

**Minutes of the Meeting of Tibshelf Parish Council held in Tibshelf Village Hall,  
110 High Street, Tibshelf. DE55 5NU on Tuesday 17<sup>th</sup> October 2006 at 7.15 pm**

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**Present:**

Cllrs. A. Beckett, A. Boyer, D Brindley, M Coupe, G Foley, R Heffer, M. Pope, P Rhodes and P Trevelyan.

**In attendance:**

Three members of the Public, County Cllr. C Moesby and K Bradshaw (Parish Clerk)

**Public Participation**

- **Model Car Racing Club**

It was reported that the Case brought by BDC against the Racing Car Club is to be heard tomorrow (18<sup>th</sup>) and Mr. J Waite will be attending as a witness. BDC has deemed that a single car on the track is not racing technically and consequently not technically breaking the rules. There is concern that that the noise limits and hours of operation as specified in the original planning permission may be over ruled.

- **Community School Festival of Sport**

Thanks were expressed for the Council's support for this event this year, 560 people attended this event. It was requested that the Council pay for the installation of the temporary steps, the Community Scholl having paid for everything else. A date for next year has been penciled in and it was emphasised that this is a sporting event and there is no intention of wanting to "take over" the Carnival. The provision of permanent steps has been discussed by the Village Hall Management Committee and funding is to be sought in liaison with the School.

- **Allotments/proposed new school**

It was reported the Headmaster and County Councillors were seen inspecting the allotments site. A new school is proposed for Tibshelf in 2010 and this expansion may affect the land used for allotments which is owned by the Parish Council. There maybe other land available for allotments but nothing is happening yet. This will depend on the County Council's decision.

- **Police Matters**

There was no representative from the Police present at the meeting and it was noted that there had not been any Police presence at a Council meeting for 6 months or more. A letter is to be written stating that the Council expects an officer to attend Council meetings.

- **County Councillor's report**

**Scam Warning** – Trading Standards have issued a warning about a scam operating in this area. Cards from PDS (parcel Delivery Service) are being distributed stating that there is a parcel waiting and requesting that the recipient telephone 0906 6611911 to arrange delivery. There is no parcel and the telephone call costs £15. The Council will distribute warning notices to shops etc. in the village.

**Footpath – High Street** – The draft order is with the rights of way officer and there is a 6 week statutory period for objections which will be resolved at County. Antisocial behaviour is not grounds for objection. The next step would be a public enquiry should this be necessary. Cllr Moesby will keep the Council informed. A letter is to be sent to the County Council requesting that this order be issued as soon as possible.

**Grants** – of up to £2,700 are available for those qualifying for heating & insulation. Information leaflets will be in the Mobile Library and on the website [www.derbyshire.gov.uk/leisure/libraries](http://www.derbyshire.gov.uk/leisure/libraries).

**Family Tree** – For anyone wishing to trace their family tree DCC Libraries (Chesterfield) have free membership to a website.

**Chesterfield Library** – will be open on Sundays up to 17<sup>th</sup> December

**Road/Pavement improvements** - £43m has been allocated for improvements of 410 miles of roads and 137 miles of pavements in Derbyshire. Booklets are available from Call Derbyshire Tel: 0845 605 8058

**Tibshelf School** – After a visit to the Government a DCC team secured £80m of funding, to include Tibshelf, to be brought forward; the only County in the country to achieve pulling funding forward.

**Walk to School week** – now on for this week

**Secondary School applications** – Reminder that place applications close at 3.30pm on Friday 20<sup>th</sup> October (this Friday).

**Books** – All children aged 4-5 will receive book packs at no cost to the Council, the books being donated by the Book Trust amongst others.

**School Footpath** – the School complied with the notice issued by DCC and the path has been cleared.

**High level light on “Pelicon” crossing** – wait for the new scheme to be started (this financial year). Cllr Moesby will follow up the provision of a flashing 30mph sign.

