



TOWN HALL
CHAPEL-EN-LE-FRITH
SK23 0HP

Tel: 01298 813320
www.chapelpc.org

Office Hours: Tuesday-Friday 9.00 to 12.30

5th August 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the Council, to be held at 7pm on Tuesday 11th August 2026 in Chapel-en-le-Frith Town Hall.

Kind Regards,
Gill Turner
Clerk to the Council
clerk@chapelpc.org

AGENDA

The business to be transacted will be as follows:

27/231 To receive any apologies for absence

27/232 Election of Vice Chair for the remaining 2026/2027 year

27/233 To make any Declarations of Interest

27/234 To consider any applications for Dispensations

27/235 To determine which items, if any, from the agenda should be taken with the public excluded. If the Parish Council decides to exclude the public, it will be necessary to pass a resolution in the following terms: "to consider a resolution under the Public Bodies (Admission to Meetings Act 1960) s1 to exclude members of the press and public in order to discuss item number ..." This item will then be discussed with the press and public excluded'

27/236 To agree any variations of order of business

27/237 To consider any Police matters (*if police officers attend*)

27/238 Public Participation – up to 10 minutes will be made available for members of the public to raise matters relevant to the business of the Parish Council:

- (a) Members of the general public
- (b) County and Borough councillors

27/239 Motion from Cllr Hill to amend minute 27/065 of the Full Council Meeting held on 2nd June 2026 to record that he is appointed to the Personnel Committee.

27/240 To approve the minutes of the Monthly Council meeting held on 7th July

27/241 To receive the Chair's Report

27/242 Finance:

- a) To authorise the schedule of accounts presented for payment
- b) To note the actual year-to-date income and expenditure against budget

- c) To consider recommendation from the Finance Committee that £40,000 of the HPBC loan is repaid as soon as possible

To receive updates on Actions from previous Minutes

27/009 Peak Cluster proposal – update

27/085 To consider further the proposal from LGRS relating to improvements to the way that the Council operates

27/107 New Parish Council Website and Online Booking System

27/243 To consider recommendation from Finance & Assets Committee that a five-year lease be drawn up for the shop premises to give security to the tenants. Rent increments based on the average previous 12 months CPI would also be built into the lease

27/244 Planning application – HPK/2026/0141 Land at Miry Meadow, Chapel-en-le-Frith
Full planning permission for erection of 24 dwellings (Use class C3), alongside access, car parking, Landscaping and other associated works

27/245 Motion from Cllr Adshead - That Chapel-en-le-Frith Parish Council supports the creation of digital archives for the concluded court case records and other important Council records where necessary, and requests a report detailing how this can be achieved, together with any associated resource requirements, timescales and costs

27/246 Motion from Planning Committee - The committee proposed a motion to the Full Council to consider engaging a Neighbourhood Planning Consultant, once the amendments to the National Planning Policy Framework (NPPF) have been published by the Government to aid with decision making regarding the future viability of the Parish having a Neighbourhood Plan

Prior to the publishing of the NPPF the Council undertakes to begin drafting amendments to its existing Neighbourhood plan and undertake consultations with parishioners

27/247 To adopt the Terms of Reference of the Planning committee and the Community, Communications and New Project Committee

27/248 Motion from Cllr Adshead - Review of Administrative Staffing

That Chapel-en-le-Frith Parish Council asks the Personnel Committee to review the current administrative staffing arrangements and consider whether the Council would benefit from creating a part-time Administrative Assistant post

The purpose of the review is to ensure the Council has sufficient capacity to meet its statutory responsibilities, support councillors, deliver projects and provide an efficient service to parishioners

As part of the review, the Personnel Committee should consider:

- a) The current workload of the Clerk and Assistant Clerk
- b) Which administrative tasks could be undertaken by an Administrative Assistant, allowing the Clerk and Assistant Clerk to focus on their professional and statutory responsibilities
- c) The proposed hours, job description and salary scale for the role
- d) The full financial implications, including salary, National Insurance, pension contributions and any other associated employment costs
- e) How the role could be funded within the Council's budget
- f) The anticipated benefits to the Council, including improved resilience, continuity of service, governance, communication and administrative efficiency

The Personnel Committee will bring its findings and any recommendations back to Full Council for consideration and decision

27/249 Motion from Cllr Daniels - That Full Council revisits the original motion regarding officers not being required to attend all committee meetings or take the minutes, so the reasons and authority for the current arrangement can be clarified and discussed

