of affected residents, businesses, communities, and key agencies, enabling the ‘return to normal’ and supporting regeneration and renewal activity where possible.  The group has members from the county council, every district and borough council, the city council, the peak park, emergency services, utilities, transport providers, the Environment Agency, central government, UKHSA and business support groups.  The group is meeting regularly and has set up 5 subgroups:   * Clean Up * Homes and Communities * Business and Economy * Legal and Finance * Communications   White bar  **Capital programme update.**  We have made significant progress in the delivery of the 2023/2024 Highways Capital Programme.  Our teams and the wider supply chain continue to work together to meet the ambitious targets we have set ourselves and this year we have been assisted by the development of our Programme Delivery Office (the PDO).  The PDO operates a Programme and Project Management System (PPMS) which has been developed to allow us to plan and track the delivery of our capital works.  The 2024/2025 Highways Capital Programme was approved by Cabinet on 19 October. We have already started planning to make sure that we are ready to begin delivery at the start of the new financial year.  Our first task has been to load the new capital programme into the PPMS.  With that completed, our attention has turned to using the system to develop programmes which identify critical design activities so that we can prioritise and resource those tasks now.  By doing this, we ensure the availability of shovel ready projects for our teams in April 2024.  As with any system, the PPMS is continuing to develop, and we are now using its functionality to aid us in managing internal design and construction resources as well as systemising important governance processes.  Its ongoing development will continue to increase the efficiency and effectiveness of our delivery of capital highway works.  Alongside our capital programme, we are working on an additional programme of road improvements following the receipt of further Government grant funding for pothole repairs. We’ll provide further updates on this as soon as possible.  **Alloy, our new highway asset management system**  As part of our ambitious programme to transform how we work, we’ve introduced a new improved system to help us look after our highway assets.  Alloy, which replaces Confirm, our existing asset management system, went live on Monday 27 November for our highways teams. Confirm will continue to be available for outstanding enquiries until the end of the year, as part of the transition.  Alloy will be our new back-office system for managing and maintaining our highway assets, ranging from bus stops to zebra crossings. For our colleagues, the system will streamline ways of working, with each asset listing providing full details about previous repairs and maintenance.  Please continue to [log any highways issues or requests on our website](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDAsInVyaSI6ImJwMjpjbGljayIsInVybCI6Imh0dHBzOi8vd3d3LmRlcmJ5c2hpcmUuZ292LnVrL3RyYW5zcG9ydC1yb2Fkcy9yb2Fkcy10cmFmZmljL3JlcG9ydC1hLXJvYWQtZmF1bHQvcmVwb3J0LWEtcm9hZC1mYXVsdC5hc3B4IiwiYnVsbGV0aW5faWQiOiIyMDIzMTIwNC44NjU0NDI1MSJ9.P4SUHdocqWKsINmEaTQL-XZ7HplUGMzH_utmpYyulFQ/s/149213271/br/232134812161-l).  As when any new ICT system is launched, teething problems are to be expected and adjustments will need to be made, your patience during this time would be appreciated.   |  | | --- | |  | |  | | | | |

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

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|  | September |
| Violence and Sexual Offences | 9 |
| Public order | 3 |
| Bicycle theft | 2 |
| Other theft | 4 |

### **Appendix 3 –** December 2023 Meeting Payment List.

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoices to be paid** | - | - | minute agreed |
| The Royal Oak | £63.50 | Flood plan meeting food | - |
| Ashbrook Youth Group | £200.00 | Monthly donation | 270/12/22 |
| Computer Lifeline | £149.85 | Annual charges | - |
| EBC | £5579.31 | Nov payroll | - |
| EBC | £500.00 | Contribution to Public toilets | 205/11/23 |
| Simply Sparkle | £15.00 | Parish windows | - |
| Watsonfire | £135.00 | PAT | - |
| GTM | £1020.00 | Road closure - Remembrance | - |
| Defib4life | £477.60 | Battery pack x2 | - |
| P Sadler | £80.00 | Interment fee Foster | - |
| Fox Grounds Maintenance | £888.00 | Tree works | 188/10/23 |
| DCC | £2133.00 | Paid to us in error | - |
| Long Eaton Silver Prize Band | £200.00 | OB and BW light switch on | - |
| Lisa’s | £233.20 | Parish hall clean Nov | - |
| Leisurelites LTD | £930.00 | Install/removal Xmas tree lights x2 | - |
| Guiding Sparks Circus | £400.00 | BW light switch on entertainment | - |
| Wastell – plot 12a | £84.35 | Overpayment on plot – 5 yrs | - |
| DCC | £105.00 | The Ridings planter license | 296/02/23 |
| Sarah Kitchener | £30.60 | Expenses - mileage | - |
| Fox Grounds Maintenance | £2155.99 | Nov works | - |
| **Invoices already paid** | - | - | - |
| Lisa’s | £334.45 | Parish Hall clean – Oct | - |
| Fox Grounds Maintenance | £2155.99 | Oct works | - |
| **Monthly direct debits** | - | - | - |
| British Gas | -£74.43 | Elec 18/09-23/10 | 26/05/23 |
| British Gas | £66.51 | Elec 18/09-21/11 | 26/05/23 |
| British Gas | £374.48 | Gas 27/09-01/11 | 26/05/23 |
| British Gas | -£374.48 | Gas 27/09-01/11 | 26/05/23 |
| British Gas | £959.47 | Gas 27/09-28/11 | 26/05/23 |
| Virgin | £64.80 | Broadband and phone Nov/Dec | 26/05/23 |
| O2 | £33.58 | Mobile Nov | 26/05/23 |
| Lloyds Bank | £676.70 | Plastic gloves / diary / poster/cable ties/Xmas chocs | 26/05/23 |
| EBC | £21.00 | Cem rates Nov | 26/05/23 |
| Everflow | £101.53 | Water Dec | 26/05/23 |

