

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON 6 SEPTEMBER 2022

- Meeting Held:** Tuesday 6 September 2022  
Held in the Annexe of the Town Hall, Chapel-en-le-Frith at 7pm
- Present:** Councillor M Chantler in the Chair  
Councillors J Adshead, M Barton, A Beswick, N Gourlay, T Saxby,  
C Sizeland and S Young.
- In Attendance:** Mrs S E Stockdale – Clerk to the Council
- Apologies noted:** Councillor I DePee, N Hill and J Shephard.

The Chairman presented Little Cherubs with their 2021 Community Award prior to the start of the meeting. Following this there were no members of the public present at the meeting.

#### **23/221        Declarations of Interest**

Councillor Adshead declared an interest as a member of Chapel Bowling Club and Chapel Town Football Club.

Councillor Barton declared an interest as he has an interest in a property adjacent to Chapel Memorial Park and will take no future part in any legal discussions.

#### **23/222        Dispensations**

Two dispensations have been granted to Councillor Sizeland.

#### **23/223        Variation of Business**

It was agreed that agenda items 12, 20 and 21 would be taken as one agenda item together with agenda items 14 and 19.

Agenda item 28 was moved to be taken with agenda item 36.

**23/224 Police Matters**

A written report from PCSO Davies was presented.

Councillor Beswick joined the meeting at 7.10pm.

PCSO Davies has indicated that he is looking for a venue to meet with residents and the Clerk was asked to contact him to make him aware that the Parish Office is available. In addition it was suggested that the Methodist Church or Over 60's building in Dove Holes were worth consideration.

Councillor Adshead confirmed that he has been dealing with a complaint from a resident about anti-social behaviour and has provided advice which he has been given by the Police.

**ACTION:** Clerk to contact PCSO Davies about meeting venues.

**22/225 Public Participation**

There were no members of the public wishing to speak.

**23/226 Minutes of the Full Council meeting held on 2 August 2022**

Minutes numbered 23/184 to 23/212 were presented.

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

**23/227 Minutes of the Extraordinary Council meeting held on 3 August 2022**

Minutes numbered 23/214 to 23/215 were presented.

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

**23/228 Minutes of the Extraordinary Council meeting held on 30 August 2022**

Minutes numbered 23/219 to 23/220 were presented.

The minutes indicated that a named vote had been taken when this was not the case. It was agreed that the minutes are amended to show the majority resolution only.

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

## 23/229 Matters arising from the minutes

Chinley and Buxworth Parish Council have confirmed that they would support the listing of the Peak Forest Tramway in principle but the Council would need more information to consider this any further.

It was agreed that the listed status should be investigated and applied for in relation to the section of the Tramway in Chapel-en-le-Frith Parish only at this stage.

**ACTION:** Councillor Sizeland the Clerk to investigate the process and draw up a draft application keeping the Stodhart Tunnel Trust informed as the Tunnel section of the Tramway is already listed.

The Park Manager was asked to report back to the Amenities Committee to update the Committee on the use of pesticides and the safe disposal of existing stocks.

The County Councillor confirmed that he was awaiting a response from the Highways department regarding the reported road signs that are missing.

It was reported that High Peak Borough Council have written to the trade waste providers to ask them to remove their bins from the highway adjacent to the Kings Arms Hotel.

The Licensing department at High Peak Borough Council have been asked to provide information relating to the bin storage which is a requirement of the licence for the Kings Arms Hotel. In addition it was reported that the stacking of beer barrels next to the path between High Street and Eccles Road, Chapel-en-le-Frith is a potential health and safety issue and will be brought to the attention of the Licensing department.

Councillor Young was asked to report back to the Council at the November Full Council meeting with an update on the shored up house on High Street, Chapel-en-le-Frith following a report which will have been considered at a High Peak Borough Council meeting.

**ACTION:** Councillor Young.

Councillor Gourlay reported that the County Council see the issue as a dispute between High Peak Borough Council and the property owner. They have received complaints about the traffic management system and are considering if there is a less disruptive way to manage the situation.

It was noted that the only obligation that High Peak Borough Council have is to ensure public safety in relation to the property.

The last three Planning Committee meetings had not been quorate and therefore the Council has been unable to make comments on a number of planning applications.

Councillor Young was asked to seek clarification to see if he is able to sit on the Parish Planning Committee as well as the Development Control Committee at High Peak Borough Council.

It was agreed that all members of the Council will be named members of the Planning Committee and that the Assistant Clerk arrange a date for the next meeting when enough members are able to attend to ensure that there is a quorum.