**Car Parking** – Cars are parking on yellow lines at the top of Brook Street which is dangerous. The Clerk is to include this subject in his letter to the Police. Cllr Moesby reported that parking is to be “decriminalised” with County/District Councils taking over enforcement.

## **NON EXEMPT ITEMS**

### **0610/126 – Apologies**

Cllr G Wallis and Cllr T Watson who are both away on business

### **0610/127 – Declarations of Interest**

Cllr R Heffer declared a personal interest in planning application P0806/37 knowing the applicant.

Cllr A Beckett declared a personal interest in item 0610/148, being a member of the Community Association

Cllrs A Beckett and P Trevelyan declared a personal interest in planning application P0806/36 Tibshelf, being governors of Tibshelf Community School

Cllr R Heffer declared a personal interest in item 0610/130(5) having a business relationship with the supplier.

### **0610/128 - Minutes of previous meetings**

It was RESOLVED to approve the minutes of the meeting held on 5<sup>th</sup> September 2006 and they were duly signed by the Chairman

It was RESOLVED that the words “who requested his name to be recorded” be included at the end of minute 0609/124 at the meeting held on 26<sup>th</sup> September 2006.

Subject to this amendment it was RESOLVED to approve the minutes of the meeting held on 26<sup>th</sup> September 2006 and they were duly signed by the Chairman

### **0610/129 - Village Hall Sub-Committee**

1. It was RESOLVED to increase prices charged as recommended by the sub-committee and that these should be reviewed quarterly.
2. It was RESOLVED that VHC to take steps detailed in Business Plan to widen the target audience of the village hall, and attract new users.

3. It was PROPOSED that two adverts be placed in both Model Collector and Dolls House magazines in February 2007, at a cost of approximately £500. This motion was put to the vote and was defeated and is to be referred back to the Sub-Committee.
4. It was RESOLVED that the VAT refund of £4919.72 paid to the Parish Council Bank Account be deducted from the Loan Amount owing, and a Cheque paid to the Council for the balance outstanding.
5. It was RESOLVED to approve the payments on the Village Hall Account as detailed below:-

<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
326	AON Ltd	Insurances	£1,632.33
327	Mrs. H J Simpson	Postage	£19.80
328	PHS Group	Sanitary Waste	£50.47
329	O Heap & Son	Fire Extinguishers	£52.18
330	Mrs. H J Simpson	Batteries & Stamps	£17.69

#### **0610/130 – Amenities Committee**

1. It was RESOLVED that a new Vacuum Cleaner be purchased for the Cricket Pavilion, guide price £248.00
2. It was RESOLVED to accept the quotation of £900.00 submitted by Ideal Plumbing and Heating Supplies for the renewal of the shower trays in the Pavilion.
3. It was RESOLVED to note that quotations for electrical inspection of the Pavilion have been requested.
4. It was RESOLVED that a project for the major refurbishment of the Pavilion/Sportsground be considered and that the condition report is to be updated quarterly and a column will be added showing the level of risk – Low, Medium or High
5. It was RESOLVED Council that three new signs be purchased from Judson Signs at a cost of £606.00; Skip for Cemetery use only, Main sign (current one rotting) and a new sign showing opening hours. The Clerk will investigate availability of funding from the Village Kitty Fund.
6. It was RESOLVED that the gate to the Cemetery be locked between 4.00pm and 8.30am when the clocks go back at the end of October. There is a potential problem opening the Cemetery at weekends and the Clerk is to see if the Weekend Caretaker would be able to perform this function.
7. It was RESOLVED that in view of the urgency of the situation to ratify the recommendation that the Clerk authorise inspection of the trees on the sports ground and the Cemetery and a report produced by Derbyshire County Council at a cost of £595.00. and that the trees be inspected annually for any damage or deterioration.
8. It was RESOLVED that the Clerk be authorised to commission all necessary works in the interests of public safety which arise from this report.

