

Parish of Great Hucklow, Grindlow, Windmill, Little Hucklow and Coplowdale

Parish Council Annual Meeting - Monday the 15th May 2023 (Meeting No. 9)

Held at 20.00 in the Unitarian Chapel, Great Hucklow

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### Minutes of the Meeting

#### **23.9.1 Present**

Parish Councillors: Cllr Nick Williams (Chair), Cllr Martin Beer, Cllr Jamie Ollerenshaw, Cllr Carol Bradshaw and Deborah Stansfield (Clerk)

Members of the public:  
Henry Folkard

#### **23.9.2 Apologies**

Cllr Andy Nash, DDDC

#### **23.9.3 Opening Remarks**

NW welcomed everyone to the Parish Council Annual Meeting.

#### **23.9.4 Minutes of the previous meetings** (held on 16th May 2022)

Councillors unanimously agreed that these should be recorded as an accurate record and NW signed.

#### **23.9.5 Election/re-election of Chairman and Vice Chairman**

Nick Williams was re-elected as Chair (proposed by Cllr Martin Beer and seconded by Cllr Jamie Ollerenshaw) and Martin Beer was re-elected as Deputy Chair (proposed by Cllr Nick Williams and seconded by Cllr Carol Bradshaw). Councillors agreed unanimously.

All Councillors signed a Declaration of Acceptance of Office Form and confirmed their compliance with the Parish Council Code of Conduct.

All Councillors agreed to review and update the DDDC Register of Pecuniary Interest Forms, NW advised a change to his form. DS to speak to DDDC regarding completion and submission of new forms.

**Action: DS**

Councillors discussed the vacant position following Tracey Tudor Jones departure as a Councillor and the need to co-opt another Councillor within the 35 day time period if possible.

#### **23.9.6 Actions arising from Previous Meeting**

None

#### **23.9.7 District and County Councillors updates**

None present.

**23.9.8 Actions arising from the Annual Parish Meeting**

**23.9.8.1 Grass Cutting Schedule – DDDC**

A parishioner asked about the frequency of the grass flailing/mowing on the verges along the road running from Foolow to Windmill. DS advised that this had been requested for some time now but had not been forthcoming, to follow up with Andy Nash. **Action: DS**

**23.9.9 Urgent Matters**

**23.9.9.1 Dales Area Parish Members Ballot**

Councillors discussed and MB stated that he was happy to stand, he will complete the form and take to NW to sign. **Action: MB/NW**

**23.9.9.2 Newlands Farm, Coplowdale - Planning Application**

Councillors discussed and were sympathetic to the neighbours concerns recently received by email. Wording for the Council's response agreed, DS to draft a letter and submit. **Action: DS**

**23.9.9.3 Bank Cottage, Great Hucklow – Verge Grass Cutting**

Councillors discussed a recent request from the owners of Bank Cottage regarding the cutting of the verge to the side of their property. NW stated that he had reviewed Land Registry records and the land is orphaned with no one currently responsible for its upkeep. It sits at the entrance to the village and is now looking very untidy.

DS had requested a cost from the grass cutting contractor to add this to his current schedule and was quoted £38 per cut. The Foundry Centre have stated that they would be willing to make a £15 per cut contribution to this. DS to speak to the contractor to see if any reduction to the cost is possible. NW proposed that the Parish Council should organise the cutting of the verge from June 2023 and that a maximum contribution of £23 per cut be made, CB seconded, Councillors agreed unanimously and it was resolved that this be taken from Contingency funds this year. **Action: DS**

**23.9.10 Finance**

a. Review and Adoption of Revised Standing Orders and Financial Regulations

(i) Standing Orders - Discussed and Councillors agreed unanimously to remove the additional text introduced during Covid restrictions and to replace the word "Chairman" with "Chair" as recommended by DALC. DS to update and recirculate. **Action: DS**

(ii) Financial Regulations - Discussed and Councillors agreed that a number of financial limits (in square brackets in the document) be reviewed. DS to review, update and recirculate the document to Councillors. **Action: DS**

b. Internal Audit

DS advised that the Internal Audit had now been completed and circulated the report for Councillors to review. DS confirmed that an invoice in respect of carrying out the audit for £80 has been received.

- c. External Audit - Annual Governance and Accountability Returns  
DS advised that she has drafted the forms and these were viewed by Councillors during the meeting.
- (i) Exemption Certificate – drafted ready for submission. **Action: DS**
- Notice of Public Rights – prepared ready for noticeboard and website. The period of review will be Monday 5<sup>th</sup> June to Friday the 14<sup>th</sup> of July. **Action: DS**
- (ii) Annual Governance Statement – discussed and reviewed for the financial year ended 31<sup>st</sup> March 2023. The draft forms were reviewed, approved and signed by NW and DS. DS to upload to the website. **Action: DS**
- (iii) Accounting Statements – discussed and reviewed for the financial year ended 31<sup>st</sup> March 2023. The forms were reviewed, approved and signed by NW and DS. DS to upload to the website. **Action: DS**
- d. Insurance Renewal  
DS advised that the insurance renewal for this year had been received. The new bench in Little Hucklow had been added to the schedule of higher value items. The premium was £358.00 an increase of just under 5% on last year's premium and below the expected figure allowed for in the budget.

**23.9.11 Review of Inventory, Land and Fixed Assets**  
DS had drafted an update to include the new bench in Little Hucklow, dog fouling signage and two grit bins purchased this year. Councillors reviewed and agreed the list. DS to finalise, recirculate to Councillors and upload to the website. **Action: DS**

**23.9.12 Review of Risk Register**  
DS had drafted an updated version to amend the reference to the alarm on the defibrillator and added information regarding the dedicated grit bin telephone number. Councillors reviewed and agreed to the changes. DS to finalise and recirculate to Councillors for information. **Action: DS**

**23.9.13 Dates of next meetings**

Agreed at the Annual Parish Meeting held prior to this meeting.

2023 - July 17th, September 18th, November 20th

2024 - January 15th, March 18th, May 20th, July 15th, September 16th, November 18th

There being no further business the meeting closed at 21.15pm