

## Holymoorside & Walton Parish Council

Minutes of the annual meeting of the parish council meeting held on Tuesday, 14<sup>th</sup> May 2019 in the committee room of the village hall, Holymoorside, Chesterfield.

Present; *Councillors* Thacker (in the chair), Grinbergs, Hinchliffe, Maskrey, Swallow, Truscott & Wragg;  
*Clerk* K Brailsford

### AGENDA PART 1 - non-confidential information

- FL001/19-20 **To elect a Chairman of the Council and receive their declaration of acceptance of office**  
**RESOLVED**; Cllr Thacker was elected as Chairman of the parish council.  
NOTED; Chairman's acceptance of office, both verbally and signed on the appropriate documentation.
- FL002/19-19 **To elect a Vice-Chairman of the Council and receive their declaration of acceptance of office**  
**RESOLVED**; Cllr Truscott was elected as Vice-Chairman of the parish council.  
NOTED; Vice-Chairman's acceptance of office, both verbally and signed on the appropriate documentation.
- FL003/19-20 **To note that all councillors had signed their declaration of acceptance of office**  
NOTED; all seven councillors had signed their declaration of acceptance of office, witnessed by the Clerk.
- FL004/19-20 **To submit to the Clerk councillors' completed registerable interest form** (papers circulated previously in the agenda pack)  
NOTED; submission, by the majority of councillors, the relevant documentation and those who had not yet submitted the paperwork were urged to do so as soon as possible.
- FL005/19-20 **Variation of the Order of Business**  
**RESOLVED**; due to the urgent nature of the consultation procedure, to include an additional agenda item relating to traffic calming measures.  
NOTED; information from DCC in relation to the proposed traffic calming measures.  
NOTED; the new map did not show double yellow lines near The Bull's Head, although these were referred to in the accompanying letter.  
**RESOLVED**; pending confirmation of the proposals, to support the suggestions from DCC.
- FL006/19-20 **To receive apologies for absence**  
NOTED; due to full attendance, no apologies were required.
- FL007/19-20 **Public Questions**  
NOTED; no members of the public were in attendance to raise any matters.  
NOTED; no DCC Councillor was in attendance. NEDDC Councillor, and new leader of the council, Martin Thacker, indicated his pride in being elected to serve the community again, along with Cllr P Elliott. Cllr Thacker also spoke in relation to the new manifesto and the early work already carried out by the new majority party. He noted that work had already begun supporting his two charities and his desire to create positive change at the district council.  
NOTED; no member with a significant other interest in an agenda item wished to speak at this point in the proceedings.

FL008/19-20 **Declarations of Interest**

NOTED; no member declared the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda.

FL009/19-20 **Exclusion of Public**

NOTED; no items in part 1 of the agenda required the exclusion of the public or press. Exclusion of the public and press is required for an agenda item already in part 2 of the agenda due to the discussion of confidential staffing issues.

FL010/19-20 **Minutes from the parish council meeting held on the 2<sup>nd</sup> April 2019** (papers circulated previously in the agenda pack)

**RESOLVED**; minutes of the parish council meeting held on the 2<sup>nd</sup> April 2019 are confirmed as a true record and signed by the Chairman of the meeting.

FL011/19-20 **Planning applications and related decisions**

*Planning applications received*

a) Wellspring Grange, Loads Road, Holymoorside-19/00340/FLH

*Planning applications conditionally approved*

b) 10 The Crescent, Holymoorside-19/00169/FLH

c) Cathole Farm, Harewood Road, Holymoorside-18/00943/FL

d) 7 Holymoore Road, Holymoorside-19/00158/LDC

e) 12 Lodge Farm Close, Walton-19/00204/FLH

NOTED; no comment on the above planning matters.

FL012/19-20 **Review of delegation arrangements to committees, staff and other local authorities**

**RESOLVED**; the power of the Clerk remains the same as do the delegation arrangements and committees. No power is given to other local authorities.

