

## **Chinley, Buxworth and Brownside Parish Council**

### **Minutes of the Annual Parish Council Meeting held on Thursday 21<sup>st</sup> May 2015, 7.30pm at the Parish Office, 3 Lower Lane, Chinley**

**Present:** Councillors Cllrs Mrs A Bramah, R Drabble, G Hewitt, A Knox,  
Mrs A Phillips, Mrs C Rofer, W Smith, M Walton, I Westall and P Wilson.  
Clerk Mrs B Wise. HPB Councillor Caroline Howe.

**15/05/01 Election of Chair**

**RESOLVED:** That Cllr P Wilson be elected Chair of the Parish Council for the year 2015/2016.

**15/05/02 Declaration of Acceptance of Office**

Cllr P Wilson thanked members, accepted the office of Chair and signed the Declaration of Acceptance of Office.

**15/05/03 Apologies for Absence**

Apologies for absence were received from DCC Cllr David Lomax and HPB Cllr John Kappes

**15/05/04 Registration/Declaration of Members Interests**

Copies of the new Register of Interests Form were provided for each member for completion and return to the Clerk as soon as possible.

Members were reminded to keep their register of interests updated at all times.

There were no declarations of interest for the meeting.

**15/05/05 Election of Vice-Chair**

It was proposed and seconded that Cllr M Walton be elected as Vice-Chair of the Parish Council for the year 2015/2016.

**RESOLVED:** That Cllr M Walton be elected as Vice-Chair of the Parish Council for the year 2015/2016.

**15/05/06 Chair's Allowance**

**RESOLVED:** That the Chair's allowance be unchanged at £150.

**15/05/07 Adoption of Standing Orders & Financial Regulations**

**RESOLVED:** That the Standing Orders and Financial Regulations be re-adopted unchanged.

15/05/08      **Appointment to Advisory Panels and Working Groups**

It was noted that the Chair and Vice-Chair are automatically included

**RESOLVED:** The following representatives be elected.

**Appraisal (2)**

Cllrs M Walton and P Wilson

**Finance (4)**

Cllrs Mrs A Phillips, Mrs C Rofer, W Smith and M Walton.

**Planning (3)**

Cllrs Mrs A Bramah, Mrs C Rofer, R Drabble and P Wilson.

**General Purposes (4)**

Cllrs R Drabble, G Hewitt, W Smith and A Knox.

It was noted that the General Purposes Working Group includes Parish Office, Parish Land and Seating, Playing Fields, Skatepark & Cycle Track and Playgrounds as part of its remit.

**Grant/Funding Applications (Chairs)**

It was agreed to continue with the arrangement that applications for Grant funding be considered, as and when appropriate following receipt, by full Council with recommendation from the Finance Group chair and Clerk.

**Central Area 5**

Chair – Cllr P Wilson and Clerk.

**Community Centre Liaison**

Cllrs W Smith, M Walton and P Wilson

15/05/09      **Appointments of Representatives to Other Bodies**

**RESOLVED:** The following representatives be elected.

**Allotments Liaison**

Cllr W Smith, A Knox and Parish Clerk

**Association of Buxworth and Clayton (1)**

Cllr Mrs A Phillips.

**Community Association Liaison (2)**

To appoint the same representatives as for Community Centre Liaison above to avoid confusion or overlap during the Community Centre Lease negotiations.

Cllrs W Smith, M Walton and P Wilson.

**Friends of Chinley Park Liaison (2)**

Cllrs G Hewitt and Mrs C Rofer.

**High Peak Hope Valley Community Rail Partnership (1)**

**& Transport Group/ Friends of Chinley Station Liaison(1)**

Impending departure of previous representatives, Cllr & Mrs Westall, was noted and it was agreed to rely on direct liaison with new Chinley & Buxworth Transport Group Chairman and Secretary – Carol Evans & Lura Cruz.

**BBHT (Formerly IWPS) (1)**

Cllr W Smith

**ROW representative for Groundwork Derby & Derbyshire (1)**

Mr Tony Brackenbury. It was noted that Mr Brackenbury continued to enjoy providing valuable information about the ROW in the Parish.

**Safer Neighbourhood Team**

Cllrs Mrs A Bramah and G Hewitt .

15/05/10      **Cheque Signatories**

It was noted that the Chair and Vice- Chair would normally be members of the cheque signing panel. However it was acknowledged that, in the past, changes to the mandate had been troublesome and time consuming. Members agreed that the current signatories were adequate.

**RESOLVED:** To approve arrangements so that 2 signatories from the following should be required to confirm authenticity of Parish Council cheques:  
Cllrs Mrs A Phillips, Mrs C Rofer, W Smith and I Westall and Clerk  
Mrs B Wise.