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

**October 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 | - | 40,056.00 | - |
| **Cashbook Closing Balance** | - | **54,818.50** | - |
| - | - | - | - |
| **Bank Balance at 04/11/23** | - | **54,818.50** | - |
| - outstanding payments | - | 0.00 | - |
| + outstanding receipts | - | 0.00 | - |
| **Net Balance** | - | **54,818.50** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**October 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 | - | 216,157.17 | - |
| - total Cashbook payments | - | 174,024.64 | - |
| **Cashbook Closing Balance** | - | **51,778.66** | - |
| - | - | - | - |
| **Bank Balance at 01/11/23** | - | **61,387.92** | - |
| - outstanding payments | - | 10,226.76 | - |
| + outstanding receipts | - | 617.50 | - |
| **Net Balance** | - | **51,778.66** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **51,778.66** | **Difference: 0.00** |
| Notes | - | Difference | - |
| - | - | - | **Difference 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| William James | 1,981.09 | - | - |
| S Alcock | 0 | - | - |
| B/W Burial Ground | 48.61 | - | - |

### **Appendix 5 –** Proposed Budget.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| - | - | **Actual** | **Actual** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **expected forecast** | **Proposed Budget** | **Proposed Budget** | **Proposed Budget** |
| - | - | **2016/ 17** | **2017/ 18** | **2018/ 19** | **2019/ 20** | **2019 / 20** | **2020/ 21** | **2020/ 21** | **2021/ 22** | **2021/ 22** | **2022/ 23** | **2022/ 23** | **2023/ 24** | **2023/24** | **2024/25** | **2025/26** | **2026/27** |
| **Income** | - | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| - | Precept | 102375 | 100991 | 87730 | 111462 | 87730 | 111462 | 87730 | 88168 | 88168 | 91695 | 91695 | 126527 | 126527 | 137341 | **-** | **-** |
| - | Environment | - | - | 6386 | - | 770 | - | - | - | 600 | 2000 | 800 | - | 0 | 0 | **0** | **0** |
| - | burials | 12235 | 7543 | 20930 | 11868 | 10911 | 11610 | 9955 | 12000 | 17190 | 10500 | 8300 | 11550 | 11550 | 11985 | 11985 | 11985 |
| - | recreation | 13590 | 6363 | 5305 | 5388 | 4376 | 7046 | 2705 | 3800 | 2519 | 2818 | 4104 | 2741 | 2741 | 2605 | 2605 | 2605 |
| - | hall/lettings | 5622 | 5893 | 8150 | 8568 | 7332 | 8143 | 2102 | 11000 | 7469 | 11080 | 11884 | 18264 | 14503 | 14337 | 14337 | 14337 |
| - | allotment | 3205 | 3373 | 3368 | 3870 | 3666 | 3814 | 3797 | 3700 | 3628 | 3797 | 3803 | 3707 | 3707 | 4088 | 4088 | 4088 |
| - | Other | 22014 | 17705 | 12682 | 34122 | 800 | 10373 | 279 | 13000 | 469 | 11692 | 1396 | 791 | 791 | 575 | 575 | 575 |
| - | Ashbrook | - | - | - | - | - | - | 160 | 16290 | 12689 | 12228 | 8770 | 7666 | 2820 | 0 | 0 | 0 |
| - | Concurrent Functions | - | - | 24981 | - | 23732 | - | 23732 | 23732 | 23732 | 23732 | 23732 | 21359 | 21359 | 2000 | 0 | 0 |
| - | VAT | 7701 | 11435 | 14996 | - | 3801 | - | 4227 | - | 13434 | - | 16505 | - | 2824 | - | - | - |
|  | **Total Income** | **166742** | **153303** | **184528** | **175278** | **143118** | **152448** | **134688** | **171690** | **169898** | **169542** | **170989** | **192605** | **186822** | **172931** | **33590** | **33590** |
| **spends** | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | Parish Hall | 3655 | 17830 | 14408 | 15016 | 10961 | 13948 | 21946 | 15000 | 19765 | 11665 | 9823 | 13189 | 13189 | 15824 | 14901 | 16600 |
| - | Ashbrook | - | - | 12058 | 20000 | 10430 | 25061 | 9786 | 15000 | 20980 | 11081 | 12981 | 17116 | 2390 | 0 | 0 | 0 |
| - | Salaries/ mileage/ training/ chair allowance | 60168 | 47743 | 33722 | 55363 | 24592 | 23222 | 37266 | 33000 | 48933 | 42302 | 50078 | 51810 | 51810 | 50884 | 52839 | 54873 |
| - | Recreation Events | 19091 | 24715 | 11927 | 14240 | 8897 | 11462 | 6575 | 16190 | 28803 | 14132 | 59165 | 13716 | 13716 | 11117 | 11531 | 11962 |
| - | Environment and NP | 8506 | 24108 | 27784 | 20000 | 27639 | 27769 | 28152 | 33000 | 24245 | 36055 | 20060 | 25298 | 25298 | 12321 | 11576 | 11996 |
| - | Grants | 8870 | 3750 | 1200 | - | 1775 | 5000 | 1618 | 5000 | 9168 | 5000 | 10140 | 8000 | 8000 | 8000 | 8000 | 8000 |
| - | General/admin/ bank charges/ subs/insurance / utilities | 51378 | 47512 | 18652 | 33403 | 21278 | 32050 | 11355 | 36000 | 13038 | 30936 | 10371 | 18901 | 18901 | 22466 | 22084 | 22740 |
| - | Burials | 8754 | 11044 | 20766 | 14108 | 18150 | 11571 | 17653 | 16000 | 16133 | 16203 | 16138 | 20782 | 20782 | 21048 | 21176 | 22409 |
| - | Allotments | 157 | 3282 | 5231 | 3148 | 941 | 2365 | 1719 | 2500 | 4003 | 2168 | 4530 | 3793 | 4996 | 6750 | 7166 | 7631 |
| - | Reserve Build up | - | - | - | - | - | - | - | - | - | - | - | 20000 | 20000 | 20000 | 20000 | - |
| - | VAT | 11435 | 11755 | 5854 | - | 3733 | - | 8565 | - | 12085 | - | 14182 | - | 3396 | - | - | - |
| **Total spends** | **-** | **172015** | **191740** | **151602** | **175278** | **128397** | **152448** | **144636** | **171690** | **197154** | **169542** | **207468** | **192605** | **182478** | **168409** | **169275** | **156212** |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **Total Income and spends** | - | -5272 | -38437 | 32926 | - | 14721 | - | -9948 | - | -27256 | - | -36479 | 0 | 4344 | 4522 | -135685 | -122622 |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Reserve carried forward | - | - | - | - | - | **83484** | **-** | **98205** | **-** | **88257** | **-** | **61000** | **-** | **24521** | **28865** | **-** | **-** |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |  |
| Reserve | - | **-** | **-** | **-** | **-** | **98205** | **-** | **88257** | **-** | **61000** | **-** | **24521** | **-** | **28865** | **33388** | **-** | **-** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Precept Calculation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Budgeted Income | Budgeted Expenditure | Net |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parish Hall | 14337 | 15824 | 1486 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ashbrook | 0 | 0 | 0 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Salaries/mileage/training/chair | 0 | 50884 | 50884 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recreation/ events | 2605 | 11117 | 8512 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Environment and neighbourhood plan | 0 | 12321 | 12321 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toilets – note 1 |  | 6522 | 6522 |  |  |  |  |  |  | | | | | | | | |
| reserve build up | 0 | 20000 | 20000 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Concurrent functions – note 2 | 2000 | 0 | -2000 |  |  |  |  |  |  | | |  |  |  |  |  |  |
| Donations | 0 | 8000 | 8000 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| General/admin/bank charges/ subscriptions/utilities/ other | 575 | 22466 | 21891 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Burials | 11985 | 21048 | 9063 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Allotment | 4088 | 6750 | 2662 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | 0 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 35590 | 174931 | **139341** | **precept required** | |  |  |  |  |  |  |  |  |  |  |  |  |

