



To: **All Members of Killamarsh Parish Council Environment and Climate Change Committee**

You are Hereby Summoned to attend a meeting of the Parish Council to be held on WEDNESDAY 13th March 2024 at 6:30 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

1 Chair's Announcements

- To receive the Chair's opening announcements.

2 Apologies for Absence

- To note apologies for absence given to the Clerk prior to the meeting.

3 Declaration of Disclosable Pecuniary & Other Interests

a) To receive declarations of disclosable pecuniary interests and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

b) To receive, consider and record Councillors requests for dispensation (Section 13 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public 3 minutes each to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6 Minutes from the previous meeting

a) To approve the draft minutes of the meeting held on 14th February 2024.
b) To receive an update on any ongoing issues not covered as an agenda item.

7 Litter & Dog Bins

- To consider the installation of a new dog bin on Beech Crescent following a request from a resident. The cost would be £364.76 + VAT, plus an ongoing charge for emptying of £4.26 per empty.

8 Parks and Open Spaces

- a) To consider a request from a resident to improve the play area at Belk Lane with regards to repairing the zipwire, painting the goalposts and brightening up the faded play equipment.
- b) To consider what actions are needed to take forward the development of a playground at Highmoor.

9 Policies

- To consider and approve the KP3 CCTV Policy.

10 Climate Change

- To consider and approve the installation of solar panels on Killamarsh Community Hub from the updated quotes received.

Killamarsh Parish Council have recently been successful in their application for £15,000 from Derbyshire Environmental Trust for the installation of solar panels to help address environmental issues and climate change.

11 Memorial Gardens

- a) To consider and approve a planting scheme for the central space at the Memorial Gardens where there used to be a cherry tree.
- b) To consider an appropriate memorial or plaque for the central space at the Memorial Gardens.

12 Cemetery

- a) To consider an amendment to the permit application form to clarify the permitted memorial height at Killamarsh Cemetery.
- b) To consider a further response from the company who installed two recent memorials at Killamarsh Cemetery which exceed the permitted height.

13 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

14 Date of the Next Council Meeting

- 10th April 2024

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.

Item 6a



Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
Website: www.killamarsh-pc.gov.uk

MINUTES OF THE ENVIRONMENT AND CLIMATE CHANGE COMMITTEE HELD ON WEDNESDAY 14 FEBRUARY 2024

Those present :

Chair : Cllr W Tinley

Vice-Chair : Cllr H Laws

Councillors : Cllr S Clough, Cllr C Lacey, Cllr J Sherman, Cllr J Windle

Officers : Mrs J France, Miss H Johnson

ENV205 Chair's Announcements

The Chair welcomed everyone to the meeting.

ENV206 Apologies for Absence

All Members were present.

ENV207 Declaration of Disclosable Pecuniary & Other Interests

a) To receive declarations of disclosable pecuniary interests and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b) To receive, consider and record Councillors requests for dispensation (Section 13 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

ENV208 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public 3 minutes each to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

There were no members of the public in attendance.

ENV209 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED: To refer to companies in item 12 as suppliers 1, 2 and 3 due to quotations being discussed.

ENV210 Minutes from the previous meeting

a) To approve the draft minutes of the meeting held on 24th January 2024.

RESOLVED: The minutes of the meeting held on 24th January 2024 are a true and accurate record.

b) To receive an update on any ongoing issues not covered as an agenda item.

The Deputy Clerk delivered a verbal update.

Cemetery gates automation

The cemetery gates should be in operation as of Thursday 15th February 2024.

Speed Indicator Devices

The Deputy Clerk has contacted Derbyshire County Council regarding electricity connections to the SID's and is waiting for a response.

Tree maintenance

The Deputy Clerk confirmed the essential tree maintenance work should be undertaken by the end of February.

CCTV Policy

It was stated that recommendations have been discussed with the ICO and the second draft has been approved.

Norwood

It was stated that the Deputy Clerk has contacted Derbyshire County Council for an update on two licence applications to install a dropped kerb at the entrance to the playground and to install a new noticeboard near the roundabout by the Sandwich Junction. The Deputy Clerk confirmed a response has not been received regarding the license for the noticeboard installation but a new licensing application will need to be made for the dropped kerb.

The repairs to the swing seat at Norwood can now take place as the seat has been delivered. The installation of the seat is scheduled to take place on 8th March.

Belkline flooding

The Deputy Clerk has contacted Derbyshire County Council regarding the flooding at Belkline as discussed in the previous meeting. No response has yet been received.

Cemetery

It was confirmed that the letter regarding the exceeded permitted gravestone height has been sent to the discussed company and no response has yet been received.

