

**.Minutes of the MEETING of The ANNUAL MEEETING of TIBSHELF PARISH COUNCIL
held in The Parish Meeting Room, Tibshelf Village Hall, 110 High Street, Tibshelf.
DE55 5NU on Tuesday 17th May 2016 at 7.10pm**

Present:

Cllrs: A Beckett, M Coupe, S.A. Ellks, G Foley, R. Heffer, D Rutland, K Salt MBE, P. Trevelyan, W. Vardy, R. Vaughan.

In attendance:

6 members of the public, Mrs. R. Price, Parish Clerk

NON EXEMPT ITEMS

0516/1648 Election of Chairman for 2016/17

It was Proposed by Cllr R Heffer Seconded by Councillor P Trevelyan and RESOLVED that Councillor A Beckett be elected Chairman of Tibshelf Parish Council for the ensuing year 2016/17.

0516/1649 Acceptance of Office – Chairman

Cllr. Beckett took the Declaration of Acceptance of Office for Chairman of Tibshelf Parish Council and signed this in the presence of the Proper Officer of the Council.

0516/1650 Election of Deputy Chairman

It was Proposed by Councillor Salt, Seconded by Councillor Vardy and Resolved that Councillor R Heffer be elected as Deputy Chairman of Tibshelf Parish Council for the ensuing year 2016/17.

0516/1651 Acceptance of Office – Deputy Chairman

Cllr. Heffer took the Declaration of Acceptance of Office for Vice Chairman of Tibshelf Parish Council and signed this in the presence of the Proper Officer of the Council.

0516/1652 Apologies for Absence

Apologies for absence were received from Councillor I Brentnall and Councillor C Moesby (DCC)

0516/1653 Declarations of Members Interests

Councillor Salt declared an interest in Agenda Item 22 relating to a planning application at 17 Chesterfield Road as she was a neighbour..

0516/1654 Public Speaking

Members of the Public

A member of the public addressed the meeting in relation to the process for the consideration of planning applications and referred to comments raised at a previous meeting concerning contacting interested parties when planning applications were considered. A member explained that it was impossible for the parish council to have information about all interested parties, be they supporters or objectors, in relation to all planning applications. The point was again made that the parish council are only a consultee and are not the decision makers in relation to planning applications. A member of the public made reference to her objections in relation to a planning application at 17 Chesterfield Road.

Police:

The Police were not present. The Clerk provided information from the Police website on the number of recorded incidents in March – 10 Anti Social behaviour, 4 shoplifting, 4 vehicle crime, 2 violence and sexual attacks, 1 burglary, 1 other theft and 1 criminal damage and arson.

County Council:

Cllr. Moesby had sent his apologies

District Council:

There were no District Council matters to report

0516/1655 Minutes of the Meeting held on 19th April 2016.

It was proposed by Councillor Coupe, seconded by Councillor Trevelyan and RESOLVED that the Minutes of the Council meeting held on 19th April 2016, be approved as an accurate record and were duly signed by the Chairman.

0516/1656 Appointment of Committees 2016/2017

It was proposed by Councillor Coupe, Seconded by Councillor Heffer and Resolved that the membership of all Committees be approved as set out in the appendix to these minutes.

0516/1657 Calendar of Committee Meetings 2016/2017

Members discussed the Calendar and it was proposed by Councillor Heffer, Seconded by Councillor Beckett and resolved that the calendar of committee meetings as appended to these minutes be approved.

0516/1658 Calendar of Council Meetings 2016/17

It was proposed by Cllr. Heffer, seconded by Cllr. Beckett and RESOLVED that the dates for Council meetings for the coming year be held as set out on the Calendar of Meetings appended to the minutes.

