

# Killamarsh Parish Council

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**Draft Minutes Are Subject to Approval at The Next Council Meeting.**

## **Minutes of a Meeting of Killamarsh Parish Council Held on Monday 27<sup>th</sup> September 2021 at the Parish Suite, Killamarsh**

**Commenced: 7.00pm – Concluded: 8.52pm**

**Councillors Present:** Cllrs Steve Clough [Chair], Nick Challenger, Chris Curzon, David Drabble, Carol Lacey, Tony Lacey, Stuart Mullins, Alex Platts, Mo Potts, Eva Thompson, Wendy Tinley

**Absent Councillors:** Bill Rice and John Windle

**District and County Councillors:** Derbyshire County Cllr. Mark Foster

**Officers:** Cllr. Steve Clough (Chairman, nominated and approved temporary Responsible Person/Proper Officer. Cllr Tinley was appointed minute taker for this meeting.

**Members of the Public:** Eight members of the public

2021/039 (FC)	<p><b><u>Item 1: Chairman's Announcements</u></b> To receive the Chairman's opening announcements.</p> <p><b>The Chairman welcomed all members and the public to the full council meeting. The Chairman also welcomed Cllr. Tony Lacey to the meeting on him becoming a Councillor in the recent by-election.</b></p>
	<p><b><u>Item 2: Two minute Silence</u></b></p> <p><b>A two minute silence was held in memory of the recent tragedy and the lives lost at Chandos Crescent.</b></p>
2021/040 (FC)	<p><b><u>Item 3: Apologies for Absence</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p><b>RESOLVED:</b></p> <p><b>1) That the apologies from Cllr. Bill Rice and Cllr. John Windle (due to ill health) be received and approved.</b></p>
2021/041 (FC)	<p><b><u>Item 4: Declarations of Disclosable Pecuniary and Other Interests</u></b> <b><u>Item 4.1</u></b> - To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.</p> <p><b>RESOLVED:</b></p> <p><b>1) Cllr. Stuart Mullins wished it to be known that he is no longer a member of the Labour</b></p>

	<p>Party and will continue as an Independent Councillor and he also registered an interest as a member of the British Royal Legion.</p> <p>2) Cllr. Eva Thompson declared an interest in agenda item 15.3 Killamarsh Conservation Group.</p> <p><b>Item 4.2</b> - To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.</p> <p><b>None received.</b></p>
2021/042 (FC)	<p><b>Item 5: Adjournment for Public Participation</b> To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.</p> <p><b>One member of the public addressed council and mentioned his concerns about the lack of a sauna in the forthcoming upgrades to the sports centre. The chair confirmed in the plans he had seen that the popular spin classes would be in the area instead.</b></p>
2021/043 (FC)	<p><b>Item 6: Reports from County / District Councillors and Invited Guests</b> To receive reports from County Councillors, District Councillors and any invited guests. A period of no more than 3 minutes will be allowed for each report and must be a report on their business environment only.</p> <p><b>Cllr. Mark Foster (Derbyshire County Council) reported that he has been pushing for a full traffic capacity assessment from Highways Development regarding the proposed Primrose Lane development, this includes detector loops on Primrose Lane and Sheffield Road. He noted that residents performed their own traffic assessment, and the developers performed a manual classified turning count on 30<sup>th</sup> June 2020, but he felt strongly that that was insufficient and wanted a full traffic capacity assessment to be sent on the NEDDC Planning. Between members and residents, clarification was sought on the timings of the traffic assessment and length of the assessment. Cllr. Foster replied in detail.</b></p> <p><b>Cllr. Steve Clough confirmed he had called in the planning application for Primrose Lane so that the full planning committee could scrutinise the application, rather than one officer making the decision.</b></p> <p><b>Cllr. Foster also reported his grave concerns about how KCT(A) was being run. He clarified and wanted it minuting that no parish reps had been invited to any meetings. A debate occurred and concerns were raised. A meeting to discuss the dissolution of the KCT(A) is to be held on the 18<sup>th</sup> of October.</b></p> <p><b>There were no reports from NEDDC Councillors.</b></p>
2021/044 (FC)	<p><b>Item 7: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</b> To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p><b>RESOLVED:</b> 1) Cllr. Thompson requested Item 20 to go into closed session. All members agreed.</p>
2021/045 (FC)	<p><b>Item 8: Minutes</b> To approve the draft minutes of the Annual Council meeting held on the 26<sup>th</sup> July 2021 (enclosed).</p> <p><b>RESOLVED:</b> 1) That the draft minutes of the Annual Council meeting held on the 26<sup>th</sup> July 2021 be</p>

