

Holymoorside & Walton Parish Council

Minutes of the annual meeting of the parish council held on Tuesday 4th May 2021 in Holymoorside Village Hall, Chesterfield.

Present; *Councillors* M Thacker (in the chair), A Broderick, A Holmes, P Maskrey, D Phelps, J Swallow & P Truscott (who arrived at 1915 hours); *Clerk* K Brailsford

AGENDA PART 1 - non-confidential information

FL001/21-22 **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.

FL002/21-22 **To elect a Vice-Chairman of the Council and receive their declaration of acceptance of office**

NOTED; there were no nominations for the position of Vice-Chairman so this matter will be placed on the June agenda for further consideration.

FL003/21-22 **To receive apologies for absence**

NOTED; apologies accepted from Cllrs Grinbergs and Hinchliffe due to both being away.

FL004/21-22 **Variation of the Order of Business**

RESOLVED; staffing matters, related to agenda item FL010/21-22, will be discussed under part 2 of the agenda due to the confidential issues to be discussed.

FL005/21-22 **Public Questions**

NOTED; no members of the public were in attendance to comment on any matter.

NOTED; no DCC councillor in attendance. NEDDC Cllr Martin Thacker reported that he been elected as the new chairman 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.

FL006/21-22 **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.

FL007/21-22 **Exclusion of Public**

NOTED; excluding the decision made under agenda item FL004/21-22, there were no other items under part 1 which required the exclusion of the public or press.

FL008/21-22 **Minutes from the full council meeting (remote) held on Tuesday 6th April 2021**

RESOLVED; minutes of the full council meeting (remote) held on Tuesday the 6th April 2021 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

FL009/21-22 **Minutes from the extra-ordinary full council meeting (remote) held on Thursday 15th April 2021**

RESOLVED; minutes of the extra ordinary full council meeting (remote) held on Thursday 15th April 2021 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

FL010/21-22 Minutes and recommendations from the personnel committee meeting (remote) held on Thursday 15th April 2021

RESOLVED; minutes of the personnel committee meeting (remote) held on Thursday the 15th April 2021 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

RESOLVED; information in relation to the job re-evaluations will be discussed under part 2 (papers circulated previously in the agenda pack).

FL011/21-22 Minutes and recommendations from the CNAS working party meeting (remote) held on Tuesday 30th March 2021

RESOLVED; minutes of the CNAS working party meeting (remote) held on Tuesday the 30th March 2021 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

NOTED; verbal update from the Clerk following her attendance at the NEDDC district/parish liaison meeting, her subsequent meeting with the Home Improvement Coordinator, possible 100% funding that may be available grants and working in partnership with the district council.

NOTED; that, in principle, the council would explore this initiative, which included thermal boarding of the wooden ceiling in the main hall.

NOTED; a further meeting will be scheduled with the NEDDC representative, the council members of the CNAS working party, the Clerk, Administration Assistant and one Caretaker to discuss the aesthetics, actual savings expected and whether there were examples of how this had been completed in other facilities.

FL012/21-22 Councillor Actions

- Cllr P Truscott personnel and noticeboard help 6/4/21; ¾ hour
- Cllr M Thacker; attendance at History Society meeting via zoom 16/4/21; 1 hour

FL013/21-22 Planning applications and related decisions

Planning applications received

- a) Innisfree, Walton Back Lane, Walton-application for a 20 x 40m riding area for private use only (affecting the setting of a Listed Building)-21/00264/FL

Planning applications conditionally approved

- b) Walton Lodge Farm, Matlock Road, Walton-proposed agricultural building to house non-caged hens-21/00131/FL
- c) Yew Tree Barn, Loads Road, Holymoorside-application to fell 1 no Sycamore tree covered by NEDDC tree Preservation Order 57-21/00167/TPO
- d) High Field Farm, Bage Hill, Holymoorside-application to regularise a detached domestic garage and store-21/00189/FLH
- e) 10 Pinfold Close, Holymoorside-application for a front porch extension-21/00262/FLH
- f) Belmont Cottage, Holymoorside-application to remove 3 trees and prune 5 trees covered by NEDDC Tree Preservation order 247-21/00257/TPO

NOTED; no comment on the above planning matters.

FL014/21-22 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.

FL015/21-22 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 and expenditure required
- To meet via video platform

RESOLVED; terms of reference for the CNAS working party;

- To provide the parish council with a clear remit as to how to continue and develop the council's strategy and how to involve the community
- To meet as required
- To allow attendance and discussion by volunteers and representatives of any group considered appropriate
- To make recommendation to full council in relation to works or expenditure required
- To meet via video platform if appropriate

RESOLVED; terms of reference for the community events working party;

- To meet as required
- To allow possible attendance and discussion by volunteers and representatives of any group considered appropriate
- To make recommendation to full council in relation to expenditure required
- To meet via video platform if appropriate

RESOLVED; the terms of reference for the WCDC working party;

- To meet as required
- To allow possible attendance and discussion by volunteers and representatives of any group considered appropriate
- To make recommendation to full council in relation to action required
- To meet via video platform if required

FL016/21-22 Review the appointment of members to existing committees

RESOLVED; the footpaths working party will comprise of Cllrs A Holmes, D Phelps and P Truscott.

