

**Meeting of TIBSHELF PARISH COUNCIL held on  
TUESDAY 14<sup>TH</sup> DECEMBER 2021 in the Village Hall**

**MINUTES**

**Present:** Cllrs Beckett, Billington, Foley, Vaughan, Whitehead and Wood

**In attendance:** Mrs. Susan Coldwell - Locum Clerk/R.F.O.  
Mr. Peter Leppard – future Locum Clerk  
Members of the public: 2

**1221/2596 1 To receive apologies for absence.**

The Locum Clerk/R.F.O. reported Cllrs who had given notice of their absence:

Cllr I Brentnall	Not well
Cllr M Coupe	Preference due to Covid-19 restrictions
Cllr R Heffer	Work commitments
Cllr K Salt	Work commitments
Cllr D Watson	Not well

Cllr A Beckett proposed to accept the apologies. Cllr S Wood seconded. All in favour

**1221/2597 2 Declaration of Members Interests.**

No member declared an interest in any items on the agenda

**1221/2598 3 Public Speaking.**

Cllr A Beckett introduced Mr Peter Leppard and explained that, at the Extra Ordinary Meeting held 7 December 21 it was agreed to ask if Peter Leppard could support the Council as Locum Clerk whilst Susan Coldwell has agreed to be the Locum Responsible Finance Officer. These 2 appointments are to be short term whilst recruitment for a permanent position/s are advertised early in the New Year.

Peter Leppard reported that he had been a Clerk since 2013 and that he was looking forward to working for Tibshelf Parish Council. Councillors around the table introduced themselves to Peter.

None of the members of public wished to ask any questions or make any comment.

No representative from the Police or District Council

County Councillor, James Barron, had sent a brief report by email to the Locum Clerk/R.F.O. to which she read out to all persons present:

*'I've had something crop up for tonight's meeting, would you mind passing on my apologies please, and use the following as an update to the council.*

*Consultation on care homes is now open, so I encourage everyone with an interest to make their voices heard on it. Its available online.*

*Met with Deakin Butchers, and agreed to look into expanding car parking in centre of village as the crossing for five pits has become a nightmare.*

*Looking in to King Street parking situation as well.*

*Wishing everyone a very merry Christmas and a Happy New Year.'*

1221/2599

#### 4 Chairman's Announcements

A) Council notification of any items in the agenda which have not already been added to item 11 should be moved to item 11 according to:  
*Public Bodies (Admission to Meetings Act) 1960*  
No other items to be taken under item 11 which had not already been arranged

B) Any other announcements from the Chairman

**Carol Concert Monday 20 December 2021.** Cllr A Beckett gave a verbal update:

- Out of the 189 tickets available, 150 had been allocated
- All seats are free and have to be booked via the Eventbrite website
- The Band has been booked
- Booklets will be available Wednesday 15 December 21
- Unfortunately, Rev G Manley had informed Cllr Beckett that day, that the heating had broken in the church; parts not available for 7 days and for persons to wrap up to keep warm. Cllr S Wood asked that this be placed on the website. Cllr Beckett said she would ask the P & C Officer to do this.
- Cllr Beckett reported that there may be a possibility of hiring heaters and, if so, emergency powers would have to be put into place to pay for.

Cllr Beckett wished to give thanks to Cllr S Wood who helped with the council run event held Saturday 11 December 21 which was well attended and the 2<sup>nd</sup> event of the Light Switch on was also well attended to which, as Chairman, she gave herself a 'pat on the back'. The Council enjoys doing events for the community.

#### NONE EXEMPT ITEMS

1221/2600

#### 5 To approve the Draft Minutes of the meeting of the Parish Council held Tuesday 16 November 21

Cllr Billington proposed to accept. Cllr Beckett 2<sup>nd</sup>. All in favour

1221/2601

#### 6. To approve Draft Minutes of the Resource Committee meeting of the Parish Council held Tuesday 2 November 21

There was doubt that these could be approved prior to going back to the Resource committee. However, the Locum Clerk had taken advice from DALC to say they could be approved at the meeting of the Full Parish Council as this was the due process; it being a committee of the council.

