

Chinley, Buxworth and Brownside Parish Council

**Minutes of the Annual Parish Council Meeting
held on Thursday 25th May 2017, 7.30pm
at the Parish Office, 3 Lower Lane, Chinley**

Present: Councillors M Walton (Chairman), A Knox, M Travis, R Drabble, Mrs C Rofer, Mrs A Bramah, W Smith and P Wilson.

In Attendance: Clerk Mrs G Cooper, DC Cllr Alison Fox, HPB Cllr C Howe and two members of the public (Buxworth residents).

17/05/01 **Election of Chair**

RESOLVED: That Cllr M Walton be elected Chair of the Parish Council for the year 2017/2018.

17/05/02 **Declaration of Acceptance of Office**

Cllr M Walton accepted the office of Chair and signed the Declaration of Acceptance of Office.

17/05/03 **Apologies for Absence**

Apologies for absence were received from Cllrs G Hewitt, Mrs J Pettitt, HPB Cllr J Kappes and PCSO Karen Green.

17/05/04 **Registration/Declaration of Members Interests**

No declaration of members' interests were made.

17/05/05 **Election of Vice Chair**

RESOLVED: That Cllr G Hewitt be elected as Vice Chair of the Parish Council for the year 2017/2018.

17/05/06 **Chair's Allowance**

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

17/05/07 **Adoption of Standing Orders & Financial Regulations**

RESOLVED: That the Standing Orders and Financial Regulations be re-adopted unchanged aside from the changes previously agreed at the April 2017 meeting. It was noted that further changes would be made throughout the year.

17/05/08 **Appointment to Advisory Panels and Working Groups**

RESOLVED: The following representatives be elected:

Appraisal (2)

Cllrs M Walton and Mrs J Pettitt.

Finance (4)

Cllrs Mrs J Pettitt, Mrs C Rofer, W Smith and M Walton.

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.

RESOLVED: It was agreed to include an additional working group to work on reviewing communication strategies alongside the Parish Clerk with representatives elected as follows:

Review (3)

Cllrs M Walton, P Wilson and M Travis.

17/05/09

Appointments of Representatives to Other Bodies

RESOLVED: The following representatives be elected.

Allotments Liaison (2)

Cllrs W Smith and A Knox.

Association of Buxworth and Clayton (1)

Cllr M Walton.

Community Association Liaison (3)

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)

Cllrs R Drabble and G Hewitt.

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.

17/05/10

Cheque Signatories

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

RESOLVED: To remove any signatories still outstanding on the mandate including previous clerk Mrs B Wise.

17/05/11

Appointment of Custodian of the Flag

It was agreed Cllr R O Drabble be appointed as custodian of the flag with back-up support from other members of the General Purposes Group.

17/05/12

Appointment of Parish Room Key Holders

It was agreed that Parish Room Keys should continue to be held by (Emergency) Cllr P Wilson, (General Purposes) Cllr W Smith, (Police) PCSO Karen Green, (Drop-In Organiser) Cath Vernon/Ruth Williams, (Cleaner) Ms R Bankole and (Clerk) Mrs G Cooper.

Other persons requiring access for meetings or window displays should 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 held a key for the Store. It was believed that Angela Phillips may still have a key and this should now be reclaimed.

RESOLVED: To issue a spare key for Parish Room and Store to Cllr M Walton for emergency purposes. Cllr Smith to check whether he holds a store key and if so to return it. The issue of the faulty lock was raised. It was agreed to check with the landlord whether the lock needs replacing and then arrange for new keys to be issued if necessary.

17/05/13 **Community Police**

No report was provided.

17/05/14 **County Councillor**

Newly elected DC Cllr Alison Fox attended to advise the clerk of her email address and telephone contact details.

17/05/15 **Borough Councillors**

HPB Cllr Caroline Howe advised that residents of Western Lane in Buxworth had reported issues with litter and requested a litter bin. A monitoring assessment by HPBC had a negative outcome in that a litter bin in this location was not necessary. It was noted that one councillor believed there was a litter issue in this area. It was agreed that this needed to be investigated further (see minute number 17/05/25 later).

