

Formally approved at the meeting of the Full Parish Council on 20 April 2021

**MEETING of TIBSHELF PARISH COUNCIL-held remotely via Zoom,  
on Tuesday 16<sup>th</sup> March 2021 at 7.00pm**

**MINUTES**

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

**In attendance:**  
Locum Parish Clerk / R.F.O.-Mrs Susan Coldwell  
Communications and Projects Officer-Mark Scarborough  
Cllr C Moesby (Derbyshire County Council)

**NON-EXEMPT ITEMS**

**0321/2459 1) Apologies for Absence**

No apologies for absence were received except from Cllr K Salt who will be joining later due to a conference.

Cllr G Foley had to leave after 15 minutes due to technical difficulties

**0321/2460 2) Declarations of Members' Interests**

Proposed regulation of sex venues. (Item 9d-17) The Locum Clerk provided this for information only. If there is any discussion, Cllrs R Heffer and D Watson declare an interest as District Councillors.

**0321/2461 3) Public Speaking**

Three members of the public were present. There were no questions or comments.

Cllr I Brentnall raised the issue of van parking on yellow lines, particularly the white van outside the church. Cllr C Moesby will investigate time limits outside the Co-op. Residents have reported to Bolsover. Cllr C Moesby recommend that members contact the police if specific vehicles continue to obstruct and ignore rules.

Councillors to note the new statistics in relation to crime figures and the link to the website to view if interested.

There was no representative from the police in attendance.

Recording commenced at this point

Cllr A Beckett attended the recent Chairs Forum led by D.A.L.C. There were many Chairmen present, including the Crime Commissioner, Hardy Dhindsa. He reported that the lines between the police and the parish have diminished and will address the matter moving forward. He stressed that, due to resources, it is difficult for a police officer to attend every meeting of the parish.

Cllr A Beckett invited Cllr C Moesby to report on behalf of the County.

Cllr Moesby reaffirmed information from the Crime Commissioner as, in supporting five parish councils across the area, he found that it is a common problem.

The pavement by the scrapyard in Newton by the walkway was reported and leaves cleared.

The vehicle activation sign for 30mph on Newton Road has been reported.

Following the donation from Cllr C Moesby's County funds sending to Tibshelf Historic Society, a letter of thanks from Cllr M Coupe was very much appreciated.

The crossing lights on the High Street across Five Pits Trail have been reported.

Cllrs to note that any further applications from the County grant ceased on 12<sup>th</sup> March 2021 due to forthcoming elections to be held on 6<sup>th</sup> May 2021.

Cllrs A Beckett and M Coupe raised the issue of potholes near the doctor's surgery on the High Street and in the verges off Whitham Road. It was noted that this was not the responsibility of Severn Trent.

County Councillor C Moesby recommended that Councillors and residents report matter of potholes via the Derbyshire Hub where there may be a swifter response as a reference number is given to follow through action taken.

Cllr A Beckett raised the continuing matter of fly tipping on Sawpit Lane where there are 3 different entrances for vehicles. Cllr C Moesby reported that this was under discussion with Steve Brunt. District Councillor, D Watson reported that Bolsover District Council was investigating this matter thoroughly, acting swiftly and taking advice regarding covert/overt cameras, etc.

Environmental Health and Derbyshire County Council are against putting up barriers.

Community Rangers working for Bolsover District Council as members of the Streetscene staff are cautioned against investigating items which could prevent prosecution.

Advice from B.D.C. to residents is that prosecution can be pursued if they were prepared to give a witness statement and photographic evidence of someone dumping rubbish at the time.

It was also noted that all householders have a duty of care to ensure that any persons who collect their rubbish should hold a licence.

Before Cllr C Moesby left the meeting, the Clerk asked Cllr C Moesby to avoid sending emails from Derbyshire Alert unless they relate to Tibshelf and closely surrounding areas. This is due to the fact the Clerk receives Derbyshire Alerts also. Cllr C Moesby has been in communication with the Clerk and understands and will support.

