

Minutes of the Annual Meeting of Tibshelf Parish Council held on Tuesday 21st May 2024 in Tibshelf Village Hall.

MINUTES

Present: Cllr A Beckett (Chair), Cllr S Wood, Cllr J Gilbody, Cllr M Ward, Cllr B Jones, Cllr H Varney, Cllr M Watkinson, Cllr R Vaughan and Cllr L Kingscott.

In attendance: R Tattershaw (Parish Clerk), 2 members of the public.

0524/3360 To elect a Chair for the forthcoming year.

Cllr Beckett asked for nominations for the position of Chair.

Cllr Gilbody nominated Cllr Beckett, seconded by Cllr Watkinson.

A vote was taken: 10 in favour, 1 abstention.

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

0524/3361 To elect a Vice-chair for the forthcoming year.

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

Cllr Wood nominated Cllr Gilbody, seconded by Cllr Kingscott.

A vote was taken: All in favour.

Cllr Gilbody accepted the position.

0524/3362 To receive and note apologies from Councillors not able to attend.

Apologies received from Cllr G foley and Cllr D Rutland.

0524/3363 To consider reasons for absence provided by Councillors who cannot attend and resolve the Council's acceptance.

It was moved by Cllr Wood, seconded by Cllr Gilbody, and **resolved** unanimously to accept the reason for absence of a family matter.

0524/3364 Variations of order of business.

No variations of order of business.

0524/3365 Declaration of Members Interests

None received.

0524/3366 Requests for Dispensations

None received.

0524/3367 Confidential items

It was agreed that in view of the confidential nature of the business of item 32 - To note appraisal feedback and approve incremental progression for the Communications and Projects Officer to the 1st April 2024 and item 33 -To note appraisal feedback and approve incremental progression for the Administration Assistant backdated to the 1st May 2024 to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 and under the General Data Protection Regulation and Data Protection Act 2018.

0524/3368 Public Speaking

Cllr Ward confirmed The Green Bunch will be planting the boundary planters again this year and expressed their disappointment that it was not mentioned in the Chairs Annual Report that the Village Hall planter was installed as a collaboration with them.

Cllr Wood reported issues of children being bullied on Westbrook Park. Cllr Gilbody to follow this up with Bolsover District Council.

Cllr Beckett asked about 'levelling up money' spending and asked Cllr Gilbody in his role as District Councillor feedback to BDC that Tibshelf Parish has not had any projects funded in many years.

0524/3369 Chairs announcements

None.

0524/3370 To approve the draft minutes of the meeting of the Parish Council held on 16 April 2024.

It was moved by Cllr Watkinson, seconded by Cllr Wood and **resolved** unanimously that the minutes were an accurate record.

0524/3371 To review and approve Standing orders.

It was moved by Cllr Beckett, seconded by Cllr Kingscott, resolved unanimously to accept the Standing Orders with the following amendments:

Section 18 v. Estimated contracts value be increased from £25,000 to £30,000 incl VAT.

Section 18 c. Estimated contracts value be increased from £25,000 to £60,000 incl VAT.

0524/3372 To review and approve updated Financial Regulations

It was by Cllr Kingscott, seconded by Cllr Gilbody and **resolved** unanimously to accept the revised Financial Regulations with the following provisions:

Section 2.6 Verification of bank reconciliations to be reported to Full Council.

Section 5.5 For contracts estimated to exceed £60,000 including VAT.

Section 5.7 For contracts greater than £3,000 excluding VAT.

Section 5.13:

- a) The Clerks under delegated authority for items below £500 excluding VAT.
- b) The Clerk in consultation with the Chair of the Council or Chair of the appropriate committee for items below £2,000 excluding VAT.
- c) A duly delegated committee of the council for all items of expenditure within their delegate budgets for items under £5,000 excluding VAT.
- d) The council for all items over £5,000.

Section 5.16 In case of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement.

Section 6.8 The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. Any payments of upto £500 excluding VAT within an agreed budget.
- ii. Payments of upto £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

0524/3373 To adopt the Councillor Code of Conduct

Adopted.

0524/3374 To review and approve the Council Scheme of Delegation.

It was moved by Cllr Wood, seconded by Cllr Kingscott and **resolved** unanimously to approve the Scheme of Delegation with the following amendments:

Clerk item 16. Authorising payment for items below £500 in accordance with the Financial Regulations.

Clerk item 17. Incurring emergency expenditure upto £2,000 whether or not there is budgetary provision in accordance with the provisions of the Financial Regulations.

0524/3375 Finance

a) To approve Receipts, Payments and Reconciliation report for April 2024.

