

Holymoorside & Walton Parish Council

Minutes of the full council meeting held on Tuesday, 2nd July 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

To receive apologies for absence

FL076/19-20 NOTED; due to full attendance no apologies were required.

Variation of Order of Business

FL077/19-20 NOTED; no variation in the order of business was required.

Public Questions

FL078/19-20 NOTED; no members of the public were in attendance to speak on any matter.

NOTED; no DCC councillor in attendance. NEDDC Cllr Martin Thacker reported that the district council will shortly be launching their Climate Strategy. The Council will declare a climate emergency and implement proposals to tackle the problem. This will include getting schools involved to work on projects.

NOTED; no member with a significant other interest in an agenda wished to speak at this point in the proceedings.

Declarations of Interest

FL079/19-20 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.

Exclusion of Public

FL080/19-20 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.

Minutes from the parish council meeting held on 4th June 2019

FL081/19-20 **RESOLVED**; minutes of the parish council meeting held on the 4th June 2019 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

Minutes from the personnel committee meeting held on 24th June 2019

FL082/19-20 **RESOLVED**; minutes of the personnel committee meeting held on the 24th June 2019 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

Councillors' actions

- FL083/19-20
- Cllr Grinbergs; Walton annual report co-ordinator May 19; 1½ hours
 - Cllr Grinbergs, Hinchliffe & Truscott; decorating WP 28/5/19; 1 hour
 - Cllr Truscott; redrawing of the VH floor plan; 2¾ hours
 - Cllr Maskrey; internal audit checks 19/6/19; 1 hour

Planning applications and related decisions

FL084/19-20 *Planning applications received*

- a) Badgers Holt, Hungerhill Lane, Stonedge-19/00518/FLH

- b) 35 New Road, Holymoorside-19/00582/FLH
- c) Holymoorside House, Cotton Mill Hill, Holymoorside-19/00585/FLH
- d) 61 Holymoorside Road, Holymoorside-19/00615/OL
- e) Western Building, Chander Hill Lane, Chander Hill, Holymoorside-19/00572/FLH
- f) Land opposite Stoneycroft Road and The Poplars, Matlock Road, Walton-19/00629/CUPDMB
- g) Deira Wood, Matlock Road, Walton-19/00605/AGD

Planning applications conditionally approved

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

NOTED; no comments on the above planning matters.

Co-option of Councillors for the Holymoorside ward

FL085/19-20 **RESOLVED**; following consideration of a personal statement, Mrs D Phelps be co-opted onto the parish council for the Holymoorside ward (papers circulated previously in the agenda pack).

NOTED; the Clerk will meet with the new councillor to proceed with the induction process and addition onto the bank mandate.

NOTED; councillors were urged to speak to residents who may have expressed an interest in becoming a member of the council but that in the meantime there were no problems with having two vacancies.

Community speed-watch update

FL086/19-20 NOTED; correspondence from the community speed-watch volunteers was considered and members noted that future sites could include Cotton Mill Hill (towards Holymoorside) and the bottom of Loads Road (towards Holymoorside near the public house) (papers circulated previously in the agenda pack).

NOTED; the DCC councillor indicated that she may be able to help with funding and this information will be passed onto the speed-watch group.

NOTED; the service the group provide for the community is very worthwhile and the council is very supportive of their actions.

Allotments

FL087/19-20 NOTED; verbal report from the Clerk following her latest inspection. She reported that there were quite a few plots with weeds but this was probably due to the recent wet weather so it was anticipated that improvements would be visible at the next inspection.

NOTED; plot 8b has been split into two and both plots have been re-let

Outside

FL088/19-20 NOTED; gardening report, which highlighted the condition of the memorial garden, a meeting with the general gardener and costs associated with on-going maintenance of the garden (papers circulated previously in the agenda pack)

RESOLVED; the current memorial garden gardener would be given notice and the general gardener will be appointed for a six month period to ascertain the number of visits and whether the garden shows signs of improvements

RESOLVED; a one-off £110 fee to the newly appointed gardener for clearance of the compost pile in the memorial garden and removal of all the weeds in the garden, especially bordering the recreation ground.

