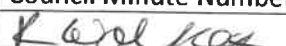



**Minutes of the Meeting of Clowne Parish Council held on Monday 1<sup>st</sup> April 2019 in the Community Centre, Recreation Close, Clowne starting at 6.45pm**

<b>Present</b>	Councillors A. Bailey, E. Burgess, G. Buxton, T. Connerton, D. Oxspring, K. Oxspring (Chair), N. Page (Vice Chair), T. Patterson, K. Reid, R. Walker
<b>In Attendance</b>	9 Members of the Public County Councillor Western in respect of minute number 206/18
<b>Clerk and Minute Taker</b>	S. Singleton

Minute Number	Order of Business Part 1 None Confidential Business	Motion and Decision	Voting
199/18	<b>Apologies for Absence</b> Councillor J. Smith Councillor M. Stanton	Apologies Accepted	Agreed All in Favour
200/18	<b>Confirmation that Attendance Register has been signed</b>	Confirmed by all present.	
201/18	<b>Notification of Unregistered Declarations of Personal or Pecuniary Interest</b>	None Received.	
202/18	<b>Notification of Consideration of a Dispensation</b>	None Received.	
203/18	<b>Confirmation and signing of the Minutes of the following Council Meetings:</b> <ul style="list-style-type: none"> <li>- Clowne &amp; Barlborough Joint Burial Committee Meeting held on Monday 25<sup>th</sup> February 2019</li> <li>- Council Meeting held on Monday 4<sup>th</sup> March 2019</li> </ul>	It was moved by Councillor Reid and seconded by Councillor Buxton that the minutes of the Clowne & Barlborough Joint Burial Committee meeting held on Monday 25 <sup>th</sup> February 2019 and the Council meeting held on Monday 4 <sup>th</sup> March 2019 be approved as a true and correct record.	Agreed 7 For 3 Abstained 0 Against


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204/18	<p><b>Proposed Date and Time of Next Council Meeting</b></p> <p>The Clerk advised that the proposed date of the next Council Meeting will be Monday 13<sup>th</sup> May 2019 at the Community Centre, Recreation Close, Clowne starting at 6.45pm with a Parishioners Forum starting from 6.30pm;</p>	<p>It was moved by Councillor K. Oxspring and seconded by Councillor Page that the next meeting of the Council be held on Monday 13<sup>th</sup> May 2019 at 6.45pm with a Parishioners Forum starting from 6.30pm;</p>	<p>Agreed All in Favour</p>
205/18	<p><b>Items Referred from Standing Committees</b></p> <p>The Clerk reminded members that the next meeting of the Clowne and Barlborough Joint Burial Committee would be scheduled for Monday 17<sup>th</sup> June 2019 starting at 6pm at the Community Centre.</p>	<p>It was moved by Councillor K Oxspring and seconded by Councillor Page that the date and time of the next meeting of the Joint Burial Committee be noted;</p>	<p>Agreed All in Favour</p>
206/18	<p><b>Reports to the Council from Outside Bodies</b> <u>Derbyshire County Council</u></p> <p>County Councillor Western was present and gave a verbal report to Council.</p> <p>Councillor Western advised that the previously reported works to establish the new Greenway trail link from Creswell through Clowne to Poolsbrook was continuing to move forward at pace.</p> <p>An open day had also been organised by Derbyshire Library Service for Wednesday 24<sup>th</sup> April 2019 between 12 noon and 6pm to establish interest and provide information on running Clowne Library via a community management model.</p> <p>Martin Edge, who is the long standing Head teacher at Clowne Junior School, is retiring at the end of this school year. Members of the Council praised the dedication and excellent work of Martin over the years and it was suggested that a letter of appreciation should be sent from the Parish Council, on behalf of Parishioners past and present, to Martin thanking him for his years of service to the Community of Clowne.</p>	<p>It was moved by Councillor Reid and Seconded by Councillor Page that:</p> <ol style="list-style-type: none"> <li>1) the reports be received;</li> <li>2) a letter of thanks be sent to Martin Edge, head teacher at Clowne Junior School for his years of service to the community and wishing him a happy retirement;</li> </ol>	<p>Agreed All in Favour</p>

