

MINUTES OF THE MEETING OF DRONFIELD TOWN COUNCIL
HELD VIRTUALLY VIA ZOOM ON MONDAY 1ST MARCH 2021

Present:

Councillors S. Burkitt, L. Deighton, M. Foster, R. Hall, M. Hanrahan, A. Hutchinson, M. Ireland, W. Jones, P. Parkin, A. Powell, R. Spooner, R. Welton and P. Wright

In Attendance:

A. Tristram (Town Clerk) and J. Mitchell (Assistant Town Clerk) and one member of the public.

1. Apologies

Apologies were received from Councillors T. Collins, A. Dale, M. Emmens, A. Foster, R. Gilmore and K. Tait.

2. To consider a variation of order of business

There were no variations to the order of business.

3. Declarations of Interest

Cllr R. Hall declared a non-pecuniary interest in planning application 21/00083/FLH, Snape Hill Lane.

4. Public Speaking

4.1 Planning matters

There were no comments on planning matters.

4.2 General Matters

A member of the public spoke about the obstruction of the highway at Upper School Lane and requested a response to emails he had sent to several councillors.

4.3 Police Matters

There were no police present.

5. Council Minutes

The minutes from the Council Meeting held on Monday 1st February 2021 were presented to the meeting.

263/20-21 RESOLVED

That the minutes of the Meeting of the Town Council held on Monday 1st February 2021 are approved and adopted as a true and accurate record of the meeting.

6. Items for exclusion of public

There was one item on the agenda which required the exclusion of the public.

7. Planning Matters

7.1 Planning Applications

Members discussed the planning applications presented to council and Cllr Parkin informed members that he had 'called in' planning application 21/00083/FLH to the District Council and Cllr Hanrahan informed members that he had also put an objection in to planning application 21/00083/FLH.

264/20-21 RESOLVED

To note this update.

265/20-21 RESOLVED

To note the planning applications.

7.2 Planning Decisions

Cllr Hall commented that items 5 and 10 on the planning decisions were duplicates.

266/20-21 RESOLVED

To note the schedule of planning decisions.

7.3 Planning Enforcement Appeal and Schedule

Members reviewed the planning enforcement appeal and schedule relating to Borderview Farm.

267/20-21 RESOLVED

To write to NEDDC to support the planning enforcement relating to Borderview Farm.

Cllr A. Powell and Cllr M. Foster abstained from the vote.

8. Outside Services Report

The following tasks have been carried out up to 17th February 2021.

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route. We are also emptying some dog bins on a Monday due to them being well used with more people out walking their dogs.

We have installed 4 new dog bins around the Town

Poplar – small dog bin

Nature Park – small dog bin, entrance and small dog bin bottom of park

Leabrook Valley – small dog bin

A visual inspection of the play areas/equipment is carried out at the same time.

Anything that is picked up on the Visual inspection is entered on to the forms when they return to workshop and rectified as soon as possible.

Hedgerows/Fencing - We have started to clear the area along the fence line at Cemetery road. We are cutting back all overgrowing shrubbery and branches protruding through the fence. The higher branches will be dealt with by Underwoods Tree Surgeon. This is being carried out in preparation for when the cycle track works is to be carried out.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday.

Cleared the roads around the cemetery few times this month when the snow had fallen to enable burials to take place.

Grit Bins – The O/S staff have filled all 139 grit bins around the Town a further twice this month up till 17th February. I have had another delivery of 14 ton of grit ready to top the bins up if and when required. So far in January and February we have filled the grit bins 4 times which I have 2 routes. One vehicle and 2 men do each route which when the bins are empty takes 2.5 days to fill all 139 grit bins. We have used in total 40 tons of grit so far and have a further 14 ton in store at the workshop.

Civic Hall – The 16 lights in the main hall have all been replaced with new LED lighting installed along with 4 new LED emergency lighting.

Birches Fold – 5 trees have been planted within the area of Birches Fold, the trees are -

Quercus robur – English Oak

Acer Platanoides – Norway maple

Salix Alba – White willow

Aesculus hippocastanum – Horse chestnut x 2

Banners – The Green Belt banners that were placed around the Town have all been removed.

Play Areas

Birches Fold – no update

Cliffe Park – Fenced off the area in centre of play area due to mud/hazard condition.
Hilltop – Replaced 1 x cradle seat
Moonpenny Way – no update

Sindlefingen Park – Replaced 3 x cradle seats
Stonelow – no update
Dronfield Woodhouse – Replaced toddler swing seat.
Lundy Rd – no update
Marsh Avenue – no update
Cemetery Rd – Cleared away mud from gate entrance.

