



110 High Street, Tibshelf, Derbyshire, DE55 5NU Tel: 01773 875093

QC 05-08-00580

9<sup>th</sup> October 2013

To: All Members of Tibshelf Parish Council

Dear Councillor,

## NOTICE OF MEETING OF TIBSHELF PARISH COUNCIL

You are summoned to the **Meeting of Tibshelf Parish Council** to be held at **7.00pm** on **Tuesday 15<sup>th</sup> October 2013** in **The Parish Meeting Room, The Village Hall, High Street, Tibshelf.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Ruth Price  
Parish Clerk

## AGENDA

### NON EXEMPT ITEMS

1. To receive apologies for absence.
2. Declaration of Members Interests.
  - (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- (b) To receive and approve requests for dispensations from members on matters in which they have a disclosable pecuniary interest
3. Public Speaking.

A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item)

If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.

Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

4. To confirm the minutes of the Parish Council meeting held on 17<sup>th</sup> September 2013 (attached)
5. Chairman's announcements.
  - BDC - Code of Conduct
  - BDC and Save a Life Scheme World Record Attempt.
6. Village Hall Financial Report
7. Personnel Committee 8<sup>th</sup> October 2013 (Minutes Attached).
8. Amenities Committee 24<sup>th</sup> September 2013 (Minutes Attached).
9. To consider allowing the admission of the recently recruited Part Time Parish Ranger to the Local Government Pension Scheme.
10. Shetland Road Recreation Area
  - a) To consider Installation of New Gates at the Newton Road Corner entrance.
  - b) Request from Derbyshire Caravan Club for use of Pavilion Grounds in 2014.
  - c) To consider costs for additional works and equipment at the Pavilion
  - d) To consider quotation from Ian Trueman Tree Services, (two options, subject to tree preservation order), to crown trees 29 and 30 on recreation area.
11. Applications for Funding Support (if any).
12. Planning - to consider planning applications (if any).
13. Derbyshire Association of Local Councils;

#### **Circulars Received**

18/13	<ul style="list-style-type: none"><li>• DALC Annual General Meeting</li><li>• Planning Seminar Reminder</li><li>• Localised Council Tax Support Schemes and Capping</li><li>• Your Derbyshire, your say.</li><li>• Derbyshire Dales CVS – Autumn Funding Fair</li><li>• Growth and Infrastructure Act 2013 – Village Greens</li><li>• Ashbourne Community Transport</li><li>• Vacancy – Clerk/RFO Morton Parish Council</li><li>• Vacancy – Clerk/RFO Litton Parish Council</li></ul>
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19/13	<ul style="list-style-type: none"><li>● Neighbourhood Plans</li><li>● Derbyshire Sport</li><li>● Update on Pensions</li><li>● Sustainable Communities Act</li><li>● DCLG Guide to Community Rights</li><li>● National Minimum Wage</li><li>● Clerk/RFO Vacancies</li></ul>
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**14. Parish Clerks Report (attached)**

- Accounts for Payment
- Financial Report
- Staff Report

**15. Items for information - Council to note correspondence received.**

**Minutes of the MEETING of TIBSHELF PARISH COUNCIL**  
**held in The Parish Meeting Room, Tibshelf Village Hall, 110 High Street, Tibshelf. DE55**  
**5NU on Tuesday 17<sup>th</sup> September 2013 at 7.00pm**

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**Present:**

Cllrs: R A Heffer, A Beckett, S.A. Ellks, G Foley, D Rutland, M.L. Scarborough, P. Trevelyan, W Vardy, R. Vaughan.

**In attendance:**

PCSO P Brownlee, Mrs. R. Price, Parish Clerk, Councillor C Moesby DCC, Selina Waltho Community Organiser, J Waite (resident)

**NON EXEMPT ITEMS****0913/1204 Apologies for Absence**

An apology for absence was received from Councillor A Dunn

**0913/1205 Declarations of Members Interests**

There were no declarations of interest

**0913/1206 Public Speaking****Police:**

- Crime Figures for July and August 2013 (July figures in brackets):-  
 Assaults 2 (4): Criminal Damage 5 (2): Burglary Dwelling 1 (3): Burglary Non-dwelling 1 (1): Theft from motor vehicle 0(1): Theft of motor vehicle 1(0): Total Crimes 10 (11):  
 Nuisance Incidents 20 (12). The report detailed the types of incidents listed.

