

**Meeting of TIBSHELF PARISH COUNCIL held at  
7:00 pm on TUESDAY 15 June 2021 in Tibshelf Village Hall**

**MINUTES**

**Present:**

Councillors – A Beckett, P Billington, M Coupe, G Foley, K Salt MBE, R Vaughan,  
C Whitehead, S Wood

**In attendance:**

The Locum Clerk  
Communication & Projects Officer  
6 members of the public

**1      0621/2511      **To receive apologies for absence****

Apologies were sent to the Clerk from Cllrs I Brentnall, R Heffer and D Watson

Cllr I Brentnall-Family Commitments.

Cllr R Heffer and D Watson-All Cllrs have had an email

Cllr A Beckett proposed that the apologies be accepted for Cllr I Brentnall but not for Cllr R Heffer and D Watson as they chose not to come, and this is not an acceptable reason.

Cllr P Billington seconded. All in favour

**2      0621/2512      **Declaration of Members Interests****

Cllr M Coupe declared interest in item 7e)-The motion

**3      0621/2513      **Public Speaking****

Cllr A Beckett addressed members present and explained this section and asked Cllrs to introduce their names and therefore asked members to introduce themselves where they gave their names.

3 young people stood up and 1 spoke on behalf of the 3 to admit that it was them who placed paint on the outdoor gym equipment and wanted to apologise.

This was applauded for their courage in coming forward and Cllr A Beckett asked what they thought the Council should do in response, which one member suggested doing some litter picking and parents be present for supervision.

Due to H & S risks etc., Cllr K Salt suggested that the group focus on the area in the closed church yard for a few hours; tidying; maybe planting some bulbs and, at the same time, looking at the history from the gravestones. Cllr K Salt offered to be present and arrange.

Cllr M Coupe agreed with the proviso that permission was given by Bolsover District Council and the Parochial Church Council.

Cllr S Wood asked why they chose to do such an act and whether there was any other person involved. There was 1 other person involved but could not be present and they obtained the paint from a nearby dwelling. Basic response was stupidity.

Cllr C Whitehead raised the fact that it was boredom and Cllr M Coupe reiterated commendation for coming to admit.

Cllr A Beckett discussed that there was a lack of facilities in the parish for activities for their age and any suggestions to improve those facilities, please let council know and Cllr S Wood would welcome support and help if the youth group gets back to normal and meeting.

The young people and some parents left the room after they expressed thanks for accepting the 'sanction' given by the Council which Cllr K Salt suggested and will facilitate.

County Councillor report. Cllr A Beckett reported that she had been in conversation with Cllr J Barron and sent his apologies. The Locum Clerk reported that Cllr J Barron had sent a report after the agenda had been circulated and asked if it was to be read out and then circulated to all Members.

The report therefore, for the records:

*Unfortunately, I won't be able to attend the parish meeting tomorrow evening. Please the report below.*

*DCC have setup a new improvement and scrutiny committee for climate change, biodiversity and carbon reduction to help the authority reach carbon net zero by 2032.*

*Locally, the five pits trail car park is scheduled for repairs over the next few weeks. As soon as I've got a definite date, I will inform the council.*

*I've submitted a request for crossings at the secondary school to improve the safety prospects of the children that walk. I will keep the council informed as the process moves forward but at the moment it is just a request.*

*Last month, I had a meeting with Alex Dale in regards to the potential new primary school. As soon as I've got more details from the relevant officers, I will provide an in-depth update on the plans from a county point of view. Both myself and Alex are wanting to push ahead for the new school.*

*Its saddening to hear the closure of the 'neddy' as the pub has provided a centre of social behaviour for the village, and I would like to pass my thanks on to Ian Bravery on the work he has done, not just for punters but the whole community as well.*

*Also, I will be at the miners to medic's event at the White Hart on the 16th June at 12pm. If you're up there, please do say hello.*

*Lastly, after the last parish meeting, I attended, I was shocked at the divisions that exist within the parish. I want to make clear again that I am here to work with all of the councillors on the parish regardless of which side of an argument they fall on.*

*Please also pass on my apologies to the council.*

*Thank you. Kind regards, James Barron.-County Councillor for the Tibshelf Division.*

Cllr A Beckett added that, in conversation with Cllr Barron, Severn Trent were coming out to fix the leak coming from the potholes at the top of High Street as it was not the responsibility of County Council. This was due to the pipework which needed fixing.

