

**Minutes of the MEETING of TIBSHELF PARISH COUNCIL**  
**held in The Parish Meeting Room, Tibshelf Village Hall, 110 High Street, Tibshelf. DE55**  
**5NU on Tuesday 19<sup>th</sup> July at 7.00pm**

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**Present:**

Cllrs: A.E. Beckett, S.A. Ellks, G.M. Foley, R. Heffer, E.G. Parton, M.L. Scarborough, P. Trevelyan, W. Vardy, R. Vaughan and D.S. Watson.

**In attendance:**

One member of the public, Martin Andrews, PCSO P Brownlee, County Cllr C. Moesby, Mrs. R. Price, Parish Clerk

**NON EXEMPT ITEMS**

It was Proposed by Councillor Beckett, Seconded by Councillor Ellks and Resolved that an **urgent item** - Proposed new housing target for Bolsover District – be considered as an agenda item at the end of the meeting

**0711/835      Apologies for absence**

An apology for absence was received from Councillor T Watson due to work commitments

**0711/836      Declarations of Members Interests**

There were no declarations of interest

**0711/837      Public Speaking**

**Members of the Public:**

A member of the public attended the meeting to relate problems she had experienced in applying for a school place for her child. Whilst the intake at the infant school was 50, the Tibshelf Junior School intake had been reduced from 50 to 45 and it appeared that this would be the policy in future years. This would result in an ongoing discrepancy and ultimately will lead to Tibshelf children not being able to access a place at the Junior School. Whilst it was appreciated that this decision had been made because of the accommodation available, the parish council agreed that a letter of concern should be sent to the education authority pointing out the possible future consequences of this policy and asking them to consider what solutions could be put in place.

Martin Andrews from the Festival of Sport attended the meeting to thank the Parish Council for their continued support of this event which this year had taken place on 2<sup>nd</sup> July. The event had been extremely successful with a possible 2000 attending on the day. Mr Andrews was seeking the parish council's help in galvanising more help at the festival to assist with set up and dismantling as this had proved very challenging this year. He also suggested that there may be a benefit in setting up a community forum where skills, labour and materials could be more easily accessed and which would also help other organisations in the parish

It was Proposed by Councillor D Watson, Seconded by Councillor E Parton and RESOLVED that item 10 on the agenda be brought forward to this point in the meeting.

**To consider the Development of a Community Forum**

It was suggested that, in order to better coordinate projects and events in the parish, it would be beneficial to formulate a Community Forum which would bring together as many organisations as possible from within the parish. The purpose of these meetings would be to co-ordinate diaries of events, details of projects and to establish how organisations could help one another in the delivery of events and projects. It was suggested that meetings be held twice a year.

It was PROPOSED, SECONDED and RESOLVED that organisations in the parish be contacted to establish their interest in formulating a Community Forum.

**Police:**

PCSO P Brownlee attended the meeting and submitted a written report for Members' information.

Crime Figures for June 2011 (May figures in brackets):-

Assaults 1 (3): Criminal Damage 6 (4): Burglary Dwelling 0 (1): Burglary Non-dwelling 3(1): Theft from motor vehicle 1(0): Theft of motor vehicle 0 (1): Total Crimes 11 (11): Nuisance Incidents 10 (18). The report detailed the types of incidents listed.

- The assault was a domestic incident
- Criminal damage was to vehicles, fence panels, windows and a shed
- There were 3 non dwelling breaks to a shed, container and shop
- Nuisance incidents had occurred on Derwent Drive, Lathkill Grove, Shetland Road, High Street and Vicar Lane

In relation to the nuisance issues on Vicar Lane the police had managed to source some funding from BDC Community Champions Fund to carry out work on a garage on Vicar Lane to address problems which were occurring because of its design.

There had been a further reduction in calls for service due to targetted patrols in hotspot areas.

The next surgery was at Tibshelf Methodist Church on 4<sup>th</sup> August 2pm – 3.30pm and 6pm prior to parish council meeting on 20<sup>th</sup> September.

**County Council:**

Councillor Moesby attended the meeting and reported on the following:-

A Community Action Grant was being made available by DCC with grants up to £1000. Anyone could apply who had a constituted organisation but they would need to provide proof of public consultation which supported the projects applied for. The grants would be considered quarterly.