Tennis courts – All are locked.

Dronfield Woodhouse
Coal Aston
Cliffe Park

Bowling Greens

Winter maintenance work carried out by Smiths contractors.

Other Tasks

Agendas and other DTC material placed on notice boards and are removed when meetings/events have taken place.

Banners removed/replaced on from the front of the Civic Hall when required.

Various reports have been actioned around the Town.

268/20-21 RESOLVED

That the Outside Services report is noted.

9. Meeting Reports

9.1 Events Committee Meeting

Members received the minutes from the Events Committee Meeting held on 9th February.

269/20-21 RESOLVED

To approve the booking of Extreme Wheels for the Dronfield Gala.

270/20-21 RESOLVED

To amend the minutes, as Cllr Hall was not present at the meeting.

271/20-21 RESOLVED

That the minutes of the Events Committee meeting are noted.

9.2 Gritting Committee Meeting

Members received the minutes from the Gritting Committee Meeting held on 12th February.

272/20-21 RESOLVED

That a request for a grit bin on Bowshaw is referred to the Gritting Committee.

273/2021 RESOLVED

That the quote to carry out work to make the quad bike road legal is delegated to the Town Clerk in conjunction with the Chair of the Gritting Committee and Leader of the Council.

274/20-21 RESOLVED

That the minutes of the Gritting Committee meeting held on 12th February are noted.

9.3 Properties Committee Meeting

Members received the minutes from the Properties Committee Meeting held on 15th February 2021.

275/20-21 RESOLVED

That the minutes of the Properties Committee meeting held on 15th February are noted.

9.4 Environmental Committee Meeting

Members received the minutes from the Environmental Committee Meeting held on 22nd February 2021.

276/20-21 RESOLVED

To delegate to the Town Clerk in consultation with the Chair of the Environmental Committee the budget for the implementation of the wildflower meadow at Sindelfingen Park and Hilltop, pending the revised quote.

277/20-21 RESOLVED

That the project to identify the councils carbon footprint at a cost of £800 + VAT is approved.

278/20-21 RESOLVED

To note the minutes of the Environmental Committee Meeting held on 22nd February.

9.5 Cemetery Committee Meeting

Members received the minutes from the Cemetery Committee Meeting held on 26th February 2021.

279/20-21 RESOLVED

That Joe Littlewood Groundworks are appointed on a needs only basis to dig graves upon receipt of copies of their Employer and Public Liability Insurance Certificates.

280/20-21 RESOLVED

That all cemetery fees are increased by 1.5% and that the additional £90 incurred on grave digging is added in full to all relevant fees.

281/20-21 RESOLVED

To note the minutes of the Cemetery Committee Meeting held on 26th February.

9.6 Business Recovery Committee Meeting

Members received the minutes from the Business Recovery Committee Meeting held on 1st March 2021.

282/20-21 RESOLVED

To note the minutes of the Business Recovery Committee Meeting.

10. Risk Assessment

Members reviewed the Risk Assessment.

283/20-21 RESOLVED

To approve the Risk Assessment as presented.

11. Town Clerks Report

Items for Decision

- a) Grant Application from PTFA of Gorseybrigg Primary School – the grant committee are recommending this grant application is declined.
- b) Cliffe Park Café Canopy – permission requested to install a canopy above the kiosk window.

Correspondence Received

- a) 20's Plenty – sent to councillors electronically.
- b) Lea Brook Valley Letter re School Walk – sent to councillors electronically
- c) Enforcement Appeal and Schedule Re Borderview Farm – sent to councillors electronically
- d) NEDDC – Council Leaders Update

284/20-21 RESOLVED

To support the Grant Committee decision to decline the grant application from Gorseybrigg PTFA.

285/20-21 RESOLVED

To refer the installation of the canopy at Cliffe Park Café to the Properties Committee for further detailed investigation and discussion.

286/20-21 RESOLVED

To note the Town Clerk Report.

12. Financial Reports

Members received an income and expenditure report, bank reconciliations and the schedule of receipts and schedule of payments for January 2021.

287/20-21 RESOLVED

That payments of £119,838.15 for January 2021 are approved.

288/20-21 RESOLVED

To note the schedules of receipts for January 2021.