Cllr K Salt asked whether the report mentioned anything to do with the regeneration of the High Street which was recorded in his leaflet circulated. There wasn't any mention. However, Cllr A Beckett said that, if Cllr Barron attends the next meeting, this question could be asked. All Cllrs have contact details and, if he is not able to be present, due to other commitments, then questions can be put in writing on behalf of the Council.

District Council report. Nothing sent to report and both District Councillors not present

Cllr K Salt wanted noting that, if they are not going to attend in future, could a report be circulated.

A discussion was held between Councillors regarding disputes and arguments, code of conduct, lengthy emails but the clerk was told not to minute

Cllr A Beckett referred to the cannabis plants being grown in the building which used to belong to the old Co-op shop. Cllr A Beckett commented that matters concerning people entering the building and the unpleasant smell coming from the building had been reported to the police for several months by Tibshelf residents for some time and was disappointed that it took so long to action.

### **Recording commenced**

#### **4 0621/2514 Announcement from the Chairman**

- A) Cllr A Beckett had no items in the agenda which have not already been added to item 10.
- B) Any other announcements from the Chairman  
None

### **NONE EXEMPT ITEMS**

#### **5 0621/2515 To approve the Minutes of the Annual Parish and Annual Meeting held on 18 May 2021**

Cllr A Beckett asked for minutes to be amended to include Cllr R Vaughan to be added to the Village Hall committee. Cllr A Beckett moved to approve the minutes with this amendment, Cllr C Whitehead seconded. All in favour.

#### **6 0621/2516 Locum Parish Clerk Report**

##### **a) *Review Standing Orders***

Cllr A Beckett will request the Communication and Project Officer to upload these to the website to replace the Standing Orders on the website which were out of date. Cllr A Beckett moved to approve the standing orders. Cllr S Wood seconded. All in favour.

##### **b) *Review Financial Regulations***

Cllr R Vaughan moved the Financial Regulations, Cllr S Wood seconded. All in favour.

##### **c) *Outstanding Tasks for committees***

Cllr A Beckett drew members' attention to the task list which had been prepared by the Locum Clerk.

##### **d) *Council to meet Mark Fletcher MP***

Mark Fletcher MP has requested to meet with the parish council and had proposed Friday 23<sup>rd</sup> July in the evening. After some discussion it was agreed that the parish council would go back to Mark Fletcher MP to see if he could offer alternative later dates and whether he would be in agreement with making the meeting accessible to the public (numbers to be in line with COVID guidelines).

##### **e) *H & S Advice for the Council***

Further to a recommendation from the Locum Clerk, Cllr A Beckett has spoken with Tony Crabb from a company called Ellis Whitham. The company is considered the market leader in terms of supporting local government with health & safety (including risk assessments, guidance, training, helpline, etc.). It was acknowledged by all members and the Locum Clerk that no one was an H&S expert and that this was an area which needed urgent attention.

Cllr A Beckett also referred members to a recent discussion held with the insurance company where it was highlighted that the parish council needed its assets valued in order to receive an insurance quotation. Ellis Whitham would be able to assist the parish council with this evaluation. A quotation for circa £2,000 per annum has been received and this would run for a minimum of 2 years. Ellis Whitham have confirmed they would be willing to consider applying a discount due to Tibshelf Parish Council being a new customer.

Cllr M Coupe questioned whether it would be necessary to put such work out to tender and obtain 3 quotations. Cllr A Beckett confirmed that this is only necessary above £5,000, according to the Financial Regulations.

Cllr M Coupe moved to agree to commission the company to provide the service offered as soon as possible based on 2 or 3 years and will negotiate the most favourable rate, not exceeding £2,500. Cllr K Salt seconded. All in favour.

**f) Request for use of Sports Ground**

A request from Tibshelf Football Club has been received to hold a football tournament on Sunday 25<sup>th</sup> July 2021. A risk assessment has been completed.

Cllr R Vaughan moved to accept the request; Cllr C Whitehead seconded. All in favour.