There was nothing further to report on the proposed school.

**District Council:**

Councillor Heffer expressed his views on the communication of all issues to all members of the parish council

He reported that a vote would be taking place at BDC the following day on whether to move to a bi weekly bin collection scheme

Councillor D Watson reported that

- Neighbourhood Management had asked for details of any areas that required a clean up as they had contacts with the probation service who could support some of this work. Several areas were suggested including the garages on Lincoln Close, a garage area off Hawthorne Avenue and banking near Spa Croft
- In relation to the parish council's request for authority to install bollards on High Street and for consideration of a contribution from the budget which had been identified for environmental issues, BDC had responded that they would be looking at this scheme along with others identified through the Environmental Issues survey which had recently been completed.
- She had approached DCC concerning the ticketing of drivers who parked their cars in the parking bay outside the Coop on High Street. There was a dropped kerb but this fell within the bay marking. DCC had confirmed that they had instructed their parking enforcement officers not to ticket in this area as the restriction markings were unclear.

**0711/838 Minutes of the Meeting held on 21<sup>st</sup> June 2011**

It was PROPOSED by Councillor Heffer, SECONDED by Councillor P Trevelyan and RESOLVED that the Minutes of the Council meeting held on 21<sup>st</sup> June 2011, be approved as an accurate record and were duly signed by the Chairman.

**0711/839 Chairman's Announcements**

The Chairman made the following announcements:

- Tibshelf was eligible to make application for funding from Viridor Credits Environmental Company. It was proposed by Councillor Beckett, Seconded by Councillor Vaughan and Resolved that Councillor Heffer be nominated as the parish council's representative to sit on the decision making steering group
- Two letters of thanks had been received from St John the Baptist Church and Vitalise
- In relation to the Parish Council's decision to progress the installation of CCTV in the village the Operational Director of Advance would be arranging a site visit when he returned from holiday. BDC had verbally agreed to take over the 24hour monitoring and the costs involved but this had yet to be confirmed in writing.
- Following the parish council's request DCC had provided a copy of the regulations relating to the dimensions of road humps which confirmed that the road hump at High Street was within the regulations
- A meeting had been held to re-establish the Tibshelf Community Association. The meeting had been very well attended and the prime decision coming from the meeting was the resurrection of the Tibshelf Carnival. The next meeting was due to be held on Wednesday 27<sup>th</sup> July at the Wheatsheaf.

**0711/840 Village Hall Financial Report**

It was PROPOSED by Councillor Heffer, SECONDED by Councillor Beckett and RESOLVED that the following village hall financial report be approved.

**Lowe Property Services Limited** Chq No 435 £90.00  
Repairs to Gents Toilet.

**Financial Report as at July 2011.**

Takings since last TVHMC Meeting £456.00  
Current Account Balance £8398.50  
Reserve Account Balance £7774.60.

**0711/841 Personnel Sub-Committee 12<sup>th</sup> July 2011**

It was PROPOSED by Cllr R Heffer, SECONDED by Cllr A Beckett and RESOLVED that the minutes of the meeting held on 12<sup>th</sup> July 2011 be accepted and approved.

**0711/842 Terms of Reference**

It was PROPOSED by Councillor Heffer, SECONDED by Councillor Beckett and RESOLVED that subject to amendments discussed being included, the Terms of Reference attached to these minutes for Amenities and Environment Committee, Village Hall Management Committee, Personnel Committee and Audit Committee be approved

#### **0711/843 Establishment of a Youth Council**

Councillor Scarborough presented a paper to Members setting out some options for discussion for the establishment of a Tibshelf Parish Youth Council. Three options were presented and it was considered that Option Two would be the most appropriate at this time. This would establish the Youth Council with the status of an advisory committee and it would have its own separate meetings. It was proposed that more informal meetings should be aimed at. Councillor Scarborough was happy to undertake the research and develop the framework for the establishment of the Youth Council. It was Proposed by Councillor Beckett, Seconded by Councillor Heffer and RESOLVED that a Tibshelf Parish Youth Council be established.

#### **0711/844 Proposed BMX track at Shetland Road**

Members discussed the outcome of a consultation event which had been held on Monday 18<sup>th</sup> July. The majority of attendees were opposed to the plans for the BMX track to be sited at Shetland Road. Consultation carried out at the Festival of Sport had resulted in overwhelming support for the scheme from around 120 consultees.

