

# Minutes of Norbury and Roston Parish Council Meeting held on Monday 20<sup>th</sup> January 2025 at 7.00pm in The Mary Clowes Hall

Present: Cllr S Davis (Chair), Cllr A Lewis, Cllr K Freeman, Cllr K Davis, Cllr M Robinson, and Miss K Granter (Clerk).

Also present Cllr Steve Bull (DCC) and Cllr Sue Bull (DDDC)

There were no members of the public present.

## 1. Apologies

- a. No apologies were received.

## 2. Register of interests

- a. No register of interests.

## 3. Public Participation

- a. Cllr Sue Bull gave information regarding the Local Project Fund that the Parish Council may be entitled to. **Action: Clerk** to check criteria & apply via DDDC.
- b. Village notice boards – all present agreed to encouragement of villagers to make use of the notice boards (within reason) **Action: Clerk** to add flyers to boards for a local yoga class (Cllr K Davis)

## 4. Minutes of the meeting held on the 11<sup>th</sup> of December 2024

- a. The minutes of the last meeting were agreed by all as a true record of the meeting. They were signed and dated by Cllr S Davis.

## 5. Bills Charity

- a. All payments made & issued via cheque to ladies within the parish by J Sadler before Christmas.
- b. Bank Account – signatures from Cllr K Davis & Cllr M Robinson now received. All agreed to remove void signatories from account **Action: Clerk** to submit changes at the Lloyds branch.
- c. Account charges – To change of account name to show as registered charity & confirm any applied charges will then be backdated & refunded. **Action: Clerk** to provide update once actioned.
- d. New cheque book issued – **Action: Clerk** to collect.

## 6. New Clerk/RF

- a. Katy Granter commenced the Clerk role as of 1<sup>st</sup> January 2025 & has received a handover with the previous Clerk J Sadler.
- b. Clerk Essentials Training – Booked for Clerk, starting week commencing 27<sup>th</sup> January 2025.
- c. New Employment Contract: **Action: Cllr S Davis** to issue revised contract of employment for Clerk.
- d. Standing order for Clerk wages – **Action: Clerk** to pass form to be authorised by signatories & submit to branch.

## 7. Matters Arising

- a. Correspondence – DDC Local Minerals Plan. **Action: Clerk** to identify if applicable to parish & update Councillors.
- b. Lloyds bank account charges – **Action: Clerk** to research alternative accounts to avoid monthly fees.
- c. Online Banking – Cllr Freeman has completed new forms for online access after previous were not received by Lloyds. Signed by Cllr M Robinson & Cllr A Lewis. **Action: Cllr K Freeman** to take into branch rather than posting.
- d. Grass cutting / maintenance enquiry – discussion on inequality enquiry from member of the public. **Action: Clerk** to respond to member of the public in writing.

## 8. Traffic – update from Cllr S Davis

- a. Open discussion about speeding within the parish, Cllr Steve Bull (DDC) who provided useful contacts for Cllr S Davis to contact. National Speed Limit applies in the Parish. Cllr Steve Bull (DDC) is in favour of & has given his full support to pursue it being reduced to a 30mph limit. **Action: Cllr S Davis** to contact Cllr S Alcock
- b. Individuals should still report potholes as per the Derbyshire Council's notified process on the DDC website but additional contacts given by Cllr Sue Bull for reports of pot holes & maintenance. **Action: Clerk** to note these for future reference

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## 9. Plants for planters

- a. J Chadfield is seeking quotes for replacement planters. **Action: Cllr M Robinson** to request planter quotes for discussion and authorisation by Councillors, which need to be with the allocated budget

## 10. Planning

Nothing raised at this time.

## 11. Social Media

- a. The Social Media policy formerly proposed to the Parish Council and formerly reviewed by all Councillors has been now updated by Cllr K Freeman to make it applicable this Parish (action from prior meeting). Updates were highlighted in the meeting. Policy received by clerk. **Action: Clerk to upload to website.**
- b. All agreed that Cllr M Robinson & Clerk would update & tidy the website together. **Action: Cllr M Robinson & Clerk to arrange date to meet.**

## 12. Budget/Precept 25/26

- a. Cllr Steve Bull (DDC) informed that the Members Leadership Scheme will not be continuing therefore will not be a future source of any funds to the Parish (as has occurred in previous years) and this should be taken into account when setting future Precept amounts
- b. Cllr Sue Bull (DDDC) advised that Parish Council's are not capped on the precept.

## 13. Bank Accounts

Treasurers Account – The bank account as of the 20<sup>th</sup> January 2025 is £2759.11.

## 14. Finance

- a. Standing order for Clerk wages – **Action: Clerk** to pass form to be authorised by signatories & submit to branch.
- b. Change of Clerk – **Action; Clerk** to submit signed forms to branch.
- c. Clerk Essentials Training - £85.00 to be invoiced by DALC.
- d. Internal Audit (Annual) – Confirmation that Hilda (local resident) will conduct audit for annual payment of £20.00

## 15. DALC circulars

**Action: Clerk** to notify Councillors any of importance & applicability.

## 16. Date of Next Meeting

The date of the next meeting will be Monday 24<sup>th</sup> March 2025 at 7.00pm in Mary Clowes Hall.

**Meeting closed at 8.25pm**