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	<p>Councillor Western also advised that the Zebra Crossing on Mill Street is to be re-painted.</p> <p><u>Derbyshire Police</u> The Clerk advised that no written report had been submitted from the local Safer Neighbourhoods team.</p> <p><u>Bolsover District Council</u> The Clerk advised that no report was available.</p>		
207/18	<p><b>Chairs' Report &amp; Parish Forum Actions</b></p> <p><u>Retro Gaming Event – 12<sup>th</sup> &amp; 13<sup>th</sup> October 2019</u> At the last meeting the Council deferred a decision to host a Retro Gaming event on the weekend of 12<sup>th</sup> &amp; 13<sup>th</sup> October 2019 at the Community Centre to seek clarification on the entry fees for gamers and spectators.</p> <p>The organiser, who is a local parishioner, had yet to finalise the entry fee but initial thoughts were £8 adults and £5 children for an all-day wristband but this depended on the level of charge imposed by the Council for the venue hire.</p> <p>Once all gaming machines (18 in total) were installed the ability to also allow spectators (unless they are accompanying children who are participating) would be limited so this isn't something that the organiser wanted to encourage at this stage.</p> <p>The Clerk in consultation with the Chair recommended a fixed booking fee of £300 covering set up from 7pm on Friday evening and vacated by 9am on the Monday. The Centre would open the bar for adult gamers and provide food and keep all takings generated.</p> <p>A discussion took place regarding the level of charges that should be imposed and how both the Council's and the organiser's costs should be covered.</p>	<p>It was moved by Councillor Reid and Seconded by Councillor Connerton that:</p> <ol style="list-style-type: none"> <li>1) the report be received;</li> <li>2) the Clerk seeks further clarification of costs relating to the Retro Gaming Event proposed for 12<sup>th</sup> &amp; 13<sup>th</sup> October 2019 at the Community Centre;</li> <li>3) The arrangements and level of fees and charges from the sale of any surplus equipment, tools and materials from the Parish House be delegated to the Clerk in consultation with the Chair of the Council;</li> <li>4) The Council authorises the Clerk to contract with Guideline Surface Marking Ltd to undertake white line marking to its section of the Community Centre Car Park at a cost of £652.50 plus VAT.</li> </ol>	<p>Agreed All in Favour</p>

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The Clerk said he would have further discussions with the organiser about this and report to the next available meeting.

Parish Council Office

The Chair advised that the Parish Council was vacating the Parish House (48 Mill Street) on Wednesday 3<sup>rd</sup> April 2019 and moving into its new office at the Station Business Centre for the foreseeable future.

Shirebrook Town Council had also expressed interest in purchasing a number of items of surplus furniture and fixtures resulting from the move, subject to both Council's agreeing terms. The sale price for the surplus items had been estimated at £1972 by the Clerk and the Chair was seeking approval from Council to agree to the sale.

If Council agreed then the specific terms and final sale price would be delegated to the Clerk in consultation with herself.

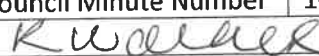
Break-in at Groundsman Shed on Villa Park

The Chair advised that on Saturday 9<sup>th</sup> March 2019 the Groundsman Shed on Villa Park had been broken into and a number of items taken.


The Police and the Council's Insurers had both been notified at the time of the incident. The Clerk was pursuing a claim with the Insurers for recovery of the Council's losses and the costs involved in undertaking emergency repairs which were needed at the time to make the building secure following damage sustained during the break in.

Town Centre CCTV

The Chair advised that formal contracts had now been prepared by Bolsover District Council's Legal Services for the works proposed for the CCTV project.

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	<p><u>Line Marking of Car Park at Community Centre</u> The Chair advised that the Shires Health Centre had arranged for their section of car park to be re-lined on the evening of Wednesday 3<sup>rd</sup> April 2019 which meant that this part of the Car Park would be out of action during the early evening.</p> <p>The Clerk had asked the company being used by the Health Centre to also quote for remarking the lines in front of the Community Centre whilst they are already on site. The cost quoted was £652.50 plus VAT and the Chair asked Members to approve these works.</p>		
208/18	<p><b>Correspondence Received by the Council for Information</b></p> <p><u>PFK Littlejohn LLP</u> The Clerk advised that an email had been received regarding arrangements for the external audit of the Parish Council's Accounts to period ending 31<sup>st</sup> March 2019. The deadline for submission of the Council's authorised accounts is Monday 1<sup>st</sup> July 2019.</p> <p><u>Community Action Bolsover (CAB)</u> Details of the 'Bolsover Good Neighbours Scheme' had been received and in particular CAB are looking to recruit local volunteers to become befrienders.</p> <p><u>Calor Gas Ltd</u> An information pack had been received relating to the launch of the Calor Rural Community Fund which is a grant scheme for rural communities to apply to support local community projects. 10 grants at £5000, 6 grants at £2500 and 5 at £1000 are available.</p> <p><u>D2N2 Capital Growth Fund</u> The Clerk advised that the D2N2 Growth Fund had now opened offering capital support grants to small and medium sized enterprises ranging from £1,500 to £10,000 per application. Match funding is required by the applicant and projects are expected to facilitate job creation.</p>	It was moved by Councillor K. Oxspring and seconded by Councillor Page that the report be received.	Agreed All in Favour

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Clowne Library Open Day

An open day had been arranged by Derbyshire County Council for Wednesday 24<sup>th</sup> April 2019 between 12 noon and 6pm for people and local organisations that are interested in taking on the running of Community Managed Libraries can meet with representatives of the Derbyshire Library Service to find out what's involved in running a library in this way.

