

**Chinley, Buxworth and Brownside Parish Council**

**Minutes of the Annual Parish Council Meeting  
held on Thursday 27 May 2021, 7.30pm  
at the Community Centre, 21 Lower Lane, Chinley**

**Present:** Councillors G Hewitt (Chairman), M Walton (Vice Chairman), P Wilson, A Knox, C Rofer, C Howe, D Fannon, M Travis and W Smith.

**In Attendance:** Clerk G Cooper, Derbyshire County Councillor Ruth George and High Peak Borough Councillor Eve Burton.

21/05/01 **Election of Chairman**

Councillor Smith proposed Councillor Graham Hewitt be elected Chairman for the forthcoming year. This was seconded by Councillor Rofer.

**RESOLVED:** Councillor Graham Hewitt be elected Chairman of the Parish Council for the year 2021/2022.

21/05/02 **Election of Vice Chairman**

Councillor Wilson proposed Councillor Martin Walton be elected Vice Chairman for the forthcoming year. This was seconded by Councillor Hewitt.

**RESOLVED:** Councillor Martin Walton be elected Vice Chairman of the Parish Council for the year 2021/2022.

21/05/03 **Declarations of Acceptance of Office**

The Declaration of Acceptance of Office forms for the Chairman and Vice Chairman were presented for signature.

**RESOLVED:** The Declaration of Acceptance of Office forms be signed by the Chairman, Councillor Graham Hewitt, and Vice Chairman, Councillor Martin Walton, and witnessed and signed by the Proper Office Georgina Cooper.

21/05/04 **Apologies for Absence**

Apologies were received and noted from Councillor R Drabble.

Also noted were apologies from PCSO K Green.

21/05/05 **Registration/Declaration of Members Interests**

The Clerk reminded members that it is their own responsibility to regularly review their Register of Interests forms and to complete a new form if their circumstances change.

The following declarations of interest were made:

<b>Member</b>	<b>Agenda Item</b>	<b>Interest</b>
Councillor G Hewitt	22(a) Accounts for Payment	Wife cleans Parish Room
Councillor C Rofer	21(b) Planning Applications HPK/2021/0256	The application HPK/2021/0256 has been submitted by her brother
Councillor M Travis	26) Parish Land to the rear of Lower Lane bordering Chinley Playground	Has an interest in a limited company that owns a property here and would be interested in purchasing this land if offered for sale

21/05/06 **Chairman's Allowance**

**RESOLVED:** The Chairman's Allowance to be unchanged at £150 for the 2021/22 year.

21/05/07 **Review and Adoption of Standing Orders and Financial Regulations**

**RESOLVED:** To re-adopt unchanged the Standing Orders that were originally presented at the April 2018 meeting. To re-adopt unchanged the Financial Regulations that were originally presented at the September 2019 meeting.

21/05/08 **Financial Risk Assessment 2021**

It was noted that this had not yet been circulated.

**RESOLVED:** To defer approval of the Financial Risk Assessment 2021.

21/05/09 **Appointment to Advisory Panels and Working Groups**

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

**Appraisal**

Councillors G Hewitt (Chairman) and M Walton (Vice Chairman).

**Planning**

Councillors P Wilson, C Howe, C Rofer and R Drabble.

**General Purposes**

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

**Grant Funding**

Councillors G Hewitt, M Walton and C Howe.

21/05/10 **Appointment of Representatives to Other Bodies**

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

**Allotment Associations**

Councillor W Smith.

**Association of Buxworth and Clayton**

Councillor G Hewitt.

**Chinley & Buxworth Community Association**

Councillors M Walton, P Wilson and W Smith.

**Friends of Chinley Park**

Councillors G Hewitt, P Wilson and C Rofer.

**Chinley & Buxworth Transport Group**

Councillors G Hewitt and M Walton.

**Buxworth Recreation Ground**

Councillors G Hewitt, W Smith, P Wilson and R Drabble.

21/05/11 **Authorised Signatories**

**RESOLVED:** To approve authorised signatories on the Royal Bank of Scotland accounts as existing, namely Clerk G Cooper and Councillors C Rofer, W Smith, A Knox and R Drabble.

**RESOLVED:** To approve authorised signatories on the Unity Trust Bank accounts as existing, namely Clerk G Cooper and Councillors M Walton, G Hewitt, P Wilson and R Drabble.

