

Chinley, Buxworth and Brownside Parish Council

**Minutes of the Annual Parish Council Meeting
held on Thursday 24 May 2018, 7.30pm
at the Parish Room, 3 Lower Lane, Chinley**

Present: Councillors M Walton (Chairman), G Hewitt, R Drabble, A Knox, W Smith, Mrs A Bramah, Mrs C Rofer and Mrs J Pettitt.

In Attendance: Clerk Mrs G Cooper, High Peak Borough Councillor C Howe.

18/05/01 **Election of Chairman**

Councillor Mrs A Bramah proposed Councillor Graham Hewitt be elected Chairman for the forthcoming year. This was seconded by Councillor R Drabble.

RESOLVED: Councillor Graham Hewitt be elected Chairman of the Parish Council for the year 2018/2019.

18/05/02 **Declaration of Acceptance of Office**

Councillor Graham Hewitt accepted the office of Chairman and signed the Declaration of Acceptance of Office.

18/05/03 **Apologies for Absence**

Apologies were received and noted from Councillors M Travis and P Wilson.

Also noted were apologies from High Peak Borough Councillor J Kappes and Derbyshire County Councillor A Fox.

18/05/04 **Declaration of Members Interests**

The following declarations of interest were made:

Member	Agenda Item	Interest
Councillor Graham Hewitt	20(a) Accounts for Payment	Married to R Bankole (cleaner)

18/05/05 **Election of Vice Chairman**

Councillor R Drabble proposed Councillor Martin Walton be elected Vice Chairman for the forthcoming year. This was seconded by Councillor Mrs A Bramah.

RESOLVED: Councillor Martin Walton be elected Vice Chairman of the Parish Council for the year 2018/2019.

18/05/06 **Chairman's Allowance**

RESOLVED: The Chairman's allowance to be unchanged at £150 for the year.

- 18/05/07 **Adoption of Standing Orders & Financial Regulations**
RESOLVED: To adopt the updated Standing Orders and Financial Regulations that were presented at the April 2018 meeting.
- 18/05/08 **Change the order of Business**
RESOLVED: To bring forward agenda item 15 to allow for Public Speaking before other business is transacted.
- 18/05/09 **Community Police**
PCSO Karen Green was not present. No update had been provided.
- 18/05/10 **Borough Councillors**
High Peak Borough Councillor Caroline Howe provided an update on progress made with raising safety concerns with Vinyl Compounds further to the Annual Parish Meeting. Further she advised that 16 new affordable homes had now been allocated through Equity Housing Association on the Forge Road development. It was also noted that the replica tramway wagon was now on display at Bugsworth Basin.
- 18/05/11 **County Councillor**
Derbyshire County Councillor Alison Fox was not present. She had requested our thoughts on white lines in the centre of Buxton Road onto Green Lane in Chinley. It was noted that the Parish Council have only received one comment about white lines not painted down the centre of roads in Chinley which was raised at the Annual Parish Meeting. Since no other concerns have been raised within the parish, that we are aware of, we believe that resolving this issue should be left to the discretion of DCC.
- 18/05/12 **Open Forum**
There were no members of the public present to speak during Open Forum.
- 18/05/13 **Financial Risk Assessment 2018**
An updated Financial Risk Assessment for 2018 had been circulated.
RESOLVED: To adopt the Financial Risk Assessment 2018 as presented.
- 18/05/14 **Appointment to Advisory Panels and Working Groups**
RESOLVED: The following representatives be elected:
Appraisal (2)
Cllrs M Walton and Mrs J Pettitt.
Planning (4)
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, Parish Seating, Playing Fields, Skatepark & Cycle Track and Playgrounds as part of its remit.

Communications (3)

Cllrs M Walton, P Wilson and M Travis.

RESOLVED: It was agreed to remove the Finance Working Group as a separate sub group so that all financial matters are discussed by all Parish Council members.