**Notes**

Note 1. Figures from EBC £3222 for running costs and £2400 cleaning/opening and closing + £900 solicitor fee.

Note 2. Figure received from EBC.

### **Appendix 6 -** Grant request from Ockbrook Flood Prevention Team.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of organisation | | Ockbrook Flood Prevention Committee | |
| Contact name. role of contact. | | Chair | |
| Telephone number of contact Email address of contact | |  | |
| Is the organisation a registered charity? | | No | |
| Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of Ockbrook and Borrowash? | | To devise and implement a short-term flood reaction/protection plan.  To devise and implement a strategic flood protection plan. | |
| Amount of Grant requested.  Please make sure you give a full breakdown of what the funding will be spent on | | £378.91  3 x Flood Road Closure Signs £94.47 16 x Traffic Cones £103.84  Delivery £69.96  25 x Broom Handles £110.64 | |
|  | | Note prices may vary depending on when orders are actually placed. Copies of suggested orders for attached. | |
| For what purpose or project is the grant required for? | | When Cole Lane and Collier Lane flood in the future the signs and traffic cones will be used to restrict vehicular access for the driver’s safety and to stop any bow way created by cars driving through the flood water flooding homes.  The broom handles will be placed into road gullies before they become covered by the flood water so the gullies can easily be located so they can be kept clear of debris. | |
| What will be the total cost of the above project? | | £378.91 | |
| If the total cost of the project is more than the grant, how will the residue be financed? | | N/A | |
| Have you applied for a grant for the same project to another organisation?  If so. Which organisation and how much | | No  N/A | |
| How is your organisation normally funded? | | This committee was only formed on Friday 3rd November and currently has no funding. | |
| Who will benefit from the project? | | The residents for Cole Lane and Collier Lane at risk of flooding. | |
| Approximately how many of those who will benefit are parishioners? | | All those who benefit are parishioners | |
| Signed  Dated | | 26th November 2023 | |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account **To Follow (The Committee first meets**

**on Monday 27th November and will decide if an account should be set up).**

Account number ……………………………………………..

