

Linton Parish Council

Address: 110 New Road, Newhall, Swadlincote, Derbyshire DE11 0TH

Tel: 0771 9599132

Email: clerk@linton-pc.org.uk

Website: www.linton-pc.org.uk

Minutes of the Annual Parish Council Meeting held on 13 May 2025, commencing at 6.45pm at Linton Brick Rooms

Present: Cllr Tilley (In the Chair), Cllr Tizzard, Cllr Troyden-Fraser, Cllr D Swinburn, Cllr Fraser, and Cllr Rai-Aytain.

In Attendance: 6 Member of the Public, 1 District Council Representative Cllr Alistair Tilley, 1 and 1 County Council Representative Cllr Amy Wheelton.

25/235 – Election of the Chairperson for the year 2024/2025 (Local Govt Act 1972, S15(2)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4)

Proposed by Cllr Troyden-Fraser and Seconded by Cllr Rai-Aytain.

RESOLVED: *That Cllr Tilley be elected as Chair to Linton Parish Council for the ensuing year.*

RESOLVED: *In accordance with the Local Government Act 1972 Cllr Tilley signed the Acceptance of Office Form before the Clerk.*

25/236 - Election of the Vice Chairperson for the year 2024/2025 (Local Govt Act 1972, s15 (6)) and the completion of the Declaration of Acceptance of Office Local Government Act 1972 s 83 (4)

Cllr Tizzard and Cllr Troyden-Fraser both put themselves forward to become Vice Chair. After the Chair used his casting vote, as the vote was 2 for each candidate, the outcome was as follows:

RESOLVED: *That Cllr Troyden Fraser be elected as Vice Chair to Linton Parish Council for the ensuing year.*

RESOLVED: *In accordance with the Local Government Act 1972 Cllr Tizzard signed the Acceptance of Office Form before the Clerk.*

25/237 – Co-option of 1 Councillors and the completion of the Declaration of Acceptance of Office and Register of Members Interest Forms Local Govt Act 1972 s87(2)

There was no candidate present to co-opt.

25/238 - Declarations of Members' Interests and any dispensation requests.

There were no Declarations of Members Interests.

25/239 – Apologies for Absence. Local Govt Act 1972 s85 (1)

a. To receive and approve apologies for absence from Councillors.

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RESOLVED: Apologies were received and accepted as follows:

- **Cllr Browne due to other commitments**
- **Cllr Steve Smith due to other commitments**

25/240 – Adjournment for Public Speaking. Public Bodies (admission to meetings) Act 1960 s1 extended by the LG Act 1972 s100.

District Council Representatives Report

District Councillor Tilley was present at the meeting and gave his report as follows:

Civic Ceremony at Swadlincote Town Hall for New Chair

The new Chair and Vice Chair of SDDC will be announced on Thursday this week. The civic ceremony will be held on 22nd May at 6pm at the Town Hall.

VE Day Celebration at Rosliston Forestry Centre

Was held last week with the Beacon lighting at 9.30pm, live entertainment was provided at the café, and the event was well attended.

Other matters

No further news on the rat in the chip shop

The Council's 2025 major events programme confirmed.

We are excited to confirm the dates for some of South Derbyshire's biggest events in 2025. These much-loved community gatherings showcase local talent, music, culture, and family fun. Although these events are delivered by the Council, they would not be possible without the help of our dedicated volunteers. If you are interested in volunteering for any of these events, please email sarah.warner@southderbyshire.gov.uk to get involved!

- Festival of Leisure - Saturday 21 and Sunday 22 June, 11.30am – 5pm, Maurice Lea Memorial Park.

The Festival of Leisure is back, bigger and better than ever. This year introduces a brand-new Grass Roots Stage, giving up-and-coming artists a platform to shine. With three stages in total, the weekend will be packed with live music, interactive performances, and walkabout entertainment, including a thrilling Wild West stunt show and comedy acts. There will be art activities, workshops, and heritage displays in the Arts and Culture area, plus plenty of family fun with fairground rides, inflatables, and the mini All Aboard Train. A variety of food options, including Greek street food and pizza, will be available, alongside a licensed bar.

- Music in the Forest - Wednesday 30 July, 1.30pm – 4pm, Rosliston Forestry Centre.

New for 2025, Music in the Forest celebrates 30 years of Rosliston Forestry Centre with an afternoon of live music in a woodland setting. Families can explore the sculpture trails and outdoor play areas, and the café will be open all afternoon selling refreshments. Dogs on leads are welcome.

