

**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 21st May 2013 at 7.10pm**

Present:

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

In attendance:

County Cllr C. Moesby, PCSO P Brownlee, Mrs. R. Price, Parish Clerk

NON EXEMPT ITEMS

0513/1156 Election of Chairman for 2013/14

It was Proposed by Cllr R Vaughan, Seconded by Councillor W Vardy and RESOLVED that Councillor R Heffer be elected Chairman of Tibshelf Parish Council for the ensuing year 2013/14.

0513/1157 Acceptance of Office – Chairman

Cllr. Heffer 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.

0513/1158 Election of Deputy Chairman

It was Proposed by Councillor Heffer, Seconded by Councillor Trevelyan and Resolved that Councillor A Beckett be elected as Deputy Chairman of Tibshelf Parish Council for the ensuing year 2013/14.

0513/1159 Acceptance of Office – Deputy Chairman

Cllr. A Beckett was not present at the meeting

0513/1160 Apologies for Absence

Apologies for absence were received from Councillors A Beckett and G Foley

0513/1161 Declarations of Members Interests

There were no declarations of interest

0513/1162 Public Speaking

Police:

- Crime Figures for April 2013 (March figures in brackets):-
Assaults 1 (1): Criminal Damage 2 (1): Burglary Dwelling 0 (1): Burglary Non-dwelling 1 (0): Theft from motor vehicle 2 (1): Theft of motor vehicle 2(0): Total Crimes 8 (4):
Nuisance Incidents 10 (7). The report detailed the types of incidents listed.
- The assault had taken place on Brooke Street
- Criminal damage was to a vehicle at Tibshelf Services and fires on Wetton Lane
- Non dwelling breaks were on High Street
- Theft of a motor vehicle was from High Street but it had been recovered
- There were 2 thefts of motor vehicles from Overmoor View and Sunny Bank
- Thefts from motor vehicles were on Newton Road and High Street
- Nuisance incidents were on the Five Pits Trail, at Tibshelf High School, High Street, Wetton Lane, Spa Croft, Lincoln Street, Back Lane, Chesterfield Road and Brooke Street

- The next police surgery was due to be held on Thursday 6th June at Tibshelf Methodist Church.

Members asked the police to investigate reports of young people drinking in the churchyard at weekends and throwing cans etc; on to Lincoln Close.

County Council:

Cllr. Moesby attended the meeting and reported that

- The bollards on Mansfield Road had now been replaced
- Tibshelf School was still on target for completion
- He would be attending a site meeting to look at options to solve the issue of access for large dustbin lorries etc on to Monsal Crescent.
- He had followed up and dealt with complaints about a caravan parked on Shetland Road that was causing an obstruction
- Investigations were underway to determine whether anything could be done to relieve that problem of safety for pedestrians on the causeway particularly with regard to children walking to the new school from Newton.
- Grant monies would soon be available from his community pot.

Councillor Moesby was asked if he could look at the possibility of the provision of a grit bin at Town End School

District Council:

Councillor Heffer reported that, in line with Bolsover District Council's Orchestral Development Strategy, the Council had been approached by the district Guide Commissioner for the South of the district who had expressed an interest in taking part in an orchestral music based project. The project would work with guides, brownies, scouts and cubs and would involve young people from Tibshelf through to Pinxton. A meeting was due to take place in the next few weeks.

0513/1163 Minutes of the Meeting held on 16th April 2013

It was proposed by Councillor Heffer, seconded by Councillor Trevelyan and RESOLVED that the Minutes of the Council meeting held on 16th April 2013, be approved as an accurate record and were duly signed by the Chairman.

0513/1164 Appointment of Committees 2013/2014

It was Proposed by Councillor Vardy, Seconded by Councillor Ellks and Resolved that the membership of the Personnel Committee be increased from 5 members to 7 members and that the membership of all Committees be approved as set out in the appendix to these minutes

0513/1165 Calendar of Committee Meetings 2013/2014

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

0513/1166 Calendar of Council Meetings 2013/14

It was proposed by Cllr. Heffer, seconded by Cllr. Vardy 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.

0513/1167 Chairman's Announcements

The Chairman reported

- Receipt of a letter of thanks from Town End Junior School for their grant which had supported towards their spring fayre.
- CVP were holding a series of workshops to talk to the community about key issues in their area and how they could be tackled. They were expecting over £11 million to be

available to invest generated from the Roseland Community Windfarm. There would be a meeting at Tibshelf Village Hall on 30th May.

- A request has been received from Festival of Sport for use of the car park, tables and electricity on 6th July. It was Proposed, Seconded and Resolved that the request be approved
- A notification had been received from DCC for a proposed extension of the 30 mph speed limit on the B6014 to take account of the new school.

