

Minutes of Meeting 405 of the Hognaston Parish Council held Monday 1st September 2025 at 7pm in Hognaston Village Hall.

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

In attendance: Colin Swindell (Clerk), Cllr Adrian Hunter (DCC) and Cllr Murphy (DDDC).

Item		Action by
405/1 Apologies	Apologies were received John Matkin (Severn Trent).	
405/2 Variation of business	None.	
405/3 Interests	Cllr Cribbens declared an interest in agenda item 405/12 Planning in relation to tree works application T/25/00084/TCA .	
405/4 Public speaking	Cllr Adrian Hunter (DCC) reported the following: - DCC Highways has been asked to look at changing the priority markings at the junction of Gibfield Lane and Dog Lane. - Complaints have been received about hedges encroaching into the roads throughout the Parish. It was requested that this be mentioned in the next Parish Council newsletter and landowners be asked to carry out maintenance where their hedges run along the roadside. - Concerns have been raised about subsidence and cracking in the highway along Stonepit Lane. This is being monitored by DCC highways officers.	
405/5 Approval of minutes	Cllr Thornley raised the following matters in relation to the minutes of the previous meeting: - Minute 404/6 Clerk's report - It was noted that the Clerk is to source quotes for the supply, delivery and planting of a tree on the Village Green. Cllr Thornley suggest that to save money, Councillors should explore the possibility to do this themselves. - Minute 404/12 iv Planning - It was asked if there was any update on concerns raised over the removal of the hedge, grass verge and changes to the highway at Badger Moor Farm, Turlowfields Lane. The Clerk told the meeting that the matter had been raised with both DDDC Planning and DCC Highways. A reply is still awaited. On the motion of Cllr Cribbens, seconded by Cllr Webster, it was agreed: With the above amendment, the minutes of Meeting 404 held Monday 7th July 2025 be accepted as a true record. The minutes were signed by the Chair.	
405/6 Clerk's report	The Clerk reported on the following actions and updates since the last meeting: - Gulley at bottom of Dirty Lane (reference FS-Case-690933301) – No update. - Sharp drop at bridge – No update. - Street name plate at Mills Croft (ref 932548) – No update. - Repainting of BT Telephone Kiosk (Main Street) – BT have been contacted to seek permission to repaint the kiosk. A response is awaited.	

	- Licensing of bench at Mills Croft – A licence approval has been received for the installation of a bench on the grass verge at Mills Croft. This was applied for in January 2023 – 2½ half years ago. The licence was accompanied by an invoice for £110.00. The Clerk has responded to DCC to inform them that the project was abandoned when they failed to acknowledge or respond to communications relating to the licence application. The Clerk has also informed DCC that the invoice will not be paid. Agreed: The Clerk is to challenge payment of the invoice. - PROW signs – A request has been made to DCC PROW to ask that the fingerposts throughout the village be considered for replacement. A response is awaited. - MP Invite – No response received. The request has been sent again to John Whitby's office, - VAT reclaim 2024/25 – £524.74 has been reclaimed from HMRC for VAT paid during the 2024/25 financial year. - Financial Year End 2024/25 – The Certificate of Exemption has been accepted and filed by the External Auditor. This concludes the Annual Governance and Accountability Return for 2024/25.	Clerk
405/7 Information board	Prior to the meeting, Councillors and parishioners gathered for the unveiling of the information board. Cllr Lewis led thanks to Cllr Cribbens for leading the project and bringing it to fruition. Further thanks were also expressed to everybody else involved, including Cllr Peach and his sons, Max and Ben, for voluntarily installing the information board. Agreed: Paving is to be laid in front of the noticeboard to provide a secure standing area and protect the grass verges.	
405/8 Banking arrangements	Councillors discussed ongoing problems with accessing the online Lloyds Bank account and approving payments. This is causing inconvenience for members and delay in making payments to contractors and suppliers. On the motion of Cllr Thornley, seconded by Cllr Peach, it was agreed: - The Parish Council is to open a Current Account and Instant Access Savings Account with Unity Trust Bank. - The bank account is to require two-member approval for payments. - The Clerk is to be given authority to make online payments. - The Clerk, Cllr Lewis and Cllr Peach are to be signatories on the mandate. - All signatories are to be given access to view the bank account and approve payments online.	
405/9 Council documents	i. Draft Parish Council Risk Assessment Agreed: This item be deferred to the next meeting. Agreed: Cllr Lewis to review the draft Risk Assessment in more detail and recommend amendments ahead of the next meeting. Agreed: Cllr Cribbens is to circulate his comments on the scoring of several risks identified in the document. ii. Draft Complaints Procedure Agreed: This item be deferred to the next meeting. Agreed: Cllr Thornley to review the draft Complaints Procedure in more detail and recommend amendments ahead of the next meeting.	Cllr Lewis Cllr Cribbens Cllr Thornley

