

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 3 MAY 2022

- Meeting Held:** Tuesday 3 May 2022  
In the Annexe of the Town Hall, Chapel-en-le-Frith
- Present:** Councillor Chantler in the Chair  
Councillors J Adshead, M Barton, A Beswick, I DePee, N Hill,  
T Saxby, J Shephard, C Sizeland and S Young.
- In Attendance:** Mrs S E Stockdale – Clerk to the Council
- Apologies noted:** Councillor N Gourlay

There were no members of the public present at the meeting.

The Chairman's annual report for 2021/22 was circulated to members.

#### **23/1 Election of Chairman**

The first item of business transacted was the election of Chairman. Councillor Barton proposed and Councillor DePee seconded that Councillor M Chantler be elected as Chairman.

**RESOLVED:** That Councillor M Chantler be elected as Chairman of the Parish Council for the period to the next Annual Meeting of the Council.

#### **23/2 Appointment of Vice Chairman**

Councillor DePee proposed and Councillor Sizeland seconded that Councillor T Saxby be elected as Vice Chairman.

Councillor Chantler proposed and Councillor Hill seconded that Councillor M Barton be elected as Vice Chairman.

A vote was taken and Councillor Saxby received two votes and Councillor Barton six votes.

**RESOLVED:** That Councillor M Barton be elected as Vice Chairman of the Parish Council for the period to the next Annual Meeting of the Council.

**23/3                    Declarations of Interest**

There were no declaration of interests made in respect of agenda items.

**23/4                    Dispensations**

Two dispensations have been granted to Councillor Sizeland.

**23/5                    Variation of Business**

The Chairman proposed that agenda items 31, 33 and 38 were taken as next business.

Councillor Chantler withdrew the following motion which was agenda item 31:  
'To authorise expenditure if required up to the sum of £3,000 to support the joint Parish Council project to deliver support for Ukrainian displaced people in line with Government policy and guidance. That this delegated to the either the Clerk and Chairman or a committee of the Council. That a record of expenditure it kept and reported back to the Full Council. Any contracts that may be entered into would need to be agreed by the Full Council and comply with the Councils Financial Regulations.'

**23/6                    Motion from Councillor Chantler - The Council agrees to contribute the sum of £1250 to the joint development of a Web site for the purpose of the partnership with High Peak Councils and East Cheshire areas for the resettlement of Ukrainian Refugees in line with government policy and guidance over the areas of the high Peak and areas in East Cheshire.**

Councillor Chantler explained that it was likely that other Councils would contribute to the costs of the website but at this stage Whaley Bridge Town Council were being asked to contribute 50% of the cost as a joint venture.

**RESOLVED:** That the Council will contribute a maximum of £1,250 subject to match funding from Whaley Bridge Town Council.

**23/7                    Motion from Councillor Hill - "This council undertakes to reverse the decision to cancel the trailer on order from Batesons as the current trailer is not road worthy or fit for purpose"**

**RESOLVED:** That the Council purchase a 1.5t trailer from Batesons which will be capable of being towed by the current tractor, at a cost of £3,943 ex VAT.

**ACTION:** The Park Manager to place the order with Batesons.

**23/8                    Dates, place and times of meetings of the Council**

**RESOLVED:** That for the period until the next Annual Meeting of the Council, Ordinary Meetings of the Council will be held on the first Tuesday of each month in the Annexe

of the Town Hall, Chapel-en-le-Frith and other venues to be agreed during the year, all meetings commencing at 7pm.

That at the first meeting of each committee apart from the planning committee, which meets monthly, dates for four meetings will be agreed for the municipal year to 31 March 2023.

It was noted that a decision was taken at the Amenities Committee not to meet during the Court Proceedings earlier in the year.

**ACTION:** Clerk and Assistant Clerk to raise an agenda item for each committee to set dates for future Committee meetings and add to the calendar of meetings on the website when agreed.

**RESOLVED:** That the next Annual Meeting of the Council be held on Tuesday 2nd May 2023 at 7pm.

**RESOLVED:** That the Annual Parish Meeting be held on Wednesday 19th April 2023 at 7.30pm.

## **23/9 Membership of Existing Committees**

### **Planning Committee**

Cllrs DePee, Hill, Saxby and Shephard.

Councillor Young advised that he was precluded from being a member of the Planning Committee as he sits on the Development Control Committee at High Peak Borough Council.

