

Chinley, Buxworth and Brownside Parish Council

**Minutes of the Parish Council Meeting
held on Thursday 27 September 2018, 7.30pm
at the Parish Room, 3 Lower Lane, Chinley**

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

In Attendance: Clerk Mrs G Cooper, High Peak Borough Councillor C Howe and Derbyshire County Councillor A Fox.

18/09/100 **Apologies for Absence**

Apologies were received and noted from Councillor Mrs A Bramah.

18/09/101 **Declaration of Members Interests**

The following declarations of interest were made:

Member	Agenda Item	Interest
Councillor Graham Hewitt	8(a) Accounts for payment	Wife cleans Parish Room.

18/09/102 **Community Police**

PCSO K Green was not present. It was noted that she had been approached by a local resident regarding anti-social behaviour in the park near to the Community Centre and issues with dogs on the playing field. No reports have been received directly to the parish council on this issue to date.

18/09/103 **Borough Councillors**

High Peak Borough Councillor Caroline Howe advised that an enforcement officer was currently on contract for High Peak Borough Council to address litter and dog fouling issues. They can patrol public spaces, including parish land, and any 'black spot' areas should be reported directly to her. It was agreed that an article could be included in the next parish newsletter to ask residents to proactively report problematic areas.

18/09/104 **County Councillor**

Derbyshire County Councillor Alison Fox advised that an initial inspection had been carried out on the footpath along Lower Lane, between the Parish Room and the Community Centre, further to a local resident reporting to the parish council that they had fallen on this stretch resulting in a hospital stay. The initial inspection indicated that there were no issues. However a further inspection was due to be carried out by a manager at DCC and an update would follow.

It was further reported that the footpath improvement works on Green Lane had not been carried out to date and DCC had issued an enforcement order to Wain

Homes. The road closure had now been advised for November 2018 to carry out the works. A possible footpath linking the new estate to Buxton Road for Chinley School was being investigated further.

18/09/105 **Open Forum**

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

18/09/106 **Minutes of the Parish Council Meeting held on 2 August 2018**

RESOLVED: That the minutes of the Parish Council Meeting held on Thursday 2 August 2018 be approved for signature by the Chairman as a true and correct record.

18/09/107 **Chair's Update**

The Chairman reported that he had attended the annual WI Produce Show which had been a successful event. Further the Californian Bear flag had been raised in September on the anniversary of the signing of the official twinning charter with Clayton City Council. The Chairman advised that he had been contacted by residents regarding the reduced provision of nurse appointments at Chinley Surgery which had been reported to the Practice Manager of Thornbrook Surgery in Chapel-en-le-Frith.

18/09/108 **Clerk's Report**

The Clerk's report was received and noted.

18/09/109 **Chinley Community Centre Project**

Councillor Walton had nothing new to update on the progress of this project. The next meeting was scheduled for October.

18/09/110 **Playground Inspection Reports**

The playground inspection reports were received. In Chinley, the broken upright on the fence in the car park that had only recently been installed had been repaired. An amount of dumped rubbish had been removed. In addition some dumped timber on Squirrel Green had been removed. In Buxworth, a replacement 'No Dogs' sign had been fitted and the fence that leads up the sloping path to Buxworth Primary School had been repaired.

It was noted that DCC had written to us confirming their understanding that the sloped land between Buxworth Playground and the school was not inside the boundary of the school land and Bugsworth Memorial Club were continuing to investigate as to whether it fell within their land ownership. Cllr Walton would investigate the land ownership further to seek clarification.

RESOLVED: Further to confirmation by a majority of councillors via email, approval to meet the costs associated with the replacement fence to Buxworth Primary School was granted. The invoice for £320 for these works as carried out by Mark Lomas was approved for payment.

RESOLVED: To write to the headteacher of Buxworth Primary School advising them that the fence had been repaired by our contractor, and that we were happy to pay for this in order to provide the school children with a safe route to the Recreation Ground, but advising him that as far as we understand the land is not owned by the parish and therefore our public liability insurance won't cover any accidents in this location.