18/05/15 **Appointments of Representatives to Other Bodies**

RESOLVED: The following representatives be elected:

Allotments Liaison (1)

Cllr W Smith.

Association of Buxworth and Clayton (1)

Cllr G Hewitt.

Community Association Liaison (3)

Cllrs W Smith, M Walton and P Wilson.

Friends of Chinley Park Liaison (3)

Cllrs Mrs J Pettitt, G Hewitt and Mrs C Rofer.

Chinley & Buxworth Transport Group (2)

Cllrs M Walton and Mrs J Pettitt.

Bugsworth Basin Heritage Trust Liaison (1)

Cllr W Smith.

ROW representative for Groundwork Derby & Derbyshire (1)

Mr Tony Brackenbury.

Safer Neighbourhood Team Liaison (2)

Cllrs Mrs A Bramah and G Hewitt.

18/05/16 **Cheque Signatories**

It was noted that the current authorised signatories on the Royal Bank of Scotland accounts were Parish Clerk Mrs G Cooper and Cllrs Mrs C Rofer, W Smith, A Knox and R Drabble.

It was further noted that, as previously approved at the January 2018 meeting minute reference 18/01/228, a new current account is to be opened with Unity Trust Bank to enable online banking transactions with dual authority with the following persons as signatories: Clerk Mrs G Cooper, Cllr M Walton, Cllr G Hewitt, Cllr P Wilson and Cllr R Drabble.

18/05/17 **Appointment of Custodian of the Flag**

It was agreed Cllr A Knox be appointed as custodian of the flag with back-up support from Cllr W Smith. Cllr Drabble to hand over a list of dates for flying the flag.

18/05/18 **Appointment of Parish Room Key Holders**

It was agreed that Parish Room Keys should continue to be held by (Emergency) Cllr M Walton, (Emergency) Cllr P Wilson, (General Purposes) Cllr W Smith, (Police) PCSO Karen Green, (Drop-In Organiser) Cath Vernon, (Cleaner) Ms R

Bankole, (Bridge Club) Mr T Rofer and (Clerk) Mrs G Cooper. Two spare keys are available which can be loaned out for access for meetings or window displays by arrangement with the Clerk.

18/05/19 **Dates and times of meetings 2018-19**

RESOLVED: To approve the proposed dates as presented for Parish Council meetings for the year ahead with two dates different to the normal pattern of fourth Thursday of each month except August and December. These are Thursday 2 August 2018 instead of a July meeting and Thursday 18 October which is one week earlier than the usual October meeting.

18/05/20 **Minutes of the Parish Council Meeting held on 26 April 2018**

RESOLVED: That the minutes of the Parish Council Meeting held on 26 April 2018 be approved for signature by the Chair as a true and correct record.

18/05/21 **Chair's Update**

The outgoing Chair advised that a letter had now been sent to DALC requesting legal advice on selling the parish land off the tramway at Buxworth and we were now awaiting their response.

18/05/22 **Clerk's Report**

The Clerk's report was received and noted.

18/05/23 **Chinley Community Centre Project**

Cllr M Walton advised that there was no further update on the Community Centre project since no meeting had taken place since the last Parish Council meeting.

18/05/24 **Playground Inspection Reports**

The playground inspection reports were received. It was noted that a quantity of wood had been left on the cycle track in Chinley but that this has since been removed by Cllr Knox. No other issues had been raised in the reports.

18/05/25 **Chinley Playground Project**

It was noted that confirmation had been received from Sally Curley at HPBC that the s106 monies from Phases 1 and 2 of the Forge Road development would be transferred to our Parish Council for refurbishment of Chinley Play Area (and Chinley Community Building Project). The playground has since been ordered and installation will commence 3 September 2018. The playground provider, HAGS, have requested we sign a form to confirm that the soil conditions on which the playground is to be built do not pose harm to human health.

RESOLVED: The Installation Soil Conditions form be approved for signature as to the best of our knowledge the soil conditions on which the playground is to be built pose no harm to human health.