**ACTION:** Assistant Clerk

**23/230 Outstanding actions from previous meetings**

There were no issues raised.

**23/231 South Head Drive Play Area**

Following the public meeting held in the Town Hall with High Peak Borough Council, Barratt Homes and residents, the Borough Council and Barratt Homes agreed to report back at a further meeting in 2 months' time.

Councillor Young agreed to liaise with the local press who may wish to attend the meeting.

**ACTION:** Councillor Young

**23/232 Motion from Councillor Barton – That the arrangements between this Council and the Bowling Club are agreed and formalised, after they have been scrutinised by a Working Group made up of members of this Council.**

**Motion from Councillor Chantler - I have been approached by the organisers and members of the Bowling Club.**

**Who have raised the issue of members of the Parish Councils recent focus on the Bowling Club and the arrangements between the Bowling Club and the Parish Council?**

**I am not a member of the Bowling Club and therefore wish to speak  
The Parish Council invite designated representatives of the Chapel en Le Frith Bowling Club to address the Parish Council.**

**For the purpose of exploring and formalising an agreement between the private Bowling Club committee and the Parish Council.**

**The Purpose of which will put on a formal basis (if required) a contractual arrangement to be determined and discussion pertaining to the upgrading of the facilities including pathways directly surrounding the bowling club and a review and if required a change in toilet facilities.**

**In so doing consideration would be given to the improvement in disabled facilities and mixed gender toilet facilities and vote on the following motion.**

**Motion from Councillor Chantler - Following an invitation to attend the October Full Council Meeting and present to the Parish Council**

**by the management of the Chapel en le Frith Private members Bowling Club.**

**I propose that a Formal written legal agreement between Chapel en le Frith Parish Council and the Management of the Bowling Club will need to be developed and approved by both Chapel en le Frith Parish Council and Chapel en le Frith Bowling Club management committee.**

**(This agreement will need to encompass respective use, including the agreed access to non-bowling club members (or not) following consultation with the management committee of the bowling club, roles, responsibilities, costs, maintenance arrangements, insurance, future development and maintenance work on the bowling green. Consideration and agreement will need to be established if Chapel en le Frith Council employees continue to have any future role in the repairs, maintenance and development of work in the Bowling Club and the Bowling Green.**

**The Full financial costs to the Parish Council of the Bowling Club and income generated by the Bowling Club and paid to the Parish Council including the associated workload and supervision of staff will need to be explored and agreed in a formal future legal agreement.**

**Motion from Councillor Adshead – To consider refurbishment of the paths and edging around the Bowling Green.**

**Motion from Councillor Adshead – That the Parish Council agrees to purchase ten sets of bowls, at an approximate cost of £500, for members of the Parish to use and that space is found on the facility for these to be held separately from the bowls owned by Chapel Bowling Club.**

A discussion took place about the roles and responsibilities of the Council and the Bowling Club in relation to the Bowling Green in Chapel Memorial Park.

The Council felt that there should be a more formal arrangement with the Bowling Club in relation to the use of the Bowling Green and associated facilities.

Insurance liability, ownership and maintenance of benches and equipment, food hygiene, health and safety and licensing were highlighted as issues that require addressing.

The cost to the Council to run the Bowling Green should be presented as part of the budget process and the setting of the Precept.

Consideration could be given to the Bowling Club undertaking the maintenance of the Bowling Green and facilities themselves.

Councillor Chantler amended his motions to include that a health and safety audit is commissioned and the Clerk was asked to obtain a quote from the Councils Insurers who undertake an annual risk assessment at the Town Hall.

In relation to the various motions it was proposed that a Working Group is set up from the Council to meet with the Bowling Club to address the motions from Councillors Barton, Chantler and Adshead.

**RESOLVED:** That a Working Group consisting of Councillors Adshead, Barton, Beswick, Chantler and Young meet with members of the Bowling Club to discuss the matter further and report back to the Council.  
That the Working Group explore the proposed purchase of bowls for members of the public to use with the Bowling Club.  
That the Clerk obtains a quote for a health and safety inspection from PIB Risk Management.  
That the Amenities Committee fully cost the running of the Bowling Green and present this to the budget meeting so that the Council can be informed of the costs when setting the Precept.

**ACTION:** Working Group to meet with the Bowling Club.  
Clerk to obtain quotes for health and safety inspection.  
Amenities Committee to present the running costs of the Bowling Green to the budget meetings in January 2023.