18/09/111 **Chinley Playground Project**

It was noted that the playground installation was now underway and good progress had been made to date. HAGS had indicated that we should consider a self-closing gate at the playground entrance that is RoSPA approved. However it was noted that these do not have a self-locking mechanism. RoSPA advice online suggests that both types of gate are acceptable for a play area. There is no issue with insurance cover with either gate as long as we carry out annual inspections and weekly risk assessments. The pros and cons were discussed. Further, a discussion about an Opening Event was held.

RESOLVED: To install the same style gate as existing (wooden gate with spring for self-closing and auto-latch for self-locking), that has previously received a low-risk score on annual inspection, subject to receiving any advice to the contrary from RoSPA Playsafety the inspection company used for annual playground inspections. This was on the grounds that a finger entrapment on this style of gate was less of a risk than a child running out of a gate which is not 'locked' and into a busy car park.

RESOLVED: To invite a representative from Wain Homes to the playground Opening Event as well as our High Peak Borough Councillors, in recognition of the s106 monies received in respect of this project. The Chairman to officially 'open' the playground.

18/09/112 **Twinning**

It was noted that, further to the public meeting held in September, a subgroup had been formed of persons interested in taking forward the twinning opportunity. They are meeting early in October and will update us on their proposed next steps. They intend to respond to Juergen Klose, the German contact person, with an update.

18/09/113 **First World War Centenary**

An update on plans for the Beacon Lighting Ceremony was presented. A risk assessment for the event still requires writing. It was reported that Friends of Chinley Park had opted for a more expensive plaque for the commemorative tree to be planted in Chinley Park than was originally budgeted for. The decision was taken to not approve the additional expenditure but to advise Friends of Chinley Park that they would need to contribute the balance.

18/09/114 **Grounds Maintenance**

A quote from Mark Lomas of Hockerley Hall Farm was presented for £77 to carry out one additional mow of the grass at The Wash, New Road in Buxworth and Penny's Garden.

RESOLVED: To approve the quote for £77 from Mark Lomas of Hockerley Hall Farm for additional mowing as presented.

18/09/115 **Cycle Rack on Green Lane**

It was noted that the Clerk had met with Isobel Mulligan from Derbyshire County Council who had agreed to investigate cycle rack options for Chinley village and in particular look at whether this could be funded and arranged through DCC.

18/09/116 **Christmas 2018**

It was noted that the Christmas Lights Switch On events were scheduled for Chinley on Monday 3 December at 7pm and Buxworth on Friday 7 December at 6pm. The same arrangements to be put in place as per last year. Quotes to be provided at the next meeting.

18/09/117 **Bank update**

It was noted that the Chapel-en-le-Frith branch of Royal Bank of Scotland will close in January. The safe custody items held there on behalf of the parish council require collecting before 3 January 2019.

RESOLVED: To get a quote for a fireproof box suitable for storing the items in the Parish Room.

18/09/118 **Friends of Chinley Park**

It was noted that Friends of Chinley Park had requested that we consider transferring them the budgeted allocation of £180 for this financial year plus any outstanding reserves to simplify their administration for purchase.

RESOLVED: It was agreed to not transfer the monies as requested due to the lack of a designated treasurer but to continue with formal requests being made as required.

18/09/119 **Planning Applications**

RESOLVED: The following applications were received and comments approved:

- (a) **NP/HPK/0718/0596** – Proposed alteration to an existing unauthorised structure, namely a muck store. The Barn, The Wash, Chapel-en-le-Frith. Mr Michael Lewis. **Chinley, Buxworth and Brownside Parish Council have no objections to this application.**

- (b) **HPK/2018/0434** – Proposed erection of a stable block comprising one loose box, tack room and hay store. Land Adjacent To, Willow Cottage, Hayfield Road, Chapel Milton, Chapel-en-le-Frith. Mr Alan Wilde.
Chinley, Buxworth and Brownside Parish Council have no objections to this application.