Cllr C Moesby left the meeting at around 7.30pm.

Cllr K Salt joined the meeting at around the same time.

#### District Councillors' Reports

Cllr D Watson reported the recent demise of Ward Recycling Ltd which has gone into administration. Unfortunately, this affected the removal of rubbish from green bins for only a short time. This service is now in-house with B.D.C. at a cost of £477k more. Some lorries from Ward Ltd were also bought and underwent service checks. The staff from Ward Ltd have been TUPE over and the District is carrying out the service at the true cost of running.

Cllr A Beckett asked Cllr D Watson about the sign up outside the flats on the High Street in relation to planning permission for the demolition; Are there any dates set and which company will be demolishing? No firm dates are set until the consultation period has ended. Cllr D Watson will enquire about the company and report back to the council.

#### **0321/2462 4) Announcement from the Chair**

No further announcements other than those already reported on. The agenda has changed slightly with having a Locum Clerk but we will work through.

#### **0321/2463 5) To approve the minutes of the Parish Council meeting held on 16<sup>th</sup> February 2021**

Formally approved at the meeting of the Full Parish Council on 20 April 2021

Cllr R Heffer raised questions regarding item 0221/2445 in relation to the time in lieu. A discussion was held regarding authorisation of the payment. As this section in the minutes was carried out as an 'exempt' item, discussion could not be held without further delay in approving these minutes.

Cllr A Beckett requested the item 0221/2458 (c) the word D.A.L.C. be replaced as the Monitoring Officer as this was not correct.

Councillors debated the fact that Cllr A Beckett said she had sent all Councillors emails regarding the payment. Cllr A Beckett stressed that the emails were not about payment but from the extra work the Clerk had done because of Covid.

Councillors proposed that the minutes of the meeting held on 16<sup>th</sup> February 2021 be approved with the exception of item 0221/2445.

Proposed by Cllr A Beckett, seconded by Cllr M Coupe. All in favour.

Cllrs C Whitehead and S Wood abstained as they were not present at the meeting on 16<sup>th</sup> February 2021.

Councillors requested that the Clerk listen to the recording to confirm authorisation of this payment and to report back at the next meeting of the Parish Council.

Cllr A Beckett pointed out that when approving the minutes, this is only about typographical errors. If members disagree that it was a true record, then they don't accept them.

The Clerk was also requested by the Council to take advice from D.A.L.C. whether the approval of the minutes is just on typographical errors or matters of fact significant to policies and procedures and therefore not a true record.

**0321/2464 6) To receive an update from the Communication and Projects Officer**

6a) Social media policy which was circulated in advance to all council members. Cllr D Watson questioned items which seem to have been omitted from the policy of B.D.C. The Officer explained that it hadn't been omitted, just moved to a different position in the document. Cllr D Watson asked that the policy be tweaked to be consistent with 'do not' and 'don't'. The Clerk indicated that she would tidy up the grammar. Cllr D Watson asked that the word 'rules' be changed to 'terms'.

Councillors proposed that the policy be agreed with these slight amendments.  
Moved by Cllr I Brentnall, seconded by Cllr M Coupe. All in favour.

Cllr A Beckett said that the Councillors can sign the document if there is a section for all Members to sign.

Cllr D Watson questioned if it was necessary to sign each policy as Councillors have signed to adhere to the Members' Code of Conduct which includes all policies approved by the council.

The Clerk said she would check the advice from D.A.L.C.  
Proposed to accept after this – proposed by Cllr I Brentnall, seconded by Cllr M Coupe. All in favour.

**0321/2465**

6b) Documents on the Tibshelf website as at 25<sup>th</sup> February 2021

Circulated in advance to Councillors for information. The Communication and Projects Officer reported that it has been practice from other councils to include the heading, etc. He would recommend dates of renewal, etc.

Proposal to adopt by Cllr I Brentnall, seconded by Cllr C Whitehead. All in favour.