**RESOLVED:** To approve authorised signatories on the Public Sector Deposit Fund as existing, namely Clerk G Cooper and Councillors M Walton, G Hewitt, P Wilson and R Drabble.

21/05/12 **BACS Payments**

**RESOLVED:** To approve the use of BACS as a payment method on the Unity Trust Bank current account with dual authorisation.

21/05/13 **Appointment of Custodian of the Flag**

Flag flying was discussed. It was proposed to fly the Union Flag on the Squirrel Green flagpole all year round in line with Government guidance for public buildings.

**RESOLVED:** To appoint Councillor G Hewitt as Custodian of the Flag with back-up support from Councillor R Drabble.

**RESOLVED:** To fly the Union Flag on the Squirrel Green flagpole all year round.

21/05/14 **Meeting Dates 2021-22**

Proposed meeting dates had been circulated and were discussed. It was noted that meetings would continue in the Community Centre in Chinley until September 2021 at the earliest.

**RESOLVED:** To approve the proposed dates for Parish Council meetings as presented. It was noted that most dates fit the normal pattern of fourth Thursday of each month (except August and December) apart from Wednesday 23 June, Wednesday 21 July and Thursday 21 October 2021.

21/05/15 **Subscriptions**

**RESOLVED:** To approve ongoing subscriptions with Derbyshire Association of Local Councils (DALC), Society of Local Council Clerks (SLCC), Association of

Buxworth & Clayton (ABC), Peak Park Parishes Forum and Bugsworth Basin Heritage Trust (BBHT).

21/05/16 **Rent Review**

The rents charged to Chinley Community Association, Chinley Allotments Association and Buxworth Allotments Association were discussed.

**RESOLVED:** To make no changes to the rents charged as follows: Chinley Community Association £1 per month, Chinley Allotments Association £1 per year and Buxworth Allotments Association £1 per year.

21/05/17 **Public Speaking: Community Police**

No Community Police were present. No update had been provided.

21/05/18 **Public Speaking: Borough/County Councillors/MP**

High Peak Borough Councillor Eve Burton raised the issue of traffic in Chinley.

Derbyshire County Councillor Ruth George gave an update on a number of local matters. In particular, details of forthcoming road closures affecting the parish, surface dressing of local roads, an update on the provision of school buses and details of a meeting with Network Rail to discuss Chinley Railway Station.

21/05/19 **Public Speaking: Open Forum**

There were no members of the public present to speak during Open Forum.

21/05/20 **Minutes of the Remote Parish Council Meeting held on 29 April 2021**

**RESOLVED:** That the minutes of the Remote Parish Council Meeting held on Thursday 29 April 2021 be approved for signature by the Chairman as a true and correct record.

21/05/21 **Chairman's Update**

The Chairman had no update to make.

21/05/22 **Clerk's Report**

The Clerk's report was received and noted.

21/05/23 **Chinley Community Centre Project**

Progress on the project was noted. An intrusive site survey had taken place and initial designs were in progress. Consultation with residents backing on to the Car Park had begun. Planning for the community consultation was underway and the possibility of requiring a loan from the Public Works Loan Board to contribute to the overall project funding, and the impact on the precept, was discussed.

The first monthly invoice for April was presented for approval.

**RESOLVED:** To include in the forthcoming community consultation details on the possibility of requiring a loan from Public Works Loan Board, and the associated impact on the precept, in order to establish the level of support within the parish.

**RESOLVED:** To approve the invoice from d3 Associates Ltd for £4,350 plus VAT for works carried out in April in respect of the Community Centre Project.

21/05/24 **Play Area Inspection Reports**

The weekly Play Area Inspection Reports were received. There were no matters raised requiring attention.

21/05/25 **Parish Land Inspection Reports**

The monthly Parish Land Inspection Reports were received.

At Chinley Park off Stubbins Lane it was noted that a number of trees had come down in two locations requiring attention. A quote was presented to cement the top stones in place on the access gaps in the drystone wall.

All other matters were being resolved.

**RESOLVED:** To approve the quote from Mark Lomas for £100 to cement the top stones in place on the access gaps in the drystone wall at Chinley Park.

**RESOLVED:** To approve the quote from Andy Thompson Tree Care for up to £720 to make safe the fallen trees in Chinley Park.

21/05/26 **Newsletters 2021/22**

The plan for the style and editions of the parish newsletter in 2021/22 were discussed.