An outcome of the consultation on 18<sup>th</sup> had been a suggestion for an alternative site for the BMX track adjacent to the allotments. Groundworks had agreed to investigate the planning implications for this proposal. Groundworks were also still confident that they would be able to access funding for the project. The results of the further investigations would be reported back to parish council for further consideration.

#### **0711/845 Christmas Lights, Tree and Planter**

The Clerk reported to members that several of the transformers and time switches from the Christmas lights had been stolen from the container. The insurance company had advised that, because of the small claim, it would not be cost efficient to make an insurance claim. There were also 14 sets of lights which were in need of repair.

Mr R Ganley had asked the parish council to consider the replacement of the bulbs to part of the church tower lights

The Clerk further reported that estimates had been received for a stone surround to the planter and the installation of mosaics. These estimates were in excess of £2500. It was considered that these costs were too high and the Clerk was therefore asked to revise the plan to a stone surround only.

The Clerk was awaiting further details from four companies for the supply, delivery and installation of a real Christmas Tree.

It was PROPOSED by Councillor Beckett, SECONDED by Councillor Vardy and RESOLVED that

- the Clerk source new multi coloured sets of lights for all the 4ft Christmas Trees.
- the request from R Ganley to purchase new bulbs for the Christmas tower lights be approved
- a maximum budget of £1000 be approved for the stone surround to the planter and that the Clerk be authorised to order the work subject to it being within budget
- a maximum budget of £500 be authorised for the purchase, delivery and installation of a real Christmas Tree and that the Clerk be authorised to order the work subject to it being within budget.

#### **0711/846 Planning**

It was PROPOSED, SECONDED and RESOLVED to make no objections to Bolsover District Council in respect of the applications on the attached schedule.

**0711/847 Derbyshire Association of Local Councils**

(a) It was RESOLVED to note that the following circulars had been received:-

34/11	POWER OF WELL BEING TRAINING; LAW & GOOD PRACTICE COURSE FOR PARISH COUNCILS – AN INTRODUCTION: (AIMED PARTICULARLY AT NEW COUNCILLORS)
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**0711/848 Parish Clerk's Report****a) Accounts for Payment**

It was PROPOSED by Councillor R Heffer, SECONDED by Councillor W Vardy and RESOLVED that the following accounts for payment be approved:-

Date	CQ No:	Payee	Description	Amount
15 <sup>th</sup> July			Total Salaries July 2011	£3847.90
23 June	3766	Friends of Tibshelf Infant School	Grant	£225.00
23 June	3767	St John Baptist Church	Grant	£250.00
23 June	3768	Vitalise	Grant	£50.00
19 <sup>th</sup> July	3769	Sage	Laser Payslips	£27.60
19 <sup>th</sup> July	3770	AML	Data storage & broadband - June	£39.60
			Data storage & broadband - July	£39.60
19 <sup>th</sup> July	3771	Prestige Street Furniture	Repair bus shelter	£482.40
19 <sup>th</sup> July	3772	Jackson Building Centre	Sand and Cement, poly drain	£67.83
19 <sup>th</sup> July	3773	Midland printers	Newsletter	£411.09
19 <sup>th</sup> July	3774	The Lock Shop	Padlocks keys	£27.00
19 <sup>th</sup> July	3775	DCC LGPS	Pension July	£432.06
19 <sup>th</sup> July	3776	HMRC	PAYE and NI	£868.98
19 <sup>th</sup> July	3777	Cannon Safety	Fire Equipment Service	£41.70
19 <sup>th</sup> July	3778	Civic Pride	Hanging Baskets	£5751.60
			Summer Lamppost Testing	£930.00
19 <sup>th</sup> July	3779	Shanks Waste Management	Rental and 5 lifts	£167.56
19 <sup>th</sup> July	3780	Wildcare	2 x bago bag holders	£45.54
19 <sup>th</sup> July	D/D	Talk Talk	Telephone	£42.72
19 <sup>th</sup> July	3781	Clarks Cemetery Services	Gardening Services	£155.00
			Grass Cutting	£490.00
			Verge Cutting	£380.00
			<b>TOTAL</b>	<b>£14773.18</b>

