

**Minutes of the Ordinary Council Meeting
held at the Glapwell Centre, The Green, Glapwell
on Thursday 25th July 2024 at 7.00 pm**

Non-confidential items

Councillors present:

Cllr C Fleetwood, Cllr D Harvey, Cllr Colton Lee, Cllr Craig Lee, Cllr J Ritchie, Cllr T Trafford (Chair)

Also in attendance:

J Marriott (RFO until 31/7/'24) D Greatorex (Parish Clerk/RFO) and several members of the public.

32/24 To receive and accept apologies for absence:

Resolved: To accept apologies of absence from Cllr's Hibbert and Langtry-Palmer.

33/24 Chairs Announcements:

Cllr Trafford welcomed everyone to the meeting. Cllr Trafford informed members of the resignation, tendered with reluctance, of Cllr I Grainger-Grimes, due to a change of job. Cllr Trafford advised that this meant we had another vacancy on the Parish Council.

34/24 Variation of Order of Business

Resolved: that item 7 – Minutes, be brought forward to go before Public Speaking/Reports.

35/24 Declaration of Members Interest

All members (as trustees) declared an interest in the Glapwell Centre Sports Association (GCSA). Cllr C Fleetwood and Cllr T Trafford also declared an interest in the Glapwell Guardians. Cllr J Ritchie also declared an interest in Glapwell Cricket Club.

36/24 Items in Exclusion

To determine which items (if any) from the agenda, should be taken with the press and public excluded

Resolved: To put item 16 in exclusion, as it related to the ceasing of the current RFO's contract and the approval of confidential/financial details regarding outstanding holiday pay and any backpay due.

Resolved: To put item 17 in exclusion, as it related to the finalising of the contract of the newly appointed Clerk/RFO and included financial/confidential details.

36/24 Minutes of the ordinary meeting of the Parish Council held on 27th June 2024

Resolved: To approve the minutes as a true and accurate record. (The Chair duly signed the minutes.)

37/24 Public Speaking

A period of not more than 15 minutes was made available for members of the public and Members of the Council to comment on any matter.

- (a) The Guest Speaker, Alan Lloyd, who had been invited to discuss funding opportunities, was unable to attend.
- (b) Carol, one of the devoted volunteers of the Glapwell Centre, advised Members of a forthcoming Cake Sale at the Glapwell Centre, on Saturday 28th September 2024, from 12.00 – 3.00 pm. in aid of MacMillan, and asked if the Parish Council would consider kindly donating £25.00 in order to help purchase refreshments and a raffle prize. **This was approved and ratified later on in the meeting, under Finance, for £25.00 to be paid into the Glapwell Centre Guardian Account.** Cllr Ritchie and Cllr Colton Lee also kindly gave £5.00 each towards the event.

Carol also asked Members if it would be possible to have a sign at the junction of Rowshorne A617, directing people to Glapwell Centre. Cllr Fleetwood advised that this was something that had been discussed before and that brown signs would cost around £500.00 from County, to which Cllr Ritchie agreed. Cllr Ritchie advised that from past experience County would be very reluctant to put up a sign, as it was close to the junction. Other options were discussed.

Liam from Glapwell FC asked if certain dates for league fixtures could be given to GFC and it was advised by Cllr Fleetwood that this would depend on what fixtures other uses have got. It was therefore suggested that Liam email the Parish Clerk his requests through. Further discussions were also held regarding the football ground.

Clive Pearce, Parochial Councillor and vergger explained his frustrations about his inability to get County to put a sign up saying 'Saxon Church' near the Church at Rowthorn Lane. Cllr Ritchie advised he would take this up.

Shirley, a volunteer from Park Ave, who looks after grass verges along with her husband, who looks after the monument, highlighted that a section near the Cricket Ground was looking very unsightly and enquired when was the fencing coming down. Cllr Ritchie advised he would take this up.

