

# **DALBURY LEES PARISH COUNCIL**

**Locum Clerk; Susan Stack, 19 Shepard Close, Hempshill Vale, Nottingham, NG6 7BP**  
[clerk@dalburyleesparishcouncil.gov.uk](mailto:clerk@dalburyleesparishcouncil.gov.uk)

## **To the Chair and Members**

You are summoned to attend the Ordinary Meeting of the Dalbury Lees Parish Council to be held in the Village Hall, Dalbury Lees, Ashbourne DE6 5BL on

**Monday 15<sup>th</sup> January 2024 at 7.30pm**

Issued by Susan Stack – Locum Clerk on 8<sup>th</sup> January 2024

## **AGENDA**

1. To receive apologies for absence
2. To elect a Chairman (*and sign the declaration of acceptance of office*)
3. Declarations of Councillors' Interests in items on the agenda

<b>Cllr</b>	<b>On item</b>	<b>Type of interest</b>

4. Public Speaking - A period of not more than fifteen minutes will be made available for members of the public to raise any issues
5. Determine if any items from Part 1 of the agenda should be taken in Confidential session with the Public excluded
6. To note resignation of Cllr S Trowbridge, that a vacancy has been declared and agree to commence advertisement for Co-option.
7. To adopt Councillor Co-Option policy and application form (if needed)
8. To note resignation of Clerk N Trowbridge Clerk to the Council and confirm Susan Stack as Locum Clerk for a six month period commencing from 18<sup>th</sup> December 2023
9. To approve minutes of the Meeting of the Dalbury Lees Parish Council held on Monday 13<sup>th</sup> November 2023
10. Progress on actions from meeting;
  - a) Gravel near sewage farm (ST)
  - b) E-Mail former trustees of German Pole ref resignations & update (Nigel)
  - c) Telephone box door issues and reporting details (ST)
  - d) Community Speedwatch signs purchasing from Lemon signs (ST)

- e) Solar panels, insulation and wind turbines letter for approval (Nigel)
- f) Allotments tank draining (ST)
- g) Stoning ort area around sewage farm (ST)
- h) Fencing (CT)
- i) Locations for planting of trees (ST/JA)

11. Update from District and County Councillors

12. Clerk Communications

13. German Pole Trust update

14. Chairman's Comments.

15. Planning inc Local Plan update

Planning Application Name DMPA/2023/1559  
 Single storey extensions at Rose Cottage, Osleston Lane, Dalbury Lees, Ashbourne,  
 DE6 5BN  
 Link to application:  
[Planning Application: DMPA/2023/1559 \(site.com\)](https://www.site.com/Planning%20Application%3A%20DMPA%2F2023%2F1559)

16. Update from Derby Constabulary including Community Speed Watch

17. Climate impact

18. Trees Update - Coronation and Queens Jubilee

19. Allotments and Field contract

Reading of water meter at allotments carried out by JA (End Dec) submitted by Clerk  
 2 allotment vacancies (no waiting list) – next actions

20. Footpath maintenance

21. Report of the Clerk and Finance update requiring;

- a) To receive a list of payments made since last meeting

<b>Paid to</b>	<b>On</b>	<b>From Account</b>	<b>Notes</b>
Bank charges	21/11/23	Current	
Bank statements up to 30 <sup>th</sup> Nov at time of writing			

- b) Scrutiny of any invoices outstanding for payment

<b>Pay to:</b>	<b>For</b>	<b>Amount</b>	<b>VAT</b>
N Trowbridge	Clerk's salary to 15 <sup>th</sup> Dec 2023	163.32	0
N Trowbridge	Expenses	19.85	0
Colin Timmins	Fuel	63.38	11.68
HMRC	PAYE	40.80	0

- c) Scrutiny of any quotations for work and appoint contractor/supplier
- d) To receive and approve accounts up to 31<sup>st</sup> December 2023 and comparative budgets (*subject to receipt of December bank statement in time*)
- e) Chairman to sign to agree bank statement(s) to accounts

- f) Any budget amendments necessary for remainder of 2023/24 year
- g) Consider and set budget for 2024/25 year
- h) Agree precept required for 2024/25 year and agree submission to District Council
- i) Agree submission of Concurrent expenses for 2024/25 (*previous years' attached for info*)
- j) Changes required to bank mandate/access/payment
- k) To adopt a Document retention policy
- l) To note pending further information, notification from Commune2 that they will be ceasing the website technology from 31<sup>st</sup> March 2024. To delegate authority to Clerk and/or two Councillors to make a decision regarding alternative provider if needed before the next Council meeting.
- m) To note (for consideration at a future meeting) advice from Council association regarding website domain names and advantages to Councillors and the Council of having designated e-mail addresses for communications on Council business.

- 22. Date of the next meeting(s) – Monday 18<sup>th</sup> March 2024, Monday May 20<sup>th</sup> (including Annual Parish Meeting)
- 23. To resolve that public and press be excluded from the meeting due to the confidential nature of the items to be transacted
- 24. Confidential Items from Part 1
- 25. Confidential Item – Appointment of Locum Clerk for six months from 15th December 2023
- 26. Confidential Item – To discuss matters appertaining to recruitment of new permanent Clerk & RFO including (but not exclusive to) Job Description, Person Specification, arrangements for advertising, setting interview panel appointment