

Minutes of the Parish Council Meeting held on Thursday 14th September 2017 at The Post Mill Centre at 7.00pm

PRESENT:

Councillors: Cllr P Upton, Cllr R Bulfin, Cllr K Kavaliunas, Cllr P Smith, Cllr G Parkin, Cllr E Parkin

Acting Parish Clerk: Mrs Joanne Taylor

Assistant Parish Clerk: Mrs Helen Dowson

A large number of parishioners were present

270/2017-18 Appointment of Chairman and signing of the declaration of acceptance

Cllr G Parkin was appointed as Chairman

271/2017-18 Appointment of Vice Chairman and signing of the declaration of acceptance

Cllr R Bulfin was appointed as Vice Chairman

272/2017-18 To receive apologies for absence

Cllr D Marriott

273/2017-18 Variation of Order of Business

To move items 281/2017-18(b) and (c) to confidential, **resolved** to approve.

274/2017-18 Declarations of interest

Declaration forms were circulated at the meeting for completion, members were reminded to declare interests in any items on the agenda. The declaration sheet will be filed with the minutes.

275/2017-18 Public Participation (10 minutes)

- (a) 1. A member of the public asked why the Parish Council hadn't been in contact regarding the installation of a new gate on the Town Park. The gentleman was informed that it was on the agenda to arrange a site meeting with one of the Councillors.
- 2. A member of the Allotment Association spoke about a request to meet with the Clerk regarding works required at the allotments. A meeting was arranged for Friday 15th September 2017.
- (b) No Police Officer or County Council Member were in attendance.
District Cllr P Smith updated the parish on a couple of presentations that had been held recently regarding the HS2 project and the potential planning application at Winkerbank Farm.
District Cllr K Kavaliunas spoke about an increase in anti-social behaviour in the Churchyard and on St Michaels Drive and requested that Bolsover DC are made aware.
Cllr P Upton reported a problem with taxis parking in the disabled bays on the Market Place.
Cllr P Upton also reported a missing highway mirror outside the Villager PH which requires forwarding to Derbyshire County Council.

276/2017-18 To approve the minutes of the Parish Council meetings held on 11th May 2017 and 6th July 2017

The minutes were checked page by page for accuracy. **Resolved** to approve the minutes of the meetings.

277/2017-18 To determine which items if any part of the Agenda should be taken with the public excluded

Proposed that agenda items 281/2017-18(b) and 281/2017-18(c) be moved to confidential. **Resolved** to approve.

278/2017-18 Committee Appointments

- (a) The Acting Clerk listed the six resignations:- Cllr E Stevenson, Cllr P Matthews, Cllr P Barnes, Cllr M Brough, Cllr C Moesby and Cllr J Coyle. There are currently six vacancies and no election has been called. To date 10 people have expressed interest in becoming a Councillor. **Resolved** that a

Chairman's signature Date

SOUTH NORMANTON PARISH COUNCIL – MINUTES

notice be published asking for expressions of interest in writing to be sent to the Acting Clerk/Assistant Clerk.

- (b) **Resolved** that future committees will be discussed once the new Councillors are in place. Cllr Kavaliunas suggested a working party be set up as soon as possible to look at the War Memorial, Cllr K Kavaliunas and Cllr P Smith agreed to be members of this working party along with John Cox.

279/2017-18 Items for Information

- (a) Advertisement of Councillor vacancies has been actioned
- (b) Request for memorial plaque in Churchyard – it was agreed to look at the options available.
- (c) Resident's request for access to the recreation ground at the side of the Post Mill Centre – Cllr P Smith agreed to meet the resident on site and report back to the next meeting.
- (d) Office access/Members surgeries – Cllr G Parkin stated that the office staff are unable to cover any additional days in the office. Cllr R Bulfin, Cllr P Upton and Cllr P Smith are to arrange Councillor surgeries on Saturday mornings, these will be advertised on noticeboards and the website.
- (e) Requisition book to be ordered for the groundsmen to allow them to collect goods from suppliers to the value of £100.
- (f) Town Park replacement of play equipment and surfacing – this has previously been discussed and the budget has been made available. The original quotation was received in 2016, 3 other companies have been out recently but they require further information to supply a quotation. It was decided that the Acting Clerk would contact Hags who submitted the quote in 2016 to arrange a site meeting and details of this to be presented at the next meeting.
- (g) Request from Gala Committee to use Parish Council owned land for the 2018 Gala – no issue with using the facilities, the Acting Clerk/Assistant Clerk to contact the Gala Crew about the repairs required on the car park.
- (h) Summer holiday activity camp – to review in the new year, if possible apply for an earlier three weeks due to attendance being very low during week 6 this summer. The Acting Clerk is to contact Bolsover DC to see what activities are available for October half term.
- (i) Snow warden scheme – the Parish Council to participate in the scheme as in previous years.
- (j) Parish and Town Council liaison meeting 21st September – Cllr K Kavaliunas and Cllr G Parkin agreed to attend.