0516/1659 Chairman's Announcements

The Chairman reported:

- Receipt of a thank you letter from Tibshelf Old People's Club for the grant recently awarded by the Parish Council
- Receipt of a thank you letter from Tibshelf Local History and Civic Society for the grant recently awarded by the Parish Council
- A letter thanking the parish rangers for the litter picking on Doe Hill Country Park
- That it had been confirmed that there was a tree preservation order on the Newton Road trees. They had been inspected by a tree surgeon who was of the opinion that there was no reason at present to undertake any work to the trees. He was of the opinion that they were not hazardous and there was no risk associated with them. It would therefore be very difficult to make a case for their pruning under the TPO.
- Notice of the publication of additional papers on the Derbyshire and Derby Minerals Local Plan and their availability for comments.
- That the posters agreed at the last meeting for 'We're Watching You' campaign had been ordered. Unfortunately they were out of stock at the moment but would let us know when stocks became available.
- The Parish Council had previously approved the lowest quote for the purchase of Cemetery Management Software. As there had been some time between the receipt of the quote and the decision to purchase, the price had increased from £1490 to £1665. This was still the lowest quote received. It was Proposed Seconded and Resolved that the amended price be accepted.

0516/1660 Audit Committee 10th May 2016

It was Proposed by Councillor Beckett, Seconded by Councillor Salt and Resolved that the following recommendations of the Audit Committee held on 10th May be Resolved:

- That the Annual Return of Accounts for year ended 31 March 2016 be certified and that the accounting statements presented fairly the financial position of the Council and its income and expenditure and that the Annual Return be signed by the Chairman.

- That the Financial Risk Assessment for 2016/17 be approved

0516/1661 Village Hall Financial Report

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

Mrs Janice Jackson Chq No 617 £15.00
Audit of Village Hall Accounts 2016

Mrs H J Simpson Chq No 618
Petty Cash Float £100.00

Financial Report as at 30th April 2016.

Current Account Balance £9,664.10
Reserve Account Balance £2,786.85.

0516/1662 Neighbourhood Planning – Report on Seminar

Councillor Coupe reported on a seminar that himself and the Clerk had attended relating to Neighbourhood Plans and Planning. The Neighbourhood Planning process was quite lengthy and complex and had to involve the community at all levels. Funding was available to support the preparation and delivery of the plans. It had the potential to strongly influence future planning decisions in the area and was particularly useful in areas which could face major developments. It was Proposed by Councillor Heffer, Seconded by Councillor Vaughan and Resolved that the Neighbourhood Planning Champion – Guy Martin, be invited to a specially convened meeting of Council to present information to enable council to decide whether to proceed with the development of a plan.

0516/1665 S106 Monies

The Clerk circulated information on S106 monies which would be generated from the Keepmoat Homes development. The monies were split in to two elements, Arts and Sports & Recreation. An Arts Project had been established by the Arts Officer from BDC working in Tibshelf with the schools to develop a film, including music provided by the Black Dykes Band – a nationally renowned Brass Band. Plans were being put in place to involve the Parish Council and local people. Information had also been obtained on the informal and formal sport and recreation contribution. The informal contribution would be for play equipment which would be provided by the owners of the site. The formal contribution would be a sum payable by the owners to the district council for the purpose of upgrading recreation facilities in Tibshelf. The involvement of the parish council in the development of projects would be key. Given the trigger points it was unlikely the money would be available for at least 2-3 years. It would be useful for the parish council to put forward ideas that could be considered at an early stage to avoid a last minute rush to spend the money

0516/1666 Letter from Councillor Reid

Copy of a letter from Councillor K Reid relating to an issue raised by Councillor Salt at Parish Council Liaison meeting was distributed to members. Councillor Salt explained that she was continuing to pursue the matters raised – i.e S106 monies generated by High Street development and the Regeneration Framework.

0516/1667 Village Hall Extension Project

The Chair explained that the consultants had undertaken two consultation sessions for groups and organisations involved with the village hall. Two options had been designed by them and copies of the draft plans and a 3D model were presented to the Council for information. The consultants would be continuing their consultation by phone and e mail and

a report would be brought back to enable the parish council at the earliest opportunity to determine which scheme to go forward with.

0516/1668 New Letterhead

Members considered a new letterhead which included the LCAS logo to recognise that the parish council had achieved the Foundation Award. It also included the Quality Parish Council logo to show that this had been in place from 2008-2016. However the Clerk had recently noted that there may be a problem displaying the Quality Council logo but was unable to get confirmation until the following week. In the circumstances it was proposed by Councillor Coupe, Seconded by Councillor Heffer and Resolved that the design be accepted with both logos but that the Quality Council Logo be removed if it was no longer allowed.