0513/1168 Parish Council Vacancy

The Clerk reported that Bolsover District Council had notified her that no election had been called in respect of the parish council vacancy and that the Parish Council could now co-opt. It was Proposed, Seconded and Resolved that the Parish Council Vacancy be advertised and those interested to be asked to submit a letter setting out why they wished to be considered. Applications to close 10th June. Dependent upon the number of persons expressing an interest the Parish Council either to arrange a special meeting for candidates to present their reasons for applying or to set aside a period of time prior to the next parish council meeting for consideration of the presentations.

0513/1169 Village Hall Management Committee 23rd April and 7th May 2013

It was PROPOSED by Councillor Heffer, SECONDED by Councillor Vardy and RESOLVED that: The minutes of the meeting held on 23rd April 2013 be accepted and approved and that the following recommendations be resolved:

- That the quotation from Mr I Clipson for £243.12 to put wooden fascia at the Kitchen Counter was presented be approved.
- That LeaClean Services be contacted and asked to return to complete the outstanding tasks for the deep clean and that the invoice shall remain in dispute until these issues are resolved.
- That a quotation from Hi-Tech Fire Engineering Ltd for the servicing and maintenance of the Fire Alarm and Extinguishers be accepted.
- That the Bond for Birthday Parties for Teenagers to 21 year olds is increased to £250 cash.
- That the financial report be approved

It was PROPOSED by Councillor Heffer, SECONDED by Councillor Vardy and RESOLVED that: The minutes of the meeting held on 7th May 2013 be accepted and approved and that the following recommendations be resolved:

- To arrange for an Agency Cleaner to cover for the Village Hall cleaner's sick leave if necessary
- That the listed cheques be paid before Annual Council on 21st May 2013.
- The purchase of six 3ft folding Round Tables and six 2ft 6" Square Tables and a trolley on which to store them.

0513/1170 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:

May 2013

Johnson Cleaners UK Limited	£100.00 Cancelled
Dry Cleaning of Curtains Chq No 508	

Hi-Tech Fire Engineering Ltd Repairs to Fire Extinguishers and Call out Fee Chq No 509	£38.70 Issued 8 th May 2013
British Gas Service (Commercial) Ltd Gas Care Cover for Boiler - Direct Debit	£23.44 per month Direct Debit
Mrs H J Simpson Reimbursement for Payment for Dry Cleaners Chq No 510	£100.00 Issued 8 th May 2013
Mr Ian Clipson Chq No 511 Reboarding of kitchen counter	£243.12 Issued 8 th May 2013
Janice Jackson Chq No 512 Annual Internal Audit Fee	£15.00
Severn Trent Water Ltd Chq No 513 Half Year Bill	£248.13
Specialised Panel Products Ltd Chq No 514 Folding Tables	£493.42
British Gas Services (Commercial) Ltd Repairs to Boiler – New relay and Flue. Chq No 515	£528.76

Financial Report as at 15th May 2013.

Current Account Balance £1487.51
Reserve Account Balance £4782.36.

513/1171 Audit Committee 14th May 2013 and Audit of Accounts 2013/2014

Members considered the minutes of the Audit Committee.; The Clerk reported that the internal auditor had confirmed that the accounts represented a true and accurate record. It was PROPOSED by Cllr Scarborough, SECONDED by Cllr Vardy and RESOLVED

- That the Minutes of the Audit Committee held on 14th May 2013 be approved and that the following recommendations be resolved:
 - that the Annual Return to the Audit Commission for year ended 31 March 2013 be certified and that the accounting statements presented fairly the financial position of the Council and its income and expenditure
 - that the Council to the best of its knowledge and belief, confirmed that it had met the conditions of the Annual Governance Statement and this Statement be approved.
 - that outstanding debts which were more than a year old be written off
 - that the Financial Risk Assessment for 2013/14 be approved

The Chairman duly signed the accounting statements for submission to the Audit Commission

0513/1172 Applications for Funding Support

The Clerk reported receipt of two applications for funding as follows:

APPLICANT	DETAILS	AMOUNT REQUESTED
Five Pits Horsecatch and Countryside Access Group	Maintenance of Newly resurfaced canter track	£150
St John the Baptist Church	To help fund Open Gardens Day	£250

It was proposed by Cllr. Vardy and seconded by Cllr. Rutland and **RESOLVED** that:-

1. A grant of £150 be made to Five Pits Horsecatch and Countryside Access Group

It was proposed by Cllr. Rutland and seconded by Cllr. Ellks and **RESOLVED** that:-

2. A grant of £250 be made to St John the Baptist Church

0513/1173 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.

