

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 16 MAY 2023

- Meeting Held:** Tuesday 16 May 2023  
In the Annexe of the Town Hall, Chapel-en-le-Frith
- Present:** Councillor Chantler in the Chair  
Councillors J Adshead, A Beswick, M Drabble, N Hill, T Norton  
and S Young.
- In Attendance:** Mrs S E Stockdale – Clerk to the Council
- Apologies noted:** I DePee

There was one member of the public present at the meeting.

The Chairman welcomed Councillors Drabble and Norton who were elected to the Council in the May Local Council Elections.

#### **24/1 Election of Chairman**

The first item of business transacted was the election of Chairman. Councillor Adshead proposed and Councillor Hill 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.

Councillor Chantler signed his Declaration of Acceptance for the office of Chairman.

#### **24/2 Appointment of Vice Chairman**

Councillor Hill proposed and Councillor Adshead seconded that Councillor A Beswick be elected as Vice Chairman.

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

**24/3            Declarations of Interest**

None.

**24/4            Dispensations**

None.

**24/5            Variation of Business**

That agenda item 33 and agenda item 35 are taken together.

**24/6            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 two meetings in Dove Holes, two meetings in Combs and two meetings in Whitehough to be agreed during the year, all meetings commencing at 7pm.

**ACTION:**        The Clerk to arrange venues.

**RESOLVED:** That the next Annual Meeting of the Council be held on Tuesday 7th May 2024 at 7pm.

**RESOLVED:** That the Annual Parish Meeting be held on Wednesday 17th April 2024 at 7.30pm.

**24/7            Motion from Councillor Chantler: New Council, new atmosphere and new approach.**

**I wish to have a discussions at the first full council meeting covering the way that the council do business, including treatment of council staff council and staff with councillors.**

**A discussion on the skill base and interests that councillors have.**

**The number of sub groups and council meetings**

**New ways of working in particular focussing on seeking out and obtaining grant funding linked to the aims and aspirations of the council.**

**Motion from Councillor Chantler: To reaffirm and clarify that all instructions to staff in relation to work output and decisions made by the Council must be actioned through the line management process and not outside this. To avoid a breakdown in communications/ambiguity on priorities. In addition to holding all members of staff to account through the supervision process.**

Councillor Chantler advised that moving forward with a new Council he felt it important that all members work co-operatively together for the benefit of the Parish, with behaviours seen in the last Council needing to change.

Council employees have a clear line of supervision and Councillors should not deal with staff directly but use the line management that is in place. Council employees will have a clear line of supervision and the Council will expect decisions to be delivered in a timely manner.

The Personnel Committee will be looking at job descriptions, pay and conditions and this may lead to the Council being asked to consider a change in structure.

## **24/8            Membership of Existing Committees**

**Planning Committee**

**Amenities Committee**

**Regeneration Committee**

**Finance and Town Hall Committee**

**Communications Committee**

**Personnel Committee**

**Police Liaison**

**Footpaths Working Group**

**RESOLVED:** That all members of the Council will be members of the existing committees and this will be re-visited once new members have been co-opted onto the Council.

**ACTION:** The Clerk to add to a Full Council agenda following co-options.

## **24/9            Appointment of Representatives to serve on Outside Bodies**

### **United Charities**

Cllrs Adshead, Beswick and Hill – appointed in May 2021 for a three year term.  
Councillor Mrs M Drabble is appointed for a three year period to April 2026.

## **Victor Burdekin Trust**

Chairman and Clerk.

## **Leisure Centre Joint User group**

Cllrs Adshead and Young.

## **G & S Beresford Trust**

Cllrs Beswick and Hill.

## **24/10 Parish Members Appointments to the National Park Authority**

There were no Councillors wishing to stand.

## **24/11 Police Matters**

- Anti-Social behaviour in Dove Holes

The Police are working with Network Rail and with the British Transport Police in respect of recent anti-social behaviour at Dove Holes Station. Network Rail will be asked to consider CCTV for the Station.

Councillor Beswick advised that he would provide details of the app where reports of anti-social behaviour can be logged.

In the wider community in Dove Holes, Anti-Social behaviour contracts have been issued to a number of individuals.

The Police reported that they not received any reports in relation to Chapel Memorial Park in the last 4 weeks.

