

LITTON PARISH COUNCIL
Minutes of the Annual Meeting
held on 20th May 2025 at 7pm in Litton Village Hall

PRESENT: Cllr Saxby in the Chair
Cllrs Brunt, Gregory, Howe & Rooke

IN ATTENDANCE: G Turner, Clerk

3020 ELECTION OF CHAIR

The first item of business transacted was the election of a Chair. Councillor Rooke proposed and Councillor Gregory seconded that Councillor Saxby be elected as Chair.

There being no further nominations it was **RESOLVED:** That Councillor Saxby be re-elected as Chair of the Parish Council for the period to the next Annual Meeting of the Council.

Councillor Saxby signed the Declaration of Acceptance of Chair and took the Chair.

3021 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Rennie who was unable to attend due to holiday.

3022 ELECTION OF VICE-CHAIR

Councillor Saxby proposed and Councillor Brunt seconded that Councillor Howe be elected as Vice-Chair.

There being no further nominations it was therefore **RESOLVED:** That Councillor Howe be elected Vice Chair of the Parish Council for the period to the next Annual Meeting of the Council.

Councillor Howe signed the Declaration of Acceptance of Vice Chair.

3023 DECLARATION OF INTERESTS

There were no interests declared for agenda items.

3024 PUBLIC PARTICIPATION

There was one member of the public present who attended as a representative of Tideswell & District Community Land Trust. He explained that the offer to join a ward level housing needs survey was not about building affordable housing in Litton and Cressbrook. If the Parish Council however gave support to the survey, it would give residents of the parish priority status for any new homes built in Tideswell as a result.

Documentation relating to the proposal was given to the Clerk for circulation to Councillors and it was agreed to put this item on the June agenda.

3025 MATTERS TO BE DISCUSSED FOLLOWING THE EXCLUSION OF THE PUBLIC AND PRESS

There were no agenda items that required the exclusion of members of the press and public under the Public Bodies (Admission to Meetings) Act 1960 s1.

3026 MINUTES OF THE MONTHLY COUNCIL MEETING HELD ON 14TH APRIL AND THE EXTRAORDINARY MEETING HELD ON 28TH APRIL 2025

IT WAS RESOLVED: That the Chair be authorised to sign the minutes of the monthly council meeting held on 14th April and the minutes of the extraordinary meeting held on 28th April as being true and correct records.

ACTIONS FROM THE MINUTES

- **2990 Update on War Memorial and Land at Cressbrook** – Councillor Brunt stated that she is meeting another stonemason as the memorial on Wednesday 21st to discuss the renovations. It was noted that the ivy is already starting to creep back over the area cleared by the Handyperson in March.
- **3015 Update on Policy for Tables and Chairs on the Village Green** – this is ongoing.
- **3017 Update on the bench maintenance audit** – Councillor Gregory informed members that he has completed the audit and it will be circulated to Councillors via email. He added that there is currently no major maintenance needed to the benches.

3027 PLANNING APPLICATIONS

Planning Appeal NP/DDD/0924/0916 - Listed Building consent - The provision of two parking bays with hipped roof canopy. Proposed removal of a disused oil tank, excavation of hillside alongside driveway, and the felling of 4 low quality trees in woodland. To include associated landscaping and hard-standing provision at Cressbrook Hall, Bottomhill Road, Cressbrook. Noted.

Application Number NP/DDD/0525/0462 – Clergy House, The Green Litton – Listed Building Consent – replace windows in south elevation and add rainwater goods to side porch. **IT WAS RESOLVED:** That the Parish Council has no opinion on this application.

3028 FINANCE

(i) Accounts for payment

The Clerk submitted a schedule of payments in the sum of £9,261.23 for approval.

IT WAS RESOLVED: That the schedule of payments be signed and the accounts to which they relate be paid.

It was noted that the annual precept of £15,385 was received during the month along with the grant from Derbyshire Environmental Trust of £8,097.

The current account balance as at 20th May 2024 was £12,885.60 and the reserve account balance was £7,669.41.