Birchlands Park

The Tots Bus play equipment is due to be installed on the 20th February 2024.

ENV211

Speed Indicator Devices

- To consider a request from Killamarsh Infant & Nursery School for the installation of a Speed Indicator Device on the approach to the school, near to the crossing.

Cllr C Lacey said that a speeding deterrent around the school is long overdue as speeding has been an issue for some time. Cllr Clough was in agreement that safety precautions should be in place, however the SID's that are currently installed around Killamarsh are on a trial and was unsure if we are able to install others. Cllr Clough suggested precautions to slow traffic such as a speed limit reduction to 20mph could be an effective solution and should also be in place at St Giles school. Cllr Tinley said something needs to be visibly in place before the school. Cllr C Lacey mentioned the

importance of road safety being taught to educate children and parents on the correct procedures, such as the Green Cross Code and other adverts that used to circulate. Cllr Windle agreed and asked if this is something the police could talk to the children about. Cllr Sherman mentioned that they previously had a lollipop person at the Zebra Crossing. Cllrs discussed if it could be possible to contact Derbyshire County Council for advice on the employment of a lollipop person.

RESOLVED: The office to contact Derbyshire County Council regarding the extra SID and reducing the speed limit to 20mph at both Killamarsh Juniors and St Giles school. Derbyshire County Council to also be contacted regarding advice and information on the employment of a lollipop person for Killamarsh Junior school and St Giles school.

ENV212 Planting

- To consider and approve the 2024 summer planting scheme.

Cllr Laws asked the difference in single to double planters. The Deputy Clerk mentioned the supplier recommended double planters to look fuller than previous years. Cllr Clough said that some planters should be placed at Highmoor and that some could be taken out from Primrose Lane to Nethermoor Lane and through Bridge Street. Cllr Tinley agreed and said they should follow down to the mini roundabout opposite Killamarsh Junior Club. Cllrs agreed these extra planters should be included in the quote.

RESOLVED: The 2024 summer planting scheme is approved subject to a revised quote for the discussed extra planters.

ENV213 Memorial Gardens

- To consider and approve a request from the Killamarsh WI for them to plant a new memorial tree with associated plaque, to replace their original one that has blown down. This is to commemorate 80 years of the WI in Killamarsh.

RESOLVED: It is approved for Killamarsh WI to plant a new memorial tree with associated plaque in commemoration for 80 years of the Killamarsh WI.

ENV214 Parks and Open Spaces

- To consider and approve a recommendation to Full Council to join the Open Spaces Society at an annual cost of £45.

The Open Spaces Society (OSS) is Britain's oldest national conservation body, founded in 1865. They are a charity registered in England and Wales as a successor to the Commons, Open Spaces and Footpaths Preservation Society. Their principal work includes helping members protect their local common land, town and village greens, open spaces and public paths, and answering their queries. They advise the Department for Environment, Food and Rural Affairs and the Welsh government on applications for works on common land, and are notified by local authorities whenever there is a proposal to alter the route of a public right of way. They campaign for changes in legislation to protect paths and spaces.

The Parish Office has recently contacted the OSS for advice about parking on the Village Green.

RESOLVED: It is approved to join the Open Spaces Society at the annual cost.

ENV215 Birchlands

- To consider and approve the funding and installation of goal posts and a basketball net at Birchlands Park.

Cllr Clough suggested the rubber grass matting option for the basketball net in quote 1 wouldn't be needed. Cllr C Lacey raised concern for the durability of the ground if no rubber or concrete pad was installed and suggested something needed to be placed to protect the grass from tarnishing

with use. Cllr Lacey also said a pad would allow the bounce of a basketball for correct use. All Cllrs in agreement that quote 1 is preferred.

RESOLVED: That quote 1 for the supply and installation of football goals and a basketball net at Birchlands Park is approved subject to a further quotation for concrete padding or an alternative in front of the basketball net.

ENV216 Climate Change

- To consider and approve the options for installation of solar panels at Killamarsh Community Hub.

Killamarsh Parish Council have recently been successful in their application for £15,000 from Derbyshire Environmental Trust for the installation of solar panels to help address environmental issues and climate change.

Cllr Clough voiced preference to supplier 1 for the overall predicted savings and support of a local business. All were in agreement, however, all agreed further detail and information would be needed from the supplier. Cllr Laws suggested a working party meeting be set with a specialist from supplier 1 to discuss the installation.

RESOLVED: The office to contact and arrange a working party meeting with a specialist from supplier 1 for further information on the quote received.

ENV217 Parish Vehicle

- To consider the requirements and lease costs for the parish vehicle from May 2024 or the potential purchase of a suitable used vehicle as an alternative.

