

**.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 15<sup>th</sup> May 2018 at 7.10pm**

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**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**

**0518/1985 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

**0518/1986 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.

**0518/1987 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.

**0518/1988 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.

**0518/1989 Apologies for Absence**

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

**0518/1990 Declarations of Members Interests**

There were no declarations of interest

**0518/1991 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

**0518/1992 Minutes of the Meeting held on 17<sup>th</sup> April 2018.**

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

**0518/1993 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

**0518/1994 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.

**0518/1995 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.

**0518/1996 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.

**0518/1997 Audit Committee 14<sup>th</sup> May 2018**

It was Proposed by Councillor Beckett, Seconded by Councillor Heffer and Resolved that the following recommendations of the Audit Committee held on 14<sup>th</sup> 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.

#### **0518/1998 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:

<b>R Cook Electrical</b>	BACS	£96.00
Electrical Repairs		
<b>Worldpay (UK) Ltd</b>	DD	£6.46
Transaction Charges		
<b>Mrs Janice Jackson</b>	BACS	£15.00
Auditors Fee		

#### **Financial Report as at 30<sup>th</sup> April 2018.**

Current Account Balance £13,706.37

Reserve Account Balance £7,790.07

#### **0518/1999 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.

#### **0518/2000 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.

#### **0518/2001 Neighbourhood Plan – Meeting 24<sup>th</sup> 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 5<sup>th</sup> June.

#### **0518/2002 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

#### **0518/2003 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 25<sup>th</sup> May 2018. It was Proposed by Councillor Beckett, Seconded by Councillor Heffer and Resolved that Tibshelf Parish Council adopt the above policies.

**0518/2004 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.

**0518/2005 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

**0518/2006 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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**0518/2007 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).

**0518/2008 Derbyshire Association of Local Councils**

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

6/18	<ul style="list-style-type: none"> <li>• General Circular</li> <li>• External Audit News</li> <li>• Neighbourhood Planning Support Grant</li> <li>• GDPR Update</li> <li>• Updated Model Standing Orders &amp; Legal Topic Notes 1,2,5,8, and 87.</li> <li>• Free Webinar: Community Organising Training 24<sup>th</sup> April 2018</li> <li>• Project Management Training – 23<sup>rd</sup> May 2018</li> <li>• Councillor Essential Training – 21<sup>st</sup> June 2018</li> </ul>
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**0518/2009 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
			<b>Total Salaries</b>	<b>£5,330.56</b>
18 <sup>th</sup> April	BACS	W Vardy	Christmas Grotto materials	£50.00
15 <sup>th</sup> May	BACS	Roy Nadin Print Ltd	Invoice missed from October 2017 – Fireworks Banner	£105.12
15 <sup>th</sup> May	BACS	3 <sup>rd</sup> Tibshelf Scout & Guide Group	Newsletter Delivery	£250.00
15 <sup>th</sup> May	BACS	Biffa Waste Services Ltd	4 lifts and rental	£220.76
15 <sup>th</sup> May	BACS	AML Midlands Ltd	Broadband & Data storage	£39.60
15 <sup>th</sup> May	BACS	AML Midlands Ltd	AVG Cloudcare & Office 365 Enterprise	£43.25
15 <sup>th</sup> May	BACS	Clarkes Cemetery Services	Gardening Services	£70.00
15 <sup>th</sup> May			Grass Cutting	£1230
15 <sup>th</sup> May	DD	British Gas	Parish Clock – Electricity Bill	£113.89
15 <sup>th</sup> May	DD	Talk Talk Business	Office Telephone Bill – May 2018	£41.09
15 <sup>th</sup> May	BACS	Shelter Maintenance Ltd	Refurbishment of Bus Shelter on Chesterfield Road, Tibshelf	£2,156.40
15 <sup>th</sup> May	BACS	HMRC	PAYE & NI – May 2018	£953.24
15 <sup>th</sup> May	BACS	DCC LGPS	Pension Contributions May 2018	£844.10
15 <sup>th</sup> May	DD	Nat West Bank PLC	Charge for amendments to Autopay.	£4.00
15 <sup>th</sup> May	BACS	Janice Jackson	Auditors Fee	£60.00
15 <sup>th</sup> May	BACS	Nomix Enviro Ltd	Weedkiller	£175.92
			<b>Total</b>	<b>£11687.93</b>

**(b) Financial Report –**

The Bank Balances at 30<sup>th</sup> April 2018 stood at: -

Current Account	£ 4,649.00
Reserve Account	£ 164,277.99
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.....

*Annual Parish Council Meeting – Tibshelf Parish Council 15<sup>th</sup> May 2018*