15/05/11      **Appointment of Custodian of the Flag**

It was agreed Cllr R O Drabble be appointed as custodian of the flag with back-up support of Cllr Mrs A Phillips.

15/05/12      **Appointment of Parish Room Key Holders**

It was agreed that Parish Room Keys should be held by  
(Emergency) Cllr P Wilson, (General Purposes) Cllr W Smith, (Window Display) Cllr Mrs A Phillips, (Police) PCSO Karen Green,  
(Drop-In Organiser) Cath Vernon/Ruth Williams and (Clerk) Mrs B Wise.  
Other persons requiring access for meetings or window displays - to arrange key collection with the Clerk.

It was noted that the Bridge Club did not hold a key but collected and returned one of the casual user keys each week and that Mrs Linda Page now held a key for the store, as did Cllr Smith.

15/05/13      **Community Police - None**

15/05/14      **County Councillor - None**

15/05/15      **Borough Councillor**

Newly Elected Cllr Caroline Howe was welcomed. She introduced herself and expressed her wishes to work closely with the Parish Council for the benefit of the Blackbrook Ward. The Chairman acknowledged the Parish Council's desire for a close working relationship with the Borough Councillors and two way exchange of information.

15/05/16      **Open Forum**

**Red Kiosk/Defibrillator Stations** - Mrs Linda Page addressed members regarding use of adopted decommissioned BT telephone kiosks as Defibrillator Stations. It was noted that kiosks in Chinley, Buxworth and Whitehough are on the decommissioning list and will be available for adoption. Interest in adoption of kiosks at Chinley and Buxworth had been registered by the Community Association and the residents of Buxworth were keen for an additional location for a third defibrillator at Buxworth. BT would be applying to HPBC for permission for conversion of the kiosks, the decision for which can take 40-90days. In the meantime the CA intend to commence fundraising for

defibrillators, costing £2,000 each and £20 per year to run towards which Mrs Page was seeking support from the Parish Council.

She was advised that this was on the agenda for discussion and other potential sources of funding might include HPBC Councillors Initiative Fund, the Mayor's Charity (a total pot of £10,000) and CB&BPC Chairman's Allowance. Other potential kiosks may also be available at Western Lane Buxworth and Wash.

**Allotments Association** – Mrs Linda Page reported that a meeting of Chinley Allotments Association had discussed the possibility of extending its activity to include the new site planned at Buxworth. A combined association had not been looked on favourably, but the Chinley Allotments Association would be happy to mentor a Buxworth Allotments Association for one year. It was noted that Chinley currently has nine people on the waiting list and these maybe interested in a plot at Buxworth.

15/05/17 **Minutes of the Parish Council Meeting held on 23<sup>rd</sup> April 2015.**

**RESOLVED:** That the minutes of the Parish Council Meeting held on 23<sup>rd</sup> April 2015 be approved for signature of the Chair as a true and correct record.

15/05/18 **Chair's Progress Report**

Following election of the new chairman there was no Chairmans report.

15/05/19 **Clerk's Report**

The Clerk's report was received. The Clerk congratulated members on their election and expressed her pleasure that for the first time since her being employed by the Council, it had achieved fully elected status.

15/05/20 **Playground Inspection Reports**

It was noted that whilst it had been hoped to receive the report from the RoSPA Annual Inspection, being carried out in May, this had not yet arrived.

The weekly playground and cycle facility Inspection Reports were received. It was noted that signage still needs to be provided, issues continue to be experienced with general litter and the bin in the Chinley Car Park adjacent to the playground not being emptied which the Clerk agreed to continue to bring to the attention of DCC's Grounds Maintenance team. At Buxworth one swing needs attention, painting, gate spring and playbark top up were in hand, as was the repeated wrapping of a swing chain around the top bar. It was agreed that the establishment of the weekly inspections had been successful and very useful.

It was further noted that a letter dated 11<sup>th</sup> May 2015 with reports dated 24<sup>th</sup> April 2015 (the day after the previous PC meeting) had also been received from HPBC by post on 18<sup>th</sup> May 2015. There had been no Service Level Agreement received for 2015/16.

The meeting discussed the lack of requirement for any inspections other than the weekly visual and Annual RoSPA ones and arrangements for repairs and maintenance of equipment.

**RESOLVED:** To advise HPBC that we wish to continue to have any non-minor maintenance and repairs to our playground equipment carried out by them but no longer require provision of inspections to comply with our insurance needs.

15/05/21     **Community Centre Lease**

Cllr Walton reported having been in contact with and awaiting a response from Derbyshire County Council.

15/05/22     **Community Vision**

The awaited Community Vision report still needs to be finalised by High Peak CVS. Community Vision had been briefed with an update on current status of Centre Lease surrender negotiations.

