Holymoorside & Walton Parish Council

Minutes of the annual meeting of the parish council held on Wednesday 1st May 2024 in Holymoorside Village Hall, Holymoorside, Chesterfield

Present; *Councillors* M E Thacker (in the chair), D Corbridge, R Griffiths, D Hinchliffe, K Redford, S Sen & P Truscott; *Clerk* K Brailsford

AGENDA PART 1 - non-confidential information

FL001/24-25 **To elect a Chairman of the Council and receive their declaration of acceptance of office**

RESOLVED; Cllr M E Thacker was elected as Chairman of the parish council.

NOTED; Chairman's acceptance of office, both verbally and signed on the appropriate documentation.

FL002/24-25 **To elect a Vice-Chairman of the Council and receive their declaration of acceptance of office**

RESOLVED; Cllr P Truscott was elected as Vice-Chairman of the parish council.

NOTED; Vice-Chairman's acceptance of office, both verbally and signed on the appropriate documentation.

FL003/24-25 **To receive apologies for absence**

NOTED; apologies for absence from Cllrs Gordon & Phelps, both due to holidays.

FL004/24-25 **Variation of the Order of Business**

NOTED; no variation in the order of business was deemed necessary.

FL005/24-25 **Public Questions**

NOTED; no members of the public were in attendance to comment on any matter.

NOTED; No county councillor was in attendance. NEDDC Cllr M E Thacker expressed his appreciation to those councillors who supported his fund-raising events throughout the year and their attendance at his recent Civic Service.

NOTED; no member with a significant other interest in an agenda item wished to speak at this point in proceedings.

FL006/24-25 **Declarations of Interest**

NOTED; no member declared an interest in any items on the agenda.

FL007/24-25 **Exclusion of Public**

NOTED; no items from Part 1 of the agenda required the exclusion of the public or press.

FL008/24-25 **Minutes from the full council meeting held on Wednesday 3rd April 2024**

RESOLVED; minutes of the parish council meeting held on Wednesday 3rd April 2024 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

FL009/24-25 **Minutes from the personnel committee meeting held on Tuesday 26th March 2024**

RESOLVED; minutes of the personnel committee meeting held on Tuesday 26th March 2024 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

FL010/24-25 **Minutes from the personnel committee meeting held on Wednesday 3rd April 2024**

RESOLVED; minutes of the personnel committee meeting held on Wednesday 3rd April 2024 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

FL011/24-25 **Minutes and recommendations from the footpaths working party meeting held on Tuesday 26th March 2024**

RESOLVED; minutes of the footpaths working party meeting held on Tuesday 26th March 2024 are confirmed as a true record and signed by the Chairman of the meeting (papers circulated previously in the agenda pack).

RESOLVED; acceptance of the recommendations made.

FL012/24-25 **Councillors' actions**

- Cllr Truscott; Live & Local meet 28/3/24; 1¾ hours

FL013/24-25 **Review of delegation arrangements to committees, staff and other local authorities**

RESOLVED; the power of the Clerk remains the same as do the delegation arrangements and committees. No power is given to other local authorities.

FL014/24-25 **Review of the terms of reference for committees**

RESOLVED; terms of reference for the footpaths working party;

- To meet at least twice per year
- To allow attendance and discussion by volunteers and representatives of any group considered appropriate
- To make recommendation to full council in relation to works and expenditure required

RESOLVED; terms of reference for the sports & leisure committee;

- To meet as and when required
- To meet with club representatives
- To consider satisfaction surveys for the village hall
- To make recommendations to full council

RESOLVED; terms of reference for the personnel committee;

- To meet as and when required
- Full authority to appoint staff as required
- Full authority to carry out any other actions relating to staffing issues
- Make recommendations to full council in relation to salary issues

RESOLVED; terms of reference for the community events working party;

- To meet as required
- To allow possible attendance and discussion by volunteers and representatives of any group considered appropriate
- To make recommendation to full council in relation to expenditure required
- To meet via video platform if appropriate

RESOLVED; terms of reference for the Climate Champion and volunteer;