### **Amenities Committee**

Cllrs Adshead, Barton, Beswick, Hill and Sizeland.

### **Regeneration Committee**

Cllrs Barton, Chantler, Hill and Sizeland

### **Finance and Town Hall Committee**

Cllrs Barton, Chantler, Sizeland and Young

### **Communications Committee**

Cllrs Barton, Saxby and Shephard.

### **Personnel Committee**

Cllrs Barton, Chantler, DePee, Hill and Young

### **Police Liaison**

Cllrs Adshead, Barton, Beswick, Chantler and DePee.

### **Footpaths Working Group**

Cllr Sizeland.

**23/10 Appointment of Representatives to serve on Outside Bodies**

**United Charities**

Cllrs Adshead, Beswick, Gourlay and Hill – appointed in May 2021 for a three year term.

**Leisure Centre**

Cllrs Adshead and Young

**G & S Beresford Trust**

Cllrs Beswick and Hill

**Hope Valley Rail Partnership**

Cllr Chantler and Sizeland

**Peak and Northern Footpaths**

Cllr Sizeland

**23/11 Police Matters**

There were no Police matters raised.

**23/12 To agree the Councils Standing Orders**

**RESOLVED:** That the Standing Orders are agreed with no amendments.

**23/13 To agree the Councils Financial Regulations**

**RESOLVED:** That the Financial Regulations are agreed with no amendments.

**23/14 To agree Policies and Procedures**

- Code of Conduct
- Staff Disciplinary Policy
- Staff Grievance Policy
- Staff Compassionate Leave Policy
- Policy and Procedure Handbook
- Complaints Procedure
- Data Protection Policy
- Data Retention Policy
- Co-option Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Safeguarding Adults and Children Policy
- CCTV Policy

- Freedom of Information Policy
- Social Media Guidance

**RESOLVED:** That the Policies listed are agreed and that a new Communications Policy is discussed at the first meeting of the Communications Committee. That the Council looks to amend Standing Orders to review the Policies through the year to avoid them all being reviewed at the Annual Meeting.

**23/15 To agree Terms of Reference**

- Planning Committee
- Amenities Committee
- Finance and Town Hall Committee
- Communications Committee
- Regeneration Committee
- Personnel Committee

**RESOLVED:** That the Personnel Committee review the Terms of Reference at their next meeting, following advice from DALC that disciplinary matters should be part of remit of the Committee.

That Amenities Committee review their Terms of Reference at the next meeting to include accountability and the chain of management after clarification with DALC.

Councillor Shephard to work with the staff to produce a RACI grid.

All other Terms of Reference were agreed with no further amendments.

**23/16 Review of Land and Assets**

**RESOLVED:** That the list is amended to include the number and location of grit bins together with the number and location of seats.

To note that the Council has an interest in the Stocks and Jubilee Trough on Chapel Market Place.

**23/17 Review of the Councils expenditure incurred under s137 or the general power of competence**

**RESOLVED:** That the S106 expenditure as presented is agreed.

**23/18 Update on the review of Councillors Allowances**

High Peak Borough Council have confirmed that they are arranging a Remuneration Panel to consider the request for an increase in Councillors Allowances.

**23/19 To review the Councils Insurance Arrangements**

Agenda items 17 and 29 were taken together under this agenda item.

**'Insurance complaint - update on referral to ombudsman.**

**Review of reply from insurers.**

**Motion from Cllr Sizeland: “The PC undertakes to review its choice of insurer, with special emphasis on using an insurer it can deal with direct rather than through an intermediary.’**

**RESOLVED:** That the Council continue to engage PIB Insurance Brokers to arrange the Councils Insurance.

That any members who are interested are invited to be part of renewal discussions. Councillor Sizeland to propose a motion for the next Full Council Meeting in respect of the response from AXA.

**23/20 Public Participation**

There were no members of the public present at the meeting.

**23/21 Minutes of the Full Council meeting held on 5 April 2022**

Minutes numbered 22/529 to 22/560 were presented.

**RESOLVED:** That the Chairman be authorised to sign the Minutes as being a true and correct record.

**23/22 Matters arising from the minutes**

The Clerk reported that Derbyshire Council have agreed to mark a disabled space on Rowton Grange Road for use by visitors to the Memorial Park. This will require a Traffic Regulation Order and will be added to their list.

**23/23 Regulatory assessment of the proposed revocation of the Memorial Park By-Laws.**

**RESOLVED:** That this is deferred until the next Full Council Meeting, pending further information from Councillor Gourlay.

