

**Annual Parish Meeting & Annual Meeting of Tibshelf Parish Council-Held in the Village Hall  
on Tuesday 18th May 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  
3 members of the public  
James Barron County Councillor

The Chair requested a minute's silence at the start of the meeting as a mark of respect for the recent passing of Barry Walker (member of the amenities committee and a close relative of Cllr R Heffer). The Chair wished for heartfelt condolences to be passed to Barry's family. Barry was acknowledged as being a very pleasant gentleman and an active participant in the allotments and had contributed considerably to the community over the years.

**0521/2491 Annual Parish Meeting**

**1 To Appoint a Clerk to the Meeting**

Cllr A Beckett proposed the Locum Clerk. Cllr K Salt seconded. All in favour

**2 To confirm the Minutes of the Annual Assembly Meeting held on the 21 May 2019 as a correct record.**

The Locum Clerk reported that the minutes of this meeting cannot be found on the computer files or emails. The Chairman of the Council who was present 21 May 2019 also could not source but she reported that this meeting was held for 10 minutes only and included only 1 member of the public present where matters were included in the minutes of the Annual Meeting 21 May 2019 at 7.10pm)

**3 Notice of Finance Meeting to be held on Thursday 20 May 2021 to review Actual against budget from April 2020 to March 2021**

It was noted by all Members present. Cllr R Heffer and S Wood offered their apologies in advance as not able to attend due to work commitments

**4. Annual Budget and Precept for the Financial Year April 2021 to March 2022**

This budget was approved at the Extra Ordinary Meeting of the Full Parish Council on 2 February 2021 and was circulated for information only and is placed on the Tibshelf Parish Council website for any member of the public to have a copy.

**5. To consider any other Parish matter that may be brought forward by the Council or local government electors.**

A member of the public raised concerns to Council Members regarding the placing of the Wizard of Oz statues which were temporary for a short time, causing initial joy to residents then alarm of parents and children witnessing arguments in the street amongst Councillors and they were soon removed. She asked why the Rangers were put in a compromising position on the day?

Questions from this resident were sent to the Chairman and the Locum Clerk to be answered regarding the above and also where the money had come from to purchase.

Cllr Beckett reported that the funds to purchase the statues had been taken from the extra covid grant received of £32,714 and it was a democratic decision to purchase them. It was assumed that permission from Bolsover District Council, who own the land outside the flats, had been granted previously to place the Tommy Soldiers, the War Horse and the Christmas tree, therefore the council were under the impression at the time, that there would not be an issue.

Mathers, the company who made the statues, had kept them in storage for a time and had agreed to facilitate placing on the Village Hall railings upon agreement and advice from the Council's insurers and H & S advice, risk assessments etc.

Cllr D Watson confirmed that permission had been granted for the placement of the Christmas Tree as this was in the planter only and that, as far as she was aware, as District Councillor, permission had not been given for the Tommy Soldiers and the War Horse.

The same member of the public questioned why the article was in the Parish News and on Face Book and that answers are required from members of the public as to who gave permission for them to be placed. Also, who are the council accountable to.

Cllr I Brentnall commended the braveness of this member of public for speaking out and pointed out that the Members are accountable to the law when code of conduct, policies are not adhered to and that it was accepted that there should be a working together.

Cllr A Beckett reported that the Locum Clerk gave permission for the Rangers to place the statues on the land. The Locum Clerk reported that she had written to B.D.C. to gain permission and had not heard any response until the morning of 22 April 21 whereby, upon receipt of that email at 7.30am she emailed Councillors to say she would ask the Rangers to pick up from Mathers, place in storage until such time as permission was granted.

During that day, there was conflicting direction and advice from Councillors who she would not name, and that further confirmation and clarification was being sought from the sender from B.D.C. of the email. Around 4.30pm that same day another email came through stressing the legalities of any action of placing the statues in the grounds of the flat. Again, the Locum Clerk informed the Councillors that they should be removed. The statues were therefore removed by the end of the day.

The member stressed to Members that it was not acceptable for there to be obvious conflict and disagreements amongst Councillors and that they should be working together for the benefit of the community and, in her opinion, they should speak up, take ownership as they had let the parish down.

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**Annual Meeting**      **NON-EXEMPT ITEMS**

Recording commenced

**0521/2492**      **To elect a chairman for the ensuing year**

Cllr A Beckett asked for nominations for the position. Cllr D Watson nominated Cllr C Whitehead as Chairman, seconded by Cllr R Heffer.

Cllr P Billington nominated Cllr A Beckett as Chairman, seconded by Cllr K Salt.

A vote was taken on the two nominations: Cllr C Whitehead (4 voted for); Cllr A Beckett (7 voted for).

**0521/2493**      **The Chairman to take and sign a Declaration of Acceptance of Office**

Cllr A Beckett accepted the position and signed the declaration. She also stressed that, over the years, although she has found the position extremely difficult and challenging, she would ensure to give the best support to the village.

