

**MEETING of TIBSHELF PARISH COUNCIL-held remotely via Zoom,
on Tuesday 20th April 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
4 members of the public

0421/2475 1) To receive apologies for Absence
There were none

0421/2476 2) Declarations of Members' Interests
Cllr R Vaughan – Item 13 c), Tibshelf Band; Cllr D Watson – Item 14 b).

0421/2477 3) Public Speaking

A resident was concerned and disturbed that, following the work involved in the voluntary litter picking that rubbish had been left on Derwent Drive and is remaining. Cllr D Watson reported that technically the responsibility is with Bolsover District Council. Cllr M Coupe commented on the evolving role of the rangers. The Locum Clerk requested the day after the voluntary litter picking that the rangers remove the debris, but time limitations have prevented her from ascertaining their tasks and duties, particularly which areas are the responsibility of the parish and which are for Bolsover District Council. Cllr R Heffer reported that the rubbish can be collected and placed in the skip in the cemetery which belongs to Bolsover District Council.

Another member of the public raised the issue of the letter received from the Neighbourhood Planning Steering Group (NPSG) in that permission should have been granted before listing on the Assets List. She indicated that the deadline of 15th May was inappropriate as permission should have been sought prior to being included. Cllr M Coupe responded by informing her that the NPSG was advertised on Facebook/noticeboards/Parish Council website and that she was most welcome to attend the meetings to voice her objections. Cllr M Coupe also stated that the list was of benefit historically to the presentation of the village and she had every right to object for her property not to be included in the list. The resident commented that it would have been better to give advance notice to the owner prior to the list being provided. Cllr K Salt reported that she had written to Cllr M Coupe stating that permission of the council should have been given before contacting residents and the owners of the properties. Cllr P Billington reiterated the comments from Cllr K Salt and that consultation with the parish council should have been given before writing to residents. The resident objected to a resident outside of Tibshelf being present at the NPSG to give their input. Cllr M Coupe stated that this was purely for the purpose of a source of information. Cllr A Beckett endorsed the comments from Cllr P Billington and Cllr K Salt in that it was correct protocol and acceptable to contact the parish council first before writing to the owners.

There was no representative from the police in attendance.

Councillors to note crime figures included by the Locum Clerk for information only.

County Cllr C Moesby sent his apologies via the Chairman. Cllr A Beckett reported on his behalf.

The potholes on the High Street have been reported to Derbyshire County Council. He is waiting for Severn Trent to complete their work.

Fly tipping, Saw Pit Lane – Cllr C Moesby is working with rights of way, considering putting up a barrier.

Fly tipping removal was delayed due to requiring a specialist as some contents contained asbestos.

Cllr C Moesby expressed thanks to Tibshelf Parish Council for their support in the last four years as he was unsure whether he would be returning as the County councillor after the elections.

District Council - Cllr D Watson reported she was in touch with Environmental Health regarding the fly tipping.

0421/2478 4) Announcement from the Chair

There was nothing to report and no items to be moved to the exempt section other than those already included.

Recording of the meeting commenced.

NON-EXEMPT ITEMS

0421/2479 5) To approve the revised minutes of the Parish Council meeting held on 16th February 2021

Cllr C Whitehead moved, seconded by Cllr R Vaughan. All in favour.

0421/2480 6) To approve the minutes of the Parish Council meeting held on 16th March 2021

Cllr D Watson raised errors. Figure for in-house service of recycling. Page 2, cost of £477,000. Also final page requested a recorded vote was included in the 'background papers' but this should have been included in the minutes.

Cllr I Brentnall moved, seconded by Cllr K Salt. All in favour after amendments have been made as above.

0421/2481 7) To receive an update from the Communication and Projects Officer

Cllr A Beckett reported that the officer will not be present at the meeting.

a) *Final draft of summer edition of the Parish News*

Cllr M Coupe questioned why the Chairman's address was not given in advance. Cllr A Beckett responded by saying that the report has now been written and will be circulated to all councillors for any future comment. The Locum Clerk said that she had received this report late this afternoon and would circulate it to all councillors late tonight or early in the morning, except for Cllr P Billington and Cllr G Foley who do not have access to email correspondence.

