

**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> October 2017 at 7.00pm**

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**Present:**

Councillors A Beckett (joined the meeting at 7:30), I Brentnall, M Coupe (in the Chair), S Ellks, D E Rutland, P Trevelyan, W Vardy and R Vaughan

**In attendance:**

Mrs R Price Parish Clerk

**NON EXEMPT ITEMS**

**In the absence of the Chair and Vice Chair of Council it was Proposed by Councillor Vardy, Seconded by Councillor Brentnall and Resolved that Councillor M Coupe be appointed Chair for this meeting.**

**1017/1881 Apologies for Absence**

Apologies for absence were received from Councillors G Foley, R A Heffer and K M Salt MBE, Councillor C Moesby (DCC)

**1017/1882 Declarations of Members Interests**

Councillors W Vardy declared an interest in Item 14 on the agenda as she was related to one of the applicants

**1017/1883 Public Speaking**

**Members of the Public:**

There were no members of the public present.

**Police:**

The Clerk circulated information to members on 32 recorded incidents in August 2017.

**County Council:**

Cllr. Moesby submitted his apologies

**District Council:**

No District Council members were present

**1017/1883 Minutes of the Meeting held on 12<sup>th</sup> September 2017**

It was proposed by Councillor Vardy , seconded by Councillor Brentnall and RESOLVED that the Minutes of the Council meeting held on 12<sup>th</sup> September 2017 be approved as an accurate record, and were duly signed by the Chairman.

**1017/1884 Chair's Announcements**

It was reported that:

- A thank you card had been received from Tibshelf Old People's Club for the grant made to them by the Parish Council
- The HS2 Newton Information event would take place on 26<sup>th</sup> October at Newton Methodist Church
- An invitation had been received from the Allotment Association for for Parish Council members to visit the site to view the improvement works which had been carried out. The Association had some concerns about how future development on the adjoining site may affect access and other services to the allotments and it was agreed that an item be placed on a future agenda to discuss this issue and how it could be addressed,
- A thank you letter had been received from the Allotment Association for the grant made to them by the Parish Council

- Ashley Clarke had completed the PAT testing course. In order to carry out the PAT testing for the Parish Council it was necessary to purchase the appropriate PAT testing equipment. It was Proposed by Councillor Trevelyan, seconded by Councillor Brentnall and Resolved that the PAT testing equipment be purchased at a cost of £298.80
- The value of the gift to the retiring park warden was confirmed at £100
- The Clerk provided members with information on a card machine and the costs involved. Following discussion it was Proposed by Councillor Vardy, Seconded by Councillor Trevelyan and Resolved that a Pay As You Go card machine be acquired in order take payments by card for the hire of the village hall.
- A Thank You card had been received from Townend School for the grant made to them by the Parish Council

**1017/1885 Amenities Committee 3<sup>rd</sup> October 2017**

It was Proposed by Councillor Vardy Seconded by Councillor Elks and Resolved to approve the minutes of the meeting of the Amenities Committee held on 3<sup>rd</sup> October 2017

**1017/1885 Village Hall Management Committee 3<sup>rd</sup> October 2017**

It was Proposed by Councillor Vardy Seconded by Councillor Beckett and Resolved to approve the minutes of the meeting of the Village Hall Management Committee held on 3<sup>rd</sup> October 2017 and the following recommendation resolved

- That the quotation submitted by Ian Trueman in respect of work to trees at the Village Hall totaling £550 plus VAT be accepted and the work carried out

**1017/1886 Village Hall Financial Report**

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

**October 2017**

Delta Cleaning Services	Chq No 664	£86.63 (issued 21.09.17)
Cleaning Products		
R Cook Electrical	BACS	£237.60
PAT Testing and replacement of Hand Dryer		
Delta Cleaning Services	BACS	£142.12
Cleaning products		
1 <sup>st</sup> Class Hygiene	BACS	£487.80
Nappy Unit and 3 sanitary units		
Bolsover District Council	BACS	£473.98
Trade Refuse Contract		
1.10.17 – 31.3.18		
Phil Cotterill	BACS	£46.00
Repairs to taps in disabled toilets		
PRS & PPL Licence	BACS	£414.34
Annual Fee		