FL013/19-20 **Review of the terms of reference for committees**

**RESOLVED**; terms of reference for the footpaths working party;

- To meet at least twice per year
- To allow attendance and discussion by volunteers and representatives of any group considered appropriate
- To make recommendation to full council in relation to works required

**RESOLVED**; terms of reference for the sports & leisure committee;

- To meet as and when required
- To meet with club representatives
- To consider satisfaction surveys for the village hall
- To make recommendations to full council

**RESOLVED**; terms of reference for the personnel committee;

- To meet as and when required
- Full authority to appoint staff as required
- Full authority to carry out any other actions relating to staffing issues
- Make recommendations to full council in relation to salary issues

FL014/19-20 **Review the appointment of members to existing committees**

**RESOLVED**; the footpaths advisory committee will comprise of Cllrs Hinchliffe, Maskrey, Swallow, Thacker & Truscott.

**RESOLVED;** the sports and leisure committee will comprise of Cllrs Hinchliffe, Swallow, Thacker, Truscott & Wragg.

**RESOLVED;** the personnel committee will comprise of Cllrs Hinchliffe, Maskrey, Swallow, Thacker & Truscott.

**RESOLVED;** the internal checker of procedures and accounts will be Cllr Maskrey

**RESOLVED;** the working party for the decoration of the village hall will comprise of Cllrs Grinbergs, Hinchliffe, Maskrey & Truscott.

NOTED; a meeting with the decorator had been scheduled for the 28<sup>th</sup> May 2019.

**RESOLVED;** the working party for the consideration of community events will comprise of Cllrs Grinbergs, Hinchliffe, Thacker, Truscott & Wragg.

NOTED; the community events working party will meet on Tuesday 21<sup>st</sup> May 2019.

FL015/19-20 **To review the appointment of any new committees in accordance with standing orders**

**RESOLVED;** no new committees to be appointed.

FL016/19-20 **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

NOTED; the council has no charter or agency agreements, with other local authorities or contributes to the expenditure incurred by other local authorities.

FL017/19-20 **Review of representation on work or work with external bodies and arrangements for reporting back -Chesterfield United Charities**

**RESOLVED;** the council's representative for Chesterfield United Charities, Cllr Maskrey, will report to council twice a year.

FL018/19-20 **To review if the council wishes to exercise the General Power of Competence**

**RESOLVED;** not to exercise the General Power of Competence for the forthcoming year.

FL019/19-20 **Review of inventory of land and assets including buildings and office equipment** (papers circulated previously in the agenda pack)

**RESOLVED;** acceptance of inventory of land and assets including buildings and office equipment.

FL020/19-20 **Confirmation of arrangements for insurance cover in respect of all insured risks**

**RESOLVED;** the parish council are satisfied with the level of insurance cover, which will be again fully reviewed when a new schedule is submitted.

FL021/19-20 **Review of the council's and/or staff subscriptions to other bodies**

**RESOLVED;** renewal of subscriptions as follows; DALC-basic subscription, Peak & Northern Footpath Society, Castle Associates & SLCC-for the issue of The Clerk magazine.

FL022/19-20 **Co-option of new three parish councillors for the Holymoorside ward**

NOTED; the notice for the co-option of three new councillors will be placed with a closing date of the third week in June so any applications can be considered at the July meeting.

NOTED; the previously approved procedure will be followed with the final page only of the application form being circulated to councillors. Any prospective councillor would be welcome to speak in support of their application in the public participation part of the agenda.

