

**Minutes of the Ordinary Council Meeting
held at the Glapwell Centre, The Green, Glapwell
on Thursday 19th September 2024 at 7.00 pm**

Non-confidential items

Councillors present:

Cllr C Fleetwood, Cllr D Harvey, Cllr R Hibbert, Cllr A Langtry-Palmer, Cllr Colton Lee, Cllr Craig Lee, Cllr S Thornton and Cllr T Trafford (Chair)

Also in attendance:

D Greatorex (Parish Clerk/RFO), Wayne Hutton (BDC), PCSO David Hancock and several members of the public.

49/24 To receive and accept apologies for absence:

Resolved: To accept apologies of absence from Cllr Ritchie.

50/24 Chairs Announcements:

Cllr Trafford welcomed everyone to the meeting. Cllr Trafford welcomed Cllr Thornton onto the Council, following her co-option during tonight's extra-ordinary meeting. Cllr Trafford advised members that Cllr Moseby would not be attending the meeting, as he had already given a presentation to Ault Hucknall Parish Council regarding the setting up of a Community Speed Watch Group, and that we would discuss this further, as it was an agenda item.

51/24 Variation of Order of Business

Resolved: None recommended.

52/24 Declaration of Members Interest

All members (as trustees) declared an interest in the Glapwell Centre Sports Association (GCSA). Cllr C Fleetwood, Cllr R Hibbert and Cllr T Trafford also declared an interest in the Glapwell Guardians.

53/24 Items in Exclusion

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

Resolved: In view of the confidential nature of Agenda Item 19 "To approve the contract of the newly appointed Clerk and RFO" and Agenda Item 20 "To approve the contract of the newly appointed Centre Manager" that the press and the public would be excluded from the meeting in accordance with the Public Bodies (Admission of Meetings) Act 1960 s1, in order to discuss these items.

54/24 Minutes of the ordinary meeting of the Parish Council held on 25th July 2024

Following an amendment on page 6, minute 44/24 (i) IT Support and Email Accounts, whereby the word Craig was to be deleted and replaced with the word Colton; it was **Resolved**: To approve the minutes as a true and accurate record. The Chair duly signed the minutes.

55/24 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 first Guest Speaker, District Cllr Moseby, who had been invited to discuss speeding on the A617 and setting up of a Community Speed Watch, was unable to attend. The Chair advised members that Cllr Moseby had previously given a presentation at Ault Hucknall Parish Council and had asked Cllr Trafford to relay the key points of his presentation. The Chair confirmed that Ault Hucknall had agreed to join up with Glapwell Parish Council in order to form a combined Community Speed Watch Group. The Chair informed members that Cllr Grainger-Grimes, who is on Ault Hucknall Parish Council, would lead the joint operation. It was acknowledged that:

- a strong bank of reliable volunteers was required (preferably 6 in total);
- any suitable sites had to be approved by the police;
- the police should be informed when the group were going out;
- the Parish Council liaise with Cllr Grainger-Grimes;

PCSO Hancock advised members that those who were repeatedly caught speeding would then have a home visit from a Traffic Officer.

(b) The second Guest Speaker, Wayne Hutton from Bolsover District Council spoke of funding opportunities for the MUGA and Football Ground, (specifically for the changing rooms) advising that the Football Foundation was the first port of call and that a description of works required, plus costings were needed. Agreed, that Wayne email Dawn, the Clerk, with any further details regarding funding opportunities. It was highlighted that the Clerk, may be asked to attend the funders meeting and work on behalf of the GCSA, during the funding process, and if so, to include the financial aspect of the Clerk's extra hours into the grant application.

Cllr Colton Lee raised the issue of exploring funding opportunities for archaeological research into Hall Corner. Agreed, that Wayne look into funding opportunities.

Open Forum

Following a discussion with Liam, from Glapwell Football Club, it was agreed that a set of keys be made available in the Glapwell Centre Office. A discussion was then held regarding bookings and it was agreed that Liam liaise with Stacey, from Wednesday Warriors, to resolve/prevent any clashes. It was agreed that whilst there are no showers a discount be given.

