

## STAVELEY TOWN COUNCIL

Minutes of a meeting of Staveley Town Council held at 6.00 pm on Tuesday, 27 June 2023 at the Speedwell Rooms.

Present:

Councillors	S Bean	B Dyke	D Rhodes
	B Bingham	C Jackson	K Thornton
	J Bingham	P Jacobs	E Tidd
	C Chambers	P Mann	P Wilson
	J Collins	A Ogle	

In attendance: Mrs S Doherty (Town Clerk), Councillor Anne-Frances Hayes (Derbyshire County Council), Z Reid and B Rodbard-Hedderwick (Low Carbon) and 7 members of public.

### **2324-24 TO NOTE APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors D Wheeldon and J Ridgway.

### **2324-25 TO RECEIVE DECLARATIONS OF INTERESTS**

There were no declarations made.

### **2324-26 MINUTES OF PREVIOUS MEETINGS**

A query was raised in regard to an item which Councillors believed had been agreed at the last meeting but did not appear in the minutes. The Town Clerk confirmed that whilst a discussion has taken place the decision had not been made by formal resolution and so it did not appear as such in the minutes. The Clerk undertook to contact the Town Board project manager to ask about a local business representative being granted a seat and report back to a future meeting.

In response to a query the Town Clerk advised that there was no requirement in the Standing Orders to appoint a leader the section referring to the election of a leader was in reference to the item having to appear on the agenda. If the Council chose not to appoint then there was no issue with that decision. The position was not required in law and not having a leader did not cause a detriment to the Council. The Clerk would liaise with the Chairman of the Council as was normal practice at this level of local government.

### **RESOLVED:**

That the minutes of the annual meeting held on 23 May 2023 be confirmed and signed as a correct record.

### **2324-27 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that she had been invited to attend the Derbyshire Unemployed Workers Centre 40th anniversary event tomorrow. On 8<sup>th</sup> July she would be attending the Armed Forces Event

at Hollingwood and on 29<sup>th</sup> July she would be attending the event at Mastin Moor Community Allotments.

**2324-28 PUBLIC PARTICIPATION SESSION**

A member of the public queried the position of leader of the Council. The Town Clerk re-iterated the comments made under minute 2324-26.

A member of the public made a speech about the position of a local business person on the Town Deal Board not being supported by the Project Board. He also expressed a desire to see the old Staveley Works site developed.

A resident expressed concerns about the Elm Tree pub being set on fire again and the high street emptying. She felt that there was nothing for young people to do in Staveley as youth services had been decimated due to cutbacks. It was suggested that the CCTV cameras didn't work and this needed looking at. There were also issues with drug sales occurring in St George's Park.

Councillors confirmed that they had asked for more police patrols in the area. It was believed that there was an issue created by the merging of the Staveley Team with Newbold and if it had been merged with the Bolsover Team there might have been more PCSO's in the Staveley area.

The Elm Tree situation had been raised at CBC with officers and they had agreed to write to the owner to require it to be tidied up and made more secure. Councillor Dyke would also query the issue with the CCTV and report back.

A resident complained that the issues with fly tipping in the area were caused because of overly stringent rules about using the local tips and this needed to be addressed.

Councillor Ogle stated that it was important that residents reported issues with anti-social behaviour when it happened so that the police were aware and could gather the data they needed to take action. Reporting could now be done online.

**2324-29 PRESENTATION FROM LOW CARBON ON INKERSALL SOLAR FARM**

Councillors listened to a presentation from representatives from Low Carbon regarding the progress on construction of the Inkersall Solar Farm. A copy of the slides would be circulated to Councillors following the meeting.

A question and answer session followed. The Chairman sought agreement from Council to suspend standing orders to allow members of the public to ask questions too. At the close of the item the Chairman re-instated Standing Orders.

**REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

Councillor Dyke reported that, so far, 40 shops had applied for the shop front grants through the Town Deal fund.

Councillor B Bingham reported that the DCC AGM had been held and appointments made. Also, the Whittington Moor roundabout works were to take place over the next 3 weeks so the roads would be closed off for resurfacing and edging stones installation.

Councillor A Hayes provided a detailed report (copy appended to the minutes) covering the new Mayoral Combined Authority and announced that there would be a directly elected Mayor with elections for this happening next year.

The Staveley Library was to be relocated and plans had been approved by the DCC Cabinet. A public consultation would be undertaken.

Cllr Hayes continued to campaign for road re-surfacing works but each inspection had been met with rejection as the roads did not meet the criteria for works to be undertaken. She asked that people reporting pot holes online etc also inform her so she could collate them as part of a larger campaign.

A replacement bus shelter had been agreed for the summerskill green stop provided that CBC would take on the maintenance from installation.

There was a scheme to trial Speed Indicator Devices (SIDs) ongoing and Cllr Hayes would support an application from the Town Council or community groups to have these installed.

Councillor B Bingham stated that he had already raised this with the Town Clerk and explained that the recipients of the SIDs would need to secure professionally trained people to install and move them about as necessary between three locations.

Councillor Mann asked if the Borough Council had given the Town Council notice regarding the demolition of the market store. The Town Clerk replied that they had not, and that a letter that she had been expecting had also not yet arrived.

Councillor Wilson sought clarity on who was paying for the library to move. Cllr Hayes confirmed that the actual move and fit out would be paid for by DCC. The building itself was the only thing being funded by the Town Deal money.

Councillor B Bingham confirmed that the current library building was being put forward for disposal and that it was not a listed building.

