

STAVELEY TOWN COUNCIL

Minutes of the Ordinary Council Meeting held on 24 March 2026 at 6pm in the Speedwell Rooms.

Present:

Councillors:	S Bean	C Jackson	J Ridgway
	B Bingham	P Mann	E Tidd (Chair)
	C Chambers	A Ogle	P Wilson
	J Collins	D Parsons	
	S Hartley	D Rhodes	

In attendance: Mrs S Doherty (Town Clerk & RFO), and 8 members of the public.

The Chair requested that everyone stand for a minute's silence to honour Councillor Paul Jacobs who had recently passed away.

2526-96 APOLOGIES FOR ABSENCE

Standing apology for Councillor K Thornton and M Bagshaw.
Apologies were received from Councillor B Dyke.

The Chair proposed that the Council consider the extension of the approved reason for absence of Councillor M Bagshaw as she had a further update on his condition which had worsened. Following a brief discussion it was:

RESOLVED:

That the reason for absence for Councillor Bagshaw be approved for an extended period to January 2027.

2526-97 DECLARATIONS OF INTEREST

Councillor E Tidd declared a non-pecuniary interest in agenda Item 6 – Grant Application from Norbriggs School as she was a governor there.

Councillors P Mann, D Rhodes and C Jackson declared a non-pecuniary interest in agenda item 7 – Motion from Cllr Rhodes re grant support for Inkersall Spencer Academy as they had already expressed their support within the CIL application.

2526-98 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting of the Council held on 10 February 2026 be approved and signed as a true record.

2526-99 CHAIRMAN'S ANNOUNCEMENTS

The Chair announced that she had attended the funeral of Councillor Paul Jacobs as Chair of the Council, a fellow Councillor but also because she had known him for a long time and they always worked well together for the residents.

Chairs Initials

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2526-100 PUBLIC PARTICIPATION SESSION

The Chair of the Inkersall Allotments Association made an address to the Council.

The lead for the Bent Lane Wood proposal made an address to the Council advising that the King had now written to him in support of the proposal.

A resident asked if Item 7a's grant included salaries. It was confirmed that it did not.

A resident expressed concern over the use of CIL money for Schools and that this would 'open the flood gates' whereas the money could be spent on greenspaces, community halls and playareas instead. It was asked if the Council could just support the school with seeking external funding instead of giving the CIL money away.

A Councillor re-iterated the invitation for the Derbyshire County Councillors to attend the Town Council's meetings.

2526-101 GRANT REQUEST

- a) Norbriggs Primary School - £8,680.56 to purchase iPads and associated accessories (CIL)

Councillors debated the matter thoroughly and examined other options such as renting the units. Councillors reminded each other that this was a deprived area and the school was not an academy. They had already set a precedent by purchasing for Poolsbrook and there was a nearby development which had contributed a significant amount of CIL money which the school should be able to benefit from.

RESOLVED:

That the grant of £8680.56 CIL for the purchase of iPads and associated accessories be approved.

2526-102 MOTIONS FROM COUNCILLORS

- a) Councillor D Rhodes – Request for support to Inkersall Spencer Academy in the provision of SEN facilities

Councillor Rhodes introduced his motion.

Councillors debated the issues and it was clarified that the grant request did not include wages and salaries, it was just for building works.

It was requested that an itemised list of equipment be requested before money was transferred.

RESOLVED:

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a) That, subject to the school providing a list of equipment to be purchased with the funds, a grant of £15,000 CIL be approved for the creation of one room.

b) That the Council's staff be made available to support the school with applying to external funding bodies to complete the other areas.

2526-103 FINANCE MATTERS

a) Schedule of Payments

RESOLVED:

That the schedule of payments over £3,000 to 28 February 2026 be approved.

b) Budget Monitoring Reports – NOTED

c) Bank Reconciliation to 28 February 2028 – NOTED

d) Reserves Report – NOTED

2526-104 ROOM RENTAL RESTRUCTURE AND PROVISION OF SERVICES

Councillors considered the report of the Assistant Clerk.

A typo was noticed on the Staveley Hall brochure which would be corrected before putting out online and in print.

The Town Clerk advised that the point of the charging scheme was to provide a discount to local residents and groups to encourage them to make more use of the facility as currently 60% of users were from outside of the area.

Councillors debated the proposals and it was asked that going forward there be someone in the building for the duration of bookings when events were taking place as there had been issues getting in touch with the caretakers resulting in councillors being phoned by the hirer. The Clerk stated that this would be done once the new staff were in place, currently there was not the capacity within the team to enable this coverage.