- FL023/19-20 **Review of policies** (all councillors already have a copy)
- RESOLVED**; acceptance of the Complaints Procedure with no changes and a further review in one years' time.
- RESOLVED**; acceptance of the Delegated Authority in Respect of Officers with no changes and a further review in one years' time.
- RESOLVED**; acceptance of the Procedures for Handling Requests Made Under the Freedom of Information Act 2000 (Model Publication Scheme) and the Data Protection Act 1998 with no changes and a further review in one year's time.
- RESOLVED**; acceptance of the Dealing with the Press/Media policy with no changes and a further review in one year's time.
- RESOLVED**; acceptance of the Model Standing Orders with no changes and a further review in one year's time.
- RESOLVED**; acceptance of the Financial Regulations with no changes and a further review in one year's time.
- RESOLVED**; acceptance of the Data Protection Privacy Policy with no changes and a further review in one year's time.
- RESOLVED**; acceptance of the Subject Access Request Policy with no changes and a further review in one year's time.
- NOTED; the review of employment policies and procedures are carried out by the HR company.
- RESOLVED**; acceptance of the Code of Conduct with no changes and a further review in one year's time.
- FL024/19-20 **To appoint an auditor for the 2019-2020 accounts**
- RESOLVED**; Brian Wood be appointed as the auditor, acting independently of the council and on the basis of an assessment risk for the 2019-2020 accounts.
- FL025/19-20 **Review of the council's expenditure incurred under s.137 of the LGA 1972**
- NOTED; expenditure incurred under s137, amount of £1129.00 spent, allowed in 2018-19 was £7.86 per electorate, 1821 residents on the electoral register.
- FL026/19-20 **Forward plan**
- NOTED; the council had achieved all their objectives in the forward plan 2018-2019.
- RESOLVED**; acceptance of the forward plan for 2019-2020.
- NOTED; consideration was given to DCC comments in relation to traffic activated signs and that they would not grant permission for this. However, DCC Councillor Foster had indicated that she would help on this initiative (papers circulated previously in the agenda pack).
- FL027/19-20 **Updates**
- Provision of an annexe (previous minute reference FL307/18-19)*
- NOTED; Funding information passed on to the Scout Group.
- NOTED; DALC will not speak directly with the group but will assist the council with any questions they may have.

### *Kitchen upgrade*

NOTED; a thank you letter from Pre-school in relation to the new kitchen.

NOTED; there had been additional costs for electrical work for the kitchen due to the complexity of work required.

NOTED; some large plates, side plates and bowls now stored downstairs in order to leave cupboard space in the kitchen.

NOTED; paint for the kitchen had been purchased and a Caretaker has offered to paint kitchen so not having to wait until shut-down period for work to be done by the decorator, which had now been completed.

NOTED; consideration of an additional payment to the caretaker for this.

**RESOLVED**; an additional payment of £50 be made to the Caretaker for this work.

NOTED; correspondence had been received from a hirer to note that she was unable to use the kitchen for her event and her request for a full refund of £146.50. This had already been provided in order to minimise the distress caused and flowers and a card had also been given to the hirer. The Clerk's actions were wholeheartedly sanctioned.

NOTED; the water feed to the boiler needed to be checked as, when the hot taps are run for a while the water supply cuts out.

NOTED; the dishwasher would not work in its new position as it is gravity emptied. The Clerk was instructed to seek a remedy for this.

FL028/19-20 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council** (papers previously circulated in the agenda pack)

**RESOLVED**, acceptance of timetable of dates for 2019-2020 meetings.

FL029/19-20 **Allotments**

NOTED; positive verbal report from the Clerk following her recent allotment inspection and also that the first independent inspection had been carried out with the judges noting that the site had never looked so good.

FL030/19-20 **Outside**

NOTED; request from Somersall Rangers for use of the recreation ground for their 2019-2020 footballing season.

**RESOLVED**; to allow Somersall Rangers use of the ground for the 2019-2020 season.

NOTED; consideration of the football contact, with revisions as suggested by the Clerk (papers previously circulated in the agenda pack)

**RESOLVED**; acceptance of the revised football contract.

**RESOLVED**; fee for 2019-2020 will be £700.

NOTED; correspondence from Severn Trent Water (papers previously circulated in the agenda pack).

**RESOLVED**; possible use of the village hall car park as a distribution point if required in the future.

NOTED; update on the water leak at the tennis and bowling facilities and possible further costs ITRO £1415.

