



2016 - 2020

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

11th July 2018

To: All Members of Tibshelf Parish Council

NOTICE OF MEETING OF TIBSHELF PARISH COUNCIL

You are summoned to the **Meeting of Tibshelf Parish Council** to be held at **7:00 pm on Tuesday 17th JULY 2018** 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 15th May 2018.

5. Chairman's announcements.
 - District/Parish Gazette
 - Car parking on grass verges
 - Fly the red ensign
 - Derbyshire Fire and Rescue Open day
 - School crossing patrol – review
 - Police and Crime Commissioner survey
 - Parking at Town End Junior School
6. Minutes of Resources Committee – 10th July 2018
7. Minutes of Village Hall Committee – 10th July 2018
8. Village Hall Financial Report
9. Draft Derbyshire Bus Partnership – Consultation from DCC
10. Community Involvement Scheme – Letter from DCC
11. Recycling Clothing Bank – request from Air Ambulance Service
12. HS2
 - Consultation and route walk
 - Community Assessment questionnaire
13. Neighbourhood Planning .
14. Applications for Funding Support (if any)
15. Planning
 - To consider planning applications as attached – (Copies of planning applications will be available to view 15 minutes prior to the meeting)
16. Derbyshire Association of Local Councils – Circular received:

07/2018	<ul style="list-style-type: none"> • GDPR – Local Councils will most likely not need to appoint a DPO • GDPR – Guidance on keeping contact lists up to date • GDPR – a bit of light relief!!! • Update on Data Protection Fees • Potential Issue with PWLB balances • National Grid Gas • Planning and Building Control – Survey • Publication: A guide to effective partnership working between principal and local councils
08/2018	<ul style="list-style-type: none"> • High Court Ruling – Ledbury Town Council • Community Infrastructure Levy (CIL) Survey • Councillor Commission 'Voice of the Councillor' Workshops • Neighbourhood Planning Grants • Grant Fund – Angling Improvement Fund • Dementia Friendly Rural Communities Guide • Training : Planning Nuts and Bolts – 18 September 2018 <p style="text-align: right;">Clerk Essential Training – 31 July 2018</p>

	<p>Councillor Essential Training – 10 September 2018 Councillor Essential Training – 23 October 2018 Chairing Meetings Effectively, Essential Skills – 12 November 2018 Trustee Roles and Responsibilities – run by RAD – 26 June 2018</p>
09/2018	<ul style="list-style-type: none"> • Launch of the Derbyshire Excellence Awards for DALC Member Local Councils: Call for Entries • Derbyshire Dales District Council Consultations • Launch of the Great British High Street Award • Government announces new powers for councils to deliver homes for local families • Local Government Association (LGA) councillor workbooks • Updated Legal Topic Note – Procurement • Legal Briefing L08-18 – Data Protection Fee • Community Infrastructure Levy (CIL) Survey

17. Parish Clerks Report: - (attached)

- a) Accounts for Payment - June for information, July for approval
- b) Financial Report
- c) Verification of payments made by BACS
- d) Staff Report

18. Items for information - Council to note correspondence received.

**.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 15th May 2018 at 7.10pm**

Present:

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

In attendance:

Mrs. R. Price, Parish Clerk

NON EXEMPT ITEMS

0518/1885 Election of Chairman for 2018/19

It was Proposed by Councillor R Heffer, Seconded by Councillor K Salt and RESOLVED that Councillor A Beckett be elected Chairman of Tibshelf Parish Council for the ensuing year 2018/19.

Councillor W Vardy left the meeting at this point

0518/1886 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.

0518/1887 Election of Deputy Chairman

It was Proposed by Councillor Foley, Seconded by Councillor Ellks and Resolved that Councillor R Heffer be elected as Deputy Chairman of Tibshelf Parish Council for the ensuing year 2018/19.

0518/1888 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.

0518/1889 Apologies for Absence

Apologies for absence were received from Councillors I Brentnall, P Trevelyan and Councillor C Moesby (DCC)

0518/1890 Declarations of Members Interests

There were no declarations of interest

0518/1891 Public Speaking

Members of the Public

There were no members of the public present. Members raised several issues relating to traffic and parking. Problems were being experienced with excessive parking by non residents on Brooke Street and Lincoln Street making it very difficult for residents to park their own vehicles. Vehicles parking opposite the old Coop in the entrance to the allotments were blocking the footway, forcing pedestrians and mobile scooters on to the road. A member also reported that, since the hump had been lowered on the zebra crossing, traffic appeared to have speeded up and an incident had occurred recently with a child having a near miss on the crossing. It was agreed that DCC be contacted regarding the possibility of restrictions for resident only parking on Brooke Street/Lincoln Street and that enquiries be made as to whether additional warning signs could be installed around the zebra crossing to encourage a reduction in speed – copies to be sent to Councillor Moesby. It was also agreed that the police be asked to look at the problems of obstruction to the footpath and the danger that this created for mobility scooter and pram/pushchairs and pedestrians.