**7 0621/2517 Responsible Finance Officer Report**

**a) Minutes of the Finance Meeting held 20 May 21-Approval of true record**

These have been supplied for information purposes only. All members agreed these were a true record of the meeting.

**b) External Annual Return procedure for 2020/21**

The Locum Clerk confirmed the figure work had been completed. The AGAR has been completed and needs to be approved at a formal meeting by the end of June 2021. The Locum Clerk proposed that this could take place at the start of the Village Hall committee meeting. An extension has been received from PKF until the end of July 2021. The Locum Clerk requested a few hours to complete this work. All members agreed.

**c) Internal Audit for 2020/21**

Janice Jackson attended the office on 10 June 2021 to carry out the audit for the council and TVH and the report will be circulated when received.

**d) Year ending financial position as at March 2021**

The Locum Clerk highlighted an error regarding 'brought forward' and 'carried forward' and explained that the difference was reference to VAT to be claimed on behalf of the Village Hall, along with the 18-19 VAT figure from 18-19. The figures presented are a summary of the financial position which looks favourable.

**e) Motion regarding restricted reserves-Grants**

The Locum Clerk asked members if they wanted to ringfence any of the reserves held. A small number of councillors have already made suggestions for how these reserves may be spent and these are referenced in the Locum Clerk's report.

Cllr A Beckett referred to a 'Parish Plan' which was proposed some 12-18 months ago and recommended that the plan is drawn up to help decide what parishioners want in the village and how the budget matches these needs.

Cllr A Beckett emphasised the importance of talking with parishioners about what is needed for the parish and explaining how the parish council works in terms of funding and the restrictions the parish council must work with.

The Locum Clerk recommended that a working group/sub committee be set up to look at how Section 137 money/reserves is spent. Cllr M Coupe agreed.

Cllr M Coupe proposed to set up a working party to look at how the reserves are spent, to hold its first meeting before the next parish council meeting and to report back at the next parish council meeting. Seconded by Cllr A Beckett. All in favour.

**f) V.A.T. Claims to date**

The Locum Clerk referred members to the R.F.O. report which highlighted the error in claiming back V.A.T. for the Village Hall which is a charity. The Locum Clerk advised that the auditors have stated that the Village Hall could register for V.A.T. or the monies could be passed back to the Village Hall.

Cllr R Vaughan proposed to move the monies back to the Village Hall. Seconded by Cllr K Salt. All in favour.

**g) Budget 2021/2022**

The Locum Clerk confirmed that the budget 2021/2022 needs to be reported and it must not show any income taken from reserves. This figure should be reported at the year end if there was a figure of expenditure over income as there was nowhere else to take the funds from.

**h) Insurance renewal for June 2021 to June 2022**

The Locum Clerk highlighted the urgency of this due to the invoice needing to be paid imminently.

Cllr A Beckett proposed that the recommendation from Came & Company is accepted. Seconded by Cllr S Wood. All in favour

**i) Asset Register**

The Locum Clerk referred members to her report concerning the assets register and audit return. The Locum Clerk stated this will be explained upon agreement of the AGAR at the forthcoming meeting.

**j) Section 137 application**

A completed form was included in the pack from Tibshelf Football Club for £500 to cover the cost of new goalposts and to contribute towards the cost of a new mower.

Cllr A Beckett moved to accept the request for £500 from Tibshelf Football Club and the monies to be taken from the COVID fund. Seconded by Cllr P Billington. All in favour.

**k) Zoom annual subscription**

It was agreed that due to the uncertainty around COVID and the need to still hold some meetings with Zoom (DALC, support with recruitment of new Clerk, etc.) that there was still a need to use Zoom.

Cllr A Beckett proposed to continue with the Zoom annual subscription. Seconded by Cllr K Salt. All in favour.

**l) Domain renewal-Reimbursement to Locum Clerk**

Cllr M Coupe proposed to reimburse the Locum Clerk for payment made on her own credit card for the cost of the domain renewal £96. Seconded by Cllr C Whitehead. All in favour.

**m) Utility Aid VFM-Gas/Electric**

Cllr A Beckett thanked the Locum Clerk for the information provided in the meeting report.