18/05/26 **Buxworth Car Park**

A meeting had taken place between Parish Council and DCC representatives to discuss the discharge off the highway onto the Car Park at Buxworth Recreation Ground. DCC had said they would consider options on how they may be able to help us resolve the problem. No further update was available at the time.

18/05/27 **Twinning**

It was noted that an article had been included on the front page of the summer newsletter to garner interest from local residents in a twinning partnership with Engelstadt. Should there be sufficient interest a public meeting would be arranged for early August. A short discussion was held indicating that it was important to have a reason for twinning and that it would be an appropriate commemoration of the centenary of the end of the First World War.

It was further noted that the Association of Buxworth and Clayton saw no problem in another twinning partnership with either just Chinley or Chinley and Buxworth.

18/05/28 **Buxworth Allotments**

Buxworth Allotment Association had obtained a quote of £600 for an 8 x 6 foot wooden shed from Dawson's Sheds. They have £300 available in their own funds.

RESOLVED: To approve £300 to be donated to Buxworth Allotments Association as a contribution towards their communal shed to be sited on one of the plots.

18/05/29 **First World War Centenary**

An update was given on options for commemorating the Centenary of the end of the First World War later this year. A project sub-group of five Councillors and the Clerk had met and concluded that there was a preference to organise our own event rather than combine with Chapel-en-le-Frith Parish Council. A beacon event in Stubbins Park, which was purchased as a memorial park nearly 100 years ago, was suggested as a location followed by refreshments. It was thought that this was a more accessible location for members of our parish compared to Eccles Pike and the location poignant. Other commemorative ideas to support included Silent Soldiers (£150 each), planting a tree in Stubbins Park (approximately £50), a commemorative plaque in Stubbins Park as well as a contribution to a plaque on Bugsworth Memorial Club (costing £385 plus VAT). A grant is available from HPBC to support a beacon event.

RESOLVED: To check with Friends of Chinley Park that they would be supportive of a beacon event in Stubbins Park.

RESOLVED: To investigate costs for a brazier/beacon, including insurance, as well as options for refreshments afterwards.

RESOLVED: To write to local businesses to see if they would support purchasing a number of Silent Soldiers to be placed in the parish.

RESOLVED: To investigate options for a plaque for Stubbins Park.

18/05/30 **Planning Applications**

RESOLVED: The following planning applications were received and comments approved:

- (a) **HPK/2018/0201** – Proposed single storey rear extension, alterations to windows, removal of render and creation of new off-road parking. Springfield, Maynestone Road, Chinley, SK23 6AF. Mr & Mrs R & N Nock. **Chinley, Buxworth and Brownside Parish Council have no objections to this application.**
- (b) **HPK/2018/0218** – Proposed construction of new outbuilding. Thornfield Barn, 35 Lower lane, Chinley, SK23 6BE. Mr Harry Colledge. **Chinley, Buxworth and Brownside Parish Council have no objections to this application.**
- (c) **HPK/2018/0237** – Proposed two storey rear addition forming an extended kitchen garden utility and cloak room on the ground floor and an en-suite bedroom on the first floor. Whiterock, Buxton Road, Chinley, SK23 6DR. Mr Andy Gill. **Chinley, Buxworth and Brownside Parish Council have no objections to this application.**
- (d) **HPK/2018/086** – Proposed replacement of temporary classroom with a permanent traditional build with connecting corridor to the main school. Chinley Primary School, Buxton Road, Chinley, SK23 6DR. Mr Peter Lambert. **Chinley, Buxworth and Brownside Parish Council fully support this application.**