**23/233** **Motion from Councillor Chantler - It has been clear for some time that funding arrangements within local communities depend to a significant extent on the proactive willingness of organisations / Individuals.**  
**To seek opportunities in obtaining funding for specific purposes, by way of grant and funding, applications set against defined criteria and outcomes.**  
**Following discussions with interested and experienced parties I propose that Chapel-en-le-Frith Parish Council. Employees on a short term contract including on costs an individual to seek apply for and secure contain funding for the Parish Council.**  
**The post holder would report directly with each committee on the PC to explain potential opportunities, secure agreement and inform on actions progress within agreed time scales.**  
**It is the firm expectation that the anticipated that the post holder will be able to secure funding to cover all salary costs and associated expenditure associated with this development within the period of six months initially.**  
**This post will be accordingly reviewed after this period. If the outcomes are achieved as expected, within the funding cycle, it is anticipated that the duration of the post will be extended by the PC by agreement with the post holder.**  
**The Post will be FT 3 days per week equivalent.**  
**The grade of this post and the salary scale will be determined by the HR Committee.**

**RESOLVED:** That consideration of this is deferred until the result of the current Court proceedings and the Councils resulting financial position.

**23/234 Motion from Councillor Adshead – To consider outsourcing of the Councils ground maintenance work.**

Councillor Adshead proposed that the Councils grounds maintenance work remains in house and is not outsourced which was seconded by Councillor Young.

**RESOLVED:** That the Council does not consider outsourcing of the Councils ground maintenance work and that this remains under the control of the Council.

**23/235 Motion from Councillor Chantler – To ensure that the awarding panel for Community Awards is independent and not biased, the composition of the panel will include two Councillors and three members of the public. The proposal therefore is that the panel will be chaired by the Chairman of the Council with Councillor Hill and three members of the public making up the panel.**

It was proposed that Councillor Saxby is appointed as the Chairman of the awarding panel and that the two people who were on the panel in 2021 from the Churches and Business community are asked to nominate two people to replace them. In addition that the winner in 2021 from Dove Holes Community Association is asked if he would join the panel or nominate a resident from Dove Holes to join the panel.

**RESOLVED:** That the Community Awards Panel is comprised of Councillor Saxby as Chairman together with a representative from the Churches, Business community and Dove Holes community.  
That the Panel considers the awards using the matrix that was put in place in 2021 and provides a report to the October Full Council meeting for the Council to consider.

**ACTION:** The Clerk to confirm the members of the community for the panel and arrange for them to meet and report back to the Full Council.

**23/236 Motion from Councillor Barton – The Council agree to update its website, to include a .gov.uk domain name, improve accessibility which is good practice and to enhance communications between parishioners and this Council.**

**RESOLVED:** That this is considered by the Communications Committee who will be asked to draw up a specification and put the work out to tender.

**ACTION:** The Clerk to arrange a Communications Committee.

**23/237** **Motion from Councillor Beswick – That the Parish Council agrees to purchase the ‘Ferodo’ artwork image created by Eamonn Murphy that wasn’t selected for use in the Chapel-en-le-Frith Train Station installation, to display in the Town Hall.**

**RESOLVED:** That the Council purchases the artwork at a cost of £300.00

**ACTION:** Councillor Beswick to contact the artist and together with the Clerk obtain the artwork.

**23/238** **Motion from Councillor Chantler – I propose that the wider use of the Town Hall is explored as a place where residents of the Parish could utilise to save on energy costs. Suggestions for example being the creation of organised activities i.e. Whist Drives, Bingo and other community based activities.**

Councillor Chantler reported that he was aware that there may be government grants forthcoming that the Council could apply for.

It was suggested that there were other locations that would be suitable in the Parish to provide this facility and that the Council could help local groups apply for any funding when announced.

The Annexe would be the room in the Town Hall with the most availability during the daytime.

Councillor Gourlay proposed an amendment to the motion that the Council does not wait until the winter months but that the Annexe is made available immediately if needed.

**RESOLVED:** That the Council will make the Annexe available as a warm space which will be made available to residents.

Councillor Saxby advised that he will seek some guidance around the safeguarding procedures that the Council will need to put in place and report back to the October Full Council Meeting.

**ACTION:** Councillor Saxby to report back to the Council about safeguarding procedures needed

**23/239** **Review of the Chairman’s Allowance.**

The Chairman asked that the review of his allowances is deferred until further information can be presented to the Council.

**RESOLVED:** That the review of the Chairman’s Allowance is deferred for further



information that will be presented in due course.

**23/240 To agree the Member/Officer Communication Protocol as agreed by the Personnel Committee.**

The Personnel Committee were asked to reconsider the protocol and make amendments as the Councillors Code of Conduct already covers some of the content in the proposed protocol.