	iii. Updates to any other Parish Council documents The Clerk presented the monthly inspection sheets for the Play Area, bus shelter, Hognastone and Village Green. No issues were reported.																																											
405/10 Village reports	- Councillors discussed Cllr Thornley's comments earlier in the meeting in relation to the planting of the tree on the Village Green. Agreed: Cllr Thornley, Cllr Webster and Cllr Peach are to arrange for the purchase, collection and planting of the tree in the coming weeks. Agreed: The Councillors are to be given delegated approval to spend up to £150.00 on the tree and associated materials. - It was noted that the grit bin on Stonepit Lane was still in a poor condition and needs to be replaced. Agreed: The Clerk is to report the above to DCC. - It was noted that a parishioner has contacted the Parish Council to convey thanks to Cllr Thornley for painting the telephone kiosk on Turlowfields Lane.	Cllrs, Peach, Thornley & Webster Clerk																																										
405/11 Finance	i. Approval of payments On the motion of Cllr Cribbens seconded by Cllr Peach, the following payments were agreed: <table> <thead> <tr> <th>Payee:</th><th>Item of expenditure:</th><th>Amount:</th></tr> </thead> <tbody> <tr> <td>Clerk</td><td>Salary (July 2025)</td><td>£ 238.02</td></tr> <tr> <td>Clerk</td><td>Salary (August 2025)</td><td>£ 244.90</td></tr> <tr> <td>Bentley Treescapes</td><td>Play area mowing (July 2025)</td><td>£ 200.00</td></tr> <tr> <td>Bentley Treescapes</td><td>Play area mowing (August 2025)</td><td>£ 200.00</td></tr> <tr> <td>Bentley Treescapes</td><td>Play area mowing (September 2026)</td><td>£ 200.00</td></tr> <tr> <td>DM Payroll Ltd</td><td>Payroll services (April – August 2025)</td><td>£ 72.00</td></tr> <tr> <td>Hognaston Village Hall</td><td>Room hire (May and July 2025)</td><td>£ 60.00</td></tr> <tr> <td>Hognaston Village Hall</td><td>Room hire (May 2024 to March 2025)</td><td>£ 140.00</td></tr> <tr> <td>ICO</td><td>Annual data protection fee (2025/26)</td><td>£ 47.00</td></tr> <tr> <td>Lloyds Bank</td><td>Bank charges (August 2025)</td><td>£ 4.25</td></tr> <tr> <td>Lloyds Bank</td><td>Bank charges (September 2025)</td><td>£ 4.25</td></tr> </tbody> </table> ii. Income Received <table> <thead> <tr> <th>From:</th><th>Item of income:</th><th>Amount:</th></tr> </thead> <tbody> <tr> <td>HMRC</td><td>VAT reclaim (2024/25)</td><td>£ 524.74</td></tr> </tbody> </table> iii. Budget and accounts monitoring The budget and bank reconciliation statement (as of 31st August 2025) was circulated to members - see Appendix 405/A1. Agreed: The budget and bank reconciliation be noted.	Payee:	Item of expenditure:	Amount:	Clerk	Salary (July 2025)	£ 238.02	Clerk	Salary (August 2025)	£ 244.90	Bentley Treescapes	Play area mowing (July 2025)	£ 200.00	Bentley Treescapes	Play area mowing (August 2025)	£ 200.00	Bentley Treescapes	Play area mowing (September 2026)	£ 200.00	DM Payroll Ltd	Payroll services (April – August 2025)	£ 72.00	Hognaston Village Hall	Room hire (May and July 2025)	£ 60.00	Hognaston Village Hall	Room hire (May 2024 to March 2025)	£ 140.00	ICO	Annual data protection fee (2025/26)	£ 47.00	Lloyds Bank	Bank charges (August 2025)	£ 4.25	Lloyds Bank	Bank charges (September 2025)	£ 4.25	From:	Item of income:	Amount:	HMRC	VAT reclaim (2024/25)	£ 524.74	
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405/12 Planning	i. Response to recent planning applications None. ii. Response to tree works applications - T/25/00084/TCA – High Barn, Main Street, Hognaston Crown lift 1no. Cedrum Deodara tree Agreed: No objections. iii. DDDC decisions on recent planning applications None. iv. Discussion of other planning applications or issues None.																																											