Sort Code …… - …… - ……

Please ensure the following supporting documentation accompanies your application;

* Your most recent bank account statement & details of any other investments/savings;
* Details of your organisation’s officers;
* Any other documentation you feel may help in assessing your application.

7. Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Ockbrook and Borrowash Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Ockbrook and Borrowash Parish Council may pass details onto official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. Signed

Date 26th November 2023

Signs and Cones https://streetsolutionsuk.co.uk

A screenshot of a quote



Broom Handles https://[www.getools.co.uk/cart/](http://www.getools.co.uk/cart/)

A screenshot of a quote



### **Appendix 7 –** Borrowash Youth Development Request.

Dear Ockbrook & Borrowash Parish council

I am writing to ask you for assistance. As you are aware I have been marking out pitches on Borrowash park deans drive side for our teams / development groups to play on.

We have been unable to get back on our u8s pitch / u9s pitch for well over a month now since the first flood. Both pitches have never dried out and are holding water in puddles / dips and is boggy all over. As much as I have tried different methods to help like forking the puddles, leaf blowing them and even putting sand in to try and help. Unfortunately nothing has worked. I have to still paint the 3 pitches and training shapes every 2 weeks, so we don’t lose the lines whether we play on them or not.

We have had to reverse some of our matches to the oppositions ground and we have also had to hire other pitches to keep us going. We brought some portable floodlights to help keep the cost down for all the groups but at the moment we can’t fit all our groups on the park as there is not enough dry grass for all of them. We have had to move the u8s training and all of our development groups onto the muga so we don’t have to cancel the sessions.

As much as i am willing to put all the free hours in this is just something I can’t do on my own or self-fund. Me and my wife do everything for the club, but we have a young family and a business to run as well.

We have over 50 active kids in our football club with the development group and 2 football teams and I hate having to take them out of our community.

As a community I feel we are way behind our surrounding villages with sports facilities for our youth and need to start taking advantage of sport grants like the other villages do. We had more back when I was a kid growing up in Borrowash.

I feel the deans drive side needs levelling out better to get rid of all the dips and also I believe the drainage needs redoing. I was told the drainage was done a few years ago but it doesn’t drain away. I will attach a link at the bottom of the page to just one of many grant websites. I am happy to assist on behalf of our local football club if needed.

With our side of the park failing, I looked at the other local playing areas in our community to see if we could possibly move. Unfortunately, we can’t.

Ockbrook park – too much of a slope, boggy and nowhere to park.

Borrowash park Kimberly roadside – Erewash own that side and after getting in touch with the lady who takes the bookings unfortunately it is rented out to another team not from our community. We have never seen them training or playing a match, but it does get marked out.

Derwent meadow playing fields Borrowash – Erewash own the pitch and the changing rooms, after contacting the lady that rents it out we were turned down as another team rents it not from our community, I have heard that the club that rent it have got a 25-year lease on it. Whether that is true I don’t know, but if that is correct it is shocking that a club that’s not from our community can take away the option or opportunity to ever play on our communities best footballing asset. The pitch and changing rooms were built for us locals to play on. It was the home of our Borrowash UTD and last community team.

We aim to bring through new teams, add different ages to the development groups each year and hopefully build something to last this time. We are going great, and I couldn’t be prouder, but we can’t do everything and need a little help.

I Look forward to hearing from you.

Many Thanks

Borrowash Youth FC

Grant Links

Football foundation - https://footballfoundation.org.uk/looking-for-funding

Derby FA grants - https://www.derbyshirefa.com/leagues-and-clubs/finance/grants-and-funding

### **Appendix 8 –** Ashbrook Financial Breakdown 2018-2023**.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| - | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | - |
| b/f | 0 | -2058 | -2488.38 | -3700.56 | 4454.81 | 0 | - |
| OBPC grant | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 5, 000 | - |
| Receipts | 0 | 0 | 160 | 12,689 | 87,69.94 | 2,820.46 | Up to 31/07/23 |
| Payments | 12,058 | 10,430.38 | 11,372.18 | 14,533.63 | 13,643.28 | 2,425.90 | Up to 03/10/23 |
| Yr end | **-2,058** | **-2,488.38** | **-3,700.56** | **4,454.81** | **9,581.47** | **5,394.56** |  |
| Paid to trustees 15/09/23 | - | - | - | - | -9,581.47 | - | - |
| c/f | - | - | - | - | **0** | - | - |

### **Appendix 9 –** Tree Request- photographs for the requested position will be available at the meeting.

With reference to our telephone conversation, could you please ask the committee if it would be possible to plant a tree in memory of my husband James Lidington who passed away on 26/06/23.

Please find details below:

If possible, we would like to plant a tree in line with the bench and trees already at the cemetery and in parallel with the headstone of Timothy Spencer Harrington. Please see the attached photos for reference. I am standing in the position we would like to plant the tree.

We would like to plant one of the following if possible please: Yew, Oak, Beach, Ash, or Sweet Chestnut tree - whichever the committee would prefer.