9. It was RESOLVED that the rents for the sports ground for the Football Club and the Cricket Club be increased by 10% - £25.00 per year to £275.00 per year and that the Clerk agree overdue rents owed by the Cricket Club.
10. It was RESOLVED that cemetery plots, whilst normally allocated by the next sequential number, may on request be allocated a different plot providing that this plot is in the current row.
11. It was RESOLVED that 5 planting boxes be purchased together with a selection of winter flowers for placing at the entrances to the village at a cost of £300.00 for the planters and £180.00 for plants, soil & compost

#### **0610/131 – Planning**

It was RESOLVED to make the recommendations to Bolsover District Council as detailed on the schedule of planning applications received – Appendix 1

#### **0610/132 – DALC Circulars**

It was RESOLVED to note the following circulars have been received from DALC:-

**34.06** – The Employment Equality Regulations 2006, National Minimum Wage, Raffles

**34.06** – Derbyshire Constabulary Parish Councils evening – CIRCULATED to all members

**36.06** – Training Crash Course on the Planning System

#### **0610/133 Accounts for payment**

It was RESOLVED to approve the following payments for supplies and salaries from 5<sup>th</sup> September to date:-

<b>Date</b>	<b>CQ No:</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
15 <sup>th</sup> Oct	Autopay	KB, JB, TR, DR & JS	Salaries - Oct	£3,394.59
15 <sup>th</sup> Sep	2892	SLCC	Subscription	£133.00
15 <sup>th</sup> Oct	2893	Inland Revenue	PAYE/NIC	£1,351.54
15 <sup>th</sup> Oct	2894	AML Midlands	Computer Installation	£52.88
15 <sup>th</sup> Oct	2895	CCS Media	Toner Cartridges	£126.64
15 <sup>th</sup> Oct	2896	Cancelled		£0.00
15 <sup>th</sup> Oct	2897	K Bradshaw	Clerk's Expenses	£105.49
15 <sup>th</sup> Oct	2898	High Street Autos	Fuel	£60.00
15 <sup>th</sup> Oct	2899	Jackson Bldg Centre	Light Switch	£3.04
15 <sup>th</sup> Oct	2900	Key Services	Grass Cutting	£728.50
15 <sup>th</sup> Oct	2901	Lindway Scaffolding	Emergency Repairs Derwent Drive	£52.88
15 <sup>th</sup> Oct	2902	Shanks Waste Management	Waste Collection	£159.58
15 <sup>th</sup> Oct	2903	Joe Brown Contractors	Cemetery path	£9,870.00
15 <sup>th</sup> Oct	2904	Clarke's Cemetery & Church	Water Leak	£140.00
15 <sup>th</sup> Oct	2905	Flower Power	Watering	£560.00
15 <sup>th</sup> Oct	2906	Gerry Foley Motors	MOT & Service	£144.55
15 <sup>th</sup> Oct	2907	Ideal Heating & Plumbing	Water Leak	£176.25
15 <sup>th</sup> Oct	2908	Powergen	Electricity Pavilion	£418.02
15 <sup>th</sup> Oct	2909	The Post Office	Road Tax – Transit	£175.00
15 <sup>th</sup> Oct	2910	Glebe Scaffolding	Temporary steps	£188.00

**0610/134**

It was RESOLVED to authorise the Clerk to purchase a filing cabinet and shelving in the office.

**0610/135 Newsletter**

It was RESOLVED to publish the newsletter using Midland Press of Alfreton who submitted the lowest quotation at £155.88 for 500 copies.

Members were requested to advise the Clerk of any amendments to the draft by the end of October.

**0610/136 Letter to Police**

It was RESOLVED that the Clerk write to the Police regarding the concerns raised previously in public participation and to include details of the Remembrance Day Parade: Meet at 10.00am at the Crown, parade from here at 10.30am and return at 12 noon.

**0610/137 – Christmas Lights**

It was RESOLVED to accept the quotation of £2128.VAT submitted by Bradford Festival Lights. The Clerk reported that other suppliers contacted for quotations had not responded even though they had visited the village hall nearly three weeks ago.