405/13 Correspondence	The following correspondence were considered and noted: - DCC – Community News (12.08.2025) - Severn Trent - Carsington to Tittesworth scheme - PKF Littlejohn (External Auditor) – Confirmation of exempt status - DCC – Invite to Parish and Town Council Liaison Forum (15.09.2025) - DCC – Permission to site bench in Hognaston (2.5 years after submission) - DALC - Newsletter (August 2025) - Parishioner –Thanks to Cllr Thornley for painting Turlowfields telephone kiosk	
405/14 Next agenda	<u>Agreed:</u> The next meeting is to include: - Revisions on the draft Parish Council Risk Assessment. - Revisions on the draft Complaints Procedure. - Considerations for the draft budget 2026/27.	
405/15 Next meeting	<u>Agreed:</u> The next Hognaston Parish Council meeting be held on Monday 3 rd November 2025 at 7pm in Hognaston Village Hall.	
405/16 Exclusion of public and press	On the motion of Cllr Lewis, seconded by Cllr Peach, it was agreed that: By reason of the confidential nature of the business to be transacted, the following agenda items be closed to the public and press.	
405/17 Pay Agreement 2025	On the motion of Cllr Webster, seconded by Cllr Cribbbens, it was agreed that: The Pay Agreement 2025, as recommended by the National Joint Council in the Local Government Service Pay Agreement, be applied to the Clerk’s salary and back dated to April 2025.	

The meeting closed at 8.10pm

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

DCC – Derbyshire County Council
PROW – Public right of way

Appendix 405/A1

Budget and Bank Reconciliation

Budget 2025/26

31st August 2025

Category of expenditure	Actual	Budget	Variance	2024/25
Clerk's salary	£ 1,059.84	£ 3,200.00	£ 2,140.16	£ 3,107.72
Administration & expenses	£ 56.02	£ 250.00	£ 193.98	£ 136.57
Room hire	£ -	£ 200.00	£ 200.00	£ 164.00
Payroll	£ -	£ 150.00	£ 150.00	£ 180.00
Insurance	£ 491.38	£ 530.00	£ 38.62	£ 491.38
Internal audit	£ 100.00	£ 120.00	£ 20.00	£ 85.00
GDPR expenses	£ 47.00	£ 40.00	-£ 7.00	£ 35.00
DALC subscription	£ -	£ 160.00	£ 160.00	£ 326.40
Training	£ 1,000.00	£ 200.00	-£ 800.00	£ -
Grounds maintenance	£ -	£ 1,500.00	£ 1,500.00	£ 1,095.00
Play Area Inspections	£ -	£ 120.00	£ 120.00	£ 221.00
Village planting	£ -	£ 50.00	£ 50.00	£ -
Annual church clock maintenance	£ -	£ 225.00	£ 225.00	£ 195.00
Defibrillators	£ -	£ 320.00		£ 270.00
Contingency/elections/bank chrgs	£ 1,587.06	£ 500.00		£ 1,492.93
Tree removal	£ -	£ -	£ -	£ 550.00
Total expenditure:	£ 4,341.30	£ 7,565.00	£ 3,990.76	£ 8,350.00
Income				2024/25
Precept	£ 7,107.00			£ 6,580.00
Bank interest	£ -			£ -
VAT reclaim (2024/25)	£ 524.74			£ 165.31
Reimbursable expend. (2025/26)	£ -			£ 458.00
Grants	£ -			£ 1,500.00
Total income:	£ 7,631.74			£ 8,703.31
Balance 2025/26 (inc VAT paid):	£ 2,972.20			-176.42

Bank Reconciliation

31st August 2025

Cash book		Bank	
Balance from 2024/25	£ 8,788.92	Current account balance	£ 11,761.12
Plus receipts	£ 7,631.74	Plus unrepresented receipts	£ -
Less payments	-£ 4,341.30	Less unrepresented cheques	£ -
Less VAT paid	-£ 318.24		£ 11,761.12
	£ 11,761.12		