17/05/16 **Open Forum**

Two Buxworth residents updated us on the progress they were making towards improving broadband speeds in Buxworth. The slow speeds and issues were related to the distance that many Buxworth residents are from the cabinet in Bridgemont, known as 'long line' issues. There are a number of options for Buxworth residents to consider and as a result a community meeting is being held on Wednesday 14th June at 7pm in Buxworth Memorial Club. A request was made for the Parish Council to support the advertisement of this meeting by providing postal addresses of all properties in Buxworth as well as financial support to post the letters out. It was noted that the Parish Council would like to post out a newsletter to Buxworth residents itself but the timescale already set for the broadband meeting meant that unfortunately both items could not be sent together. A further request was made for the Parish Council to act as a 'contracting body' should the Buxworth residents decide to go down the route of "Fibre to the Premises" – a Community Fibre Partnership initiative with BT Openreach. It was agreed that further information would need to be provided for the Parish Council to make a decision on becoming a contracting body, in particular an understanding of the implications this would have. However in principle it was agreed that provision of suitable broadband speeds was critical infrastructure for the parish and that we would want to support this if we could.

RESOLVED: To supply address labels of all Buxworth properties and to print out the letter to be sent to all Buxworth residents. To approve expenditure to cover envelopes and stamps to post the letters out.

17/05/17 **Minutes of the Parish Council Meeting held on 27th April 2017**

RESOLVED: That the minutes of the Parish Council Meeting held on 27th April 2017 be approved for signature by the Chair as a true and correct record.

17/05/18 **Chair's Update**

It was advised that all items would be covered during the remainder of the meeting.

17/05/19 **Clerk's Report**

The Clerk's report was received.

17/05/20 **Buxworth Playground Project**

A new litter bin had been ordered and is awaiting installation by HPBC on our behalf. The cost of this would come out of Earmarked reserves – Street Furniture and not out of the Buxworth Playground monies. Invoices for the remaining works at the playground had been provided by Jonathan Smith for reimbursement. There is still £433 left in the budget to be used for a sign to reflect the Rec Rock sponsors donation towards the redevelopment as well as any other items that may come up during the course of the year. The Buxworth playground sign had now arrived and Cllr Smith has agreed to install it.

RESOLVED: To approve payment to Jonathan Smith of £2,170.08 to reimburse him for four invoices provided to cover turf, grass seed, plants, sleepers, picnic tables and skip hire as well as a contribution of £100 towards opening event costs

17/05/21 **Buxworth Allotments Project**

All works have now been completed barring the addition of rabbit netting along the fourth side of fencing that has recently been installed. Steve Goddard will be finishing this off tomorrow. Then the allotments will be ready for handover.

17/05/22 **Buxworth Allotments Association**

The final version of the Buxworth Allotments Agreement is yet to be circulated with the suggested changes. Once these have been circulated and approved the Parish Clerk and Cllr Drabble will sign the contract with members of Buxworth Allotments Association at a meeting scheduled for Wednesday 7th June at 6pm in the Parish Room.

RESOLVED: Cllr Walton to provide the updated draft contract for circulation and approval by email.

17/05/23 **Chinley Community Centre Project**

There was an update provided on the unsuccessful bid at the Annual Parish Meeting on 11th May 2017. The Community Association have published an update on their website and there is a paper copy on the Parish Room noticeboard. No timescale has been given as of yet on when the new funding cycle of the Big Lottery Fund will be available.

17/05/24 **Playground Inspection Reports**

Inspection reports had been received for both Chinley and Buxworth. It was noted on the most recent inspection of Chinley Playground that the weeds would need spraying in the next few weeks. The park keepers at Chapel Parish Council or New Mills Town Council were suggested to do this job. It was noted that the Chinley Skatepark sign and Chinley Playground sign had now arrived and Cllr Drabble agreed to install them.

RESOLVED: It was agreed for the weeds to be sprayed in Chinley Playground. It was also further decided that this should form a part of the annual grounds maintenance schedule.

17/05/25 **Emptying litter bin services**

A discussion of parish litter bins and how they are collected was had. It was noted that there are bins in Buxworth over the canal bridge, near the canal and by the benches. We need to establish which ones are collected by HPBC and DCC. Questions were raised on how utilised these bins are and whether there is scope to resite one to Western Lane in view of the information provided by HPB Cllr Howe noted in minute 17/05/15 above. Further information to be collated by the parish clerk for a later meeting.

17/05/26 **Signage at Vinyl Compounds**

It was noted that there was a sign already in existence on the B6062 Leaden Knowle at the top of the road coming up from Stephanie Works indicating to HGV drivers to turn right for "All routes". Since no complaints have been made recently that the council are aware of this item will be put on hold whilst we monitor the situation. Should the situation become problematic again an additional sign identical to the one already in place could be sited on land owned by Vinyl Compounds which has been approved in principle.