Police:

The Police were not present.

County Council:

Cllr. Moesby had sent his apologies

District Council:

There were no District Council matters to report

0518/1892 Minutes of the Meeting held on 17th April 2018.

It was proposed by Councillor Heffer, seconded by Councillor Coupe and RESOLVED that the Minutes of the Council meeting held on 17th April 2018, be approved as an accurate record and were duly signed by the Chairman.

0518/1892 Appointment of Committees 2018/2019

Members discussed the current make up of Committees and it was Proposed by Councillor Heffer, Seconded by Councillor Coupe and Resolved that the current Amenities, Personnel and Audit Committees be absorbed into one committee to be called Resources Committee and that all members of the Council sit on the Committee.

It was further Proposed, Seconded and Resolved that Councillors A Beckett, M Coupe, S A Ellks, R A Heffer, D E Rutland, K M Salt, P J Trevelyan, W Vardy and R Vaughan sit on the Village Hall Management Committee

0518/1893 Calendar of Committee Meetings 2018/2019

Members discussed the Calendar of Meetings and it was proposed by Councillor Heffer, Seconded by Councillor Vaughan and resolved that the Village Hall Management Committee and the Resources Committee meet in July 2018 and November 2018.

0518/1894 Calendar of Council Meetings 2018/19

Following discussion about options, implications and the viability of reducing the number of parish council meetings held throughout the year it was proposed by Cllr. Heffer, seconded by Cllr. Vaughan and RESOLVED that Tibshelf Parish Council meetings be held bi monthly on the Third Tuesday of the month in July, September and November 2018 and January, March and May 2019 and that this arrangement be reviewed in 12 months. Councillor M Coupe requested that his vote be recorded against this decision.

0518/1895 Chairman's Announcements

The Chairman reported:

- A letter of response following the Parish Council's comments to DCC on the review of library services. The response was noted.
- Correspondence regarding intrusion on to Footpath 7 by residents of Derwent Drive. It was agreed that a letter of support backing the complaint, be sent to DCC
- Receipt of correspondence from BDC regarding the Local Plan publication
- That Councillor Heffer had secured the services of an entertainer for the Poppy Proms and that an additional budget of £300 was required to cover the cost. It was Proposed by Councillor Coupe, Seconded by Councillor Beckett and Resolved that a further budget of £300 be made available.

0518/1896 Audit Committee 14th May 2018

It was Proposed by Councillor Beckett, Seconded by Councillor Heffer and Resolved that the following recommendations of the Audit Committee held on 14th May 2018 be Resolved:

(a) Annual Governance Statement

- that all the statements on the Annual Governance Statement be confirmed and approved.

(b) that the Annual Return, including the Accounting Statement 2017/2018 to the external auditors PKF Littlejohn for year ended 31 March 2018 be confirmed and certified and that the accounting statements presented fairly the financial position of the Council and its income and expenditure.

(c) that the Financial Risk Assessment and Risk Analysis for 2018/19 be approved.

0518/1897 Village Hall Financial Report

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

R Cook Electrical	BACS	£96.00
Electrical Repairs		
Worldpay (UK) Ltd	DD	£6.46

Transaction Charges

Mrs Janice Jackson BACS £15.00

Auditors Fee

Financial Report as at 30th April 2018.

Current Account Balance £13,706.37

Reserve Account Balance £7,790.07

0518/1898 General Power of Competence

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

0518/1899 Code of Conduct

It was Proposed by Councillor Heffer, Seconded by Councillor Vaughan and Resolved that the Tibshelf Parish Council continue to adopt the Code of Conduct without amendment.

0518/1900 Neighbourhood Plan – Meeting 24th April 2018

Members received and noted a copy of the notes of the above meeting. A themed meeting to discuss residential development was to be held on 5th June.

0518/1901 War Memorial

Members considered quotes received for work required to re set the lean on the war memorial. It was Proposed by Councillor Beckett, Seconded by Councillor Heffer and Resolved

- to accept the quote from Turner and Wilson in the sum of £6300 plus VAT, subject to obtaining details of the guarantee.
- To delegate authority to the Chair and Vice Chair in consultation with the Parish Clerk to finalise the arrangements for the work to the war memorial and report back to Council
- To submit an application for grant aid to War Memorials Trust for the construction work by Turner and Wilson in the sum of £6300 and for the re-lettering work by IMI estimated at £1830

0518/1902 General Data Protection Regulations (GDPR)

Members considered the draft Privacy Notice (General), Privacy Notice (Staff, Councillors and Role Holders) and the Consent Form required for the implementation of GDPR which came into effect on 25th May 2018. It was Proposed by Councillor Beckett, Seconded by Councillor Heffer and Resolved that Tibshelf Parish Council adopt the above policies.