**July**

- The assaults were on Lathkill Grove and Derwent Drive
- Criminal damage was on Derwent Drive
- The dwelling breaks were on Chesterfield Road, Babbington Street and Haddon Street
- The non dwelling breaks was a shed on High Street
- Attempted theft from motor vehicles was at on Station Road
- Nuisance incidents were on Derwent Drive, Saw Pit Lane, High Street, Mansfield Road, Lincoln Street, Wetton Lane and Brooke Street

**August**

- The assaults were on Back Lane and West View
- Criminal damage was on High Street, Derwent Drive, Skye Gardens and Saw Pit Lane
- The dwelling break was on Church Lane
- The non dwelling breaks was a shed on Monsal Crescent
- The theft of motor vehicle was on Back Lane
- Nuisance incidents were on Derwent Drive, High Street, Victoria Terrace, Sunny Bank, Chatsworth Street, Shetland Road, Harrison Lane, Lincoln Street Car Park, Saw Pit Lane, Back Lane, Spa Croft, Jasmine Drive, Staffa Drive and Clover Court
- The next police surgery was due to be held on Thursday 3<sup>rd</sup> October at Tibshelf Methodist Church from 2-3 p.m. and at Tibshelf Village Hall at 6.00 p.m. prior to the next meeting of the Parish Council on 15<sup>th</sup> October.

**Residents' Issues:**

- Joff Waite presented a proposal relating to the marking of the anniversary of WW1 in 2014.

He proposed making a short documentary film, centred around the names that appear on the war memorial, about the wars and their impact on Tibshelf. The Parish Council were very supportive of the project in principle and asked him to come back to them with some costs.

- Councillor Trevelyan reported receipt of a letter from a resident at Pewit Lane complaining about the general state of the footpaths, highways, gutters and litter. It was agreed that DCC and BDC be contacted with relation to the overgrown state of the footpath, that the Parish Council arrange for the litter to be picked in that area and that a letter be sent to the resident acknowledging the complaint and explaining the response. It was further agreed that DCC be asked to see whether better signage could improve the safety of the junction of Doe Hill Lane and Pewit Lane.

### **County Council:**

Cllr. Moesby attended the meeting and gave the following report:

- Derbyshire County Council were charged with saving a further 30 million pounds on top of the £127million. The leader of DCC together with several district councils had requested a meeting with Eric Pickles to lobby for a reduction in the cuts which seemed to be hitting the northern shires the hardest.
- Derbyshire Skills Festival was to be held at Pride Park to encourage 15-19 year olds in their search for work
- £1.6 million was to be spent over the next five years to buy in new gritters
- £1 million had been put back into the gritting budget to support a full gritting service in the county
- It was likely that £1.3 million was to be lost from the new homes bonus which would have an effect both at County and District level.
- 35 further apprentices had now been set on making the current total 165. All successful apprentices would be offered a job at the end of their apprenticeships.
- Local Area Forums would be taking place in the Bolsover District. They would initially be attended by DCC ward members but it was intended that district, parish and community members would eventually be invited to participate. The forums would have a small amount of money which could be spent on projects agreed by the local forums.
- 95% of families have got their 1<sup>st</sup> choice for school placement. However it may prove more difficult in the future having regard to the projections for the number of children coming through for school places
- DCC inviting people to have their say as to how the Council budget should be allocated to services – Your Derbyshire Your Say – information on the website
- It was likely that the recent announcement relating to the cut in funding to the County Council would lead to an announcement on a major impact on services
- Some funding had been put aside to increase the lower wage earners hourly rate
- Councillor Moesby was questioned about the status of the new school. He confirmed that the handover would be 3<sup>rd</sup> November with the school opening on 7<sup>th</sup> November. He further assured members that monies had been set aside in relation to traffic management at the school. It had been decided that the situation in relation to traffic would be monitored over a period of 2 months and that the results would then influence if and where traffic restrictions would be put in place. He further assured members that, where restrictions were in place, the enforcement officers would be visiting to ensure that they were complied with. He did point out that, with any enforcement projects; it may ease the situation in one area but shift the problem to another area.

### **District Council:**

There was nothing to report

### **0913/1207 Minutes of the Meeting held on 23<sup>rd</sup> July 2013**

It was proposed by Councillor Beckett, seconded by Councillor Vardy and RESOLVED that the Minutes of the Parish Council meeting held on 23<sup>rd</sup> July 2013, be approved as an accurate record and were duly signed by the Chairman.