- Musicals in the Park - Sunday 10 August, 2pm – 4pm, Maurice Lea Memorial Park, Church Gresley.

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Sing along to musical hits at this fun-filled outdoor event. Bring a picnic and chairs to relax and enjoy the show. Ice cream, hot, and cold drinks will be available at the park throughout the afternoon.

- Wacky Wednesday! - Wednesday 13 August, 1.30pm – 4pm, Maurice Lea Memorial Park, Church Gresley.

Perfect for families with children, this fun-filled afternoon will feature live music, free children's entertainment, inflatables, and large games. Bring a picnic and chairs to make the most of the event. Ice cream, hot, and cold drinks will be available at the park.

- Proms in the Park- Sunday 17 August, 2pm – 4pm, Maurice Lea Memorial Park, Church Gresley.

Celebrate the British summer with big brass bands and live music. Bring a picnic and chairs to enjoy an afternoon of classic performances in the park. Ice cream, hot, and cold drinks will be available throughout the event.

Customer Experience Transformation

A huge amount of transformation work has taken place over the last twelve months. We have a new Customer Experience team and dedicated resources to ensure that the Council can proactively resolve customer queries at the first point of contact, wherever possible. Already, we have seen a drop in the number of formal complaints being received, and customers feel satisfied that they have been listened to, and their contact has been managed more quickly and efficiently.

The **Complaint and Feedback Policy and Procedure** has been reviewed to ensure that we consider the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman Service (HOS) aligned Complaint Handling Codes. Ultimately, this results in good complaint handling, while setting clear expectations for the public.

The National Forest Walking Festival

The National Forest Walking festival will take place from 16 – 26 May 2025.

The National Forest is full of wonderful trails, walks and attractions and we have compiled a booklet which highlights some of the best.

You can still make the most of our **self-led opportunities booklet** for lots of ideas for walks in the National Forest for you to explore on your own or with friends and family.

Thank you to all the organisations and individuals who have helped to create the National Forest Walking Festival. If you would like to submit a walk or activity for next year's Walking Festival, please email **Get.Active@southderbyshire.gov.uk** before September.

Find out more and get regular updates by liking the National Forest Walking Festival **Facebook page**.

The National Forest Walking Festival gratefully acknowledges funding by South Derbyshire District Council, Leicestershire County Council, East Staffordshire Borough Council, and the National Forest Company.

County Council Representatives Report

County Councillor Amy Wheelton was present at the meeting.

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The Parish Council congratulated Cllr Any Wheelton on becoming the County Council Ward Member for Linton.

Cllr Wheelton said that she was pleased to meet everyone and would be contactable to the Parish Council at any time. However, it will take her a while to get up to speed with County Council matters as there have been big changes with at least 45 new Cllrs to the administration and there has been no hand over of current issues. Cllr Wheelton has however been a District Councillor for a while.

Cllr Wheelton agreed to email her reports to the Clerk for the Councillors eyes only at this time, due to it being her work. Cllr Wheelton explained that her reports are in depth updates for the Parish Councillors, some information for her area will not be relevant to Linton but some will. Any reports would be added to the bottom of her District Council report in the short term. The Parish Council agreed to receive the reports and would not share them; this would be reviewed by the Parish Council at a later date.

Cllr Wheelton asked the Clerk to email any issues to her as they arise. Cllr Wheelton also asked if the Clerk could email her a copy of all the Parish Council Minutes, so that she could catch up on past issues raised, will be released shortly.

Cllr Wheelton reported that the County Council full Council Meeting would be held on Wednesday. Hopefully, the Cabinet Members names will be released shortly.

Public Speaking

There were no members of the public present at the meeting.

25/241 - To confirm the minutes of the Linton Parish Council minutes held on 8 April 2025

RESOLVED: The minutes of the Linton Parish Council Meeting held on 8 April 2025, having been circulated were accepted as a true record. Proposed by Cllr Troyden-Fraser and seconded by Cllr Tizzard. AGREED unanimously.

25/242 – To consider and readoption of the following Parish Council Policies and Procedures for 2025/2026 (see Parish Council Website under Policies)

1	Code of Conduct Note: There is a new NALC updated version out – This will be for consideration at a future meeting	2	Financial Regulations Note: There is a new NALC updated version out – This will be for consideration at a future meeting
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3	Standing Orders	4	Scheme of Delegation to the Clerk
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RESOLVED: Linton Parish Council readopted the above four policies proposed by Cllr Troyden-Fraser and seconded by Cllr D Swinburn. AGREED unanimously.

