

**Meeting of TIBSHELF PARISH COUNCIL held on
TUESDAY 27 SEPT 2022 in the Village Hall at 7.00pm.**

MINUTES

Present: Cllr R Heffer (Chair), Cllr A Beckett, Cllr M Coupe, Cllr R Vaughan, Cllr S Wood, Cllr D Watson, Cllr P Whitehead, Cllr P Billington.
In attendance: R Tattershaw (Parish Clerk), M Scarborough (Communications Officer) and 3 members of the public.

0922/2778 1 To receive apologies for absence

Cllr K Salt sent apologies.
Cllr G Foley sent apologies.

0922/2779 2 Declaration of Members' Interests

None

0922/2780 3 Requests for Dispensations

None

0922/2781 4 Public Speaking

A member of the public raised a question about the ownership of the "green lane" that runs alongside the allotments hedge and may potentially be affected by the proposed housing development. It was agreed that Cllr Watson and another member of the public would send copies of documents they held to the clerk to assist in identifying ownership of the land, and these would then be forwarded to councillors.

Cllr Beckett reported that the crack in the pavilion wall has significantly worsened. Due to the council having been unable to establish any insurance liability since 2020, it was unanimously agreed the clerk would seek quotes for the repairs.

Cllr Watson requested the balance of the outstanding Covid funds received by the council. The clerk confirmed the balance in the EMR as £21,929.37.

Cllr Watson, in her District role, gave the following update:

- The latest issue of the District Gazette is available and has been distributed.
- The demolition of the council flats on the High Street is nearly complete, and a vast majority of the materials have been recycled.

Cllr Beckett stated she had previously been informed there was no asbestos on the flats site, but she has observed somebody in asbestos safety wear on the site. Cllr Watson did not believe there had been any communication about there being no asbestos on this site.

Cllr Beckett asked for the cost of the demolition works. Cllr Watson will feed this back at a future meeting.

0922/2782 5 Confidential items

It was resolved unanimously that items 29,30,31,32,33 were confidential staffing related items.

0922/2783 6 Chair's Announcements

It was agreed that the clerk will send a letter to Tibshelf High School and Derbyshire County Council raising concerns that the school lights are regularly left on until late at night, which seems unwise with the current increase in energy bills.

This year's firework display will be held on the 5th November 2022. Cllr Beckett to contact Bolsover District Council to ensure all checks/paperwork is completed prior to the event.

It was moved by Cllr Coupe, seconded by Cllr Whitehead and resolved unanimously to move item 12 to item 7.

0922/2784 7 To approve submission of the Neighbourhood Plan.

Cllr Coupe confirmed that all of the issues raised by Cllr Beckett at the last steering group meeting had been addressed.

Cllr Billington raised concerns that the plan includes mini roundabouts and a school. S Haddock confirmed that these were only used as “hypothetical” scenarios within appendix 1 of the supplementary evidence.

It was moved by Cllr Coupe, and seconded by Cllr Brentnall to submit the Neighbourhood Plan to Bolsover District Council for statutory regulation 16 consultation. A vote was taken: 8 voted for and 1 voted against.

0922/2785 8 To approve the draft minutes of the meeting of the Parish Council held on 19 July 2022.

It was moved by Cllr Heffer, seconded by Cllr Beckett and resolved unanimously to approve the minutes of the meeting of the 19th July 2022

0922/2786 9 Newsletter article legal advice

The Communications and Projects Officer’s (CPO) update on the publication of duplicate articles was noted. The CPO said he would be happy to put any of the previous removed articles in the winter newsletter edition.

It was resolved unanimously that the average newsletter should consist of 24 pages.

0922/2787 10 Project and Communications Officer’s report

a) It was moved by Cllr Beckett, seconded by Cllr Whitehead and resolved unanimously to bring the winter newsletter publication forward to the 22nd October 2022 to ensure the inclusion of Remembrance Sunday events.

The CPO will circulate the draft prior to sending to the printers on the 12th October 2022.

b) It was agreed that questions 3 and 4 of the student school questions would be amalgamated to ensure students weren’t directed with their responses.

c) Christmas lights. It was agreed to:

1. Retain 5 of the existing Christmas trees and dispose of the rest.
2. To replace the village hall Christmas sign at a cost of £250.00
3. Lights switch on date of the 2nd December 2022.

d) It was agreed to amend the emergency contacts poster to Cllr Heffer and Cllr Vaughan.