The Deputy Clerk stated that a smaller vehicle should be sufficient going forward and has received a quotation for a LWB Ford Transit Connect. A petrol option was recommended due to the short journeys and stop/start nature of the parish vehicle usage. Cllr Windle raised the question of an electric van being an option. Cllr Clough mentioned that electric vans aren't at a suitable place for leasing currently, but are a good idea for the future. Cllr Clough also said that due to the lower use of the van, he agrees that petrol is the best option and to lease rather than buy, due to the potential for a lot of maintenance costs of a used vehicle. In addition, the majority of used vehicles available to purchase are diesel. Cllr Laws raised the question of a metallic removable wrap being added to the van with the Killamarsh Parish Council logo. All agreed the metallic wrap would be a good addition.

RESOLVED: That the lease recommended from May 2024 is approved and for the office to contact the supplier regarding a test to ensure that the equipment fits in the recommended van. The office to research suppliers for a metallic wrap.

ENV218 Items for discussion for a future agenda

- CCTV policy
- Climate Change policy

ENV219 Date of the Next Council Meeting

- 13th March 2024

The meeting closed at 19:30pm.

Item 6b



**Killamarsh
Parish Council**

Update Report

TO:	Members of the Environment & Climate Change Committee
DATE:	13 th March 2024
SUBJECT:	Information about ongoing issues not included on the agenda
REPORT AUTHOR:	Judy France, Deputy Parish Clerk

Information about ongoing issues not included on the agenda

Purpose of Report: To update members with information about ongoing issues not included on the agenda

Allotments

The next site visit is planned for the morning of 12th March. There are currently 34 people on the allotment waiting list.

Belklane Flooding

The office has reported the flooding via the DCC online reporting portal and has also contacted Cllr Renwick from DCC to ask for assistance.

Birchlands

The office is still waiting for the updated quote from the supplier selected to install the football goal posts and basketball net, to include the cost of a wet pour or similar surface adjacent to the basketball net.

CCTV

Progress so far:

- To arrange an unmetered supply certificate from the National Grid – DONE
- To confirm the lamp post numbers for the CCTV cameras – DONE
- To register with the Information Commissioner's Office (ICO) – DONE
- To register with an electricity supplier - DONE
- To confirm the lamp post numbers for the ANPR cameras – IN PROGRESS
- CCTV policy –ON AGENDA
- To arrange testing of the lamp posts
- To apply to DCC for an installation licence

Cemetery gate automation

Completed.

Grit bins

The office has applied to DCC for permission to site the two new grit bins on Woodall Way and Laburnum Grove.

Neighbourhood Plan

The next meeting of the neighbourhood plan working group is Tuesday 26th March.

Norwood

The new swing seat, to replace the one that was vandalised, has been installed.

The DCC licence applications for the dropped kerb and notice board need redoing as there was some issue with the technical link being sent to the contractor.

Parish Vehicle

The gardening equipment has been tested in the smaller van and everything fits and therefore the new lease will start from May 2024. The office will seek to obtain quotes for a magnetic wrap.

Road Safety

The office emailed DCC with regards to the suggested speeding deterrents outside Killamarsh Infants, e.g. 20 mph speed limit, SID, speed bumps, crossing assistant. DCC asked us to put it as a request via the DCC reporting portal for consideration, which has been done.

Speed Indicator Devices

The SIDs were installed at the end of November 2023. The Office has contacted DCC with regards to plugging the SIDs into the electricity on the posts due to the batteries only lasting a few days.

Tree maintenance

The essential maintenance has now been completed.

***Future projects**

Memorial gardens development – ON AGENDA

Playground at Highmoor – ON AGENDA

Climate change action plan – WAITING FOR DALC TEMPLATE

Killamarsh Parish Council

KPC 3 CCTV Policy

DETAILS OF POLICY	
Policy No	KPC3
Policy Title	CCTV Policy
Committee/Working Party Responsible	Environment & Climate Change Committee
Version	DRAFT
Adoption Date	TBC
Next review date	TBC

The Policy

Introduction

The purpose of this policy is to state how Killamarsh Parish Council is going to be using CCTV and processing personal data. It will deal with the requirements of the law, particularly the 2018 Data Protection Act, in respect of the use of CCTV surveillance systems in the village of Killamarsh.

The system consists of re-locatable CCTV cameras with a networked video recorder and external Automatic Number Plate Recognition (ANPR) devices.