**23/24 Outstanding actions from previous meetings.**

The list of outstanding actions was noted.

**23/25 South Head Drive Play Area.**

**RESOLVED:** That a letter is sent to High Peak Borough Council to ask for an update in respect of the play area following their discussions with the developer Barratt Homes.

**ACTION:** The Clerk to write to High Peak Borough Council.

**23/26 To agree the recommendation made by the Amenities Committee in respect of replacement gates for the Memorial Park.**

**RESOLVED:** That remedial work is undertaken on the main gates by the Memorial Arch.  
That the Amenities Committee will reconsider replacement of the gates on Bowling Green Lane.

**ACTION:** Park Manager to report to the Amenities Committee on possible remedial work to the main gates.  
Assistant Clerk to raise and agenda item for the consideration of the gates on Bowling Green Lane.

**23/27 Motion from Councillor Adshead - How can our Council run more effectively, understanding the dynamics and roles we hold.**

The Chairman of the Amenities Committee proposed the motion to help understand the roles of Councillors and staff in respect of the parks and open spaces to promote a better working relationship.

A number of issues were highlighted:

- The quality of Derbyshire stone used in the building of planters.
- The disabled picnic benches have been installed in a manner that makes it difficult for disabled users to access.
- That some repairs to walls have not been to standard.
- The Amenities Committee were not made aware of a drain repair.
- The Committee would like to see the seasonal work schedule.
- That a mechanism is put in place to ensure that staff understand what has been agreed at an Amenities Committee and that any changes should be brought back to the Committee for consideration.

**RESOLVED:** That a RACI matrix is produced which will help with the understanding of roles and responsibilities.

**23/28 Motion from Councillor Saxby – The Council bid for funds from Derbyshire’s Crime Commissioner towards installing a maximum of three Speed Indicator Devices in hotspot areas within the Parish.**

**RESOLVED:** That an application is made for a grant from the Police and Crime Commissioners fund for the purchase and installation of speed limit reminders units.  
That it is noted that if the units are to be attached to street lights permission will have to be granted by Derbyshire County Council following an inspection report for the street lights that are proposed.

That Councillor Hill and Saxby will liaise with Whaley Bridge Town Council to look at submitting a joint bid by the end of June 2022.

**23/29**            **Motion from Councillor Sizeland – The Council undertakes to install additional leaflet dispensers on the Market Place, Town Hall and Parks to house the Town Heritage Trail Leaflets in addition to the existing walks leaflets.**

**RESOLVED:**    The motion was passed with the inclusion that additional leaflet dispensers are placed on the notice boards in Combs and Whitehough.

**ACTION:**        Councillor Sizeland to source leaflet holders.

**23/30**            **Motion from Councillor Beswick – This Council agree to match fund the remaining costs of the commission, creation and installation of bespoke ‘Welcome to Chapel-en-le-Frith’ art panels on behalf of the ‘Friends of Chapel-en-le-Frith Station’ group up to the value of £2,000.**

**RESOLVED:**    That match funding is made available from the Councils Regeneration budget to match fund ‘Welcome to Chapel-en-le-Frith’ art panels on behalf of the Friends of Chapel Station group.

**ACTION:**        The Clerk to advise the Friends of Chapel Station of the Councils decision.

**23/31**            **Motion from Councillor Sizeland - "Chapel PC undertakes to send a letter of support for Chinley & Buxworth Transport Group's application for step free access funding at Chinley Station. The letter to be sent by email no later than the first week in May in accordance with the email request received."**

**RESOLVED:**    That the Council send a letter of support.

**ACTION:**        The Clerk.

**23/32**            **Motion from Councillor Hill - "This council will look at the funding and installation of a pump track, similar to the one that has just been opened in Bankswood Park, Glossop."**

**RESOLVED:**    That Councillor Hill explores this further with High Peak Borough Council who have installed the pump track in Glossop with the aid of external funding.

**ACTION:**        Councillor Hill



**23/33**            **Motion from Councillor Hill - "All Planters & other constructions carried out in the Parish's Parks & Green Spaces will be done using Derbyshire Stone as the default material. If other materials are to be used, this work needs to come to the amenities committee before being carried out"**

**RESOLVED:**    That Derbyshire stone is used for all planters and other constructions carried out in the Parish Parks and Green Spaces and the use of other materials will need agreement from the Amenities Committee.