0518/1903 Community Gym Project

Following discussion about Members' views regarding the viability of the proposed Gym project it was Proposed by Councillor Heffer, Seconded by Councillor Coupe and Resolved that the project be abandoned and that no further work be undertaken.

0518/1904 Standing Orders and Financial Regulations

The Clerk explained that, as a result of recent decisions taken by the Parish Council, and in view of the fact that new Model Standing Orders had been produced, it would be necessary to review and amend Tibshelf Parish Council's Standing Orders and Financial Regulations, and draft copies would be brought for consideration to the next meeting of the Parish Council

0518/1905 Applications for Funding Support

There was one application for funding support

Tibshelf Flower Festival	To support the annual Flower Festival	Proposed by Councillor R Heffer, Seconded by Councillor S Ellks and Resolved to make a grant of £250
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0518/1906 Planning

It was Proposed, Seconded and Resolved that no comments be submitted in respect of the applications on the distributed list, except in relation to

- Application 18/00230/FUL, Station View, Newton Road – No objections subject to conditions that the property would not be used for commercial use, that the residential accommodation should be dependent on the parent building and that matching materials with existing be used.
- Application 18/00149/FUL – Saw Pit Industrial Estate – No objections subject to environmental safeguards being in place
- Application 17/00616/FUL – Staffa Drive

Concerns about the number of properties and their relationship with the existing properties on Staffa Drive and that all spatial policies have been satisfied with regard to the impact on amenity and visual intrusion in relation to those adjacent properties. -

That properties which will adjoin the conservation area should be in appropriate materials (e.g. natural stone).

0518/1907 Derbyshire Association of Local Councils

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

6/18	<ul style="list-style-type: none">• General Circular• External Audit News• Neighbourhood Planning Support Grant• GDPR Update• Updated Model Standing Orders & Legal Topic Notes 1,2,5,8, and 87.• Free Webinar: Community Organising Training 24th April 2018• Project Management Training – 23rd May 2018• Councillor Essential Training – 21st June 2018
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0518/1908 Parish Clerks Report.

(a) Accounts for Payment

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

Date	CQ No:	Payee	Description	Amount
			Total Salaries	£5,330.56
18 th April	BACS	W Vardy	Christmas Grotto materials	£50.00
15 th May	BACS	Roy Nadin Print Ltd	Invoice missed from October 2017 – Fireworks Banner	£105.12
15 th May	BACS	3 rd Tibshelf Scout & Guide Group	Newsletter Delivery	£250.00
15 th May	BACS	Biffa Waste Services Ltd	4 lifts and rental	£220.76
15 th May	BACS	AML Midlands Ltd	Broadband & Data storage	£39.60
15 th May	BACS	AML Midlands Ltd	AVG Cloudcare & Office 365 Enterprise	£43.25
15 th May	BACS	Clarkes Cemetery Services	Gardening Services	£70.00
15 th May			Grass Cutting	£1230
15 th May	DD	British Gas	Parish Clock – Electricity Bill	£113.89
15 th May	DD	Talk Talk Business	Office Telephone Bill – May 2018	£41.09
15 th May	BACS	Shelter Maintenance Ltd	Refurbishment of Bus Shelter on Chesterfield Road, Tibshelf	£2,156.40

15 th May	BACS	HMRC	PAYE & NI – May 2018	£953.24
15 th May	BACS	DCC LGPS	Pension Contributions May 2018	£844.10
15 th May	DD	Nat West Bank PLC	Charge for amendments to Autopay.	£4.00
15 th May	BACS	Janice Jackson	Auditors Fee	£60.00
15 th May	BACS	Nomix Enviro Ltd	Weedkiller	£175.92
			Total	£11687.93

(b) Financial Report –

The Bank Balances at **30th April 2018** stood at: -

Current Account	£ 4,649.00
Reserve Account	<u>£ 164,277.99</u>
Total	<u>£ 168,926.99</u>

(c) Staffing Report

The Clerk submitted a report setting out details of staff toil during the months of January, February, March and April 2018 and holidays booked, sickness and office closures for February, March, April, May and June 2018

(d) It was reported that Jayne Simpson, the Assistant Parish Clerk, had submitted her resignation. It was Proposed by Councillor Ellks, Seconded by Councillor Coupe and Resolved that a card and gift to the value of £25 be presented to Jayne on behalf of the Parish Council

The meeting closed at 8:35 p.m.