**RESOLVED;** due to on-going costs of waste water and environmental issues, to proceed with the water leak work.

NOTED; request from Holymoorside Churches Together to hold their annual community carol service on the car park on 24/12/19 and that a risk assessment had been submitted.

**RESOLVED;** to comply with the request for use of the village hall grounds for the annual event on the 24/12/19.

NOTED; request from adult exercise class, training for a 'tough mudder' event for use of the recreation ground on a Wednesday evening and consideration of charges to be levied.

**RESOLVED;** in principle to allow use of the recreation ground as requested pending submission of further information and at a cost of two-thirds fee for hall hire.

NOTED; as DCC had been contacted four times in relation to the repair of the memorial garden wall (previous minute reference FL231/18-19), the builder had been asked to carry out the works instead. Unfortunately, two days after the repair had been carried out DCC contacted the Clerk to say the wall had been inspected and although, in their opinion it was safe, they would carry out repairs when time allowed.

NOTED; the Clerk had informed that that the work had already been completed due to the fact that DCC had not responded to the council in four months, which was poor service.

NOTED; consideration of expenditure of up to £80 for the Clerk to purchase additional plants for the memorial garden.

**RESOLVED;** expenditure of up to £80 for additional plants for the memorial garden.

FL031/19-20 **Administration**

NOTED; there had been 1652 visits to the council website in March 19, with the documents page being the most visited.

NOTED; the wi-fi code had been changed at the hall and that there was no requirements to carry this out on a regular basis but would be done if any security issues caused concern.

FL032/19-20 **Village hall**

NOTED; the annual gas safety check carried out at the hall with no problems reported.

NOTED; NEDDC trade waste fee for weekly collection increase from £19.58 to £20.56.

FL033/19-20 **Training**

NOTED; verbal report and dissemination of information from the Clerk following her attendance at the recent DALC seminar.

NOTED; verbal report from the Clerk following her recent HR training, including changes to the appraisal process and that further work in relation to the objectives was required and the Clerk would liaise with the Chairman on this.

FL034/19-20 **Community events organised by the parish council**

NOTED; some ideas for a possible commemoration event for the start of WW2 and the community events working party will meet on 21/5/19 to discuss this further.

FL035/19-20 **Public meeting in relation to changes to the Stagecoach service, scheduled for Friday 17th May at 5.30pm**

NOTED; a public meeting was scheduled for 17/5/19 to be chaired by Cllr Thacker and the venue facilitated by the parish council.

FL036/19-20 **Items to the table**

NOTED; no comment in relation to items to the table.

NOTED; DALC circulars 04, 05, 06/2019

FL037/19-20 **Authorisation of accounts**

**RESOLVED**; the action of the Clerk in drawing cheques in payment of the under-mentioned accounts be confirmed

7570, 7571, 7572, 7573	staff salaries April	£2478.63
DD	BT-administration phone, line rental phone package	£195.28
DD	BT-village hall phone, line rental and phone calls	£181.88
DD	The People's Pension-April payments	£234.19
7574	K Brailsford-reimburse HR fee	£114.48
7575	Information Commissioner-data protection fee	£40.00
7576	K Brailsford-reimburse hosepipe	£32.99
7577	Aquaforce-water leak work at tennis/bowling facilities	£180.00
7578	K Brailsford-reimburse new business stamp	£22.78
7579	DCC-OH services	£180.00
7580	Ark Landscapes-memorial garden work	£450.00
7581	B Wood-audit fee for 2018-2019 accounts	£87.00
7582	Skyline Supplies Ltd-consumables for VH	£98.50
7583	The Digital Print Co-annual report	£205.00
7584	The Digital Print Co-dog fouling signs	£36.00
7585	NEDDC-trade waste	£534.56
7586	Mrs C Collins-refund hire fee	£145.60
7587	K Brailsford-administration postage	£94.00
7588	K Brailsford-stationery	£11.58
7589	K Brailsford-reimburse outside materials	£25.97
7590	K Brailsford-reimburse door stop for VH kitchen	£47.34
7591	Viking-toner cartridges	120.20
7592	Frank Berry Otter-stationery	£27.35
7593	A C Smith-repair memorial garden wall	£145.00
7594	Dave Banks Electrical-electrical work for the new kitchen	£680.00
7595	K Brailsford-reimburse various village hall	£126.41
DD	Inovix Network Solutions-webhost/website service	£59.99

