

**Meeting of ANNUAL TIBSHELF PARISH COUNCIL held on  
TUESDAY 16<sup>th</sup> MAY 2023 in the Parish Council Meeting Room at 7.30 pm.**

**MINUTES**

Present: Cllr A Beckett, Cllr S Wood, Cllr R Vaughan, Cllr Foley, Cllr Gilbody, Cllr Varney, Cllr Ward, Cllr Jones and L Kingscott.

In attendance: R Tattershaw (Parish Clerk), M Scarborough (Comms and Project Officer) and 5 members of the public.

**0523/2997 1 To elect a Chair for the forthcoming year.**

Cllr Beckett asked for nominations for the position of Chair.

Cllr Wood nominated Cllr Beckett, seconded by Cllr Kingscott.

A vote was taken: All in favour.

Cllr Beckett accepted the position and signed the Declaration of Acceptance of Office.

Cllr Beckett welcomed new Councillors to the meeting.

**0523/2998 2 To elect a Vice Chair for the forthcoming year.**

Cllr Beckett asked for nominations for the position of Vice Chair.

Cllr Wood nominated Cllr Vaughan, seconded by Cllr Kingscott.

A vote was taken: All in favour.

**0523/2999 3 To receive apologies for absence**

Apologies received from District Cllr Watson, County Cllr Barron and Cllr Watkinson.

**0523/3000 4 Variations of order of business.**

None.

**0523/3001 5 To receive Acceptance of Office forms.**

The Clerk confirmed all forms had been completed.

**0523/3002 6 Declaration of members interests**

Cllr Beckett, Cllr Wood and Cllr Kingscott declared an interest in item 25.

**0523/3003 7 Requests for Dispensations**

None.

**0523/3004 8 Confidential items**

That in view of the confidential nature of the business in items 28 and 29 (staffing matters) to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1.

**0523/3005 9 Public Speaking**

A member of the public asked that the Parish Council ensures the Neighbourhood Plan is monitored.

Cllr Beckett stated that at the recent referendum some residents had raised questions about the Neighbourhood Plan, and she suggested a question-and-answer session to address this. It was agreed the Communications and Projects Officer would look into options and the Clerk would ensure it was included on the agenda for the Neighbourhood Plan Steering Group meeting to be held on the 23<sup>rd</sup> May 2023.

The High Street parking time was discussed, and it was agreed to support local business' the Clerk would email Cllr Barron to ask for an update on extending the current parking time.

The Clerk read the following report from County Councillor James Barron:

1. *The roadworks are easing, and Newton Road will be reopened on the 15<sup>th</sup> May, with roadworks continuing until the 19<sup>th</sup> May.*
2. *The works near the White Hart Inn were emergency works by Cadent due to a detected drop in pressure.*
3. *West View is looking likely to be resurfaced in the six weeks holidays, as wanting to keep disruption to the school to a minimum.*
4. *Please congratulate the newly elected Councillors on their new positions, as well as all of those reelected.*

The Clerk read the following report from District Councillor Deborah Watson:

*Following the District Council Elections on May 4th myself and Justin Gilbody were elected to represent Tibshelf for the next four years on Bolsover District Council.*

*At this point I am sure the Parish Council will join me in expressing my thanks and appreciation to Cllr Ray Heffer who has represented this village on the District Council for more than twenty years and to wish him well for the future.*

*For the next four years I now look forward to working alongside Justin and I am sure that we will work very well together for the benefit of the residents of Tibshelf.*

*The political make-up of the District Council has changed dramatically since the last election in 2019 with the Labour Party having now a clear majority. The election of the Leader of the Council will take place at the Annual Council meeting on 24th May and committee memberships will also be ratified at that point.*

*During this term of office I hope to continue the good work which Bolsover District Council has undertaken both in the wider District and here in our own village.*

*As the Parish Council is aware, Bolsover still holds some section 106 funding for outdoor recreation within the Parish of Tibshelf. With the sad news that the new school build has now been considerably delayed we must revise the plans we had previously been working on for these monies. Along with Football Foundation some very preliminary feasibility exercises are being undertaken into the possibility of creating a new 3G pitch facility at the Shetland Road sportsground, once the results of these are known the District Council will again consult with the Parish Council as such plans would require the full agreement and collaboration of the Parish.*

*It is imperative that we ensure the right development takes place in the centre of Tibshelf. I remain ever hopeful that the County Council will finally build the much needed new primary school in Tibshelf, but, whether or not this is the case, the District Council will work hard to produce the most appropriate new social housing scheme to replace the old flats.*

*I am extremely proud to have been a part of Bolsover District Council over the past four years and am excited to continue supporting such a high achieving and nationally respected Council.*

Cllr Gilbody in his role as District Councillor updated:

1. Chris McKinney at Bolsover District Council has offered to undertake planning training with the members of Tibshelf Parish Council. The Clerk will contact Chris McKinney to arrange dates.
2. Cllr Watson will attend a Parish meeting with an update on section 106 funding.

The Clerk to invite police representation to a future Council meeting and any police presence within the village to be posted on the Council Facebook page.

