

Hognaston Parish Council

Village Hall Post Box, Hognaston, Ashbourne, Derbyshire DE6 1PR
hognastonclerk@hotmail.com

Minutes of Meeting 392 of Hognaston Parish Council held on Monday 4th September 2023 at 7.30pm in Hognaston Village Hall.

Councillors present: Cllrs, Dawn Lewis (Chair), George Peach (Vice Chair), Alan Cribbens, John Thornley and Annie Webster.

In attendance: Colin Swindell (Clerk) and 1 member of the public.

Item		Action by
392/1 Apologies	Apologies were received from Cllr Dermot Murphy.	
392/2 Variation of business	None.	
392/3 Declaration of interests	i. Declaration of Disclosable Pecuniary Interests None. ii. Declaration of Personal Interests None.	
392/5 Public speaking	i. Public speaking - A member of the public made the Council aware of an abandoned vehicle in the village. The resident was happy to report this and the Clerk advised that they contacted Derbyshire Police and DDDC. ii. Reports from Police Liaison Officer and County and District Councillors None.	
392/5 Approval of minutes	On the motion of Cllr Webster, seconded by Cllr Cribbens, it was agreed: The minutes of Meeting 391 held on Monday 3 rd July 2023 are accepted as true record. The minutes were signed by the Chair.	
392/6 Clerk's Report	The Clerk reported the following: - The External Auditor has sent confirmation of receipt of the Annual Governance and Accountability Return (AGAR). - The new Parish Council account has opened with Lloyds Bank and online payments have been trialled. All seems to be working well.	
392/7 Action points from the last meeting	i. Play area tree survey and actions Agreed: To have a site inspection at the park to look at what works need to be carried out to the trees. Action: The Clerk to arrange the above site meeting. ii. Information board The Clerk has emailed Severn Trent regarding possible funding, but no reply has been received to date. iii. Village parking No update. Cllr Lewis continues to press DCC frequently on this matter. iv. Jubilee Bench After some discussion it was suggested that alternative locations for the bench should be considered. There was concern that the application for the Platinum Jubilee Grant specifically identified Mills Croft as the site for the bench.	Clerk

	Action: The Clerk to contact DDDC to make sure they are happy with changes to the plans submitted in the application process. v. Overgrown hedges at the bridge The verges have still not been cut back. Action: The Clerk to pursue this matter with DCC.	Clerk Clerk
392/8 Snow Warden Scheme 2023/24	Agreed: To participate in the Snow Warden Scheme 2023/24. Action: The Clerk to complete the application forms and advertise the need for volunteers to help clear snow through HogNews and the HPC Facebook page.	Clerk
392/9 Village tidiness	Having requested this item be put on the agenda, Cllr Cribbens expressed his concern that the village was starting to look untidy. This was particularly in relation to overgrown verges and weeds along the roads and pavements. Agreed: The Clerk is to make provision in the draft budget for village maintenance and weed spraying. Action: The Clerk to ask DDDC for an update on their weed spraying policies and any plans to undertake works in Hognaston.	
392/10 Platinum Jubilee Bench	This matter was discussed under item 392/7 Action points from the last meeting.	
392/11 Grants	Agreed: To defer this item until the next meeting.	
392/12 Purchase of Microsoft Office 365	With the purchase of a new laptop, the Clerk proposed the additional purchase and installation of Microsoft 365 software. The package would also give access to Microsoft OneDrive which enables Parish Council documents to be backed up and stored in the Cloud. On the motion of Cllr Thornley, seconded by Cllr Peach, it was agreed: The Clerk to purchase an annual subscription of Microsoft 365 at £59.99.	
392/13 Suggestions for draft budget 2023/24	Agreed: The Clerk to consider the following as additional items of expenditure in the forthcoming draft budget: 1. Village maintenance and weed spraying. 2. Tree works (including the removal of the ash tree at the green).	
392/14 Parish Council documents	i. Risk Register No update ii. Communication and Engagement Strategy Agreed: A Parish Council newsletter be delivered in the coming weeks. iii. Lessons Learnt No update.	
392/15 Parish council task list	i. Play Area, Green, Bus Shelter and Hognastone inspections Inspections have been undertaken with several issues raised at the play area. A site inspection, as agreed earlier in the meeting, will look at areas of concern. ii. Group representative updates - Neighbour Watch No update. - HogGreen No update. - Speedwatch No update.	