### **0913/1208 Chairman's Announcements**

The Chairman reported that:

- BDC's Chairman's Charity Brass Band Concert would be held on 25<sup>th</sup> October if anyone would like to purchase a ticket
- An email had been received from a resident expressing support for the switching off of street lights.

### **0913/1209 Village Hall Management Committee 3<sup>rd</sup> September 2013**

It was PROPOSED by Councillor Beckett, SECONDED by Councillor Heffer and RESOLVED that:

The minutes of the meeting held on 3<sup>rd</sup> September 2013 be accepted and approved and that the following recommendations be resolved:

- That a price be obtained from I Clipson for the permanent removal of the folding doors in the hall and that, on receipt of a price, authorisation to proceed to be obtained from the Chair and Vice Chair of the Committee
- That the fee for the hire of the hall for a 100<sup>th</sup> birthday party for a Tibshelf resident be waived and that a bouquet to the value of £20 be purchased

Following a discussion concerning problems which had arisen at a party where a bar had been booked it was Proposed by Councillor Beckett, Seconded by Councillor Rutland and Resolved that the Terms and Conditions of Hire be amended to include a clause stating that, when a bar has been arranged, no alcohol or soft drinks be brought on to the premises by the event users for consumption or sale.

### **0913/1210 Village Hall Financial Report**

It was proposed by Cllr. Beckett seconded by Cllr. Vardy and RESOLVED that the following Village Hall Financial Report be approved:

#### **August/September 2013**

Mrs H J Simpson Chq No 523 Petty Cash Float	£100.00 Issued 16.8.2013
High-Tech Fire Engineering Ltd Chq No 524 Extinguisher Repair	£37.74 Issued 16.8.2013
Markovitz Limited Chq No 525 Materials for Patio Repairs	£80.61

#### **Financial Report as at 11<sup>th</sup> September 2013.**

Current Account Balance £3,334.07  
Reserve Account Balance £2783.00.

### **0913/1211 Personnel Committee 30<sup>th</sup> July 2013 and 5<sup>th</sup> September 2013**

It was PROPOSED by Councillor Beckett, SECONDED by Councillor Vardy and RESOLVED that the minutes of the meeting held on 30<sup>th</sup> July 2013 be accepted and approved , and that the following recommendation be resolved:

That a further monitoring task be undertaken by the Parish Clerk and Assistant Parish Clerk for one week in September and that this should record in detail all tasks undertaken on a

minute by minute basis and that a further report be brought back to the next meeting of the Personnel Committee.

It was PROPOSED by Councillor Scarborough, SECONDED by Councillor Trevelyan and RESOLVED that the minutes of the meeting held on 5<sup>th</sup> September 2013 be accepted and approved.

**0913/1212 Meeting of Organisations**

The Clerk was asked to contact all known organisations in the parish to suggest convening an informal meeting where representatives could discuss their upcoming plans and events, to avoid clashes of events and to explore ways in which organisations could work together to support each other by, for example, the loan of equipment etc.

**0913/1213 Fireworks 2013**

It was Proposed by Councillor Vardy, Seconded by Councillor Heffer and Resolved that £3500 be allocated to support the Fireworks Event 2013.

**0913/1214 Remembrance Sunday, Christmas Carol Service and Christmas Event**

It was Proposed, Seconded and Resolved to delegate organisation of the Remembrance Sunday, Christmas Carol Service and Christmas Event to the Amenities Committee

**0913/1215 Shetland Road Recreation Area**

**a) To consider the installation of Outdoor Multi Gym Equipment**

It was Proposed by Councillor Foley seconded by Councillor Scarborough and Resolved that the Clerk investigate the availability of funding for the installation of outdoor multi gym equipment.

**b) To consider additional works to the pavilion**

The Clerk reported on additional essential works which had been carried out to the pavilion, over and above the estimate. The works had been undertaken following discussion between the contractor, Parish Clerk and Chairman. The additional works totaled £2766 net. It was Proposed Seconded and Resolved that the action be approved.

During the refurbishment the contractor had pointed out that parts of the soffit and fascia boards were rotten. It was Proposed by Councillor Beckett, Seconded by Councillor Vardy and Resolved that the estimate to cloak the soffit and fascia boards with upvc capping and to replace the guttering with upvc in the sum of £1080 be approved.

It was reported that the boarding out of the store room had not been included in the original specification. It was Proposed by Councillor Vardy, Seconded by Councillor Heffer and Resolved that the estimate received to fully board the store room at a cost of £630 be approved.

