

**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 15<sup>th</sup> October 2019 at 7.00pm**

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**Present:**

Councillors A Beckett, P Billington, I Brentnall, M Coupe, G Foley, R Heffer, K M Salt MBE, R Vaughan, D S Watson, C Whitehead and S Wood

**In attendance:**

Mrs. R Price Parish Clerk

**NON-EXEMPT ITEMS**

**1019/2198 Apologies for Absence**

An apology for absence was received from Councillor C Moesby

**1019/2199 Declarations of Members Interests**

There were no declarations of interest

**1019/2200 Public Speaking**

**Members of the Public:**

It was reported that a handrail was loose on the footway at the top of West View leading to Back Lane – D Watson would investigate as this was District Council property. It was further reported that there had been a noticeable increase in HGV's using Alfreton Road and that the width of the roadway under the bridge made driving particularly dangerous. It was agreed that DCC be asked if they could investigate the imposition of a weight restriction and/or some suitable signage to reduce the amount of heavy goods vehicles using this road.

**Police:**

The police were not present

**County Council:**

Cllr. Moesby was not present

**District Council:**

Councillor Watson reported that consultation on the Public Spaces Protection Order had now closed and it was hoped that the order would be in place for the end of November

**1019/2201 Minutes of the Parish Council Meeting held on 3<sup>rd</sup> September 2019 and 1<sup>st</sup> October 2019**

It was Proposed by Councillor Salt, Seconded by Councillor Coupe and RESOLVED that the Minutes of the Meetings of Tibshelf Parish Council held on 3<sup>rd</sup> September and 1<sup>st</sup> October 2019 be approved as an accurate record. The minutes were duly signed by the Chairman.

**1019/2202 Chair's Announcements**

The Chair informed members that:

The minutes of the Bolsover Parish Council Liaison Committee had been received and were available for members if required. Councillor Whitehead had attended to meeting and referred to an item which had been discussed concerning self build in the area.

Notification had been received from BDC of a review of polling districts and polling places. The intention was to try and maintain the existing arrangements where possible.

There was a mobile app available for use by parish councils called 'Robin Road'. The information was passed to the Communications and Project Officer

BDC were holding a Talent Show on 25<sup>th</sup> October in aid of the Chair's Appeal

A document had been received relating to transport in the district of Bolsover. It was agreed that it be circulated to all members.

It was confirmed that the Parish Carol concert would be held on 16<sup>th</sup> December

It was Proposed by Councillor Heffer, Seconded by Councillor Coupe and Resolved that a request for use of the pavilion meeting room by the DCC Tailor Made programme, to assist an excluded pupil, be agreed at a cost of £15 per session.

Councillor Heffer would not be arranging for the erection of the poppies this year and it was therefore Proposed by Councillor Billington, Seconded by Councillor Wood and Resolved that Woolley Moor Nurseries be asked to erect the poppies with a maximum budget of £200. Councillor Coupe expressed his thanks to Councillor Heffer for his work in putting the poppies up in previous years.

**1019/2203 Village Hall Management Committee – 8<sup>th</sup> October 2019**

It was Proposed by Councillor Heffer, Seconded by Councillor Salt and Resolved that the minutes of the Village Hall Management Committee be approved and that the following recommendations be resolved:

- That the revised application form and terms and conditions be approved

**1019/2204 Village Hall Financial Report**

It was proposed by Councillor Vaughan, seconded by Councillor Whitehead and RESOLVED that the following Village Hall Financial Report be approved

**SEPTEMBER/OCTOBER 2019**

DATE	METHOD OF PAYMENT	PAYEE	DETAILS	AMOUNT
September 2019	Direct Debit	Worldpay	Transaction charges	£23.94
September 2019	BACS	Waterplus	Water rates	£195.83
October 2019	BACS	Bolsover District Council	Trade Refuse collection	534.56
October	BACS	R Cook	Wiring shutter to alarm	£276.00
	<b>TOTAL</b>			<b>£1030.33</b>

Balances at Bank 30<sup>th</sup> September 2019

Current Account      £20,457.85

Reserve Account      £7,747.48

Total                              £28,205.33

**1019/2205 Neighbourhood Planning**

Notes of the meeting of the Neighbourhood Plan Steering Group on 24<sup>th</sup> September 2019 were circulated to all members and the contents were noted.

**1019/2206 Locum Clerk**

The Chair reported that she had received an offer from Bryan Smith to act as a locum clerk. It was Proposed by Councillor Coupe, Seconded by Councillor Watson and Resolved that Mr Smith be appointed as the locum clerk.

**1019/2207 Laptop and Mobile – Communications and Project Officer**

It was Proposed by Councillor Beckett, Seconded by Councillor Salt and Resolved that a budget of £700 be set for the purchase of a laptop and mobile for the Communications and Project Officer

**1019/2208 Disposal of Parish Truck**

It was Proposed by Councillor Beckett, Seconded by Councillor Coupe and Resolved that:

- Sealed bids in excess of £800 be invited for the purchase of the old parish truck
- That a quote of £164 + VAT be accepted for the installation of steps and rubber flooring to the new Parish truck

**1019/2209 New Parish Council Logo**

Two designs were submitted for consideration. It was Proposed by Councillor Salt, Seconded by Councillor Whitehead and Resolved that the logo attached to these minutes be approved and adopted as the new Parish Council logo.