289/20-21 RESOLVED

To note the Bank Reconciliations for the period ending 31st January 2021.

290/20-21 RESOLVED

To note the Income and Expenditure for the period ending 31st January 2021.

15. Exclusion of the Press and the Public

291/20-21 RESOLVED

That in the view of the confidential nature of the business about be transacted it is advisable in the public interested, that the press and public be temporarily excluded and they are instructed to withdraw.

14. Personnel Committee Meeting Minutes

Members received a verbal report of the minutes from the Personnel Committee Meeting held on 1st March 2021.

292/20-21 RESOLVED

To note the minutes of the meeting.

The meeting closed at 8:28pm.

Chairman:.....Date:.....

APPENDIX 1

Dronfield Town Council – Risk Assessment – Review by Council 1 st March 2021				
FINANCIAL AND MANAGEMENT				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept	L	To determine the precept amount required, the Town Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Responsible Finance Officer.	Existing procedure adequate
	Requirements not submitted to District Council	L	With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the RFO in writing to the District Council.	
	Amount not received by District Council	L	The precept is received in two equal payments. The RFO reports payments received to Council each month and would inform Council if the precept had not been received on the expected date (usually in April and October).	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewed by Council annually Financial Regulations based on the NALC template. Interim changes can be considered during the year by Full Council.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques/BACS payments and reconciliation of accounts. The RFO reconciles the bank account statements regularly and deals with any queries immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations annually and bank signatory list when necessary, especially after an election. Reconcile the bank statements monthly.

APPENDIX 1

Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked regularly.	Existing procedure adequate. Review the Financial Regulations annually.
Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, and a breakdown of receipts and payments.	Existing communication procedures adequate.
	Compliance	M	Monitor performance of actual compared to budgets and investigate any discrepancies or unusual items.	Budget Advisory Committee to meet to review budget reports. Council receive the information at each meeting.
Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	All invoices are authorised by two Councillors prior to payments being made.	
	Cheque payable incorrect	L	Two councillors are nominated to check each invoice against the BACS payment run and authorise the invoices prior to payment.	
	BACS Payments	L	The Council has minimal stocks, these are checked and monitored by the RFO.	
	Loss of stock	L	Unpaid invoices to the Council for room hire are pursued and where possible, payment is obtained in advance.	
	Unpaid invoices	L		
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the general power of competence.	Existing procedure adequate.
Grants - receivable	Receipts of Grant	L	One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges – rentals payable	Payments of charges, leases, rentals	L	The leases the Civic Hall and an Industrial Unit - invoices payable for the rental amounts are entered into the normal payment system for authorisation.	Existing procedure adequate.
Charges – rentals receivable	Receipt of rental	L	Football Pitches/Cricket Pitches/Bowling Greens/Room Hire etc - The Office staff issue booking forms for usage and an invoice. The Council copy is held in the Council records. The cheque or BACS payment is received and banked and Council is notified accordingly.	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received.

APPENDIX 1

	Insurance implication	M	The respective Clubs arrange their own insurance.	
Best value Accountability	Work awarded incorrectly	L	Normal Council practice would be to seek, if possible, at least three quotations for any substantial work required to be undertaken or goods. Contracts valued at £25,000 or greater will comply with the Public Contract Regulations 2015 legislation. If a problem is encountered with a contract the Clerk or RFO would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Include when reviewing Financial Regulations and Standing Orders.
	Overspend on services	M		
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	The Council authorises the appointment of all employees through a Personnel Committee. Salary rates are assessed annually by the same Committee and applied on 1 st April each year in accordance with NJC terms and conditions. Salary analysis and slips are produced by the RFO monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). The Tax and NI is worked out using HMRC approved payroll software. All Tax and NI payments are submitted automatically by electronic transfer (RTI) monthly. All staff each submit a weekly time sheet containing hours and tasks. These are checked and initialled by the relevant Line Manager or the Clerk and submitted into the records. Each has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup.	Existing appointment and payment system is adequate.
Employees	Loss of key personnel	L	Reference to the Continuity Plan should be made in case of loss of key personnel.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
	Fraud by staff	L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.	
	Actions undertaken by staff	L	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	
	Health & Safety	L	The Maintenance staff should be provided with adequate direction, training and safety equipment needed to undertake the roles.	
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Councillors, just a monthly allowance to the Town Mayor.	No procedure required