**0913/1216 Applications for Funding Support**

There were no applications for funding:

**0913/1217 Planning**

It was Proposed, Seconded and RESOLVED that no objections be made in respect of the applications as detailed on the schedule of planning applications

**0913/1218 Derbyshire Association of Local Councils**

It was RESOLVED to note that the following circulars had been received:-

15/13	<ul style="list-style-type: none"><li>• Annual Return</li><li>• The Audit and Accountability Bill</li><li>• Over Four Million Pounds in Grant Available</li><li>• General Power of Competence</li><li>• Good Councillor Guide 4<sup>th</sup> Edition</li></ul>
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	<ul style="list-style-type: none"> <li>• Disclosure and Barring Service (DBS) (Formerly CRB Check)</li> <li>• Derbyshire Policing Survey</li> <li>• Marie Curie Cancer Care – Derbyshire Walk</li> <li>• Hayfield Parish Council Vacancy</li> <li>• Dale Abbey Parish Council Vacancy</li> </ul>
16/13	<ul style="list-style-type: none"> <li>• Local Government Pension Scheme</li> <li>• GH Speed 2 (HS2)</li> <li>• 2013/2014 Pay Award</li> <li>• HR Workshop – Keeping your Council Compliant</li> <li>• Planning Seminar</li> <li>• Good Councillor's Guide 4<sup>th</sup> Edition</li> </ul>
17/13	<ul style="list-style-type: none"> <li>• Proposed combined authority for the areas of Barnsley, Doncaster, Rotherham, Sheffield and 5 Derbyshire Districts</li> <li>• A new code of practice which will encourage more effective use of CCTV cameras comes into force</li> <li>• Seasonal Decorations</li> <li>• NALC - Legal Topic Notes 19 and 31 have recently been updated and are available on the DALC website, members area</li> <li>• Local Councils Explained</li> <li>• Playground Inspection Training</li> <li>• Finding &amp; Bidding for Project Funding</li> <li>• Sport England's Small Grant Fund</li> <li>• Vacancy – Clerk/RFO for Hope with Aston Parish Council</li> </ul>

#### 0913/1219 Parish Clerks Report.

The following payments were made in AUGUST 2013 when there was no Parish Council meeting:

#### Accounts for Payment 23<sup>rd</sup> July 2013 to 15<sup>th</sup> August 2013

Date	CQ No:	Payee	Description	Amount
			Total Salaries August 2013	<b>4081.94</b>
28 <sup>th</sup> August	D/D	Scottish Power	Electricity Bill – Pavilion	£42.00
30 <sup>th</sup> July	4174	Ace Pest Control Services	Removal of Bees and Wasps at Pavilion	£252.00
14 <sup>th</sup> August	4175	Roy Nadin Print Ltd	Summer Newsletter 2013	£644.00
14 <sup>th</sup> August	4176	Sage UK Ltd	Sage Cover Renewal	£270.00
14 <sup>th</sup> August	4177	MSM Hygiene Ltd	Black Bags	£138.96
14 <sup>th</sup> August	4178	The Knotweed Company Ltd	Knotweed Treatment	£156.00
14 <sup>th</sup> August	4179	Shanks Waste Management	Rental and 5 lifts	£176.37
14 <sup>th</sup> August	4180	AML Midlands Ltd	Data Storage and Broadband	£39.60
14 <sup>th</sup> August	4181	3rd Tibshelf (Open) Scout and Guide Group	Newsletter Delivery	£200.00
14 <sup>th</sup> August	4182	Plantscape	Maintenance of Plants and Planters original Order	£1915.20
14 <sup>th</sup> August	4183	Plantscape	Maintenance of Plants and Planters additional order	£1080.00
14 <sup>th</sup> August	4184	Hags-Smp Ltd	Playground Repairs – Shetland Road	£240.00



14 <sup>th</sup> August	4185	HMRC	Tax and N I – August 2013	£864.86
14 <sup>th</sup> August	4186	DCC LGPS	Pension August 2013	£467.91
14 <sup>th</sup> August	D/D	Talk Talk	Telephone Bill August 2013	£53.51
14 <sup>th</sup> August	4187	Clarks Cemetery Services	Various Gardening Services	£1180.00
			<b>TOTAL</b>	<b>11802.35</b>

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(a) **Financial Report – August 2013**