Chairman.....

Date.....

Tibshelf Parish Council
Minutes of the meeting of the Resources Committee
held on Tuesday 10th July 2018 in the Parish Meeting Room, Village Hall, Tibshelf at
6.30 p.m.

Present: Cllrs. A E Beckett, I Brentnall, M Coupe, S A Ellks, G M Foley, R A Heffer, D Rutland, K M E Salt MBE, W Vardy and R Vaughan

In attendance: R Price, Parish Clerk

NON EXEMPT ITEMS

RC0718/01 Appointment of Chair

It was Proposed by Councillor Coupe, Seconded by Councillor Vardy and Resolved that Councillor K Salt be appointed Chair of the Resources Committee for 2018/2019

RC0718/02 Appointment of Vice Chair

It was Proposed by Councillor Coupe, Seconded by Councillor Salt and Resolved that Councillor S Ellks be appointed Vice Chair of the Resources Committee for 2018/2019

RC0718/03 Apologies for Absence

An apology for absence was received from Councillor P Trevelyan

RC0718/04 Declarations of Members Interests

There were no declarations of interest.

RC0718/05 Public Forum

A discussion took place about the flying of flags on the flagpole. It was agreed that a St George's flag be flown

RC0718/06 Terms of Reference

Draft terms of reference for the Committee were distributed to all members. It was Proposed by Councillor Heffer, Seconded by Councillor Vardy and Resolved that the Terms of reference as appended to these minutes be adopted.

RC0718/07 Outside Bodies

It was Proposed by Councillor Coupe, Seconded by Councillor Ellks and Resolved that representatives of the Tibshelf Football Club and the Tibshelf Allotments Association be invited to sit on the resources Committee during discussion of items relating to Amenities and Environment.

RC0718/08 Minutes of the Meeting of Amenities & Environment Committee held on 10th April 2018

It was proposed by Councillor Coupe, seconded by Councillor Beckett and RESOLVED to Recommend to Council that these minutes be approved as an accurate record and were signed by the Chair.

RC0718/09 Work to the War Memorial

The Clerk reported receipt of a response from War Memorials Trust to the pre application that she had submitted for grant aid towards the maintenance work on the War Memorial. From this initial response it was inferred that the Trust were minded to consider grant aid towards cleaning, pointing and repainting of inscriptions but that they did not have sufficient evidence that the memorial was structurally unstable. Following discussion it was **Proposed, Seconded and Resolved to recommend to Council** that three quotes be obtained for the re aligning of the structure together with cleaning, repointing and repainting and that an application for funding be made to Viridor.

RC0718/10 Proms Event – Commemoration of End of 1914-1918 WW1

Councillor Heffer confirmed that a meeting had been arranged with Hucknall and Linby Band to discuss the organization of the Poppy Proms which would be held on Saturday 27th October. The Clerk reported that she had submitted an application for grant aid for the purchase of 10 silhouettes. The intention was that these would be placed in the audience at the Poppy proms. A decision was still awaited.

RC0718/11 Allotment Matters

There were no allotment matters to report

RC0718/12 Tibshelf Cemetery

The Clerk advised members that she had not had time to follow up the installation of posts for hanging baskets in the Cemetery, the installation of the memorial Christmas tree or quotes for footpaths.

An initial enquiry had been made about the planting of a memorial tree in the cemetery but the Clerk was awaiting further details from the applicant

Members considered a review of burial fees for 2018/2019 and it was **Proposed, Seconded and Resolved to Recommend to Council** that the current fees remain unchanged.

RC0718/13 Shetland Road Recreation Ground

The Clerk reported receipt of an application for field hire for a car group on Saturday 8th September. It was Proposed by Councillor Heffer, Seconded by Councillor Vardy **and Resolved to Recommend to Council** that:

- The application for hire be approved
- A charge of £100 be made.
- The hirers to be informed that they must make good any damage,
- All resultant litter from the event is cleared from the ground and
- Dogs must not be allowed to foul on the ground.

No Football Club matters were reported

The Clerk reported that the microwave at the Pavilion required replacing. It was Proposed by Councillor Beckett, Seconded by Councillor Ellks and **Resolved to Recommend to Council** that the microwave be replaced and that a plug in hot water boiler also be purchased.

RC0718/14 Minutes of the Meeting of Personnel Committee held on 17th April 2018

It was proposed by Councillor Coupe, seconded by Councillor Beckett and **RESOLVED** to Recommend to Council that these minutes be approved as an accurate record and were signed by the Chair.