APPENDIX 1

Election costs	Risk of an election cost	L/M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual allocation is added an earmarked reserve for Election Costs.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Monthly and Annual Returns are completed and submitted online through the payroll software and to the Inland Revenue within the prescribed time frame by the RFO. The Council's Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Council to be resolved and minuted at Full Council Meetings, including a reference to the power used.	Powers minuted when invoked
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
	Business conduct	L	Business conducted at Council meetings should be managed by the Chairman.	Members to adhere to Code of Conduct.
Members interests	Conflict of interest	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate.
	Cost	L		Review insurance provision annually.
	Compliance	L		Review of compliance.
	Fidelity Guarantee	M		

APPENDIX 1

Data protection	Policy Provision	L	The Council are registered as Data Controllers with the Information Commissioners office. A privacy notice is displayed on the website to comply with General Data Protection Regulation (GDPR) regulations.	Ensure annual review of registration and compliance with Data Protection Act 2018 and the General Data Protection Regulations (GDPR).
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been requests for information to date and the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee. The Clerk is aware of the requirement in the Freedom of Information Act 2000 to provide the information within twenty working days following receipt.	Monitor and report any impacts of requests made under the Freedom of Information Act 2000.

PHYSICAL EQUIPMENT OR AREAS				
Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly by town council employees.	Existing procedure adequate. Ensure inspections carried out.
Play Areas	Risk/Damage/Injury to third parties	L	The Town Council has 10 play areas which are inspected on a weekly basis by Outside Services and are subject to an annual external independent inspection.	Existing procedures adequate. Ensure inspections are carried out.

APPENDIX 1

Cemetery	Risk/Damage/Injury to third party	L	The Town Council manages one Cemetery which is inspected and maintained by the Outside Services team. All paperwork and plot numbers to be double checked before plot is dug and remains interred.	Existing procedures adequate. Ensure adequate staff training is carried out. Ensure inspections are carried out.
	Risk of wrong plot number being used	L		
Notice boards	Risk/damage/injury to third parties	L	The Town Council has notice boards sited around the town. All locations have approval by relevant parties, insurance cover, inspected regularly by the Outside Services Staff - any repairs/maintenance requirements brought to the attention of the Council.	Existing procedure adequate.
	Road side safety	L		
Benches, Bus Shelters, Grit Bins, etc.	Risk/damage/injury to third parties	L	The Council is responsible for some benches, bus shelters and grit bins around the town and are covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Town Council Meetings are held in The Council Chamber at the Civic Hall The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate.
Council records – paper	Loss through: theft fire damage	L M L	The Council records are stored at the offices in the Civic Hall. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (metal filing cabinet (not fire proof) and older more historical records at the Derbyshire Records Office.	Damage (apart from fire) and theft is unlikely and so provision is deemed adequate. Deeds/leases and old minute books to be copied and deposited off-site. (County Archive)
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Council's electronic records are stored on the Server. Back-ups of the files are taken every day and a copy is kept in the safe in the kitchen.	Electronic Backups taken on a series of external hard drives. These need to be ensure files can be retrieved and opened.

APPENDIX 1

CIVIC HALL, GOSFORTH LODGE & PAVILIONS				
Hazard	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Users hire agreement – clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check Hire Agreements and Users Risk Assessments
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Hirers to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check Hire Agreements and Users Risk Assessments Ensure training is up to date.
Vehicle Movement	Injury caused by vehicle impact	L	The Town Council own a number of car parks which should be clearly marked and well lit 5mph Speed limit in car parks owned by the Town Council. Reversing Policy has been adopted by Council.	Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times. Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.

APPENDIX 1

OUTSIDE SERVICES				
Hazard	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check and review separate Risk Assessments.
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Employees to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check and review Risk Assessments Ensure training is up to date.
Vehicle Movement	Injury caused by vehicle impact	L	Car parks clearly marked and well lit 5mph Speed limit in the unit car park. Reversing Policy has been adopted by Council.	Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.