The Bank Balances at 31<sup>st</sup> July 2013 stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£ 177146.97</u>
Total	<u>£ 181146.97</u>

The following accounts are for payment in **SEPTEMBER 2013**

Date	CQ No:	Payee	Description	Amount
			<b>Total Salaries Sept 2013</b>	<b>3931.35</b>
17 <sup>th</sup> Sept	4188	Pioneer Workshop Tibshelf	Repairs to Truck	£119.12
17 <sup>th</sup> Sept	4189	AML (Midlands) Ltd	Data storage and broadband Sept	£39.60
17 <sup>th</sup> Sept	4190	Staples	Stationery	£31.67
17 <sup>th</sup> Sept	4191	Euro Office	Headsets for training	£59.97
17 <sup>th</sup> Sept	4192	Shanks Waste Management	Rental & 4 lifts	£149.66
17 <sup>th</sup> Sept	4193	Martin Brewster	Supply & Fit gates at village hall	£175.00
17 <sup>th</sup> Sept	4194	DCC LGPS	Pension September	£450.27
17 <sup>th</sup> Sept	4195	HMRC	Tax & NI Sept 13	£797.56
17 <sup>th</sup> Sept	4196	Clarks Cemetery Services	Various Gardening Services	£1180.00
17 <sup>th</sup> Sept	D/D	Talk Talk	Telephone	£47.41
17 <sup>th</sup> Sept	4197	cancelled		
17 <sup>th</sup> Sept	4198	Cubit Ultrasonic	Lamp post testing	£400.00
17 <sup>th</sup> Sept	4199	Printerbase	3 x toners	£298.36
17 <sup>th</sup> Sept	4200	E R Price	Fuel for Truck	£120.00
17 <sup>th</sup> Sept			Petty Cash	£100.00
17 <sup>th</sup> Sept	4201	K Nicholls	Changing Room Refurbishment	£43011.60
17 <sup>th</sup> Sept				
			<b>TOTAL</b>	<b>£50911.57</b>

(b) **Financial Report – September 2013**

The Bank Balances at 31<sup>st</sup> August 2013 stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£ 168095.47</u>
Total	<u>£ 172095.47</u>

3. **Staffing Report**

The Clerk submitted a report setting out details of staff holidays taken and proposed, sickness, Time off in Lieu (TOIL) and proposed office closures during the months of July, August, September and October 2013.

**4. Local Councils Explained**

It was Proposed by Councillor Beckett, Seconded by Councillor Vardy and Resolved that the Clerk be authorised to purchase the publication ‘Local Councils Explained’ at a cost of £49.99 plus p&p.

**5. Authority to Attend Courses**

It was Proposed by Councillor Beckett, Seconded by Councillor Vardy and Resolved that the Clerk be authorised to attend the following courses and that the Parish Council meet the fees.

- a) Playground Inspection Training – 24<sup>th</sup> September 9.30 – 12.30 – The Whitworth Centre, Darley Dale – **Fee £40.00**
- b) Grant Funding Workshop – 9<sup>th</sup> October 5.30 – 8.00 p.m. - Bolsover District Council – **no charge**
- c) Health and Safety Seminar – 13<sup>th</sup> November 9.30 – 2.00 - Local Council Advisory Service – Parklands Connexions, Nottingham – **Fee £30.00**

**6. Audit of Accounts 2012/2013 - Completion of Annual Audit**

Notification has been received from Grant Thornton UK LLP (who are the new National auditors for parish councils in Derbyshire) that the Annual Audit of Accounts for 2012/2013 had now been completed and the certified Annual Return for the financial year ending 31 March 2013 has been received.

On the basis of their review it was their opinion that the information contained in the annual return was in accordance with the Audit Commission’s requirements and no matters had come to their attention giving cause for concern.

However they did report on other matters not affecting their opinion but to which they wish to draw the Parish Council’s attention

‘ It has come to our attention that Box 9 of Section 1 of the Annual Return – the Accounting Statements – includes fixed assets valued at insurance value and assets that have been depreciated

Local councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments etc are not appropriate for local councils. For reporting purposes therefore, the book value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy it should not be adjusted for annual changes’

The Clerk confirmed that she would comply with this requirement in future

It was Proposed, Seconded and Resolved that the report be received.

The meeting closed at 8.35p.m.

Chairman.....

Date.....



