

# TADDINGTON & PRIESTCLIFFE PARISH COUNCIL

Clerk: Lesley Bramwell, Crookbank Farm, Lane Head, Tideswell, Buxton, SK17 8RB

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[www.taddingtonparishcouncil.org.uk](http://www.taddingtonparishcouncil.org.uk)

**MINUTES** of a Meeting of Taddington and Priestcliffe Parish Council held on Tuesday 28 January 2020 at 4.00pm at the Bramwell Institute, Taddington

**PRESENT:** P. Brady, G. Towers, T. Ride, N. Walsh

**APOLOGIES:** J Saynor

Agenda  
Item

- 2 **Election of Chairman:**  
**Resolved:** That P. Brady be elected Chairman until the Council's AGM in May  
The Council agreed to place on record their appreciation of the commitment and contribution that the retired Chairman, Robert Fraser, had made to the Council
- 3 **Appointment of Vice-Chairman:** T. Ride and N. Walsh were both proposed as Vice Chairman. There being no seconders (the Council being two members short) it was  
**Resolved:** That no appointment be made for the time being
- 4 **Minutes of the Last Meeting:**  
**Resolved:** That the Minutes of the Meeting of the Parish Council held on 12 November 2019 be approved and adopted subject to clarification and review of Minutes 6 and 10 by the General Purposes Committee
- 5 **Urgent Items:** None
- 6 **Declaration of Interests:** P. Brady declared a prejudicial interest in item 10 on the General Purpose Committee Minutes.  
G. Towers, T. Ride, N. Walsh all declared their membership of the TOPs Club (Agenda Item 9)
- 7 **Co-option of a Member to the Parish Council:**  
**Resolved:** That J. Skidmore be co-opted as a Member of the Parish Council
- 8 **Village Voice:** J. Haddock Fraser drew attention to the incidence of dog fouling on paths around the village and wondered whether more could be done to discourage it. It was agreed to place an item on the agenda for the next meeting
- The meeting agreed to **adjourn** to allow the General Purposes Committee to meet. Upon reconvening:
- 9 **Budget and Precept:**  
**Resolved:**

1. That the recommendation of the General Purposes Committee for a Precept of £6104 be approved;
2. That the outline Budget attached to these Minutes be approved as a basis for ongoing monitoring and clarification

10 **Meeting Dates 2020/21:**

**Resolved:** 1. That Meetings during the next year be on Tuesday 10 March, 12 May (AGM and Annual Parish Meeting), 9 June (Final Accounts), 14 July, 29 September, 10 November, 19 January, 12 March, 7 May.

- 11/20 2. That further consideration be given to the start time of meetings  
**Resolved:** That the following invoices be paid:

HMRC £115.20  
MC Street, bus shelter cleaning £60  
Alder Garden Services £358.80  
2 Commune £372  
T. Ride, Remembrance wreath £32

**MINUTES** of a Meeting of the General Purposes Committee of Taddington and Priestcliffe Parish Council held on Tuesday 28 January 2020 at the Bramwell Institute, Taddington

**PRESENT:** P. Brady, D. Graham , T. Ride, D. Towers, G. Towers, N. Walsh

**APOLOGIES:** S. Lymer, J. Saynor

Minute  
Number

2. **Minutes of the last meeting:**

(P. Brady, having declared a prejudicial interest in the last sentence of Minute 10, left the room during the discussion of that item)

**Resolved:** That the Minutes of the meeting of the Committee held on 12 November 2019, other than item 6 (the Budget) be approved and adopted with the following amendments:

Item 9. Add: "It was agreed that the Clerk be allowed to upload word documents"

Item 10: The last sentence to read: "The damage being caused by unlawful driving on footpaths to be reported to the Chief Constable."

An additional sentence to be added: "In response to streetlights needing replacement, Councillor Walsh will inform the village via the gmail system of the website details for reporting issues of streetlighting and gritbins direct to the District Council."

Item 11. To read: "Councillor Graham Towers reported that plans were continuing to get quotes for repairs to the War Memorial and to look for grants for the work. Councillor Ride advised that any work would require a faculty from the Church Authorities."

