

Clowne Parish Council

Minutes of Committee Meeting



Meeting Type	Complaints Committee
Date of Meeting	Friday 11 th June 2021
Council Meeting Start Time	6.15pm
Meeting Venue	Community Centre Recreation Close Clowne S43 4PL
In Attendance	Councillors A. Bailey, B. Bosworth, D. Dixon, M. Dixon, N. Hoy, M. Hoy, G. Hughes, J. Woods, N. Yewman, Janice Jackson in relation to complaint reference 08/04/21-CPC-JJ There were no members of the public present.

Minute Number	Order of Business	Resolution	Decision
01/21	Apologies for Absence Councillor S. Gregory - Medical Councillor R. Walker - Illness	It was moved by Councillor Yewman and seconded by Councillor D. Dixon that apologies for absence be approved.	Agreed All in favour
02/21	Confirmation that Attendance Register has been signed	The Clerk confirmed that the Attendance Register had been signed by all present.	
03/21	Notification of Unregistered Declarations of Pecuniary Interest	None received	N/A
04/21	Notification of Consideration of a Dispensation	None received	N/A
05/21	Nomination of Chair of the Complaints Committee As the Complaints Committee only meets periodically then the Clerk advised that the Committee needed to nominate a Chair and Vice Chair.	It was moved by Councillor N. Hoy and seconded by Councillor B. Bosworth that Councillor Yewman be appointed as Chair of the Complaints Committee.	Agreed All in favour

Approved

	A discussion took place, and it was suggested that the current Chair of the Council be the Chair of the Committee.		
06/21	<p>Nomination for the Vice Chair of the Complaints Committee</p> <p>A discussion took place, and it was suggested that the current Vice Chair of the Council be the Vice Chair of the Committee.</p>	It was moved by Councillor N. Hoy and seconded by Councillor Yewman that Councillor D. Dixon be appointed as Vice Chair of the Complaints Committee.	Agreed All in favour
07/21	<p>Complaints Log</p> <p>Councillor Yewman asked that to help with management of any complaints that a Complaints Log be produced and presented to Council as required going forward.</p>	It was moved by Councillor Yewman and seconded by Councillor D. Dixon that the Clerk produces a Complaints Log to help the Complaint Committee keep track of formal complaints.	Agreed All in favour
08/21	<p>To Consider the Report of the Investigating Officer in relation to Complaint Reference 11/04/21-CPC-SS</p> <p>The Clerk referred to his written report with appendices which included a number of statements relating to an incident that took place on Villa Park on Sunday 11th April 2021 at approximately 10.45am whilst local dog walkers were exercising their two dogs at the same time as a Clowne Comets FC under 12s match was taking place.</p> <p>A discussion took place about the incident, and it was noted that no Council Official was present at the time and that the matter had been reported to the police.</p> <p>The general consensus was that the complainants' dogs should have been on a lead especially as there was a children's football match taking place and this would have prevented one of the dogs walking onto the pitch and affecting the game.</p> <p>However, the Council was also concerned about the behaviour of the Comets Club official and how the incident had quickly descended into an exchange of words</p>	It was moved by Councillor D. Dixon and seconded by Councillor Yewman that the Clerk be instructed to write to both the Complainant and the Club about this matter and express the Council's concern about the behaviour of both the Club and complainant in how this situation was handled and to remind the complainant that all dogs should be on a lead when exercising on the park, especially whilst a junior football match is taking place.	Agreed All in Favour

Approved



	<p>between the complainants, the Under 12s Manager and spectators.</p> <p>The match referee did stop the game whilst the dog was removed, and also spoke to the couple walking their dogs.</p>		
09/21	<p>Confidential Business</p> <p>The Clerk asked for Complaint Reference 21/05/21-CPC-SS and 08-04-21 CPC -JJ to be considered as confidential items due to the prejudicial nature of the business being considered.</p>	It was moved by Councillor Yewman and seconded by Councillor D. Dixon that Complaint Reference 21/05/21-CPC-SS and 08-04-21 CPC -JJ be considered as confidential business.	Agreed All in Favour
10/21	<p>To Consider the Report of the Investigating Officer in relation to Complaint Reference 21/05/21-CPC-SS</p> <p>The Clerk reminded Members that this matter had previously been discussed at the Council meeting held on Friday 21st May 2021 at which Council had instructed the Clerk to send a letter to a member of the public suspending/ barring that individual from using the Community Centre or Villa Park for a period of 6 months with immediate effect.</p> <p>The matter would then be reviewed. The Clerk had actioned this resolution and presented a redacted copy of the letter which had been sent to the individual for information and retrospective approval by the Committee.</p>	It was moved by Councillor Yewman and seconded by Councillor D. Dixon that the actions of the Clerk in drafting and sending the letter of suspension from Clowne Community Centre and Villa Park to the Parishioner concerned be approved.	Agreed All in Favour
11/21	<p>To Consider the Report of the Investigating Officer in relation to Complaint Reference 08/04/21-CPC-JJ</p> <p>Janice Jackson had been appointed by the Council as Investigating Officer for a complaint made by a Parishioner.</p> <p>The Investigating Officer joined the meeting via the Zoom online meeting platform.</p> <p>The Clerk left the meeting whilst this matter was being discussed.</p>	It was moved by Councillor Yewman and seconded by Councillor D. Dixon that the report be received and that no further action be taken.	Agreed All in Favour

APPROVED



	<p>An investigation report had been produced and circulated separately to Members by the Investigating Officer.</p> <p>Councillor N. Hoy asked if any Member had to declare a non-pecuniary interest in this matter and no declarations were received.</p> <p>A discussion took place and questions were fielded by the Investigating Officer.</p>		
12/21	<p>Flowers and Letter of Thanks</p> <p>The Investigating Officer advised the meeting that this was her last piece of work as she was retiring.</p> <p>The Chair thanked Ms Jackson for her work during this and over the recent past with Clowne Parish Council and she duly left the meeting.</p> <p>The Chair suggested that the Council agrees to purchase flowers and card to recognise her retirement.</p>	<p>It was moved by Councillor Yewman and seconded by Councillor D. Dixon that the Council agrees to purchase flowers and a card for Ms Jackson in recognition of her recent work supporting the Parish Council.</p>	<p>Agreed All in Favour</p>

APPROVED

