Hognaston Parish Council
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Minutes of Meeting 403 of the Hognaston Annual Parish Council held Monday 12th May 2025 at 7pm in Hognaston Village Hall.

Councillors present: Cllrs, Alan Cribbens, Dawn Lewis, George Peach and John Thornley.

In attendance: Colin Swindell (Clerk) and 3 members of the public.

Item		Action by
403/1 Election of Chair	**On the motion of Cllr Peach, seconded by Cllr Thornley, it was agreed:** Cllr Lewis be elected Chair of Hognaston Darley Parish Council for the 25/26 year. Cllr Lewis signed the Declaration of Acceptance of Office.	
403/2 Election of Vice-Chair	**On the motion of Cllr Cribbens, seconded by Cllr Thornley, it was agreed:** Cllr Peach be elected Vice-Chair of Hognaston Parish Council for the 25/26 year. Cllr Cllr Peach signed the Declaration of Acceptance of Office.	
403/3 Apologies	Apologies were received from Cllr Webster. Apologies were also received from Cllr Dermot Murphy.	
403/4 Variation of business	None.	
403/5 Interests	None.	
403/6 Public speaking	- A member of the public told the Council how much they and their family value the village play area. They wish to see it continue. - A member of the public suggested that a working party of volunteers would help to maintain the play area which would help keep down maintenance costs.	
403/7 Approval of minutes	**On the motion of Cllr Thornley, seconded by Cllr Cribbens, it was agreed:** The minutes of Meeting 402 held Monday 10th March 2025 be accepted as a true record. The minutes were signed by the Chair.	
403/8 Clerk's report	The Clerk reported on the following actions and updates since the last meeting: - **Information board** – To be discussed under agenda item **403/13.** - **Gulley at the bottom of Dirty Lane (reference FS-Case-690933301)** – No update. - **Defunct gulley at the Bridge (reference FS-Case-690936865)** – DCC has carried out works to rectify the gulley. - **Sharp drop at bridge** – No update. - **Street name plate at Mills Croft (ref 932548)** – No update. - **Play area gate** – Gate has now been removed by Cllr Peach and the signs made good. - **Reimbursable expenditure 2024/25** – £458.00 received on 17th March 2025.	

403/9 Annual governance and accounting statements	i. Internal Auditor's report. **On the motion of Cllr Peach, seconded by Cllr Lewis, it was agreed:** To note the Internal Auditor's report. ii. Annual Governance Statement 2024/25 **On the motion of Cllr Thornley, seconded by Cllr Cribbens, it was agreed:** To approve and sign the document. iii. Annual Accounting Statement 2024/25 **On the motion of Cllr Lewis, seconded by Cllr Thornley, it was agreed:** To approve and sign the document. iv. Certificate of Exemption for Smaller Authorities 2024/25 **On the motion of Cllr Cribbens, seconded by Cllr Thornley, it was agreed:** To approve and sign the document. v. Notice for the Exercise of Public Rights 2024/25 **On the motion of Cllr Lewis, seconded by Cllr Peach, it was agreed:** The 'Notice for the Exercise of Public Rights' be set as Monday 9th June 2025 to Friday 18th July 2025.	
403/10 Annual policy review	**On the motion of Cllr Cribbens, seconded by Cllr Peach, it was agreed:** The following policies were adopted for the 2025/26 Parish Council year: - Code of Conduct - Standing Orders - Financial Regulations - Biodiversity Policy - Communication strategy	
403/11 Insurance renewal	**On the motion of Cllr Cribbens, seconded by Cllr Peach, it was agreed:** To approve payment of £662.80 to Clear Councils for the annual insurance premium.	
403/12 Tree planting	Attempts by Cllr Lewis and Cllr Webster to obtain a quote and delivery of a tree from a local nursery has proven unsuccessful. **Agreed:** The planting of the tree on the Village Green is to be delayed until September or October 2025. **Agreed:** The Clerk is to source additional quotes for the supply, delivery and planting of the tree.	**Clerk**
403/13 Information board	The Clerk circulated a paper containing 6 designs and quotes for the information board. **On the motion of Cllr Cribbens, seconded by Cllr Peach, it was agreed:** - The Parish Council's preferred option is the 'A0 Man-made Timber (composite) interpretation panel' supplied by Greenbarnes at a cost of £1,587.06 (excl VAT). This includes manufacture and delivery only. - The above is to be recommended to attendees of the Annual Parish meeting and, if agreed, the Clerk is to progress the order at the earliest opportunity.	**Clerk**
403/14 Council documents	The Clerk reported that he was working on a new Risk Assessment for the Parish Council and will bring this to a future meeting for review.	**Clerk**
403/15 Village reports	- It was raised that the red telephone kiosk on Main Road needs repainting. **Action:** Cllr Thronley to look at repainting the kiosk. - Cllr Lewis reported two PROW signs that need replacing. **Action:** The Clerk to report these to DCC.	**Cllr Thornley** **Clerk**