**n) Receipts/Payments month of May 21**

Cllr A Beckett referred members to the information in their packs.

Cllr K Salt moved this; Cllr S Wood seconded. All in favour.

**o) Financial position April to May 2021**

The Locum Clerk referred members to the explanation in the R.F.O. meeting report ref the reason for why an actual/budget to date cannot yet be provided.

**8 0621/2518 To receive a verbal update from the Communications and Projects Officer**

**a) Timetable for publication of the late Summer/Autumn edition of the Parish News**

The Communication and Projects Officer outlined the publication schedule as follows:

- 8.7.21 (by midday): Deadline for submissions
- 8.7.21 (by end of working day): Working draft to be sent to councillors
- 20.7.21\*: Parish meeting to approve draft
- 22.7.21: Approved draft to be sent to the printers
- 7.8.21 – 22.8.21: Delivery to households in parish
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\* originally proposed as 13.7.21 based on meeting schedule from the Locum Clerk; meeting to be amended to 20.7.21

Cllr A Beckett asked the Locum Clerk to amend the schedule of parish council meetings as they had been listed as taking place on the second Tuesday of the month and not the third Tuesday of the month which is the norm. The Locum Clerk will correct this.

**b) Scouts' distribution cost and areas covered**

The Communication and Projects Officer referred members to an issue in terms of the Scouts delivering the newsletter on foot to households which were in remote areas of the parish. The Communication and Projects Officer recommended that it would be more cost effective to post the newsletter to these properties. Everyone agreed that they should be posted, second class.

**c) Parish Website clarification**

The Communication and Projects Officer explained that a Jeremy Tipping is currently listed on the parish council website as an employee. All agreed that he is not an employee but rather than remove his details from the website, retain, but provide an explanation that he is not an employee of Tibshelf Parish Council.

The Communication and Projects Officer referred to an old website he had found (www.Tibshelfpc.tripod.com) which was decommissioned in 2004. Cllr M Coupe explained that it couldn't be removed due to no passwords being available. The Locum Clerk suggested that contact be made with AML (the parish council's IT support provider) to see if they could remove it. Cllr M Coupe to liaise with the Communication and Projects Officer to sort.

**9 0621/2519 Neighborhood Plan Steering Group**

**a) Notes of the meeting held 13 April 21-Attached for information only**

Cllr A Beckett referred members to the notes from the meeting held on 13 April and asked Cllr M Coupe if there were any further developments to report.

**b) Verbal report of the meeting held 10 June 21-Cllr M Coupe**

Cllr M Coupe referred to the acknowledgement of the objections received from some parishioners for being included on the heritage asset list. It was decided that, as most of the properties on the list are in the conservation area (and are therefore under the remit of Bolsover District Council) but that the heritage asset list should exist as part of the neighbourhood plan and to include properties that are outside of the conservation area. Cllr M Coupe explained that a decision had been made to contact those property owners on the heritage asset list again to advise them of their inclusion on the list and to provide another opportunity for the owners to ask to be removed from the list.

Cllr M Coupe highlighted apparent confusion over the term 'material consideration' in terms of property planning; Cllr M Coupe stressed that this only applied if the property owner were to submit a planning application.

Another meeting of the NPSG is to be arranged as soon as possible (date to be confirmed).

Cllr M Coupe is working with Barry Green on a suitable letter to be sent as soon as possible to the property owners on the heritage asset list.

**c) NPSG Grant return (R.F.O.)**

The Locum Clerk confirmed there is approximately £600 left from the grant. The Locum Clerk promised to provide figures relating to the paperwork/photocopying of the neighbourhood plan at the next meeting.

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Cllr A Beckett proposed to discuss items below without members of the public being present. Seconded by Cllr S Wood. Members of the public and staff member therefore left the room.

Cllr A Beckett declared an interest in item C)

**10 0621/2520 EXEMPT ITEMS-See item 4) above**

**A) *Minutes of the Resource committee meeting held on 28 April 21***

At the meeting held 18 May 21 these were proposed by Cllr S Wood. However, Cllr S Wood was not present at that meeting. Locum Clerk requests that a Councillor who was present at the meeting propose that they are a true record so these can be signed off by the Chairman. Cllr K Salt was present at that meeting so she confirmed that these were a true record.

