

## FLAGG PARISH COUNCIL

Clerk: Lesley Brown. Holly Cottage, Well Street Brassington, DE4 4HJ

Email: clerk.flaggparishcouncil@gmail.

Minutes of the Annual and Ordinary Meetings of Flagg Parish Council, held in the Village Hall on Monday 19<sup>th</sup> May 2025.

Present: Cllr Morgan, Cllr Capper, Cllr Mycock, Cllr Westwood, Cllr Harris

Lesley Brown (Clerk). Niki Wells (Housing Enabling & Development Officer).

2 members of the public.

### Annual Meeting

05/25/1	<b>Election of Chair</b> Cllr Morgan was elected to remain as Chair. Proposer Cllr Capper. Seconded Cllr Westwood.
05/25/2	<b>Election of Vice Chair</b> Cllr Mycock was elected to remain as Vice Chair. Proposer Cllr Harris. Seconded Cllr Capper.
05/25/3	<b>Signing of Acceptance of Office and Declaration of Pecuniary Interests.</b> Acceptance Forms were duly signed by councillors and the Clerk. It was agreed that Declaration of Interest Forms would be emailed to councillors for completion and forwarding to the Monitoring Officer.
05/25/4	<b>Review of Council Policies</b> Current and approved Policies are on the council website.
05/25/6	<b>Chairman's Report</b> Cllr Morgan reported that Flagg Parish Council has continued to make great progress and is now stabilised with statutory requirements and on-line banking in place. Thanks were given to the councillors who give their time and energy in order to maintain the village as a safe and thriving environment.
	<b>Conclusion of Annual Meeting and continuation with the Ordinary Meeting</b>
05/25/1	<b>Apologies for Absence</b> None
05/25/2	<b>Declaration of Interests</b> Lee Capper declared his interest in the planning application for Holly House, Main Road, Flagg.
05/25/3	<b>Public Speaking</b> Niki Wells gave an update on the Housing Needs Survey, conducted in Autumn 2024. 7 households in Flagg responded of which 3 were noted as living in unsuitable circumstances and being unable to afford purchase or market rent. The next stage will be to identify appropriate sites and it was agreed that a walk around the village should be undertaken by available councillors and a Housing Assistance officer. Cllr Capper asked whether private or Parish Council land was required as the PC plots were mostly small. Cllr Morgan pointed out that Flagg has no amenities and queried whether this would limit its importance in the scheme and whether Flagg residents would have priority should the houses go ahead. At this early stage no definite answers could be given. Peak Park Planning and the Housing Association have yet to agree, after which funding has to be obtained.

<b>05/25/4</b>	<b>Approval and Ratification of the Minutes of the previous meeting</b> The Council resolved to accept the Minutes of the previous meeting, held on March 3 <sup>rd</sup> , as a true record of that meeting. Proposer Cllr. Capper. Seconder Cllr Mycock														
<b>05/25/5</b>	<b>Finance &amp; Administration</b> <p>a) Banking Status  FPC is now set up for on-line banking. The Clerk will use her card reader and NatWest to make payments following each meeting when a financial summary, payments due and bank statement will be viewed and approved by councillors.</p> <p>b) Change of Payroll &amp; Tax Payment  Payroll will now be handled by Jill Marriott who now has the financial details required. An overdue tax payment of £74.57 was paid and this completed the tax sum owed for 2024-2025.</p> <p>c) The Insurance Policy with Zurich is due for renewal on June 3<sup>rd</sup>. The Clerk will inform Zurich of contact details as documents are still sent to Cllr Morgan.</p> <p>d) Current Financial Situation &amp; Payments Due  The balance in NatWest Current A/C as at May 13<sup>th</sup> 2025 was £4,765.22 including Precept of £2,000.  Summary of Payments due</p> <table border="1"> <tr> <td>DALC Audit</td><td>£ 200.00</td></tr> <tr> <td>Zurich Insurance Renewal</td><td>£ 196.00</td></tr> <tr> <td>SW Mansfield (Website hosting)</td><td>£ 70.00</td></tr> <tr> <td>Clerk Salary March</td><td>£ 103.17</td></tr> <tr> <td>Clerk Salary April</td><td>£ 86.44</td></tr> <tr> <td>Clerk Mileage for Audit</td><td>£ 9.45</td></tr> <tr> <td><b>TOTAL</b></td><td><b>£ 665.06</b></td></tr> </table> <p>These were approved. The tax back payment of £74.57 was also approved.  Total payments = <b>£739.63</b>.</p> <p>e) Internal Audit  This was carried out by Brenda Kirkham through DALC. No significant areas of concern were identified. Points noted were:</p> <ul style="list-style-type: none"> <li>• End of year accounts of each expenditure over £100 should be published.  <b>Noted. All expenditure is detailed on the minutes of each meeting.</b></li> <li>• Councillor's names and Pecuniary Interest forms should be on the website.  <b>Noted.</b></li> <li>• The Council should adopt the new Discipline &amp; Grievance Policy.  <b>Noted.</b></li> </ul> <p>f) Approval of the Annual Governance Statement  Read, approved and signed by the Chair and the Clerk.</p> <p>g) Approval of the Annual Accounting Statement  Read, approved and signed by the RFO and the Chair.</p> <p>h) Approval of the Certificate of Exemption  Read, approved and signed by the Chair and the Clerk.</p> <p>i) Land Rent Invoices  Copies of 3 remaining unpaid invoices were given to Cllr Capper and Cllr Morgan for delivery.</p>	DALC Audit	£ 200.00	Zurich Insurance Renewal	£ 196.00	SW Mansfield (Website hosting)	£ 70.00	Clerk Salary March	£ 103.17	Clerk Salary April	£ 86.44	Clerk Mileage for Audit	£ 9.45	<b>TOTAL</b>	<b>£ 665.06</b>
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	Note was taken about Steve Trowbridge's remark that the agendas and draft minutes should be made available on the website and noticeboard in accordance with the guideline timings.
<b>05/25/6</b>	<p><b>Planning</b></p> <p><b>NP/DDD/0325/0210</b> – Removal of conditions 11&amp; 12, Ivy House Farm, Main Road. No Objection, by email.</p> <p><b>NP/DDD/0525/0433</b> - Alterations &amp; new garage, Holly House, Main Road. No Objection</p>
<b>05/25/7</b>	<p><b>Clerk's Report &amp; Correspondence</b></p> <p>£869.47 was donated to the Village Hall, being the remainder of money raised from the 2024 Beer Festival.</p> <p>The Clerk asked whether the mileage for her 26 mile round journey to FPC meetings could be claimed, but was informed that claims for journeys to places of work could not be paid.</p>
<b>05/25/8</b>	<p><b>Parish Matters &amp; Maintenance</b></p> <p>a) Website &amp; email addresses. The May DALC Newsletter informed councils that gov.uk or org.uk e mail addresses were now required for Councillors whose Parish Council was required to undergo an external audit. This does not, at the moment, apply to Flagg.</p> <p>b) First Responder Requirements &amp; Donation Stephen Trowbridge has supplied a list of items needed and asked if FPC would donate to their cost. It was agreed that one Observation Kit would be purchased by the Parish Council at a cost of approximately £250. The Clerk will inform Mr Trowbridge and ask for confirmation of acceptance.</p> <p>c) Date of Fell Run &amp; Beer Festival The 2025 Fell Run &amp; Beer festival will take place on August 22<sup>nd</sup>.</p>
<b>05/25/9</b>	<p><b>Date of next meeting</b></p> <p>This was arranged for Monday July 7th starting at 6.30pm in the Village Hall</p>