RESOLVED: Inform Vinyl Compounds of our decision not to site an additional 'turn right for all routes sign' on their land at the present time whilst we monitor the situation.

17/05/27 **Seating/benches in the parish**

It was noted that the walkabout to complete an audit of seating in the parish has not yet taken place. The two requests for memorial benches in the parish were discussed. It was agreed in principle to support these requests but potential locations will be advised once the audit has been completed. A bench somewhere near the playground in Buxworth in memory of Len Crumpton is an option. It was noted that there is space for a new bench on Squirrel Green but concern was raised over suitability of this location. Further discussion over

the type of bench and maintenance going forward will take place at the same time. Our aim should be to get maintenance-free benches.

17/05/28 **WI tree**

Further to advice taken it was noted that there was sufficient space to plant a tree to commemorate 100 years of the WI in Chinley on Squirrel Green.

RESOLVED: The exact location is to be parallel to Green Lane between the electric box and the litter bin in front of the wall with enough space for the tree to grow.

17/05/29 **Parking and access issues Belle Vue Chinley**

DCC had advised that should any changes be incorporated in the proposed new Traffic Regulation Order (TRO) for Chinley then it would be to change the whole length of the single yellow line on Green Lane in front of Belle Vue into double yellow. However in order to proceed DCC require the parish council to have consulted with the fronting residents that this would affect before proceeding with the order. DCC had also suggested that the residents of Belle Vue could put their own sign up on their wall to warn people that they are blocking an access. The parish council would not pay for a sign at this time. Clarification was requested on whether Belle Vue being an unadopted road affects DCC's position or not.

RESOLVED: To consult all affected residents along Green Lane and Belle Vue and report findings back to DCC.

17/05/30 **Licences for parish land at various locations**

Consideration was given to extend the period of the Licence to Occupy Land to Wagtails for the Grazing land at Buxworth. However it was agreed that we are not in a position to grant a more substantial interest at this time.

RESOLVED: To reissue Wagtails a Licence to Occupy Land for the Grazing land at Buxworth for one year and invoice for the Licence fee of £150.

RESOLVED: To reissue the Licence to Occupy Land to the rear of 33 Lower Lane Chinley for one year and invoice for the Licence fee of £10

RESOLVED: To grant, in principle, a Licence to Occupy Land to the rear of 39 Lower Lane Chinley for one year for a Licence fee of £10 to the new owners of 39 Lower Lane Chinley once they have completed all necessary legal paperwork to purchase the property and moved in. A draft copy of the licence to be provided.

17/05/31 **Planning Applications**

The following planning applications were received and comments approved:

1. **NP/HPK/0417/0378** – Single storey side extension. Upper Lodge, Maynestone Road, Chinley. Mr Colin Theaker. The Parish Council has no objection to this application.

2. **HPK/2017/0085** - Proposed glazed lean-to extension. Meros, Leaden Knowle, Chinley. Mr Brian Brooke. The Parish Council has no objection to this application.

3. **NP/HPK/0417/0362** - Removal of condition limiting occupancy to 28 days on application NP/HPK/0400/059. Dewsnaps, Sandy Lane, Chinley. Mr David Williams & Mrs Sally Williams. The following comments were agreed however the application has since been 'Withdrawn': The Parish Council recognises the importance of holiday accommodation to the local economy and so is keen to ensure there is no net loss at 'Dewsnaps'. We have no objection to the removal of the 28 day occupancy condition on 'Dewsnaps Frost' provided a similar condition is placed on the farmhouse itself ('Dewsnaps') in order to maintain two holiday lets on the site.

4. **HPK/2017/0205** - Proposed open plan agricultural building to house livestock. Hull Farm, Beet Lane, New Smithy, Chinley. Mr L Goddard. The Parish Council has no objection to the agricultural building but suggests that it could be cut into the slope to reduce its prominence in the landscape.

5. **NP/HPK/0517/0450** - Construction of storage for muck adjacent to an agricultural building, The Barn located in field 2115 (OS 0682), near Breckend, Wash. Mr M Lewis. The Parish Council has no objection to this application.