**0321/2466**

The Communication and Projects Officer asked the Councillors to accept the following timetable in order to complete and distribute the Summer edition of the Parish News:

- Submissions to him by 11<sup>th</sup> April
- Draft to Councillors by 13<sup>th</sup> April
- Approval at parish council meeting 20<sup>th</sup> April
- Printing 22<sup>nd</sup> April
- Scouts deliver 1<sup>st</sup> May

Councillors thought this was not long enough for them to read and communicate with the Communication and Projects Officer. It was agreed to amend to:

- Submissions by 8<sup>th</sup> April
- Draft to councillors by 10<sup>th</sup> April (giving 10 days to read, etc.)

**0321/2467 7) Neighbourhood Steering Group**

A meeting has been set for Tuesday 30<sup>th</sup> March 2021 at 7.00pm. This was primarily to discuss the Heritage Asset list. Cllr M Coupe explained that if a property was on the list, it doesn't take away the rights of the owners. A consultant will be present at the meeting to explain this in further detail. The group wishes to focus attention on important assets in the village. Cllr P Billington expressed concern about owners who may not wish their property to be included.

**0321/2468 8) Village Hall Financial Report**

Balance as at the end of January 2021 circulated along with list of payments made. £8,942 payments, £34,719 balance.

The Clerk questioned why this report was included in the papers for the Parish Council as there is a conflict of interest between the Tibshelf Village Hall Charity and the Parish Council.

Cllr R Heffer raised the point that the Charity Commission told Councillors that they must have at least 4 members on the management group who are not Councillors (and are users).

The Clerk informed Councillors that she had a Legal Topic Note from D.A.L.C. explaining such procedures and she would circulate to the Councillors in due course for further advice.

**0321/2469 9) Reports from the Locum Clerk/R.F.O.**

The Clerk suggested that the agenda pack would be reduced if she could circulate correspondence weekly which she deemed important for Councillors to read. This was applauded and agreed to set in motion.

Cllr D Watson asked if Councillors could not receive correspondence by 'snail mail' to save money and time. Some Councillors do not wish to receive papers by email.

**a) Receipts and payments for the month of February 2021 circulated.**

Cllr I Brentnall moved, Cllr C Whitehead seconded. No objections. 1 abstention.

**0321/2470**

**b) Actual/Budget Statement from April 2020 to February 2021 circulated.**

Cllr I Brentnall moved, Cllr A Beckett seconded. No objections. 1 abstention.

**0321/2471**

**c) Balance Sheet**

The Clerk/R.F.O. noted to Councillors that, upon further training and time spent on the accounts system, this will be reported at the next meeting of the council to show the financial 'health' of the Parish Council.

**0321/2472**

**9d)** The Clerk explained that the list of items for information only was received from the date of her temporary post on 15<sup>th</sup> February 2021. Councillors to please note for transparency and request further information if interested.