15/05/23     **Land Registry Title DY367662**

Adjustments to Land Registry Title for Chinley Playing Fields regarding access progressing satisfactorily. It was that content of new title may require solicitor confirmation of suitability regarding Centre Lease needs.

15/05/24     **Buxworth Allotments**

The planning application for the revised car parking location has been submitted and invoice for this and application drawing work received. Once approved tenders will be required for the work.

Quotes for fencing of the allotment site will also be needed and it was agreed that the General Purpose Group prepare a specification for tenders.

15/05/25     **Annual Parish Meeting Proposals**

The following proposals raised at the Annual Parish Meeting for 2015/16 suggested priorities were received:

- Complete the first phase of the Buxworth allotments project, including laying out the allotments site, erecting the fencing and constructing the car park.
- Put in place steps to establish a Buxworth Allotments Association.
- Launch the Parish Council website.
- Commission a comprehensive tree survey of all Parish Council land that is accessible by the public or which lies close to property and arrange for any recommended tree works to be carried out.
- Continue to engage actively in the 'Community Vision' process and consider the recommendations from the consultation report that affect the Parish Council.

- Secure a satisfactory financial agreement with DCC to allow them to surrender the lease of the community centre and determine the best future management arrangements for the centre.
- Keep a close eye on the re-development of the former Dorma site and renew our efforts with HPBC to ensure that the S106 monies are spent appropriately and wisely within our parish.

**RESOLVED:** To agree the proposed priorities as listed above for 2015/16.

Borough Cllr Caroline Howe was asked to support the Parish Council in its efforts to ensure that the S106 monies for the redevelopment of the former Dorma site are spent appropriately on facilities in our parish concerning the railway station, open space and playgrounds, as these impact on Chinley and not Chapel.

The meeting noted, that following the election, the elected membership status of the council now met the criteria for General Power of Competence. The Clerk also holds the CiLCA qualification, but as this predates the introduction of GPC a further module and/or training needs to be undertaken. Once this requirement has been investigated and fulfilled, a resolution that the criteria are met can be passed at a meeting, thus enabling the council to use the General Power of Competence. This would mean financial support could be provided for individuals in the parish rather than just organisations as at present.

15/05/26 **Scarecrow Festival**

The meeting received a request from the Scarecrow Festival for permission to attach a scarecrow ‘gardener’ made essentially of straw to one of the tiered planters on Green Lane. It was noted that the timing for this may span the replacement of the winter/spring planters with the summer ones.

**RESOLVED:** To approve this subject to agreement with Plantscape, as owners of the planter, and with supervision of the General Purposes Group.

15/05/27 **PDNPA Planning Checklist Consultation**

The Planning Checklist Consultation was received and considered. It was agreed not to submit any comments.

15/05/28 **Clerk’s Holiday**

Dates for the Clerk’s Annual Leave were agreed from Monday 1<sup>st</sup> June 2015 for two weeks. Cllr Wilson agreed to be the contact for delivery of the hired planters during this time.

## 15/05/29 **Planning Applications**

The following planning application was received and comments approved:

1. HPK/2015/0245 Proposed Two Storey Rear Addition to Form a Kitchen, Dining Area, Cloakroom & Utility Room on the Ground Floor & an En-suite Bedroom on the First Floor, The Gate House, Buxton Road Chinley.

No objection

2. HPK/2015/0236 Proposed conversion of former stable to tourist accommodation Crosbies Cottage, Brookside, Buxworth. The Parish Council welcomes and supports this application. The proposed development will improve and make better use of an underused building in the conservation area, will cause no harm to neighbouring properties and will help support the local tourism economy.

## 15/05/30 **Accounts for Payment**

**RESOLVED:** That the accounts listed below be accepted for payment.

Cheque no.	Payee	Description	Amount
DD	Talktalk	Broadband (May)	22.00
SO	Jackson Carpets Ltd	Rent 3 Lower Lane (May)	277.00
DD	Npower	Light/power 3 LL (May)	17.00
DD	BT	Unlimited Anytime Plan	98.43
002419	Mrs B Wise	Clerks Account (May)	966.05
002420	HM Revenue & Customs	PAYE & NI (May)	232.93
002421	Hall's Mica H'ware	Padlocks (Grazing) x 2	23.98
002422	Severn Trent Water	Water Rates	172.40
002423	Bancroft Amenities Ltd	Chinley Pitch M'tenance	3,619.84
002424	P A Lomas	Planning App Buxworth	747.50
002425	Stockport Computers Ltd	Computer Service	60.00
002426	Peartree Print	Stationery	20.40
		<b>TOTAL</b>	£ 6,257.53

## 15/05/31 **Year End Accounts to 31<sup>st</sup> March 2015**

The Year End Accounts to 31<sup>st</sup> March 2015 were received.

