

SANDIACRE PARISH COUNCIL

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Minutes of the Parish Council meeting held on Tuesday, 5 May 2026 at 7.00pm in the Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr W Major	Chairman
	Cllr S Bilbie	Vice-Chairman
A	Cllr M Alfrey	
	Cllr I Draper-Morgan	
	Cllr T Ford	
	Cllr A Gibson	
	Cllr Mrs P Hallam	
A	Cllr G Hickton	
	Cllr Mrs G Hickton	
A	Cllr S Jarratt	
	Cllr R Jenkins	
	Cllr J Lowrie	
A	Cllr R Pound	
	Cllr T Sanghera	

IN ATTENDANCE: Mrs M Bloor – Clerk to the Parish Council

MEMBERS OF THE PUBLIC: None

Cllr Major welcomed everyone to the meeting.

1. CO-OPTED MEMBER

To receive the Declaration of Acceptance of Office and Disclosable Pecuniary Interest (DPI) form from Cllr Alfrey.

Cllr Alfrey was not present at the meeting.

RESOLVED: to permit Cllr Alfrey to sign the Declaration of Acceptance of Office in the presence of the Clerk before, or at, the June meeting

The Clerk would remind Cllr Alfrey of the requirement to complete the forms.

2. APOLOGIES & APPROVAL FOR ABSENCE

Councillor	Apology for absence received
G Hickton	Work commitment
S Jarratt	Prior commitment

RESOLVED: to accept the apologies for absence received

It was noted Cllr Alfrey and Cllr Pound had not forwarded apologies for the meeting.

3. TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interest received.

4. TO CONSIDER REQUESTS FOR DISPENSATION

There were no requests for dispensation.

5. VARIATION OF ORDER OF BUSINESS

There were no variations of business.

6. PUBLIC PARTICIPATION

No items were raised.

7. TO RECEIVE REPORTS

1. Police

PCSO Hawksworth's report was circulated at the meeting.

Councillors considered the police suggestion that additional fencing be introduced around Doncaster Avenue RG to deter motorbikes and illegal e-bikes from gaining access.

RESOLVED: it would be too costly for the Parish Council to invest in added fencing, and access gates would be difficult for those with strollers, wheelchairs and mobility scooters

2. County Councillor

Cllr Major reported on the following:

Residents were encouraged to report any potholes requiring attention. DCC was in the process of carrying out repairs, including a number identified along Sandringham Road.

3. Borough Councillors

a) As the previous Erewash Core Strategy did not pass examination, EBC planned to create a new document, which would be produced at a cost of £500,000.

With Local Government Reorganisation (LGR) expected, the Erewash Core Strategy was not predicted to be completed in time and with Erewash expected to be sited in the Nottingham Housing Strategy area, housing numbers and sites would change.

b) In anticipation of LGR, EBC had created an investment fund for parishes and was prioritising spending for Borough play areas and high streets. Graffiti would be removed at a cost of £20,000, while £100,000 was allocated for creating wall murals.

8. TO RESOLVE THAT THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY, 7 APRIL 2026 ARE A CORRECT RECORD

RESOLVED: the Minutes of the Parish Council meeting held on Tuesday, 7 April 2026, copies of which have been previously circulated to Members, were confirmed as a true record and signed by the Chairman

9. PLANNING

1. To consider planning application consultations received from EBC

PA/2026/0090

Friesland School, Nursery Avenue

Construction of below ground source heat pumps

RESOLVED: no objections be made

PA/2026/0162

58 Station Road

Convert offices to commercial units and apartments. Comprising of 4 commercial units (Unit 1 = Ea Usage and Units 2-4 Ec Usage) plus x 2 two bed flats. Erection of a two-storey rear extension
RESOLVED: no objections be made

PA/2026/0188

32 Bostocks Lane and land to west of Risley (Major application)

Outline application for development of up to 150 dwellings and associated infrastructure with all matters reserved, except for details of access from Bostocks Lane and demolition of all buildings, including 30 Bostock Lane

Cllr Lowrie declared an interest as a resident of Bostocks Lane living in close proximity to the proposed development site.

RESOLVED: objections be made on the following grounds siting Material Considerations:

- Concerns over car dependency and unsustainable travel patterns
- Concerns over deferred design issues
- Concerns over scale of the development and overdevelopment of village edge
- Cumulative impact underestimated
- Highway safety concerns, especially the impact on Bostocks Lane at school times
- Highways network in the area already being at over capacity
- Importance of preserving the character of the rural / village area
- Importance of safeguarding the countryside from encroachment and preventing urban sprawl
- Loss of greenbelt and harm to the countryside
- Over reliance on mitigation at outline stage
- Unacceptable noise environment and poor residential amenity from dwellings being sited in close proximity to the M1/A52

PA/2026/0193

8 Victoria Crescent

To have a dropped kerb installed leading to the front of the property
Refer EBC decision shown below.