25/243 – Finance

- a. To consider the following payments, any payments required after publication of the agenda will be advised at the meeting.

Online Payment Date	PAYEE	DESCRIPTION	AMOUNT	POWER
06/05/2025	Bloomin Gardens		823.10	Open Space Act 1906 s9,10
06/05/2025	Salaries, Tax, NIC, Pension and Expenses		1,625.12	LGA 1972 s112 – 119
06/05/2025	Rainbow Waste Management Company Ltd		47.78	Provision of bins Litter Act, 1983, ss.5, 6
06/05/2025	Clear Council		979.13	LGA 1972 s111
06/05/2025	East Midlands Audit Services Ltd		115.70	LGA 1972 s111
06/05/2025	Information Commissioner		52.00	LGA 1972 s111
06/05/2025	Watson & Watson	Rick Assessment 2025/2026	1,260.00	LGA 1972 s111
06/05/2025	Aucuba Landscapes	Maintenance	407.16	Open Space Act 1906 s9,10
06/05/2025	Bloomin Gardens	Path work and sleepers	1,063.50	Open Space Act 1906 s9,10
06.05.2025	SLCC	Clerk Subscription	157.50	LGA 1972 s111

RESOLVED: The Council approved the above Payments proposed by Cllr Rai-Aytain and seconded by Cllr Troyden-Fraser.

25/244 – Year End Accounts as of 31 March 2025

1. Year End Accounts to 31.03.2025

- a. Section 1 – Annual Return - Annual Governance Statement 2024/2025 for approval
- i. Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members as a whole.

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RESOLVED: Linton Parish Council approved the Review of Effectiveness of the System of Internal Control.

- ii. **Consider the system of Internal Audit (Review of Effectiveness) that has been in place between 01.04.2024 and 31.03.2025, before confirming compliance with assertion 2 and 6 of the Annual Governance Statement.**

Under the Accounts and Audit Regulations, Linton Parish Council are obliged to conduct a review of the effectiveness of its internal controls and Financial Regulations.

There was also a requirement to consider the Risk Management and Business Risk Assessment within the year. Along with requirements to conduct a review of the effectiveness of Linton Parish Council's system of Internal Audit.

The Financial Regulations under which Linton Parish Council's internal controls operate and the Risk Management Document and Risk Assessment, are required to be reviewed at least annually.

As the RFO to the Parish Council on its financial issues, I recommend that no changes are required at this time other than to make sure the Risk Management and Business Risk Assessment are reviewed within the year. The Clerk recommended that Linton Parish Council also readopt the current Financial Regulations, whilst new Financial Regulations are drafted to be adopted at a future meeting.

RESOLVED: Linton Parish Council agreed with the RFO that no changes were required at this time. The new NALC Financial Regulations will be considered at a later meeting. The Risk Management Document and Risk Assessment would be reviewed each year, including any other documentation under which the Parish Council's internal controls operate.

In relation to the effectiveness of the system of internal audit. Linton Parish Council has appointed a qualified Auditor being the East Midlands Audit Service (EMAS) to act as its independent internal auditor. The role of the internal auditor is to assist the Council in fulfilling its responsibility for the prevention and detection of fraud, corruption, errors, and mistakes. It is for the Council to determine the level of internal audit required based on the internal controls in place. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things they review the internal controls to ensure the Council has complied with its own Financial Regulations. All payments are approved by Linton Parish Council at their meetings and all invoices are available for inspection by the Council. Payments are also approved in accordance with the bank mandate. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls or provides a clean bill of health.

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As your RFO I am happy with these arrangements and would not wish to change them, the current system provides both the Parish Council and the Clerk/RFO with an element of security. As RFO I am therefore satisfied with the effectiveness of Linton Parish Council's system of Internal Audit.

The Council considered the report by the RFO regarding the obligations of the Council relating to the Financial Regulations, Business Risk Assessment and the effectiveness of the Internal Audit and all other supporting documents.

RESOLVED: Linton Parish Council having reviewed the effectiveness of the system of Internal Audit, approved the current arrangements in place.

iii. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement

Section 1 of the Annual Governance Statement sets out Linton Parish Councils responsibility for ensuring that there is a sound system of Internal Control, including the preparation of the accounting statement. Therefore, the Parish Council Members were asked to confirm that the Annual Governance Statement for 2024/2025 fairly reflected the corporate governance arrangements in place for the Parish Council in relation to this matter.

