

MINUTES

Present: Councillors – A Beckett, M Coupe, I Brentnall, R Heffer, K Salt MBE, R Vaughan, D Watson, C Whitehead

None attendance: Cllr G Foley

In attendance: The Locum Clerk-Mrs Susan Coldwell
County Councillor-James Barron
2 members of the public

1 1021/2560 **To receive apologies for absence**
Cllrs Billington and Wood who were in isolation

2 1021/2561 **Declaration of Members Interests**
None to record

3 1021/2562 **Public Speaking**

A member of the public had just come from a meeting of the Guides/Brownie etc. She reported that, in view of the rising cases of Covid-19 virus locally, they are not happy to go into the church but will be prepared to be part of the parade, laying of the wreaths etc. and was concerned about the children standing outside the church in the cold.

Cllr K Salt asked District Councillors if there was any further guidance as in 2020, as the Vicar, Gill Manley followed the Government guidelines.

Cllr I Brentnall reminded the Councillors that there was a 'Plan B' arranged and, as guests of the church; will be controlled by any changes to the guidelines and will liaise with the band. At the very least, the Union Flag must be carried and raised and he will ensure this happens.

The times of the parade, arriving at the cenotaph and the walk can be changed nearer the time and that there would be communication with the Reverend for the Remembrance Service, as well as the Carol Service.

Cllr D Watson informed the council that she had recently spoken to the Police and it was imperative that they also were kept abreast of the situation if there were any changes. Cllr R Heffer and Cllr I Brentnall will contact the police if necessary.

Cllr A Beckett expressed that it was a difficult situation as publicity of the events were already drafted in the Parish News detailing the times and procedures.

Cllr M Coupe suggested that there could be arrangements made for a 'ticket' procedure for the carol service.

The council agreed to leave the arrangements for the Remembrance Service in the hands of Cllr I Brentnall and Cllr R Heffer and Cllr A Beckett would liaise with the Reverend regarding the Carol Service.

Cllr A Beckett asked if there were any further comments from the public. Cllr R Heffer questioned the accounting procedure for the advertised event of the Fireworks which was arranged by the T.C.A. but funded by Tibshelf Parish Council.

Cllr A Beckett explained that the purchase of the fireworks at a maximum cost of £4,000 was approved by the council and that the invoice goes straight from the supplier to the council to pay. Any funds raised at the event goes towards the Community Carnival

Cllr D Watson asked then, as an Association and, in accordance with the constitution can the T.C.A. arrange an A.G.M. where the accounts are displayed for transparency to protect the Parish Council.

Cllr A Beckett agreed that the Locum Clerk can contact the Secretary of the T.C.A. Diane Rutland, on behalf of the Council to request such information.

Cllr A Beckett raised a matter which a resident had passed on which was the maintenance of the benches in the cemetery and question why the Rangers had been seen painting one bench.

Cllr K Salt informed the council that it was approved at the Resources meeting last year, with the previous Clerk, that he is to write to everyone who owns a bench to ask if they wanted support if benches required painting or maintaining and, if they did, then the Council would endeavour to help.

The Locum Clerk said she was finding difficulty in sourcing previous minutes etc. but would look back.

Cllr D Watson has spoken to District Street Services regarding this and advised that a formal agreement be written and signed to that effect.

It was agreed that this be put as an item on the next meeting of the Resource committee and that the Locum Clerk would look for the agreement made.

County Councillor report

Cllr James Barron verbally reported that the potholes on King Street had been fixed; Highways were attending to the one on High Street; also, the potholes around the school. He had visited Derwent Drive area and was investigating the parking there which needs further development. He thanked the Head Teacher of the Infant School, Zoe, for showing him round as he was highly impressed with what he saw.

Cllr James Barron informed Cllr Coupe that he had just come from a meeting where talks can begin in relation to Rock House corner and for Cllr Coupe to get in touch regarding dates and times. Cllr James also reported that the County are willing to provide £1,500 for events around the Queens Jubilee and that, if you require any funds, the Council is to get in touch.