**RESOLVED:** The Year End Accounts to 31<sup>st</sup> March 2015 as presented be approved and signed by the Chair.

## 15/05/32 **Internal Auditor's Report 2014/2015**

The Clerk reported that Mr Barrie Woodcock had carried out the internal audit for 2014/2015 on Tuesday 19<sup>th</sup> May and found everything in order and completed and signed the appropriate section of the Annual Return. However his report and invoice had not been received in the usual swift manner and would need to be presented to the June meeting of the council.

15/05/33     **Annual Return 2014/2015**

Copies of Sections 1, 2 & 4 of the Annual Return 2014/2015 were received.

**RESOLVED:** Annual Return 2014/15 Sections 1&2 be approved for signature.

15/05/34     **Red Kiosk/Defibrillator Stations**

The meeting considered the information presented by Mrs Page in Open Forum.

**RESOLVED:** To support this initiative and approve payment towards it of £500 from the S137 budget.

15/05/35     **Squirrel Green Lamps**

The meeting received the damaged lamp that the electrician had removed from Squirrel Green.

**RESOLVED:** That the General Purpose Group be delegated to investigate the feasibility and cost of work to replace the rusted collar and requisition this action if the cost is favourable compared to purchasing a new lamp head.

15/05/36     **DALC – May 2015**

Circular 13/2015:    GCG 4th Edition Addendum;  
New Documents, Finance & Audit, DALC Website;  
Governance & Accountability;  
Connecting Derbyshire;  
DDCVS Funding Talk;  
Vacancy (**Circulated**)  
NALC Legal Briefing Note L15-08 - Co-option

15/05/37     **Correspondence**

The following items of correspondence were received:

1. Fields In Trust – Impact Report 2014.
2. DEFRA – Secretary of State Member Appointments: Areas of Outstanding Natural Beauty Conservation Boards: 2016 . Invitation to contribute to this process. The next batch of appointments will be considered by Ministers later this year.
3. HPBC – copy of the statement of its decision to proceed to referendum with the Chapel-en-le-Frith Neighbourhood Plan.
4. Fisher German –request for confirmation of information held regarding Government Pipelines and Storage Systems which run through land owned/occupied by the parish Council. (**Confirmation Provided**)
5. PDNPA – drawing attention to their current consultation on the content of the validation checklist for planning applications. (**Circulated/Agenda Item**)
6. Gill Westall – copy of e-mail response received from TransPenine Express Franchise Bid Director.
7. DCC – Records Office free training event on 21<sup>st</sup> May 2015 10am to 12.00.



8. Ian Edgar – Confirming removal of fallen tree and smaller tree damaged by it at Penny’s Garden, Buxworth. Bench and sundial fortunately undamaged. (PC thanks and appreciation response sent)
9. Chapel-en-le-Frith Mobile Physiotherapy Service – letter of thanks for donation.
10. The Pensions Regulator – Automatic Enrolment information and contact nomination request.
11. Ian Edgar – copy of quote request for two signs for Bugsworth Basin.
12. HPBC – correspondence regarding overflowing litter bins at playgrounds.
13. RAD – invitation to 25yrs celebration on Tuesday 9<sup>th</sup> June 2015 12.30 till 2.30 at the Village Hall, Alstonefield.
14. Grant Thornton – Limited Assurance Newsletter Spring 2015.
15. Land Registry – report regarding review of Title DY367662 relating to land at Chinley Playingfields.
16. Chafes Solicitors – response with copy of letter to Land Registry regarding both his client’s and our title registers to be amended according to our agreement.
17. Fisher German – GPSS Sale Announcement.
18. HPBC – Planning Application Receipt acknowledgement.
19. RAD – Playground inspection training notification.
20. HPCVS – Training programme May 2015 to March 2016
21. Catherine Vernon – enquiry about availability of grazing land.
22. DCC – Temporary closure notice for FP78 Chinley at Chapel Milton.
23. Friends of Buxworth School – letter of thanks for Christmas event refreshment payment.
24. Katie Toft – request for support with her Ride to Rio fundraising (**Agreed to respond confirming council wishes to support and explaining actions being undertaken to achieve status to enable this**)

15/05/38      **Reports from Working Groups/Council Representatives**

**Path Lights** – A report was received that the lights on the path between the Community Centre and Rhudlan Place were not working. It was noted that whilst these are the responsibility of DCC with electrical supply from the Community Centre, the General Purpose Group would investigate this for the Parish Council as Landlord.

**Grounds Maintenance** – A report was received that Penny’s Garden and grass verges at Buxworth were not being kept tidy. The Clerk confirmed she would bring this to the attention of DCC.

There being no further business, the meeting was concluded at 9.30pm

Signed as a true and correct record of the meeting.

Chairman .....

Dated.....