**Financial Report – July 2011**

The Bank Balances at 30<sup>th</sup> June 2011 stood at:-

Current Account	£ 4000.00
Reserve Account	<u>£ 147759.30</u>
Total	<u>£ 151759.30</u>

**0711/849      Consultation Paper – Housing Targets**

Members considered a letter from Bolsover District Council seeking the Council's views on a revised housing target for 2011-2031 following the impending abolition of Regional Spatial Strategies which had included a housing target of 400 dwellings per year for Bolsover District. Bolsover District Council was seeking stakeholders views on a proposal to set a target of 6000 properties over the 20 year period making an annualised target of 300. It was PROPOSED, SECONDED and RESOLVED to notify BDC that the parish council were supportive of the revised target figure but that procedures must be in place to ensure that the allocation of the housing would be sited in the most appropriate areas.

The meeting closed at 9.30 p.m.

Chairman.....

Date.....

# **TIBSHELF PARISH COUNCIL**

## **AMENITIES AND ENVIRONMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **1 OBJECTIVES**

To consider issues relating to the Parish Council's assets, amenities and environment.

#### **2 MEMBERSHIP**

2.1 The Group shall comprise up to eight elected members who will be appointed annually at the Annual Parish Council meeting in May of each year.

2.2 Outside bodies with an interest in the Parish Council's amenities, currently the Allotment Society, Tibshelf Football Club and Gladiators Cricket Club shall be invited to appoint 1 representative each to sit on the Committee.

2.3 If a named representative of the outside body is unable to attend a meeting, a substitute representative may attend subject to the terms of this Constitution.

#### **3 OFFICERS**

3.1 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.

3.2 The Chair and Vice-Chair shall be appointed from elected councillors only.

#### **4 MEETINGS**

4.1 There shall be at least four meetings each municipal year and these shall be arranged and published at the Annual Meeting of the Parish Council in May of each year.

4.2 Additional meetings may be called with the agreement of the Chair.

4.3 A minimum of three members shall constitute a quorum.

4.4 Minutes shall be approved by the committee as a true record at the next meeting, and signed by the Chair.

#### **5. POWERS OF THE COMMITTEE**

- 5.1 The Committee is delegated with the power to consider issues relating to the Parish Council's assets, amenities and environment, and particularly the Parish Council allotments, Sports grounds, Playing Fields, Play Areas, Cemetery, Christmas displays and Flower displays.
- 5.2 The Committee shall make decisions and recommend their decisions to Council for approval.

## **6. VOTING**

- 6.1 Ex-officio members shall be full voting members.
- 6.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights (see paragraph 23 of LTN 1(Council's powers to discharge their functions)).
- 6.3 Most non-councillor members of committees and sub-committees do not have voting rights (by virtue of s. 13 of the Local Government and Housing Act 1989). However, by virtue of Article 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476), non-councillor members of committees do have voting rights in respect of:
  - the management of land owned or occupied by the council;
  - the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
  - any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
  - any function under s. 145 of the 1972 Act relating to the management of a festival.
- 6.4 Non-councillor Members of the Amenities and Environment Committee therefore may vote on issues relating to the parish council owned or managed land – i.e. Allotments, Play Areas, Sports grounds, Cemetery and Village Hall.

## **TIBSHELF PARISH COUNCIL**

### **PERSONNEL COMMITTEE**

#### **TERMS OF REFERENCE**

#### **3 OBJECTIVES**

To consider issues relating to the management of employees.

#### **4 MEMBERSHIP**

- 2.1 The Group shall comprise up to five elected members who will be appointed annually at the Annual Parish Council meeting in May of each year.

#### **3 OFFICERS**

- 3.1 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.

#### **4 MEETINGS**

- 4.1 Meetings shall be called on an ad hoc basis as and when with the agreement of the Chair.
- 4.4 A minimum of three members shall constitute a quorum.
- 4.5 Minutes shall be approved by the committee as a true record at the next meeting, and signed by the Chair.

#### **5. POWERS OF THE COMMITTEE**

- 5.1 The Committee is delegated with the power to consider issues relating to the development of employment policies, the implementation of those policies and all employee related matters.
- 5.2 The Committee shall make decisions and recommend their decisions to Council for approval.