- (c) Report from and questions to County Councillor J Barron – County Cllr J Barron was not in attendance. No report had been submitted. No questions were given for the Clerk to forward to County Cllr Barron.
- (d) Report from and questions to District Councillor J Ritchie – District Cllr Ritchie's report had been circulated to Members. Cllr Ritchie gave Members a brief outline of its contents, including S106 payments from planning applications. Also, Cllr Ritchie advised he'd contacted Mr Hunter regarding the edging on the

footpaths from Poplar to the shop and from the shop to Sycamore. It was raised by Cllr Craig Douglas that the metal barrier on the footpath was thought to be contravening the Disability Act of 2010. Cllr Trafford suggested we ask Place at County for a Footpath Officer to review the situation as to whether the metal barrier is still justified.

- (e) Report from and questions to PCSO David Hancock – PCSO Hancock was not in attendance and no report had been submitted.

A matter regarding an empty house was discussed – Cllr Ritchie said he will go back to housing with this matter.

An issue regarding speeding on the A617 was raised – Cllr Trafford advised that the Parish Councils has some actions that it was going to take in conjunction with Ault Hucknall Parish Council, which is the setting up of a Speed Watch Group and that this would be dependant on enough volunteers coming forward to man it. Tricia who was present, kindly offered to be a volunteer on this and provided the Clerk with her contact details. Cllr Trafford also advised that this would be discussed later, as an agenda item. Cllr Ritchie advised that he would also raise this matter with District Councillor Clive Moseby.

38/24 Clerk's report

The Clerk's report was noted by Members.

39/24 Correspondence

The Clerk advised Members that no correspondence had been received.

40/24 Planning

- a) BUILDING REGULATIONS – STREET NAME AND NUMBERING LOCATION: Land to the rear of 75 East Street, Doe Lea, Chesterfield, Derbyshire, S44 5NP
The Chair advised this was not relevant to us as it referred to our neighbours at Doe Lea.
- b) The clerk advised Members that no other applications had been received, after the publication of the agenda.

41/24 Calendar of Meetings

Resolved: To change the date of the Parish Council meetings to the third Thursday of each month, with effect from September 2024, and that a calendar of meetings be published on the website and in the forthcoming newsletter. (It was acknowledged that the Parish Council has no meeting in August).

42/24 Financial Regulations

Resolved: That the Clerk re agenda this item for the September meeting.

43/24 Parish Plan

A discussion was had on what items members might want on a Parish Plan eg a neighbourhood plan, and a local plan which would then help when planning applications are to be considered. Also, developing the football ground and the childrens' playground. The Chair advised that the parish plan could be laid open to the community with a view to the community responding with its visions and that it was useful to have to guide our thinking and to help with grant applications.

Resolved: To revisit a Parish Plan.

44/24 Maters for decision

a) Co-option

A discussion was held and it was noted that following Cllr Grainger-Grimes' resignation there were now two vacancies on the Parish Council. It was noted by Members that Bolsover District Council would need to be informed of Cllr Grainger-Grimes' vacancy, as Cllr Grainger was an elected member and that an election could be called by parishioners. It was acknowledged that if no election was called then the Parish Council would have 2 vacancies for co-option. It was noted that the Parish Council has £4,000.00 in its reserve, should an election be called

Resolved: That the Clerk contact BDC accordingly, and to put display the relevant Notices on the website, and on the notice boards.

b) Community Centre Kitchen

It was noted by Members that RS Electrics who had been commissioned to do the works, had not yet done the work.

Resolved: That the Clerk contact RS Electrics to ascertain when they will be doing the works. If after three weeks, the work still hasn't been done to then award the works to the second-best value quote.

c) Football Ground and MUGA

The Chair thanked Cllr Craig Douglas for all his hard work in doing the Risk Assessments.

Cllr Fleetwood advised Members that he had received the certificate for installation of the defibrillator and that he would forward this to the Clerk.

Resolved: To discuss this item further at the next GCSA Meeting, on Tuesday 30th July, at 7pm.

d) Vehicle Speed Related Issues

It was noted that Ault Hucknall Parish Council would try and participate in Doe Lea and Bramley Vale and areas around there.

Resolved: that Glapwell Parish Council would join with Ault Hucknall Parish Council, if we could get a volunteer group together and would go half way

towards the kit, which would be £250.00 each for both Glapwell Parish Council and Ault Hucknall Parish Council. That Ault Hucknall would agree to join on this basis, with the proviso being that we all get a team of volunteers that are willing to help on a regular basis.