18/09/120 **Accounts for Payment**

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

Payee	Description	Amount
Fleur Telecom	Broadband (September)	£ 22.00
Jackson Carpets Ltd	Rent 3 Lower Lane (September)	£ 277.00
Npower	Electricity 3 LL (September)	£ 198.00
NEST Corporation (Pension)	Pension (September)	£ 64.00
Mrs G Cooper	Clerk's Account (September)	£ 982.62
HM Revenue & Customs	PAYE & NI (September)	£ 85.49
Mr P Manford	New playground preparation works	£ 280.00
Water Plus	Water bill June to September 2018	£ 89.47
E-on	Electricity Squirrel Green	£ 24.78
G & R Leigh	No Dogs Sign	£ 9.60
Chapel DIY Centre Ltd	Materials for noticeboard and bench repairs	£ 51.77
A K Products	Newsletter printing	£ 245.00
Review Publishing Ltd	Autumn 2018 Newsletter distribution	£ 50.40
Glasdon UK Ltd	Litter bin and fixing kit Chinley Playground	£ 205.30
PKF Littlejohn LLP	External Audit	£ 360.00
Derbyshire County Council	Grounds Maintenance April 2017 - March 2018	£ 3,630.96
Derbyshire County Council	Supply & fit filled grit bin March 2018 (Stubbins Lane - vandalised)	£ 433.79
Rosena Bankole	Cleaning Parish Room 5 August - 23 September	£ 70.00
M. Lomas	Knee rail/Fence Buxworth Recreation Ground	£ 785.00
Chinley Community Association	Contributions to path light electricity (Q1 - Q4 2018 inclusive)	£ 140.00
DALC	Councillor Essential Training - Cllr Alastair Knox	£ 45.00
The Society of Local Council Clerks	CiLCA registration fee	£ 250.00
Viking	Stationery including stamps, shredder, clip badges with lanyards and ink cartridges	£ 166.62
Bullfinch (Gas Equipment) Ltd	Battle's Over Beacon	£ 432.00
Came & Company	Annual Insurance Renewal	£ 2,957.35
Chinley Youth Club	S137 Donation	£ 200.00
	TOTAL	£12,056.15

18/09/121 **Bank reconciliation**

The bank reconciliations and bank statements for June, July and August 2018 were presented for verification.

RESOLVED: To approve the June, July and August 2018 bank reconciliations for signature by Cllr Pettitt as presented.

18/09/122 **External Auditor Report and Certificate 2017/18**

The certified Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2018, received from external auditors PKF Littlejohn LLP, was presented for consideration. It was noted that the External Auditor Report concludes that on the basis of their review of Sections 1 & 2 of the AGAR it is their opinion that the information therein is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. No other matters were raised that required drawing attention to.

RESOLVED: To approve the report as presented and publish the Notice of Conclusion of Audit and Sections 1, 2 & 3 of the AGAR by 30 September 2018 on the parish council website. No further action required.

18/09/123 **Insurance**

The annual renewal from Came & Company was presented. It was noted that we are in the second of a three-year agreement with Ecclesiastical Insurance Group. A discussion took place regarding level of cover for Street Furniture and Playground Equipment in respect of Property Damage.

RESOLVED: To remove Grit bins, Hanging baskets, Litter bins and Public Seating from the items covered by the Property Damage section of the policy on the grounds that the cost to replace these items would not be significantly greater than the excess necessary to pay to replace them and it was considered very unlikely that more than one item would ever be damaged in any one event.

RESOLVED: To discuss the level of cover required for Playground Equipment with Came & Company with a view to insuring £65,000 worth of playground equipment for Chinley and Buxworth and £15,000 for wet-pour surfacing in Chinley.

RESOLVED: To approve expenditure up to £2,957.35 as per the original renewal premium with the understanding that the final premium will be lower once the agreed adjustments have been taken into consideration. To update at the next parish council meeting.