RC0718/15 Staffing Matters

Councillor Vardy raised a matter for discussion concerning the previous decision not to replace the Assistant Parish Clerk following her recent resignation. Councillor Vardy was of the opinion that additional support was required for the Parish Clerk. Following discussion it was Resolved that the Chair and Vice Chair of Council together with Councillors K Salt and

W Vardy meet with the Parish Clerk to assess the level of work and report back to the Parish Council with the outcome of their investigations.

Councillors S Elks, G Foley and D Rutland left the meeting at this point

RC0718/16 Financial Matters

There were no matters to report

RC0718/17 Training and Development Matters

There were no matters to report

RC0718/18 Minutes of the Meeting of Audit Committee held on 14th May 2018

It was proposed by Councillor Beckett, seconded by Councillor Heffer and RESOLVED to Recommend to Council that these minutes be approved as an accurate record and were signed by the Chair.

RC0718/19 Audit of Accounts 2017/2018

The Clerk reported that the Audit of Accounts 2017/2018 had been completed and submitted within the statutory timescale and that the Rights of Inspection notice and a copy of the returns had been posted on the Parish Council website

RC0718/20 Date of Next Meeting of Resources Committee

The next meeting of the Committee was scheduled for 13th November 2018.

The meeting closed at 7:50 p.m.

Signed.....

Date.....

TIBSHELF PARISH COUNCIL

RESOURCES COMMITTEE

TERMS OF REFERENCE

1 OBJECTIVES

To consider issues relating to Parish Council assets, amenities and environment; the establishment and review of employment policies; the management, development, safety and welfare of employees; the development, monitoring and review of financial standards, statements and functions of the parish council

2 MEMBERSHIP

2.1 The Group shall comprise all Members of the Parish Council

3 OFFICERS

3.1 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.

4 MEETINGS

4.1 There will be at least two meetings each municipal year and these shall be arranged and published at the Annual Meeting of the Parish Council in May of each year.

4.2 Additional meetings may be called with the agreement of the Chair

4.4 A minimum of three members shall constitute a quorum.

4.5 Minutes shall be approved by the committee as a true record at the next meeting, and signed by the Chair.

5. POWERS OF THE COMMITTEE

5.1 The Committee is delegated with the power to

- consider issues relating to the Parish Council's assets, amenities and environment, and particularly the Parish Council allotments, Sports grounds, Playing Fields, Play Areas, Cemetery, Christmas displays and Flower displays
- consider issues relating to the development of employment policies, the implementation of those policies and all employee related matters.
- monitor the integrity of the financial statements of the parish council and review significant financial reporting issues,
- review summary financial statements and significant financial returns to the Audit Commission,
- review whether the Parish Council has followed appropriate accounting standards taking into account the views of the internal and external auditor,
- keep under review the effectiveness of the parish council's internal controls and risk management systems,

- monitor and review the effectiveness of the parish council's internal audit function,
- review and assess the annual internal audit plan,
- review and monitor recommendations of the internal auditor,
- review the Parish Council's budget prior to its submission to Council,
- Review the Council's performance against budget.

5.2 The Committee shall make decisions and recommend their decisions to Council for approval.

6. VOTING

6.1 Ex-officio members shall be full voting members.

6.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights (see paragraph 23 of LTN 1(Council's powers to discharge their functions)).

6.3 Non councillor members invited to sit on the Committee may vote on issues relating to parish council owned or managed land i.e Allotments, Play areas, sports grounds, cemeteries and village hall (Article 3 of the Parish and Community Councils (Committees) Regulations 1990)

Tibshelf Parish Council
Minutes of the Meeting of the Village Hall Management Sub-Committee
held on 10th July 2018, the Village Hall, Tibshelf at 7.50 pm.

Present: Cllrs A Beckett, M Coupe, R Heffer, K Salt MBE, W Vardy and R Vaughan.

In attendance: H J Simpson

VH0718/01 Appointment of Chair

It was Proposed by Councillor Coupe, Seconded by Councillor Beckett and Resolved that Councillor Vardy be appointed Chair of the Committee

VH0718/02 Appointment of Vice Chair

It was Proposed by Councillor Beckett, Seconded by Councillor Salt and Resolved that Councillor Vaughan be appointed Vice Chair of the Committee

VH0718/03 Apologies for Absence.

Councillor P Trevelyan

VH0718/04 Declaration of Members Interests.

There were no declarations of Interest.

VH0718/05 Public Speaking.

No members of the public were present.

VH0718/06 Acceptance of Minutes of Meeting held on 10th April 2018.

The minutes of the above meeting were moved by Cllr Heffer seconded by Cllr Coupe, and it was **Resolved to recommend their approval to Council.** They were signed by the Chair.

VH0718/07 Village Hall Matters.

A request for subsidised use had been received from a regular user. It was Proposed by Councillor Backett, Seconded by Councillor Vardy and Resolved to recommend that the user be advised to apply to the Parish Council for a grant to cover the cost of hire.