RESOLVED; the sports and leisure committee will comprise of Cllrs P Maskrey, J Swallow, M Thacker & P Truscott.

RESOLVED; the personnel committee will comprise of Cllrs A Broderick, A Holmes, P Maskrey, J Swallow, M Thacker & P Truscott.

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

RESOLVED; a working party for the decoration of the village hall is not required this year.

RESOLVED; the working party for the consideration of community events will comprise of Cllrs A Broderick, A Holmes, M Thacker & P Truscott.

RESOLVED; the CNAS working party will comprise of Cllrs D Phelps & P Truscott, together with Staff and volunteers as appropriate.

FL017/21-22 To review the appointment of any new committees in accordance with standing orders

RESOLVED; no new committees to be appointed.

- FL018/21-22 **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.
- FL019/21-22 **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 P Maskrey, will report to council twice a year.
- FL020/21-22 **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.
- FL021/21-22 **Review of inventory of land and assets including buildings and office equipment**
RESOLVED; acceptance of inventory of land and assets including buildings and office equipment (papers circulated previously in the agenda pack).
- FL022/21-22 **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.
- FL023/21-22 **Review of the council's and/or staff subscriptions to other bodies**
RESOLVED; not to renew the subscription to the Peak & Northern Footpath Society.
NOTED; the SLCC full membership, which was only implemented in April, will be reviewed at a later date.
- FL024/21-22 **Review of policies and whether on website or not** (all councillors already have a copy)
RESOLVED; acceptance of the Complaints Procedure with no changes and a further review in one years' time with the document remaining on the website (all councillors already have a copy).
RESOLVED; acceptance of the Delegated Authority in Respect of Officers with no changes and a further review in one years' time and the document not placed on the website (all councillors already have a copy).
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 with the document remaining on the website (all councillors already have a copy).
RESOLVED; acceptance of the Dealing with the Press/Media policy with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).
RESOLVED; acceptance of the Model Standing Orders with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).
RESOLVED; acceptance of the Financial Regulations with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Data Protection Privacy Policy with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Subject Access Request Policy with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Code of Conduct with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

FL025/21-22 **To appoint an auditor for the 2021-2022 accounts**

RESOLVED; Brian Wood be appointed as the auditor, acting independently of the council and on the basis of an assessment risk, for the 2021-2022 accounts.

FL026/21-22 **Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence**

NOTED; the amount of £500.00 spent, allowed in 2020-21 was £8.32 per electorate, 1821 residents on the electoral register.

NOTED; amount allowed for 2021-2022 is £8.41.

FL027/21-22 **Forward plan**

NOTED; the objectives in the Forward Plan for 2020-2021 had been achieved with some success. However, circumstances beyond the council's control, DCC policies and other organisations had thwarted some of the aims in the document (papers circulated previously in the agenda pack).

RESOLVED; acceptance of the Forward Plan objectives for 2021-2022 (papers circulated previously in the agenda pack).

FL028/21-22 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**

RESOLVED, acceptance of timetable of dates for 2021-2022 meetings (papers previously circulated in the agenda pack).

FL029/21-22 **Health & Safety**

NOTED; verbal report from the Clerk following the latest staff meeting, including requests from the caretakers for new ladders and outside litter bin on the play area.

RESOLVED; the purchase of new telescopic ladders at an approximate cost of £105

RESOLVED; the provision of a new larger bin on the play area, which can be cemented down by the caretakers, at a cost not to exceed £200.

FL030/21-22 **Outside**

NOTED; positive verbal report from the Clerk following her recent allotment inspection and the first independent judging.

NOTED; the recent inspection reports for the play area from DCC have been received with no problems reported (papers circulated via e-mail).

RESOLVED; to comply with the request from Somersall Rangers for use of the recreation ground for their 2021-2022 footballing season.

RESOLVED; acceptance of the football contract for the 2021-2022 season (papers circulated previously in the agenda pack).

RESOLVED; the football fees 2021-2022 season remain the same at £700.

NOTED; suggestion from the caretaker for the replacement of the changing room guttering with galvanised steel with materials to cost in the region of £1,000 with fitting by the caretakers.

RESOLVED; to replace the changing room guttering as suggested.

NOTED; the contracts have been signed for the placement of a seat (adjacent the changing rooms) by a member of the public (previous minute reference FL306/20-21).

NOTED; the contracts have been signed for the placement of a seat in memory of Cllr Wragg and an order placed (previous minute reference FL306/20-21).