A member of the public raised an item about the two experimental wildflower beds. Agreed, for the Parish Council to discuss the management of the two wildflower beds with the volunteers.

Following a discussion regarding dog bins, it was agreed that the Clerk contact Bolsover District Council with a view to enquiring how much it would cost to purchase more dog bins and to consider where in the village they could be sited, and to ascertain if there is any additional compliance required.

(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, prior to the meeting.

One question was given for the Clerk to forward to District Cllr Ritchie.

(e) Report from and questions to PCSO David Hancock

PCSO Hancock gave a report on crime in general, in the locality. He also advised of regular opportunities for the public to meet up with himself to discuss any issues – one of the venues being at the Glapwell Centre. These are advertised on Facebook.

PSO Hancock advised that he would be taking the lead, on his side, with the Community Speed Watch and for the Clerk to liaise with him.

56/24 Clerk's report

The Clerk's report was noted by Members, in particular the Derbyshire County Council Snow Warden Scheme and an invitation to join it. **Resolved:** That the Clerk include this in the Newsletter with a view to ascertaining if any of the public wish to volunteer.

57/24 Centre Manager's report

The Centre Manager's report was noted by Members.

58/24 Correspondence

The Clerk advised Members of correspondence that had been received, one of which was regarding the building of the proposed pylons between Chesterfield and Willington. The Chair advised Members that the CPRE (The Council for the Protection of Rural England) are mounting a block objection. The Chair advised that Ault Hucknall had raised its own objections. **Resolved:** that the Parish Council submit its own response and that the Chair pen something for the Clerk.

59/24 Planning

- a) Application No: 24/00375/FUL
Conversion of detached garage into residential accommodation for dependent relative (Granny Annex)
Location: Outside Stockley Lane, Glapwell, Chestfield
Applicant: Mr Ian Orridge

Resolved: That the Parish Council has no objections.

- b) The Clerk advised that no further applications had been received following publication of the agenda.

60/24 Financial Regulations

Resolved: To approve the Financial Regulations for 2024/25.

61/24 Standing Orders

The Chair highlighted that in the Standing Orders meetings should only be for 2 hours, but it was acknowledged that the Chair could suspend standing orders, in order to move an extension, should the meeting exceed 2 hours.

Resolved: To approve the Standing Orders for 2024/25.

62/24 Matters for decision

a) **Co-option**

The Chair welcomed again, our new Councillor, Cllr S Thornton onto the Council
It was noted by members that there was now only 1 vacancy on the Council.

Resolved: That the Clerk continue to advertise the vacancy accordingly.

b) **Football Ground and MUGA**

Resolved: To acquire 3 quotes from local contractors, for the works required, and to seek funding accordingly, in order to bring everything up to standard. To

determine via a Risk Assessment, which things can be done safely by volunteers, and to acquire a list of volunteers, with whom to hold a meeting with. That Cllr Langtry-Palmer liaise with Hopkinson's, the local Scrap Metal Merchant, with a view to them removing all the unwanted metal stands etc and to go 50/50 with the money that the metal makes when weighed. That an onsite meeting be arranged with Hopkinson's Scrap Metal Merchants, Jodi and Cllr Fleetwood or Phil, to point out what needs taking. To hire a skip from Hopkinson's Skip Hire to be used for the necessary clearing up within the football ground.

c) **GCSA Meeting**

To hold a GCSA meeting when quotes and funding have been confirmed.

d) **Vehicle Speed Related Issues**

Please refer to min 60/24, cross referencing whereby this item has been discussed earlier in the meeting.

e) **Printing Costs for Glapwell Newsletter**

Resolved: For the Clerk to acquire 3 quotes for printing of the newsletter. To identify which streets Members are able to deliver the newsletter to, once it has been printed.

f) **Playground Facilities on the Green**

Resolved: For the Clerk to seek match funding from Veola (or the like). To also consult our parishioners with a view to ascertaining their preference for suitable Junior play equipment, and then to purchase the most preferable play equipment, following the consultation. Also, to put something in the Newsletter to this effect.