The Clerk reported that the water boiler had had to be replaced in the Village Hall. The previous boiler had been leaking and was irreparable.

The Clerk reported that she had disposed of the wooden flower tubs at the village hall because they were totally dilapidated

The Clerk reported that she had not been able to follow up further quotes for the proposed brickwork and paving to the rear of the Village Hall

There was no change to the regular user groups

VH0718/08 Financial Report and Accounts for Payment.

The following financial report and bank balances were moved by Cllr Heffer, seconded by Cllr Vardy and recommended to Council for Approval.

BDC – Licence Fee	£70.00	BACS
Delta Cleaning Supplies	£748.93	BACS
Petty cash Float	£100	BACS
Waterplus	£148.60	BACS
WorldPay	£8.38	DD
Les Gregory new water boiler	£985.00	BACS

Bank Balances as at 31st May 2018.

Current Account Balance £13,814.08

Reserve Account Balance £7,790.74

VH0718/09 Date and Time of Next Meeting.

The next meeting date was scheduled for 13th November 2018

Meeting Closed at 8:05 pm.

Signed Date

Community Involvement Scheme

Due to the success of the Snow Warden Scheme, the County Council is considering developing a Community Involvement Scheme and would be keen to hear from any town or parish councils interested in either taking part or helping to develop the scheme.

Taking part may involve:

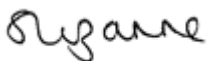
- Identifying a Highway Warden to report defects in your local area directly to the County Council
- Sharing information about planned highway works with your local community
- Promoting resilience in your local community by assisting with flood risk management and snow events
- Undertaking low risk projects such as sign cleaning, litter picking, grass cutting and graffiti removal

The above are only initial suggestions and we are looking for ways your Council can help to improve the local area and whether there are any specific areas you would be interested in developing.

A series of focus groups to discuss the above will be arranged for later in the year and I would be grateful if you could let me know if anyone from your Council would be willing to take part.

If you would like to be involved, please can you let me have the name and contact details of your chosen representative (email /telephone number) by **18 July 2018** in order that I can make the necessary arrangements.

Kind regards,



Suzanne Cross | Performance Officer
Economy, Transport and Environment Department
Direct dial: 01629 538074 | Internal: 38074

My name is Charlotte Cadman and I work for the Recycling Team at The Air Ambulance Service.

Every day of the year, Derbyshire, Leicestershire & Rutland Air Ambulance and Warwickshire & Northamptonshire Air Ambulance are helping save more lives. Our critical care paramedics, trauma doctors and pilots fly an average of three rescue missions per service per day. We deliver lifesaving care within minutes to those in greatest need. Each mission costs £1,700 and our charity receives no government funding, we rely solely on public donations.

What we are asking of various businesses and locations please would it be possible to put one of our recycling clothing bank in your carpark or in a area of your site where there could be space for it. Each bank measure 4ft 1inch wide, 5ft long and 6ft high, they are emptied and maintained by us.

If this is something you feel that you would be able to do i would be happy to speak to you and answer any questions you may have so please feel free to send my a phone number to contact you or i can give you my contact details if you would prefer it, and if you are happy to proceed, i would be required to take a few details including your name, contact details and the details of the site in which the bank would be. My contact number is 07419766890.

Many thanks

Charlotte Cadman

Neighbourhood Plan
Notes of Information Meeting

3rd July 2018

Present:

Councillors I Brentnall, M Coupe, P Trevelyan

Simon Haddock, Helen Channon, B A Green, N R Dugdale

DCC - Councillor Clive Moesby, Sue Pegg BDC – Thomas Evans (Empty Property Officer)

Apologies:

Councillors A Beckett, R Heffer and K M Salt,

Eileen Ball, Steve Marvin

Andrew Towlerton

Thomas Evans was welcomed to the meeting. He provided the meeting with information on the number of properties registered as empty both throughout the District of Bolsover as well as figures for the Ward of Tibshelf. Overall the number of empty properties was quite average compared with the rest of the District. Around 18 had been empty for over 6 months.

Thomas explained the initiatives which were available to try and encourage owners to bring properties back into ownership, including working with the Action Housing Scheme and reductions on VAT (applicable where properties were renovated which had been out of use for more than 2 years). BDC were also able to offer an advertising service for rental and sale of properties on their website. Enforcement powers were available but they did tend to be lengthy and complicated processes.

Thomas encouraged people to report any empty properties they were aware of because it was accepted that not all empty properties were registered. Where people continued to pay council tax on properties it was more difficult to establish that they are not necessarily occupied and can still fall into disrepair and become an environmental problem.