	<p>approved as a true and accurate record of proceedings subject to an amendment at 9.1, changing the word discussion to ‘a brief debate’.</p>
2021/046 (FC)	<p><b><u>Item 9: Vacant Position on the Finance Committee</u></b></p> <p>To elect a new member to the Finance Committee, to replace Cllr Stuart Mullins who decided not to take up the position after further consideration.</p> <p><b>RESOLVED:</b></p> <p>1) Cllr. Tinley was elected to the Finance Committee. Proposed by Cllr. Carol Lacey and Seconded by Cllr. David Drabble</p>
2021/047 (FC)	<p><b><u>Item 10: Minutes of the Environment and Climate Change Committee</u></b></p> <p>To note the minutes of the Environment and Climate Change Committee</p> <p><u>Recommendations to Full Council</u></p> <p>10.1 To approve the updated Grit Bin Policy</p> <p><b>RESOLVED:</b></p> <p>1) That the determination for a grit bin in list A will be on a case-by-case basis 2) Reference to Bradford Council be removed</p> <p>Cllr. Lacey proposed, Cllr. Thompson seconded, 10 in favour and 1 against.</p>
2021/048 (FC)	<p><b><u>Item 11: Minutes of the Events and Communication Committee</u></b></p> <p><u>Recommendations to Full Council</u></p> <p>11.1 To approve the updated Newsletter Policy</p> <p><b>RESOLVED:</b></p> <p>1) That the newsletter policy is approved. Proposed by Cllr. Alex Platts and seconded by Cllr. Mo Potts and all in favour.</p>
2021/049 (FC)	<p><b><u>Item 12: Minutes of the Health Safety and Wellbeing Committee</u></b></p> <p>To note the minutes of the Health Safety and Wellbeing Committee</p> <p><u>Recommendations to Full Council</u></p> <p>12.1 To approve the updated 8b Dress Code Policy 12.2 To approve the updated KPC9 Lone Working Policy 12.3 To approve the updated KPC12 Dignity at Work, Anti-bullying and Harassment Policy 12.4 To approve the updated KPC14 Training, Learning and Development Policy 12.5 To approve the updated KPC15 Attendance Management &amp; Ill Health Policy 12.6 To approve the updated KPC21 Employee Privacy Policy</p> <p><b>RESOLVED:</b></p> <p>12.1 To approve the updated 8b Dress Code Policy adding ‘and should be of smart and casual appearance’ and to update the name of the Committee on the policy. Cllr. Platts proposed and Cllr. C Lacey seconded. All in favour.</p> <p>12.2 To approve the updated KPC9 Lone Working Policy adding ‘ensuring the parish office is kept up to date.’ And amended the Committee title. Cllr. Drabble and Cllr.</p>