FL038/19-20 **Comments or questions in relation to paid invoices**

NOTED; the DD taken by BT of £181.88 was incorrect so the council are now in credit on this account for £30.99.

FL039/19-20 **Bank reconciliations and independent checks**

NOTED; Cllr Grinbergs confirmed that she had checked all transactions, invoices, wages, pension payments and the April bank reconciliation.

FL040/19-20 **Other financial matters**

NOTED; 50% of the precept/community grant (£28,660.01) was received 5/4/19 (breakdown precept 28408.90/community grant 251.11).

NOTED; BT charges are increasing by £1.80 per month 1/7/19 for the administration account.

NOTED; the administration account with BT was due to expire in August and the Clerk was sanctioned to agree a new deal in good time.

NOTED; BT charge are increasing by £1.50 per month for the village hall account.

FL041/19-20 **To consider and comment on the final budget figures plus receipts and payments made to year end 2018-2019** (papers circulated previously in the agenda pack)

**RESOLVED**; acceptance of the final budget figures for 2018-2019.

FL042/19-20 **To receive the full bank reconciliation for 2018-2019** (papers circulated previously in the agenda pack)

**RESOLVED**; acceptance of the full bank reconciliation for 2018-2019.

NOTED; for unclear reasons, the parish council had benefitted from an increase in interest received on the two business reserve accounts and, although the bank had been contacted they were unable to explain why this was.

NOTED; whilst this situation was currently acceptable, the council needed to remain mindful of any other possible deals available and this matter would be considered at the next finance meeting.

FL043/19-20 **To resolve any unspent revenue to be earmarked for future projects required**

**RESOLVED**; all unspent revenue had since been used for the kitchen upgrade.

FL044/19-20 **To receive report from Internal Auditor, Brian Wood, including his full inspection list of checks carried out** (papers circulated previously in the agenda pack)

NOTED; full consideration of the report from Brian Wood, the external auditor, appointed to be independent of the council, in relation to his audit inspection for the 2018-2019 accounts.

**RESOLVED**; acceptance of the report as presented.

FL045/19-20 **Notice of Public Rights and Publication of Unaudited AGAR 2018-2019** (papers circulated previously in the agenda pack)

NOTED; all the dates were correct in the Notice of Public Rights and Publication of Unaudited AGAR 2018-2019 and that the council complied with the correct legal procedures.

FL046/19-20 **To resolve the completed Annual Governance Statement, section 1 of the Annual Governance and Accountability Return 2018/2019 Part 3, for the year end 31 March 2019** (papers circulated previously in the agenda pack)

**RESOLVED**; signature by the Chairman on section 1 of the Annual Governance and Accountability Return 2018/2019.

FL047/19-20 **To resolve the completed Annual Accounting Statement, section 2 of the Annual Governance and Accountability Return 2018/2019 Part 3, and that it presents fairly the financial position of the council and receipts and payments for the year end 31 March 2019** (papers circulated previously in the agenda pack)

**RESOLVED**; signature by the Chairman on section 2 of the Annual Governance and Accountability Return 2018/2019.

FL048/19-20 **To receive the statement of significant variations** (papers circulated previously in the agenda pack)



**RESOLVED**; acceptance of the statement of significant variations for submission to the external auditor.

FL049/19-20 **Part 2 - Confidential Business**

**RESOLVED**; that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded because of the discussion of staffing issues and they are instructed to withdraw.

NOTED; further action taken following receipt of an OH report.

**RESOLVED**; expenditure for any necessary additional costs for HR or OH services.