- To provide the parish council with a clear remit as to how to continue and develop the council's strategy and how to involve the community
- To meet as required
- To allow attendance and discussion by volunteers and representatives of any group considered appropriate
- To make recommendation to full council in relation to works or expenditure required
- To meet via video platform if appropriate

RESOLVED; terms of reference for the Councillor responsible for the energy performance of the building;

- to work with the Climate Champion as required and to carry out audits relating to the energy performance of the hall and submitting reports in relation to works and expenditure to council as required

FL015/24-25 **Review the appointment of members to existing committees**

RESOLVED; the Footpaths working party will comprise of councillors Griffin, Hinchliffe & Truscott and that the remaining vacancy will be placed on the June agenda for further consideration.

RESOLVED; the Sports and Leisure committee will comprise of councillors Corbridge, Griffin, Hinchliffe, Thacker & Truscott.

RESOLVED; the Personnel committee will comprise of councillors Corbridge, Gordon, Hinchliffe, Thacker & Truscott.

RESOLVED; the internal checker of procedures and accounts will continue to be EMAS Ltd.

RESOLVED; the organisation of community events will comprise of councillors Hinchliffe, Redford, Thacker & Truscott.

RESOLVED; the Climate Campion/CNAS working party will comprise of Cllrs D Phelps together with volunteers as appropriate.

RESOLVED; Cllr Sen will be responsible for the energy performance of the building and will work with the Climate Champion as required.

FL016/24-25 **To review the appointment of any new committees in accordance with standing orders**

RESOLVED; no new committees to be appointed.

FL017/24-25 **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

NOTED; the council has no charter or agency agreements, with other local authorities or contributes to the expenditure incurred by other local authorities.

FL018/24-25 **Review of representation on work or work with external bodies and arrangements for reporting back**

NOTED; Cllr Thacker continues to be the council representative on Chesterfield United Charities and a report will be provided following his attendance at their meetings.

RESOLVED; the existing parish council Trustees for Walton Village Society, Cllrs Hinchliffe, Thacker & Truscott, will be joined by Cllr Redford and the parish council will receive their minutes for information when available.

FL019/24-25 **To review if the council wishes to exercise the General Power of Competence**

NOTED; the GPC was not available to the parish council as at least two thirds of the members of the council must hold office as a result of being declared elected. (This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed).

FL020/24-25 **Review of inventory of land and assets including buildings and office equipment**

NOTED; this item be deferred until the auditor had been consulted on recent additions.

FL021/24-25 **Confirmation of arrangements for insurance cover in respect of all insured risks**

RESOLVED; the parish council are satisfied with the level of insurance cover, which will be again fully reviewed when a new schedule is submitted.

FL022/24-25 **Review of the council's and/or staff subscriptions to other bodies**

NOTED; the SLCC full membership, which was only implemented in April, will be reviewed at a later date.

FL023/24-25 **Review of policies and whether on website or not**

RESOLVED; acceptance of the Complaints Procedure with no changes and a further review in one years' time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Delegated Authority in Respect of Officers with no changes and a further review in one years' time and the document not placed on the website (all councillors already have a copy).

RESOLVED; acceptance of the Procedures for Handling Requests Made Under the Freedom of Information Act 2000 (Model Publication Scheme) and the Data Protection Act 1998 with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Dealing with the Press/Media policy with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Model Standing Orders with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Financial Regulations with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Data Protection Privacy Policy with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Subject Access Request Policy with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

RESOLVED; acceptance of the Code of Conduct with no changes and a further review in one year's time with the document remaining on the website (all councillors already have a copy).

FL024/24-25 **To appoint an auditor for the 2024-2025 accounts**

RESOLVED; East Midland Audit Services Ltd be appointed as the auditor, acting independently of the council and on the basis of an assessment risk, for the 2024-2025 accounts.

FL025/24-25 **Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence**

NOTED; the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81.

FL026/24-25 **To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council**

RESOLVED, acceptance of timetable of dates for 2024-2025 meetings (papers previously circulated in the agenda pack).