Thomas was thanked for his presentation. Members were now in a better position to understand what impact empty properties may have on future housing provision. Thomas left the meeting at this point.

Councillor Moesby and Sue Pegg were welcomed to the meeting. They had been invited to talk about the future of the old school site area, possible relocation of the Town End School and the disposal of resultant surplus land. These sites obviously were a major consideration in the development of the neighbourhood plan as they formed extensive sites within the parish.

Sue Pegg explained that her remit related to the future of the schools rather than the disposal and future development of the surplus land. She explained that they had applied for and received dispensation to dispose of the land not needed for the school. Funding for the new school had been secured but the final decision had to go back to Cabinet following consultation.

The proposals for the future of the primary education provision would be going out to consultation in the autumn. Until this consultation had been completed and a decision taken as to whether both infants and juniors would be on the same site, it would not be possible to identify the resultant surplus land. It was expected that a decision would be made by January 2019.

Members thanked Sue for her presentation and commented that this had been very helpful and that the timescales should allow the group to work closely with DCC when proposing allocation of sites within the neighbourhood plan, be that residential, commercial or light industrial.

Members were reminded that the next theme meeting was due to be held on 24th July and would be looking at industrial/commercial development. Members asked whether any representatives from local industry could be invited.

PLANNING APPLICATIONS – July 2018

Date Received	BDC Ref	Applicant	Location	Details	TPC recommendations
29 th June	18/00347/FUL	Mr D Bowler	2 Boundary Gardens	Two storey extension to rear and single storey extension to front and side	
7 th June	18/00308/TCON	Mrs Teresa Smith	7 High Street	Populus poplar ivy ring to reduce the growth of ivy raise the crown of the tree to 8M to remove partly pruned limbs and limbs of over hanging the neighbours	
7 th June	18/00309/TCON	Mrs Teresa Smith	3 High Street	Malus Apple tree, prune and thin crown mass by 25% and shape, Acer Crimson king thin and prune tree crown by 25% prunus avium wild cherry 25% crown thin and reduction Crataegus Monogyna Hawthorn 25% crown reduction	
11 th July	18/00239/FUL	Dr Ian McKay	Costa Coffee, Tibshelf Services, Southbound	Erection of drive through kiosk	
Decision Notices					
	18/00230/FUL	Mr Leigh Watson	Station View, Newton Road, Tibshelf	Erection of a garage block with stair to bedroom, bathroom above and living accommodation for the use of the applicant's family.	Granted
	18/00149/FUL	Mr J Straw	10 Saw Pit Industrial Estate, Tibshelf, DE55 5NH	Creation of a bunded area to the rear of the property to hold two 40,000 litre storage tanks for the storage of raw materials used in the manufacture of liquid adhesive.	Granted
	17/00481/VAR		Rippon Homes Development West of Spa Croft Doe Hill Lane	Removal of Condition 8 of planning permission	Granted

Tibshelf Parish Council - Clerk's Report – June 2018

a) The following accounts are for payment from 16th May 2018 – 15th June 2018

Date	CQ No:	Payee	Description	Amount
15 th June	Autopay	T Redman	Salary – June	£228.42
15 th June	Autopay	A M Clark	Salary – June	£1075.14
15 th June	Autopay	J Bush	Salary – June	£188.86
15 th June	Autopay	D Robinson	Salary – June	£1075.14
15 th June	Autopay	E R Price	Salary – June	£1142.60
15 th June	Autopay	K M Smith	Salary – June	£226.46
15 th June	Autopay	A Schooley	Salary – June	£243.88
			Total Salaries	£4180.50
13 th June	BACS	ROSPA PlaySafe	Playground Inspections	£92.40
13 th June	BACS	KIWA	Lamppost testing	£1816.02
13 th June	BACS	Zurich Insurance	Insurance Renewal	£3229.23
13 th June	BACS	Biffa Waste Services Ltd	5 lifts and rental	£264.38
13 th June	BACS	AML Midlands Ltd	Broadband & Data storage	£39.60
13 th June	BACS	AML Midlands Ltd	AVG Cloudcare & Office 365 Enterprise	£43.25
13 th June	BACS	Clarkes Cemetery Services	Gardening Services	£70.00
13 th June			Grass Cutting	£1230.00
13 th June	DD	British Gas	Parish Clock – Electricity Bill	£93.01
13 th June	DD	Talk Talk Business	Office Telephone Bill – May 2018	£41.02
13 th June	BACS	E R Price	Petty Cash Fuel	£120.00
13 th June	BACS	HMRC	PAYE & NI – May 2018	£769.24
13 th June	BACS	DCC LGPS	Pension Contributions May 2018	£566.82
13 th June	BACS	Came & Co	Motor Insurance	£582.00
13 th June	BACS	C F Corporate	Photocopier Rental	£158.95
13 th June	BACS	Midshire	Copies – meterage Charge	£219.30
13 th June	BACS	Staples	Paper	£35.22
13 th June	BACS	M Wade	Park warden – holiday cover	£148.00
13 th June	BACS	M Markowitz	Repair tarmacadam	£72.00
13 th June	BACS	Water plus	Water charges Cemetery	£23.77
			Water charges Playing fields	£56.16
13 th June	BACS	Sage	Payslips	£19.80
			Total	£13870.67