g) **Safeguarding**

Resolved: that the Parish Council takes the necessary steps to meet legislation requirements and that the following be DBS checked:

Phil Davies (Volunteer)
Lorraine Banyard (Employee)
The new Facilitator (Employee)
Rachel Hibbert (Councillor and Volunteer)

h) **Insurance renewal**

The Clerk advised she had been unable to seek two extra quotes, in addition to that of Gallagher (Hiscox) because insurance companies needed 90 days to gather all the information required, in order to submit their quote. The Clerk also advised that she had consulted the advice of DALC regarding this matter and

that they had advised that the Parish Council would be in order to go with the quote that Gallagher had submitted, but to only take out renewal for one year, as then next year, the Parish Council would be in a better position to seek three separate quotes, in order to acquire best value.

Resolved: To renew the Parish Council's insurance policy with David Palmer from Gallagher (Hiscox), at a yearly premium of £4,884.69. (In order to meet its duty to insure).

i) IT Support and .Gov Email Accounts

Resolved: To upgrade our current IT package with EasyWebs and for them to undertake the transfer of the Clerks and Councillors email addresses to .Gov in order to comply with GDPR, good accountability, governance, confidentiality, integrity, security (current government legislation), as per their quote:

1) To facilitate the transition to a .gov.uk domain, for an additional cost of £5.50 per month, plus VAT.

Whereby Easy Web will transfer the website content to the .gov domain (for free) and migrate the Clerk's inbox, sent items, and any created folders to the new email account (for free)

2) To enable our current 8 Councillors to have gov.uk email addresses at a cost £2.20 each, plus VAT per account.

j) Service Renewal with Replay Maintenance, for the MUGA

Resolved: To approve a 5-year, fixed renewal contract, with a 5% discount, saving £70.00 per year (equating to £1,400.00 - £70.00 +VAT) per year.

k) Resignation of our Caretaker, Mr Kane, and to consider the advertising of his post

Upon discussion, it was **RESOLVED** to expand the role of the caretaker to that of Centre Facilitator/Assistant and to advertise the post via DALC, Parish Council Notice Boards and the Newsletter.

l) Councillor Training

Resolved: For the Clerk to book a two and an half hour, full councillor training session, with DALC, during a suitable evening (tba) at a cost of £325.00.

m) Rights of Way MMA Footpath No 4

Resolved: To submit the claim form to DCC in order to be reimbursed the £315.00

For the maintenance and clearance of footpath 4, undertaken by Spartan Garden.

n) Seeking of two additional estimates for the repair of one of the ladies toilets in the Glapwell Centre

Resolved: For the Clerk to strive to acquire 2 additional estimates, in addition to the one she already has, as per financial regulations. If this is not possible, for the Clerk to strive to acquire 1 additional estimate.

63/24 Lease for Glapwell Colliery Cricket Club

The Clerk advised she had contacted Banner Jones Solicitors and that they had advised that they could prepare a lease for Glapwell Colliery Cricket Club for around circa £450.00. Members discussed the options for the length of lease and consideration was given to what the yearly payment should be. Agreed, that the Clerk liaise with the Right Hon Secretary of the Glapwell Colliery Cricket Club, John Ritchie regarding progressing the lease. Then to instruct Banner Jones of the agreed terms.

64/24 Emergency Grant Offer from ECB (England Cricket Board)

Members discussed the availability of an emergency grant offer from ECB, to erect a fence on the boundary edge of the cricket pitch, in order to retain the ball on that side of the fence. **Resolved:** To accept the grant offer and for the clerk to initiate a grant application; also, for the clerk to put the work required out for tender, with a view to inviting three local companies to tender for the work.