**23/34**            **Motion from Councillor Sizeland - The PC undertakes to value land adjacent to the park, in order that purchase of said land can be considered. The valuer used is to be agreed with the landowner".**

A recorded vote was requested by the Chairman on this motion.

Councillor Sizeland spoke to his motion. The acquisition of the additional land would give the Council a bigger storage space with access from Bowling Green Lane and would overcome some health and safety issues taking equipment in and out of the existing storage compound.

It is anticipated that the purchase would be covered by grant funding, with the Aggregates Levy being a possible source.

The Clerk advised that Planning Permission for a change of use from a domestic garden would most likely be required.

After discussion the Chairman invited members to move to a vote.

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
Councillor Adshead	Councillor Barton	Councillor Shephard
Councillor Beswick	Councillor Chantler	Councillor Young
Councillor Saxby	Councillor DePee	
Councillor Sizeland	Councillor Hill	

The Chairman used his casting vote and voted against the motion.

**RESOLVED:**    That the Council do not progress the proposed purchase of land adjacent to the Memorial Park.

**23/35**            **Update on the re-opening of the Leys Allotments.**

Councillor Sizeland declared in interest in this agenda item and left the room as he is an adjacent land owner.

The Clerk reported that Derbyshire County Council Health and Safety Officer had visited the site as an amount of asbestos sheet had been discovered on the site. The Chairman of the Amenities Committee was present at the site meeting. A number of

samples have been taken for analysis. The grade of asbestos will depend on the removal method.

The advice given is that following removal of the material, allotment holders will be advised that asbestos sheet has been removed from the site and should they uncover any suspicious material they should contact the Council immediately, who will arrange removal.

It was agreed that the Council consider at the next Full Council meeting the amount of money in the Financial Regulations that is delegated to the Clerk in respect of urgent health and safety issues to avoid any unnecessary delays.

**23/36 To agree the production of the 2022/23 Annual Report**

**RESOLVED:** That the Council should produce an annual report by 31 March 2023. Each Committee Chairman are asked to produce a report of the work of their Committee during the year and that this is fed into the Communications Committee who will prepare the final report.

**23/37 Annual Return for the year ended 31 March 2022  
Annual Governance Statement (Section 1)**

The Responsible Financial Officer certified that the financial position of the authority and its income and expenditure presented fairly the financial position in accordance with Regulation 12 (1) of the Accounts and Audit Regulations 2015.

The Clerk submitted the Annual Governance Statement (Section 1) of the Annual Return.

This was considered by members and approved.

**RESOLVED:** That the Annual Governance Statement (Section 1) Is approved and that the Chairman and Clerk be authorised to sign the return.

**23/38 Annual Return for the year ended 31 March 2022  
Accounting Statements (Section 2)**

The Clerk submitted the Accounting Statements (Section 2) of the Annual Return. This was considered by members and approved.

**RESOLVED:** That the Accounting Statements (Section 2) Is approved and that the Chairman and Clerk be authorised to sign the return.

**23/39 Schedule of Accounts presented for payment**

Bankline payments were presented amounting to £12,402.94.

Cheques numbered 009249 to 009250 amounting to £3,068.00 were presented.

**RESOLVED:** That the authorised signatories approve the payments on Bankline payments and cheques and the accounts to which they relate be paid electronically.

**23/40 Correspondence**

- Email regarding the production and publishing of historical minutes. Councillor Gourlay will be asked for an update.
- Peak Park Parishes Day 2022

**23/41 Any Other Business (For discussion only)**

The Clerk was asked to check that a new Ukrainian flag has been ordered for the Town Hall.

Confirmation will be sought on the wording of the last two Honorary Townsman certificates.

It was reported that Chapel Town FC 1<sup>st</sup> Team have won the Hope Valley league.

**23/42 Press Releases**

- To agree a timetable for Councillors to comment on press releases and agree if the Council should be making political statements in press releases.

**RESOLVED:** That all members are given a full 24 hours to respond to any draft press releases before they are issued.

**23/43 To resolve to exclude the press and members of the public under the Public Bodies (Admission to Meetings) Act 1960**

The satisfactory conclusion of probationary periods for new staff was confirmed.

The Chairman advised that the Council continue to seek the support of the DALC HR Advisor in respect of Personnel matters.

The Court Appeal hearing date 7 July 2022 was noted.

The Chairman closed the meeting at 21.45 hours.

CHAIRMAN