**0610/138 – Standing Orders/Financial Regulations**

It was proposed that Matters Arising be put back on the agenda for future meetings.

The Clerk advised that Matters Arising should not be an agenda item as this is considered to be bad practice and could jeopardize quality status.

The motion was put to the vote and defeated.

It was RESOLVED that the following amendments be made to Standing Orders and Financial Regulations for Tibshelf Parish Council:

**Standing Orders:**

Delete Paragraph 15 (d) – To dispose of business, if any, remaining from last meeting

Paragraph 24 – Questions

A time period is required for putting of questions to Chairman or Clerk –7 days

Paragraph 29 (d) – Time of speeches

A time limit is required for length of speeches – 5 minutes

Paragraph 29 (i) – Time for right of reply

A time limit is required for right of reply - 5 minutes

Paragraph 36 (a) – Recission of previous resolution

The number of names on written notice is required – 6 members

Paragraph 56 – Estimates/Precepts

(1) – Month for approval of estimates for coming year – November

(2) – Committee expenditure estimates by end of - October

#### Paragraph 60 – Relationships

Insert comments shown in italics

If a candidate for any appointment under the Council *or any proposed contract for the supply of goods, materials, services and the execution of works*, is to his knowledge related or *is known personally* to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate/*contractor* who fails so to do shall be disqualified for such appointment/*contract*, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 57, 58 and 59 shall apply as appropriate.

#### Paragraph 69

Insert new paragraph:-

#### PUBLIC PARTICIPATION

At the start of all meetings of the Council, a period of not more than 15 minutes will be made available for members of the public to ask questions or submit comments about Parish Council matters.

At this point no discussions will take place except for clarification of the submission including points of information.

Should a decision be required from the Council the matter will be deferred for research followed by discussion at the next meeting.

#### Paragraph 76 Planning Applications

This paragraph to read:-

- 1) The Clerk shall, as soon as it is received, record the following particulars of every planning application notified to the Council: -
  - a) the date on which it was received
  - b) the Parish Council's reference number
  - c) the planning application number given by the District Council
  - d) the name of the applicant
  - e) the place to which it relates
  - f) details of the application
- 2) The Clerk shall refer every planning application received to the Council or Planning Sub Committee 7 days before its next meeting.

#### Paragraph 77 – Financial Matters

1 (e) Procurement policies – £10,000 for this paragraph

2 Formal procurement procedure for high value contracts – £10,000 for this paragraph

#### **Financial Regulations:**

#### Paragraph 2.1

Committees shall formulate and submit proposals by the end of October

Paragraph 2.3  
Council to review budget – by end of December

Paragraph 3.4  
Clerk's empowered spending limit - £500

Paragraph 5.3  
Cheque signatories - three

Paragraph 6.6  
Include Internet charges and Non Domestic Council Tax

Paragraph 11

(a) Include:-

(ii) for the supply of internet services including email and website maintenance

(iii) for the supply of postage, stationery and other office consumables

(b) Contracts exceeding £1,000 – Clerk 3 tenders

(g) £1,000

(i) Contract less than £10,000 – Clerk 3 obtain quotations, Below £1,000 and £500 Clerk strive to obtain 3 estimates.

#### **0610/139 – Tibshelf Model Car Racing Club**

It was RESOLVED to use the services of BRM Solicitors of Chesterfield and that the outcome of the Court Case scheduled for tomorrow be awaited before proceeding.

#### **0610/140 – Tree in car park**

It was RESOLVED that this matter be referred to Bolsover District Council. The tree should not be felled but BDC should pay for pruning to help their tenants.

#### **0610/141 – Funding for Play Areas**

It was RESOLVED to confirm to Bolsover District Council that

- The £12,000 received to date will be ring fenced for development of the play areas
- The Council wish Bolsover District Council to project manage the development
- The Clerk is the point of contact for Bolsover District Council on this matter

#### **0610/142 – Quality Council**

It was RESOLVED to note that the Clerk, Keith Bradshaw, has achieved the Certificate in Local Council Administration.