Cllr M Coupe raised concerns regarding certain councillors being blocked and hoped that all councillors would agree to follow procedures, abide by the law and continue to support.

**0521/2494 Vote of thanks to the retiring Chairman**

Not relevant

**0521/2495 To elect a Vice Chairman for the ensuing year**

Cllr A Beckett nominated Cllr K Salt, seconded by Cllr I Brentnall. There were no further nominations for the position of Vice Chair.

**0521/2496 The Vice Chairman to take and sign a Declaration of Acceptance of Office**

Cllr K Salt accepted the position and signed the declaration.

**0521/2497 To receive apologies for absence.**

There were none

**0521/2498 Declaration of Members Interests.**

None declared

**0521/2499 Public Speaking**

3 members of the public were present. No further comments than what had already been raised in the Annual Meeting

County Councillor James Barron introduced himself to councillors as he was newly elected. He has been prioritising his time on parking issues around the school. He is also planning to meet with Alex Dale to discuss the new primary school. Cllr J Barron promised to chase up the pothole on West View and that that the craters on the common car park had been reported. Cllr A Beckett asked for the Locum Clerk to share Cllr Barron's email address with all members. Cllr M Coupe referred to the prompt service from Derbyshire County Council regarding the breaking up of the pavement which he reported and was sorted the following day.

District Council – Cllr D Watson referred to monies received from Bolsover District Council and from central government and asked the parish council to plan for how such monies will be spent. Cllr D Watson explained to members about B.I.L.D, a project management service from Bolsover District Council which helps parishes decide and deliver what is needed for their locality. Cllr A Beckett agreed to put this discussion on a future agenda.

Cllr K Salt asked Cllr D Watson to provide figures for the demolition of the flats in Tibshelf High Street and also asked why there is a need to pay for the Bolsover District Gazette in addition to the InTouch publication. Cllr K Salt also asked whether the vision of Bolsover District Council will be the same following the recent election results. Cllr D Watson responded by explaining that it was a decision taken by Bolsover District Council to produce the gazette and there was not an opportunity to put District-related material into the parish newsletter. Cllr D Watson was unaware of the cost to produce but believed it to be between  $\frac{1}{3}$  to  $\frac{1}{2}$  of the cost of the parish publication. Cllr D Watson confirmed that the cost of the demolition of the flats on the High Street is commercially sensitive information and neither Cllr D Watson or Cllr R Heffer were yet aware of the figure. Cllr R Heffer responded to Cllr K Salt's question regarding any changes to the vision of Bolsover District Council by confirming there are no changes planned.

Cllr M Coupe felt the Parish Council deserved credit for the start of the regeneration of the village centre through the Neighbourhood Plan.

**0521/2500 To approve the minutes of the Annual Meeting held on 21<sup>st</sup> May 2019**

Cllr A Beckett asked for clarification on where it stated that Cllr Rutland seconded a motion. Cllr A Beckett felt that Cllr Rutland was not part of the Parish Council at that time and asked for this to be amended and replaced by the word 'a councillor'. Cllr C Whitehead moved, seconded by Cllr K Salt. All in favour after amendment has been made.

**0521/2501 Report from the Locum Clerk-Recommendations on Committee/Sub-Committee Structure**

Cllr A Beckett acknowledged the information in members' packs received from the Locum Clerk which was for advice.

**0521/2502 To appoint Committees, Sub committees, working groups for the forthcoming year May 2021 to May 2022. Item 12 was also taken into account; being accepting the terms of reference**

Cllr A Beckett proposed to have a finance committee as a sub-committee, seconded by Cllr K Salt. All in favour.

No objections received for the Terms of Reference proposed for the finance committee.

Cllr D Watson recommended that the Chair and the Vice Chair of the council should not be included as members of the finance committee and requested a vote to make this change, seconded by Cllr R Heffer. 4 in favour.

Cllr A Beckett proposed that the sub-committees are made up as stated in the Terms of Reference (Chair, Vice Chair + 3 other members), seconded by Cllr K Salt. 7 voted for. 4 against.

It was concluded the proposal from Cllr A Beckett was approved. Cllr A Beckett requested nominations for members to sit on the finance committee.

Cllr R Vaughan, Cllr D Watson and Cllr R Heffer requested to sit on the finance committee. All in favour.

Resources committee – currently contains finance, amenities and personnel. Cllr A Beckett proposed that as per the Terms of Reference that amenities and personnel stay within the resources committee and accept the Terms of Reference, seconded by Cllr K Salt. All in favour except for Cllr D Watson who voted against. Cllr A Beckett requested nominations for members.

Cllr I Brentnall, Cllr C Whitehead and Cllr M Coupe requested to sit on the resources committee. All in favour.