280/2017-18 Items for Determination

- (a) Staffing – Clerks absence and arrangements for cover – It was **Resolved** that Joanne Taylor would continue covering as Acting Clerk.
- (b) Council to adopt Power of Competence – Acting Clerk gave an overview of the Power of Competence. The two main criteria are at least two thirds of the council have to be elected and the Clerk has to be qualified. **Resolved** to adopt the powers.
- (c) Request for Assistant Clerk to take CILCA qualification – **Resolved** to approve.
- (d) Request for Groundsman to undertake PAT testing course – **Resolved** to approve.
- (e) S137 request – Derbyshire Children's Holiday Centre – Assistant Clerk to obtain more information and report back to the next meeting.
- (f) S137 request – South Normanton Colts – **Resolved** to purchase the line marking paint.
- (g) S137 request - Cyber Café – **Resolved** to approve.
- (h) S137 request – 1st South Normanton Brownies – **Resolved** to approve.
- (i) S137 request – South Normanton Bowls Club – **Resolved** to approve.
- (j) S137 request - 1st South Normanton Rainbows – **Resolved** to approve.
- (k) Changing rooms lighting repairs/replacements and the charging policy – **Resolved** to approve the electrical works to be carried out, once the repairs are complete the key system will be reviewed. The charging policy will be looked at once all necessary works have been carried out.
- (l) Mobile phones – **Resolved** for two phones to be sourced, one for office staff to take burial requests and to send text updates to Councillors and one for the groundsmen.
- (m) South Street Recreation Ground – **Resolved** to place an order for a sign for 'Dinosaur Park' including details of the sponsors. It was agreed to obtain a price for a slide for the play area providing there is adequate space available. Also to obtain a price for a handrail for the footpath, Cllr Upton to provide further details. Cllr P Upton reported that the top gate onto Coronation Drive needs fixing back permanently.

Chairman's signature Date

SOUTH NORMANTON PARISH COUNCIL – MINUTES

- (n) Repair and maintenance at the Post Mill Centre – the roof joint has now been repaired. Quotations are to be obtained for replacement lighting and CCTV, Cllr G Parkin to report to the next meeting. Assistant Clerk to contact Bolsover DC regarding their lighting replacement scheme. A maintenance schedule needs drawing up for the Post Mill Centre.
- (o) Request from Post Mill Centre to relocate the skip used by the Groundsmen – **Resolved** to look at other options.
- (p) Post Mill Grant additional subsidies 2016-17 – a discussion was held regarding the end of year accounts which have not yet been received. **Resolved** for payment of £17512 to be made.
- (q) Request for work to be undertaken to produce a detailed map of the Cemetery – **Resolved** to approve.
- (r) Request for camper van parking on the old five a side pitch for the Beer Festival November 2nd-5th 2017 – **Resolved** to approve.
- (s) Implementation of Freedom of Information Policy and model publication scheme – **Resolved** to implement.
- (t) Implementation – policy for dealing with habitual and/or vexatious complaints. **Resolved** to approve with the following changes to the wording:-
 - 5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk will decide and advise the Council whether any restrictions which have been applied before are still appropriate and necessary in relation to the new complaint. We do not support a “blanket policy” of ignoring genuine service requests or complaints where they are founded.
 - 6.1 The status of a complainant judged to be habitual and/or vexatious will be reviewed by the Clerk and the Council after three months and at the end of every subsequent three months within the period during which the policy is to apply.
- (u) Request to remove storage units from the parish recreation ground to the side of the Post Mill Centre on health and safety grounds – **Resolved** that Cllr G Parkin and the Groundsmen take a look at the units and the Gala Committee be contacted.

281/2017-18 Staffing

- (a) Apprentice started on 24th July 2017 working with the Groundsmen and settled in really well, working towards NVQ Level 2 in Horticulture.

282/2017-18 Finance

- (a) Bank reconciliation – **Resolution** to approve.
- (b) Accounts for payment – Cllr E Parkin queried the two payments for Woolley Moor Nursery, the Assistant Clerk explained that one of the invoices was for watering when the Groundsmen were unable to carry it out due to sickness. Cllr E Parkin was very complimentary about the baskets. Cllr P Upton noted the invoices for Belmonts and queried the maintenance carried out by the Groundsmen. **Resolution** to approve the accounts for payment.
- (c) Budget monitoring – The Acting Clerk explained the current situation and the predicted end of year outturn.

Cllr R Bulfin left the meeting for a convenience break at 8.30pm.

283/2017-18 Planning Applications

Resolved to send the following comment to Bolsover DC regarding application number 17/00354/FUL – ‘As this is the gateway to the village the fencing needs to be of a high quality’. **Resolved** that there were no comments on any other applications.

284/2017–18 Dalc Circulars

Resolved to note.

Cllr R Bulfin came back into the meeting at 8.36pm.

The next Meeting of the South Normanton Parish Council will be held on **Thursday, 12th October 2017 at 7.00pm.**

The public left the meeting at 8.40pm

Chairman’s signature Date