	<p><b>Curzon seconded, all in favour.</b></p> <p><b>12.3 To approve the updated KPC12 Dignity at Work, Anti-bullying and Harassment Policy. Cllr. Potts proposed and Cllr. Platts seconded. All in favour.</b></p> <p><b>12.4 To approve the updated KPC14 Training, Learning and Development Policy and amended Committee title. Cllr. Drabble and Cllr. Curzon seconded, all in favour.</b></p> <p><b>12.5 To approve the updated KPC15 Attendance Management &amp; Ill Health Policy. Proposed by Cllr. Thompson and seconded by Cllr. Platts. All in favour.</b></p> <p><b>12.6 To approve the updated KPC21 Employee Privacy Policy. Proposed by Cllr. C Lacey seconded Cllr. Thompson. All in favour.</b></p>
<p>2021/050 (FC)</p>	<p><b><u>Item 13: Update on CLOC Building</u></b> Chairman to update on current position of the CLOC building.</p> <p>After taking legal advice we have learned that Outside Body representatives from all Councils are not trustees of KCTA but do however take the form of a General Committee.</p> <p>Legal also confirmed that due to the Lease agreement set up between KCTA and the Parish Council in 1998 having no break clause in it, then KCTA only had 2 options, which were to either employ at cost a Solicitor to negotiate a Surrender Agreement or Dissolve the trust as this would automatically terminate the lease.</p> <p>The trust have decided to dissolve and the meeting for this is arranged for 18<sup>th</sup> October in the CLOC building at 11am. This means the building will not be coming back to the Parish Council on the 30<sup>th</sup> September but will now happen at a date to be determined.</p> <p>A discussion took place in relation to the tenure of the current housing office and future options available for the Parish Council and the CLOC building.</p> <p><b>RESOLVED:</b></p> <p><b>1) That the update be noted.</b></p>
<p>2021/051 (FC)</p>	<p><b><u>Item 14: Co-option Process to Full Council</u></b> To consider the co-option process for the 2 vacancies in line with the attached Co-option policy.</p> <p><b>RESOLVED:</b></p> <p><b>1) The co-option policy was approved an agreement reach to start the process as soon as possible with the advert showing West Ward. Cllr. Tinley proposed, Cllr. C Lacey seconded and all in favour.</b></p>
<p>2021/052 (FC)</p>	<p><b><u>Item 15: Section 137 Grant Applications</u></b></p> <p>To review the Section 137 Grant Application policy, to bring in line with the new Scheme of Delegation and Approved budget.</p> <p>The Chairman explained that due to the old policy not having been changed in line with the new budget and Scheme of Delegation, then the current Grant Policy rules would apply to this round of grant applications.</p> <p>A discussion took place on how future grants applications will be awarded. Two stages, one in April and one in October (October only if the grant applications did not claim the 10 x £500 available in</p>

	<p>April). The Chairman will make amendments and bring it back to Council at a later date.</p> <p><b>RESOLVED:</b>  <b>To appoint 3 Councillors to a panel to review and approve the grant applications received below. Proposed were Cllr. Potts, Cllr C. Lacey and Cllr. Clough. Proposed by Cllr. Drabble and seconded by Cllr. Platts and all in favour.</b></p> <p><b>15.1 Rotary Club of Abbeydale for purchase of 2 apple trees (formally equipment at Killamarsh Infant School). Grant value required £200.</b></p> <p><b>15.2 3<sup>rd</sup> Killamarsh Scout Group to provide CCTV equipment to help safeguard the Scouting HQ and the equipment stored on site. Grant value required £200.</b></p> <p><b>15.3 Killamarsh Conservation Group for the hire of 2 skips to remove collected cut brambles and overgrown scrubs etc. Grant value required £500.</b></p> <p><b>15.4 Killamarsh Heritage Society to place a plaque on the planter on the corner of Mansfield Road and Hut Lane. Grant value required £200.</b></p>
<p>2021/053 (FC)</p>	<p><b><u>Item 16: Income and Expenditure</u></b>          To receive and note the income and expenditure for Month 5, August 2021.</p> <p>The Chairman highlighted that due to delay in the sports centre transferring to NEDDC there was unfortunately expenditure in a number of areas where no budget had been set. It was however noted that due to careful management of the budget, we were in a relatively good position at the end of month 5.</p> <p>The Chairman informed the council that due to over payment of climate change levy funding, the overpayment of £60,327 has been refunded by the utility providers and is in the budget under general fund.</p> <p><b>RESOLVED:</b>  <b>1) To note the income and expenditure report</b></p>
<p>2021/054 (FC)</p>	<p><b><u>Item 17: Planning Applications</u></b>          To receive and determine any action required on the planning applications information from lists circulated by NEDDC.</p> <p><b>RESOLVED:</b>  <b>1) The Council resolved to submit an objection from the Parish Council in relation to Primrose Lane.          Cllr. Drabble proposed and Cllr. T Lacey seconded. All in favour.</b></p> <p><b>Parish Suite Update – The Events and Communications Committee met to discuss the refurbishments. The chair advised that he had opened communications with Bolsover Procurement Team (BPT) asking them to undergo a procurement exercise. BPT clarified that there is a construction framework in place called SCAPE where key suppliers are in place, who will manage the whole process from planning to delivery and includes producing drawings and obtaining three quotations from different trade suppliers. We can review the costings and make a decision when this has taken place. We are required to have an intrusive survey to check for asbestos before any planning process and work can proceed. Clarity was provided that the asbestos register would be updated accordingly.</b></p> <p><b>RESOLVED:</b>  <b>1) Approval was given to proceed with the asbestos intrusive survey. Proposed by Cllr. Challenger, seconded by Cllr. Platts.</b></p>