0516/1669 Applications for Funding Support

The Clerk reported receipt of one application for funding support.

Restless Development – Hannah Ogden	To undertake a 13 week placement in Tanzania working with the under privileged community and teaching employment skills. Amount of scheme £7000, funding requested £100	It was Proposed by Councillor Vardy, Seconded by Councillor Rutland and Resolved to make a grant of £100
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0516/1670 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 except in relation to 16/00176/FUL – 17 Chesterfield Road, it was Proposed by Councillor Coupe, Seconded by Councillor Heffer and Resolved that, whilst there was no objection in principle, that the District Council look at the siting of the summerhouse in relation to the closeness to the boundary of the adjacent property.

15/00438/FUL – Field West of Spa Croft, Doe Hill Lane – It was Proposed by Councillor Salt, Seconded by Councillor Heffer and Resolved that the following comments be submitted 'Tibshelf Parish council would appreciate it before this development goes ahead that a full and detailed geological survey takes place. This survey needs to take into account a. the drainage problems in this area caused by old mines b. the possibility of houses collapsing in this area due to a honeycomb of mines, shafts, seams, dating back to the 1500s where there is no real record of these coal mining seams held by the coal board. Recently no 37 Spa Croft had a car sunk in their drive due to the sinking of the land. The new secondary school also could not be built in the original proposed situation due to acute drainage problems. c. springs have developed on spa croft due to drainage problems. The mining water which comes to the surface in this area is also contaminated c. Hence as a Parish council we strongly object to this development due to the safety of the residents and the problematic geological situation in the area. This proposed development has previously be turned down five times due to these problems, once by the Secretary of State.'

0516/1671 Derbyshire Association of Local Councils

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

8/16	<ul style="list-style-type: none"> • Governance and Accountability • Locum Clerks • Neighbourhood Planning Champion • Local Council Award Scheme • Section 137 and the Power of General Competence
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	<ul style="list-style-type: none"> • Tesco Bags of Help • NALC launches Star Councils 2016 Awards • Sheepwatch UK • Arnold-Baker on Local Council Administration Tenth Edition – 25% discount • Certificate in Local Council Administration Training Sessions • Vacancies
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0516/1672 Parish Clerks Report.

a. Accounts for Payment

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

Date	CQ No:	Payee	Description	Amount
			Total Salaries	£4549.52
20 th April	4763	Tibshelf Local History & Civic Society	Grant	£500.00
20 th April	4764	Tibshelf Flower Festival	Grant	£250.00
20 th April	4765	Tibshelf Old Peoples Club	Grant	£500.00
17 th May	4766	CF Corporate Finance Ltd	Initial set up fee, and Lease Rental	£356.95
17 th May	4767	AML Midlands	Office 365 and cloud care	£11.60
			Broadband and Data Storage	£39.60
17 th May	4768	Bolsover District Council	Dog Bin Emptying Jan – Mar 2016	£251.94
17 th May	4769	Zurich Insurance PLC	Annual Premium Council Insurance	£2829.59
17 th May	4770	Biffa Waste Services Ltd	4 lifts and rental	£179.12
17 th May	4771	E R Price	Truck Fuel	£240.00
17 th May	4772	Clarkes Cemetery Services	Gardening Services – See Invoice	£1280.00
17 th May	4773	Janice Jackson	Internal Audit Fee 2016	£60.00
17 th May	4774	HMRC	PAYE & NI	£805.82
17 th May	4775	DCC LGPS	Pension	£682.21
17 th May	4776	Staples UK Ltd	Envelopes	£19.07
17 th May	DD	British Gas	Church Clock – Electricity May	£96.57
17 th May	4777	Groundwork's Architects	Architect fee – 1 st stage complete	£1800.00
			Total	£14,490.10

(b) **Financial Report –**

The Bank Balances at 30 th April 2016 stood at:-	
Current Account	£ 4918.00
Reserve Account	<u>£179504.38</u>
Total	<u>£184422.38</u>

c) Staffing Report

The Clerk submitted a report setting out details of staff toil during the months of January, February, March and April 2016 and holidays booked, sickness and office closures for March, April, May and June 2016

d) General Power of Competence

In accordance with the requirements of the legislation, and with confirmation that all criteria were still met, it was Proposed, Seconded and Resolved that Tibshelf Parish Council continue to adopt the General Power of Competence.