NOTED; the Clerk had completed the street furniture inspection and no problems had been identified.

NOTED; annual tree audit report, including quotation of £1550 for suggested works (papers circulated previously in the agenda pack).

RESOLVED; acceptance of the quote for the works as specified.

NOTED; the playground inspection reports from DCC indicate that remedial works will be required around the carousel, both swing units and the multi play unit and they will advise the council when these works become necessary

Community events organised by the parish council (previous minute reference FL056/19-20)

FL089/19-20 80th anniversary commemoration of WW2-September 19

- No bugler was available but that Holymoorside Band would provide a member for the Last Post
- Standard bearers were still being located with various sources being investigated
- A 1940's singer had been found at a cost of £185
- the car park will need to be locked from the end of the morning booking to ensure it is empty for the Act of Remembrance
- Possible purchase of a charity bucket

Celebration of VE Day 75- Sunday 10th May 2020

- correspondence in relation to the Scouts annual 10k run
- Possible entertainment; '8 to the Bar' 7 piece and singer, Glen Miller style music repertoire at a cost of £650 (affiliated with Ockbrook Big Band and Alfa Big Swing Band)

RESOLVED; the budgets for both events be combined.

RESOLVED; to book entertainment for the September event at a cost of £185.

RESOLVED; to book entertainment for the May event at a cost of £650.

RESOLVED; the purchase of a charity bucket at a cost ITRO £9.

RESOLVED; the Scouts annual 10k run would have to be on a different day to the one requested, which clashed with the council event.

Public Space Protection Order village hall grounds (previous discussion June 19 meeting)

FL090/19-20 NOTED; recent e-mail from NEDDC, which indicated that a PSPO will be investigated for the whole of the district and the parish council will inform then again of their desire for the recreation ground and play area to be included with all dogs to be on a lead.

NOTED; the Clerk had recently reported two incidents, one of loose dogs and also dog fouling on the recreation ground.

RESOLVED; the parish council supports a district wide PSPO and will contact NEDDC with their particular areas of concern.

Verbal report from Cllr Maskrey in relation to Chesterfield Unities Charities

FL091/19-20 NOTED; comprehensive report from Cllr Maskrey in relation to paperwork, building maintenance and the letting of the properties by the charity.

Post Office service at the village hall (previous item raised at the Annual Meeting of the Parish)

FL092/19-20 NOTED; the Post Office provider had reported hardware issues causing the set up times to be delayed or the service cancelled. He noted that they were working hard to resolve the problem and apologised for any inconvenience caused.

Village hall

FL093/19-20 **NOTED**; correspondence following the recent Derbyshire Open Arts Event (papers circulated previously in the agenda pack).

NOTED; the council would investigate costs for placing an advert in a future Derbyshire Open Arts Event brochure.

NOTED; the council had no objection for their 2020 event to include the prior Friday evening as well.

NOTED; changes to the glasswasher pipework have been completed, the machine serviced for a slight leak and new tubing put in so it is now fully working.

NOTED; request from a potential new hirer, which could increase income at the hall by approximately £3000 per annum but that the hirer would need their own key (papers circulated previously in the agenda pack).

RESOLVED; to allow the new early morning booking and that a key will be provided to a named key holder.

NOTED; complaint in relation to the dirty floor from a booking on 18/6/19, including a request for compensation.

RESOLVED; to reimburse the full hire fee of £38.25, which will be deducted off a forthcoming invoice as a goodwill gesture.

NOTED; correspondence received following a recent wedding at the village hall and that although the majority of the issues had been addressed by the personnel committee, members considered the provision of a refund as a goodwill gesture.

RESOLVED; a refund of 50% of the hire fee (£300) be made to the hirer.

NOTED; upon the Clerk noting the potential new name of a company in relation to legionella services at the hall, Cllr Truscott declared a pecuniary interest and left the meeting for the discussion.

NOTED; problems with the current legionella service provider not responding to e-mails or turning up when scheduled. The Clerk reported that she had sourced an alternative local company whose fees were comparable to the current provider.

NOTED; the quotation from the new company suggested a full RA of the hall and changing rooms, two inspections a year and an annual cleaning of the tanks at a cost of £410 (the RA will be a one-off fee of £120).