My family and I would also love to plant the tree on my Husband’s birthday, 19th March, if possible please, along with a small plaque with his name on it at the tree’s roots.

Thank You in advance. I look forward to hearing from you.

With Kind Regards,

### **Appendix 10 –** Tree Survey Quotes.

**Quote 1 – £2004.00 inc VAT**

**Quote 2 - £895.00**

**Quote 3- £1400.00**

### **Appendix 11-** Ockbrook & Borrowash Climate Change Strategy 2023-2024

As you know back in September, we voted to declare a Climate Emergency, being the first government body in Derbyshire to do so. Now Erewash Borough Council has done the same and other Parish Councils are doing so as well. Now, we need to think of how we enact measures PC wide to track, mitigate and preferably help our local environment.

I would predict that the first steps we take will be the smallest steps. This will get us use to the idea of new ways we will be doing things and then followed by a bedding-in period after which we can move forward in our overall strategy. I would also envision that our overall strategy would be in three phases. Of course, this is not written in stone and is up to the full PC to create, approve and implement. What I offer here is just a starting point.

Some things to consider when putting our strategy together are:

* Consistent in approach across all levels of government
* Acknowledge other work streams.
* Overlap with other work streams and gain knowledge and understanding of those activities and their impact.

If we keep the above in mind when planning, we will be:

* Better sighted on what the future will be based on.
* Aware of current trends and their implications on the future.

With the above said, it is important to know the sea of change that is happening government-wise with the introduction of the Devolved Government (previously known as Combined Authority) and elected super mayor. Here is how the flow of information is going to go in future.

Central Government then audits and scrutinises

everything and provides funding for what needs

to be done. This funding goes directly to Devolved

Government who then disperses it lower down.

Environmental Agency then takes all Midlands

plans and recommends to Central Government

the best solutions and funding as to fulfilling

the plans of the many.

Devolved Government takes both county plans and

draws up a wholistic plan for the devolved area.

This is fed to the Environmental Agency.

DCC takes all borough, district and town plans and

draws up a county strategy. This is then fed to the

Devolved Government

EBC takes all PC plans and draws up borough-wide

strategy. Feeds this to DCC

Parish Council feeds info and plan to EBC.

This is the route things will take in future when funding environmental projects. As you can see, we are just one piece of a bigger puzzle. The hope is that all the pieces come together slowly but in sync where projects are not doubling up or harming another project. Also, it is hoped because a holistic view is achieved, solutions will be targeted that will work for everyone.

**TO DISCUSS AND AGREE AT PC MEETING**

**Public Consultation**

* Initially agree to set up public consultation dates and venues on social media channels and DE72 Magazine.
* Talk to public and get their viewpoints on environmental concerns within the Parish and how we as a Council can work in a more environmentally friendly way.
* Put an online survey on our website.

**Public /PC Working Group**

Out of the initial consultation we then set up a working group of Parish residents and PC members. They would meet to discuss best way forward in planning to resolve environmental concerns within the Parish.

Below are examples of what other authorities are doing. You can see the main themes in policy are:

* Carbon Reduction Planning
* Net Zero Strategy

These would be a **MEDIUM-TERM** goal and also ongoing throughout time.

table showing what other authorities are doing regarding a climate strategy or plan



**Small Steps We Can Take Now For Financial Year 25/26.**

* Digital replacing paper for councillors.
* Lighting In PC Buildings
* Carbon Literacy Training
* Tree Planting
* Green Energy Used by PC
* Incorporate Carbon and Climate Impact Assessment on All PC Council Matters

Here is a Carbon Impact Assessment sheet with guidance notes. It is quite easy to fill out and can be digital based so we all can access it at any time. It would be a great way to collect data, analyse the data and come up with plans that support the environment when we want to do certain PC activities.

**Guidance for climate and ecological impacts reporting**

All officers should now complete the below question in council reports.

**CLIMATE AND ECOLOGICAL IMPLICATIONS**

**(Pick an option for 7.1, if required see report guidelines to fill out table below, move the ‘x’ in the left-hand column to the relevant impact)**

7.1 ‘This report is administrative and does not have any known direct Climate and Ecological impact (e.g. policy review)’

Or

‘Does the proposal/project/activity affect the environment in any of the following ways? **Fill out table and mitigation question**’ Add explanatory text as required in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of impact |  | **Long lasting positive impact** | **Short term or limited positive impact** | **No known impact** | **Short term or limited negative impact** | **Long lasting negative impact** |
| **Land use** | x |  |  |  |  |  |
| **Soil and waterbody health** | x |  |  |  |  |  |
| **Biodiversity** | x |  |  |  |  |  |
| **Greenhouse gas emissions** | x |  |  |  |  |  |
| **Water resources** | x |  |  |  |  |  |
| **Pollution** | x |  |  |  |  |  |
| **Air quality** | x |  |  |  |  |  |
| **Materials economy** | x |  |  |  |  |  |
| **Climate change adaptation** | x |  |  |  |  |  |

If the proposal will have a negative impact, can this be mitigated and if so how?

**Guide to climate and ecological impacts table** The impact levels are as follows:

**Long Lasting or Extensive Positive Impact** – will the impacts of this decision have a large-scale, long-term effect? This might include projects affecting thousands of people or large areas in the villages being affected.

