



# Tibshelf Parish Council Plan 2023-2027

# TIBSHELF PARISH COUNCIL PLAN 2023-2027

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## 1.1 What is a Parish Council Plan?

The Parish Council Plan sets out the Parish Council's vision, priorities, and objectives for the next four years.

## 1.2 Why has the Parish Council created a Plan?

By producing a Plan, the Parish Council has created a framework to work within. This will enable the Parish Council to work in a more consistent and coordinated way. The Plan will also help residents to have a better understanding of what the Parish Council does.

The Plan is a statement of intent; however, Tibshelf Parish Council may have to make decisions contrary to our stated commitments in events such as budget constraints, new legislation or changes in policy make that it necessary. It is a live document that the Parish Council will review regularly to enable it and its residents to track and monitor its progress against its Action Plan.

## 1.3 Overview of Tibshelf Parish Council

There are three tiers of local government in Tibshelf. Each tier has different responsibilities.

1. Tibshelf Parish Council is the first and most local tier. The Parish Council represents the interest of residents and supports the work of community groups.
2. Bolsover District Council is the second tier and is responsible for such things as environmental services, housing, and planning.
3. Derbyshire County Council is the third tier and is responsible for highways, education, social services, public rights of way and libraries.

Residents elect Parish Councillors every four years. The four-year term of this Council commenced in May 2023. Tibshelf Parish Council elects a Chair and a Vice Chair each year at the Annual Parish Council meeting. Tibshelf is represented by 11 Parish Councillors. Parish Councillors are unpaid but are committed to improving Tibshelf to be a thriving and sustainable place in which to live. The Parish Council conducts its business in accordance with the governing documents and policies which are available to view on our website.

## 1.4 Core Values

The council has signed the Civility and Respect Pledge and has set out core values to describe the behaviours which Councillors believe to be an important part of local democratic representation and which everyone working on behalf of the council will promote and uphold:

- **Leadership** - Councillors are elected to represent their communities and are expected to take a lead on local issues that affect the lives of residents.
- **Integrity** – anyone representing the council will be ethical, trustworthy, and dependable and will treat others with respect.
- **Persistence** – the council will work proactively to implement decisions made by the Council, even if this takes a long time and requires a great deal of effort.
- **Communication** – the council will work openly with residents and give the public the opportunity to ask questions and engage with the Council.
- **Robust financial management** – the council will ensure that the Council’s assets and resources are managed effectively and efficiently.
- **Emulate best practice** – the Council will seek out and replicate best practice by other local councils and will support training opportunities for Councillors and staff.
- **Collective responsibility** – the Council will work as a corporate body and respect decisions made democratically.

## 1.5 Council Staff

Full time Clerk and RFO -The Clerk administers the Council and must carry out all the functions required by law. The Clerk is the Parish Council’s “Proper Officer” and only the Clerk can sign official documents on behalf of Council. The Clerk is also the Council’s Responsible Financial Officer (RFO).

Part time Administration Assistant – The Administration Assistant supports the Clerk and manages the Village Hall, bookings and finances.

Part time Communications and Projects Officer (CPO) -The CPO produces the quarterly newsletter, manages the Council’s website and social media accounts, and supports projects.

2 x Part time Rangers – The Rangers carry out ground maintenance, painting, maintenance repairs, grit areas of the village in bad weather and keep the village litter free.

1 x Part time Cleaners -The Cleaners ensure the Village Hall is clean and tidy.

## 1.6 Financial information

The Parish Council agreed a precept (the local tax levied by the Parish Council which is collected by Bolsover District Council as part of the Council Tax bill) of £179,488 for 2023/2024. A copy of the budget is available for public inspection on the Parish Council's website at: [www.tibshelfparishcouncil.gov.uk/tibshelfsite/wp-content/uploads/2023/05/Budget-2023\\_2024.pdf](http://www.tibshelfparishcouncil.gov.uk/tibshelfsite/wp-content/uploads/2023/05/Budget-2023_2024.pdf)

The Parish Council held reserves of £105,108 as at 1<sup>st</sup> April 2023 to cover unexpected events, emergencies and projects.