3. **Urgent items:** None
4. **Declarations of Interest:** P. Brady declared a prejudicial interest in item 10 on the General Purposes Committee Minutes. D. Towers, G. Towers, T. Ride, N. Walsh all declared their membership of the TOPs Club (Agenda Item 6)
5. **Communications not reported elsewhere on the agenda:**  
None
6. **Draft Budget and Precept:** A revised draft budget was presented in light of additional information including a substantial repayment of VAT (Appendix 1 to these Minutes). The cost of the Transparency Programme required by Government was about 10% of the precept. Members also noted the substantial expenditure that had been incurred over the past four years, including footpath improvements, new signposting, the defibrillator, and a grant to the Institute. This had been despite minimal percentage increases year on year. There was a recognition of the need to rebuild reserves to cover unforeseen expenditure and also to enable future plans for improvements in the parish to be prepared. There was some scope for reviewing the priorities of the Draft Budget and ensuring best value for money.

The meeting expressed its thanks to T. Ride for his offer to review the need for the annual grant to TOPs Club at this time.

**Resolved:** 1. That the Parish Council be recommended to levy a 12.5% increase in the Precept for 2020/21;

2. That regular Monitoring Reports be made to future meetings, and that D. Towers and the Clerk confer together, involving the Chairman if necessary, to bring these forward;

3. That further consideration be given to the appropriate level of reserves the Council should carry.

- 7 **Planning Matters:** No current applications
- 8 **Website/Communications:** A report was submitted with the Agenda.  
Resolved that the Report be approved on the basis set out in Appendix 2 to these Minutes.
- 9 **Natural Environment:**
  - a) Footpaths: the Clerk report on the procedures of DCC. It was agreed that the necessary paperwork for this year be concluded as soon as possible;
  - b) Grounds maintenance: it was agreed the N. Walsh would talk to the contractor about their terms for next year. Also, an invitation to do the work would be published.
- 10 **War Memorial:** The need for grants was noted.
11. **Village Planning:** Needs action.

12. **Litter:** The need for a village litter pick has been raised. Members present were not aware of any particular issue and it was agreed that Members would look round and report back to the next meeting, when this and Dog Fouling could be discussed together
- 13 **Model Financial Regulations:** It was agreed that D. Towers would take the lead on this
- 14 **Reports from other bodies:** The Church had been successful in attracting substantial grants towards necessary repair work.

## Appendix 1

### AGENDA ITEM 6: GENERAL PURPOSES COMMITTEE BUDGET

	2019/20 Estimate for year £	2020/21 Estimate £
Bank balance	1965	2265
Government Bonds	87	-
<b>Total Reserves</b>	<b>2052</b>	<b>2265</b>
<b>Income</b>		
Precept	5426	6194
Interest	9	
VAT return	1497	350
Grants - general	-	-
Grants - DCC footpaths	300	440
Transparency fund grant remaining	780	-
Other	-	-
<b>Total Income</b>	<b>8012</b>	<b>6984</b>
<b>Expenditure</b>		
Salaries	2560	2635
Admin. Expenses	100	100
Training	-	50
Audit	38	40
IT - maintenance	370	410
IT - consumables	780	-
Insurance	535	550
Room hire	206	206

Grounds and general maintenance	1236	120
Garden Maintenance - play area	-	1000
Ash die back - play area	-	-
Equipment and safety - play area	84	90
Garden maintenance - war mem.	-	350
Other - war mem.	-	-
General maintenance - High Well, High Mere etc	-	-
Footpath maintenance	300	440
Subscriptions	176	180
Grants and donations	1850	600
S137 Expenditure	-	-
Elections	137	-
<b>Total Expenditure</b>	<b>8372</b>	<b>6771</b>

## Appendix 2

### **AGENDA ITEM 8: GENERAL PURPOSES COMMITTEE TRANSPARENCY AND THE WEBSITE**

#### **1. PURPOSE OF REPORT**

The Government has given money under the Transparency Fund to set Up the Council's web-site but it is still not up and running properly. In addition, the Council has approved the attached Communications Strategy. This report endeavours to clear up any outstanding issues with a view to the essential parts of the web-site dealing with Parish Council business since the beginning of 2019 being **fully up and running by 31 March at the latest**

#### **2. COMPUTER**

There has been some discussion over whether there should be a Taddington computer or whether the Clerk should employ a single computer to service her various Parish Council needs.