0922/2788 10 Finance report.

a) It was moved by Cllr Beckett, seconded by Cllr Brentnall and resolved unanimously to accept the receipts and payments reports for July and August 2022.

b) The report of Actual/Budget statement April 2022 to August 2022 was noted. The clerk identified a projected overspend in staffing costs of £15,250 and stated this was due to the staff salary budget set for 22/23 being too low. There is also a payrise proposal of £1925.00 (pro rata for P/T staff) for all employees currently under consultation by the unions. If this payrise is agreed it will increase the projected overspend for 22/23 by a further £7500 (based on the current staff).

c) The Legionella Risk Assessment and Management Asbestos Survey costs of £600 were noted.

d) To the urgent repair costs to the Sunnybank playground cantilever swing of £1300 were noted.

e) Financial regulations requirements:

1. It was moved by Cllr Beckett and seconded by Cllr Vaughan and resolved unanimously to approve the regular payments list.

2. It was moved by Cllr Beckett, seconded by Cllr Coupe and resolved unanimously to approve the ongoing payment by the clerk of the monthly invoices prior to being approved at the next council meeting.

f) The AGAR external response for the 2021-22 financial year was noted and the clerk confirmed that an internal audit of the village hall accounts for 21/22 has been completed. It was moved by Cllr Heffer, seconded by Cllr Brentnall to make payment of £50.00 for the internal audit of the village hall accounts.

g) It was agreed to defer the quote from DALC to undertake an internal audit for the Council for the year ending 30 March 2023 until the appointed of a new clerk/RFO.

0922/2789 11 Clerk report.

a) It was moved by Cllr Heffer, seconded by Cllr Beckett and resolved unanimously that 2 employees would attend the St John’s Ambulance certificated Effective First Aid at Work training course at a cost of £65.00 per delegate.

b) It was resolved not to ‘opt out’ of the SAAA external audit.

c) It was noted that the cricket club are now considering other venues.

d) It was noted that the football club have been issued with a 10 year licence and this will require an annual review before the 27/07/2023.

0922/2790 13 Correspondence received:

a) A letter from Derbyshire Building Control Partnership re the start of demolition works on the flats on High Street was noted.

b) It was moved by Cllr Whitehead, seconded by Cllr Beckett and resolved unanimously to purchase 2 boxes of the Hedgehog Highway Surrounds from the Covid funds to donate to Tibshelf infant and primary schools.

c) A letter from Superintendent Jon Clark regarding the police’s role in assisting with Remembrance events was noted.

0922/2791 14 Review of Village Hall terms of reference

It was moved by Cllr Billington, seconded by Cllr Coupe and resolved unanimously to amend the Village Hall Committee terms of reference section 5.2 to:

The Committee is delegated with the power to make decisions. Any decisions made will be taken to the next full council meeting for noting.

0922/2792 15 Review of Health and Safety Committee terms of reference

It was moved by Cllr Beckett, seconded by Cllr Coupe and resolved unanimously to include within the Health and Safety Committee terms of reference section 5:

The committee is delegated with the power to spend up to a maximum of £5000 in the event of an urgent requirement to ensure health and safety of a parish council amenities.

0922/2793 16 Reviews of Resources Committee terms of reference

It was moved by Cllr Beckett, seconded by Cllr Coupe and resolved unanimously to amend the Resources Committee terms of reference section 1 to:

- Membership to consist of a maximum of 5 members of the Council including the Chairman of the Council.
- Quorum for recommendations 3 council members.
- Meeting not to be held if less than 3 council members present and the Parish Clerk/RFO.

0922/2794 17 Election of a Resources committee member

Cllr Beckett nominated Cllr Wood as a committee member, seconded by Cllr Vaughan

Cllr Coupe nominated Cllr Watson as a committee member, seconded by Cllr Heffer.

A vote was taken: Cllr Wood (5 voted for); Cllr Watson (4 voted for)

Cllr Wood accepted the position.

0922/2795 18 Election of a Finance committee member

Cllr Heffer nominated Cllr Coupe as a committee member, seconded by Cllr Whitehead.