## 1.7 Parish Council Responsibilities

- Ownership of the Shetland Road playing field, management and the maintenance of the field, playground, outdoor gym, & sports pavilion.
- Ownership of the Parish Cemetery on Doe Hill Lane and maintenance of the grounds, administration of burials and memorials, and records management.
- Ownership of the Village Hall and sole Trustee of the Village Hall charity.
- Ownership of the parish allotments.
- Funding and delivery and support of Parish events including:
  - Remembrance parade
  - Firework display
  - Carol service
  - Christmas lights switch on event
- Youth activities – Extreme Wheels in the school holidays
- Provision of the Christmas lights.
- Provision of the Remembrance poppy display and war horse silhouettes.
- The provision of hanging baskets displays and boundary planter displays each year.
- Provision of litter and dog fouling bins and their emptying.
- Provision of small community grants.
- Litter picking the streets and verges.
- Gritting the Village Hall and parts of the village centre in bad weather.
- Ownership and maintenance of 15 bus shelters.
- As a consultee the Parish Council considers and comments upon planning applications submitted to the parish.

- We also look to reflect the views of our community by liaising with other public bodies and commenting on key strategic issues such as housing, planning, highways, social services, and education.
- Administrating Parish Council business, managing our finances, project managing, keeping residents informed of decisions and proposals that may affect them and dealing with enquiries is a core function that promotes the efficient and effective running of the council

## **TIBSHELF PARISH COUNCIL ACTION PLAN 2023-2027**

| <b>ACTIVITY</b>             | <b>AIM</b>  | <b>OBJECTIVE</b>   | <b>FUNDING – if required.</b>                        | <b>TIMESCALE</b>                | <b>REVIEW NOTES</b>  |
|-----------------------------|---|--|--|---------------------------------|--|
| Village Hall                | To support the Village Hall Management Committee in increasing the revenue of the Village Hall to ensure its future viability for members of Tibshelf Parish. | Promotion of hall hire.<br>A volunteer to run the Village Hall bar for events.<br>Holding fundraising events for the Village Hall including weekly bingo.  |  | Mar 2024                        | Achieved October 2023.   |
|                             | To ensure the Village Hall premises are maintained to a high standard.  | To make a grant application for £20,000 for the removal and replacement of the hall flooring.  | £20,000 Grant application required.                  | Application submitted 20/11/23. | £20,000 grant awarded Jan 2024. Project to be completed Spring 2024.   |
|                             |   | To repair the path to the rear of the Village Hall at a cost of approx. £10,000.   | £10,000 Grant Application                            | Mar 2024                        | Application to be made early 2024.   |
|                             |   | To replace the Village Hall chairs.  | Grant application                                    | April 2024                      | Application to be made early 2024.   |
| Shetland Road Playground    | To ensure the playground facility remains in good usable condition and to improve facilities.   | To review the current playground space and incorporate some additional equipment.  | Annual budget Grant application And Sec 106 funding. | Mar 2026                        | As at Jan 24 being discussed as part of the sec 106 project.   |
| Shetland Road Sports Ground | To develop and improve the facilities available at the playing field.   | To work jointly with Bolsover District Council and consider spending the allocated section 106 funding on developing new leisure facilities for members of the Parish to enjoy.<br>To include undertaking public consultation. | Total amount of Sec 106 funding = £164,000.          | Dec 2024                        | As at Jan 24 agreed to utilise Sec 106 funding to develop the leisure facilities at Shetland Road Sports Ground. |