(b) Financial Report – (awaiting statements)

The Bank Balances at **31st May 2018** stood at: -

Current Account	£ 4000.00
Reserve Account	<u>£154117.10</u>
Total	<u>£ 158117.10</u>

(d) Staff Toil

	Toil 28 th February	Toil 31 st March	Toil 30 th April	Toil 31 st May
ERP	1hr 15 mins	6 hrs	4 hrs	5hrs 10 mins

HOLIDAYS AND SICKNESS

	June	July	August
ERP	18 th (toil), 19 th , 20 th , 25 th , 26 th , 27 th		6 th , 7 th , 8 th , 13 th , 14 th , 15 th
TR	23 rd 24 th		
DR	4 th 5 th 6 th 11 th 12 th		
KW	3 rd to 10 th		
JB	24 th		
AC	1 st		
AS	9 th – 17 th		
Office Closed	Office closed Thurs/Fridays and from 14 th June to 29 th June		Office closed Thurs/Fridays and from 2 nd August to 20 th August

Tibshelf Parish Council - Clerk's Report – July 2018

a) The following accounts are for payment from 16th June 2018 – 17th July 2018

Date	CQ No:	Payee	Description	Amount
13 th July	Autopay	T Redman	Salary – June	£214.34
13 th July	Autopay	A M Clark	Salary – June	£1075.34
13 th July	Autopay	J Bush	Salary – June	£188.66
13 th July	Autopay	D Robinson	Salary – June	£1075.34
13 th July	Autopay	E R Price	Salary – June	£1142.60
13 th July	Autopay	K M Smith	Salary – June	£300.50
13 th July	Autopay	A Schooley	Salary – June	£296.14
			Total Salaries	£4292.92
22 nd May	Chq 5056	G McDonagh	Refund burial fee	£160.00
17 th July	BACS	Biffa Waste Services Ltd	4 lifts and rental	£220.76
17 th July	BACS	AML Midlands Ltd	Broadband & Data storage	£39.60
17 th July	BACS	AML Midlands Ltd	AVG Cloudcare & Office 365 Enterprise	£43.25
17 th July	BACS	Clarkes Cemetery Services	Gardening Services	
17 th July			Grass Cutting	
17 th July	DD	British Gas	Parish Clock – Electricity Bill	£93.01
17 th July	DD	Talk Talk Business	Office Telephone Bill – July 2018	£41.26
17 th July	BACS	HMRC	PAYE & NI – May 2018	£765.44
17 th July	BACS	DCC LGPS	Pension Contributions May 2018	£566.42
17 th July	BACS	Andrew Towleron Ass	Consultancy Support	£1170.00
17 th July	BACS	Cannon Safety	Annual Maintenance Pavilion	£71.10
17 th July	BACS	Time Assured	Parish Clock Annual Maintenance	£168.00
17 th July	BACS	Spire Marketing	Boots	£54.95
			Total	£7686.71

(b) Financial Report

The Bank Balances at 30th June 2018 stood at: -

Current Account	£ 4,000.00
Reserve Account	<u>£152,123.00</u>
Total	<u>£156,123.00</u>

(d) Staff Toil

	Toil 28 th February	Toil 31 st March	Toil 30 th April	Toil 31 st May	Toil 30 th June
ERP	1hr 15 mins	6 hrs	4 hrs	5hrs 10 mins	8hrs 10 mins

HOLIDAYS AND SICKNESS

	June	July	August	Sept
ERP	18 th (toil), 19 th , 20 th , 25 th , 26 th , 27 th		6 th , 7 th , 8 th , 13 th , 14 th , 15 th	
TR	23 rd 24 th	21 st 22 nd	11 th 12 th 18 th 19 th	
DR	4 th 5 th 6 th 11 th 12 th	20 th July		
KW	3 rd to 10 th			24 th – 30 th
JB	24 th			
AC	1 st			3 rd -25 th
AS	9 th – 17 th			
Office Closed	Office closed Thurs/Fridays and from 14 th June to 29 th June	Office closed Thurs/Fridays	Office closed Thurs/Fridays and from 2 nd August to 20 th August Bank holiday 27 th	Office closed Thurs/Fridays