The Annual Governance and Accountability Return 2024/25 Form 3 with supporting bank reconciliations and explanations of variances were circulated to members and the following was **RESOLVED:**

- (ii) That the Annual Internal Audit Report on the 2024/25 Annual Return is noted.
- (iii) Annual Governance Statement 2024/25, Section 1 of the Annual Return is approved and signed by the Chair and Clerk.
- (iv) Accounting Statement 2024/25, Section 2 of the Annual Return is approved and signed by the Responsible Finance Officer and Chair.
- (v) Variance Analysis 2024/25 – noted.
- (vi) Bank Reconciliation at 31 March 2025 – noted and signed by the Chair.
- (vii) Noted that the dates for publication of the unaudited AGAR will commence on 19th June and end on 30th July 2025.

3029 REVIEW OF STANDING ORDERS

The Standing Orders were circulated to members.

IT WAS RESOLVED: That the Standing Orders be approved for the next 12 months.

3030 REVIEW OF FINANCIAL REGULATIONS

The Financial Regulations were circulated to members.

IT WAS RESOLVED: That following minor amendments to the financial limits contained in the Financial Regulations, they be approved for the next 12 months.

IT WAS ALSO RESOLVED: That Councillor Howe should be added as a signatory to the bank account.

3031 REVIEW OF RISK ASSESSMENT

The Council's Risk Assessment was circulated to members for review.

IT WAS RESOLVED: That the Risk Assessment be approved for the next 12 months.

3032 REVIEW OF FIXED ASSETS

The Council's Register of Fixed Assets was circulated to members for review. It was noted that the laptop purchased during the year had been added to the register.

IT WAS RESOLVED: That the Register of Fixed Assets be approved for the next 12 months.

3033 REVIEW OF CODE OF CONDUCT

A revised Code of Conduct was circulated to members.

IT WAS RESOLVED: To adopt the revised code of conduct.

3034 REVIEW OF UPDATED COMPLAINTS PROCEDURE

An updated Complaints Procedure was circulated to members.

IT WAS RESOLVED: To adopt the revised Complaints Procedure.

3035 CONSIDER THE ADOPTION OF THE DRAFT PRESS AND PUBLIC POLICY

A draft Press and Public Policy was circulated to members.

IT WAS RESOLVED: To adopt the Press and Public Policy.

3036 REVIEW OF DOCUMENT RETENTION POLICY

The Council's Document Retention Policy was circulated to members.

IT WAS RESOLVED: That no changes are required to the Document Retention Policy.

3037 REVIEW OF SUBJECT ACCESS REQUEST POLICY

The Council's Document Subject Access Request Policy was circulated to members.

IT WAS RESOLVED: That no changes are required to the Subject Access Request Policy.

3038 REVIEW OF PUBLICATION SCHEME

The Council's Publication Scheme was circulated to members.

IT WAS RESOLVED: That no changes are required to the Publication Scheme this year, however the prices should be reviewed at the next Annual Meeting.

3039 TO CONSIDER THE ANNUAL PLAYGROUND REPORT

The annual ROSPA Playground Inspection Report was circulated to members.

It was noted that the report recommended that the gate/posts at the entrance to the playground should be adjusted and a new rubber buffer fitted to ensure a spacing of at least 12mm throughout the range of the gate to remove the risk of finger entrapment. The 12mm gap also should apply on the hinge side of the gate.

IT WAS AGREED: to ask the volunteer Playground Inspector whether he would be able to adjust the gate to increase the spacing.

The report also highlighted that there is a potential risk of finger entrapment between the slide's platform.

IT WAS THEREFORE ALSO AGREED: That the Clerk will purchase some Sugru to be applied to the slide platform.

3040 CORRESPONDENCE

The Clerk received an email from somebody who wants to use the Village Green in front of the Village Hall for a wedding reception next July.

IT WAS AGREED: That Councillor Gregory should meet with the person to discuss in more detail how they intend to use the Green and for how many guests.

An email was circulated from the Red Lion requesting that they be allowed to place a bouncy castle on the Village Green in front of the Village Hall.

IT WAS RESOLVED: That this would be allowed subject to the appropriate insurance and risk assessments being in place and on the understanding that the Parish Council accepts no responsibility for loss or injury caused by or to the bouncy castle.

There being no further business the Chair declared the meeting closed at 9.40pm.