Derbyshire County Council

The Clerk advised that the County Council was offering free 'Driving Safer for Longer' classroom-based information sessions which offered drivers aged 65 plus the chance to update their driving knowledge. Places are available on upcoming sessions which last 90 minutes; they cover:

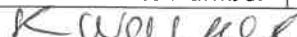
- eyesight
- hearing
- seatbelts
- drink driving
- hazard perception
- vehicle adaptations
- driving assessments

Warmer Derby & Derbyshire Service

The County Council had set up a new free phone line (0800 677 1332) to give people living in Derbyshire impartial advice on how to stay warm and cut their energy bills. The Warmer Derby & Derbyshire Service was a partnership between the Marches Energy Agency charity and the Local Authority Energy Partnership (LAEP) - which included all other Derbyshire councils.

Parishioners can call for advice about:

- energy bills
- switching tariff
- how to make their homes more energy efficient
- how to apply for grants for heating systems and insulation

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	<p><u>Adult Community Education Service</u></p> <p>The County Council had launched its programme of adult education courses for summer term 2019 starting 29<sup>th</sup> April 2019. A wide range of vocational courses were on offer and residents could be eligible for free training if they met certain criteria.</p>		
209/18	<p><b>Correspondence Received by the Council for Decision</b></p> <p>Members were advised that the following correspondence had been received for decision as follows:</p> <p><u>Derbyshire Building Control Partnership</u></p> <p>A letter had been received from Gary Franklin, who is a Technician for the Derbyshire Building Control Partnership, suggesting a name of 'Kingfisher View' for the newly created road on land adjacent to Rectory Road, Clowne.</p>	<p>It was moved by Councillor Reid and seconded by Councillor Page that the Parish Council supports the naming of the newly created road on land adjacent to Rectory Road as 'Kingfisher View'.</p>	<p>Agreed All in Favour</p>
210/18	<p><b>To Consider Planning Applications Made under the Town &amp; Country Planning Act</b></p> <p>Councillor Connerton had previously declared an interest and left the meeting and took no part in this item of business.</p> <p>The Clerk advised that 3 consultation letters had been received from Bolsover District Council for consideration as follows:</p> <ul style="list-style-type: none"> <li>- <u>Application Number 19/00159/FUL</u> Proposal: Converting existing attached garage into a habitable room Location: 46 Linnet Way, Clowne S43 4LW Applicant: Mr Paul Beilby</li> <li>- <u>Application Number 19/00141/FUL</u> Proposal: Erection of 2 new dwellings comprising of 2 ½ Storey house and a dormer bungalow Location: 75 Mitchell Street, Clowne S43 4SH Applicant: Mr Dale Cupitt</li> </ul>	<p>It was moved by Councillor Page and seconded by Councillor K. Oxspring that the Parish Council raises no objection to Application Number 19/00159/FUL subject to consideration of adequate off street parking;</p> <p>It was moved by Councillor K. Oxspring and seconded by Councillor Page that the Parish Council raises no objection to Application Number 19/00141/FUL subject to consideration of adequate off street parking;</p> <p>It was moved by Councillor K. Oxspring and seconded by Councillor Buxton that the Parish Council raises no objection to Application Number 19/00160/FUL;</p>	<p>Agreed For 8 Abstained 1 Against 0</p> <p>Agreed For 8 Abstained 1 Against 0</p> <p>Agreed For 8 Abstained 1 Against 0</p>