Cllr James Barron also stressed that, if there are any faults in the village which are the responsibility of the County then the best procedure would be to use the website to log this fault; obtain a reference number and he would be able to follow up if necessary.

Cllr K Salt asked the County Councillor about what is being done regarding all the other remaining potholes in the village as there were many and he said he would contact Highways to identify them all and action where possible.

Cllr A Beckett asked the County Councillor the following:

For an update on developments of the school. Cllr J Barron response was that this was still quite sensitive information and, as soon as this information became public, he would of course let the Parish Council know.

Parking around the butchers continued to be a problem and the residents along Wetton Lane have requested that a mirror on the junctions be considered to help prevent accidents. Cllr J Barron response was that he would also investigate this.

Lorries coming through the village on the High Street, what can be done about it. Cllr J Barron said he continues to have meetings with neighbouring councils on weight restrictions on the roads and will do what he can. He was also having an informal meeting on 15 November 21 to look at this same issue and is hopeful that he can report some action soon.

Cllr K Salt also had been speaking to the owners of the Butchers and said that they would appreciate a personal visit from him to meet them personally to discuss the issue.

District Councillor report

Nothing further to report except Cllr D Watson had brought along a legal document in relation to the S106 monies which clearly state that £146,880 were given by the owners to the District Council in order to upgrade the Sports and Recreational facilities in the village and that no monies were going to be given direct to Tibshelf Parish Council.

4 1021/2563 **Announcements from the Chairman**

Cllr A Beckett informed members that due to the current levels of COVID-19 in the village, the Tibshelf Community Association has decided to cancel the fireworks event for this year.

NONE-EXEMPT ITEMS

5 1021/2564 **To approve the Draft Minutes of the meeting of the Parish Council held Tuesday 21 September 2021**

Cllr D Watson moved to approve the minutes subject to inclusion of an amendment previously given to the Locum Clerk and of which members had sight of at the time of the meeting. Cllr R Heffer seconded. All in favour.

6 1021/2565 **To approve Draft Minutes of the Extra Ordinary meeting of the Parish Council held Tuesday 5 October 21**

Cllr R Heffer moved to approve the minutes. Cllr A Beckett seconded. All in favour.

7 1021/2566 **Health & Safety Report from the Locum Clerk**

a) *General Risk Assessment/Fire Risk Assessment Update*

The Locum Clerk reported that she had been able to log in to the health and safety portal after difficulties and could now make relevant updates on there.

b) *Fire Alarm/Emergency Lighting testing Village Hall*

The Locum Clerk reported that the fire alarm and lighting had been tested at the Village Hall and remedials had arisen that need addressing. The Locum Clerk would like to go back to B. W. Fire Engineering to query their report and then get quotes to cover these remedials and bring back to Tibshelf Parish Council.

Cllr R Heffer said this was a Village Hall management committee matter. The Locum Clerk responded that health and safety is a priority and couldn't wait until the next committee meeting.

c) *Fixed Wire testing remedials*

The Locum Clerk referenced a report from R C Cook who undertook fixed wire testing at the Village Hall and the Pavilion. The cost of conducting the tests was £552 and there was quote for a further £980 to cover remedial work.

Cllr D Watson said this should also be looked at by the Village Hall management committee. The Locum Clerk explained that R C Cook contracts the work out to a qualified electrician who does both facilities. The Locum Clerk to check if in future the work can be quoted separately to allow the Village Hall management committee to approve work on the Village Hall.

Cllr D Watson suggested a review of approved contractors to comply with financial regulations. The Locum Clerk said a regular review should occur and could be placed on the next annual Tibshelf Parish Council agenda in May 2022. In principle, this was accepted by all.

d) *Employees responses to their duties under H & S*

The Locum Clerk reported that all employees had signed a document outlining their duties under health and safety.

e) Employee representative under H & S

The Locum Clerk reported that the Communication and Projects Officer had agreed to be nominated as the staff representative on the Health and Safety Committee. Cllr A Beckett moved to accept this nomination. Cllr I Brentnall seconded. All in favour.

f) Training session for all Members of H & S committee

The Locum Clerk asked members on the Health and Safety Committee to suggest times for the committee to meet with Ellis Whittam and undergo a training session. Cllr A Beckett suggested all committee members email the Locum Clerk as soon as possible to state their availability.

g) Date of next meeting of the Health & Safety committee

The Locum Clerk will update Tibshelf Parish Council with the date in due course. It should occur before the end of the year.