17/05/32 **Accounts for Payment**

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

Chq no.	Payee	Description	Amount
DD	Fleur Telecom	Broadband (May)	£ 22.00
SO	Jackson Carpets Ltd	Rent 3 Lower Lane (May)	£ 277.00
DD	Npower	Light/power 3 LL (May)	£ 25.00
DD	BT	Telephony services	£ 135.77
DD	NEST Corporation (Pension)	Pension	£ 17.07
002654	Mrs G Cooper	Clerk's Account (May)	£ 897.86
002655	HM Revenue & Customs	PAYE & NI (May)	£ 94.73
002656	R Bankole	Cleaning	£ 25.00
002657	DALC	Arnold Baker book	£ 67.00
002658	Chinley Community Association	Electricity for path lights at centre Q1	£ 35.00
002659	A R Handford	Fencing playground Buxworth	£ 1,150.00
002660	Hockerley Hall Farm Garden Services	Rotivating allotments at Buxworth	£ 230.00
002661	Bancroft Amenities Ltd	Chinley playing fields maintenance	£ 4,616.56
002662	B Woodcock	Internal audit	£ 158.52
002663	Jackson Carpets Ltd	Night rate electricity	£ 354.49
002664	G. & R. Leigh	Wooden Gate (FOCP)	£ 121.80
002665	Goddard Plant Services	Fencing and drainage works at Buxworth allotments	£ 1,824.00
002666	Glasdon	Litter bin (Buxworth playground)	£ 188.29

002667	2commune Ltd	Website annual licence, hosting and support	£ 510.00
002668	Viking	Stationery order	£ 118.39
002669	Jonathan Smith	Buxworth Playground materials and opening day	£ 2,170.08
		TOTAL	£13,038.56

17/05/33 **Internal audit**

The meeting received and considered the 2016/17 Audit Report from the Internal Auditor, Barrie Woodcock, and noted that there were no matters arising that necessitate bringing to the attention of members.

RESOLVED: To approve the Internal Audit Report for 2016/17.

17/05/34 **External Audit – Annual Governance Statement**

The Annual Governance Statement 2016/17 in section 1 of the Annual return for the year ended 31st March 2017 was considered.

RESOLVED: The Annual Governance Statement 2016/17 be approved for signature.

17/05/35 **External Audit – Accounting Statements**

The Accounting Statements 2016/17 in section 2 of the Annual return for the year ended 31st March 2017 was considered.

RESOLVED: The Accounting statements 2016/17 be approved for signature.

17/05/36 **Adoption of standing orders for authorising payments on completion of works**

Discussion took place surrounding approval of completion of any works carried out on behalf of the parish council and authorisation of payments for such works.

RESOLVED: It was approved that standing orders should be amended to allow the clerk to approve completion of works and authorise payments on all works up to the value of £1000.

RESOLVED: It was approved that standing orders should be amended to allow the clerk, along with two Councillors, to approve completion of works and authorise payments on all works exceeding the value of £1000.

17/05/37 **Chairman's Allowance**

RESOLVED: To approve a payment of £100 to the Chair out of the Chairman's Allowance with payment deferred until the March 2018 meeting.

17/05/38 **Hole in Chinley Playing Fields**

It was noted that the invoice incorrectly included jetting out of pipes, which although had been included in the original quotation was not needed in the end. The corrected invoice will be presented at the next meeting.

17/05/39 **WI request for curtain rails**

Consideration was given to the quote to supply and fit new curtain rails in the WI Hall. It was noted that there is no allocation in the budget for the current year for the WI but £500 had been carried over from last year into the earmarked reserve 'WI Hall/Community Buildings'.

RESOLVED: To approve the request for £432 to supply and fit new curtain rails in the WI Hall and advise the WI that they have a balance of £68 in the earmarked reserve once this has been paid.

17/05/40 **Grass cutter**

Consideration was given to Phil Manford's request to purchase a new grass cutter. It was noted that the work Phil does cutting the Chinley playing fields free of charge was much appreciated and we would want to support this request. However to consider this request further we would need quotes to better understand the cost implications. Any money allocated in future would be spent out of the Sinking Fund in earmarked reserves.

17/05/41 **Suspension of Standing Orders**

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

17/05/42 **Chinley Community Association – request for a new marquee**

It was noted that the cost of this item would come out of the allocated budget of £1000 for the Community Association for this financial year and they should be advised that they would then have the balance left for the remainder of this year.

RESOLVED: To agree to purchase a marquee on behalf of the Community Association.