**Short Term or Limited Positive Impact** – This is positive but could be limited in its effects or one with a short lifespan. This might include an engagement event or a small-scale energy efficiency improvement project.

**No impact** **or Neutral Impact** – Will not affect any discernible positive or negative change.

**Short Term or Limited Negative Impact** – these are negative impacts but may be short term, such as with construction work using fossil fuel powered machinery, or small scale but longer-lasting, say resulting from the loss of a few trees.

**Long Lasting or Severe Negative Impact** – These are actions we most want to avoid, where there will be a long lasting, measurable effect. This might include large scale projects or policy changes. These impacts should receive the most attention in terms of potential mitigation efforts.

When considering the impact you should also consider direct and indirect impacts. For example, whilst organising an event might not involve a direct increase in carbon emissions, if it is held at a location without public transport it will still lead to higher carbon emissions as a consequence of visitors having no option but to drive.

**Environmental Sections**

**Land Use:**

This would include any change in the use of land. Categories of land include;

- Built on, meaning urban environments with human-made structures including housing, businesses, organisations and industrial sites.

- Farmland, which may be mainly empty of structures but still managed by human activities and impacted by the use of agricultural chemicals.

- Natural, meaning land that is inhabited only by plants or wildlife and sees minimal or seasonal management.

- Green urban, meaning green spaces within a settlement that is managed for human activities e.g. parks and cemeteries.

Any changes would need to be considered. A move towards more developed land would be considered negative whereas an increase in natural land would be positive. Any change of use of derelict developed land into it being reused could also be considered a positive impact and vice versa. Questions to ask:

Will this project increase or decrease the amount of natural land or green urban space?

Will this project improve derelict urban land and reuse redundant buildings?

Does this project make the most use of existing building space e.g. co-locating services; bringing under-used space into use; using buildings out-of-hours?

**Soil Health:**

Soil is a living system made up of insects, micro-organisms, plants and animals. Healthy soil provides the foundation for all life on earth, including us. It maintains water and air quality, it sustains plants, wildlife and crops and sequesters carbon. Its importance cannot be overstated.

Soil health is affected by land use change (concreting over it would be negative), chemicals especially agricultural chemicals like pesticides which cause significant damage. It can also be affected by flooding and erosion from rainwater, agricultural run-off or pollution from sewerage, other chemicals and plastics.

**Biodiversity**:

This is the huge range of life and species on earth including plants, animals, birds, insects, aquatic life and micro-organisms, all of which we need for clean water, air and food. As a general principle, the greater the number of different habitats, the greater the number of species – that’s the diversity part – and the stronger and healthier and more resilient an eco-system is.

Factors that affect biodiversity include land use change, pollution of the natural environment, habitat damage including loss of green corridors or removal of plant life, excess noise and light, invasive species or species migration as an effect of global warming or loss of habitat elsewhere.

Ways to increase biodiversity include increasing the number or size of habitats, connecting existing habitats e.g. with green corridors which makes the wildlife there more resilient and gives them space to expand, and enhancing the habitat e.g. adding trees, hedgerows, wildflower areas and ponds to urban green spaces.

Will this project increase or decrease the amount of habitats for biodiversity?

Will this project degrade or improve existing habitats?

Will this project affect existing habitats through changes in the levels of noise, pollution, proximity to people or other factors that might cause problems?

Will this project increase or decrease the risk of invasive species?

**Greenhouse Gas Emissions:**

This refers to any direct or indirect impacts of the project that may increase or decrease net greenhouse gas emissions such as burning gas and oil for transport, machinery and heating as well as sequestering carbon through tree planting. Questions to ask:

Will this project create an ongoing increase or decrease in greenhouse gas emissions, e.g. an increase in emissions from heating using a gas boilers or retrofitting council buildings to reduce energy use?

Will this project use fossil fuel vehicles/machinery? (this could be an opportunity at the start of a project to ask a supplier if they can use any electric vehicles for the project)

Will this project actively sequester carbon from the atmosphere, e.g. by planting trees, hedges, or wildflower areas?

**Waterbody heath and water resources:**

Waterbodies include rivers, canals, ponds and wetlands and are essential habitats for a wide range of wildlife. Waterbody health can be affected by industrial pollutants, agricultural run-off, sewerage overflows, plastics, household chemicals and drought.

Water resources includes sewerage systems and ground and surface water aquifers. Treating wastewater and providing clean drinking water already requires immense amounts of energy and the changing climate will put additional pressure on our water resources. Questions to ask:

Will this project affect the health of any water bodies?

Will this project affect our demand on water resources, or the amount of water needed to be treated as sewage?

**Chemical and plastic pollution:**

This category would include chemical pollutants, plastics and litter but not air pollution which is a separate category.

Plastic is made from fossil fuels like gas and oil. The most toxic chemicals are used in their production as well as all the energy involved in their manufacture. Most plastic is single use packaging which breaks down into microplastics and absorbs chemical pollutants. These pieces of plastic contaminate our waterways and soil, the food we eat and the water we drink. They last for many hundreds of years.

Less than 10 % of everyday plastics gets recycled in the UK. The problem isn’t that people aren’t recycling enough. The problem is that there is still far too much throwaway plastic being produced. Questions to ask:

Will this project lead to an increase or decrease in the level of pollutants in the environment (excluding air pollution)?