**1019/2210 Applications for Funding Support**

There were no applications for funding support

**1019/2211 Planning**

Members noted the receipt of three planning applications and three planning decisions. It was agreed that the following comments be submitted:

**Application 19/00398/OTHER – Garage Block, Hawthorne Avenue**

The Parish Council are concerned that the access for the site was very close to the existing access of a neighbouring residence

**Application 19/00539/FUL – 5 Foxpark View**

The Parish Council would ask that the materials match the existing.

**1019/2212 Derbyshire Association of Local Councils**

Members noted receipt of the following Circular:

11/2019	<ul style="list-style-type: none"> <li>• <b>DALC Annual General Meeting &amp; Excellence Awards</b></li> <li>• <b>GDPR Additional Guidance</b></li> <li>• <b>Public Participation – Should you be naming individuals in your minutes?</b></li> <li>• <b>New guidance on Grievance and Disciplinary procedures</b></li> <li>• <b>Training</b></li> <li>• <b>Quick Tip</b></li> </ul>
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**1019/2187 Parish Clerk’s Report**

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

The following accounts are for payment from 16<sup>th</sup> September to 15<sup>th</sup> October 2019

Date	CQ No:	Payee	Description	Amount
			<b>Total Salaries</b>	<b>£4428.19</b>
28 <sup>th</sup> Aug	BACS	Tipplers	Goods for planters	£194.32
3 <sup>rd</sup> Sept	BACS	Amazon E R Price	Lights for Church Tower	£364.00
2 <sup>nd</sup> Oct	BACS	I Barrett	Goods for planters	£65.32
2 <sup>nd</sup> Oct	BACS	Amazon E R Price	No smoking signs, door alarms & batteries	£46.03
15 <sup>th</sup> Oct	BACS	HMRC	PAYE & NI	£867.79
15 <sup>th</sup> Oct	BACS	DCC LGPS	Pension	£600.22
15 <sup>th</sup> Oct	BACS	AML (Midlands) Ltd	Office 365 & Cloudcare	£43.25
15 <sup>th</sup> Oct			Broadband and data storage	£45.60
15 <sup>th</sup> Oct	BACS	Biffa Waste	4 lifts and rental	£241.16
15 <sup>th</sup> Oct	DD	Talk Talk	Telephone August	£44.81
15 <sup>th</sup> Oct	BACS	Clarks Cemetery Services	Gardening Services	£70.00
15 <sup>th</sup> Oct			Grass cutting	£835.00
15 <sup>th</sup> Oct			Verge cutting	£395.00
15 <sup>th</sup> Oct	DD	British Gas	Electric – parish clock	£142.55
15 <sup>th</sup> Oct	BACS	Time Assured	Annual service	£168.00
15 <sup>th</sup> Oct	BACS	Delta Cleaning	Pavilion cleaning materials	£146.32
15 <sup>th</sup> Oct	BACS	Midshire	Copying charges	£165.25
15 <sup>th</sup> Oct	BACS	Table Tennis England	Table Tennis Pack	£100.00
15 <sup>th</sup> Oct	BACS	Bolsover District Council	Trade Refuse pavilion	£225.42
15 <sup>th</sup> Oct	BACS	Waterplus	Tibshelf Cemetery	£26.50
15 <sup>th</sup> Oct	BACS	Jeremy Tipping	Half Year – Park warden	£1500.00
15 <sup>th</sup> Oct	BACS	Eon	Unmetered supply – lampposts for Christmas trees	£4.11
9 <sup>th</sup> Oct	BACS	Maun Motors	Purchase of Truck	£14,400.00
9 <sup>th</sup> Oct	BACS	Came & Co	Truck Insurance	£1066.62
9 <sup>th</sup> Oct	BACS	DBS Services	DBS check	£45.20
15 <sup>th</sup> Oct	BACS	BDC	Dog and litter bin emptying	£264.70
			<b>Total</b>	<b>£26495.36</b>

**(b) Financial Report**

The Bank Balances at 30<sup>th</sup> September 2019 stood at: -

Current Account	£ 4,000.00
Reserve Account	<u>£ 212488.14</u>
Total	<u>£ 216488.14</u>

**(c) Completion of Audit 2018/2019**

Notification had been received from PKF Littlejohn LLP that the Annual Audit of Accounts for 2018/2019 had now been completed and the certified Annual Return for the financial year ending 31 March 2019 has been received. On the basis of their review it was their opinion that the information contained in the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern.

In accordance with the Accounts and Audit Regulations 2015 (SI 2015/234) the following has been carried out at the conclusion of the review.

- Prepared a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- Published the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Kept copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensured that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication

**(d) Payments by BACS**

The Clerk distributed copies of bank statements detailing BACS payments approved by Council in July 2019. These were duly verified by Councillors Beckett, Heffer and Vaughan

**(e) Staffing Report**

The Clerk submitted a report setting out details of staff toil during the months of January, February, March, April, May, June, July, August and September 2019 and holidays booked, sickness and office closures for June, July, August, September, October, November and December 2019.

**1019/2188 Exclusion of Public**

It was Proposed, Seconded and Resolved that the public be excluded from the meeting at this point due to the confidential nature of the business to be discussed.

The meeting closed at 8:30 p.m.

Chairman.....

Date.....