Cllr Whitehead proposed to accept. Cllr Beckett 2<sup>nd</sup>. All in favour

1221/2602

#### 7. Locum Parish Clerk Report

##### a) **Storage items in the pavilion**

Due to lack of time available, the Locum Clerk reported that a report and photos were not available and it was agreed to take this item to the meeting to be held January 2022

##### b) **Update from Cllr P Billington on action on bench at Rock House Corner**

Cllr Billington reported that:

- The Bench had now been removed safely
- He had contacted Pinxton Parish Council regarding a memorial bench to thank NHS for support and remembrance of those who had died during the pandemic. This was acquired from a company in Ripley at an approximate cost of £500. The dimensions of the bench are 5ft wide and 3ft high.

A discussion was held to suggest that a concrete base was made (approximately 8ft) by the Rangers and that Cllr Billington was to look at the cost of planters either side the bench; clear brambles and that The Green Bunch were to be contacted with a view to filling the planters regularly. Budget of £600 to agree initially for the bench and concrete base only.

Cllr S Wood asked that the cost of all work for the bench and surrounding work around the bench at Rock House Corner be taken out of the Covid-19 Grant.

Cllr Billington proposed to accept. Cllr R Vaughan 2<sup>nd</sup>. All in favour

1221/2603

## **8. Responsible Finance Officer Report**

### **a) Receipts and Payments for month of November 2021**

Cllr Beckett asked about the different amount reported of payment to her for reimbursement of the books purchased. The RFO explained that this was due to an error on the document and that the report was a true reflection of what had been paid in the month. The £29.99 was paid in December and therefore would be on the following report the next month.

### **b) Financial position as at the end of September 2021**

The RFO explained that there were 2 reports as the accounting software produced the report on a 'cash basis' and that she had made amendments to an 'accruals basis' which showed that there was still a tight budget and that the council is not 'quids in'.

Cllr Beckett asked when the financial position for October be circulated. The RFO explained that this was time sensitive due to factors that the budget, based on the financial position at half way through the financial year, September 21, was the priority. The financial position as at the end of October 21 may be done in time for the meeting to be held January 22

### **c) Payments made by TPC on behalf of TVH**

The RFO explained this report which had been discussed with the Chairman of the Village Hall, Councillor R Vaughan, that this was introduced this financial year in order to rectify historical errors; revisit the payment from TPC to TVH for office use etc.

The recommendations on the report were read out:

- *That only items which related directly to the Village Hall be paid back to Tibshelf Parish Council (Figure B above £4,117)*
- *That, on a monthly basis, from November 21, these amounts be approved by the Parish Council before requesting payment from TVH*
- *That TPC supply TVH with copies of all invoices, payments relating to item in figure B above for audit purposes for both the Council and the Charity*
- *That Tibshelf Parish Council wave the proportional costs of services used for the benefit of TVH for the financial year 2021/22 (Figure A above £5,615)*
- *That Tibshelf Parish Council continue with the plans to pay £8,384 which includes contribution for office space used and the historical error*
- *That, for ease of administration, payments from TPC to TVH for office space used cease from financial year 2022/23 until further notice*

The RFO explained that the funds from the Charity may not be sustainable long term to cover the cost of the Cleaners and the Caretaker but, for the current financial year and the forthcoming financial year, this is the 'neatest' way to administer and, should the Charity not be able to support these costs or require support, then the Council can revisit and amend in the future.

Cllr Beckett asked that, at the next meeting of the Village Hall, that there needs to be discussions to encourage and promote extra use and possibility of funding.

The recommendations from the RFO were proposed to be accepted by Cllr Whitehead.

Cllr Vaughan 2<sup>nd</sup>. All in favour

### **d) Covid-19 grant expenditure proposals**

Due to the finance meeting being cancelled, this item would be taken to the next finance meeting to be held early January 2022. The RFO explained that, for the close down of the financial year 2021/22 an agreement is to be made as to what figure is needed to be 'ring fenced' as restricted which can be any amount from the remaining Covid-19 grant and also funds from the General Reserve.