Regarding relining of the junction - it was raised by Cllr Fleetwood that the white lines had gone and that County had promised three or four times to reline the markings on the junction, but had failed to do so.

Resolved: that Cllr Ritchie would take this matter up and write to County Cllr J Barron advising that this work was still outstanding from when Cllr Barron was first elected.

Cllr Fleetwood also raised that some approach signage was required as it was a very fast run and having some countdown signs would help.

Resolved: that Cllr Ritchie would take this matter up.

e) **Playground facilities on the Green.**

(i) To receive reports

The Clerk tabled a report from Bolsover District Council advising the playground was a low-level risk, which Members duly noted.

(ii) To note and approve a grant from Community Donation 24

It was noted and approved that a grant of £2,777.00 had been received and

Resolved: to see what playground items are available from companies such as Wicksteed Leisure, for something that the Community would like on the Playground, and to then hold a public consultation in September/October, to broadcast our visions via our newsletter/website/Facebook to ascertain what our parishioners would like to have on the Playground, with a view to then applying to Community Landfill Tax, to see if they would match fund our £2,777.00 (which we would earmark for this project).

(iii) To consider funding availability from BDC – active community funding

The Clerk had previously circulated to Members funding opportunities that Wayne Hatton had advised were available.

Resolved: To invite Wayne Hatton to our September meeting to discuss funding opportunities for the MUGA and Football Ground.

(iv) To approve next steps – these were ratified as per (i), (ii) and (iii)

f) **Safeguarding – DBS Checks**

Resolved: that the Parish Council takes the necessary steps to meet legislation requirements. **For the Clerk to draw up a list of who should be DBS checked and that the Clerk liaise with the Chair regarding this.**

g) **Insurance renewal**

It was noted that the Parish Council currently has a combined insurance policy as per below, with Hiscox/Community Renewals (a subsidiary of Gallagher):

Cricket garage, Cricket Pavilion, Cricket scoreboard Building, Football changing rooms, Glapwell Centre

Park Ave, Glapwell, S44 5PZ
Park Ave, Glapwell, S44 5PZ
Park Ave, Glapwell, S44 5PZ
Hall Corner, Bolsover Rd, Glapwell, S44 5PZ
The Green, Glapwell, S44 5LW

Resolved: For the Clerk get three quotes – one from Zurich and one other insurance company, in addition to that of David Palmer from Gallagher (Hiscox) who had submitted a renewal quotation, and for the Clerk to table these at the September meeting with a view to Members considering and ratifying the quote which meets best value.

h) **Vat Software**

It was noted that as John, our previous RFO, did all the VAT, and that as now he was retiring, that VAT software needed to be purchased in order for the new Clerk/RFO Dawn, to submit electronic VAT returns.

Resolved: To approve payment of circa £50 per year + VAT for the Clerk to purchase a suitable VAT software package in order to submit electronic quarterly VAT returns.

i) **IT Support and Email Accounts**

Following a discussion regarding IT Support it was,

Resolved: that the Cllr **Colton** Douglas and the Clerk seek recommendations for an external back up service, for our IT system to be done remotely, or on a hard drive stored elsewhere.

Following a discussion regarding Email Accounts, it was noted that to conform with good accountability, governance, confidentiality, integrity, security, and GDPR that the parish council should adopt Gov.Uk email addresses.

Resolved: that the Clerk look at acquiring government funding that is available for this.

j) **Change from SLCC to DALC**

Resolved: That the Parish Council change from SLCC to DALC. For the Clerk to cancel the subscription with SLCC and join DALC at a cost of £447.33 less £100.00 discount = £347.33 being the fee for joining from now up to the end of the financial year.

k) **Bolsover Community Woodland – tree planting project**

Resolved: To contact John Ramsey, the new Woodland Officer at BDC, should any suitable areas spring to mind on land we own, or land other people own.

l) **Derbyshire Police & Crime Plan Consultation**

Resolved: To put this on the agenda for September. Also, for Cllr Ritchie to arrange for a copy of the crime report to be given to the Clerk. Also, for the Clerk

to invite PCSO David Hancock to our September meeting to meet the Council and the new Councillors’.

m) **Improved communications with community groups and promoting community engagement.**

It was noted that to reach out to all the Parishioners, that more focus on social media was to promote events. It was acknowledged that this is something the new Centre Manager could do. Also, for the Centre Manager to go out into the Community. In addition, having a Newsletter that would go to every household, would ensure we are fully engaging with the community.

n) **Vacancy for Centre Manager.**

It was noted that we had received half a dozen or so applications for the post.