Will these pollutants be long or short lived?

**Air Quality:**

Air quality is affected by harmful substances both indoors and outdoors. The World Health Organisation produces guidelines on the safe levels of fine particulates, nitrogen dioxide, sulphur dioxide, carbon monoxide and ozone. They also cover indoor mould, dampness, emissions of gases and chemicals from furnishings and building materials, emissions from cooking and heating stoves and clean fuel use. Air pollution is linked to around 40,000 deaths in the UK each year with vehicle emissions as one of the main sources. Questions to ask:

Will this project lead to any temporary or permanent changes to the amount and length of fossil fuel car journeys?

Will this project increase or decrease the production or use of pollutants?

Will this project improve air quality e.g. by planting trees?

**Materials Economy:**

Our planet is a limited resource and is currently being over-exploited. This category is about the stuff that we use and our aim to move to a circular economy – where materials are kept in circulation as long as possible to minimise use of unsustainable materials which harm the environment and reduce carbon emissions from manufacturing and shipping. This includes waste, repair, reuse, refurbishment, recycling and the use of sustainable materials. It would also include the repurposing of structures, buildings and infrastructure rather than their replacement.

Will this project increase waste and unsustainable consumption? E.g. using more plastic

Will this project support a more circular economy in Ockbrook and Borrowash?

**Climate Change Adaptation:**

This last category is about preparing for the future and how we can make our organisation and our villages resilient to the effects of the climate crisis. This includes but is not limited to increased risk of flooding, drought and wildfires, extreme weather events and species migration. Some actions may make us more vulnerable to these issues whereas other may make us more resilient or help mitigate their effects. Questions to ask:

Will the project increase or decrease vulnerability to extreme weather e.g. incorporating permeable surfacing, green roofs and living walls, Sustainable Drainage Systems and rain gardens into new building works to reduce flood risks?

Has the project considered its own resilience to extreme weather e.g. during a summer event how would visitors stay safe in extreme heat?

**Larger Steps for The Future**

* Solar Panels on Parish Hall, Public Toilets or Other Options for Power
* Secure funding from Gov Schemes, City of Nottingham administered grant programme, EMA Funding, Devolution Funding,

**CONCLUSION**

As was said in the beginning, declaring a climate emergency was done with a unanimous vote. Now, as a Parish Council we need to start moving in the direction we voted for. It won’t be easy, and it will take some time to do. This is only a starting point.

Someone will have to lead on this and if no one is interested I will be more than happy to take on the role. But please if you want to lead then I welcome that.

**RESOLUTION**

I hope we can vote this whole package through for actioning on the proviso that it is a fluid project and document and things can change. If we can’t agree to vote the whole package through then I hope we can vote singular items through for actioning.

### **Appendix 12 –** CORRESPONDENCE RECEIVED- Up To 30/11/23.

Emails/letters received from members of public:

* Questioning if Borrowash Tennis Club have been given permission to use temporary floodlights – informed them that the original application to install floodlights was withdrawn and they would need to contact EBC for more information. (1)
* Request for the MUGA at the Ashbrook Centre to be opened on a Sunday – forwarded the trustees contact details. (2)
* Request for contact details of an Ashbrook Trustees to be removed from the website – actioned. (3)
* Request for the name of who I sent the complaint regarding the 9 and 9a bus to within DCC and a copy of their complaint they sent to DCC – forwarded the email address I was told to use. (4)
* Copied into an objection regarding ERE/0323/0058. (5)
* Complaint regarding being locked in the cemetery – apologised and spoke to the person locking up, reminding them to walk around the whole of the cemetery before locking the gates. (6)
* Copied into a complaint to EBC regarding land being moved to green belt status. (7)
* Request for information on the logging company on Brook Road – unable to help as have no information on the business. (8)
* Request for the new contractor to forward photos of their work to be attached to their invoices and confirmation of their costs for extra works – responded that some photos are being supplied and confirmed their extra day rate. (9)
* Complaint regarding the Remembrance Service organised by the Parish Council and not lowing the flag to half-mast on the day of Mike Wallis’ funeral – forwarded to the Chair as requested, who responded. (10)
* Request for copies of the minutes where an item they wanted to be discussed was mentioned – the minutes were not forwarded because the item of transferring the money given to Borrowbrook Homelink from one of the charity accounts wasn’t discussed. This is because information was found in the office where in the past this person had agreed to the actioning of the money coming from the charity account. (11)
* Request for help with a garden being flooded from fields behind their house – I emailed DCC for suggestions, they wouldn’t help, informed the resident and mentioned they could try and talk to the field owner. (12)
* Request for information on what is happening to the Gordon Lacey Hall – told them to email Tim Sumpter as the hall doesn’t belong to the Parish Council. (13)
* Complaint into paving slabs being lent on a residents fence and brambles growing from the allotment over the fence – forward to Cllr S Cresswell, then spoke to the allotment tenant asking them not to lean items on the fence and to cut down the brambles. (14)
* Request to borrow some traffic cones – not needed in the end. (15)
* Request for information on the hedgehog surrounds – forwarded to them. (16)
* Request for information on the new PCSO – I didn’t have the information but forwarded our local Policeman details to them. (17)
* Thanks regarding the recent tree cutting on Shacklecross by Fox Grounds maintenance – forward to the Councillors. (17)
* Request for potential community work between the Parish Council and the Ashbrook Junior Schook – asked for some more information on what they had in mind. (18)
* Copied into an objection to EBC regarding ERE/0323/0058 – informed them the objection needed sending to the Planning Inspectorate and the date had expired for objections to be sent in. (19)
* Request for a date for the memorial bench plinth to be installed and mentioned again they would get a friend to do it- responded the contractor would be in a better position to give me a date on the 1st December and they are not allowed to get a friend to install the plinth. (20)
* Complaint regarding a structure being built on an allotment plot – forwarded to Councillor S Cresswell who responded via the Clerk. (21)
* Request for a copy of minutes from December 2016 and the Samul Alcock Charity trustee minutes - December minutes forwarded unable to send the charity minutes unless they ask it as a freedom of information request. (22)
* Request to look into over payments made on an allotment plot – I can see since 2019 they were charged a full plot fee for half a plot and would issue a refund. I am unable to look before 2019 due to how payments were recorded in the cashbook as they were put in as a lump sum not stating individual payments, but if they could produce evidence before this date a further refund could be made. (23)
* FOI request for the agenda’s for the charity trustee meetings – they did not give dates so assumed they meant the meetings in 2023, which were forwarded. (24)
* Request for information of where a grave is in Balmoral Road Cemetery – forwarded. (25)
* Request for a copy of the application to the Environment agency to enlarge the culvert under Cole Lane and their rejection – unable to find this in the office. (26)
* Request for the 2015 Borrowash Flood report – forwarded. (27)
* Request for confirmation that the Parish Hall does not have a store for flood equipment as the 2015 Ockbrook Flood plan states – confirmed we have no store. (28)
* Copied into emails from a resident to EBC regarding flooding. (29)
* Numerous emails regarding Christmas trees. (30)
* Stall requests for the Borrowash light switch on – forward to Councillor J Fraser-Burton. (31)
* FOI request for charity trustee minutes – will be answered in the required time. (32)
* Hall hiring enquiries and updates. (33)
* Allotment updates. (34)
* Interment and EROB transfer enquiries. (35)