RESOLVED; acceptance of the new company's quote and to commission them for all future legionella work.

Administration

FL094/19-20 **RESOLVED**; the suspension of SO 7a in order for members to adopt a rewritten council policy; Subject Access Request (papers circulated previously in the agenda pack).

RESOLVED; adoption of the newly written Subject Access Request Policy, which will be reviewed in one year.

RESOLVED; following a review of policies below that all remain the same with a review in one year (all councillors already have a copy);

- Grant Awarding policy
- E-mail/social media policy
- Data Breach policy

➤ Risk Management Scheme

RESOLVED; the change of date of the scheduled meeting on the 4th May 2020 to the 5th May instead.

NOTED; the S&L committee meeting has been scheduled for Tuesday 27th August at 7pm.

NOTED; footpaths working party meeting has been scheduled for Tuesday 24th September at 7pm.

Items to the table

FL095/19-20 NOTED; no comment in relation to items to the table.

NOTED; DALC call for executive members for the period 2019-2023

NOTED; DALC CIRCULAR 08/2019.

Authorisation of accounts

FL096/19-20 **RESOLVED;** the action of the Clerk in drawing cheques in payment of the under-mentioned accounts be confirmed

DD	The People's Pension-June payments	£234.19
	7607, 7608, 7609 & 7610 June salaries	£2573.00
7611	Emcat Ltd-repair and service glasswasher	£102.00
7612	Dave Banks Electrical-various work at VH	£400.00
7613	PNFPS-annual subscription	£22.50
7614	Furness Fires & Central heating-plumbing work at VH	£165.00
7615	E.ON-changing room electric supply	£40.94
7616	HM Revenue & Customs-¼ contributions	£923.05
7617	Mr A McLellan-VH services	£70.00
7618	Castle Associates-HR services	£1113.00
7619	Skyline Supplies Ltd-consumables for VH	£38.38
7620	Mr V Payne-reimburse misc. outside	£13.03
7621	SLCC-annual magazine subscription	£34.00
7622	The Digital Print Company-VH booking conditions	£75.00
DD	BT-administration BB/line rental/call package	£210.64

Comments or questions in relation to paid invoices

FL097/19-20 NOTED; no comments or questions in relation to the paid invoices.

Decoration of the village hall quotation

FL098/19-20 **RESOLVED;** following consideration of the £995 quote for decorating works at the hall, to accept and commission all the work as listed (papers circulated previously in the agenda pack).

NOTED; the memorial garden railings, which are rusting in places, cannot be painted due to their poor condition so these will be left.

NOTED; the decoration working party will meet with a kitchen fitting company in relation to the possible upgrade of the bar area and wooden fascia.

Bank reconciliations and independent checks

FL099/19-20 NOTED; Cllr Truscott confirmed that he had checked all the salaries, pension payment, the May bank reconciliation and all paid invoices and that all was correct.

Other financial matters

FL100/19-20 NOTED; the new electric contract for the changing rooms means approximated annual increase of £13.

RESOLVED; expenditure of £60 (exc VAT) for the Clerk to complete two SLCC webinars in relation to website accessibility.

RESOLVED; acceptance of the written report following the recent internal audit checks, including new bank account information (papers circulated previously in the agenda pack).

RESOLVED; we certify that the resolution set out in Section 2 of business banking single mandate was passed at a meeting at which quorum was present. In respect of this mandate all signatures are genuine, the information given is correct, there are no limitations on the powers of the organisations constitution or otherwise to provide this mandate to the Bank in order to regulate its future dealings with the Bank.

RESOLVED; the new councillor will be added onto the mandate before submission.

Part 2 - Confidential Business

FL101/19-20 **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 confidential staffing issues and they are instructed to withdraw.

NOTED; ongoing fees paid in relation to HR services and that the council would investigate an upgraded service.

NOTED; actions of the personnel committee and the on-going staffing matter, currently being led by the HR company.

NOTED; official thanks to everyone who facilitated the hall remaining open and clean, especially the Administration Assistant and the Clerk.

NOTED; due to time constraints, the current appraisal process will be adhered to this August and the revised staff handbook is still on-going.