Cllr M Coupe raised concerns also that it was perceived to be a propaganda exercise to promote certain councillors. Cllr A Beckett reiterated that the articles were about the work done for the community and that every councillor had the opportunity to include articles which they were involved with.

Cllr D Watson commented that she had given her opinion regarding the articles in the newsletter but she had received no response to date.

Cllr K Salt raised the concern that members of staff had been mentioned in the public domain.

Cllr D Watson raised again the concern that information in the newsletter, in her opinion, was untrue and asked what redress a councillor has against a publication being published with information which is not correct. The question raised was in reference to the accountancy package.

The Locum Clerk said that it was for the council to agree what information was to be placed in the parish newsletter and that time would not allow to investigate the truth of the matter.

There was a proposal therefore to accept the information already included.

Proposed to accept by Cllr R Vaughan, seconded by Cllr P Billington.
Cllr D Watson requested a recorded vote.

Accept for the draft to be forwarded to print:

| | |
|-------------------|------------------|
| <i>Agree</i> | <i>Disagree</i> |
| Cllr A Beckett | Cllr C Whitehead |
| Cllr G Foley | Cllr R Heffer |
| Cllr S Wood | Cllr M Coupe |
| Cllr K Salt | Cllr D Watson |
| Cllr P Billington | |
| Cllr I Brentnall | |
| Cllr R Vaughan | |

Agreed therefore that the newsletter will go to the printers.

b) *Any other matters from the Officer to report*

Information from the Officer was sent to the Locum Clerk with added information in addition to the Chairman's report. The Locum Clerk reported verbally and will circulate to all councillors as soon as possible.

- Condolences regarding death of Prince Philip.
- Tibshelf Community Football Club.
- Memo from Communication and Project Officer – if any further articles are sent, he will endeavour to include should space permit.
- The newsletter will be sent to print on Thursday 22nd April.

Cllr D Watson asked whether a response will be made to the communications sent. Cllr A Beckett stated that a response will be sent in due course.

Cllr A Beckett explained that this was a miscommunication between the Locum Clerk with regard to the time frame as she understood that it was her responsibility to circulate the draft and should have been sent on Friday 9th April when in fact the Communication and Project Officer could have sent, giving 10 days for councillors to read and respond. Therefore, the time allowed for councillors to comment resulted in 8½ days rather than 10 days.

0421/2482 8) Neighbourhood Plan Steering Group

a) *Members to respond to a complaint letter sent dated 1 April 2021*

Cllr M Coupe accepted the fact that on two or three occasions Cllr A Beckett had reminded the members of the Resource Committee of the time running out and that the meeting ran out beyond the time of the 30 minutes up to 7.45pm.

Cllr K Salt, as chair of the Resources Committee, was trying to manage the meeting within the time frame but was hindered by the councillors repeating information and delaying the completion of the meeting unnecessarily.

Cllr D Watson commented that it was inappropriate to arrange a meeting on the same evening as a meeting had already been arranged. The NPSG was arranged before the Resource Committee at 6.30pm on the same evening.

Cllr K Salt reiterated that the meeting was arranged at 6.30pm as an emergency as there was a need to advertise an appointment for a clerk. It should have been done in 30 minutes.

Cllr I Brentnall commented that we, as councillors, are here to serve the community and that a polite apology to residents is warranted.

Final Minutes of 20 April 21-Approved at meeting of FPC 18 May 21
Cllr A Beckett proposed therefore that the Parish Council writes a letter of apology to the NPSG. Cllr A Beckett would write and send wording to the Locum Clerk. Seconded by Cllr I Brentnall. 8 in favour. 1 Abstention.

b) Verbal report from Cllr M Coupe following meeting held Tuesday 13 April 2021

Cllr M Coupe reported on behalf of the NPSG – He was keen to invite members of the public to the next meeting. Letter sent in relation to the Asset List was for consultation to respond by 15th May and that every resident has the right to object.

The next meeting has been arranged for 10th May 21.

Cllr M Coupe informed the council that, under GDPR, a list of resident addresses does comply.

The Locum Clerk expressed concern regarding the ambiguity of information held on whether the NPSG is a steering group, working party, sub-committee or committee.