If TPC material is on a joint machine, the retirement or other departure of the Clerk will cause problems, whereas it is possible for the PC to simply ask for the computer itself with all its contents if the Clerk is no longer working for us. As there is money left for to buy a new machine and the alternative is to pay the money back as being underspent it is

#### **Decision:**

1. That the Council proceed to purchase a new laptop for this purpose together with a separate hard-drive back-up, Microsoft Office and a Scanner;
2. That T. Ride and J. Saynor liaise over the arrangements for the purpose and that the Clerk be authorised to approve the purchase and any related arrangements

#### **3. RESPONSIBILITIES AND ACCESS**

There needs to be a clear understanding of who has responsibility for the web-site, who has access to it and so on. This needs to include provision for software, security etc (for which budgetary provision will be needed) and what happens when things go awry.

In the longer term, the Council should consider "cloud storage". An email has been received from DALC drawing attention to Code and other measures that need to be put in place

### **Decisions:**

1. That the Clerk has the prime responsibility for:
  - user compliance with GDPR
  - keeping the parish council's business on the web-site up to date;
  - ensuring that the lap-top and other equipment is properly cared for and managed;
  - ensuring that the appropriate software and security systems are in place;
  - keeping the Council informed as to arrangements for the safekeeping and maintenance of the lap top and equipment;
  - liaison with the web-site provider.
2. That, in case the Clerk is unable to act for any reason, the Chairman at the time and one other person authorised by the Council also have access to the computer and web-site and that the web-site provider be informed accordingly, and that a contingency plan be drawn up..
3. That provision be made in the budget for software and other maintenance.
4. That the Clerk make further enquiries about the additional Code and procedures that may be required

### **4. PRIORITIES**

The prime purpose of the website, and the Government money that is supporting it, is about "Open Government" and making the Council's affairs open to public information and scrutiny.

**Decision:** That the PC concentrates first on getting its own material on the website before worrying about the wider Communications Strategy.

### **5. "ARCHITECTURE" AND CONTENTS - COMMENTARY**

It is clear that the Parish Council business on the present website is incomplete and that a lot of effort is needed to get it to a point where it is complete, accurate and well presented. Whatever we do has to be sustainable, ie it has to be **SIMPLE** enough for there to be a reasonable prospect of keeping it accurate and up to date and the cost of maintaining it to a minimum.

**Decision:** That the design and layout of the website be kept as simple and long term sustainable as practicable.

There are six listed headings on the webpage, some of which seem to overlap or duplicate.

A-Z is highly inaccurate and incomplete and ascribes to Parish Council services it has either no responsibility for or the prime responsibility lies elsewhere. Also, it appears in three separate places (the webpage, community and site map). The job of providing and updating a comprehensive A-Z is enormous, unless one is already on hand somewhere. They already exist on both the DCC and DDDC web-sites.

A specifically Parish A-Z may not be particularly meaningful, but the web-site will include a summary of "sites and functions" - see below.

**Decision:** That the A-Z be deferred for the time being until the Council has everything else running and then introduce it as a single heading on the webpage if practicable.

"What's On" is a matter for future consideration, once the web-site is up and running properly with Council business.

## **6. "ARCHITECTURE" AND CONTENTS - SUGGESTIONS**

**Recommended:**

**I) Home.** To cover a general description of the Parish (as per Well Dressing leaflet, say) and also the Gallery pictures;

Notes:

- i. TR will draft general description of Parish?
- ii. TR will put together Gallery pictures?
- iii. Draft to be circulated for comment

**II). About the Council.** To have eight headings as follows:

- a) the Council: a summary of the sites and functions for which it is responsible, and a brief summary of its aims (as per recent village survey report to Peak Park, for example)
- b) Members and staff;
- c) Agendas and Minutes, including written reports that accompany agendas, set out clearly in date order; in *pdf*
- d) Planning but only with a weblink to the National Park web-site;
- e) Constitution ie Standing Orders, Code of Conduct etc.;
- f) Finance
- g) Policies, ie approved policy documents;
- h) Access to Information;
- i) Reporting a fault;
- j) Contact us: Clerk's contact details, explanation of "Village Voice" and Annual Parish Meeting

Notes:

- i. PB will draft (a), (d) and (j) above, draft to be circulated for comment;
- ii. Under (b) written consent of individual members needed to place details on the website;
- iii. Clerk to provide Code of Conduct

- iv. Written reports that are approved by the Council must in future appear with the Agendas or Minutes on the web-site.
- v. Need to improve house style/presentation.
- vi. Check position with email address on website.

**III). News and consultations** There is a use for this, eg a vacancy on the PC or a consultation but keeping it up to date may prove difficult.

DRAFT