110 High Street, Tibshelf, Derbyshire, DE55 5NU Tel: 01773 875093



QC 05-08-00580

## VILLAGE HALL ACCOUNTS FOR PAYMENT

October 2013

Mrs H J Simpson Chq No 526 Petty Cash Float	£200.00	Approved 24.9.2013
Ian Clipson Chq No 527 Removal of Folding Doors	£335.00	
Bolsover District Council Chq No 528 Trade Refuse Contract six monthly bill.	£310.00	

### Financial Report as at 8<sup>th</sup> October 2013.

Current Account Balance £3,446.07  
Reserve Account Balance £2783.00.

Minutes of the Meeting of the Personnel Committee

Held at 7.00 pm on Tuesday 8<sup>th</sup> October 2013 in the Village Hall, Tibshelf

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**Present:** Councillors A E Beckett, A L Dunn, P Trevelyan and W Vardy

**In attendance:** E R Price, Parish Clerk.

**Public Participation:** No members of the public were present.

**NON EXEMPT ITEMS**

**Councillor Trevelyan took the Chair**

**PER13/22 Apologies for absence**

Apologies for absence were received from Councillors S A Ellks, R A Heffer and M Scarborough

**PER13/23 Declarations of Interest**

There were no declarations of interest.

**PER13/24 Minutes of Meeting held 30<sup>th</sup> July and 5<sup>th</sup> September 2013**

The minutes of the meetings of Personnel Committee held on 30<sup>th</sup> July and 5<sup>th</sup> September 2013 were moved by Councillor A Beckett and seconded by Councillor W Vardy and approved as a true record.

**PER13/25 Exclusion of Public and Press**

It was Proposed, Seconded and Resolved that in view of the confidential nature of the business about to be transacted the press and public be excluded and instructed to withdraw (Standing Order 67).

**PER13/26 Update on Working Arrangements**

The Clerk provided Members with a minute by minute record of the working day for both the Parish Clerk and the Assistant Parish Clerk taken over a period of one week in September.

It was accepted that the information supplied over recent months had provided Members with a deeper insight into the type and volume of work undertaken in the parish office.

It was Proposed by Councillor Beckett, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that:

- it be recorded that Members were satisfied with the current working arrangements for the Parish Clerk and Assistant Parish Clerk
- that an annual review of working arrangements for all employees be undertaken on an annual basis prior to budget setting

**PER13/27 Part Time Parish Rangers**

The Clerk reported that the new Parish Ranger had commenced working on 7<sup>th</sup> October. It was suggested that Members should consider what projects they would like to see undertaken over the next year so that these could be planned in to the work programme.

Signed.....

Date.....

The meeting closed at 7:25 p.m.

Minutes of the meeting of the Amenities & Environment Committee

Held on Tuesday 24<sup>th</sup> September 2013 in the Pavilion, Shetland Road Recreation Ground, Tibshelf at 7.00 pm

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**Present:** Cllrs. A Beckett, A Dunn, S A Ellks, R A Heffer, D E Rutland, M Scarborough , P J Trevelyan, W Vardy.

**In attendance:** R Price, Parish Clerk  
Councillor R Vaughan  
Councillor G Foley  
B Walker – Allotments  
B Wright – Tibshelf Football Club

**NON EXEMPT ITEMS**

**AM0913/269 Apologies for Absence**

There were no apologies for absence

**AM0913/270 Declarations of Members Interests**

There were no declarations of interest.

**AM0913/271 Public Speaking**

No members of the public were present.

**AM0913/272 Minutes of the Meeting of Amenities & Environment Committee held on 11<sup>th</sup> June 2013**

It was proposed by Councillor Vardy, seconded by Councillor Heffer and **RESOLVED** that these minutes be approved as an accurate record and were signed by the Chairman.

**AM0913/273 Allotment Matters**

B Walker reported that thefts from the allotment site had continued. The issue relating to the high water bill had been resolved with the school. However there were some concerns about who would be taking responsibility once the school had moved to the new site.

**AM0913/274 Tibshelf Cemetery**

A member referred to the overgrown hedges on the roadside at the cemetery. It was understood that this section was not in the ownership of the parish council and the owner would need to be approached regarding its maintenance.

**AM0613/275 Shetland Road Recreation Ground**

**a) Football Club**

B Wright asked whether Tibshelf Tigers could erect a sign at the Recreation Ground. It was Proposed by Councillor Heffer, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that the request be approved. The Committee confirmed that the Pavilion should be available for use by the Football Club from the weekend of 5<sup>th</sup> October.