APPENDIX 1

Electrical and Mechanical Equipment	Injury caused by blades and other machine parts. Flying stones from strimmers etc.	M	Ensure that every job undertaken by Outside Services has a Risk Assessment and that all employees are provided with the correct Personal Protective Equipment and clothing.	Ensure that all jobs have an up to date Risk Assessment
COVID-19 SPECIFIC RISKS				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Staff	Transmission of disease via direct contact	H	Ensure staff are aware of government guidelines and advice. Appropriate PPE made available to staff. Ensure COVID-19 secure measures are implemented e.g. sanitiser gel etc. Ensure staff maintain safe distance and avoid physical contact. Ensure touchpoints are sanitised.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
	COVID outbreak amongst staff or staff reduction due to self-isolation	M	Constantly monitor situation and ensure quick action is taken to minimise risk to spreading disease. Ensure services are prioritised for delivery by available staff Consider using contractor or agency staff to carry out essential work	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Meetings	Transmission of disease via direct contact at meetings	H	Hold meetings remotely until government advice changes Where remote meetings cannot be avoided limit people attending meeting to minimum required and minimise length of meeting. Ensure COVID-19 Secure guidelines are used (social distancing, masks, use of gel etc).	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Buildings / Community Venues	Transmission of disease via direct contact at meetings	H	Keep up-to-date and follow latest government guidance. Ensure buildings are COVID-19 Secure – Signage / Sanitiser Gel etc. Occupancy Limits in rooms reduced. Additional cleaning in place esp. on touch points. Users to meet government guidance.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Community Impact	Residents and Visitors adversely affected by COVID-19	H	Work with partners to ensure residents are aware of support networks. Support partners with signage and communication of government regulations and advice.	Continually monitor government guidance and assess any changes to measures put in place.

APPENDIX 1

				Review effectiveness of existing controls and adjust where necessary.
Cemetery, Parks and open spaces	Residents and Visitors congregating in numbers in excess of government guidance. Use of play equipment and street furniture	M	Remained informed on latest government guidance and provide appropriate advice for potential users of sites	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Events	Transmission of disease via direct contact	H	Consider practicality of putting COVID-19 secure guidelines in place. Consider and follow current government guidance in place. Cancel events if they do not meet government guidance or where risk of safely holding the event is too great.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.
Loss of Revenue	Loss of revenue due to cancelled bookings in community buildings and other income	M	Income and Expenditure monitored at monthly finance meetings and by Town Clerk / RFO Take steps to reduce any costs to offset loss of income where possible. Redeploy staff to other duties if necessary. Ensure opportunities for any external grant funding or government support are taken up.	Continually monitor government guidance and assess any changes to measures put in place. Review effectiveness of existing controls and adjust where necessary.

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 1st MARCH 2021

No	Reference	Applicant	Location	Details
1	20/01191/AD	Mrs C Formby	7C Church Street Dronfield S18 1QB	Application for advertisement consent for 2no Fascia Signs (Listed Building/Conservation Area)
2	21/00054/FLH	Mr J Moore	16 Southwood Avenue S18 1YN	Proposed single storey side extension to rear and side of existing dwelling
3	21/00066/FL	Mr N Dobbs	William Lee Ltd, Callywhite Lane S18 2XU	Application for an open fronted storage building within existing informal storage area
4	21/00071/FLH	Mr & Mrs Smith	36 Eckington Road S18 3AT	Replacement of existing windows with new UPVC sliding sash. New entrance door and glazing to enclose the existing open porch and replacement of existing timber conservatory with a contemporary stone and render single storey extension (Affecting setting of a listed building/Conservation Area)
5	21/00073/FL	Miss J Chilton	89 Stonelow Road S18 2EP	Application for perimeter fencing around garden
6	21/00078/FLH	Mrs R Siddall	168 Longcroft Road S18 8XY	Part demolition of existing rear extension and demolition of garage and construction of a two-storey side extension, ground floor side/rear extension, canopy over proposed garage front and two storey front extension
7	21/00083/FLH	Mr J Dann	115 Snape Hill Lane S18 2GN	Two storey side extension
8	21/00088/FLH	Mr & Mrs Roberts	84 Fletcher Avenue S18 1RX	Application for two storey rear extension
9	21/00091/ DISCON	Zayo Group UK	Jordanthorpe Parkway Dronfield	Discharge of conditions 4 (original and finished ground levels) and 5 (landscaping) pursuant of 20/001616/FL
10	21/00096/LB	Mrs C Formby	7C Church Street Dronfield S18 1QB	Application for Listed Building Consent for 2no Fascia Signs