65/24 AGAR - Notice of Conclusion of Audit for year ended 31st March 2024

The External Auditor's Report and Certificate has been received and it states; "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving concern that relevant legislation and regulatory requirements have not been met." The documents have been published to meet the requirements of the regulations.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to financial regulations and the adequacy of the reserves policy. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

66/24 Finance

a) Statement of Account

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

As of the 19th September 2024, the balance for the Parish Council **Current account** stood at £10,758.62

As of the 19th September 2024, the balance of the Parish Council **Instant Access account** stood at £40,841.53

As at the 19th September the combined accounts stood at £51,600.15

b) Approval of payments

Council received the list of payments (which were authorized by two of our three delegated signatories), in advance of the Council Meeting, via our online banking.

Resolved: To note the following payments:

Payments 1/8/24 -31/8/24

Date	Details			TOTAL	NET	VAT	
01.08.24	Easy Websites	Hosting	DD	£ 30.36	£ 25.30	£ 5.06	
01.08.24	GCG donation	GCG MacMillan	51a	£ 25.00	£ 25.00	£ -	
02.08.24	DALC	Subs	52	£ 347.33	£ 347.33	£ -	
05.08.24	E-on Next	FG Electric	53	£ 25.81	£ 24.58	£ 1.23	
06.08.24	E-on Next	FG Gas	54	£ 18.26	£ 17.39	£ 0.87	
11.08.24	BDC	Loan	55	£ 7,087.50	£ 7,087.50	£ -	
01.08.24	Opus Energy	Centre Gas	56	£ 92.58	£ 88.17	£ 4.41	
07.08.24	Waste Man	Centre Waste	DD	£ 87.60	£ 73.00	£ 14.60	
11.08.24	Water Plus	FG Water	57	£ 25.61	£ 21.34	£ 4.27	
13.08.24	Water Plus	C Water	58	£ 172.30	£ 172.30	£ -	
20.08.24	DCC	Advert	59	£ 134.40	£ 112.00	£ 22.40	
20.08.24	UK Safety man	PAT Testing	60	£ 274.75	£ 228.96	£ 45.79	
13.08.24	Waste Man	O/W Charge	61	£ 0.23	£ 0.19	£ 0.04	Presented 9/9/24
23.08.24	Spartan	F/P 4 maintenance	62	£ 315.00	£ 262.50	£ 52.50	Presented 5/9/24
30.08.24	Staff Salaries	August	63	£ 5,099.15	£ 5,099.15	£ -	
30.08.24	HMRC	PAYE August	63	£ 1,515.68	£ 1,515.68	£ -	Presented 18/9/24
30.08.24	Nest	Staff Pension	63	£ 87.25	£ 87.25	£ -	Presented 5/9/24
30.08.24	Daisy	Phone & B/Band	DD	£ 66.29	£ 55.24	£ 11.05	Presented 10/9/24
30.08.24	British Gas	Centre Electric	DD	£ 157.50	£ 150.00	£ 7.50	Presented 11/9/24
30.08.24	I E Genner	Windows	64	£ 20.00	£ 20.00	£ -	Presented 7/10/24

Payments 1/9/24 -19/9/24

Date	Details			TOTAL	NET	VAT	
02.09.24	Easy Websites	Hosting	DD	£ 30.36	£ 25.30	£ 5.06	
05.09.24	Shelter Maint	Cleaning Bus Shelter	65	£ 18.10	£ 15.08	£ 3.02	
02.09.24	E-on Next	FG Electric	66	£ 28.47	£ 27.11	£ 1.36	
09.09.24	E-on Next	FG Gas	67	£ 18.23	£ 17.36	£ 0.87	
09.09.24	Waste Man	Centre Waste	DD	£ 87.60	£ 73.00	£ 14.60	
17.09.24	PKF Littlejohn	External audit	68	£ 504.00	£ 420.00	£ 84.00	
17.09.24	Replay Maint	MUGA Maintenance	69	£ 420.00	£ 350.00	£ 70.00	
19.09.24	I E Genner	Windows	70	£ 20.00	£ 20.00	£ -	Presented 7/10/24
19.09.24	Opus Energy	Centre Gas	71	£ 127.14	£ 121.09	£ 6.05	
10.09.24	Water Plus	FG Water	72	£ 25.61	£ 21.34	£ 4.27	
10.09.24	Scot Water	Centre Water	73	£ 62.17	£ 62.17	£ -	
17.09.24	BDC	Playground Ins	74	£ 78.00	£ 65.00	£ 13.00	