1. DALC Newsletter February 2021
2. DALC Newsletter March 2021
3. DALC Circular on playgrounds during pandemic (MHCLG)
4. DALC Diary of online training for Councillors and staff  
DALC Any Councillor can access website [www.derbyshirealc.gov.uk](http://www.derbyshirealc.gov.uk) to book on the courses
5. DALC Latest edition of Good Councillors Guide and Being a Good Employer  
Contact the Clerk for a copy
6. DALC Legal Topic Notes and any advice contact the Clerk
7. DALC Note Section 137 allowance for 21/22 is £8.32 per elector
8. DALC Important for Council to note that there is sensitive, confidential advice protocol guidance on marking the death of a Senior National figure.  
The Clerk will circulate so Council can be prepared
9. OFNS-Invitation to discuss further
10. Planning application 21/00088 circulated. No objections raised by Cllrs
11. Opening times of the Parish Office have been amended by the Communication & Projects Officer to be consistent on Google Search and on the website and the notice board as a temporary period during the Covid-19 pandemic to:  
Monday 8.30am-1.30pm Tuesday 8.30am-1.30pm Wednesday 8.30am-1.30pm  
Should be:  
Monday 9am-1pm Tuesday 9am-1pm Wednesday 9am-1pm
12. Items placed on the notice boards in the village from 15/2/21 to 9/3/21 inclusive:
  - Closure of footpath No. 29 19/2/21 to 26/2/21
  - Closure of footpath No. 40 22/2/21 to 14/3/21
  - Tibshelf Shop Local Campaign
  - STAFFA Health Newsletter Jan 2021
  - Tibshelf News Spring edition delayed until lockdown restrictions are eased.
13. Note that currently notices are placed on 5 boards in the Village and do not include the one outside the school.
14. Apologies were received from PCSO Ashton for not attending Parish Council meeting on the morning of 17 February 21.
15. Bolsover District COVID-19 Community Champions
16. Bolsover District invitation to be part of Scrutiny Reviews
17. Bolsover District consultation on regulations of sex shops
18. Insurance cover. Annual notice to the Council that it expires at the end of June 2021 and a review is to be undertaken to ensure appropriate cover is in place
19. Grit bins requested and purchased have been placed filled with grit on Thursday 4 March 2021
20. Note that there are 3 WiFi access areas in the village hall but 1 is not secure. Council to be aware to connect only to secure networks and the Clerk has the passwords if you have not already received them.
21. Councillors to note that the Clerk will be undertaking FREE webinar training on Rialtas Tuesday 16<sup>th</sup> March from 10am to 12noon and will not be able to respond to any telephone calls or emails.

**0321/2473**

**9e)** In addition to item 9a, the Clerk circulated items which she deemed require approval by the whole council and could not wait until the meeting of the parish council in April 2021:

- 1. DALC membership annual subscription for 2021/22 is due to be paid. £815.32 basic and pay for any training. Additional £230 'enhanced' subscribers will cover free training on specific courses for up to 3 free places**

Cllr A Beckett moved that the Council pay the 'enhanced' subscription  
Cllr M Coupe seconded. All in favour.

- 2. Council to resolve appropriate dates for annual meetings**

Meeting already set for 18<sup>th</sup> May 2021 to be the Annual Meeting and Annual Parish Meeting.

- 3. DALC/NALC Important advice and guidance ahead of possible return to face-to-face meetings. Council to Resolve a specific H & S working party to support staff during the transition of no permanent Clerk in place**

QR code ready to be displayed. Guidance from DALC noted by Councillors to follow. Clerk to circulate Legal Topic Briefing LO1-20 to refer to.

- 4. Derbyshire Alerts from Derbyshire Constabulary regularly arrive in the Parish Clerk's inbox in addition to County Councillor Clive C Moesby highlighting events in and around Tibshelf. These are not circulated to all Councillors due to time constraints. Council to Resolve whether such notices are to be circulated to Council Members if they relate to events in Tibshelf Village only**

This matter was agreed early on in item 3 of Public Speaking.

- 5. Quote received to display Wizard of Oz characters outside the flats on High Street. Council to Resolve to place order**

Cllr K Salt spoke to the council regarding the details of the quote which is to supply 8 Wizard of Oz themed characters - 5 mm thick in steel - at a cost of £2,090. Cllr K Salt explained that the purpose was to bring interest to the village (such as the War Horse, Tommy Soldiers). The idea was to have the planter outside the flats painted bright yellow and the characters be placed in the grounds. Cllr K Salt also explained that, over the lock down period, when people had to stay at home, that the message of 'There's no place like home' would be inspiring to many. Planning permission was discussed regarding the placing of previous such items of steel and the Christmas tree. The Clerk to pursue planning permission. Some Councillors questioned the relevance of the Wizard of Oz to the Tibshelf community and the money spent which could be spent on other relevant items.

Cllr K Salt moved, Cllr I Brentnall seconded on the proviso that the cost is taken out of the funds received from the BDC grant. It was agreed to move to a recorded vote.