				(Conservation Area)
11	21/00098/DISCON	Mrs Jennifer Durham	1 Stone Close Coal Aston Dronfield	Application to discharge conditions 5 (Archeology Scheme of investigation), 8 (Historic buildings scheme of investigation), 11 (phase 1 contaminated land survey), 12 (remediation scheme) and 13 (Validation) pursuant of 20/01016/FL
12	21/00099/DISCON	Mr P Stanton	116 Eckington Road S18 3AY	Application to discharge condition 13 (validation report) pursuant to application 19/00863/FL
13	21/00104/LDC	Dr A Kojro	1 Wingfield Close S18 8RL	Application for lawful development certificate to remove conservatory and decking and replace with a single storey rear extension
14	21/00105/FLH	Mr G Reid	1 Hilltop Road S18 1UH	Single storey rear in-fill extension to join existing annexe to main house; erection of front porch; alterations to balustrade on front balcony
15	21/00106/FLH	Mrs P Pashley	14 Crofton Rise S18 1RH	Demolition of existing garage and store and erection of single storey front and side extension
16	21/00111/FLH	Mr R Else	2 Birchen Close	Single Storey rear and side extension to extend the existing kitchen and form a new garage (revised scheme of 20/00587/FLH)
17	21/00123/FLH	Mrs W Westlake	126 Longcroft Road S18 8XY	Application for single storey rear extension and front porch extension
18	21/00135/DISCON	Daniel Hobson	46 Fanshaw Road Dronfield S18 2LB	Application to discharge conditions 3 and 5 (Landscaping), 11 (Samples) and 12 (Levels) pursuant of 20/00594/FL
19	21/00151/FLH	Mr And Mrs H Earl	17 Hayfield Close Dronfield Woodhouse S18 8RP	Proposed two storey side extension
20	21/00154/FLH	Mr Kevin Jackson	66 Netherdene Road Dronfield S18 1TR	Single storey side and rear extension with integral garage
21	21/00155/FLH	Mrs Michelle Cremin	47 Ullswater Drive Dronfield S18 8PN	Proposed first floor rear extension with Juliet

				balcony over existing utility area
22	21/00171/AMEND	Mr Michael Walsh	Bank House 22 - 24 Lea Road Dronfield	Non-material amendment pursuant of 20/00369/FL for the Inclusion of an Automatic Opening Fire Vent in the roof of the front facade of the building
23	21/00195/AMEND	Lucy Ward	2 Snape Hill Close Dronfield S18 2GS	Non-material amendment pursuant of 18/00845/FLH to allow a render finish

DRAFT

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	Post Office Ltd	ddr	4,455.66		PAYE - Dec Tax & NI
05/01/2021	BACS P/L Pymnt Page 2719	BACS Pymnt	79,266.26		BACS P/L Pymnt Page 2719
05/01/2021	NEDDC - CHURCH ST CAR PARK	ddr	140.00		Rates - Church Street 20/21
05/01/2021	Water Plus	ddr2	131.99		Water-Civic 28.8-19.12.20
07/01/2021	Gamma Business Communications	ddr3	116.26		Telephones-Dec 2020
08/01/2021	HSBC Bank Plc	ddr4	10.00		Bank Charges Nov-Dec 20
08/01/2021	TALKTALK DIRECTDEBIT	ddr5	29.00		Broadband works unit-Jan
11/01/2021	HSBC Bank Plc	ddr6	38.44		Electronic bank charges Nov 20
11/01/2021	Plusnet PLC	ddr7	52.20		Civic Broadband-Jan 21
11/01/2021	OPUS - 42 Cemetery Road (Lodge)	ddr8	172.03		Electric-Cem Lodge Nov-Dec
13/01/2021	O2 Direct Debit	ddr9	84.07		Mobile Phones - Dec
15/01/2021	HSBC BACS Salaries Jan	JANWAGES	17,620.82		HSBC BACS Salaries Jan
15/01/2021	NEDDC Cemetery Lodge	ddr10	686.00		Rates - Cemetery April 20/21
15/01/2021	NEDDC - WORKS UNIT	ddr11	484.00		Rates - Works Unit Apr 2020/21
15/01/2021	FuelGenie	ddr12	246.37		Fuel- Vehicles-Dec 20
20/01/2021	Contract Natural Gas Ltd	ddr13	251.26		Gas-God Lodge- Dec
21/01/2021	IRIS Payroll Solutions Ltd	ddr14	22.85		Auto enrolment Dec 20
21/01/2021	Business Stream	ddr15	133.95		Water-CP Bowling Jul-Dec20
21/01/2021	OPUS - Church Street	ddr26	17.93		Electric-Churst St-Dec/Jan
21/01/2021	OPUS - Cliffe Park	ddr27	918.44		Electric-Cliffe Park Dec/Jan
21/01/2021	OPUS - Main Pavillion Stonelow	ddr28	37.82		Eelectric-Main Pav SL Dec-Jan
21/01/2021	OPUS - Coal Aston Pavillion	ddr29	7.00		Electric-CA Pav-Dec/Jan
21/01/2021	OPUS - Civic Hall	ddr30	258.84		Electric-Civic Hall-Dec/Jan
21/01/2021	OPUS - Small Pavillion Stone	ddr32	138.34		Electric-Pav S.Low Dec/Jan
22/01/2021	Water Plus	ddr16	336.03		Water-C/A Fields Oct20-6 Jan21
22/01/2021	British Gas Trading Ltd	ddr17	672.67		Gas-Civic Hall-Dec20
22/01/2021	Spitfire Network Services Ltd	ddr18	39.60		Alarm line rental-Jan 21
22/01/2021	Personnel Advice & Solutions L	ddr20	120.00		Personnel Advice- January
25/01/2021	Public Works Loan Board	ddr21	13,150.97		PWLB Loan/Interest
25/01/2021	ZOOM Monthly Direct Debit	ddr	11.99		Zoom monthly subscription
26/01/2021	Water Plus	ddr22	31.29		Water-Wks Unit-Nov-Dec
27/01/2021	British Gas Trading Ltd	ddr25	8.97		Gas - Works Unit Dec
28/01/2021	Frama Smart Mailing	ddr24	100.00		Postage-Franking top up
29/01/2021	Westfield Health Direct D	ddr23	47.10		Westfield deductions - Jan 21
Total Payments			119,838.15		