Resolved: To review the applications at the end of the month, (31st July '24), which was the closing date. That the interview panel should be no more than three people, being the Chair, Vice Chair and Cllr A Langtry-Palmer, or the Clerk.

It was noted that Mr M Cane, who was currently the acting Centre Manager, had tendered his resignation, but had said he would stay until the end of August.

Resolved: To advertise the post with immediate effect. Once the Centre Manager had been appointed, for them on the interview panel. To make some interim arrangements over August and if necessary, operate the Centre on a voluntary basis. To ensure all keys have been returned from previous employees.

o) **Payments during the Summer Recess**

Resolved: For the Clerk to action payments over the summer recess, under delegated powers and to email Cllr Trafford, Cllr Fleetwood, and Cllr Ritchie

45/24 Finance

a) **Statement of Account**

Reports for Glapwell Centre Guardians and Glapwell Sports Association were noted.

As of the 25th July 2024, the balance for the Parish Council **Current account** stood at £26,109.97

As of the 25th July 2024, the balance of the Parish Council **Instant Access account** stood at £50,841.53

As at the 30th June the combined accounts stood at £73,029.51

£302.05 interest on the reserve account had been received

To approve to have Dawn the Parish Clerk onto the account and to take John off when Dawn, the Clerk is happy with the banking procedure.

It was agreed that once all the donations have been received then Dawn, the Parish Clerk will send a thank you card to all those who have donated to say thank you for their very kind donations.

b) Authorisation of payments

Council received the list of payments for authorization and for approval, which were duly noted and approved.

PAYMENTS JUNE										CENTER EXPENSES				FOOTBALL	
Date	Details		TOTAL	NET	VAT	ADMIN	SALARIES	Loan	Projects	EXPENSES	UTILITES	SALARIES	MAINT	SALARIES	EXPENSES
25.06.24	ASL	Cleaning supplies	27	£196.86	£164.07	£32.79									
25.06.24	Staff Salaries	June	28	£4,540.22	£4,540.22	£0.00				£1,672.35					
25.06.24	HMRC	PAYE June	28	£998.14	£998.14	£0.00				£414.65					
25.06.24	NEST	Staff Pension	28	£102.12	£102.12	£0.00							£102.12		
25.06.24	Replay Maint	MUGA maint	29	£420.00	£350.00	£70.00									
30.06.24	Unlly Trust	Charges	DD	£32.40	£32.40	£0.00									
30.06.24	Hollinsend FS	Fire Inspection	30	£165.54	£137.95	£27.59				£32.40					£350.00
30.06.24	DCC	Advert	31	£134.40	£112.00	£22.40				£112.00			£137.95		
30.06.24	R Hibbert	Flowers	32	£60.50	£60.50	£0.00				£60.50					
30.06.24	Brit Gas	Centre elec	33	£148.38	£141.31	£7.07									
30.06.24	Electrify Firew	Fireworks display	34	£1,995.00	£1,995.00	£0.00									
30.06.24	Spartan	MUGA maint	35	£158.40	£132.00	£26.40				£1,995.00			£141.31		
															£132.00
PAYMENTS JULY										CENTER EXPENSES				FOOTBALL	
Date	Details		TOTAL	NET	VAT	ADMIN	SALARIES	Loan	Projects	EXPENSES	UTILITES	SALARIES	MAINT	SALARIES	EXPENSES
04.07.24	E-on Next	FG elec	36	£33.99	£32.37	£1.62									£32.37
04.07.24	Replay Maint	MUGA	37	£120.00	£100.00	£20.00									£100.00
09.07.24	ASL	Cleaning supplies	38	£96.84	£80.70	£16.14									
09.07.24	Easy Websites	Hosting	DD	£30.36	£25.30	£5.06									
09.07.24	Opus Energy	Centre gas	39	£70.75	£67.37	£3.38				£25.30					
10.07.24	Daisy	Phone & Bband	DD	£66.29	£55.24	£11.05							£67.37		
02.07.24	Scot Water	Waste water	DD	£140.99	£140.99	£0.00							£55.24		
08.07.24	Waste Man	Centre waste	DD	£87.60	£73.00	£14.60							£140.99		
15.07.24	BDC	Dog bin service	40	£68.33	£56.94	£11.39							£73.00		
19.07.24	BDC	Inspection service	41	£144.00	£120.00	£24.00							£56.94		
19.07.24	Gillgrass Nur	Flower beds	42	£4,063.56	£3,386.30	£677.26									£120.00
25.07.24	Waste Man	Overweight charge	43	£8.16	£6.80	£1.36									
										£3,386.30					
											£6.80				