Village Hall Management committee – Cllr D Watson requested that the requirements of the Charity Commission be looked at to ensure the parish council is following the right procedures.

Cllr A Beckett agreed to look into the requirements stipulated by the Charity Commission.

Cllr A Beckett requested nominations which came from Cllr S Wood, Cllr R Heffer, Cllr R Vaughan, Cllr C Whitehead and Cllr P Billington. All in favour.

Neighbourhood Plan steering group – Cllr M Coupe proposed to accept the Terms of Reference, seconded by Cllr A Beckett. All in favour.

**0521/2503 Dates and Times of Council Meetings 2021/2022 and to determine frequency of Committee meetings**

A schedule of proposed dates for meetings was circulated to members with the agenda.

Cllr I Brentnall moved to accept, seconded by Cllr S Wood. All in favour.

**0521/2504 Approve minutes from Parish Council meeting held on 20<sup>th</sup> April 2021**

The Locum Clerk requested some amendments to draft minutes (month/date to be used as a reference number to help identification and correction to date of letter circulated to members from Mark Fletcher MP via the Locum Clerk was 8 April 21 rather than 8 May 21 as stated).

Cllr I Brentnall moved to accept the minutes following amendments, seconded by Cllr C Whitehead. All in favour.

**0521/2505 Receipts of payments for the month of April 2021**

Cllr R Heffer queried the figures from Mathers. The Locum Clerk explained the difference in figures given related to the VAT element of the invoice whereby the report was how much was paid in cash terms to the supplier (£2,508) but the quote of £2,090 did not include V.A.T. As the council claim back the V.A.T then the cost to the council is lower.

**0521/2506 Timetable for reviewing Standing Orders, Financial Regulations, additional policies required**

The Locum Clerk explained that there was some inconsistency with different versions of the Financial Regulations and Standing Orders on the Tibshelf Parish Council website. The Locum Clerk asked councillors to look at the two versions of both Standing Orders and Financial Regulations and raise any differences between the two versions. The Locum Clerk also reminded councillors to take a copy of the signed members' code of conduct and the approved social media policy. Cllr A Beckett suggested that these will be reviewed at next month's parish council meeting.

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**EXEMPT ITEMS**

Members of the public, Cllr J Barron and the Communications and Projected Officer departed.

**0521/2507 Minutes of the Resource Meeting (Exempt items only) held on 28<sup>th</sup> April 2021**

Minutes were proposed by Cllr S Wood as a true record. Cllr C Whitehead seconded. All in favour. (Post minutes by the Locum Clerk. Cllr S Wood was not present at the above meeting so could not propose that these were a true record. A Councillor who was present at the meeting is to propose at the next meeting of the council)

**0521/2508 Locum Clerk's recommendations on a Staff Management Policy**

a) The clerk circulated an example from Flaxton Parish Council to adapt for Tibshelf Parish Council. She was picking up on the recommendations by the monitoring officer which 2 out of 3 items have been covered. No comments were made except from Cllr M Coupe regarding the assumptions that this policy had covered all the legal legislation etc.

Cllr A Beckett suggested that this be adapted for Tibshelf Parish Council and brought back to a future meeting for approval. All in favour

The Clerk asked that staff could have copies of all policies for their reference as there was no handbook. This was accepted

b) Organisational Structure draft was circulated by the clerk for council to adopt until the staffing review has taken place. All in favour

**0521/2509 Proposals for JD review and Staff review from companies whom the Council have requested.**

Circulated with the agenda were proposals from D.A.L.C. and B.D.C. in relation to the same remit sent to support the council with recruitment of a Clerk/R.F.O. and undertake a staffing review.

Cllr A Beckett invited any comments from Members.

A discussion was held. Private & Confidential papers are circulated to all Members

A proposal was made by Cllr A Beckett:

That the Council accept the services of D.A.L.C. to undertake the recruitment of the Parish Clerk/R.F.O. including the job evaluation, recommendations of the job description, hours, salary etc. at a cost of £120 and when the appointment is in place then the council will review again the staffing review but with the input from the Clerk who will be the Manager of staff

This proposal was seconded by Cllr I Brentnall

A recorded vote was taken:

***For the proposal***

Cllr A Beckett  
Cllr P Billington  
Cllr I Brentnall  
Cllr G Foley  
Cllr K Salt  
Cllr R Vaughan  
Cllr S Wood  
Cllr C Whitehead

***Against the proposal***

Cllr R Heffer  
Cllr D Watson

***Abstention***

Cllr M Coupe

**0521/2510    Date and Time of Next Meeting (Pending item 13 above)**

The next meeting of the Parish Council is to be held on Tuesday 15 June 2021-7pm

The next Annual Parish Meeting and Annual Meeting is to be held on Tuesday 17 May 2022-7pm

The meeting closed at 9.10pm.

Chairman.....

Date.....