Linton Parish Council Members were asked to confirm that, to the best of their knowledge, the Council's Corporate Governance arrangements as set out in Section 1 of the Annual Governance Statement for 2024/2025 were correct as follows:

The Clerk asked The Parish Council members to either agree yes, no, or not applicable with regards to the following statements:

Box 1 - Has the Council put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Has the Council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

RESOLVED: Linton Parish Council agreed yes, they had put in place arrangements for effective financial management during the year and for the purpose of the accounting statement. They confirmed that they had prepared their accounting statement in accordance with the Accounts and Audit Regulations.

Box 2 - Has the Council maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has the Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

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RESOLVED: Linton Parish Council agreed yes that they had maintained an adequate system of Internal Control, including measures to prevent and detect fraud and corruption. They also agreed that they had proper arrangements in place and accepted responsibility for safeguarding public money and resources in their charge.

Box 3 - Has the Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances. Has the Council only done what it has the legal power to do and has it complied with Proper Practices in doing so?

RESOLVED: Linton Parish Council agreed yes that they had taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations or proper practices that could have had a significant financial effect on the ability of Linton Parish Council to conduct its business, or on its finances. Linton Parish Council agreed that they had only done what they had the legal power to do and had complied with proper practices.

Box 4 - Has the Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations? Has the Council during the year given all persons interested the opportunity to inspect and ask questions about the authority's accounts.

RESOLVED: Linton Parish Council agreed yes that they had provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations and they had given everyone the opportunity to inspect and ask questions about the Linton Parish Council Accounts.

Box 5 - Has the Council carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Has the Council considered and documented the financial and other risks it faces and dealt with them properly.

RESOLVED: Linton Parish Council agreed yes that they had carried out an assessment of the risks facing them and had taken appropriate steps to manage those risks, this included internal controls and external insurance cover where appropriate. Linton Parish Council agreed that they had

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considered the financial and other risks it may have faced and have dealt with them properly where required to do so.

Box 6 - Has the Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has the Council arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the smaller authority.

RESOLVED: *Linton Parish Council agreed yes that they had in place throughout the year, an adequate and effective system of internal audit of the accounting records and control systems. Linton Parish Council agreed that they had arranged for an internal competent auditor, independent of its financial controls and procedures, to give an objective view on whether Linton Parish Council's internal controls met the needs of the Council.*

Box 7 - Has the Council taken appropriate action on all matters raised in reports from internal and external audit. Has the Council responded to matters brought to its attention by internal and external audit.

RESOLVED: *Linton Parish Council agreed yes that they had took appropriate actions where required on all matters in reports from the Internal and External Auditors and had responded to any matters brought to their attention where required*

Box 8 - Has the Council considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have had a financial impact on the authority and, where appropriate, have the Council included them in the accounting statements. Has the Council disclosed everything it should about its business activity during the year including events taking place after the year end if relevant.

RESOLVED: *Linton Parish Council agreed yes that they had considered where relevant any litigation, liabilities or commitments, events or transactions occurring either during or after year end, which may have had a financial impact and where appropriate have included them in the accounting statement. Linton Parish Council agreed that they had disclosed everything that they should have in relation to their business activity during the year and anything taking place after the year end where relevant.*

Box 9 - In the Councils capacity as the sole managing trustee, has the Council discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. Has the

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Council met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

RESOLVED: Linton Parish Council agreed that this was not applicable as they are not responsible for any charities.

b. Section 2 – Annual Return – Accounting Statement 2024/2025

- i. Consider the Accounting Statement by the members as a whole.
- ii. Approve the Accounting Statement by resolution including bank reconciliation, income/expenditure, and all other supporting documentation and
- iii. Ensure the Accounting statements are signed and dated by the Chair of the meeting and the Clerk/Responsible Financial Officer.

RESOLVED: Linton Parish Council approved that the year ended 31.03.2025, Accounting Statement in the Annual Return Section 2, presented fairly the financial position of the authority and its income and expenditure.

RESOLVED: Linton Parish Council agreed for the Accounting Statement ending 31.03.2025 to be signed and dated by the Chair and RFO.

- c. Confirm the dates of 3 June 2025 to 14 July 2025 for the Notice of Publication of unaudited Annual Governance and Accountability return for the year ending 31.03.2025 and the Provision of the Exercise of Public Rights.

RESOLVED: The dates as above were approved by Linton Parish Council for the Exercise of Public Rights.

25/245 - Confirmation for East Midlands Audit Services Ltd to complete the Internal Audit for 2025/2026

RESOLVED: Linton Parish Council approved for East Midlands Audit Services Ltd to complete the end of year Audit for 2025/2026.