	<p><b>Cllr. Potts requested clarity on ensuring the use of the parish suite did not conflict with the use of the CLOC building when it returns to the Parish Council. The Chair confirmed a program of activities would be put in place to manage this.</b></p>
<p>2021/055 (FC)</p>	<p><b><u>Item 18: Reports from Parish Councillors</u></b>  To receive reports from Parish Councillors who have attended recent meetings or events on behalf of the Parish Council including representation on external bodies:</p> <ul style="list-style-type: none"> <li>• KCT (a)</li> <li>• Veolia Norwood</li> <li>• Chesterfield Canal Trust</li> <li>• Bread Charity</li> <li>• NEDDC/Parish Liaison</li> </ul> <p><b>The Bread Charity confirmed change of bank signatories is in progress. The intention is to bring the Charity up to date including an overhaul of the constitution and a change of name. They confirmed all files had also been received from the appropriate areas. No other reports were presented.</b></p> <p><b>The next NEDDC/Parish Liaison meeting is on the 15<sup>th</sup> October, 2021.</b></p>
<p>2021/056 (FC)</p>	<p><b><u>Item 19: Parish Office and Health, Safety and Wellbeing Committee (HSW) Update</u></b>  Update on the current office position and work undertaken on recruiting a permanent Clerk/RFO and Deputy Clerk.</p> <p><b>The Chair advised that HR Services have sent up to date versions of the T&amp;Cs and a copy of the draft letter of appointment for the Deputy Clerk. The Chair is to forward the documents from HR Services to Cllr. Potts for review and any amendments that need making.</b></p> <p><b>We are still awaiting the shortlist of candidates for Clerk/RFO, from the employment agency.</b></p> <p><b>It was recommended by the HSW Committee that a 2<sup>nd</sup> Handyperson was recruited.</b></p> <p><b>RESOLVED:</b></p> <p><b>1) To recruit and appoint a second handyperson. Proposed by Cllr. C Lacey, seconded by Cllr. Platts. All in favour.</b></p> <p><b>Council Insurance</b>  To update and agree on the Councils insurance requirements.</p> <p><b>The Chairman informed the council that he had received an email on the 27<sup>th</sup> of August asking if a decision had been made on the renewal of the main Council insurance, that was due to expire on the 13<sup>th</sup> September.</b></p> <p><b>He then confirmed he had requested quotations from three different companies but then discovered that one of the providers had since gone out of business. This left us with only two companies that provided insurance to Parish Councils, that he was aware of.</b></p> <p><b>The current insurance provider had stated that they had tried to contact the Parish Council back in June however, no response had been received. Due to the imminent expiry of the insurance it was imperative it was renewed immediately on the date it expired and the Chairman was seeking confirmed approval from the council.</b></p> <p><b>It was confirmed that the CLOC building is currently insured for the building shell only however, we will need to add the CLOC building to the public liability and contents</b></p>

	<p>insurance in future.</p> <p><b>RESOLVED:</b></p> <p>2) To approve the Parish Council insurance renewal. Cllr. Challenger proposed, Cllr. Potts seconded. All in favour.</p>
2021/057 (FC)	<p><b><u>Item 20: Value Added Years</u></b> Moved to Closed Session.</p>
2021/058 (FC)	<p><b><u>Item 21: Any items for discussion for a future agenda</u></b> To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p><b>Memorial options for the recent events on Chandos Crescent to be discussed.</b></p> <p><b>To discuss the level of maintenance in the closed church yard and whether the council applies pressure to NEDDC and the Diocese, with whom whose responsibility lies.</b></p> <p><b>To discuss the flag flying policy.</b></p>
2021/059 (FC)	<p><b><u>Item 22: Date of the Next Council Meeting</u></b> To note the date of the next full council meeting scheduled for Monday 25<sup>th</sup> October 2021 at 7.00pm.</p> <p>There being no further business, the meeting came to a close at 8.52pm.</p>

**These draft minutes were approved as a true record at the Full Council meeting**

**Held on: ..... \*with the agreed additions/deletions: None / Yes (list amendments below)**

**Signed (Chair)..... Print: ..... Dated**

.....

\*Loose leaf pages to be initialled

\* The copy signed by the Chair to contain the alterations, recorded in longhand, with the changes (agreed by the meeting) signed and dated. Signed Copy of the minutes to be filed in the minute book.

**\*Agreed Amendments (Additions/Deletions) to the Draft Minutes:**