It was RESOLVED that members will advise the Clerk of which items under test 4 are to be considered. Cllr Beckett stated that KAM Services have a Parish Plan for Tibshelf.

#### **0610/143 – Public Meeting**

It was RESOLVED that discussions relating to holding a public meeting regarding anti-social behaviour be deferred until the next meeting.

#### **0610/144 – Draft East Midlands Regional Plan**

It was RESOLVED to note that a copy of this important document (and CD) has been received and that comments must be made before 20<sup>th</sup> December 2006. The Clerk will download the CD and circulate to all members on email. The hard copy is available for those members who prefer.

### **0610/145 – Maintenance and update of Website**

It was RESOLVED that the Clerk be given the necessary resources to maintain the website and if necessary to purchase a file transfer protocol (ftp) program.

### **0610/146 – Council Communication with the press**

It was RESOLVED that the Clerk will check with the relevant authorities if it is considered good practice for a Councillor, as a private individual, to be the Derbyshire Times correspondent for Tibshelf in the Grass Roots section and to check if this would necessitate declaring an interest as payments are made for the column.

### **0610/147 – Finance**

It was RESOLVED to note the budget statement and projected cash flow statement as prepared by the Clerk. The bank accounts totalled £108,025.35 at 30<sup>th</sup> September and the Cash Flow statement shows that there are funds available for projects between now and the end of the financial year. Councillors were requested to formulate ideas before the next meeting.

### **0610/148 - Requests for financial support**

It was RESOLVED that the Council will donate the sum of £1,500.00 to the Community Association towards the cost of fireworks.

It was RESOLVED not to take action on the request from Citizens Advice Bureau.

### **0610/149 – Items for information**

It was RESOLVED to note the following correspondence has been received and is available in the office for inspection:

#### **Bolsover District Council**

1. Minutes and Reports – Audit Committee, Standards Committee, Council Meeting
2. Sustainable Development and Energy Efficiency in Building Design Supplementary Document
3. Sustainable Residential Design Supplementary Planning Document for Bolsover DC, North East DDC & Chesterfield BC
4. Bolsover Local Development Framework – progress report

**Cllr C Moesby** - Information of Notice served on Tibshelf Community School re overhanging vegetation

#### **Derbyshire Association of Local Councils**

1. Minutes of the 60<sup>th</sup> Annual General Meeting
2. Minutes of the Annual Meeting of the Executive Committee
3. Report – Local Government reorganization

#### **Derbyshire County Council**

1. Fostering 'Help keep Derbyshire Kids in Derbyshire' campaign
2. Improving health in Derbyshire – summary
3. DCC Young Achievers Awards 2006

**National Council for Voluntary Organisations** - Membership details & offer

**SMP Playgrounds** - Special offer on play equipment

### **0610/150 - NON EXEMPT ITEMS**

It was RESOLVED that under section 1(2) Public Bodies (Admission to Meetings) Act 1960, the Public be excluded from the meeting during consideration of the business set out in Agenda item 5, Personnel sub-committee report, on the grounds that it involves the disclosure of exempt information.

**0610/151 – Job Description and Contract of Employment – Village Hall Coordinator**

It was proposed that, after consultation, the hours of work for the Village Hall Coordinator will be 15 hours per week – 5 hours per day, 9am – 2pm, Tuesday, Wednesday and Thursday each week.

An amendment to this motion to implement these changes on 1<sup>st</sup> January 2007 was put to the vote and was carried.

It was RESOLVED that the hours of work for the Village Hall Coordinator will be 15 hours per week – 5 hours per day, 9am – 2pm, Tuesday, Wednesday and Thursday each week with effect from January 1<sup>st</sup> 2007.

The meeting closed at 10.15pm

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Signed

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Date