17/05/43 **Correspondence**

The following items of correspondence were received:

1. Andrew Bingham – notice that his status has reverted to that of Parliamentary Candidate and to advise that all advice surgeries have now been cancelled and a request to remove posters advertising these. (27/04/17)
2. Email from a resident of Rosey Bank, Buxworth – questioning why there are long term camper vans parked at the Navigation Inn and asking why the tramway is closed. Also raising the issue of dog fouling on Jane Lane and towards the tramway and requesting a campaign to raise the profile of the issue. (02/05/17)
3. Derbyshire Highways Hub – notice of closure of various roads within our parish and beyond to facilitate surface dressing works. (03/05/17)

4. Derbyshire Highways Hub – notice of the continued closure of the A624 Hayfield Road, Chinley from its junction with the B6062 for a distance of 45 metres to facilitate brickwork repair to the arch soffit. (09/05/17)
5. The Royal British Legion – request for help in advertising for a new Poppy Appeal Organiser and other volunteers for Chinley and Buxworth now that Angela Phillips has decided to step down. (09/05/17)
6. Peak District National Park – advising that a Peak District ‘tartan’ has now been launched. (10/05/17)
7. DCC Policy & Research (Chief Executive’s Office) - Following the county elections and a change of administration on Friday 5 May 2017, the charges that had been introduced on 3rd April 2017 at our household waste recycling centres for certain types of waste have now been removed and the previous policy of accepting a maximum of two 25kg sacks of building and demolition waste has been reinstated with immediate effect. Please notify local residents where possible.(10/05/17)
8. Grant Thornton – information pertaining to the Local Audit (Public Access to Documents) Act 2017 which received royal assent on 27th April 2017. The Act extends rights of inspection under section 26 of the Local Audit and Accountability Act 2017 to include journalists and citizen journalists. They highlight the importance of publishing the necessary approved documents along with the Notice and Declaration. (15/05/17)
9. Charlotte Turpie – request to site memorial bench on Derwent Square or Squirrel Green. (16/05/17)
10. Angela Phillips WI – request to pay for the supply and fit of new curtain rails in the WI Hall. Quote from M.T. Ashton & Sons Ltd for £432 (estimated cost). (16/05/17)
11. Phil Manford – request for funding for a new grass cutter. The current one was originally purchased second hand and is now showing its age. There is a risk that the field would not get cut should the grass cutter fail. A replacement would be in the region of two to three thousand pounds but a trade in on the old one may be an option. (17/05/17)
12. Phil Manford – request for funding for a new marquee for Chinley Community Association to replace existing which is reaching the end of its life to be purchased out of their budgeted allowance.(19/05/17)
13. Phil Manford – formal request from Chinley Community Association for use of the playing fields on 16th July 2017 and closure of the car park for the annual summer fete. Car park to close from 8pm on Saturday 15th July 2017. (19/05/17)
14. Emma Makarova – details of a meeting to be held on Wednesday 14th June to explain the next possible steps towards improving broadband speeds in Buxworth. Request for help to cover costs of postage, photocopying and envelopes to distribute letter to all Buxworth residents. Also to raise potential issue of the parish council being a contracting body if the residents decide to go ahead and bring fibre to their premises with BT Openreach.
15. Shirley Williamson – request to site a memorial bench for Len Crumpton, previous clerk to the council in the 1960’s for many years she believes, now that both his son and daughter have passed away in order to keep the name ‘Crumpton’ alive. Happy with any parish site including Buxworth recreation ground. Len lived in New Smithy. They will pay for the bench. What are the next steps? (23/5/17)
16. Chief Executive DCC – encouragement to fly flag for week leading up to Armed Forces Day on 24/6/17. (23/5/17)

17. HPBC Member Services – protocol regarding flying flag on Armed Forces Day on 24/6/17. (24/5/17)

17/05/44 **DALC – Circular 06/2017: General Circular**

- Devolution of Services to Parishes: What you need to consider
- General Election and Purdah
- Commission on the Future of Localism
- Neighbourhood Plan Examiners set for new Guidance
- Village of the Year 2017
- Consultation on Park Runs

17/05/45 **DALC – Circular 07/2017: General Circular**

- DALC Spring Seminar Feedback
- Transparency Fund – Small Councils (under £25,000 turnover)
- New edition of Good Councillor Guide 2017
- Updated Legal Topic Notes
- Neighbourhood Planning Bill signed into law
- HR News
- Coaching sessions for councillors or clerks
- NALC Star Council Award 2017
- Grants and Funding Bulletin
- FUNDING Derbyshire Environmental Trust (DET) funding
- Rural Housing Week 2017
- New rights of inspection of audited accounts
- Insurance cover

17/05/46 **Reports from Working Groups**

There were no reports presented.

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

Signed as a true and correct record of the meeting.

Chairman

Dated.....