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	<ul style="list-style-type: none"> <li>- <u>Application Number 19/00160/FUL</u> Proposal: Proposed single storey extension to rear of existing property Location: 66 Portland Street, Clowne S43 4SB Applicant: Mr Julian Hall</li> </ul> <p>The Clerk also advised that 2 Planning Notifications made under the Town &amp; Country Planning Act had been received for Information:</p> <ul style="list-style-type: none"> <li>- <u>Application Number 18/00425/DETFLEX</u> Proposal: Prior Approval for Change of Use of an Agricultural Building to Commercial Use (B1) Location: Barn to the West of Hickinwood Kennels and Cattery, Hickinwood Lane, Clowne S43 Applicant: Mr Shaun Drury Notification of an Appeal against refusal Deadline for making formal representations to the Planning Inspectorate is 12<sup>th</sup> April 2019</li> <li>- <u>Application Number 19/00080/FUL</u> Proposal: Render to external walls and spraying of piers, windows and doors to external elevations Location: 8 Mill Green Way, Clowne S43 4LJ Applicant: Aldi Stores Ltd Decision: Permission granted subject to conditions</li> </ul>	<p>It was moved by Councillor K. Oxspring and seconded by Councillor Buxton that the following planning notifications be noted: 18/00425/DETFLEX 19/00080/FUL</p>	<p>Agreed All in Favour</p>	<p>your</p>
<p>211/18</p>	<p><b>Review of Council Budget Plan for 2018/19 &amp; Creditor Accounts for Payment</b></p> <p>Councillor Connerton returned to the meeting.</p> <p>The Clerk circulated a schedule of payments for approval valued at £35,570.09 inclusive of VAT (Batch Number 2018-010 refers).</p> <p>The Clerk clarified a number of points and answered several questions in relation to the schedule of Creditor Accounts for Payment.</p>	<p>It was moved by Councillor Reid and Seconded by Councillor Patterson that the report be received and the schedule of Creditor Accounts for Payment is approved.</p>	<p>Agreed For 8 Abstained 0 Against 2</p>	<p>d 0 ?</p>

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<p>Signed as a true and correct record</p>	<p>Councillor R. Walker</p>	<p><i>R Walker</i></p>



		Once approved Councillors Page, Reid and Buxton signed the Schedule of Creditor Payments as authorised signatories allowing payments to be made via Internet Banking;	
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212/18	The Parish Council resolved to exclude the public from this part of the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
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Part 2 Confidential Business  
Under Part 1 of the Public Bodies (Admission to Meetings) Act 1960 and Schedule 12a of the Local Government Act 1972 as Amended

213/18	<p><b>Report of the Clerk – Human Resources Update</b></p> <p>The Clerk advised that he was finalising changes to a new more up to date contract of employment for staff but he was holding off issuing the contract until consideration of the staffing review.</p>	It was moved by Councillor K Oxspring and seconded by Councillor Page that the report be received.	Agreed All in Favour
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214/18	<p><b>Consideration of 2019/20 Draft Staffing Structure</b></p> <p>The Clerk reminded Members that he had been asked to review the Parish Council's staffing structure to ensure it remained fit for purpose going forward.</p> <p>The Clerk referred to his written report and associated costings circulated previously to Members. The Clerk advised that the post of Responsible Finance Officer was still vacant and needed to be addressed and that there were two options before Members for consideration.</p>	<p>It was moved by Councillor Reid and seconded by Councillor Connerton that:</p> <ol style="list-style-type: none"> <li>1) The Report be received;</li> <li>2) That the hourly rate for staff linked to the National Living Wage be increased to £9 per hour effective from 1<sup>st</sup> April 2019;</li> <li>3) That the Acting Assistant Clerk be redesignated as Deputy Clerk and paid at Local Council Grade 2 SCP 21 on 22 hours per week effective from 1<sup>st</sup> April 2019;</li> </ol>	Agreed For 9 Abstained 1 Against 0
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<p>The Clerk advised that he would leave the meeting at the appropriate time when discussing his position but until then he would be available to assist Members and provide any points of clarification.</p> <p>The Clerk reminded members that most staff pay was linked to the National Living Wage and as such he was recommending an increase to £9 per hour effective from 1<sup>st</sup> April 2019 for all those staff who are linked to that particular pay index.</p> <p>A discussion took place about how staffing should be structured going forward.</p> <p>The Clerk advised that subject to any decisions made at the meeting he would draft and issue new Job Descriptions to all those staff affected.</p> <p>The Clerk then left the meeting whilst discussions took place regarding his position. The decision and voting thereon was recorded by the Chair of the Council.</p>	<p>4) That the Bar Manager be redesignated as Community Manager and paid at Local Council Grade 2 SCP 21 on 30 hours a week effective from 1<sup>st</sup> April 2019;</p> <p>It was moved by Councillor Reid and seconded by Councillor Connerton that:</p> <p>1) That the Clerk assumes the duties and responsibilities of the Responsible Finance Officer and be paid at Local Council Grade 3 SCP 43 on 37 hours per week effective from 1st April 2019;</p>	<p>Agreed For 7 Abstained 0 Against 3</p>
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The Meeting Concluded at 8.14pm

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Signed as a true and correct record	Councillor R. Walker	<i>R Walker</i>