**B) *Parish Clerk/R.F.O.-Recruitment***

- i. Parish Clerk/R.F.O. Job Evaluation carried out by D.A.L.C.-circulated
- ii. Parish Council to confirm Job Description including hours and salary
- iii. Draft timetable for recruitment process-circulated
- iv. Days/Hours required for hand over from Locum Clerk to new position

Cllr A Beckett spoke to all in section B and reported that Cllr Beckett, Brentnall and Salt, along with the Locum Clerk spent time with the Chief Officer of DALC to discuss the tasks for the role etc. including the requirements, the council in order that a successful person would be in post.

Following those meetings, the recommendation was circulated as item i) above

Cllr A Beckett proposed that the salary recommendation of Scale point 29-32 be agreed, with 1 extra point of the scale if a candidate is qualified with CiLCA and that the post be advertised for 30hrs per week

Cllr C Whitehead asked that, if it turns out that the job cannot be done in 30hrs, would there be flexibility if required?

Cllr A Beckett responded by saying that, at the interview, flexibility of extra hours, if required, will be discussed. However, the council must consider carefully the salary budget as this is significantly higher than what has been paid in the past.

The proposal was seconded by Cllr M Coupe. All in favour

Cllr A Beckett also proposed that the Communications and Projects Officer be asked to handle the recruitment process.

A discussion was held with the Locum Clerk's input and comments. As the C&P Officer was in the office at the time, he was invited to be asked if he agreed to carry out the administration work to then pass on to the Locum Clerk when completed. He agreed.

As the time had exceeded 2 hours at this time, Cllr K Salt proposed to move the standing orders to continue for a short time. All in favour

D.A.L.C. had recommended that the members on the panel to interview and shortlist be between 3 and 5 members. The Locum Clerk reiterated that the Chief Officer, Wendy Amis, from D.A.L.C. was prepared to be on the panel. It was agreed therefore that, with this support, Cllrs Beckett, Coupe, Salt and Wood be appointed to the panel.

**C) Renewal of contract for Casual Administration Assistant from 1 July 2021**

Cllr A Beckett had declared an interest; named the member of staff on this contract and asked views from Members

Cllr M Coupe asked the Locum Clerk if she had utilized the appointment and she reported that she had more since the previous month and had been given extra tasks which are 'one off'. She said that the extra support was useful, especially giving the recording of meetings in order to type up a large section of the minutes.

As this member could not take the minutes of the public participation and the exempt section, this still took the Locum Clerk and extra 2 hours to finalised.

Cllr S Wood proposed that the contract be extended for 3 months from 1 July 21 to 30 Sep 21 and to be reviewed after the 3 months and when a new Clerk is in post.

Cllr M Coupe seconded. All in favour

**D) Request from a member of staff regarding working arrangements-circulated**

Cllr A Beckett proposed that this be considered as part of the staffing review. Seconded by Cllr S Wood. All in favour

The Locum Clerk asked that, as Chairman of the Council, an acknowledgement letter be sent, to which it was agreed.

**E) Overtime paid to staff for previous month-circulated**

The Locum Clerk had reported the amounts and reason for transparency

**F) Payments to the Locum Clerk**

- i. Approval of payment for Wk. 2 work done April 2021-circulated
- ii. Approval of payment for work carried out during May 2021-circulated

Both items above were approved by the Council. An explanation was given by Cllr A Beckett why these had been delayed. It was agreed that, for protection of the Chairman and the Clerk, all payments to the Clerk be taken to all Members of the Council in future.

**G) Locum Clerk terms & conditions-advised by D.A.L.C.-Circulated**

Cllr A Beckett agreed with recommendations to contact the HR advisor from D.A.L.C to proceed appropriately and report back.

**H) Staffing Policy for approval-Circulated**

Cllr A Beckett proposed that this policy be accepted for Tibshelf Parish Council. There were no objections, along with the Locum Clerk giving a copy to all members of staff in addition to any other policies which relate to staff, such as the Social Media Policy.

**11 0621/2521Date and Time of Next Meeting-Scheduled for Tuesday 20 July 2021-7pm**

Chairman Signed.....