BANK ACCOUNT-NO 1

Cash Received between 01/01/2021 and 31/01/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/01/2021	Parts Emporium	bacs	Scrap Sale of NV55 JXR	224.00
11/01/2021	Sales Recpts Page 4484		Sales Recpts Page 4484	785.00
18/01/2021	Sales Recpts Page 4489		Sales Recpts Page 4489	50.00
18/01/2021	Sales Recpts Page 4490		Sales Recpts Page 4490	100.00
14/01/2021	Sales Recpts Page 4491		Sales Recpts Page 4491	50.00
14/01/2021	Sales Recpts Page 4492		Sales Recpts Page 4492	1,446.07
11/01/2021	Sales Recpts Page 4493		Sales Recpts Page 4493	100.00
08/01/2021	Sales Recpts Page 4494		Sales Recpts Page 4494	109.65
08/01/2021	Sales Recpts Page 4495		Sales Recpts Page 4495	135.60
04/01/2021	Sales Recpts Page 4496		Sales Recpts Page 4496	100.00
19/01/2021	Sales Recpts Page 4498		Sales Recpts Page 4498	878.88
22/01/2021	Sales Recpts Page 4499		Sales Recpts Page 4499	45.00
22/01/2021	Sales Recpts Page 4500		Sales Recpts Page 4500	750.00
22/01/2021	Sales Recpts Page 4501		Sales Recpts Page 4501	218.40
25/01/2021	Sales Recpts Page 4502		Sales Recpts Page 4502	292.40
25/01/2021	Sales Recpts Page 4503		Sales Recpts Page 4503	125.00
25/01/2021	Sales Recpts Page 4504		Sales Recpts Page 4504	100.00
26/01/2021	Sales Recpts Page 4506		Sales Recpts Page 4506	92.10
26/01/2021	Sales Recpts Page 4507		Sales Recpts Page 4507	240.00
26/01/2021	Sales Recpts Page 4508		Sales Recpts Page 4508	30.70
26/01/2021	Sales Recpts Page 4509		Sales Recpts Page 4509	23.22
31/01/2021	Sales Recpts Page 4510		Sales Recpts Page 4510	226.00
29/01/2021	Sales Recpts Page 4511		Sales Recpts Page 4511	-153.48
31/01/2021	Sales Recpts Page 4518		Sales Recpts Page 4518	184.20
31/01/2021	Sales Recpts Page 4519		Sales Recpts Page 4519	5.00
31/01/2021	Sales Recpts Page 4521		Sales Recpts Page 4521	515.00
27/01/2021	Sales Recpts Page 4522		Sales Recpts Page 4522	515.00
26/01/2021	Saxton Mee	BACS	Lodge Rent/Water/Agent Fee	795.80
Total Receipts				7,983.54