

## DALSTON PARISH COUNCIL

Forge Green  
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Minutes of the Policy and Resources Committee Meeting held via Zoom on Tuesday 23rd February 2021 at 7.15pm.

M Watling (Assistant Clerk)

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### **Present**

Cllr Byers      Cllr Baxter      Cllr Craig      Cllr Drouet      Cllr Kaye-Kreczkowski      Cllr Kyle  
Cllr Irving

### **1. Apologies**

There were no apologies for absence.

### **2. Minutes**

Resolved to authorise Cllr Byers to sign as a correct record the minutes of the virtual Policy and Resources Committee meeting held on 27<sup>th</sup> October 2020.

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Public Participation**

There were no members of the public present.

### **5. Annual Review of the Standing Orders**

The RFO confirmed the only change to NALC Standing Orders was an increase in the monetary amounts on page 19, paragraphs f & g. Cllr Baxter requested the orange bullet points be changed to blue. Cllr Baxter proposed and Cllr Irving seconded the annual review of the Standing Orders was passed. All were in favour.

### **6. Annual Review of Policies.**

The following policy documents had been circulated prior to the meeting:

- Appraisal Policy
- Complaints Procedure
- Disciplinary Policy
- Equal Opportunities Policy
- Grievance Policy
- Health & Safety Policy
- Press & Media Policy
- Protocol On The Recording And Filming Of Council Meetings
- Risk Management Policy
- Cemetery Maintenance policy
- Cemetery Interment Policy
- Freedom of Information Policy
- High Consequence Infectious Disease Policy

The RFO had compared the current policy documents with those on the CALC website and there were no changes to the basic policy documents. Two changes to the Risk Assessment Schedule (Appendix 1 of the Risk Assessment Policy) to reflect using faster payment authorities instead of cheque payments and the

storage of council records includes storage in locked filing cabinets in a locked office in addition to the fireproof safe. The Cemetery Interment Policy was a new policy adopted in January 2021. The charge on the Freedom of Information Policy has been increased from £20 to £25 per hour.

In respect of the Cemetery Maintenance Policy the RFO will contact Carlisle Cemetery to clarify if all graves are dug at 6 feet.

In the Freedom Of Information Policy the request to inspect documents held by the clerk to 'contact by telephone' be replaced with 'contact the clerk in writing either by e mail or letter.'

The RFO will find out if requests for information relating to burials in the cemetery is subject to The Freedom of Information Act.

If policies have more than one page, paging be amended to indicate the number of pages.

After these amendments Cllr Craig proposed and Cllr Kaye-Kreczkowski seconded the annual review of the Policies be passed. All were in favour.

## **7. General Data Protection Regulations Policies Review**

The Data Protection Policy and Retention of Documents Policy had been circulated prior to the meeting. There had been no changes. After amendment to use capital letters for 'Contact Us' and to write Information Commissioners Office in full it was proposed by Cllr Baxter and seconded by Cllr Drouet that the annual review of the Policies was passed. All were in favour.

## **8. Memorial street furniture and trees**

After discussion it was proposed by Cllr Irving and seconded by Cllr Drouet that the following policy would be passed. The policy to be enacted from April 2021. All were in favour

### **Policy for Memorial Seats and Trees**

1. Parishioners must apply to Dalston Parish Council for permission to have a memorial tree or seat
2. The Parish Council must approve the location and details, including tree species requested or suggest other options
3. The applicant or relatives of the applicant will be responsible for the cost, maintenance and removal if necessary
4. Memorials are not available for animals

## **9. Grass Cutting Contract**

The grass cutting contract will be on the Parish Council meeting agenda in March.

## **10. White Bridge**

A request has been received to paint the White Bridge. This was last considered in November 2015. Cllr Craig stated that the bridge belonged to Highways and the Parish Council could only do minor touch up work as the paint was specialised. The RFO will write to Highways for clarification.

## **11. Annual Accounts 2020/21**

Discussion took place regarding reserves needed in the annual accounts in addition to the Cemetery Diminishing Asset Reserve and a Devolution Reserve.

Cllr Craig proposed that £4,500 of the Covid Grant be set aside in a Tree Maintenance Reserve for the Roots of Remembrance Trees and the unspent balance of £5,000 be set aside in a Covid Recovery Fund. This was seconded by Cllr Kyle. All were in favour.

Cllr Craig reported that he is preparing a specification for the replacement roof at Forge Green. English Heritage have advised there is no immediate urgency until the cost of replacing slates **becomes** excessive or damage to the property may occur.

Cllr Irving reported that she had been advised there were no grants available regarding the flooding of two properties on The Green. The flooding issue on The Green needs addressed not just the 2 properties.

## **12. Insurance Policy**

The current five year agreement ends on 31 May 2021. A summary of the cover under the existing agreement had been circulated. The Electric Vehicle Charging points are insured by Charge My Street. After discussion it was agreed that a 3 year term would be preferable. Street furniture and office equipment will not be included in the insurance cover. The RFO will obtain insurance quotations.

### **13. Inspection log for electric vehicle chargers**

A draft inspection log from Charge My Street was circulated prior to the meeting. Cllr Craig advised that the Parish Council were responsible only for visual inspection of the unit and the surrounding area. Any technical inspection of equipment and interior of the box and equipment was the responsibility of Charge My Street. The log was adequate and met the needs of the risk assessment.

### **14. Councillor matters**

Cllr Kyle had reported fly tipping to the City Council but no action had been taken.

Cllr Kaye-Kreczkowski reported the tree in the river at Bog Bridge had been partly removed leaving a stump in the river. The contractors working said it was removed to prevent the track being eroded further and not for potential damage to the bridge. There are now two more trees in the river. The RFO will contact the Environment Agency again.

### **15. Dates of Forthcoming Meetings**

The Annual Parish Meeting TBA

Next meeting of The Parish Council to take place via Zoom on 9<sup>th</sup> March 2021 at 7.15pm

Policy & Resource Meeting dates for 2021- 26<sup>th</sup> October at 7.15pm the location to be confirmed

Property & Maintenance Meeting dates for 2021:- TBC

The meeting closed at 8.40 pm