**RESOLVED:** That the Personnel Committee re-consider the protocol and make amendments for the Council to consider.

**ACTION:** The Clerk to add this on the Personnel Committee agenda.

**23/241 To consider signing the NALC Civility and Respect Pledge.**

The contents of the pledge were noted.

**RESOLVED:** That the contents of the NALC Civility and Respect Pledge are noted.

**23/242 To approve the Councils Privacy Policy.**

**RESOLVED:** The Privacy Policy is approved.

**ACTION:** The Clerk to add the Privacy Policy on the Councils website.

**23/243 To agree to purchase two new tyres for the tractor – three quotes attached.**

The Council asked that the Park Manager present the three quotes to the Amenities Committee. Each quote will need to detail the specification/make of the tyres and be submitted on headed notepaper from the provider.

**RESOLVED:** That the three quotes be submitted to the Amenities Committee who are delegated to spend up to £1,500 for the purchase of two tyres for the tractor.

**ACTION:** Amenities Committee

**23/244**      **To appoint DALC to undertake a job evaluation for the positions of Clerk and Assistant Clerk at a cost of £240 plus travel costs. To appoint two/three Councillors to assist with the process as proposed by DALC.**

**RESOLVED:**    That this agenda item is discussed following the exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960.

**23/245**      **Report on the current position of S106 funded projects for Chapel-en-le-Frith Memorial Park.**

**RESOLVED:**    That SHIFT are invited to update the Council of the progress to date at the next Full Council meeting.

**ACTION:**        The Clerk to invite SHIFT to the October Full council meeting to give members an update of progress to date.

**23/246**      **To set up a Working Group to consider the annual Christmas tree lighting event.**

**RESOLVED:**    That the current organisation of the event remains in place without the need for a Working Group.

**23/247**      **Remembrance Sunday Parade Public Liability Insurance.**

The Council has applied for a road closure for the procession on Remembrance Sunday in Chapel-en-le-Frith at the request of the local branch of the Royal British Legion and currently does not have the relevant insurance liability in place.

The Council would have to provide marshalls for the procession should they be granted the road closure order by High Peak Borough Council.

It was noted that where there is an active British Legion branch then the responsibility for the organisation of Remembrance Sunday falls to them. However, the Royal British Legion nationally are no longer providing insurance cover for processions to local British Legion branches.

**RESOLVED:**    That the Clerk contact the Councils Insurance Brokers to see if cover can be arranged.

That this is considered at the next Amenities Committee with details presented from the Councils Insurance Brokers together with arrangements at Dove Holes on the A6.

**23/248          Schedule of Accounts presented for payment.**

Bankline payments were presented amounting to £25,294.03.  
Cheques numbered 009258 to 009259 and 000443 amounting to £9,830.83 were presented.

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

Income and Expenditure to 31 August 2022 was presented to members.

It was noted that the pension costs appear higher than expected and that the costs will need to be considered during the budgeting process.

**23/249          Correspondence**

- Derbyshire County Council Liaison Meeting
- DALC Police Liaison Forum
- Appointment of External Auditor. It was agreed that the Council continue with the Government appointed External Auditor.
- Peak Park Parish Forum Meeting 18 September 2022

**23/250          Any Other Business**

Chapel Park Bowling Club were congratulated on their recent success in winning the league and their qualification for the County Bowls final.

Councillor Beswick was thanked for his work together with the Friends of Chapel Station in securing the artwork that is now in place at the Station.

**23/251          Press Releases**

- Artwork at Chapel Station.

**ACTION:** Councillor Gourlay

- Bowling Club league success and outcome of the County Cup.

**ACTION:** Councillor Saxby

Councillor Barton left the meeting at 9.50pm.

**23/252            To resolve to exclude the press and members of the public under the Public Bodies (Admission to Meetings) Act 1960**

Consideration of a staffing structure review.

The Personnel Committee were asked to consider the current staffing structure as part of their ongoing review.

The appointment of DALC to undertake a job evaluation for the positions of Clerk and Assistant Clerk at a cost of £240 plus travel costs. To appoint two/three Councillors to assist with the process as proposed by DALC.

**RESOLVED:**    That DALC are appointed to undertake the review at a cost of £240 plus travel costs.

**ACTION:**        The Clerk to make the necessary arrangements.

Update on the Appeal lodged in the High Court in respect of the Noise Abatement Order requested for Chapel Memorial Park.

The Chairman and members of the delegated group gave an update and confirmed that the offer as discussed at the Extraordinary Meeting on 30 August 2022 has been advised to the Court.

It was agreed that the work of the delegated group of three Councillors has now concluded.

The Chairman closed the meeting at 10.10pm.

**CHAIRMAN**