Cllr A Beckett confirmed that there are terms of reference and that the NPSG is a steering group and that she will send them to the Locum Clerk.

Cllr K Salt expressed concern regarding privacy laws and the parish plan.

Cllr D Watson – It is her understanding that the NPSG is not a steering group and that advice needs to be sought from Chris McKinney on the legalities.

The member of the public raised concerns again regarding the fact that the letter states the information has been placed on the website before the letter went out, and therefore no data protection before requesting permission.

0421/2483 9) Covid Memorial and Tribute to Keyworkers-Project

Cllr A Beckett requested that the council consider this project and its initiatives as a way for people of Tibshelf to provide a lasting way to remember their loved ones and acknowledge the admirable and inspirational contribution of key workers, volunteers and the community during the pandemic crisis. This was just a proposal at this stage with thoughts on placing a bronze plaque on a marble stone or brick wall

Cllr M Coupe asked for clarification of whether names are included. No names are to be recorded.
Cllr K Salt remarked that it was much in line with the memorial wall in London.

Cllr A Beckett to pursue remit with Mathers and two other quotes and bring back to council for approval.

0421/2484 10) Commemorate the Platinum Jubilee of Her Majesty the Queen

Cllr M Coupe included a report in the agenda that the council consider and support a special celebration to be held 6 February 2022 to mark the 70th anniversary of the accession of Queen Elizabeth II on 6 February 1952.

This has been commonly known as 'Plant a tree for Jubilee'

Cllr M Coupe had in mind 7 mature horse chestnuts. As a quick estimate – 12ft £300 each. Cost doesn't include planting. Planted in autumn. Council agreed in principle for Cllr M Coupe to investigate a programme, and bring back to the council for approval.

0421/2485 11) Tibshelf Village Hall Management committee

For information only- A meeting has been arranged for Tuesday 4 May 2021 7pm via Zoom
Financial reports will be included in the agenda for that meeting

0421/2486 12) Nomination for a Member of the Council to join N.A.L.C. Executive committee

A nomination form was circulated with the agenda for Cllr K Salt to be nominated.

Cllr A Beckett proposed, seconded by Cllr R Vaughan. All in favour.

0421/2487 13) Reports from the Locum Clerk & Responsible Finance Officer

a) *Financial position as at the end of March 2021*

Year end with Rialtas has already been booked by previous clerk at a cost of £560.

The Locum Clerk requested a meeting to be held on 13th May to discuss finance only.

Cllr D Watson questioned legislation regarding no meeting to be held remotely after 7th May, yet village halls are not open until 17th May.

Chief Officer, Wendy Amis, was present at the meeting and was asked to comment.

There is therefore potential of being a hiatus of holding meetings in the Village Hall as a venue. There is currently a judicial review being carried out to challenge the Local Government Act.

Cllr R Heffer questioned claims for VAT outstanding. The Locum Clerk explained that nine months have been processed and that she is 'on the case' to update claims outstanding. Also that the budget 21/22 should be on the website.

b) *Contract/Lease for Photocopier renewal*

The Admin Assistant circulated a report and recommended option 1.

Cllr R Heffer questioned the option of purchasing outright. The contract runs out on 1st May.

It was approved to ask the Administration Assistant to extend while investigating purchasing outright first before proceeding with option 1.

Cllr A Beckett to instruct the Administration Assistant and liaise with her and circulate to councillors.

All approved.

c) *Section 137 applications or payments*

An application was received from Tibshelf Band for a contribution of £250 towards cost of music etc. Cllr M Coupe proposed, seconded by Cllr R Heffer. All in favour.

d) *Services paid to Clarkes Cemetery services monthly*

The council had requested that the Locum Clerk circulate details of what services Clarkes provide at a cost of £70 per month. It was approved that extra bulbs are to be planted in the planter outside the flats at no extra cost

e) *Insurance renewal from June 2021*

The Locum Clerk requested that three councillors meet, preferably councillors who have been around a while.

Cllrs A Beckett R Vaughan and D Watson agreed to be present

The Locum Clerk will therefore contact Came & Company for an option of some dates and times and will circulate accordingly

f) *Cost/Procedure/Operational for Elections 6 May 21*

A report was circulated in order to assist the office of the smooth running of this process. It was agreed to charge £160 each for the use of the venues.