18/05/31 **Accounts for Payment**

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

Payee	Description	Amount
Fleur Telecom	Broadband (May)	£ 22.00
Jackson Carpets Ltd	Rent 3 Lower Lane (May)	£ 277.00
Npower	Electricity 3 LL (May)	£ 59.00
NEST Corporation (Pension)	Pension (May)	£ 58.81
Mrs G Cooper	Clerk's Account (May)	£ 930.11
HM Revenue & Customs	PAYE & NI (May)	£ 47.79
BT	Telephony services	£ 136.52
Chapel DIY Centre Ltd	Lock and padlock	£ 36.56
Association of Buxworth and Clayton	Corporate membership of ABC	£ 50.00
2commune Ltd	Website annual licence, hosting and support	£ 510.00
Bancroft Amenities Ltd	Chinley playing fields maintenance	£ 4,228.48
B Woodcock	Internal audit	£ 123.83
BBHT	Corporate membership BBHT	£ 20.00
A K Products	Newsletters and ink	£ 310.96
HPBC	Emptying litter bins 2018/19	£ 2,060.06
Plantscape Ltd	Summer planters	£ 1,074.00
Rosena Bankole	Cleaning Parish Room	£ 40.00
Andrew Thompson	Tree survey work and remaining works uprooted tree Chinley Playing Field	£ 560.00
A&L Consultants Ltd	Refurbishment & Demolition Survey Community Centre (invoice from January 2016)	£ 414.00
Goddard Plant Services	Footpath works Chinley Playing Field	£ 1,156.00
	TOTAL	£12,115.12

18/05/32 **Annual Accounts**

The Budget Monitoring Report for Q4 2017/18, Annual Accounts for the year ended 31 March 2018, a Reserve Adjustment Explanation and proposed changes to Earmarked Reserves for 2018/19 were presented.

RESOLVED: To approve the Budget Monitoring Report for Q4 2017/18 as presented.

RESOLVED: To approve the Annual Accounts for the year ended 31 March 2018 as presented.

RESOLVED: To approve the Reserve Adjustment Explanation as presented.

RESOLVED: To approve the simplification of Earmarked Reserves as follows:

- Retain the reserves named 'Elections', 'Sinking Fund', 'Chinley Community Centre Project', 'Stubbins Park', 'Grounds Maintenance' and 'Street Furniture'
- To rename the earmarked reserve known as 'WI Hall/Community buildings' to 'Community Buildings', to rename the earmarked reserve known as

'Trees/Survey and work' as 'Trees', to rename the earmarked reserve known as 'Office computer/Equipment' to 'Admin' and to rename the earmarked reserves 'Christmas/Lights' to 'Christmas'

- To transfer the balance of earmarked reserve 'Fencing' into 'Grounds Maintenance' and to transfer the balance of earmarked reserve 'Parish Seat Repairs' into 'Street Furniture'
- To remove the earmarked reserves 'Buxworth Park', 'Transport Group', '3 Lower Lane Refurbishment', 'Fencing' and 'Parish Seat Repairs' as these all now have a nil balance

18/05/33 **Internal Audit**

The meeting received and noted the annual Internal Audit Report for 2017/18 from the Internal Auditor Barrie Woodcock. There were no matters arising that necessitated bringing to the attention of members.

RESOLVED: To approve the Internal Audit Report for 2017/18.

18/05/34 **External Audit: Annual Governance Statement**

The Annual Governance Statement 2017/18 in section 1 of the Annual Return for the year ended 31 March 2018 was received and considered.

RESOLVED: The Annual Governance Statement 2017/18 be approved for signature.

18/05/35 **External Audit: Accounting Statements**

The Accounting Statements 2017/18 in section 2 of the Annual Return for the year ended 31 March 2018 were received and considered.

RESOLVED: The Accounting statements 2017/18 be approved for signature.

18/05/36 **Fence Repair Chinley Car Park**

Two quotes were presented to repair the fence in Chinley Car Park.

RESOLVED: To approve the quote from Mark Lomas of Hockerley Hall Farm for £310.

18/05/37 **Correspondence**

The following items of correspondence had been circulated and were noted:

1. Office of the Police and Crime Commissioner for Derbyshire – details of the 2018 National Rural Crime Survey to complete.
2. Simon Pote Wain Homes – Composite plan showing all three phases (including proposed Phase 3) of the Forge Road development and a large scale plan of the traffic calming measures on Green Lane/Whitehough Head Lane.
3. ENWL – details of a full power line tree survey carried out by ENWL in Stubbins Park and associated consent form to complete to give permission for these works to be carried out free of charge.

