



DUFFIELD PARISH COUNCIL

Parish Clerk: Mrs Fay Craig
Duffield Parish Council, The Cemetery Lodge, 43 Hazelwood Road,
Duffield, Derbyshire, DE56 4DQ
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To: The Members of Duffield Parish Council

10th January 2025

Dear Councillor

I hereby give you notice that a Full Council Meeting will be held at The Weston Centre, Tamworth Street, Duffield, DE56 4ER on **Wednesday 15th January 2025 at 7.00 pm**. All members of the Parish Council are summoned to attend for the purposes of considering and resolving the business to be transacted as set out in the following Agenda.

Yours sincerely

F Craig

Fay Craig
Parish Clerk

AGENDA

FC0125/01	To receive apologies for absence
FC0125/02	To determine which items (if any) from the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms:- "That in view of the confidential nature of the business about to be transacted, it is resolved to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."
FC0125/03	To consider any Variation of Order of Business
FC0125/04	To record Declaration of Members Interests in any item to be discussed.
FC0125/05	To allow for Public Speaking: (a) A period of not more than twenty minutes will be made available for members of the public and Members of the Council to comment on any matter. (b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.

	(c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.
FC0125/06	To receive and approve the minutes of the Full Council Meeting held on 6th November 2024 as a true record.
FC0125/07	To note the draft minutes of the Staffing Committee Meeting held on 11th November 2024.
FC0125/08	To note the draft minutes of the Finance and Management Committee Meeting held on 20th November 2024.

ITEMS FOR DECISION

FC0125/09	<p>Finance Papers – RFO to Present</p> <p>To receive and accept the following finance reports:</p> <p><u>November 2024:</u></p> <ul style="list-style-type: none"> i) Accounts for Payment for month ending 30th November 2024 – Payments and Receipts ii) Income and Expenditure report to 30th November 2024 iii) Monthly Bank Reconciliations iv) Trial Balance Report to 30th November 2024 <p><u>December 2024:</u></p> <ul style="list-style-type: none"> i) Accounts for Payment for month ending 31st December 2024 – Payments and Receipts ii) Income and Expenditure report to 31st December 2024 iii) Monthly Bank Reconciliations iv) Trial Balance Report to 31st December 2024
FC0125/10	<p>Lloyds Corporate Card – Changes to Administrator</p> <p>To approve the addition of the Clerk and Responsible Finance Officer as Administrators for the Lloyds Corporate Card and to sign the necessary paperwork.</p>
FC0125/11	<p>Internal Audit</p> <p>To review and approve the internal auditor appointment process.</p>
FC0125/12	<p>Proposed Budget Setting and the 2025/26 Precept</p> <p>To consider the recommendations of the Finance and Management Committee to adopt the proposed budget for the financial year 2025/26 and to raise the precept by 3%.</p> <p>Supporting Documents –</p> <ul style="list-style-type: none"> i) Draft Budget Report and Notes ii) All Projects Breakdown iii) Proposed Earmarked Reserves iv) Revised Accounts Budget 2025/26

FC0125/13	<p>Matters arising from the Staffing Committee Meeting on 11th November 2024</p> <p>i) To review and approve a new Sexual and General Harassment Policy in order to comply with recent changes to legislation.</p>
FC0125/14	<p>Matters arising from the Finance and Management Committee Meeting on 20th November 2024</p> <p>i) To approve a new Grant Policy.</p> <p>ii) To approve the proposed extension of the Grounds Maintenance Contract.</p>
FC0125/15	<p>The Methodist Church</p> <p>To receive an update and to approve next steps</p>
FC0125/16	<p>Vehicle Barrier</p> <p>To receive an update and to approve quotations for the installation of the vehicle barrier at Eyes Meadow.</p>
FC0125/17	<p>Funding Requests</p> <p>To consider any funding requests received.</p>
FC0125/18	<p>Correspondence requiring Council decisions</p> <p>To consider correspondence received by the Council during July/August 2024 which requires a decision, if any (any such items to be highlighted on the General and Resident Correspondence Schedule)</p>

ITEMS FOR INFORMATION ONLY

FC0924/19	<p>The following items are received for information only.</p> <p>Unless there are any questions relating to the items, there will be no discussion.</p> <p>19.1 Chairman’s announcements</p> <p>19.2 Parish Clerk’s Report</p> <p>19.3 Planning Applications and Appeal Decisions received November / December 2024 (previously circulated)</p> <p>19.4 VAP Theme updates and Reports from the Working Groups</p> <p>a) VAP Themes:</p> <p>i. Community and Culture – Cllr Thompson</p> <p>ii. The Environment – Cllr Shoesmith</p> <p>iii. Traffic Management – Cllr Knee</p> <p>iv. Supporting Vulnerable Residents – Cllr Thompson</p> <p>b) Working Groups:</p> <p>i. Environment Working Group – Cllr Shoesmith</p> <p>ii. Traffic and Parking Working Group – Cllr Knee</p>
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	<ul style="list-style-type: none"> iii.ASB Working Group – Cllr Rowen iv.Weston Land – Cllr Spilsbury v.Ecclesbourne Meadow – Cllr Black vi.Duffield Community Speed Watch – Cllr Thompson vii.Annual Award for Civic Contribution – Cllr Spilsbury viii.Methodist Church – Cllr Knee/Shoesmith ix.New Village Action Plan – Cllr Spilsbury <p>19.5 General and Resident Correspondence (except where there is a need for a decision – see Item 18)</p> <p>19.6 DALC Newsletters – November/December (previously circulated)</p> <p>19.7 Consultations (if any)</p> <p>19.8 Reports from Parish Representatives on Outside Organisations:</p> <ul style="list-style-type: none"> i.Weston Centre – Cllr Thompson ii.Plastic Free Duffield – Cllr Nelson iii.Derwent Valley Line CRP – Cllr Knee iv.Ecclesbourne School Governor – Cllr Black v.Millennium Meadows – Cllrs Spilsbury and Walton
FC0924/20	To receive any items to be included on a future Agenda
FC0924/21	<p>To note the date of the next meeting</p> <p>Wednesday 5th March 2025, to be held at the Weston Centre at 7.00 pm.</p>

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