The Clerk was asked to remind the Police that they can have access to use the Parish Office when on duty.

**ACTION:** Councillor Beswick to provide details of App.

## **24/12 To agree the Councils Standing Orders**

**RESOLVED:** That the Standing Order 18 Financial Controls and Procurement is amended:

'The procurement thresholds for public contracts is increased from £25,000 to £30,000 (SI 2022/1390).

**RESOLVED:** That a scheme of delegation is submitted to the next Full Council meeting for discussion.

**24/13 To agree the Councils Financial Regulations**

**RESOLVED:** That Financial Regulations 11.1.b is amended:  
'The procurement thresholds for public contracts is increased from £25,000 to £30,000 (SI 2022/1390).  
That Financial Regulations 11.1 is amended to include Items of a bespoke or unique nature where comparative prices are not appropriate'.

**24/14 To agree Policies and Procedures**

Code of Conduct (updated)  
Freedom of Information Policy  
and Publication Scheme  
Complaints Procedure  
CCTV Policy  
Compassionate Leave Policy  
Co-option Policy (Updated)  
Data Protection Policy  
Data Retention Policy (Updated)  
Dispensations Request Form  
Equality and Diversity Policy  
Health and Safety Policy  
Privacy Notice  
Procurement Policy  
Pension Fund Discretions Policy  
Social Media Guidance  
Safeguarding Policy  
Staff Disciplinary Policy  
Staff Grievance Policy  
Training and Development Policy

**RESOLVED:** That the Policies listed are agreed as updated and that a further in depth review takes place in October/November 2023.

**24/15 To agree Terms of Reference**

- Planning Committee
- Amenities Committee
- Town Hall Committee
- F & GP Committee
- Communications Committee
- Regeneration Committee
- Personnel Committee

**RESOLVED:** That the Terms of Reference are agreed with an amendment to the Finance and Town Hall Committee, where there will be five members of the Committee with a quorum of four members.

**24/16            Review of Land and Assets**

**RESOLVED:** That the list of land and assets is noted.

**24/17            Review of the Councils expenditure incurred under s137 or the general power of competence**

It was confirmed that the Coronation grant received from High Peak Borough Council has been distributed.

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

**24/18            To review the Councils Insurance Arrangements**

The Clerk advised that a meeting with PIB Insurance Brokers is scheduled for 17 May 2023. The Vice Chairman indicated that he would be attending the meeting.

**ACTION:** The Clerk to provide details to the Council following the Insurance review for approval.

**24/19            Neighbourhood Plan review and update**

The Neighbourhood Plan is currently in place until 2028 but it is expected that sites for housing will come forward from Developers before that date and therefore an early review of the Plan will be needed.

**RESOLVED:** That Councillor Norton will take the lead and that the Council will discuss progress on a quarterly basis.

**ACTION:** Councillor Norton

**24/20            To note that the Council no longer holds the General Power of Competence**

It was noted that following Local Elections in May 2023 the Council no longer has the number of elected members to be able to use the General Power of Competence.

**24/21            Public Participation**

The member of the public present congratulated the Council on the positivity from members present and hoped that this will continue for the term of the next Council.

**24/22 Minutes of the Full Council meeting held on 4 April 2023**

Minutes numbered 23/556 to 23/577 were presented.

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

**24/23 To note the Footpaths and Trails Working Group minutes date 6 April 2023**

The Footpaths Working Group were congratulated on the work they have achieved on the path around Combs Reservoir and Chapel Station.

**RESOLVED:** That the minutes of the Footpaths Working Group are duly noted.

**24/24 To consider any matters arising from the minutes**

None.

**24/25 To advertise to fill vacancies on the Council by co-option in line with the approved Co-option Policy**

- i. Chapel West Ward – one vacancy
- ii. Chapel East Ward – two vacancies
- iii. Combs and Whitehough Ward – one vacancy
- iv. Dove Holes and Martinside Ward – one vacancy

**RESOLVED:** That the five vacancies are advertised with expressions of interest to be received by 5 June 2023. An Extraordinary Meeting will be held on 13 June 2023 to consider the applications and invite members wishing to be co-opted to come to the meeting and speak.