**ANNUAL GOVERNANCE AND ACCOUNTABILITY STATEMENT  
(AGAR) 2022-23****a) To receive the report of the Internal Auditor**

The Town Clerk advised Councillors that a slightly revised conclusion to the internal auditors report had been submitted shortly before the meeting and read it out. A copy would be circulated after the meeting. The Clerk confirmed that the actions to be taken in response to the report would be discussed through the Policy, Finance and Publicity Committee and picked up as part of the Improvement Board activity with recommendations brought back to Council as necessary.

**RESOLVED:**

That the report of the Internal Auditor be received.

**b) To complete and approve the Annual Governance Statement  
(Section 1 of the Return)**

The Clerk took Councillors through the Annual Governance Statement and encouraged discussion on the answers to be selected. The Clerk completed the answers as voted upon by Councillors.

**RESOLVED:**

That the Annual Governance Statement be approved and signed by the Chairman and the Clerk.

**c) To approve the Accounting Statements (Section 2 of the Return)**

The Town Clerk presented the Accounting Statements and background information provided by the accountant. The highlights to note were that the Council finished the year with a surplus of approx. £54,000. Excluding loans the Council had achieved an income over budget of approximately £100,000. Overspends against budget were noted on the staffing structure of approximately £90,000 (excluding redundancy costs) with smaller overspends against budget on myriad budget lines. The Town Deal project had not been budgeted for and this was a significant proportion of the departure from the budget.

The previous year's figures had required restating following feedback from the External Auditor and this had been done in accordance with their comments. This related to income being incorrectly deferred forward to 2022-23 as a result of a misunderstanding of how it had been coded in the software. The final External Audit report for the 2021-22 year was still awaited. The overall position was not changed as a result and the Council still had negative reserves although this was now moving in the right direction, having received the loan prior to year-end.

The Clerk reminded Councillors of the outstanding issue relating to the Tomlinsons contract for the Town Deal project and this was not yet resolved, however it was possible that there was outstanding money due to the Council from Tomlinsons in relation to utilities during the refurbishment of the Hall. The Town Clerk was investigating but this was taking some time to resolve. It was expected that the bill would be between £20,000-30,000 but as yet no invoice had been received from them for the recent project so could not be included at this time.

## **2324-32      SUSPENSION OF STANDING ORDERS**

As the meeting was approaching 2 hours it was considered if the business could be completed with a short time extension.

### **RESOLVED:**

That Standing Order number 3y be suspended for a period of 30 minutes beyond 8pm to enable the business of the meeting to be completed.

## **2324-33      FINANCE MATTERS**

- a) To approve the schedule of payments to 31 May 2023.  
The Town Clerk responded to queries relating to window cleaning and shredding bins.

### **RESOLVED:**

That the schedule of payments to 31 May 2023 be approved.

- b) To note the Summary of Income and Expenditure to 31 May 2023

### **RESOLVED:**

That the summary be noted.

- c) To note the bank balances as at 20 May 2023:

- i. Co-op current account: £7,000
- ii. Co-op 14 day account: £35,094.01
- iii. Co-op Savings account: £20,490.01
- iv. Petty Cash/Floats: £342.17

**Total Funds held: £62,926.19**

In response to a query it was confirmed that the Council had received additional CIL monies of approx. £102,000 and the money owed from the Town Deal project during June. The receipt of the CIL money had been delayed pending the Council approving the Annual CIL report. This had in turn been delayed pending advice from CBC officers on what the money was able to be spent on and this was not received until late April 2023.

### **RESOLVED:**

That the bank balances be noted. As set out above.

- d) To approve the Cashflow/Finance update report for distribution to CBC

The Clerk explained that this report was part of the agreement for the loan and that she would like Council to sign off on it before it was submitted to CBC.

Councillor Jacobs queried the cost of the Speedwell and requested a breakdown of expenditure and income.

**RESOLVED:**

That the report be approved for circulation to CBC.

- e) To approve the acceptance of a grant of £4,500 from Derbyshire County Council to set up a lantern procession and associated workshops for the 2023 Christmas Switch-on Event.  
The Town Clerk explained that this had formed part of a larger bid but this was the only part which had received funding. She would continue to look for funding for Remembrance and the Christmas Lights. In response to a query, if the event could not go ahead then the money would be returned to the County Council.

**RESOLVED:**

That the grant be accepted.

- f) To approve the set up of a CIL workshop for all Councillors to attend and develop priorities for CIL expenditure for recommendation to council for public consultation.

**RESOLVED:**

That the CIL workshop be approved subject to being held in an evening to enable maximum attendance by Councillors that work.

- g) To approve the set up of a workshop for all Councillors to attend (in September 2023) to develop the Council's Corporate Plan for 2024-2027.

**RESOLVED:**

That the Corporate Plan workshop be approved subject to being held in an evening to enable maximum attendance by Councillors that work.

**2324-34 EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED:**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Members of the public were thanked for their attendance. The meeting adjourned at

8:05pm for a short comfort break and reconvened at 8:11pm.

**2324-35 STAFFING MATTERS**

Councillors considered the report of the Town Clerk and RFO.

Councillors were keen to ensure that the Town Clerk and RFO was properly supported. Discussion was held regarding the need for clear objectives and a request for costings for a full year was made.

**RESOLVED:**

- a) That the additional post of Assistant Clerk, with the Job Description and Person Specification as set out in Appendix 1 to the report, at 16 hours per week commencing at £16.16 per hour be approved.
- b) That the posts of Caretaker/Maintenance operative be renamed to Facilities Assistants.
- c) That the appointment of the third part-time Facilities Assistant be delayed until the results of the trial operating procedures are known and subject to budget and finances.

The Chairman closed the meeting at 8:25pm.

Signed: \_\_\_\_\_