<table>
<tr><td>403/16 Finance</td><td>i. Approval of payments
On the motion of Cllr Thornley seconded by Cllr Peach, 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 (March 2025)</td><td>£ 291.90</td></tr><tr><td>Clerk</td><td>Salary (April 2025)</td><td>£ 238.02</td></tr><tr><td>Bentley Treescapes</td><td>Play area mowing (March 2025)</td><td>£ 200.00</td></tr><tr><td>Bentley Treescapes</td><td>Play area mowing (April 2025)</td><td>£ 200.00</td></tr><tr><td>Clear Councils</td><td>Annual insurance premium (2025/26)</td><td>£ 662.80</td></tr><tr><td>Instantprint</td><td>Printing of newsletter (March 2025)</td><td>£ 35.60 *</td></tr><tr><td>Lloyds Bank</td><td>Bank charges (April 2025)</td><td>£ 4.25</td></tr><tr><td>Lloyds Bank</td><td>Bank charges (May 2025)</td><td>£ 4.25</td></tr></table>
* Purchased by and to be reimbursed to Cllr Alan Cribbens.

ii. Income Received
<table><tr><th>From:</th><th>Item of income:</th><th>Amount:</th></tr><tr><td>DDDC</td><td>Parish precept (2025/26)</td><td>£ 7,107.00</td></tr><tr><td>DDDC</td><td>Reimbursable expenditure (2024/25)</td><td>£ 458.00 **</td></tr></table>
** Accounted for in the 2024/25 financial year. To be noted/approved only at Meeting 403.

iii. Budget and accounts monitoring
The budget and bank reconciliation statement (as of 31st March 2025) was circulated to members - see Appendix 403/A1.
<u>Agreed</u>: The budget and bank reconciliation be noted.</td><td></td></tr>
<tr><td>403/17 Planning</td><td>i. Response to recent planning applications
None.

ii. Response to tree works applications
None.

iii. DDDC decisions on recent planning applications
- T/25/00025/TCA - Orchard View Main Street Hognaston Derbyshire DE6 1PR
Prune overhanging branches of 2no. trees
<u>Decision</u>: Permitted

iv. Discussion of other planning applications or issues
None.</td><td></td></tr>
<tr><td>403/18 Correspondence</td><td>The following correspondence were considered and noted:
- DDDC – Grants for VE Day commemoration events
- DCC – Mobile library dates (April, May and June)
- DALC – DALC Day and AGM 2025
- DCC – Council Plan 2025-29
- DALC – Newsletter (April 2025)
- Play area feedback – 13 responses</td><td></td></tr>
<tr><td>403/19 Next agenda</td><td>None.</td><td></td></tr>
<tr><td>403/20 Next meeting</td><td><u>Agreed</u>: The next Hognaston Parish Council meeting be held on Monday 7th March 2025 at 7pm in Hognaston Village Hall.</td><td></td></tr>
<tr><td>403/21 Exclusion of Public and Press</td><td>On the motion of Cllr Lewis, seconded by Cllr Cribbens, it was agreed:
By reason of the confidential nature of the business to be transacted, the following agenda item be closed to the public and press.</td><td></td></tr>
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403/22 Clerk's salary review	**On the motion of Cllr Peach, seconded by Cllr Cribbens, it was agreed:** - As part of the annual review of the Clerk's pay, the Clerk's salary be increased from SCP 8 (£13.47 per hour) to SCP 9 (£13.69 per hour). - The pay increase be backdated to 1st April 2025.	

The meeting closed at 8.20pm

DDDC – Derbyshire Dales District Council
DALC – Derbyshire Association of Local Councils
DCC – Derbyshire County Council
PROW – Public right of way

Appendix 403/A1
Budget and Bank Reconciliation

Budget 204/25
31st March 2025

Category of expenditure	Actual	Budget	Variance
Clerk's Salary	£ 3,107.72	£ 3,200.00	£ 92.28
Administration & expenses	£ 136.57	£ 250.00	£ 113.43
Room hire	£ 164.00	£ 200.00	£ 36.00
Insurance	£ 491.38	£ 450.00	-£ 41.38
Payroll	£ 180.00	£ 140.00	-£ 40.00
Internal Audit	£ 85.00	£ 60.00	-£ 25.00
GDPR expenses	£ 35.00	£ 40.00	£ 5.00
DALC Subscription	£ 326.40	£ 160.00	-£ 166.40
Grounds maintenance	£ 1,095.00	£ 1,000.00	-£ 95.00
Village planting	£ -	£ 50.00	£ 50.00
Play Area Inspection	£ 221.00	£ 120.00	-£ 101.00
Annual Church clock maintenance	£ 195.00	£ 210.00	£ 15.00
Defibrillators	£ 270.00	£ 300.00	£ 30.00
Contingency/elections	£ 1,492.93	£ 500.00	-£ 992.93
Tree removal	£ 550.00	£ 1,500.00	£ 950.00
Total expenditure:	**£ 8,350.00**	**£ 8,180.00**	**-£ 170.00**
Income			
Precept	£ 6,580.00		
Bank interest	£ -		
VAT reclaim (2023/24)	£ 165.31		
Reimbursable expend. (2024/25)	£ 458.00		
Grants	£ 1,500.00		
Total income:	**£ 8,703.31**		
Balance 2024/25 (inc VAT paid):	**-£ 176.42**		

Bank Reconciliation
31st March 2025

Cash book	
Balance from 2023/24	£ 8,965.34
Plus receipts	£ 8,703.31
Less payments	-£ 8,350.00
Less VAT paid	-£ 529.73
	£ 8,788.92

Bank	
Current account balance	£ 8,788.92
Plus unpresented receipts	£ -
Less unpresented payments	£ -
	£ 8,788.92