Voted in favour: Cllr A Beckett, Cllr I Brentnall, Cllr R Vaughan, Cllr K Salt, Cllr S Wood

Voted against: Cllr M Coupe, Cllr R Heffer, Cllr D Watson, Cllr C Whitehead

Abstained: Cllr P Billington

The Clerk reported that Cllr G Foley had left the meeting early on.

Decision therefore made to place the order.

- 6. Clarkes Cemetery Services have made enquiries in the office whether, since the area around the flats may have renovation work, do the Council still want him to purchase and place plants in the flower tub in the grounds. The £70 per month cost will remain the same. Council to Resolve to continue**

Councillors were unsure what the £70 per month included and asked for further details before responding. The Clerk to report next month what the council pay for.

- 7. Request from a resident to place a tree in the cemetery. Council to Resolve whether to permit**

The member of the public clarified the information already circulated. Council moved to give permission, providing the member of the public sought further advice from experts on the appropriate tree to plant for soil, etc.

Proposed by Cllr K Salt, seconded by Cllr S Wood. All in favour.

**8. Following a request from Clarkes Cemetery memorials to clarify rules for the cemetery Council to Resolve to clarify guidance for if persons not adhering to the Rules and Regulations regarding extra items on the grassed area.**

Councillors agreed to take this matter up at the next meeting of the Resource Committee.

**9. Report from the Administration Assistant on Fire alarm, emergency lighting and Fire Risk Assessment for the Village Hall. Council to Resolve and give guidance**

The Administration Assistant recommended for the Council to approve option 2 (£300 cost) and instruct the Clerk to obtain quotations in relation to a fire risk assessment.

The Council approved the recommendations in the report and that a Fire Risk Assessment report and quotes to be taken to the next meeting of the Village Hall.

Cllr A Beckett moved; Cllr K Salt seconded. All in favour.

**10. Council to resolve and give guidance on report from Administration Assistant on hanging baskets in the village**

Recommendations from the Administration Assistant:

- To add hanging baskets to 17 more lamp-posts in the village bringing the total to 100.
- That Cllr R Heffer will inform the Administration Assistant of which 17 lamp-posts in order for her to organise lamp-post testing and relevant licence.

Proposed by Cllr R Heffer, seconded by Cllr M Coupe. All in favour.

At 9.00pm Cllr A Beckett proposed to suspend the standing orders to continue with the meeting to go beyond 2 hours. Seconded by Cllr I Brentnall. All in favour.

**11. Value for Money in relation to Gas/Electricity, Contract agreements. The Broker 'Utility Aid' is recommended by SLCC (Society of Local Council Clerks) and time would be well spent should the Council approve for the Locum Clerk or Permanent Clerk to pursue, should time afford, and report back to the Council before signing any contracts to undertake long term agreements. Council to Resolve and give guidance**

Cllr A Beckett reported that, following the Chairman's forum, many parish councils had saved a considerable amount of money going with Utility Aid.

Proposed for the Clerk to pursue but only in relation to the Council and not the Village Hall by Cllr A Beckett, seconded by Cllr I Brentnall. All in favour.

**12. Contact details for Councillors. The Clerk prepared a draft copy to place on the notice boards and on the door of the Village Hall to give support to residents who do not have access to the internet and may not have a copy of the Tibshelf News. Council to resolve whether to edit and place in suggested areas**

All in favour of displaying the same information from Tibshelf News and for the Communications and Project Officer to send the document to the Clerk for use.

Proposed by Cllr A Beckett, seconded by Cllr I Brentnall.

**13. Recordings of Council Meetings. The Clerk circulated a report on current process. Council to advise accordingly. Council to Resolve and give guidance of length of time to hold recordings, releasing and security**

The Council agreed with information in document and no changes.

Proposed by Cllr I Brentnall, seconded by Cllr C Whitehead. All in favour.