	iii. Reports from outside meetings No update. iv. Footpaths Grant No update.																																		
392/16 Finance	i. Approval of payments On the motion of Cllr Cribbens, seconded by Cllr Thornley, the following payments were agreed: <table> <tr> <th>Payee:</th><th>Item of expenditure:</th><th>Amount:</th></tr> <tr> <td>Clerk</td><td>Salary (July 2023)</td><td>£256.64</td></tr> <tr> <td>Clerk</td><td>Salary (August 2023)</td><td>£209.28</td></tr> <tr> <td>Clerk</td><td>Expenses (July/August 2023)</td><td>£27.28</td></tr> <tr> <td>Clerk</td><td>Mileage (July/August 2023)</td><td>£25.20</td></tr> <tr> <td>Andrew Boam</td><td>Mowing (July 2023)</td><td>£135.00</td></tr> <tr> <td>Andrew Boam</td><td>Mowing (August 2023)</td><td>£90.00</td></tr> <tr> <td>DM Payroll Ltd</td><td>Payroll services (Apr-Sept 2023)</td><td>£60.00</td></tr> <tr> <td>DDDC</td><td>Returning Officer's fee (elections 23)</td><td>£120.00</td></tr> <tr> <td>Janice Jackson</td><td>Internal Audit (2022/23)</td><td>£50.00</td></tr> <tr> <td>Cumbria Clock Com.</td><td>Church clock maintenance</td><td>234.00</td></tr> </table> ii. Income Received None. iii. 2022/23 Budget and accounts monitoring The budget and bank reconciliation (August 2023) were circulated to members - see Appendix 392/A1. Agreed: The budget and bank reconciliation be noted.	Payee:	Item of expenditure:	Amount:	Clerk	Salary (July 2023)	£256.64	Clerk	Salary (August 2023)	£209.28	Clerk	Expenses (July/August 2023)	£27.28	Clerk	Mileage (July/August 2023)	£25.20	Andrew Boam	Mowing (July 2023)	£135.00	Andrew Boam	Mowing (August 2023)	£90.00	DM Payroll Ltd	Payroll services (Apr-Sept 2023)	£60.00	DDDC	Returning Officer's fee (elections 23)	£120.00	Janice Jackson	Internal Audit (2022/23)	£50.00	Cumbria Clock Com.	Church clock maintenance	234.00	
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392/17 Planning	i. HPC response to recent planning applications - 23/00786/FUL – 9 Mills Croft, Hognaston (Single storey rear extension) Decision: No objections ii. Response to tree works applications No applications received. iii. DDDC decisions on recent planning applications - 23/00125/AMD – 4 Old Bakery Close, Hognaston (Non-material Amendment - Proposed installation of air source heat pump) Decision: Permitted iv. Discussion of other planning applications or issues None.																																		
392/18 Correspondence	The following correspondence were received and noted: - PCSO Elaine Porter - Ashbourne SNT newsletter (July 2023) - Derbyshire PCC – Newsletter (July 2023) - DALC Newsletter (July 2023) - DCC – Mobile Library dates (Aug, Sept and Oct 2023) - DDDC – Your bin day could be changing - DCC - Your Council Your Voice 2023 - DDD – Local Projects Fund (2023/24) - Elaine Porter - Ashbourne SNT newsletter (August 2023) - DCC – Community News (August 2023) - DCC – Snow Warden Scheme (2023/24)																																		

392/19 Next agenda	<u>Agreed:</u> The following items be included on the next agenda: - Draft budget - Grants.	
392/20 Next meeting	<u>Agreed:</u> The next Hognaston Parish Meeting be held on Monday 6 th November at 7pm in Hognaston Village Hall	

HPC - Hognaston Parish Council
DCC – Derbyshire County Council
SNT – Safer Neighbourhoods Team

DDDC – Derbyshire Dales District Council
DALC – Derbyshire Association of Local Councils

The meeting closed at 9.10pm

Appendix 392/A1

Budget and Bank Reconciliation

Budget 2023/24

(including payments for approval at the meeting)

Category of expenditure	Actual	Budget	Variance
Clerk's Salary	£ 1,394.40	£ 2,850.00	£ 1,455.60
Administration and expenses	£ 86.99	£ 200.00	£ 113.01
Mileage	£ 114.35	£ 200.00	£ 85.65
Room hire	£ -	£ 200.00	£ 200.00
Payroll	£ 60.00	£ 120.00	£ 60.00
Insurance	£ 411.97	£ 450.00	£ 38.03
Internal Audit	£ 50.00	£ 100.00	£ 50.00
External Audit/Commission Fee	£ -	£ -	£ -
DALC Subscription	£ 136.58	£ 140.00	£ 3.42
Training	£ -	£ 200.00	£ 200.00
Play Area mowing	£ 560.00	£ 800.00	£ 240.00
Play Area Inspection	£ -	£ 105.00	£ 105.00
Village planting	£ 38.00	£ 100.00	£ 62.00
Annual Church clock maintenance	£ 195.00	£ 185.00	-£ 10.00
Defibrillators	£ -	£ 270.00	£ 270.00
Maintenance and contingency	£ 50.00	£ 500.00	£ 450.00
Election expenses	£ 120.00	£ 200.00	£ 80.00
Donations	£ -	£ 500.00	£ 500.00
GDPR expenses	£ 35.00	£ 35.00	£ -
Laptop purchase	£ -	£ 400.00	£ 400.00
Total expenditure:	£ 3,252.29	£ 7,555.00	£ 4,302.71
Income			
Precept	£ 4,700.00		
Bank interest	£ 37.32		
Total income:	£ 4,737.32		
Balance 2022/23:	£ 1,485.03		

Bank Reconciliation - August 2023

Cash book			Bank	
Balance from 2022/23	£ 10,011.70		Current account balance	£ 12,908.25
Plus receipts	£ 4,737.32		Reserve Account balance	£ -
Less payments	-£ 2,083.89		Plus unrepresented receipts	£ -
Less VAT paid	-£ 4.16		Less unrepresented cheques	-£ 247.28
	£ 12,660.97			£ 12,660.97