18/09/124 **S137 Funding Request**

The request from Chinley Youth Club for financial assistance towards a games table and outdoor speakers was considered.

RESOLVED: To approve a donation of £200 to Chinley Youth Club.

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

- 1.) Armed Forces Covenant Fund Trust – confirmation that the application for 4 silhouettes to be used at the Chinley Beacon and Historical Display event was successful.
- 2.) HPBC – confirmation that the s106 Phase 1 monies for the playground have now been paid to the parish council (£40,415.58).
- 3.) High Peak Borough Councillor Caroline Howe – confirmation that planning permission is not required from HPBC for any bike racks to be sited on the pavements.
- 4.) Drainage/Civils Supervisor QTS on behalf of Network Rail – advising that they will be cleaning a freshwater culvert at Alders Lane in Chinley in August and investigating the internal condition.
- 5.) Information Commissioner’s Office – confirmation of payment and registration certificate for the year ending 13 August 2019.
- 6.) DCC – confirmation that lamp post poppies can be attached to lighting columns or posts in advance of Remembrance Sunday subject to conditions.
- 7.) Chinley Drop-In – advising that the Drop-In will close on 31 August and offering thanks for allowing the use of the Parish Room over the years.
- 8.) Resident of Lower Lane, Chinley – advising of an overgrown tree trunk on the edge of Chinley Playground at the rear of 39 Lower Lane and requesting for it to be removed either by the council or the resident.
- 9.) DALC – details of a Councillor Essential Training course to be held in Chapel-en-le-Frith on Monday 1 October from 6 – 8:30pm.
- 10.) Royal Bank of Scotland – notification that the branch in Chapel-en-le-Frith will close on 24 January 2019 and noting that any safe custody items held at the branch will need to be collected before 3 January 2019.
- 11.) Friends of Chinley Park – request for the parish council to transfer the budgeted allocation of £180 for this year to Friends of Chinley Park together with any reserves for ease of administration. Further to request permission to lay limestone chippings or gravel in the area where the repaired noticeboard is to be relocated.
- 12.) Buxworth resident – raising an objection to Buxworth being included in the possible twinning partnership with the villages in Germany.
- 13.) DALC – proposed revision to DALC constitution to be voted on at the AGM.
- 14.) PCSO Karen Green – confirmation that our beacon event on 11 November at 7pm can go ahead without any road closure necessary.
- 15.) DCC – an invitation to participate in the Snow Warden scheme again. Deadline for registration is 12 October.
- 16.) PCSO Karen Green – details of a complaint from a resident regarding anti-social behaviour in Chinley playground and of dogs running free on the playing fields.
- 17.) Amy Longdon – request to put children’s fairground rides on Buxworth Recreation Ground on Buxworth Steam weekend on 29 and 30 September 2018.

- 18.) A Marchington – response to the parish council letter regarding the parish land off the tramway in Buxworth.
- 19.) Chinley Youth Club – requesting financial support for a table football table and multi-purpose outdoor speaker for Chinley Youth Club.
- 20.) PKF Littlejohn LLP – notification that they have completed their limited assurance review for the year ended 31 March 2018 and enclose the External Auditor Report and Certificate.
- 21.) DCC – advising that a licence is required to site a ‘Silent Soldier’ in the public highway.
- 22.) Chinley visitor – reporting the uneven flags on the footpath around Chinley Community Centre as a trip hazard.
- 23.) Derbyshire Highways Hub – notification of temporary 40mph speed limit on Dolly Lane, Buxworth from 31 October 2018 to 2 November 2018 to facilitate water service connection works.