**RESOLVED:** To approve 3 editions of the parish newsletter, in the format 12 x A5 glossy pages, printed by AK Products at a cost of £360 plus VAT for 1,150 copies per edition.

**RESOLVED:** To approve an additional ‘special’ edition of the newsletter linked to the community consultation of the Community Centre Project to be paid from the Community Centre Project budget. Format and price to be agreed at a future meeting.

21/05/27 **Buxworth Fencing**

A quote was presented to repair a section of the hand-rail fencing that comes down to Buxworth Recreation Ground from the primary school which was understood to be outside of the boundary of parish land. The option to share the cost of the repairs with Buxworth Primary School was discussed.

**RESOLVED:** To approve the quote from Mark Lomas for £385 to repair the section of hand-rail fencing that comes down to Buxworth Recreation Ground from the primary school. The Parish Council to pay £192.50, being half of the

cost, and Buxworth Primary School to pay the balance. Separate invoices to be raised. To be paid from the Repairs budget.

21/05/28 **Minor Maintenance Scheme 2021/22**

The invitation from Derbyshire County Council to participate in the 2021/22 Public Rights of Way Minor Maintenance Scheme up to the value of £565 was considered.

**RESOLVED:** To participate in the 2021/22 Public Rights of Way Minor Maintenance Scheme with Derbyshire County Council up to the value of £565.

21/05/29 **Chinley Allotments**

It was noted that Chinley Allotments Association had requested a financial contribution towards skip hire and tree removal works.

**RESOLVED:** To approve a financial contribution of £200 to Chinley Allotments Association, to be paid from the Allotments budget.

21/05/30 **Welcome Back Fund**

Possible projects that could be applied for through the Welcome Back Fund were discussed.

**RESOLVED:** To submit an application to the Welcome Back Fund via High Peak Borough Council for bunting to be placed along shop frontages in Chinley, for restoration of the traditional fingerpost sign at the junction of Lower Lane/Green Lane as well as for tidying the area in front of the War Memorial in Chinley and the seated entrance area of Squirrel Green.

21/05/31 **Planning Applications**

Discussions were held in respect of each application received. Councillor Rofer left the meeting whilst item (b) HPK/2021/0256 was considered as she had declared an interest.

**RESOLVED:** To approve the following responses for submission:

- (a) **HPK/2021/0216** – Application for variation/removal of condition 1 in relation to HPK/2016/0313 (Reserved matters application (revised) with details of the appearance, landscaping, layout and scale for Phase 2 of the residential development comprising 62 no. dwellings and associated works). Forge Works, Forge Road, Chinley, SK23 6BW.

**Chinley, Buxworth & Brownside Parish Council has no objections to this application. However, they would request that consideration be given to leaving the necessary space for a footpath from the Forge Road development to Buxton Road to be accommodated at a future date.**

- (b) **HPK/2021/0256** - Application for variation of condition 2 in regards to DET/2021/0003 (retrospective). Barn Conversion, Stubbins Farm, Unnamed Road From Stubbins Lane To Tithe Barn Farm, Chinley.

**Chinley, Buxworth & Brownside Parish Council has no objections to this application.**

21/05/32 **Accounts for Payment May 2021**

The Accounts for Payment May 2021 and invoices for verification were presented.

**RESOLVED:** To approve the following Accounts for Payment as presented for payment in May 2021 by the method detailed. Online payments set up by the Clerk to be released by Councillor Walton.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
<b>ONLINE – DD/SO</b>		
Fleur Telecom	Broadband (Monthly)	£ 27.00
Jackson Carpets Ltd	Rent 3 Lower Lane (Monthly)	£ 277.00
WaterPlus	Water 3 Lower Lane (Monthly)	£ 32.23
Trusted IT	Managed IT Services (Monthly)	£ 22.55
BT	Telephony services	£ 121.81
NEST Corporation	Pension (Monthly)	£ 78.72
<b>ONLINE – BACS</b>		
Mrs G Cooper	Clerk's Account (Monthly)	£ 1,030.54
HM Revenue & Customs	PAYE & NI (Monthly)	£ 96.41
d3 Associates Ltd	Chinley Community Centre Project Works	£ 5,220.00
2commune Ltd	Website annual licence, hosting & support to 2/7/22	£ 480.00
Bancroft Amenities Ltd	Chinley Playing Fields maintenance	£ 3,901.20
B Woodcock	Internal audit	£ 149.25
Viking	Stationery & Parish Room supplies	£ 66.64
Association of Buxworth and Clayton	Corporate membership of ABC	£ 50.00
RJM Electrical Contractors	Electrical Works Chinley Community Centre Emergency Lights	£ 129.00
Rosena Bankole	Cleaning Parish Room	£ 40.00
<b>MAY 2021 TOTAL</b>		<b>£ 11,722.35</b>

21/05/33 **Fund Transfers**

Fund transfers within the Parish Council's existing banking arrangements were discussed.