8 1021/2567 Locum Parish Clerk Report

a) Queen's Platinum Jubilee Project Plans 2022

Cllr M Coupe reported that he had contacted a supplier of trees that have quoted £77 + VAT per horse chestnut tree. There will also be additional planting costs. Cllr M Coupe suggested a maximum of seven be bought after surveying the Shetland Road sports ground.

Cllr I Brentnall advised that the trees would need to be planted this side of Christmas to let them settle in before Spring.

Cllr A Beckett suggested using the recent tree surveys to help decide where to plant them.

Cllr M Coupe suggested that if trees needed to be felled, then this would give even more reason to move quickly before the end of year.

Cllr A Beckett asked if any government initiatives were offering trees for free, rather than Tibshelf Parish Council pay for them. Cllr M Coupe had looked at several sources and couldn't find anything appropriate. However further research could be conducted.

Cllr R Heffer moved that up to seven trees be bought for £77 + VAT from Derwent Treescapes Ltd. Cllr C Whitehead seconded. All in favour.

Cllr M Coupe suggested a plaque be made to explain why the trees had been planted. Quotes would be sought and brought to a future meeting by Cllr Coupe.

b) Date for Working Party for Pavilion/Recreation Sports Ground

Cllr A Beckett suggested members of the working party contact the Locum Clerk and state their availability.

Members would provide the Locum Clerk with a preferred solicitor to advise and create leases.

c) Tommie Soldiers/War Horse Plans

Cllr K Salt reported that the two silhouettes outside of the High Street flats can go there again under the 28-day planning clause. The remaining silhouettes can also go in the same locations as last year. The Parish Rangers to advise the Locum Clerk on the specific locations.

The Locum Clerk had arranged an online meeting with Ellis Whittam, health and safety advisors, who will provide risk assessments after discussions with the Rangers.

Cllr A Beckett explained that the poppies on lamp posts and the silhouettes should go up at the same time. The Locum Clerk said the hanging baskets would be taken down on the 28th-29th October and poppies placed on the lamp posts. The poppies would then be taken down w/c the 15th November.

Formally approved at the council meeting held 16 November 2021
Cllr M Coupe moved that the silhouettes should go up following to the same schedule as the poppies on lamp posts. Cllr R Heffer seconded. All in favour.

Cllr I Brentnall commented that the poppies should be placed the correct way on the lamp posts; vertically and not horizontally. The largest petal should be at the bottom.

d) Poppies on the Lamp Posts Plans

This item was covered in 8(c).

e) Christmas Trees Plans

Cllr A Beckett reported that the power from the High Street flats could still be used for the six Christmas trees nearby.

Cllr D Watson said this should be the case, but not a guarantee. It is very unlikely the utilities will be switched off to the flats. If they are switched off, it would mean three trees would go unlit. The main large tree would be unaffected.

f) COVID-19 Testing Site in Car Park Up to end of December 2021

Cllr R Heffer said this was a Village Hall management committee matter.

Cllr A Beckett explained that there had been a community testing centre in the car park, and they may ask to continue this over more months. Members were asked if they had any objections to providing permission up until the end of December 2021.

Members did not express any objections to this continuing.

g) Closure of Parish Office/Village Hall over Christmas/New Year 2021

Cllr A Beckett said the Parish Office should be closed on the bank holidays, but this is subject to staff annual leave requests.

9 1021/2568 Responsible Finance Officer Report

a) Receipts and Payments for month of August 2021

Cllr A Beckett drew member's attention to the document in the agenda pack. The information was noted.

b) Receipts and Payment for month of September 2021

Cllr A Beckett drew member's attention to the document in the agenda pack. The information was noted.

c) Actual/Budget report April 21 to September 21

Cllr A Beckett drew member's attention to the document in the agenda pack. The information was noted.

d) Christmas Lights in the Village

Cllr A Beckett explained that the company used previously for the Christmas lights, P&D Specialist Services, has quoted £1,498.78 for this year. This includes installation and traffic management.