RESOLVED: no objections be made

2. To note planning decisions taken by EBC

PA/2026/0193

8 Victoria Crescent

To have a dropped kerb installed leading to the front of the property
EBC: Approved 8/4/26

PA/2026/0110

150 Town Street

External wall insulation to all facades with rendered finish
EBC: Approved 17/4/26

PA/2026/0111

263 Derby Road

External wall insulation to all facades with rendered finish
EBC: Approved 17/4/26

PA/2026/0193

11 King Edward Street

External Wall Insulation To All Facades With Rendered Finish
EBC: Approved 17/4/26

RESOLVED: to note the above

10. CHAIRMAN'S REPORT

Cllr Major noted the basket swing on the Doncaster Avenue RG play area had recently been reported as damaged, but upon inspection, there were no visible signs it required repair.

11. REPORT OF THE CLERK

1. Crimes reported: February 2025: 51 / February 2026: 69
The latest police figures were circulated and noted.
2. Air quality monitoring devices
A range of devices had been sourced and it was confirmed they could be rented. However, they could also be obtained from EBC.
3. Internal audit 27/4/26: Mrs S Stack (East Midlands Audit Services)
It was noted the internal audit had been undertaken.
4. DCC: 1 tonne of grit awaited
DCC had confirmed they would ascertain why the supplier had again not made delivery.
5. DCC: Licence for planter: Awaited / Shipment of planter
The Clerk continued to make enquiries with DCC to ascertain if a licence would soon be issued and especially as delivery of the planter was shortly expected from Scotland.

Councillors considered the matter had been ongoing for some time and it was reasonable to move to installation to avoid further delay, especially as hanging baskets were ready for display and a license was imminently awaited.

RESOLVED: the Clerk be given delegated authority to proceed with arrangements

6. EBC notification of grant funding for parishes
EBC had confirmed the following funding had been approved and the application process would soon commence:
 - Village Investment Fund: Scaled allocation of funding (Sandiacre = £22,500)
 - Special Projects Fund: Applications to be decided on merit
7. EBC: Stoney Clouds entrances - Response from EBC
EBC had confirmed the matter was under review and possible proposals and solutions were being explored based on cost implications. No further details were available.
8. Request to use Doncaster Ave. RG for exercise activities
A resident had requested to use a small area of the park one evening per week for boxing exercise classes. The Clerk had received necessary documentation.

RESOLVED: to permit the application

9. Heartwood Community Forest: Project completion & publicity
It was reported the project to plant 54 trees on Springfield Park was now completed.

DCC had made reimbursement of £124.20 for surrounding each tree with mulch.

10. Newsletter: Printing w/c 27/4/26 / Distribution / Website copy
Thanks were extended to Mr Alex Dale for designing the new A4 style newsletter.

The newsletter was printed and distribution of 3,650 copies was expected over the coming weeks. In the interim, an on-line copy was available on the Council's website.

Local groups and organisations were welcome to submit news and articles ready for the Summer issue, which was planned to be produced before the end of August.

11. Village sign: Progress to date

The Clerk was still awaiting confirmation of delivery arrangements.

12. **INSURANCE**

1. To note insurance cover in place from 2025 to 2027

2025	2026	2027
1/6/25 to 31/5/26	1/6/26 to 31/5/27	1/6/27 to 31/5/28

The Council held parish and town council cover with Zurich Insurance. As no claim had previously been made, the Council was able to enter into a long-term 3-year agreement.

2. Asset Register to 31/3/26: Fixed assets & information on the cost/value of an asset at the time of purchase.

The Register had been updated and included all new purchases obtained in 2025/26.

3. To consider adequacy of insurance cover

Councillors considered the present insurance cover was adequate.

Cover: £10m	Insurance Premium 2026/27: £2,779.62
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13. **YEAR END ACCOUNTS 2025/2026**

1. Internal Audit 2025/26 – Terms of Engagement

The engagement letter to re-appoint East Midlands Audit Services had been issued on 5/10/25 after a decision had been taken at the earlier Annual Parish Council meeting.

2. Annual Internal Audit Report

To receive and note the annual internal audit report undertaken by Mrs S Stack on 27/4/26 (AGAR Page 3).