Other emails received:

* Proposed radio base station installation- forward to Councillors. (36)
* Hydro-Logic Services maintenance report. (37)
* East Midlands Airport airspace change stage 2 – sent to Councillors. (38)
* Policing budget, have your say – forwarded to Councillors and on the Website and Facebook. (39)

Emails received from EBC:

* Planning applications/amendments/appeal decisions:
  + ERE/1023/0047 Scotland Farm, Far Lane, Ockbrook - Conversion and change of use of 4 redundant agricultural buildings into 3 residential dwellings with associated works.(40)
  + ERE/1123/0023 258 Victoria Avenue, Ockbrook – Single storey rear and side extensions and extended raised path. (41)
  + ERE/1123/0028 6 Cole Lane, Ockbrook – Retrospective planning for retention of development of converted detached garage into attached habitable annexe, including increased ridge height to roof, single storey side extension and single storey infill extension adjoining existing dwelling. (42)
  + ERE/1123/0034 172 Cole Lane, Ockbrook - Conversion of garage to office/guest room. (43)
* Tree preservation order – 6 Cedar Drive, Ockbrook. (44)
* Offer of 1000 empty sandbags and 2 tonnes of sand – accepted the offer and all delivered. (45)
* Polling station review – forwarded to Councillors. (46)
* Core strategy review – forwarded to Councillors. (47)
* Parish Council forum request for items to be discussed – forwarded to Councillors. (48)
* Ordinary meeting, extraordinary meeting and planning meeting agenda/minutes. (49)

Emails received from DCC:

* Update on the Clerks complaint regarding the 9 and 9a bus service – forwarded to the resident and Councillor G Maskalick, DCC are happy with the service. (50)
* Update on the Clerks request to help a resident being flooded by a neighbouring field – unable to help, forward response to the resident. (51)
* Update on the Clerks request for information as to why the upgrade of the culvert on Cole Lane was rejected – the cost exceeded the benefits at the time but options for Ockbrook will continue to be considered – forwarded to Councillor G Maskalick. (52)
* Update on the Clerks request for the road markings on Victoria Avenue to be remarked – Will be completed 4-7 December. (53)
* Update on the Clerks request for a hedge to be cut – an enforcement notice will be served giving the resident 28 days to complete the works. (54)
* Bus shelter provision information. (55)
* Copied into a request for a hedge to be trimmed on the Ridings, Ockbrook. (56)
* Community news x 3 – on website and Facebook. (57)

Emails from DALC including November and Decembers newsletter – Forwarded to Cllrs (58)

Numerous emails received from NALC - forwarded to Cllrs. (59)

SLCC updates and news bulletins. (60)

ICCM updates and news bulletins. (61)

ICO updates. (62)

Rural action newsletters. (63)

Mentall Matters newsletter. (64)

National Allotment Society newsletter. (65)

Magazines:

* Local Councils Update, December. (66)
* Clerk and Council Direct. (67)
* The Clerk. (68)
* Allotment and Leisure Gardener. (69)
* ICCM Journal. (70)