Cllr R Heffer explained that a company was used to install them because it involved highways and could not be done by R C Cook.

Cllr R Heffer moved, Cllr R Vaughan seconded. All in favour.

e) Christmas Trees in the Village/VillageHall/Shops/Flats

Cllr A Beckett explained that a quote had been received from R C Cook for £1,350 to install Christmas tree lights and the large Christmas tree, as well as PAT testing the lights.

Formally approved at the council meeting held 16 November 2021

The Locum Clerk said that the quote did not mention any need for the Parish Rangers to help with installation, unlike last year where they did help. The Locum Clerk will be keeping the Parish Rangers on their normal duties. Cllr A Beckett recommended checking with R C Cook if they needed any additional help from Tibshelf Parish Council staff.

Cllr M Coupe raised that a gentleman wanted to speak with the Locum Clerk regarding lights on top of the Church. Cllr M Coupe to follow up with the member of the public to contact the Locum Clerk.

Cllr D Watson proposed Tibshelf Parish Council reviews the Christmas lights arrangements in January 2022. Cllr K Salt seconded. All in favour.

Cllr K Salt suggested this review could be widened to include the fireworks display.

f) *Summer/Winter Planting 2022*

Cllr A Beckett explained that Woolley Nurseries had quoted to do the hanging baskets until 2024 for a price of £10,000 per year. This also includes five free planters and remembrance poppy installation and removal. Cllr A Beckett recommended getting additional quotes before making the decision. It would be included on the 16th November 2021 agenda of Tibshelf Parish Council. Cllr I Brentnall said it was important to demonstrate best value for money to the taxpayer and consider other quotes alongside Woolley nurseries.

Cllr M Coupe asked if there had been problems in planting the boundary planters due to insufficient blooming of flowers. The Locum Clerk confirmed they had all be planted as normal. Cllr A Beckett recommended placing this matter on the November agenda alongside the hanging baskets.

g) *External Audit Report 20/21 PKF*

Cllr A Beckett drew member's attention to the External Auditor Report and Certificate document in the agenda pack. The information was noted that this was a 'clean' audit report.

h) *Date for next meeting of the Finance Committee*

Cllr A Beckett said the Finance Committee would meet on the 23rd November 2021.

i) *Responses of how to spend COVID-19 reserves*

Cllr A Beckett explained that 14 public responses had been received and these would be discussed at the next Finance Committee meeting.

j) *Reimbursement to Locum Clerk for payment of road tax*

The Locum Clerk requested reimbursement for £275 for road tax paid from a personal credit card on behalf of the Council. Cllr R Heffer moved. Cllr M Coupe seconded. All in favour.

k) *Reimbursement to Locum Clerk for payment of litter picker ends*

The Locum Clerk requested reimbursement for £26.40 for litter picker ends paid from a personal credit card on behalf of the Council. Cllr R Heffer moved. Cllr M Coupe seconded. All in favour.

10 1021/2569 **Communications and Project Officer Report**

a) *Draft Edition of Parish News – Winter 2021*

Cllr A Beckett directed member's attention to a written report from the Communications and Project Officer which was tabled at the meeting.

Cllr D Watson said comments sent to the Communications and Project Officer and the Locum Clerk hadn't been acknowledged. Cllr D Watson recommended the newsletter was delayed until it reflected what Tibshelf Parish Council wanted to say to the public.

Cllr A Beckett said that the newsletter draft contained time-sensitive articles and event posters that did need going out to the public. Although some articles would need to be adjusted before going to print, such as the fireworks events being removed.

Cllr D Watson asked why comments were to be sent to the Locum Clerk rather than the Communications and Projects Officer directly.

Cllr A Beckett said this was changed following the Communications and Projects Officer receiving inappropriate emails from members.

Cllr D Watson said the newsletter goes on behalf of Tibshelf Parish Council and not on behalf of the Communications and Project Officer.