The report stated: *It was an excellent year in audit terms and special congratulations on attaining a 9.9/10 score for website availability.*

Thanks were extended to Mr Bloor for maintaining the Council's website.

For monitoring purposes and continued good practice, the Clerk advised Councillors to check and initial invoices, bank statements and bank reconciliations at month end.

a) **RESOLVED:** two Councillors monitor monthly income and expenditure for accuracy

b) **RESOLVED:** to delegate monitoring of financial records to Cllr Bilbie and Cllr Sanghera

3. To receive the Year End Financial Accounts

a) Accounting system cash book balances

Signed by the RFO

b) Budget monitoring to year end

c) Explanation of significant variances

d) Receipts and payments cumulative funds: 2025/26

Signed by the Chairman & RFO

e) Year-end bank reconciliation

Signed by the Chairman & RFO

The Clerk signed the documents as Responsible Finance Officer (RFO).

It was noted the carry forward for 2025/2026 amounted to £39,984.17.

It was confirmed the Accounts included reserved funds set aside for forthcoming projects such as the village sign and planter and all necessary installation costs.

RESOLVED: to receive and approve the financial reports presented

4. Notice of the Period for the Exercise of Public Rights

To note the date of announcement as 27/5/26: Period covered: 3/6/26 to 14/7/26

RESOLVED: to note the above

5. The Annual Governance Statement (Section 1)

To approve at the meeting and for the Chairman and RFO to sign. (AGAR Page 4).

RESOLVED: that the Annual Governance Statement 2025/26 be approved and signed

6. The Accounting Statements (Section 2)

For the RFO to sign and present to Council at the meeting. (AGAR Page 5).

The RFO certified the Accounting Statements and the AGAR Return had been prepared on a Receipts and Payments basis according to proper practices.

The Chairman signed to confirm the Accounting Statements were approved by the Authority.

RESOLVED: to note the above

7. Annual Governance & Accountability Return (AGAR)

To approve submission of the completed AGAR, together with supporting documentation to the independent external auditor: PKF Littlejohn.

RESOLVED: that the AGAR Statements 2025/26 and supporting evidence of Accounts be submitted to PKF Littlejohn for external audit

Thanks were extended to Mrs Bloor for all her work in preparing the Year End Accounts.

14. PREMISES FIRE RISK ASSESSMENT

Outcomes from visit undertaken on 14/4/26

Following a 3-hour visit, a 47-page Risk Assessment Report had been produced by the Inspector considering all safety aspects of the premises, including fire safety hazards, people at risk and arrangements in place, especially for premises used by the public.

Recommendations identified below, based on potential risk to staff and visitors:

I. Office entrance door: Thumb turn lock to meet requirements

Risk – Tolerable: It was confirmed a new door lock had recently been fitted.

II. Approve basic fire awareness training for Clerk (on-line)

Risk - Moderate - The Clerk is advised to attend annual on-line training to receive a fire awareness certificate. To be actioned.

III. Introduce: Fire Safety Policy

Risk - Tolerable

Under Article 11 of The Regulatory Reform (Fire Safety) Order 2005, the Responsible Person must make and give effect to such arrangements as are appropriate

I. Review Health & Safety Policy

Recommended

II. Review Lone Working Policy

Recommended

RESOLVED: to note the above policies were recommended to be introduced or reviewed annually for safety compliance. All other measures in place were found to be satisfactory.

15. POLICY REVIEW

To consider annual review of the following policies.

- I. Code of Conduct
- II. Complaints Procedure
- III. Equality & Diversity Policy
- IV. Financial Regulations
- V. GDPR
- VI. Grievance Policy
- VII. Standing Orders

RESOLVED: to review the above policies at the June meeting and update the Financial Regulations Policy to show responsibility for payments is delegated to the Clerk

16. CEMETERY MATTERS

- 1. Burials since the last meeting
None to date.
- 2. Interment of Ashes since the last meeting
Area 2, Row A, G2 *Interment of Ashes into grave*
- 3. Reserved Graves / Plots since the last meeting
Area 2, Row F, G5 Out of area fees

17. PARKS & OPEN SPACES

To consider any incidents or maintenance issues since the last meeting

Report of damage to a basket swing had previously been reported under Agenda Item 10.

18. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) NEWSLETTERS

A copy of the latest newsletter had been emailed to Councillors upon receipt: May

Councillors were reminded that only business contained within the Agenda could be considered at a meeting.

Should a request be made that an item be included for consideration, it should be sent to the Clerk at least 7 clear days in advance of a meeting.