**Financial Report as at 28<sup>th</sup> September 2017.**

Current Account Balance £9944.77  
Reserve Account Balance £7788.46

### **1017/1887 Christmas Lights**

The Clerk circulated members with a breakdown of the total estimated costs for the additional Christmas trees, lights and associated works. Costs already approved by Council included the new illuminated sign for the village hall, icicle lights, 21 replacement trees, church tower lighting improvements and the installation and removal of current trees. The Clerk provided quotes received for 10 new trees for lampposts, electrics for the lampposts and lamppost testing. The total estimated costs for the Christmas lights display was £12671 and the budget for 2017/2018 was £14000. It was Proposed by Councillor Beckett, Seconded by Councillor Elks and Resolved that all the additional works be approved, that the additional trees be purchased from Bradford Lights, that P & D Specialist Services be appointed to carry out the electrical work to the lampposts and that KIWA be appointed to carry out the lamppost testing.

### **1017/1888 Community Gym Project**

The Clerk explained that PULSE were beginning to develop plans for the proposal to provide gym facilities, on the pavilion site at Shetland Road, as agreed by Council. A question had been raised as to the 'wish list' of the Council in relation to any facilities in addition to the community gym. It was agreed that, as a starting point, the initial design to include social meeting space, cafe area and dance studio.

### **1017/1889 Hedges at the Allotments**

The Allotment Association submitted notification that the hedges required maintenance around the allotments. It was possible that they would be able to hire the Community Payback Team to carry out the work. The Parish Council invited the Allotment Association to submit an application for grant to cover any costs that may arise from this work.

### **1017/1890 Neighbourhood Planning**

Members referred to the presentation received from Your Locale prior to the Parish Council meeting when Andrew Towleron explained the basics of Neighbourhood Planning, benefits and disadvantages and the process required to develop one. The Parish Council had already agreed in principle to proceed with the Neighbourhood Plan. It was now Proposed by Councillor Vardy, Seconded by Councillor Beckett and Resolved that the Clerk be authorised to submit an application for grant aid and engage with YourLocale to produce a plan of action to develop the Neighbourhood Plan.

### **1017/1891 Applications for Funding Support**

There were no applications for funding support:

### **1017/1892 Planning**

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

17/00495/FUL - 22 Mansfield Road – No objections as long as highway authority are satisfied that there are no visibility problem  
17/00481/REM – Rippon Homes Development, Doe Hill Lane – support the comments of the Water Authority  
17/00514/FUL – No objections as long as it is used for residential

### **1017/1893 Derbyshire Association of Local Councils**

It was noted that the following circular had been received:-

10/2017	<ul style="list-style-type: none"><li>• <b>DALC Survey</b></li><li>• <b>Councillor from Derbyshire in the final 8 of NALC's Councillor of the Year Awards</b></li><li>• <b>HR responsibilities and Appraisals</b></li><li>• <b>Big Lottery Fund – Awards for All</b></li><li>• <b>Win up to £40K match funding</b></li><li>• <b>Heritage Lottery Fund</b></li><li>• <b>General Data Protection Regulations</b></li><li>• <b>Portable Appliance Testing (PAT) - Half-day workshop</b></li><li>• <b>The Litter Innovation Fund</b></li><li>• <b>Reminders – Events &amp; Training Diary</b></li></ul>
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11/2017	<ul style="list-style-type: none"> <li>• <b>DALC AGM</b></li> <li>• <b>Nominations for President &amp; Vice Presidents 2017-2018</b></li> <li>• <b>DALC Survey</b></li> <li>• <b>Certificate in Local Council Administration (CiLCA) training days</b></li> <li>• <b>Councillor Essential Training Course</b></li> </ul>
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### 1017/1894 Parish Clerk's Report

It was PROPOSED by Councillor Beckett, SECONDED by Councillor Vardy and RESOLVED that the following accounts for payment be approved:-