**RESOLVED:** To approve the following transfers within the Parish Council's existing banking arrangements. Chairman Councillor Graham Hewitt and Clerk Georgina Cooper to sign the subscription form for the deposit into the Public Sector Deposit Fund.

<b>From</b>	<b>To</b>	<b>Amount</b>
Unity Trust Bank Current Account	Public Sector Deposit Fund	£75,000.00
Unity Trust Bank Current Account	Unity Trust Bank Instant Access Account	£45,000.00

21/05/34 **Internal Audit**

The meeting received and considered the annual Internal Audit Report for 2020/21 from the Internal Auditor Barrie Woodcock. There were no matters arising that necessitated bringing to the attention of members.

**RESOLVED:** To note the Internal Audit Report for 2020/21.

21/05/35 **External Audit: Annual Governance Statement**

The Annual Governance Statement 2020/21 from Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021 was received and considered.

**RESOLVED:** To approve the Annual Governance Statement 2020/21. Chairman Councillor Graham Hewitt and Clerk Georgina Cooper to sign the Annual Governance Statement.

21/05/36 **External Audit: Accounting Statements**

The Accounting Statements 2020/21 from Section 2 of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2021 were received and considered.

**RESOLVED:** To approve the Accounting Statements 2020/21. Chairman Councillor Graham Hewitt to sign the Accounting Statements.

21/05/37 **Period for the Exercise of Public Rights**

The period for the Exercise of Public Rights was proposed.

**RESOLVED:** To approve the period for the Exercise of Public Rights as Monday 14 June to Friday 23 July 2021.

21/05/38 **Correspondence**

The following items of correspondence had been circulated with the meeting papers and were noted:

- 1.) HPBC Arboricultural Officer – opinion in respect of tree adjacent to Chinley Community Centre.
- 2.) Owner of White Hall – further correspondence in respect of boundary fence at Chinley Playing Fields.
- 3.) Barrie Woodcock – Internal Auditor Report
- 4.) DCC – invitation to participate in Minor Maintenance Scheme for 2021/22.



- 5.) Buxworth PTA – request to hold a whole school picnic, including family & community, after school on Friday 2 July (following Buxworth School’s Sports Day) between 3 & 5pm.
- 6.) High Peak Borough Council – consultation on draft Water in Buxton Supplementary Planning Document. Deadline for comments 18 June.
- 7.) Chinley Allotments Association – request for financial contribution towards skip hire and tree removal works.
- 8.) High Peak Borough Council – details of the government’s Welcome Back Fund allocation for High Peak and seeking any ideas for small projects to be considered.

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

- 9.) Wagtails – request to plant indigenous hedging along boundary of field of licensed land at Buxworth Recreation Ground.

**RESOLVED:** Further to the Correspondence items the following was noted:

Item 5: Event acceptable subject to insurance and risk assessment requirements.

Item 9: Acceptable to plant a hedge as requested subject to it being maintained.

21/05/39 **Reports from Working Groups**

Councillor Walton, on behalf of Chinley & Buxworth Transport Group, advised that Network Rail had organised a meeting to discuss possibilities for improving access at Chinley Railway Station. A representative from the Parish Council would endeavour to attend.

21/05/40 **Exclusion of the Press and Public**

**RESOLVED:** To approve the exclusion of the Press and public from the meeting for the following one item to consider confidential matters of a commercial nature.

21/05/41 **Parish Land to the rear of Lower Lane bordering Chinley Playground**

Councillor Travis left the meeting whilst this item was discussed as he had declared an interest.

It was noted that the land valuation had been carried out and the report was anticipated shortly. An update would be provided at the next meeting.

There being no further business, the meeting was concluded at 9.07pm.

Signed as a true and correct record of the meeting.

Chairman .....

Dated.....