All in favour.

Cllr Coupe accepted the position.

0922/2796 19 Election of a Village Hall committee member

Cllr Beckett nominated Cllr Whitehead as a committee member, seconded by Cllr Brentnall.

All in favour.

Cllr Whitehead accepted the position.

0922/2797 20 Approval of an amendment to the Village Hall governance document registered with the Charity Commission.

It was moved by Cllr Beckett, seconded by Cllr Coupe and resolved unanimously to amend the village hall governance document registered with the Charity Commission to incorporate the invitation of members of the public to committee meetings and the opportunity for a user of the village hall to sit on the committee.

0922/2798 21 Christmas Events

a) The carol concert will be held on the 19th December 2022. Cllr Heffer will talk to the band and Rev Gill Manley. The clerk confirmed a budget of £800.

b) The Christmas light switch on will be held on the 2nd December 2022. The CPO to ensure the Christmas tree electricity cable is checked. The clerk confirmed a budget of £605.

c) The Christmas market will be held on the 19th November 2022.

0922/2799 22 Remembrance Sunday

The Communications Officer to include this event within the parish newsletter. Cllr Heffer and Cllr Whitehead to organise the wreaths.

0922/2800 23 Winter initiatives:

a) It was moved by Cllr Coupe, seconded by Cllr Whitehead and resolved unanimously that the warm bank would be held in the Village Hall every Tuesday afternoon (12 noon to 3pm) and hot drinks and biscuits would be available. It will be reviewed every 2 months.

b) Cllr Beckett to prepare a report on the Community Fridge suggestion for the next council meeting.

c) The soup kitchen suggestion will be reviewed at a future date.

9p.m. Cllr Heffer moved, Cllr Beckett seconded, and it was resolved unanimously to move standing orders to continue the meeting.

0922/2801 24 Planning applications:

a) Cornerstone planning consultation 10969724 – emailed 16.08.22 – no comments received

b) 22/00267/FUL (GARAGE BLOCK – Meadow Close) Permission granted.

c) 22/00117/OUT (38 Chesterfield Rd, Tibshelf) Permission granted.

- d) 22/00424/FUL (100 Chesterfield Rd, Tibshelf) emailed 30.08.22 – no comments received
- e) 22/00430/FUL (13 Babbington Street Tibshelf) emailed 30.08.22 – no comments received.
- f) 22/00459/FUL (127-129 High Street, Tibshelf) – Comment to be made to the planning department regarding the consideration of potential parking issues.
- g) 22/00458/FUL (16 Overmoor View, Tibshelf) – No comments.

0922/2802 25 Health and Safety Committee minutes 16.08.2022.

Noted.

0922/2803 26 Village Hall Committee minutes 06.09.2022.

Noted.

0922/2804 27 Neighbourhood Plan Steering Group minutes 18.07.2022.

Noted.

0922/2805 28 Exclusion of public and press

To exclude the public & press, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.

0922/2806 29 Resignation of the Parish Clerk.

Previously emailed to all council members. Noted.

0922/2807 30 Letter re payrise arrears.

It was noted the Parish Clerk will need payment processing after their leave date for the backdated pay arrears once agreed.

9.15 p.m. Cllr Billington and Cllr Vaughan left the meeting.

0922/2808 31 Recruitment of a new Parish Clerk.

It was moved by Cllr Coupe, seconded by Cllr Watson to delay the recruitment of a new parish clerk until after completion of the proposed staffing review.

9.20p.m. Cllr Beckett left the meeting.

A vote was taken: 3 for, 3 against. The chair made a casting vote in favour of the proposal.

0922/2809 32 Appointment of a Locum Clerk.

It was moved by Cllr Watson, seconded by Cllr Whitehead and resolved unanimously to appoint Mr Peter Leppard as Locum Clerk, working 2 days a week as from the 10th October 2022.

0922/2810 33 Staff training.

It was moved by Cllr Watson, seconded by Cllr Whitehead and resolved unanimously that the Admin Asst is supported to complete the Introduction to Local Council Administration Training (ILCA) at a cost of £120.

0922/2811 34 Date of the next council meeting.

It was agreed that the next council meeting will be held on Tuesday 25 October 2022 at 7 p.m. in the Village Hall.