4. Sally Curley HPBC – minutes from the Individual Executive Decision meeting held on 26 April 2018 confirming that the s106 monies from Phase 1 and 2 of the Forge Road development be transferred to our Parish Council towards the refurbishment of Chinley Play Area and Chinley Community Building Project.
5. Angela Phillips, Chinley & Buxworth PCC – advising that they will no longer be holding a service on Squirrel Green on Sunday 20 May as previously requested.
6. Legal Officer HPBC – notice of a Tree Preservation Order issued in respect of Willshaw, Whitehough Head Lane, Whitehough and details of a revocation of existing orders.
7. RBS – details of a scheme called ‘Business Banking Switch’, an incentivised switching scheme to encourage business account holders to switch to an alternative participating bank.
8. Karen Smith – advising of a permitted development at 39 Lower Lane, Chinley that will commence in June 2018.
9. Barrie Woodcock – Internal Audit report.

The following items were received after the Correspondence had been issued with the meeting papers and were duly noted:

10. D Pearson Wagtails – proposals for rental and management of Fenced Parish Land Buxworth.
11. Ruth George MP – copy of an email sent to Mike Ashworth DCC regarding a petition against the 10m parking restrictions proposed on Green Lane and its junctions with Belgrade Avenue and Ash Grove Chinley.
12. DCC – details of 12 week public consultation for their proposed public library service strategy *Libraries for Derbyshire* including details of organised drop in sessions across all 45 libraries in Derbyshire. Further, details of a Mobile Library Service focus group to look at alternative methods of delivery for the Mobile Library Service.
13. Elaine Jones ABC – request that if the ABC representative is unable to attend meetings that another council member steps in. Meetings are held 4 times per year in March, July, Thanksgiving Dinner November and December.

18/05/38 **DALC**

The following DALC Circulars were received and circulated.

DALC Circular 07/2018

- GDPR – Local Councils will most likely not need to appoint a DPO
- GDPR – Guidance on keeping contact lists up to date
- GDPR – a bit of light relief!!!
- Update on Data Protection Fees
- Potential Issue with PWLB balances
- National Grid Gas
- Planning and Building Control – Survey
- Publication: A guide to effective partnership working between principal and local councils

18/05/39 **Suspension of Standing Orders**

RESOLVED: To suspend Standing Orders to allow the meeting to continue.

18/05/40 **Reports from Working Groups**

No reports were received from Working Groups.

18/05/41 **Exclusion of the Press and Public**

RESOLVED: To approve the exclusion of the Press and public for the next three items on the agenda on the grounds that the first one is commercially sensitive and the latter two are personnel related.

18/05/42 **Parish Land in Buxworth (off B6062)**

It was noted that we had only received a response from Danielle Pearson of Wagtails regarding re-leasing the land in Buxworth off the B6062.

RESOLVED: To approve to reissue a Licence to Occupy Land for the Grazing land at Buxworth for one year to Wagtails and invoice for a fee of £300.

18/05/43 **Clerk Overtime**

Additional hours worked by the Clerk on training and in the preparation of the annual audit were noted.

RESOLVED: To approve 12 hours of overtime pay for the Clerk for additional hours worked in May 2018 to be paid in the June 2018 payroll.

18/05/44 **Clerk Pay**

A discussion over the Clerk’s pay scale for the financial year commencing April 2018 took place.

RESOLVED: To approve an increase in the Clerk’s pay scale of two Spinal Column Points to SCP 28 on the NJC pay scale and to apply the pay scales recommended by NALC from April 2018 backdated to April 2018.

There being no further business, the meeting was concluded at 9.40pm.

Signed as a true and correct record of the meeting.

Chairman

Dated.....