## **b) Pavilion Refurbishment and Future Usage**

It was confirmed that the commissioned work to the pavilion had now been completed and the invoice had been paid. Members inspected the building and it was agreed that the following matters be followed up:

Crockery and Cutlery for Meeting Room Kitchen

Kettle

Microwave

4 x blinds for meeting room

12 x chairs for meeting room

Pictures for meeting room (sporting themes or landscapes)

Hand drying facilities in all toilets

2 windows to be bricked up

Benches for the officials' changing rooms

A wall fixed boiler for the changing room area

A cupboard to fit under shelf in changing room area

Signs for all doors – i.e Toilets, Ladies, Gents, Kitchen, Away Changing, Home Changing, Officials.

Councillor Heffer reported that there had been moves to try and form a Tibshelf Cricket Team who could use the recreation area during the summer months.

## **c) Hire Agreement**

Members considered the draft document 'Terms and Conditions for Hire of Football Pitch at Shetland Road.' It was Proposed by Councillor Heffer, Seconded by Councillor Vardy and **Resolved to Recommend to Council** that the Hire Agreement be approved.

## **AM0913/276 Parish Events**

### **Remembrance Sunday – 10<sup>th</sup> November 2013**

It was reported that the band had been booked for Remembrance Sunday. It was agreed that Revd Manley be asked whether there could be an additional reading included in the Remembrance Day service and, if so, in addition to the current arrangements, a local soldier who had served in Afghanistan be asked whether he would like to take the additional reading.

### **Parish Christmas Carol Service**

It was agreed that the Carol Service be held on Friday 20<sup>th</sup> December and that the usual arrangements be confirmed with Revd Manley, Hucknall and Linby Brass band, Alfreton Male Voice Choir and Frank Holmes. Mr Turvey be asked whether he would like to take the reading and options for other entertainment be discussed with Revd Manley

### **Christmas Event, Lights and Christmas Tree**

It was Proposed Seconded and Resolved that:

- subject to confirmation from Tibshelf Community Association, the Parish Council hold the annual Christmas Event on Saturday 7<sup>th</sup> December in conjunction with the TCA.
- that a real Christmas Tree be provided in line with previous years
- that a further 2 sets of lights be purchased for the tree.
- that a budget of £550 be set aside for the purchase of Santa gifts

## **AM0913/277 Date of Next Meeting**

The next meeting of the Committee was scheduled to be held on 10<sup>th</sup> December 2013

The meeting closed at 8.10 p.m.

Signed.....

Date.....

PLANNING APPLICATIONS						
Date Received		BDC Reference	Applicant	Location	Details	TPC Recommendations
Oct 13		13/00430/FUL	Mr James White	32 Keddeleston Court, Tibshelf	Two Storey Extension to side	
DECISION NOTICES						
Date		BDC Ref	Name and Address		Details	BDC decision