Cllr A Beckett proposed, Cllr I Brentnall seconded. All in favour.

Cllr D Watson and Cllr R Heffer declared an interest.

It was agreed also that the election staff can have use of the kitchen

g) Council Procedures-Extracts from the Good Councillors Guide

The Locum Clerk circulated a summary, user friendly guide for information and reference only

h) Recommendations in advance for Annual meeting to be held 18 May 2021

Terms of reference are to be circulated and reviewed where possible

**i) Response to MP Mark Fletcher to arrange a meeting with Council Members
(Letter circulated to all Members Thursday 8 April 2021).**

Cllr M Coupe proposed, seconded by Cllr K Salt, to come and meet with the parish council, not necessarily at the same time as the parish council meeting.

0421/2488 14. Date for next meeting of Resource Committee, none Exempt items

Village/Cemetery/Recreation Ground/Pavilion. Dates are to be set for the year at the Annual Meeting held 18 May 2021

**a) Date for Resource Committee meeting (Exempt items) planned for 28th April 21.
Councillors to note.**

b) Request to display a bench in the cemetery

Details of the request and photos of potential position was circulated with the agenda

Cllr D Watson declared an interest.

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

0421/2489 15) EXEMPT ITEMS

Members of the public were removed from zoom.

Point of order – Project and Communication Officer was not present.

**a) To approve the minutes of the Resource committee held on 30 March 2021
All items on the agenda were 'Exempt'**

Cllr A Beckett proposed, seconded by Cllr K Salt. All in favour

b) Recruitment of Parish Clerk/R.F.O.

A meeting has been set for Thursday 15th April 2021 at 4pm via Zoom with Chief Officer of D.A.L.C. /Cllr A Beckett/Cllr K Salt/Locum Clerk seeking advice only. Any advice given will be brought back to the Council

Council noted for information only

c) Staffing Review

The Council are seeking advice from D.A.L.C. and B.D.C. on the way forward in conjunction with item b) above

Council noted for information only

d) Notice of the next meeting of the Resource committee to discuss Exempt items only. Strictly Private & Confidential reports will be circulated to all Members as background information in for this meeting

To be held on Wednesday 28 April 21 via Zoom at 7pm. Items only:

- i. Unused annual leave carried forward by staff from 2020/2021
- ii. Overtime to be paid for staff
- iii. Request from a staff member to take extra annual leave
- iv. Security of keys and persons having access to the Parish Office

e) Locum Clerk guidance to Council in relation to decision taken item 2021/2445 at the meeting held 16 February 2021

Authorisation for approving additional pay to staff in line with Financial Regulations
See Private and Confidential report attached.

Cllr R Heffer asked that the council take note of recommendations from D.A.L.C.

A. **To resolve** to set up a working party to identify and evidence base the recent and current arrangements relating to the management of, and additional payments to, the previous clerk and determine best practice staff management and financial controls moving forward.

B. **To resolve** that, in line with this work, the working party also review the Council's governance arrangements with respect to Financial regulations, Terms of Reference of Committees and staff management; and to bring back to Council recommendations for change.

And also recommendations to all Members of the Council by the Locum Clerk:

An item on the agenda in the Exempt section, each month, should be:

- a) Authorisation of Clerks unused annual leave to date
- b) Authorisation of Clerks TOIL (Time off in Lieu) to carry forward and/or pay overtime
- c) That the Clerk is instructed not to process any additional payment to themselves without prior authorisation of the Council at a meeting of all Members

General agenda items regular even if nothing to note.

Cllr D Watson had to leave but requested to review financial regulations and standing orders.

Cllr A Beckett informed the council that there have been several years when systems have been requiring review.

Cllr M Coupe highlighted the importance of the financial regulations, particularly authorising payments before going to council.

Cllr K Salt, as Chair of Personnel, expressed concern about councillors expressing views, comments relating to staff in public and via emails and told the council that it was not acceptable and must stop.

0421/2490 Date & Time of Next Meeting

The next meetings of the Annual Assembly and Annual Parish meeting are to be held on 18th May 21 starting at 7pm.

The meeting closed at 9.10pm.

Chairman.....

Date.....