**ACTION:** The Clerk to advertise the Casual Vacancies.

**24/26 Update on the South Head Drive Play Area**

Councillor Hill advised that he will pass on the comments from the recent Public Meeting to High Peak Borough Council with a view to seeking an early resolution to this outstanding issue.

**ACTION:** Councillor Hill

**24/27 Update on 9 High Street, Chapel-en-le-Frith**

It was noted that High Peak Borough Council have an Enforcement Order in place.

**24/28 Update on the current position of S106 money and Awards for All funded projects for Chapel-en-le-Frith Memorial Park**

The Calisthenics equipment has now been installed in Chapel Memorial Park which has been funded by the National Lottery Awards for All.

The Council are awaiting confirmation from High Peak Borough Council in relation to the status of the S106 money which has been earmarked for a new pump track.

**24/29 Update from Councillors Adshead and Beswick on the re-opening of the Leys Allotment site**

**RESOLVED:** That the new tenancy agreement and conditions will be agreed at the June Full Council meeting.

**ACTION:** Councillor Beswick

**24/30 To agree how to progress the proposed CCTV in Chapel Memorial Park.**

**RESOLVED:** That this item is deferred to the next meeting.

**24/31 To agree the High Peak Borough Council Playground Service Level Agreement for 2023-24**

**RESOLVED:** That the Service Level for Agreement 2023-24 is agreed.

**24/32 Update from Waterplus on the disputed water bill**

The Clerk provided further information as requested and it was confirmed that the Council is liable for waste water in respect of the Library in Chapel Town Hall and therefore the disputed water bill should be paid.

**RESOLVED:** That the disputed water bill is paid and when the Library lease is renewed this matter is dealt with as part of the renewal.

**24/33 Motion from Councillor Chantler: In the absence of a caretaker/cleaner due to long term illness, authorisation is sought for funding as required to cover the absence.**

Councillor Young offered to provide the details of local cleaning companies to the Clerk.

**RESOLVED:** That the cleaning is covered on a temporary basis in line with the current cleaning hourly rate.

**ACTION:** Councillor Young

**24/34**            **Motion from Councillor Beswick: ‘To discuss the standing orders, the current working practices of Chapel Parish Council and the shortcomings and failures in timely decision making, and to propose solutions that can be discussed, refined, and tables to be ratified at a further meeting’**

**RESOLVED:**    As agreed that a scheme of Delegation is discussed at the next Full Council meeting.

**ACTION:**        The Clerk

**24/35**            **Motion from Councillor Beswick: That the Royal British Legion be allowed to sell poppies from under the Town Hall Annexe on weekdays leading up to Remembrance Sunday**

**RESOLVED:**    That the British Legion be allowed to sell poppies from under the Annexe noting that they should not obstruct the fire exit.

**23/36**            **Annual Return for the year ended 31 March 2023  
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.

It was noted that following the External Auditors Report for 2021/22 the Council were instructed that assertion 1 should be marked ‘No’

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.

**23/37**            **Annual Return for the year ended 31 March 2023  
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.

**24/38            Schedule of Accounts presented for payment**

Bankline payments were presented amounting to £32,316.44.

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

**RESOLVED:** That the Council agrees to remove signatories from the Councils Bank Mandate for those Councillors who are no longer serving on the Council.

That the Chairman and Vice Chairman are added to the Councils Bank Mandate.

**ACTION:**        The Clerk

**24/39            Correspondence**

- Letter from Friends of Chapel Station
- Letter from D Phillips
- Letter from PKF Littlejohn External Auditors
- Unison notification of an official industrial action ballot

**24/40            Any Other Business (For discussion only)**

Derbyshire County Council have confirmed that the number of recorded visits by parking enforcement officers in Chapel-en-le-Frith for February 2023 was 260 visits and in March 2023 352 visits.

**24/41            Press Releases**

- New members of the Council following the May Local Elections.

**ACTION:**        The Clerk

**24/42            To resolve to exclude the press and members of the public under the Public Bodies (Admission to Meetings) Act 1960**

Correspondence from Rradar Solicitors was duly noted and it was agreed that a MS Teams meeting may need to be scheduled to discuss developments if necessary.

The Chairman closed the meeting at 21.15 hours.

CHAIRMAN