0516/1673 Exclusion of Public

Resolved – That the public be excluded for this section of the meeting on the grounds that the business is of a confidential nature and relates to employees of the Council.

0516/1674 Statement of the Parish Clerk

Members considered a written statement of the Parish Clerk in response to, and appealing against, a recommendation of Personnel Committee held on 3rd May 2016. Following considerable debate it was Proposed by Councillor Vardy, Seconded by Councillor Coupe and Resolved that no changes be made to the current contract, terms and conditions and working arrangements for the Assistant Parish Clerk and Parish Clerk.

0516/1674 Personnel Committee 3rd May 2016

The Minutes of the meeting of Personnel Committee held 3rd May 2016 were considered and it was

Proposed by Councillor Vardy, Seconded by Councillor Vaughan and Resolved that

- if in future, the position of the second cleaner becomes vacant, that the additional hours be offered to the remaining cleaner in post.

Proposed by Councillor Salt, Seconded by Councillor Rutland and Resolved

- not to accept the recommendation of Personnel Committee relating to the Parish Rangers and
- that no changes be made to the Parish Rangers' working arrangements.

Proposed by Councillor Vardy, seconded by Councillor Coupe and Resolved

- not to accept the recommendation of Personnel Committee relating to the hours of the Assistant Parish Clerk and
- that no changes be made to the Assistant Parish Clerk's current contract, terms and conditions and working arrangements.

The meeting closed at 9.00 p.m.

Chairman.....

Date.....

TIBSHELF PARISH COUNCIL
SUB-COMMITTEE STRUCTURE 2016/17

Councillor	Village Hall Management	Amenities & Environment	Personnel	Audit
A. E. Beckett (Chair)	X (ex officio)	X	X	X
I J Brentnall		X	X	
M. Coupe	X	X	X	
S. A. Elks	X	X		
G. M. Foley				
R. A. Heffer (Vice Chair)	X	X	X	X
D E Rutland	X	X	X	
K M Salt MBE	X	X	X	
P.J. Trevelyan	X	X	X	
W. Vardy	X	X	X	X
R. Vaughan	X			X
Appointee – Outside bodies invited to nominate representatives	All Regular Users	Regular Users		
Current representation		Allotment Society Football Club Running Club		
Councillor membership	9	9	8	4

The Chair and Vice Chair of the Council are ex officio members of all Committees and are included in the Councillor membership.



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



QC 05-08-00580

TIBSHELF PARISH COUNCIL

COMMITTEE MEETINGS 2016/2017

PERSONNEL	VILLAGE HALL	AMENITIES/ ENVIRONMENT	AUDIT
<i>Quarterly Prior to Council Mtg</i>	<i>Quarterly Prior to/following Amenities</i>	<i>Quarterly Prior to/following Village Hall</i>	<i>Ad Hoc</i>
19th July 2016 20th September 2016 17th January 2017 18th April 2017	14th June 2016 27th September 2016 24th January 2017 11th April 2017	14th June 2016 27th September 2016 24th January 2017 11th April 2017	7th February 2017 (budget & precept setting) 9th May 2017 (audit of accounts)



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



QC 05-08-00580

CALENDAR OF MEETINGS

2016/2017

Tibshelf Parish Council usually meets on the third Tuesday of every month, with the exception of August, and the dates for 2016/2017 are detailed below. Any changes to these dates or extra meetings will be notified in advance in accordance with the Local Government Act on the Council notice boards and Website.

Unless otherwise specified the meetings will take place in the Parish Meeting Room, The Village Hall, 110 High Street, Tibshelf, DE55 5NU at 7.00pm.

21st June 2016

19th July 2016

20th September 2016

18th October 2016

15th November 2016

20th December 2016

17th January 2017

21st February 2017

21st March 2017

18th April 2017 (this is Easter Tuesday)

Annual Parish Meeting – 16th May 2017 at 7.00pm

Annual Meeting of Tibshelf Parish Council – 16th May 2017 at the rising of the Parish Meeting or 7.30pm whichever is the earlier.