NOTED; the seat outside the local shop will be fitted into tarmac only and the extra long bolt fittings should hold firmly as in other areas in the parish.

NOTED; acceptance of a written report by the plumber, related to the water leak at the tennis and bowling facilities (which had been circulated via e-mail) and it indicated that the problem had now been resolved (previous minute reference FL306/20-21).

NOTED; verbal update from the Clerk in relation to the recreation ground grass cutting update, including H&S information and contractor registration onto the council's approved list (previous minute reference FL306/20-21).

FL031/21-22 **Administration**

NOTED; detailed discussion in relation to the adoption of a Coat of Arms, which could be used for official council documents and also on council regalia (papers circulated previously in the agenda pack).

NOTED; Cllr P Truscott had worked on the artwork and the details of the insignia and the Chairman outlined the significance of the coat of arms, which was based on the Foljambe family crest.

NOTED; possible provision of 'Past Chairman' badges at an approximate cost of £60 each, which could bear the Coat of Arms insignia.

RESOLVED; the adoption of the Coat of Arms for official council business.

RESOLVED; the purchase of four 'past Chairman' badges.

NOTED; the mobile phone contract had been implemented at £2.50 per month and the contact number changed on website (previous minute reference FL307/20-21).

NOTED; the Zoom contract had been renewed at the reduced cost of £59.95 (previous minute reference FL307/20-21).

NOTED; the Annual Meeting of the Parish is scheduled for Tuesday 18th May 2021 at 7.30pm.

RESOLVED; acceptance of the draft report of the parish council (papers circulated previously in the agenda pack).

NOTED; acceptance of the risk assessment for the meeting (papers circulated previously in the agenda pack).

NOTED; discussion in relation to possible changes to the contract for webhost and services (papers circulated previously in the agenda pack).

RESOLVED; to amend the contract for web services for both the village hall and administration, thus saving £10 per calendar month.

NOTED; discussion in relation to possible new flag protocol, which was considered favourably. However, the Clerk was instructed to obtain further information from the relevant company in relation to possible adaptations to the flagpole.

FL032/21-22 **Items to the table**

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

FL033/21-22 **Correspondence**

NOTED; correspondence from a company exploring the opportunity to place a mobile vending unit on parish land. However, members agreed not to pursue this matter.

RESOLVED; to comply with the usual request from Churches Together in Holymoorside requesting use of the village hall car park on Christmas Eve and that a risk assessment had been provided.

NOTED; correspondence from NEDDC in relation to funding available for tree planting with a closing date of 30/4/21 but that there may be some lea-way with this date.

NOTED; the Clerk was instructed to obtain possible costs for some tree planting and liaise with NEDDC.

NOTED; correspondence from Wingerworth PC in relation to Walton Woods and work being carried out by the owners. However, members agreed not to pursue this matter.

FL034/21-22 **Authorisation of accounts**

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

DD	Business Stream-tennis/bowling supply	£26.75
DD	BT-VH phone/broadband package	£151.16
DD	Business Stream-CR supply	£16.15
DD	E.ON-CR supply	£14.43
DD	Inovix Network Solutions Ltd-webhost/licences	£59.99
DD	Business Stream-tennis/bowling supply (March)	£36.15
DD	BT-administration phone/broadband package	£151.60
DC	Amazon UK-first aid provisions	£7.75
DC	Parkland Garden Furniture-new Perspex for Walton noticeboard	£84.30
DC	Zoom-video platform package	£11.99
7945	SLCC-annual membership	£188.25
DD	E.ON-CR supply	£15.05
7946, 7947, 7948 & 7949	April salaries	£2507.16
DD	The People's Pension-April payments	£261.70
7950	NEDDC-dog fouling services	£421.63
7951	Viking-stationery	37.58
7952	NEDDC-trade waste	£294.71
7953	Information Commissioner-annual fee	£40.00

FL035/21-22 **Comments or questions in relation to paid invoices**

NOTED; no comments or questions in relation to the paid invoices.

FL036/21-22 **Bank reconciliations and independent checks**

NOTED; Cllr P Truscott had checked the paid invoices, wages and pension payments to date.

FL037/21-22 **Other financial matters**

NOTED; a revised SO has been set up for the gardener due to his business account being hacked, which was checked by Cllr P Truscott.

NOTED; 50% of the precept has been received from NEDDC totalling £31597.50.

FL038/21-22 **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 personnel and staff salary information and they are instructed.

NOTED; the Clerk provided a verbal report on the recent personnel meeting held with a staff member.

NOTED; consideration of the financial information provided by the Clerk following the recent job evaluations.

RESOLVED; the Administration Assistant will be placed at NJC scale point 9 and the Clerk (who was invited to withdraw during the review of her information) was placed at NJC scale point 31. The revised rates of pay will be backdated to April 2021.