It was moved by Cllr Watkinson, seconded by Cllr Beckett and **resolved** unanimously to approve Receipts, Payments and Reconciliation report for April 2024. (Appendix 0524/3375A).

b) To consider 3 council insurance renewal quotes.

It was moved by Cllr Kingscott, seconded by Cllr Gilbody and **resolved** unanimously to accept quote B for a 3-year term annual fee of £2968.26 arranged by Clear Councils with Aviva.

- c) To approve the regular payments list as at May 2024.
It was moved by Cllr Watkinson, seconded by Cllr Varney and **resolved** unanimously to approve the regular payments list as at May 2024.
- d) To approve a member to undertake a quarterly financial verification of bank reconciliations.
It was moved by Cllr Beckett, seconded by Cllr Watkinson, and **resolved** unanimously that Cllr Gilbody would undertake a quarterly financial verification of the bank reconciliations.
- e) To note a payment to Watson and Watson Health and Safety Consultants of £360.00.
Noted.
- f) To note the replacement of 4 external lights at the pavilion at a cost of £235.00.
Noted.
- g) To approve splitting the Parish Council and Village Hall staff salary costs between two area codes on the 2024-2025 budget.
It was moved by Cllr Kingscott, seconded by Cllr Beckett and **resolved** unanimously to split the Parish Council and Village Hall staff salary costs between two area codes on the 2024-2025 budget.
- h) To review the current bank mandate signatories.
Reviewed and agreed no changes to the current signatories.

0524/3376 Parish Clerk's report

- a) To note completion of the internal audit.
It was noted that the internal audit has been completed and no concerns have been identified.
- b) To note an update on the Annual Governance and Accountability Return (AGAR).
It was noted that the AGAR will be brought to the Full Council meeting on the 20th June 2024 for approval. This is due to the yearend closedown with Rialtas being booked for the 20th May 2024 and to enable the AGAR to be emailed to councillors 10 days prior to approval.
- c) To consider councillor gov.uk domain email address'.
It was agreed not to purchase councillor gov.uk domain email address'.
- d) To consider the CPO undertaking online project management training at a cost of £35.00.
It was moved by Cllr Gilbody, seconded by Cllr Watkinson and resolved unanimously to approve the CPO undertaking online project management training at a cost of £35.00.
- e) To note an update on required tree works at the Shetland Road Sports Ground.
It was noted that Bolsover District Council have given permission to carry out the proposed works to trees under a Tree Protection Order at the Shetland Road Sports Ground. Quotes for this work are currently being obtained.
- f) To note an update on the PSPO signage update.
It was noted that signage has been installed at all 3 entrances to the Shetland Road Sports Ground.
- g) To consider the installation of CCTV at the Shetland Road Sports Ground.
It was agreed the Clerk would seek further quotes for the next Full Council meeting.

0524/3377 Project and Communications Officer's report

- a) To approve the Draft of Tibshelf News – Summer Edition.
It was moved by Cllr Beckett, seconded by Cllr Kingscott and **resolved** unanimously to approve the Tibshelf News – Summer Edition with the following amendments:
- Removal of the Food Bank article.
 - Addition of the Queen tribute event.
 - Addition of the Chairs Annual Report.

b) To note an update on the Pavilion Rebuild Project.

It was noted that an application has been made to National Lottery for £7,340 for architect fees was sent on Wednesday 1st May 2024 and could take approximately 12 weeks to consider.

c) To consider a new £100 Sponsorship Option for Hanging Baskets.

It was moved by Cllr Kingscott, seconded by Cllr Beckett and **resolved** unanimously to accept the following £100 option for business hanging basket sponsorship:

- Newsletter advert – 1 edition
- Facebook advert – 1 post
- Noticeboard advert – Until the hanging baskets are removed.
- Website advert – Until hanging baskets are removed.

d) To note Grant Funding Opportunities.

Noted.

0524/3378 To review and agree terms of reference for Committees, Sub-committees and working groups for the forthcoming year.

It was moved by Cllr Kingscott, seconded by Cllr Gilbody and **resolved** unanimously to the following terms of reference:

To amend the names of the Resources, Finance, Health and Safety Committee to Resources Committee.

To amend the Resources Committee terms of reference as follows:

1.1 A maximum of 11 members.

1.3 Quorum for recommendations 4 council members.

8. Amenities

The committee is delegated the power to make decisions within the budget and consider issues relating to management of the following amenities as per the following Financial Regulation:

- The Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- The council for all items over £5,000.

Village Hall Committee Terms of Reference – no amendments.

Working Party Terms of Reference – no amendments.

0524/3379 To appoint membership of Committees.