Date	Details			TOTAL	NET	VAT
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25.06.24	HMRC	PAYE June	28	£998.14	£998.14	£0.00
25.06.24	NEST	Staff Pension	28	£102.12	£102.12	£0.00
25.06.24	Replay Maint	MUGA maint	29	£420.00	£350.00	£70.00
30.06.24	Unity Trust	Charges	DD	£32.40	£32.40	£0.00
30.06.24	Hollinsend FS	Fire inspection	30	£165.54	£137.95	£27.59
30.06.24	DCC	Advert	31	£134.40	£112.00	£22.40
30.06.24	R Hibbert	Flowers	32	£60.50	£60.50	£0.00
30.06.24	Brit Gas	Centre elec	33	£148.38	£141.31	£7.07
30.06.24	Electrify Pyro	Fireworks displ	34	£1,995.00	£1,995.00	£0.00
30.06.24	Spartan	MUGA maint	35	£158.40	£132.00	£26.40
04.07.24	E-on Next	FG elec	36	£33.99	£32.37	£1.62
04.07.24	Replay Maint	MUGA	37	£120.00	£100.00	£20.00
09.07.24	ASL	Cleaning suppli	38	£96.84	£80.70	£16.14
09.07.24	Easy Websites	Hosting	DD	£30.36	£25.30	£5.06
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Additional						
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c) Income and expenditure, bank reconciliation

SUMMARY OF INCOME & EXPENDITURE ACCOUNT - JUNE 2024		
	INCOME	EXPENDITURE
	£	£
GROSS INCOME		
Precept	£0.00	
Sundry - Interest	£302.05	
VAT Output tax	£146.17	
VAT Refund	£0.00	
	£448.22	
GLAPWELL CENTRE INCOME		
Centre Lettings	£730.83	
	£730.83	
GROSS EXPENDITURE		
Admin		£265.20
Staffing Costs Parish		£2,087.00
Projects		£1,995.00
VAT Input Tax		£342.28
		£4,689.48
GLAPWELL CENTRE EXPENDITURE		
Centre Expenses		£584.21
Staffing Costs		£3,553.48
Utilities		£464.90
Maintenance		£306.20
		£4,908.79
FOOTBALL GROUND & MUGA		
Running Expenses		£517.06
		£517.06
	£1,179.05	£10,115.33
SUMMARY	£	£
Bank Current Account Balance as at 30/06/2024	£60,841.53	
Reserve Account Balance as at 30/06/2024	£16,747.70	
	£77,589.23	
Less unrepresented items	£4,559.72	£73,029.51
Cash Book Reconciled Balance as at 30/06/2024		
Cash Book Balance brought forward	£81,965.79	
Add Income	£1,179.05	
Less Expenditure	£10,115.33	
Cash Book Balance carried forward		£73,029.51

Members noted income and expenditure, and bank reconciliation up to 30 June 2024.

RESOLVED: That these are received and approved

31/24 Items to be included on the next agenda (Thursday 25th July 2024)

No items had been requested for inclusion.

Confidential items

Not for public domain

32/24 To discuss the Parish Clerk's contract of employment

Non-Confidential items

33/24 Date of next meeting.

Agreed, that the date of the next meeting be held on the 19 th September 2024 at 7.00 pm.