**e) Draft budget 2022/23**

This was another item which had not been discussed and that no Member had reported any changes to the draft budget prepared by the RFO. Cllr Beckett asked that this be discussed at the next finance meeting to be held early January 2022 where the precept had to be agreed also and that all councillors are to be available to attend this meeting as it is not just a decision for the Finance committee who can only make recommendations to the Full Council.

The RFO suggested this meeting be held Tuesday 11<sup>th</sup> January 2022. Cllr Beckett suggested the week before on Tuesday 4<sup>th</sup> January 2022 in order for time to report the precept amount to Bolsover District Council. This date was therefore agreed.

**f) Year end 2021/22 closed of Rialtas support**

The cost of support to the RFO from RBS (Rialtas Business Solutions) for the completion of the year ending 2021/22, including figures for the annual return is £600 which, in the opinion of the RFO, is good value for money, particularly due to changes in staffing. This price was part of a 3-year agreement to cover maintenance and support offering a 7% discount if agreed.

The return had to be completed and sent by 31 December 2021 and that 5 dates had to be propose

d with a week's gap and that a date would be arranged by RBS.

Cllr Beckett proposed to accept this service. Cllr Whitehead 2<sup>nd</sup>. All in favour

**g) Verbal decision made at EO meeting of costs for planting of Jubilee trees**

Cllr Beckett explained that, at the Extra Ordinary meeting of the council, held 7 December 21 a cost of £200 was agreed to be paid to C C Services. As extra work was required, the cost was increased to £250. Cllr Beckett proposed to accept. Cllr Wood 2<sup>nd</sup>. All in favour

**h) Repair to church clock**

A quote had been received from Time Assured Limited which was a specialist company to supply and fit a new automatic winding unit drive motor gearbox assembly will cost £550.00 plus vat.

Cllr Vaughan proposed to accept. Cllr Whitehead 2<sup>nd</sup>. All in favour

**i) Cost of room hire of pavilion**

Due to keeping this meeting short, it was agreed to take this matter to the meeting to be held in January 2022 along with item 7a) above

**j) Section 137 application**

A request has been made from Derbyshire Unemployed Workers Centres (DUWC) for £200.

Cllr Whitehead proposed to accept. Cllr Vaughan 2<sup>nd</sup>. All in favour

**1221/2604 9. Project & Communications Officer Report**

In the absence of the P & C Officer, Cllr Beckett referred to the report which had been sent with the agenda.

**a) Draft parish news-Spring 2022-Timetable**

Dates going forward

- Wednesday 5th January – Submission Deadline
- Thursday 6th January – Draft to Councillors
- Tuesday 18th January – Full Parish Council Meeting
- Thursday 20th January – Sent to the printers
- Saturday 29th January – Delivery begins by the Scouts

They will deliver on weekends:

Saturday 29<sup>th</sup>/Sunday 30<sup>th</sup> January 22

Saturday 5<sup>th</sup>/Sunday 6<sup>th</sup> February 22

Saturday 12<sup>th</sup>/Sunday 13<sup>th</sup> February 22

**b) Article fee waiver for Stonebroom Pre-School**

Outline of the Issue

We have been contacted by the Stonebroom Pre-School. They would like to advertise with us and promote themselves as an option for local parents, but have asked for a fee waiver. As with the Newton OAP Club, they technically should pay due to being a group outside of Tibshelf.

### Decision to be made

Consideration should be given to the fact that Newton OAP Club was offering services following the closure of a similar service in Tibshelf. It would be for Councillors to consider if Stonebroom is a competitor of an existing Tibshelf service.

A discussion was held that, before this was agreed, a discussion was to be held with the management of Tibshelf Playgroup first. It was agreed that Cllr Beckett would do this and report back to the P & C Officer before finalising the Parish News.

#### **c) *Tibshelf Community School-communication between School and Parish Council***

Mark Scarborough (P & Communications Officer) spoke with a representative of Tibshelf Community School about improving communication between the school and ourselves.