**14. LGPS Authorised Signatures. Form circulated. In light of the departure of the Clerk and transition of a Locum Clerk to a Permanent Clerk, all forms have to be signed off as to be accurate before submitting to the DPF (Derbyshire Pension Fund). Council to advise as to who to record contact details and the Clerk would advise there to be at least 2 persons**

Formally approved at the meeting of the Full Parish Council on 20 April 2021

Council agreed, as a temporary measure, whilst the Clerk was a Locum, that it be the Chairman, Cllr A Beckett, in addition to the Clerk, Mrs Susan Coldwell.

Proposed by Cllr A Beckett, Cllr C Whitehead seconded. All in favour.

- 15. During the induction and hand over with the previous Clerk, the Locum Clerk had less than an hour's training on Rialtas Accounting Software and therefore, with the permission of the Chairman, scheduled in free training, via a webinar for Tuesday 9<sup>th</sup> March and Tuesday 16<sup>th</sup> March. In clarifying IT requirements on Monday 8<sup>th</sup> March, the Locum Clerk discovered that only the 16<sup>th</sup> March was suitable for the income/expenditure system carried out by Tibshelf Parish Council. However, this will only be a 90 minutes 'crash course' on the year end. With this in mind, Support Teams at Rialtas recommended that the Locum Clerk has 3.5hours online training on Friday 19<sup>th</sup> March 2021 at a cost of £200. According to the actual/budget statement, the training budget of £500 is currently in a credit position. Council to resolve to agree to this training and that the time of working will be on Friday, rather than Thursday of that week.**

Cllr I Brentnall moved, Cllr C Whitehead seconded. All in favour.

- 16. The Clerk included in her report details of requirements to commission work by AML Ltd (if less than £200) to improve IT facilities and Clerk's efficiency**

Cllr A Beckett reported that, in light of last-minute information to be discussed later in the exempt section, this item is to be deferred.

#### **0321/2474 EXEMPT ITEMS**

According to Public Bodies (Admission to Meetings) Act 1960, the Project and Communications Officer was removed from the meeting and Cllr K Salt took over and managed the Zoom platform.

#### **Extension of Casual Administration Assistant beyond 31 March 2021**

*Min. 0121/2424-RESOLVED to extend the temporary period of employment with a review at March 2021.* As the Council meeting held on 16 March 2021 is the last meeting in March, The Locum Clerk reminded the Members of the Council to review.

The Locum Clerk had circulated her recommendations to Councillors in advance.

Background papers, private and confidential, for Members of the Council are circulated in addition to these minutes.

After a recorded vote it was agreed that this post be extended from April 2021 until June 2021.

Those in favour	Cllr R Heffer	Proposer
	Cllr D Watson	Seconder
	Cllr M Coupe	
	Cllr I Brentnall	
	Cllr C Whitehead	
Those against	Cllr A Beckett	
	Cllr K Salt	
	Cllr R Vaughan	
	Cllr P Billington	
	Cllr S Wood	

As there was an equal number of votes; according to the standing orders, the Chairman holds the casting vote.

It was therefore agreed that this post continues and will be reviewed in 3 months

Formally approved at the meeting of the Full Parish Council on 20 April 2021

After a recorded vote it was agreed also that the Locum Clerk only takes responsibility of delegation of work to the Casual Administration Assistant and, where possible, provides tasks to be concluded up to a maximum of 5 hours per week.

A recorded vote was taken to include this amendment. 9 Councillors remained.

Those in favour	Cllr A Beckett	Those against	Cllr R Heffer
	Cllr M Coupe		Cllr I Brenthall
	Cllr K Salt		Cllr C Whitehead
	Cllr P Billington		
	Cllr S Wood		
	Cllr R Vaughan		

It was confirmed by the Locum Clerk that this post has been included on the payroll of staff working for the council since October 2020 and the hours of work are paid monthly in the following month after submission of a time sheet is approved by the Clerk.

An 'extra ordinary' item was reported by the Chairman, Cllr A Beckett. After taking advice from D.A.L.C., it was agreed that the Locum Clerk works remotely from home until further notice and guidance from the Government.

The meeting closed at 10pm

Chairman.....

Date.....