c) Income and expenditure, bank reconciliation

SUMMARY OF INCOME & EXPENDITURE ACCOUNT - JULY 2024		
	INCOME	EXPENDITURE
	£	£
GROSS INCOME		
Precept	£0.00	
Donations and other receipts	£500.00	
VAT Output tax	£195.08	
Project Funding (Ring Fenced)	£2,777.78	
	£3,472.86	
GLAPWELL CENTRE INCOME		
Centre Lettings	£975.42	
	£975.42	
GROSS EXPENDITURE		
Admin		-£65.30
Staffing Costs Parish		£3,629.80
Section 137 Donations		£0.00
Projects		£3,386.30
VAT Input Tax		£816.94
		£7,767.74
GLAPWELL CENTRE EXPENDITURE		
Centre Expenses		£130.86
Staffing Costs		£2,689.38
Utilities		£595.06
Maintenance		£120.00
		£3,535.30
FOOTBALL GROUND & MUGA		
Running Expenses		£209.44
		£209.44
	£4,448.28	£11,512.48
SUMMARY		
Bank Current Account Balance as at 31/07/2024	£16,944.47	£
Reserve Account Balance as at 31/07/2024	£50,841.53	
	£67,786.00	
Less unrepresented items	£1,820.69	£65,965.31
Cash Book Reconciled Balance as at 31/07/2024		
Cash Book Balance brought forward	£73,029.51	
Add Income	£4,448.28	
Less Expenditure	£11,512.48	
Cash Book Balance carried forward		£65,965.31

SUMMARY OF INCOME & EXPENDITURE ACCOUNT - AUGUST 2024			
		INCOME	EXPENDITURE
		£	£
GROSS INCOME			
Precept			
Donations and other receipts		£100.00	
Sundry			
VAT Output tax		£105.14	
VAT Refund		£847.36	
		£1,052.50	
GLAPWELL CENTRE INCOME			
Centre Lettings		£525.61	
		£525.61	
GROSS EXPENDITURE			
Admin			£747.13
Staffing Costs Parish			£4,147.66
Section 137 Donations			£25.00
Projects			
Loan repayment			£7,087.50
VAT Input Tax			£169.72
			£12,177.01
GLAPWELL CENTRE EXPENDITURE			
Centre Expenses			£20.00
Staffing Costs			£2,554.42
Utilities			£538.90
Maintenance			£228.96
			£3,342.28
FOOTBALL GROUND & MUGA			
Running Expenses			£63.31
			£63.31
		£1,578.11	£15,582.60
SUMMARY			
Bank Current Account Balance as at 31/08/2024	£13,281.24	£	
Reserve Account Balance as at 31/08/2024	£40,841.53		
	£54,122.77		
Less unrepresented items	£2,161.95	£51,960.82	
Cash Book Reconciled Balance as at 31/08/2024			
Cash Book Balance brought forward	£65,965.31		
Add Income	£1,578.11		
Less Expenditure	£15,582.60		
Cash Book Balance carried forward		£51,960.82	

Members noted income and expenditure, and bank reconciliation up to 31 August 2024.

RESOLVED: That these are received and approved

- d) **To approve the removal of Mr J Marriott (our previous RFO) from the banking system**

Resolved: For the Clerk to make the necessary arrangements for Mr J Marriott to be taken off the banking system.

- e) **To approve payment to the Clerk for Out-of-Pocket Expenses**

Resolved: To approve the Clerk's Out-of-Pocket Expenses.

Confidential items

67/24 To approve the contract of employment for the Clerk / RFO

Not for publication.

68/24 To approve the contract of employment for the Centre Manager

Not for publication.

Non-Confidential items

69/24 Date of next meeting.

Agreed, that the date of the next meeting be held on the 17th October 2024 at 7.00 pm.

The meeting closed at 9.25pm