FL027/24-25 **Community events**

NOTED; consideration of the written report following meeting with Live and Local representative. However, members agreed not to pursue this initiative at the moment due to practicalities and also because the parish already benefitted from events organised by Holymoorside and Walton Arts Festival Society (papers circulated previously in the agenda pack).

FL028/24-25 **Administration**

NOTED; confirmation of the Annual Meeting of the Parish, scheduled for Wednesday 22nd May 2024 at 7.30pm.

NOTED; no comment in relation to the information and stakeholder consultation from Chesterfield United Charities.

RESOLVED; Clerk's working hours effective from 1 April 2024 which was agreed between both parties.

FL029/24-25 **Outside**

NOTED; the Clerk had continued to source a company to paint some items of the play equipment as outlined in the independent RA completed last August and at a lower cost to previous quotes received (PMR FL154/23-24).

NOTED; an alternative quote had now been obtained at a cost of £1670, with specialist, quick drying, play equipment paint being used and the work to be carried out over approximately three days.

RESOLVED; to accept the quotation for the painting of the play equipment.

NOTED; the history of the provision of the Christmas lights on the outside tree, the cost to have the lights removed and future action required in order for the council to continue with this long held tradition for the parish.

RESOLVED; the Clerk could take whatever action was required in order ensure the lights were placed annually.

FL030/24-25 **Sports & leisure**

RESOLVED; to comply with the request to use the recreation ground for footballing and training purposes 2024-2025 with the fee remaining the same at £400 and the draft contract be accepted with additional H&S comments included (papers circulated previously in the agenda pack).

FL031/24-25 **Items to the table**

NOTED; no comments in relation to items to the table.

FL032/24-25 **Authorisation of accounts**

RESOLVED; the action of the Clerk in payment of the under-mentioned accounts be confirmed

DC	Information Commissioner-annual registration fee	£40.00
DC	AmazonUK-carpet cleaning fluid	£34.00
DC	SLCC-annual membership	£229.00
DC	Granwax-hardwood floor cleaner	£110.64

DC	3business-mobile phone plan		£4.79
DD	Business Stream-CR sewage		£14.48
FP	NEDDC-payroll month 12		£3897.60
FP	NEDDC-trade waste x 6 months		£733.20
DD	E.ON-CR electric x 2 months		£63.34
DC	AmazonUK-bonemeal for pinfold		£41.19
DC	AmazonUK-acid free paper for archive		£15.39
DC	Newton Newton Flag Makers Ltd-80th D-Day flag		£43.20
DC	PO Ltd-incorrect postage fee		£2.50
DC	Waterplus-allotment supply		£24.75
DC	PO Ltd-VH stamps		£63.75
DC	AmazonUK-stationery		£67.11
FP	DYL Groundcare-Christmas lights removal		£170.00
DD	Business Stream-VH sewage		£91.11
FP	Skyline Supplies Ltd-consumables for VH		£79.60
DD	Waterplus-VH water supply		£20.99
FP	No Half Measures Management-bar provision x 2		£100.00
FP	Mr A McLellan-VH cover		£114.00
DD	Inovix Network Solutions Ltd-webhost/licences/e-mails		£76.80
		Total	£6037.44

NOTED; no comments or questions in relation to the paid invoices.

NOTED; Cllr Corbridge had checked all the salary information and invoices and all were correct.

FL033/24-25 **Other financial matters**

NOTED; the village hall has benefitted from 100% rate relief.

NOTED; from 1/5/24 to VH electric DD will be £116 (reduced by £97 from £213 PCM) .

RESOLVED; to alter the fixed DD to a variable to ensure payments made were correct on a monthly basis.

NOTED; half precept (£36572.50) has been received from NEDDC.

NOTED; further information in relation to a possible donation towards the maintenance of the churchyard at St Peter's Church, Holymoorside (PMR FL288/23-24) (papers circulated previously in the agenda pack).

RESOLVED; a donation of £800 be made to St Peter's Church, Holymoorside towards maintenance of the churchyard.

FL034/24-25 **Part 2 - Confidential Business**

NOTED; no business was conducted under this part of the agenda.