Standing Orders – Item 9:

MOTIONS FOR A MEETING: No motion may be moved at a meeting unless it is on the Agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the Notice or the day of the meeting.

RESOLVED: to note the above

19. FINANCIAL MATTERS**1. Financial report to be presented at the meeting**

The Clerk circulated a financial report to month end, including the following:

- Schedule of all payments made
- Record of all income received
- Record of transfers made between accounts
- Identified potential risks affecting the Council's finances, if any

3/4/26	£2,000	Delegated to the Clerk	From the Precept to the separate EBC electoral administration costs A/C	Year 3 of 4
3/4/26	£100,000	Approved by Council	Transfer of Precept to Deposit A/C to gain interest	

2. Payment schedule to be authorised

DD 8/4	British Gas (78)	Premises: 24/2/26 to 25/3/26	91.39
DD 13/4	Npower (92)	Canal bridge lighting: 1/1/26 - 31/3/26	62.86
CHG 21/4	HSBC	Bank activity charge: Cheques paid in	2.00
DD 30/4	Water Plus (9648)	Premises supply	18.32
BP 3/4	DALC	Subscription: 1/4/26 - 31/3/27	1,476.43
BP 3/4	Fox Landscapes	DARG: Tree work / Tripping hazards removed	1,122.00
BP 16/4	EBC	Burial grounds: Trade waste 1/4/26 - 30/6/26	286.00
BP 21/4	ICCM	ICCM membership	110.00
BP 21/4	Fox Landscapes	Spr. Park: Tree work by resident's property	300.00
BP 21/4	Fox Landscapes	Spr. Park: Mulch for 54 new trees	180.00
BP 21/4	Fox Landscapes	DARG: Removal of large fallen branch	180.00
BP 21/4	Fox Landscapes	Spr. Park: Replace vandalised tree guard	144.00
BP 27/4	O Heap	Premises: Fire Risk Assessment	726.00
BP 27/4	Shaw & Sons Ltd	PC Receipt books x 2	52.74
BP 27/4	Fox Landscapes	DARG: Emergency tree work (branches)	456.00
BP 27/4	Fox Landscapes	Spr. Park: Remove large concrete base	36.00
BP 28/4	Mr A Dale	Newsletter collating & formatting (Spring)	600.00
BP 28/4	East Mids. Audit Serv.	Internal audit 27/4/26 (2025/2026)	207.65
BP 28/4	Diamond Print	Newsletter printing (Spring)	587.00
BP 29/4	Civic Pride	Lamp column testing for Christmas motifs (38)	478.80
BP 29/4	Fox Landscapes	Grounds Maintenance (April)	1,736.72
BP 29/4	Glaze King	Premises: New entrance door handle/thumb lock	55.00
BP 30/4	Mrs Bloor	Monthly salary	1,876.27
BP 30/4	HMRC	Monthly tax & NIC's	588.97
BP 30/4	Mr Wallace	Litter picking	922.00
BP 30/4	Mr Wallace	Low level work	10.00
BP 30/4	Spens Garden Serv's	Burial grounds: Low level work	770.00
			<u>13,076.15</u>

RESOLVED: to authorise the above payments

The Clerk noted it was usual for more payments to be made in April when the Precept was received and funds were replenished.

4. To note income received - April

2	EBC: Precept 2026/27	111,400.00
13	VAT refund: 1/1/26 - 31/3/26	4,031.27
28	A228: Craftsmen In Stone: Additional fee	6.00
28	Area 2, Row E, G10: Grave/Burial pre-paid	895.00
28	A232: Plot / Interment / Pre-paid interment	409.00
28	A231: A W Lymn Plot / Interment x 2	392.00
28	Area 2, Row F, G5 (Pre-paid (O of Area)	1,380.00
30	HSBC Savings (Deposit) A/C - Interest	119.33
30	Savings A/C: EBC electoral admin. costs - Interest	6.35
30	HSBC Savings A/C: Grants - Interest	8.84
Total:		<u>118,647.79</u>

RESOLVED: to note the above income

5. To consider any financial risks affecting the Council

No financial risks were identified.

RESOLVED: to note the above

20. CORRESPONDENCE

None to date, not already considered on the Agenda.

21. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

*If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: **RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

22. DATE & TIME OF NEXT PARISH COUNCIL MEETING

TUESDAY, 2 JUNE 2026 at 7pm

The Memorial Institute, 19a Doncaster Avenue, Sandiacre NG10 5FJ

The meeting closed at 8.15pm

Signed by the Chairman: _____ Date: _____

Initialled by the Chairman: _____