#### **6. VOTING**

- 6.1 Ex-officio members shall be full voting members.
- 6.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights (see paragraph 23 of LTN 1(Council's powers to discharge their functions)).

## **TIBSHELF PARISH COUNCIL**

### **VILLAGE HALL MANAGEMENT COMMITTEE**

#### **TERMS OF REFERENCE**

##### **5 OBJECTIVES**

To consider issues relating to the management of the Tibshelf Village Hall.

##### **6 MEMBERSHIP**

- 2.1 The Group shall comprise up to seven elected members who will be appointed annually at the Annual Parish Council meeting in May of each year.
- 2.2 Any outside bodies with an interest in the Tibshelf Village Hall shall be invited to appoint 1 representative each to sit on the Committee.
- 2.3 If a named representative of the outside body is unable to attend a meeting, a substitute representative may attend subject to the terms of this Constitution.

##### **3 OFFICERS**

- 3.1 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.
- 3.2 The Chair and Vice-Chair shall be appointed from elected councillors only.

##### **4 MEETINGS**

- 4.1 There shall be bi monthly meetings each municipal year and these shall be arranged and published at the Annual Meeting of the Parish Council in May of each year.
- 4.2 Additional meetings may be called with the agreement of the Chair.
- 4.3 Each meeting will include the following standing items:
  - Financial Report.
- 4.4 A minimum of three members shall constitute a quorum.
- 4.5 Minutes shall be approved by the committee as a true record at the next meeting, and signed by the Chair.

## **5. POWERS OF THE COMMITTEE**

- 5.1 The Committee is delegated with the power to consider issues relating to the management of Tibshelf Village Hall.
- 5.2 The Committee shall make decisions and recommend their decisions to Council for approval.

## **6. VOTING**

- 6.1 Ex-officio members shall be full voting members.
- 6.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights (see paragraph 23 of LTN 1(Council's powers to discharge their functions)).
- 6.3 Most non-councillor members of committees and sub-committees do not have voting rights (by virtue of s. 13 of the Local Government and Housing Act 1989). However, by virtue of Article 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476), non-councillor members of committees do have voting rights in respect of:
- the management of land owned or occupied by the council;
  - the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
  - any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
  - any function under s. 145 of the 1972 Act relating to the management of a festival.
- 6.4 Non-councillor Members of the Village Hall Management Committee may vote on all issues relating to the management of the Tibshelf Village Hall.

# **TIBSHELF PARISH COUNCIL**

## **AUDIT COMMITTEE**

### **TERMS OF REFERENCE**

#### **7 OBJECTIVES**

To monitor and review the financial standards, statements and functions of the parish council.

#### **8 MEMBERSHIP**

2.1 The Group shall comprise up to five elected members who will be appointed annually at the Annual Parish Council meeting in May of each year.

2.2 Committees which regulate or control the finances of the local authority may not appoint non-councillor members.

#### **3 OFFICERS**

3.1 At the first meeting in each municipal year a Chair and Vice-Chair shall be appointed from among the Group.

#### **4 MEETINGS**

4.1 Meetings shall be called on an ad hoc basis as and when with the agreement of the Chair.

4.4 A minimum of three members shall constitute a quorum.

4.5 Minutes shall be approved by the committee as a true record at the next meeting, and signed by the Chair.

#### **5. POWERS OF THE COMMITTEE**

5.1 The committee shall;

- monitor the integrity of the financial statements of the parish council and review significant financial reporting issues,
- review summary financial statements and significant financial returns to the Audit Commission,
- review whether the Parish Council has followed appropriate accounting standards taking into account the views of the internal and external auditor,
- keep under review the effectiveness of the company's internal controls and risk management systems,
- monitor and review the effectiveness of the company's internal audit function,

- review and assess the annual internal audit plan,
- review and monitor recommendations of the internal auditor,
- review the Parish Council's budget prior to its submission to Council,
- Review the Council's performance against budget.

5.2 The Committee shall make decisions and recommend their decisions to Council for approval.

## **6. VOTING**

6.1 Ex-officio members shall be full voting members.

6.2 A member of the Council who is not appointed to a committee is free to attend a meeting of that committee as would a member of a public. He has no right to participate in the meeting unless a member of the public also has the same rights (see paragraph 23 of LTN 1(Council's powers to discharge their functions)).