RESOLVED:

a) That the report be received and approved.

b) That the introduction of the new rates and criteria within the report be approved.

c) That the discounted rate for local groups and residents and the criteria for inclusion be approved.

d) That the rates be reviewed annually to maintain parity with market changes.

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2526-105 DATA PROTECTION AUDIT

Councillors considered the documents produced by the external provider. A Councillor asked that the Council's name be put on the Appropriate Policy Documents before publication.

RESOLVED UNANIMOUSLY:

a) That the completion of the data protection audit by Breakthrough Communications be noted.

b) That the following documents be approved and adopted:

Appropriate Policy Documents (APDs)

- Staveley – APD – Employment
- Staveley – APD – Statutory and Government Purposes

Legitimate Interests Assessments (LIAs)

- Staveley – Awards or Competitions – LIA
- Staveley – CCTV – LIA
- Staveley – Free Bookings – LIA
- Staveley – Photos of the Public – LIA

Core Data Protection Policies

- Staveley Data Breach Policy
- Staveley Data Erasure Policy
- Staveley Data Security and BYOD Policy
- Staveley Privacy Notice
- Staveley Subject Access Request (SAR) Policy

c) That the creation of additional operational data protection documentation as follows be noted:

- Staveley Data Sharing Agreement
- Personal Data Breach Register
- Data Map and Data Protection Impact Assessment

d) That delegated authority be granted to the Proper Officer to implement the policies and supporting documentation and make any minor administrative updates required to maintain compliance.

2526-106 REVIEW OF RISK MANAGEMENT POLICY AND REGISTER

Council reviewed the Risk Management Policy and Register. It was agreed that no changes were necessary at this time.

RESOLVED:

That the Risk Management Policy and Register be approved and re-adopted.

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2526-107 REVIEW OF WEBSITE ACCESSIBILITY

a) Analysis report on the Council's website
Councillors received the report. The Clerk explained that overall the site was very compliant, there were a couple of things which needed to be addressed which had occurred following an update to the website. This was in hand and being managed by the website provider.

b) Review of the website accessibility statement
Councillors reviewed the statement and did not suggest any changes.

RESOLVED:

- a) That the analysis report be noted.
- b) That the website accessibility statement be approved and re-adopted.

2526-108 REVIEW OF PENSION PROVISION FOR NEW ROLES

Councillors considered the report of the Town Clerk which related to new roles being created for the Cleaning and Catering positions which may transfer into the new Staveley Hall Charity once created.

The rate of employer contributions was discussed and the application to the gross or qualifying salary was considered.

RESOLVED:

- a) That NEST be adopted as the pension scheme for new employees taken onto staff that will likely transfer to the charity trust.
- b) That this is approved on the basis that it provides a low-cost, low-administration and easily transferable solution appropriate for a small workforce.
- c) That the pension arrangement be reviewed should staffing numbers increase or organizational complexity change.
- d) That the employer contribution rate be set at 4% and be applied to the gross salary.

2526-109 STRESS RISK ASSESSMENT

Councillors considered the document which had been reviewed and recommended for adoption by the HR Committee.

In response to a query, the Clerk advised that the HR Committee has tasked her with looking into the provision of an Employee Assistance Programme. It was asked if Councillors could be included in this as well. The Clerk confirmed that she would research the costs and bring this to the HR Committee for consideration before recommending to Council.

2526-110 QUESTIONS FROM THE PRESS

Councillor Mann introduced the item and explained that he had wanted to discuss the questions in a meeting as they had not been previously raised within meetings and he felt that they should be answered to provide clarity to residents.

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In response to objections that discussing this would 'turn things political' the Chair did not allow further discussion.

2526-111 EXCLUSION OF PRESS AND PUBLIC

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 items as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

2526-112 LAND MATTERS

Councillors considered the confidential report of the Town Clerk and RFO.

The report was taken in three sections with voting following each discussion.

RESOLVED:

- a) That a consultation be carried out with the Middlecroft Allotment Association and a market valuation for the plot be sought before proceeding any further.
- b) That the Clerk investigate the provision of separate water and electricity meters at the rear of Staveley Hall, look into a market valuation for the ground rent and bring the proposal back with further details and pictures.
- c) That the Proper Officer be granted delegated authority to enter into discussions with Chesterfield Borough Council over the Bent Lane land with all options for acquisition on the table.

2526-113 DATE OF NEXT MEETING

19 May 2026 – Annual Council Meeting

The Chair reminded Councillors that the Annual Town Assembly would be held on 12 May 2026 and all were welcome to attend.

The Chair thanked Councillors and the public for their attendance and closed the meeting at 7:45pm.

Signed: _____
Chair

Chairs Initials