27/250 Motion from Cllr Daniels - That the Council undertakes a review of current office opening hours, staff working arrangements and public accessibility to ensure that an appropriate balance is achieved between employee wellbeing, operational business needs and the level of service expected by residents

The review should consider:

- The current office opening hours available to members of the public.
- Whether the office is open for sufficient hours to meet public demand.
- The Council's business needs and statutory responsibilities.
- Work-life balance and staff wellbeing, ensuring these remain important considerations.
- Flexible working arrangements and how they support effective service delivery.
- Whether there is scope to increase public access to the office through longer opening hours or revised staffing arrangements without placing unreasonable pressure on staff.
- Benchmarking against similar parish and town councils to understand typical office opening hours and public accessibility

27/251 Motion from Cllr Adshead - That Full Council recognises that questions have arisen concerning the Council's employment governance and resolves to commission the Council's external HR advisers (or, where appropriate, another suitably qualified independent HR professional) to undertake an independent review of the Council's employment governance framework

The review shall include, but not be limited to:

- a. Establishing the approval history and current status of all employment documentation, including Staff Handbooks, employment policies and procedures
- b. Confirming which employment policies, procedures and Staff Handbooks are currently in force and how they relate to employees' contracts of employment
- c. Reviewing the Council's employment documentation, including contracts of employment, job descriptions, person specifications and associated records, to establish that appropriate documentation exists, is current and is securely retained
- d. Reviewing the Council's governance arrangements for employment matters to ensure that delegated authority is consistent with the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Committee Terms of Reference
- e. Undertaking a documentary audit trail of significant employment-related decisions, identifying the originating proposal, supporting reports, professional advice, committee consideration, Full Council approval, implementation and any subsequent amendments
- f. Assessing whether the Council's employment governance arrangements and organisational structure provide appropriate operational resilience and identifying any governance, procedural or documentation risks
- g. Producing a written report to Full Council setting out the findings together with recommendations to strengthen the Council's employment governance, documentation and operational resilience.

Pending receipt and consideration of that report, Full Council requests that the Personnel Committee defers consideration of substantive employment matters where the outcome of the review may materially affect the decisions before it

27/252 Motion from Cllr Chantler – That Councillors recognise that they need to regularly and consistently communicate via emails to inform and shape discussions and contribute to Council business within a reasonable timeframe

27/253 Motion from Cllr Hill - That this councils approves the valuation and sale of the MUGA frame removed from the Memorial Park and all proceeds be provided to the Friends of the Memorial Park to acquire and implement the new MUGA. The Proceeds will only be used to for the procurement of the new

MUGA and no ancillary activities around the new MUGA project

27/254 Motion from Cllr Daniels - To consider an advisory visit from The Green Flag Award to the Memorial Park with a view to starting the process of applying for Green Flag status – Cost of visit £215 plus VAT

27/255 Motion from Cllr Adshead - that the council approves the spend of monies allocated to Dove Holes Play Area in the 2026/27 budget, on football goals similar to those in the Memorial Park, for the football field in Dove Holes

27/256 To reduce the £25,000 in the Flat Budget to £10,000 to free up £15,000 for the office refurbishment and possibly some minor repairs in the Town Hall should there be any left

27/257 Motion from Cllr Adshead – That, in light of the continued delays associated with the removal of the MUGA abatement order, Chapel-en-le-Frith Parish Council asks the Community Communications and New Projects Committee to investigate whether the Council can support a winter activity programme for local children at Chapel Leisure Centre

27/258 To consider a request from St Thomas Church Bell Ringers for funding towards a stained-glass window

27/259 To receive an update on the Abatement Order regarding the memorial Park and a comprehensive update from the friends of the park working group including intended future actions costs and time scales

27/260 Motion from Councillor Daniels - That Chapel-en-le-Frith Parish Council agrees, on a temporary basis, to replace the current programme of monthly committee meetings with two Full Council meetings per month, one held at the beginning of the month and one towards the end of the month, with agendas structured to cover all Council business previously delegated to committees

This arrangement should remain in place until the Council determines that it is appropriate to review its governance structure.

27/261 Motion from Cllr Chantler - That the Council considers Co-option for the vacant seat

27/262 Motion from Cllr Chantler – To consider applying to install a bus shelter on the Manchester Road at junction with Crossings Road

27/263 September meeting date – Change to 8th September. Derbyshire Police Chief Inspector Woodhouse will be attending the meeting