**0523/3006 10 Chairs announcements**  
None

**0523/3007 11 To approve the draft minutes of the meeting of the Parish Council held on 18 April 2023.**

It was moved Cllr Kingsciott, seconded by Cllr Wood, and **resolved** unanimously to accept the minutes of the meeting.

**0523/3008 12 To note Declaration of Members' Interests forms to be completed and returned by 1st June 2023.**  
Noted.

**0523/3009 13 To review and approve Standing orders**

It was proposed by Cllr Wood, seconded by Cllr Vaughan and **resolved** unanimously to approve the Standing Orders with the following amendments:

- Section 5 xvi to be removed. Freedom of Information and Data Protection policies would be reviewed throughout the year via a policy review schedule managed by the Clerk.
- Section 5 xviii to be removed. Employment policies and procedures would be reviewed throughout the year via a policy review schedule managed by the Clerk.
- Section 15 xiv planning application responses are stored electronically.
- Section 16 e the draft annual governance and accountability return being presented to Councillors 7 days prior to anticipated approval.

**0523/3010 14 To review and approve Financial Regulations**

It was proposed by Cllr Wood, seconded by Cllr Vaughan and **resolved** unanimously to approve the Financial Regulations with the following amendments:

- 1.34 salaries will be reviewed annually during the budget setting meeting.
- 1.46 to be removed.
- 1.67 any changes to account details of suppliers to be notified to Councillors in the Clerks monthly finance report.
- 1.75 salary records are maintained electronically.

**0523/3011 15 To approve eligibility and an application for the General Power of Competence**

It was proposed by Cllr Kingscott, seconded by Cllr Wood and unanimously **resolved** that the Council met the eligibility criteria to reconfirm the General Power of Competence.

**0523/3012 16 To adopt the Councillor Code of Conduct**

It was **resolved** unanimously to accept the Code of Conduct.

**0523/3013 17 To approve a Council Scheme of Delegation**

It was proposed by Cllr Beckett, seconded by Cllr Kingscott and **resolved** unanimously to approve the Scheme of Delegation.

**0523/3014 18 Finance**

- a) It was proposed by Cllr Wood, seconded by Cllr Vaughan and **resolved** unanimously to approve the receipts and payments report for April 2023.
- b) The income and expenditure report for April 20-23 was noted.
- c) It was proposed by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously to approve the regular payments list for 2023-2024.
- d) It was proposed by Cllr Beckett, seconded by Cllr Gilbody and **resolved** unanimously to accept the insurance annual renewal quote of £5183.05 whilst the Council awaits a revised quote based on the new property valuations.
- e) It was proposed by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously that Cllr Gilbody would undertake a quarterly financial verification of bank reconciliations as per the Financial Regulations.
- f) It was proposed by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously to donate £150.00 to Tibshelf and District First Responders for supporting the King Charles Coronation Event.

**0523/3015 19 Parish Clerk's report**

- a) It was moved by Cllr Wood, seconded by Cllr Beckett and **resolved** unanimously for the Parish Council to appeal for a ban on dogs on the Shetland Road Playing Field. It was **resolved** the Communications and Projects Officer action this decision.
- b) It was **resolved** unanimously for Councillors to continue communication via their personal email address'. The Clerk highlighted the need to ensure email security and the use of passwords.
- c) It was proposed by Cllr Wood, seconded by Cllr Vaughan and **resolved** unanimously for the Clerk to attend the DALC day on the 27<sup>th</sup> of June 2023 at a cost of £55.00
- d) The co-option process was noted for the current Councillor vacancy.

**0523/3016 20 Project and Communications Officer's report**

- a) It was noted that Councillors are to receive the Summer Edition draft on Thursday 18th May 2023 and will have until Wednesday 24th May to make comments, suggestions, and feedback. The Clerk and Comms Officer will make any necessary changes. Scouts Delivery will be between Saturday 3rd June

and Sunday 18th June 2023.

- b) It was noted that Councillor photos and contact details have now been received and uploaded to the Parish Council website.
- c) It was noted that the Comms Officer will provide details of grant funding opportunities at future Council meetings.

**0523/3017 21 To review and agree terms of reference for Committees, Sub-committees and working groups for the forthcoming year.**

It was proposed by Cllr Beckett, seconded by Cllr Kingscott and **resolved** unanimously to have the following committees for 2023:

- Village Hall Management Committee – No change to the current terms of reference.
- A joint Resources, Finance and Health and Safety Committee – Bi-monthly meetings with 8 members. The Clerk to amalgamate the terms of reference from committees for approval at the June Council meeting.
- The Neighbourhood Plan Steering Group would be dissolved at the final meeting on the 23<sup>rd</sup> May 2023.