Cllr A Beckett said the Officer simply drafts up items and articles that are sent through or that is deemed useful for the public to know. Members have the right to feed in articles and comments during the process. Cllr A Beckett recommended holding a meeting with the Communications and Project Officer to discuss what information is presented to the public and how.

D Watson suggested delaying the publication of the newsletter until information is corrected and more is known about the public events it contains, following a spike in COVID-19 cases. Cllr M Coupe suggested members send through their suggestions, ideas and alterations as soon as possible, which may mean a newsletter is produced in a reduced form. Cllr R Heffer added that posters should be created and placed in the village, along with the website and Facebook page, once event details were known.

Cllr K Salt proposed that further discussion should take place in the Exempt section under item 13 (a). Cllr D Watson seconded. No vote took place and the discussion continued.

Cllr A Beckett said that certain articles, such as one aimed at former members of Tibshelf OAP Club, should still go out and may not be seen on Facebook or website by the target audience. Cllr R Heffer said that if he was provided with a list of former members, he would deliver them.

The Locum Clerk explained that they and the Communications and Projects Officer had spoken prior to the meeting and the Officer had made many of the adjustments and amendments and taken member's comments on board.

Cllr D Watson proposed the newsletter is delayed until information is corrected, other information is fed through to the Communication and Projects Officer, and more details are known about the public events contained in the newsletter. Cllr R Heffer seconded. Four members voted in favour. Three against. One abstention.

Cllr I Brentnall proposed the creation of posters to advertise Remembrance Sunday, Neighbourhood Plan Exhibition and the Parish Carol Service. These to be displayed in the village on noticeboards and using social media and the website. Cllr M Coupe seconded. All in favour.

b) Committee Structure 21/22 for display

Cllr A Beckett drew member's attention to the committee structure in the agenda pack.

c) Communications strategy 'outside bodies'

Cllr A Beckett proposed this is placed on the next agenda. Cllr M Coupe seconded. All in favour.

11 1021/2570 Neighbourhood Plan Steering Group

a) Notes of the meeting held 28 September 2021

Cllr A Beckett drew member's attention to the meeting notes in the agenda pack. The information was noted.

b) Verbal update of anything urgent from Cllr M Coupe

Cllr M Coupe reported that the Neighbourhood Planning Steering Group had made a grant funding application, as per the decision made at the Extraordinary meeting of Tibshelf Parish Council on 5th October 2021. The initial exhibition leaflets were in the process of being delivered.

12 **1021/2571** **Minutes of the Meeting of the Village Hall Management Committee 22 June 2021**
Cllr A Beckett drew member's attention to the meeting minutes in agenda packs. The minutes were noted.

13 **1021/2572** **EXEMPT ITEMS – See item 4) to Resolve to move the following items into this section**

Cllr M Coupe proposed to move S.O. for another 30 mins as the time had exceeded 2 hours. Cllr A Beckett seconded. All in favour

a) To approve draft minutes of meeting of the parish council 21 September 21 (Private & Confidential sections only)

Cllr C Whitehead Proposed to agree the items in red were a true record.
Cllr I Brentnall seconded. All in favour.

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

Cllr A Beckett reported that there was not much to report regarding this as the closing date was not until 3rd November, but interviews have been set for 19th November

Cllr M Coupe suggested that, in view of the rise of Covid-19 cases, that the council consider increasing the numbers of the panel from 3 to 5 so that, should someone on the panel be taken ill then at least there could be 3 available.

Cllr A Beckett informed the Council that this option was raised previously, and it was formally agreed that the panel be just 3 Members of the Council, along with the Chief Officer of DALC in an advisory capacity.

The Members went into lengthy discussions regarding these changes and previous recruitment issues regarding the appointment of a Clerk.

The Chairman formally closed the meeting at 9.15pm then further discussions were held.

c) Overtime paid to staff month of October 21

Not reported and discussed by the Council

d) Locum Clerk succession plan/end of payroll-resignation letter

Not reported and discussed by the Council

e) Staffing needs considering item d) above

Not reported and discussed by the Council