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

- 24.) Practice Manager Thornbrook Surgery – an update on staffing at Thornbrook Surgery Chinley branch with a further update to follow. They advise patients to book volunteer transport to attend clinics in Chapel where necessary.
- 25.) Derbyshire Highways Hub – notification of temporary road closure on Green Lane and Whitehough Head Lane, Chinley from 5 November 2018 to 3 December 2018 to facilitate works associated with a new development.
- 26.) DCC Surveyor – confirming their understanding that the physical boundary of DCC land adjacent to Buxworth Recreation Ground is demarcated by the metal ‘palisade’ fence at Buxworth Primary School.
- 27.) Owner of 39 Lower Lane – a written offer in respect of parish land to the rear of 39 Lower Lane, Chinley.

Further to the Correspondence items the following was noted:

Item 15: To confirm we would like to participate in the Snow Warden Scheme again as arranged through DCC. Councillors Drabble and Travis to act as volunteers.

Item 22: To arrange a survey of the footpath around Chinley Community Centre with Councillors Hewitt and Walton with a view to making a recommendation on next steps.

18/09/126 **DALC**

The following DALC Circulars were received and circulated.

DALC Circular 11/2018

- DALC Executive Meeting and Annual General Meeting – 9th October 2018
- DALC Executive Vacancies
- Nominations are open for places on NALC’s Larger Councils Committee
- Civil Society Strategy announced

- Local Councils in favour of single, mandatory code of conduct
- Continued precept capping deferral recommended
- The Princes Countryside Fund
- Councils are being given the power to increase taxation on homes
- New fund launched to increase community-led affordable housing
- New East Midlands Women's Awards
- Toilet tax makes national news
- Funding and Grants bulletin
- Training
 - o Certificate in Local Council Administration
 - o Budgeting and financial management for Clerks
 - o Finance and budgeting for Councillors

DALC Circular 12/2018

- Proposed update to DALC Constitution
- Wingerworth Parish Council awarded the Local Council Award Scheme (LCAS) Foundation Certificate
- Derbyshire Police - Councils' Evening
- Message from the Surveillance Camera Commissioner
- Parish Precepts 2018/19 feedback
- Interview Skills – Getting the right staff – 7 November 2018
- DALC Executive Meeting and Annual General Meeting – 9 October 2018 – Pride Park
- Planning/Neighbourhood Planning Training – 6 November 2018
- Community Engagement Training – Clerks
- Community Engagement Training – Councillors Training & Events Diary

DALC Circular 13/2018

- DALC – Awards for Excellence
- Update on the audit and AGAR Forms
- Aviva Community Fund
- HR advice on supporting employees with mental health problems
- Government Investment to overcome barriers to building
- Beacon Lighting Safety Guidelines
- Dementia Friendly Communities
- Arnold-Baker on Local Council Administration 11th Edition
- Training & Events Diary

18/09/127 **Reports from Working Groups**

No reports were received from Working Groups.

18/09/128 **Exclusion of the Press and Public**

RESOLVED: To approve the exclusion of the Press and public for the next two items on the agenda on the grounds of commercial sensitivity.

18/09/129 **Parish Land at Buxworth (off tramway)**

Further to the response from Mr Marchington regarding access to the land in question Cllr Travis to view the adjacent landowner deeds and report back to the next meeting. It was noted that the land has been accessed by the Clerk and councillors a number of times in the last year.

18/09/130 **Suspension of Standing Orders**

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

18/09/131 **Parish Land to the rear of 39 Lower Lane**

The offer in respect of the parish land to the rear of 39 Lower Lane Chinley was discussed as was the tree on the border.

RESOLVED: Due to the cost of the administrative process involved it was decided that the offer presented would not be accepted but invited the owner of 39 Lower Lane to take advice on the value it might add to their property with a view to making an increased offer. It was further noted that any future offer would need to cover all the parish council legal costs and fees.

RESOLVED: The tree on the border of this property and the playground was not deemed to be a safety risk and as such the parish council would not pay for any works to be carried out on it. Permission granted for the owner of 39 Lower Lane to carry out any works at their cost subject to notifying the parish council in advance.

There being no further business, the meeting was concluded at 9.45pm.

Signed as a true and correct record of the meeting.

Chairman

Dated.....