0513/1174 Derbyshire Association of Local Councils

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

9/13	<ul style="list-style-type: none"> - H R Workshops – keeping your Council compliant - Smisby Parish Council Vacancy for Clerk/RFO
10/13	<ul style="list-style-type: none"> - Community Infrastructure Levy (CIL) – Consultation on changes - CCLA and the Public Sector Deposit Fund - Internal Auditor - Severn Trent Water – Your Water, Your Choices - Online Banking - North Derbyshire Clinical Commissioning Group - Invitation for local people to become a member of their Health Panel - Department for Communities and Local Government – Empowering Communities Survey - Grant Thornton contact details
11/13	<ul style="list-style-type: none"> - H R Workshops – Keeping your Council Compliant - DALC Annual Executive Meeting and AGM - RAD ready to help Communities tap into Neighbourhood Planning Cash

0513/1175 Parish Clerks Report.

a. Accounts for Payment

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

Date	CQ No:	Payee	Description	Amount
15 May			Total Salaries May 2013	£3911.71
30 April	4123	J Simpson	Reimburse – Litter bag holders	£65.16
21 May	4124	Shanks Waste Management	Rental & 4 lifts	£148.88
21 May	4125	NTR Design	Preparation of plans for refurbishment of pavilion	£780.00
21 May	4126	Janice Jackson	Internal Audit Fee	£60.00
21 May	4127	AML Midlands	Data storage & broadband	£39.60

21 May	4128	DALC	Delegate fee	£20.00
21 May	4129	Prestige Street Furniture	Repair to bus shelter on High Street	£294.00
21 May	4130	E R Price	Petty Cash	£100.00
21 May	4131	Domain shop	Renewal fee for domain	£84.00
21 May	4132	Yorhost	Hosting renewal	£35.99
21 May	4133	L B & J Mather	Strengthen 7 tables	£336.00
21 May	4134	E R Price	Reimburse – purchase of new mobile for litter picker	£54.94
21 May	4135	STWater	Water supply at Cemetery	£14.96
21 May	4136	STWater	Water supply at pavilion	£30.86
21 May	D/D	Talk Talk	telephone	£46.43
21 May	4137	HMRC	PAYE & NI	£780.88
21 May	4138	DCC LGPS	Pension May	£445.85
21 May	4139	Clarkes Cemetery Services	Gardening Services	£155.00
			Grass Cutting	£1025.00
21 May	4140	Printerbase	4 x toners	£385.51
21 May	4141	Sage	Instant Accounts Sagecover	£180.00
21 May	4142	Zurich	Annual premium	£2458.21
21 May	D/D	British Gas	Parish Clock	£143.22
			TOTAL	£8429.26

b) Financial Report – March 2013

The Bank Balances at 30th April 2013 stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£ 208507.85</u>
Total	<u>£ 212507.85</u>

N.B Half year precept of £67156.00 was received on 30th April

c) 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 April, May, June and July

The Clerk asked whether Council would consider closing the office for Spring Bank Holiday week 28th May – 31st May to allow the Parish Clerk to take some TOIL time. The request was approved and the Chairman agreed that his contact details be left on the answer phone for any emergencies which may arise.

The meeting closed at 8.40p.m.

Chairman.....

Date.....

COMMITTEE STRUCTURE – 2013/2014

Councillor	Village Hall Management	Amenities & Environment	Personnel	Audit
A. E. Beckett	Ex officio	Ex officio	Ex officio	Ex officio
A L Dunn		X	X	
S. A. Ellks	X	X	X	X
G. M.Foley				
R. A. Heffer	Ex officio	Ex officio	Ex officio	Ex officio
D E Rutland	X	X		
M. L. Scarborough		X	X	
P.J. Trevelyan	X	X	X	
W. Vardy	X	X	X	X
R. Vaughan	X			X
VACANCY				
Appointee – Outside bodies invited to nominate representatives	All Regular Users	Regular Users		
Current representation	Blackwell Children's Centre Toddlers	Allotment Society Football Club		
Councillor membership	7	8	7	5

**TIBSHELF PARISH COUNCIL
COMMITTEE MEETINGS 2013/2014**

PERSONNEL	VILLAGE HALL	AMENITIES/ ENVIRONMENT	AUDIT
<i>Quarterly At 7.00pm</i>	<i>Bi Monthly At 7.00pm</i>	<i>Quarterly At 7.00pm</i>	Ad Hoc
30 th July 2013 8 th October 2013 3 rd December 2013 1 st April 2014.	25 th June 2013 3 rd September 2013 5 th November 2013 28 th January 2014 11 th March 2014	11 th June 2013 24 th September 2013 10 th December 2013 25 th March 2014	14 th January 2014 (budget & precept setting) Ad hoc as required

CALENDAR OF MEETINGS

2013/2014

Tibshelf Parish Council usually meets on the third Tuesday of every month, with the exception of August, and the dates for 2013/2014 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

18th June 2013

23rd July 2013

17th September 2013

15th October 2013

19th November 2013

17th December 2013

21st January 2014

18th February 2014

18th March 2014

15th April 2014

Annual Parish Meeting – 20th May 2014 at 7.00pm

Annual Meeting of Tibshelf Parish Council – 20th May 2014 at 7.30pm