Membership of committees was appointed as follows:

Resources Committee

Cllr Beckett, Cllr Jones, Cllr Gilbody, Cllr Kingscott, Cllr Varney, Cllr Ward, Cllr Wood, Cllr Watkinson.

Village Hall Committee

Cllr Beckett, Cllr Gilbody, Cllr Kingscott, Cllr Varney, Cllr Ward, Cllr Wood.

0524/3380 To agree a calendar of meetings for the forthcoming year.

Draft schedule of meetings agreed as follows:

- Full Council meetings to be held on the 3rd Tuesday of every month with the exception of no meeting to be held in August.
- 6 x Village Hall Committee Meetings to be held per year on: 25/06/24, 10/09/24, 12/11/24, 28/01/25, 25/03/25, 13/05/25.
- 6 x Resources Committee Meetings to be held on 30/07/24, 24/09/24, 26/11/24, 03/12/24, 11/02/25, 28/04/25.

0524/3381 To Agree a timetable for the annual review of all the Council's policies and procedures.

Draft schedule agreed.

0524/3382 To approve a Parish Council craft fayre being held Saturday 8th June 2024.

It was moved by Cllr Gilbody, seconded by Cllr Watkinson and **resolved** unanimously to approve a craft fayre being held on the 8th June 2024 with refreshment income being donated to the Village Hall.

0524/3383 To note the minutes of the Resources, Finance, Health and Safety Committee meeting held 7th May 2024.

Noted.

0524/3384 To approve the following recommendations from the Resources, Finance, Health and Safety Committee meeting held 7th May 2024.

It was moved Cllr Kingscott, seconded by Cllr Varney and **resolved** unanimously to approve the following recommendations:

- The installation of a 4-zone fire alarm panel, with 3 call points and 10 sounder beacons at the pavilion at a cost of £1400.00.
- The replacement of emergency lighting at the pavilion (6 out of 8 failed the 3hr discharge test) to LED bulkhead fittings and the installation of 2 extra lights in the social room toilets and 2 extra lights on exit doors at a cost of £490.00.
- Repairs to fire doors at the pavilion at a maximum cost of £825.00.
- Repairs to the church clock dials to replace broken glass panels with Perspex at a cost of £550.00.
- Pavilion meeting room hire fee of £10 per hour for non-commercial bookings and £15.00 per hour for commercial bookings.
- To increase the annual Licence fee for Tibshelf Football Club for the use of the Shetland Road Sports Ground and pavilion to £1000 per year as from 1st November 2024.

0524/3384 To note an update on the Section 106 project at the Shetland Road Sports Ground.

Cllr Gilbody in his capacity as District Council to seek an update on the project start date.

0524/3385 To note Watson and Watson Health and Safety Consultants Ltd have been contracted to support the Parish Council from the 1st June 2024 to 31st May 2025.

Noted.

0524/3386 Correspondence received.

a) To note a letter of thanks from The Green Bunch for the building of the Village Hall planter.

Noted.

a) To consider an email received from Tibshelf Allotment Society to use the Parish Council office address as the registered office of the Tibshelf Allotment Cooperative Ltd.

It was moved by Cllr Beckett, seconded by Cllr Kingscott and **resolved** unanimously to move standing orders to allow a representative of Tibshelf Allotment Society to speak.

The Clerk feedback advice from the NALC Legal Service Team recommending the Parish Council do not agree to this request.

It was moved by Cllr Gilbody, seconded by Cllr Wood and **resolved** unanimously to approve Tibshelf Allotment Society using the Parish Council office address as their registered office.

0524/3387 To consider recent planning applications.

Appeal notification received:

PLANNING APPLICATION NO: 23/00170/FUL

PROPOSED DEVELOPMENT: Retrospective application for the installation of a raised platform for horsebox parking, a gravel/hardstanding area and timber post and rail fencing.

LOCATION: Westwood House Church Lane Tibshelf Alfreton

APPEAL START DATE: 17th April 2024

Circulated via email 19.04.2024.

No comment.

Application No: 24/00192/FUL

Proposal: Replacement garage

Location: 98 Chesterfield Road Tibshelf Alfreton DE55 5NL

Applicant: Leanne Smith

Circulated via email 29.04.2024.

No comment.

0524/3388 To review the Parish Council Plan and approve a review schedule for the year.

Agreed to move to the June Full Council meeting.

0524/3389 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.

0524/3390 To note appraisal feedback and approve incremental progression for the Communications and Projects Officer to the 1st April 2024.

Noted.

0524/3391 To note appraisal feedback and approve incremental progression for the Administration Assistant backdated to the 1st May 2024.

Noted.

0524/3392 To confirm the date and time of the next meeting.

Tuesday 18th June 2024.