This policy covers the use of CCTV equipment and explains how data will be gathered, stored, used and disposed of. Killamarsh Parish Council will operate and control all data and has registered with the Information Commissioner's Office – Registration number **Z6514387**

Responsible Persons

The Clerk to the Council is the responsible person who manages the CCTV system, with the assistance of other designated council officers. When it is necessary to view CCTV images this will be monitored by the Parish Clerk.

Purpose of the CCTV system and policy

- To assist in the prevention and detection of crime by facilitating the identification, apprehension and prosecution of offenders in relation to crime and public order.
- To assist in combating vandalism and anti-social behaviour.
- To act as a deterrent to vehicle crime.
- To assist with the provision of a safe public environment for residents and visitors.
- To reduce the fear of crime and to reassure members of the public.
- To keep images from CCTV secure and controlled by authorised personnel.
- To maintain all CCTV equipment in working order.
- To provide retention of images within the stated purpose only.
- To state the manner and means of destroying stored images.
- To have access restrictions to unauthorised personnel and by individual and group third parties.
- To comply with the relevant legislation.

System

The CCTV is intended to operate throughout the year for 24 hours a day. The system will be regularly maintained to ensure it is kept in good working order.

Arrangement Procedures

The following arrangements are in place in order to meet the aims of the policy:

- Members of the public will be notified of the use of CCTV by the use of appropriate signage and via the Killamarsh Parish Council website.
- To respect privacy all cameras are visible and where possible will avoid focusing on private accommodation. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas, or where domestic areas are intended to be covered, training will be given to ensure that staff are made aware of the rules that cover such areas.
- The images that are recorded will be held in a secure location on the system server and can only be accessed by those authorised to do so.
- The secure location for viewing images will be in Killamarsh Parish Office and access will be available to the Parish Clerk, and other authorised persons only.
- Viewings will only be undertaken for a specified purpose.
- Third party agencies requesting the disclosure or release of recorded material must accept full responsibility for the security and management of the material and Killamarsh Parish Council shall not be liable for any matter arising from the security and management of such material.
- CCTV recorded images will not be used by Killamarsh Parish Council in conjunction with social media, excluding footage passed to the police for the purposes of public safety and crime detection.
- CCTV recorded images will be ordinarily retained for 60 days and then shall be deleted, with the exception of any images subject to a retention request by the police or other relevant third party. These images shall then be retained only as long as strictly necessary in the conclusion of an investigation. In exceptional circumstances it may be required that data is retained for a longer time period and the Parish Council will be open and transparent in the reasoning for this.

Access by enforcement agencies

- Enforcement agencies have the right to request access to CCTV images and to retain recordings for crime prevention and detection. This is subject to them providing an appropriately authorised data disclosure form, which establishes their identity and the purpose for which they require the disclosure.
- Disclosures to the police are not mandatory except in cases where the council is served with a court order requiring information.
- Access may be granted with the permission of the Parish Clerk in circumstances of a live incident, such as an immediate pursuit.

Images and authorised access

Images captured by the CCTV System will be accessed from a secure network located in the Killamarsh Parish Office. Access is strictly limited to authorised persons, including:

- The Parish Clerk
- Specifically designated Council Officers
- Police Officers
- Other statutory officers e.g. Data Protection Officer

User Responsibilities

All users have the following responsibilities:

- To uphold the arrangements of this policy.
- To handle images/data securely and responsibly, within the aims of the policy. Users need to be aware that they could be committing a criminal offence if they misuse CCTV images.
- To uphold the recorded procedure for subject access requests.
- To report any breach of procedure to the Parish Clerk.
- To attend training sessions as required.

Incident log

An incident log will be maintained in the Parish Council Office and details of incidents and viewings will be kept together with any consequential action taken in the CCTV Incident Log Book.

Organisations who we may share information with

- Prosecution agencies
- Legal representatives
- Local Government agencies
- Local Parish, District and County Councils

Accessing personal data

Killamarsh Parish Council is obliged to supply individuals with their personal data under the 2018 Data Protection Act. Individuals wishing to access their personal information contained within CCTV images should follow the relevant procedure which can be obtained from the Parish Clerk on request. If a personal data request cannot be complied with, without disclosure of the data of another individual or where it could form part of an ongoing criminal investigation, then the Parish Council is not obliged to comply with the request.

Policy review

This policy will be regularly reviewed to ensure that it is up-to-date with all relevant legislation and current working practices.

Complaints

Killamarsh Parish Council is responsible for the operation of the CCTV system, and compliance with this Code. Any concerns in respect of the system's use or regarding compliance with this Code should be addressed to:

The Parish Clerk
Killamarsh Parish Office
Stanley Street
Killamarsh
S21 1EL
Tel: 0114 2472260
Email: parish.clerk@killamarsh-pc.gov.uk