**Tibshelf Parish Council  
Clerk's Report – 15<sup>th</sup> October 2013**

**The following accounts are for payment from 18<sup>th</sup> Sept – 15<sup>th</sup> Oct 2013.**

<b>Date</b>	<b>CQ No:</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
15 <sup>th</sup> Oct	Autopay	T Redman	Salary – October	£718.10
15 <sup>th</sup> Oct	Autopay	A M Clark	Salary – October	£571.64
15 <sup>th</sup> Oct	Autopay	J Bush	Salary – October	£187.20
15 <sup>th</sup> Oct	Autopay	J Simpson	Salary – October	£833.00
15 <sup>th</sup> Oct	Autopay	D Robinson	Salary – October	£737.45
15 <sup>th</sup> Oct	Autopay	E Seward	Salary – October	£178.26
15 <sup>th</sup> Oct	Autopay	E R Price	Salary – October	£1040.05
			<b>Total Salaries October 2013</b>	<b>£4265.70</b>
15 <sup>th</sup> Oct	4203	Bolsover District Council	Trade Refuse Bill – Pavilion	£120.00
15 <sup>th</sup> Oct	4204	The Lock Shop	New Lock & keys for Pavilion	£151.03
15 <sup>th</sup> Oct	4205	AML (Midlands) Ltd	Wireless Keyboard & Mouse	£80.99
15 <sup>th</sup> Oct	4206	Delta Cleaning Services Ltd	Mops & Buckets for Pavilion	£47.84
15 <sup>th</sup> Oct	4207	Staples UK Ltd	Stationery Items	£56.21
15 <sup>th</sup> Oct	4208	LexisNexis	Arnold Baker Book	£60.00
15 <sup>th</sup> Oct	4209	Grant Thornton UK LLP	Audit of 2013 Annual Return	£480.00
15 <sup>th</sup> Oct	4210	AML (Midlands) Ltd	Data Storage and Broadband	£39.60
15 <sup>th</sup> Oct	4211	Shanks Waste Management	Rental and Four Lifts	£148.88
15 <sup>th</sup> Oct	4212	Knighton Tool Supplies	Bago Hoops	£90.24
15 <sup>th</sup> Oct	4213	E R Price	Reimburse cleaning materials for pavilion	£70.48
			Reimburse purchase mobile phone for Parish Rangers	£45.96
15 <sup>th</sup> Oct	4214	Helping Hand Co	Litter Pickers	£46.27
15 <sup>th</sup> Oct	4215	Plantscape	Watering	£234.00
15 <sup>th</sup> Oct	4216	Post Office Ltd	Road Tax for Pick up	£225.00
15 <sup>th</sup> Oct	4217	Pioneer Workshop Tibshelf	MOT for Pick Up	
15 <sup>th</sup> Oct	4218	Mrs H J Simpson	Reimburse Shelving for Pavilion	£63.94
15 <sup>th</sup> Oct	4219	Mr Michael Wade	Locking gates at Play Areas and Cemetery.	£1500.00
15 <sup>th</sup> Oct	4220	Clarkes Cemetery Services	Prepare land and sow 10 bags Grass seed to old Racing Track	£830.00
	4220	Clarkes Cemetery Services	Verge Cut and Gardening Services to Village	£1180.00
15 <sup>th</sup> Oct	4221	Spire Workwear	HiVis Thermal Gloves x 2	£9.48
15 <sup>th</sup> Oct	4222	HC Slingsby PLC	Entrance Mats for Pavilion	£172.80
15 <sup>th</sup> Oct	4223	R B Holmes	Works to Old Racing Track	£3106.80
		R B Holmes	Works to Pavilion Car Park	£1777.44
15 <sup>th</sup> Oct	DD	Talk Talk Business	Office Telephone Bill October	£55.69
15 <sup>th</sup> Oct	4224	The Knotweed Company Ltd	Spraying Knotweed at Newton Road Site	£156.00
15 <sup>th</sup> Oct	4225	Dynamic Fireworks	Fireworks	£3500
15 <sup>th</sup> Oct	4226	LGPS	Pension Oct 13	£365.95
15 <sup>th</sup> Oct	4227	HMRC	PAYE & NI	£618.76
			<b>TOTAL</b>	<b>£19499.06</b>



(b) **Financial Report – October 2013**

The Bank Balances at 30<sup>th</sup> September 2013 stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£ 185640.04</u>
Total	<u>£ 189640.04</u>

**The second half year precept of £67,156 was received on 30<sup>th</sup> September**

**Staff Report**

	Toil at 31 <sup>st</sup> July	Toil at 31 <sup>st</sup> Aug	Toil at 30 <sup>th</sup> September
<b>ERP</b>	40 hours 05 mins	37 hours 50 mins	50 hours 5 mins
<b>JS</b>	12 hours 35 mins	6 hours	7 hours 15 mins

	OCTOBER	NOVEMBER	DECEMBER
<b>ERP</b>	28 <sup>th</sup> 29 <sup>th</sup> (on leave but working 31 <sup>st</sup> Oct & 1 <sup>st</sup> Nov in exchange)	26 <sup>th</sup> & 27 <sup>th</sup> (H)	30 <sup>th</sup> , 31 <sup>st</sup> (T)
<b>JS</b>	30 <sup>th</sup> – 31 <sup>st</sup> (H)	1 <sup>st</sup> (H)	27 <sup>th</sup> (T)
<b>TR</b>	18 <sup>th</sup> – 25 <sup>th</sup> (H)		
<b>DR</b>			23 <sup>rd</sup> ,24 <sup>th</sup> ,27 <sup>th</sup> 30 <sup>th</sup> ,31 <sup>st</sup> (H)
<b>ES</b>	7 <sup>th</sup> – 24 <sup>th</sup> (H)		
<b>JB</b>			
<b>Office Closures</b>	28 <sup>th</sup> 29 <sup>th</sup>		Bank holidays plus 27 <sup>th</sup> ,30 <sup>th</sup> ,31 <sup>st</sup> (Christmas/New Year)