A brief summary of points made:

- The school would like to have a newsletter posted to them, and would like to have some of our spare copies for their library and other locations around the school so pupils can read about the community.
- They will send through regular articles or event posters to the newsletter.
- The school would like to be involved with our events, such as making or decorating things. For example, they liked how the infant school painted poppies on pebbles/stones.

Cllr Beckett reported that Mark had a productive meeting with the representative from the school. There were no objections to Members for this not to be pursued and no further comments or questions regarding the report

#### **d) *Parish Carol Concert-update on tickets booked***

This item was discussed in item 4a) above

### **1221/2605 10. Neighbourhood Steering Group**

#### **a) *Verbal update of Exhibition 26/27 November 2021***

As Cllr Coupe was not present, this was not discussed

#### **b) *Date for next meeting of NPSG***

The Locum Clerk/RFO reminded the Council that a provisional date had been placed in the calendar for Tuesday 25 January 22 but this had not been confirmed. Cllr Beckett advised to leave that date in the diary until further notice.

Before the meeting went into exempt items Cllr Wood raised the urgent issue of the day regarding support for the playgroup. It was agreed to discuss later in the exempt section.

### **1221/2606 11. EXEMPT ITEMS**

Cllr Beckett proposed that the following items be discussed under this section. Cllr Whitehead 2<sup>nd</sup>. All in favour.

Added item in relation to item 10. Cllr Wood reported verbally that an urgent issue had arisen whereby the playgroup was bereft of a certain important person over the Christmas period and that, as a member of staff had volunteered to take the place, during works time and holds a DBS certificate, that the council agree to accept.

As the Locum Clerk was not in the office the next day, Cllr Wood agreed to liaise with the Administration Assistant, playgroup and staff member accordingly.

#### **a) *Verbal decisions made at Extra Ordinary meeting held 7 Dec 2021-Exempt items 5 to 11***

Cllr Beckett gave a brief report of the above meeting as the minutes were not available. That was she had contacted D.A.L.C. regarding Peter Leppard supporting the council as a Locum Clerk alongside Susan Coldwell as Locum R.F.O. Cllr Beckett had contacted Chris Moses (HR advisor for DALC) regarding amendments to the current contract of Susan Coldwell and had sent them to Susan for discussion and approval. The scale point Susan is currently on will not be amended.

Terms and conditions for Peter Leppard were reported accordingly:

Cllr Beckett proposed to accept. Cllr Vaughan 2<sup>nd</sup>. All in favour

It was also suggested that Peter and Susan would liaise with each other regarding office cover, dates and feedback to the council. That, in view of Govt. guidance regarding working from home where possible, that Susan works 1 day in the office and 1 day remotely from home; informs the council a week ahead and that she could be contacted on her mobile 'phone during the working hours if needed.

This was accepted by Members

**b) Draft Home Working Policy from NALC/DALC to adopt for Tibshelf Parish Council**

Due to availability of time, the Chairman and other Members had not had time to review thoroughly and that this item would be taken to the meeting to be held January 2022.

The Locum Clerk/RFO pointed out to Members the line that the policy was in reference to staff working from home on a permanent basis, such as the C & P Officer, not periodically which was under the policy of 'Flexible Working' which there was not a policy for.

**c) Council approval to engage the services of the Chief Officer of D.A.L.C. to give support and advice in relation to the next stage of recruitment for the Clerk/R.F.O. at a maximum cost of £500**

Cllr Beckett proposed to accept. Cllr Vaughan 2<sup>nd</sup>. All in favour

**1221/2607 12. Date and Time of Next Meeting-Scheduled for Tuesday 18 January 2021-7pm**

The Locum Clerk reminded the Members that there was an envelope prepared which was strictly private and confidential with estimate staff costs for the current financial year and the financial year April 22 to March 23 and that it would go to all 11 Cllrs to review in advance of the meeting to agree the precept and budget. That, in the envelope also there was the letter regarding the consultation on care homes referred to in County Councillor James Barron's report earlier.

The meeting closed at 8pm