25/246 – Confirm the Dates, venue, and times for the Meetings 2025/2026

RESOLVED: The dates, venue, and times for the meetings 2025/2026 were approved by the Parish Council.

25/247 – Planning

N.B - Town and Country Planning Act 1990, Sched. 1, para.8 - Right to be notified of planning applications if right has been requested. The Parish Council is a non-statutory consultee within the planning process.

- a. To determine any action required on the planning application information, from information circulated via email by officers in advance of the meeting.
- b. Any planning application received after publication of this agenda will be advised at the meeting.

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Application No.	Location	Proposal	Comments by
DMOT/2025/0514	The felling of two Sycamore trees covered by South Derbyshire Tree Preservation Order 69	3 Manor Gardens, Linton, Swadlincote, DE12 6AB	23.05.2025
DMPA/2025/0466	The erection of an agricultural building to house cows	Woodside Farm, Colliery Lane, Linton, Swadlincote, DE12 6PB	17.05.2025
DMPA/2025/0436	Proposed Single Storey Side and Front Extension	12 Pear Tree Drive, Linton, Swadlincote, DE12 6PY	11.05.2025
DMPN/2025/0583	Application to determine if Prior Approval is required for a proposed erection of a building for Agricultural Use	Sealwood Cottage Farm, Seal Wood Lane, Linton, Swadlincote, DE12 6PA	29.05.2025

RESOLVED: There were no comments made to the above 4 Planning Applications.

25/248 - Clerk Report – Items for discussion

a. To consider the tidy up of the Linton Orchard

Cllr Tilley proposed a site meeting with a date to be agreed on the WhatsApp group.

RESOLVED: The Council agreed to have a site meeting to be arranged.

b. Update on the Climbing Wall Badger's Hollow Recreation Ground. Rubber safety surface

Cllr Troyden-Fraser was congratulated for all her hard work at having the Climbing Wall installed at Badger's Hollow Recreation Ground.

Cllr Troyden-Fraser and Cllr Tilley would be liaising in relation to the safety surfacing requirements; the Contractors should be coming back to this at some point in May 2025.

The Contractors on site collecting the fencing saved 3 ducklings that had fallen down the drain.

Cllr Troyden-Fraser had attended a meeting with both the Village Hall Committee and Rickman's Corner Committee. She had been invited to the Village Hall AGM, there is not currently a large Committee, they only have three members. They seem to be far more

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open to work with the Parish Council than they have been in the past The Village Hall is also happy to work with the Rickman's Corner Committee.

The Travelling Cinema had been discussed with both groups and both are very interested. It was proposed that this is hired for the day by the Parish Council, to hold a Cinema at Rickman's Corner in the day for the Children and then a further showing later in the day for the adults at the Village Hall as they have a bar.

RESOLVED: The Clerk to add the hire of a cinema to the agenda for June 2025.

It was reported that the Village Hall would like to hold a Community Hub and Rickman's Corner would like to do a What's On.

It was reported that the Village Hall needs a new roof.

RESOLVED: The Clerk to add the possibility of the Parish Council helping to fund some of the cost to the Agenda for June 2025.

It was reported that the Village Hall Committee have asked for permission to use the Linton Recreation Ground for their events.

RESOLVED: The Parish Council agreed to this, providing they leave the area clean and tidy after any event.

25/249 – Items for information – Information emailed to Cllrs over the month

RESOLVED: Linton Parish Council noted the following information:

- a. SDDC Posters to Display
- b. People Express is bringing Derbyshire Makes Festival to Swadlincote! Saturday 26th and Sunday 27th April
- c. Community News from Derbyshire County Council – 7 April 2025
- d. 1st April 2025 - 31st April 2025 STATS
- e. Your Fire Service, Your Views Survey
- f. Community News from Derbyshire County Council – 28 April 2025
- g. Community News from Derbyshire County Council – 22 April 2025
- h. Quarterly briefings
- i. Derbyshire Anti-Social Behaviour Hub feedback
- j. Community News from Derbyshire County Council – 14 April 2025
- k. CPRE Derbyshire Spring Newsletter
- l. Police Newsletter
- m. Your Fire Service - Your Views

25/250 - Date and time of the next Parish Council Meetings to be confirmed as 10 June 2025 at the Brick Rooms, Linton, commencing at 7pm

RESOLVED: The next meeting was confirmed as 10 June 2024, at The Brick Rooms Linton, commencing at 7pm.

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