#### a) The following accounts are for payment from 12<sup>th</sup> September – 17<sup>th</sup> October 2017.

Date	CQ No:	Payee	Description	Amount
			<b>Total Salaries</b>	<b>£4963.42</b>
20 <sup>th</sup> September	5046	DBS services	DBS check park warden	£54.00
20 <sup>th</sup> September	5047	Tibshelf Old Peoples Club	Grant	£500.00
	5048	Cancelled		
3 <sup>rd</sup> October	5049	E R Price	Reimburse for goods for grotto to W Vardy	£100.00
3 <sup>rd</sup> October	5050	E R Price	Reimburse gift for retiring park warden	£100.00
4 <sup>th</sup> October	BACS	AML (Midlands) Limited	New office computer system – Authorised at September Meeting	£1062.94
			AVG Cloudcare & Office 365	£16.54
17 <sup>th</sup> October	BACS	Biffa Waste Services Ltd	4 lifts and rental	£200.60
17 <sup>th</sup> October	BACS	Clarks Cemetery Services	Gardening Services	£65.00
			Grass and verge cutting	£1230.00
28 <sup>th</sup> September	DD	British Gas	Parish Clock – Electricity Bill	£104.05
17 <sup>th</sup> October	5051	Post Office	Parish Truck – 12 months Road Tax	£245.00
17 <sup>th</sup> September	DD	Talk Talk Business	Office Telephone Bill - September	£39.82
17 <sup>th</sup> October	BACS	Dynamic Fireworks	Fireworks for November Event	£4000.00
17 <sup>th</sup> October	BACS	Bolsover District Council	Six monthly bill – Trade Bin Emptying	£202.28
17 <sup>th</sup> October	5052	Mr M Wade	6 monthly account – Gate Duties	£1,500.00
17 <sup>th</sup> October	BACS	Roy Nadin Print Ltd	Posters for Fireworks Event	£34.32
17 <sup>th</sup> October	BACS	Spire Workwear	Hi-Vis Jacket for Park Warden	£44.34
17 <sup>th</sup> October	BACS	1 <sup>st</sup> Class Hygiene Ltd	Sanitary Contract – Pavilion	£135.60
17 <sup>th</sup> October	BACS	The Royal British Legion	Lamp Post Poppies – 2 invoices	£900.00
17 <sup>th</sup> October	BACS	P & J Fencing (Pikemaster) Ltd	Repairs to damaged Gate at Shetland Road Play Area	£210.00
17 <sup>th</sup> October	BACS	HMRC	PAYE & NI	£835.51

17 <sup>th</sup> October	BACS	DCC LGPS	Pension	£773.42
17 <sup>th</sup> October	BACS	Midshire Business Systems Ltd	Copier usage – Quarterly Bill	£128.84
17 <sup>th</sup> October	BACS	Wilkinson Brothers	Refund of Overpayment of Burial Fees	£680.00
17 <sup>th</sup> October	BACS	Outdoor Projects	Repairs to Sign and Planter	£110.00
17 <sup>th</sup> October	5054	Mrs Ruth Price	Re-imbusement of Fee for Bid Writing Course – Subject to Approval	£95.00
17 <sup>th</sup> October	DD	Talk Talk Business	Office Telephone Bill- October	£41.21
17 <sup>th</sup> October	BACS	Bolsover District Council	Repairs to Play Area – Shetland Rd	£159.60
17 <sup>th</sup> October	5053	Society of Local Council Clerks	Annual Membership Renewal	£117.18
17 <sup>th</sup> October	DD	British Gas	Parish Clock electric	£122.30
			<b>Total</b>	<b>£18,770.97</b>

**(b) Financial Report –**

The Bank Balances at **31st August 2017** stood at:-

Current Account	£ 4,472.00
Reserve Account	<u>£189,733.56</u>
Total	<u>£194,205.56</u>

**(c) Bid Writing – The Basics**

Notification has been received of a training course delivered by NFP workshops covering key pointers in writing bids for grant aid. One of the courses was at Nottingham on Tuesday 7<sup>th</sup> November from 9:00 – 11:30 and cost £95. The course would be useful to get up to date information on bid writing and understanding the current focus of grant funders. It was Proposed, Seconded and Resolved that the Parish Clerk be authorised to attend the course.

**(d) Staffing Report**

The Clerk submitted a report setting out details of staff toil during the months of May, June, July, August and September 2017 and holidays booked, sickness and office closures for July, August, September, October and November 2017.

The meeting closed at 8:35p.m.

Chairman.....

Date.....