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| Sports Pavilion  | To ensure the pavilion remains fit for purpose and make improvements to the current facilities.   | To work jointly with Bolsover District Council to consider spending the allocated section 106 funding on improving the current pavilion facility for members of the Parish to enjoy.<br>To include undertaking public consultation.   | Total amount of Sec 106 funding = £164,000.<br><br>Grant applications to be considered.  | Dec 2024                  | As at Jan 2024 the pavilion will no longer be part of the Sec 106 funding project.   |
| Allotments       | To continue to rent the allotments to The Allotment Society.  |   |  |                           |  |
| Parish Cemetery  | To continue to maintain the Parish cemetery to a high standard and develop memorials.   | The installation of a Council owned memorial bench.   | Annual budget = £475.00  | Sept 2023                 | Completed Sept 2023  |
| Youth activities | To improve the facilities at the Shetland Road Sports Ground.<br><br>To continue to hold the Extreme Wheels packages from Bolsover District Council on the Shetland Road Sports Ground. | To work jointly with Bolsover District Council to consider spending the allocated section 106 funding on developing new recreational and leisure facilities for members of the Parish to enjoy.<br>To include undertaking public consultation.<br><br>To apply for grant funding to increase the 10-week package to a 29-week package offering evening visits to the playing field. | Total amount of Sec 106 funding = £164,000.<br><br>23/24 Annual budget £2000.<br>Covid grant £950.<br>24/25 Annual budget £2950.<br>Grant £5000. | Dec 2024<br><br>Sept 2023 | As at Jan 24 it was agreed to utilise Sec 106 funding to develop the leisure facilities at Shetland Road Sports Ground.<br><br>£5K Grant awarded October 23. |

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| Facilities for older people and the cost-of-living crisis. | To hold a weekly: Warm Bank/ Social group   | To continue with the winter Warm Bank, and Games Afternoons to support lonely, isolated, and vulnerable members of the Parish.<br>To apply for grant opportunities to support the Warm Bank.  | Grant application to DCC for £1000 to provide hot food.   | Nov 2023                                   | Awarded Dec 2023.  |
| Community events   | To continue to hold annual events for the members of the Parish to enjoy and to support community engagement.   | To hold the following annual events: <ul style="list-style-type: none"> <li>• Remembrance service</li> <li>• Fireworks display</li> <li>• Christmas light switch on</li> <li>• Carol Service</li> </ul>   | Annual budget and Covid grant to be used:<br><b>Covid funds</b><br>23/24 £10,300<br>24/25 - £5074<br><b>Budget</b><br>23/24 £0<br>24/25 £8928 | 2023-2027                                  | On-going annual events.  |
| Community engagement                                       | The promotion of local businesses and community events and the sharing of Council activities.<br><br>Closer working with the local PCSO's.<br><br>To develop a Councillors surgery. | To continue to produce a Parish Council newsletter 3 times a year.<br><br>To ensure the PCSO's are invited to Full Council meetings and for Councillors to support the Community Engagement events.<br><br>To increase community engagement and receive feedback. | Annual budget   | Ongoing<br><br>Jul 2023<br><br>Spring 2024 | On-going<br><br>As of October 2023, Councillors attending the Community Engagement events.<br><br>Dates confirmed for March and June 2024. |
| Planning and development                                   | To ensure that development within the Parish is in line with the Neighbourhood Plan.  | To ensure the Parish Council continue to review planning applications in line with the Neighbourhood Plan and submit comments to Bolsover District Council as appropriate.  |   | 2023-2027                                  | On-going   |



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| Health & Safety  | To ensure Parish Council facilities meet health and safety requirements.   | To ensure health and safety inspections continue to be undertaken routinely and identified work completed.                            | Annual budget | 2023-2027   | On-going      |
| Finances         | To ensure the Parish Council remains financially secure to continue to deliver services to Tibshelf Parish.  | To set a balanced annual budget.<br>To monitor the budget throughout the financial year.<br>To forecast future spending requirements. |               | 2023-2027   | On-going.     |
| Climate change   | To ensure Tibshelf Parish Council minimise any adverse environmental impacts and maximise any positive environmental impacts within all its activities.<br><br>Tibshelf Parish Council will aim to make a positive contribution to both protecting and enhancing the local and global environment. | To adopt an Environmental and Biodiversity Policy that documents what Tibshelf Parish Council will do.                                |               | Nov 2023    | Dec 2023      |
| Christmas lights | To provide a Christmas light display on the High Street.   | To ensure the Christmas lights are installed annually on the High Street including a large tree in the village centre.                | Annual budget | Dec 2023-27 | Annual event. |

**Adopted by Full Council: 17/10/2023.**

**Minute number: 1032/3206**

**To be reviewed by Full Council at monthly meetings.**

**Reviewed by Full Council 21/11/2023.**

**Minute number: 1123/3240**

**Reviewed by Full Council 16/01/2024.**

**Minute Number: 01424/3293**