**0523/3018 22 To appoint membership of Committees.**

It was resolved unanimously to have the following committee memberships:

Village Hall Management Committee

1. Cllr Varney
2. Cllr Kingscott
3. Cllr Wood
4. Cllr Beckett
5. Cllr Ward
6. Cllr Jones
7. Cllr Gilbody

Resources, Finance and Health and Safety Committee

1. Cllr Beckett
2. Cllr Kingscott
3. Cllr Gilbody
4. Cllr Varney
5. Cllr Ward
6. Cllr Jones
7. Cllr Wood
8. Cllr Watkinson

Neighbourhood Plan Steering Group - final meeting

1. Cllr Jones
2. Cllr Kingscott
3. Cllr Beckett
4. Cllr Wood
5. Cllr Varney

**0523/3019 23 To agree a calendar of meetings for the forthcoming year.**

It was **resolved** unanimously to accept the proposed schedule of meetings. Council meetings will be held on the 3<sup>rd</sup> Tuesday of each month, no meetings will be held in the month of August, and the December meeting will be held on the 12<sup>th</sup> December 2023.

**0523/3020 24 To approve the Complaints policy.**

It was proposed by Cllr Jones, seconded by Cllr Wood and **resolved** unanimously to approve the Complaints policy.

**0523/3021 25 Correspondence received.**

It was proposed by Cllr Gilbody, seconded by Cllr Vaughan and **resolved** unanimously to accept the donation of a defibrillator from The Tibshelf Defibrillator Fund for installation on the exterior wall of The White Hart pub at an approx. cost of £250.00.

**0523/3022 26 To consider recent Planning applications, including:**

06.04.2023

The Derbyshire County Council - Road Traffic Regulation Act 1984

(Tibshelf, Newton & Doe Lea Various Streets)

(Waiting Restrictions) Order 2023

Derbyshire County Council has been informed of obstructive parking taking place at the top of Staffa Drive

close to its junction with the B6014 High Street in Tibshelf. It is therefore our intention to install a short length of parking restrictions at this junction to provide enhanced visibility for vehicles when exiting on to High Street and for vehicles turning into Staffa Drive from High Street.

Circulated via email 13.04.2023 - no responses received.

13.04.2023

Application No: **23/00064/FUL**

Proposal: Material change of use to mixed residential and keeping of dogs.

Location: 1A Newton Road Tibshelf Alfreton DE55 5PH

Circulated via email 13.04.2023 - no responses received.

13.04.2023

Application No: **23/00186/TCON**

Decision Level: Delegated

Proposal: Removal of Sycamore Tree (1)

Location: 4 Station Road Tibshelf Alfreton DE55 5PQ

Circulated via email 18.04.2023 - no responses received.

18.04.2023

Application No: **23/00194/FUL**

Decision Level: Delegated

Proposal: Demolition of temporary wooden lean-to structure and part of boundary wall section.

Development of a single storey extension with new boundary treatment to High Street

Location: 62 High Street Tibshelf Alfreton DE55 5NX

Circulated via email 18.04.2023 - no responses received.

24.04.2023

Application No: **23/00091/FUL**

Proposal: Demolition of existing dormer bungalow, erection of replacement new build single storey dwelling with detached garage.

Location: 54 Chesterfield Road Tibshelf Alfreton DE55 5NL

Circulated via email 24.04.2023 and 09.05.2023 – no responses received.

25.04.2023

Application No: **23/00217/DETOTH** Decision Level: Delegated

Proposal: Conversion of empty building previously used as office space to 10 single bedroom 37m2(minimum) apartments

Location: 127 - 129 High Street Tibshelf Alfreton DE55 5PP

Circulated via email 25.04.2023 and 09.05.2023.

It was proposed by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously to send the following response:

1. Over intensive use of the site – too many units which will be small with no outside amenities, which could affect physical and mental well-being.
2. Insufficient parking spaces for 10 units.
3. Neighbouring roads are already overcrowded with vehicles.
4. Emergency vehicles and waste services already struggle to access the surrounding areas.
5. Limited space for any deliveries
6. No details of any alterations to the external appearance.

26.04.2023

Application No: **23/00219/OUT**

Decision Level: Delegated

Proposal: Outline planning application for the erection of 1 no. dwelling and detached double garage with associated private access driveway (means of access submitted, all other matters reserved)

Location: Fox Park Garage Doe Hill Lane Tibshelf Alfreton

Circulated via email 26.04.2023 and 09.05.2023.

It was proposed by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously to send the following response:

This site is beyond the built limits of Tibshelf and as such is contrary to the policies of the Bolsover District Plan and the Tibshelf Neighbourhood Plan

9.30pm - It was proposed by Cllr Beckett, seconded by Cllr Wood to suspend Standing Orders.

**0523/3023 27 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.**

**0523/3024 28 To note appraisal feedback and approve incremental progression for the Parish Clerk / RFO.**

It was proposed by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously to approve incremental progression of the Parish Clerk.

**0523/3025 29 To note appraisal feedback and approve incremental progression for the Communications and Projects Officer.**

It was proposed by Cllr Beckett, seconded by Cllr Wood and **resolved** unanimously to approve incremental progression of the Communications and Projects Officer.

**0523/3026 30 To confirm the date and time of the next meeting.**

20<sup>th</sup> June at 7pm.

**The meeting closed at 9.35pm.**