

## GLAPWELL PARISH COUNCIL

### Minutes of meeting of Glapwell Parish Council held on Thursday 24 May 2018 At the Glapwell Centre

#### **Present:**

David Clough

Tricia Clough

Clive Fleetwood

John Jepson

Tony Trafford (Chair)

Keith Woollen

**Also in attendance** – Sue O'Donnell (Parish Clerk), Councillor Ann Syrett,  
Councillor C Moesby

**48/18 Apologies for Absence** – Rachel Hibbert, Jackie Hole,

**49/18 Declarations of Interest** – None

**50/18 Public Forum** – There were no items.

#### **51/18 Minutes**

##### **Council Meeting held on 19 April 2018**

The minutes were agreed as a correct record of the meetings and signed by the chair of the meeting.

**52/18 Matters Arising** – There were no matters arising.

#### **53/18 Reports**

**Police** – No report was available.

**Speeding on Back Lane** - Clive Fleetwood asked for a further request for action to stop speeding on Back Lane. Councillor Moesby proposed that he would arrange a site visit with Highways staff to view the road and make suggestions for resolving the problems. This was welcomed by the Council.

#### **Derbyshire County Council**

Councillor Moesby answered questions on the new senior management structure at the Authority and the recent discussions on fracking.

He also noted that the email informing the Council about a consultation on library closures was sent out after the local event in Holmewood took place. He agreed to raise this with the relevant officer.

**Bolsover District Council** – Councillor Syrett provided information about:

**Parking on Verges** – Councillor Syrett informed the Council that following the multi agency meeting last November Bolsover District Council had produced a plan to identify areas for additional parking areas in the village. This plan had

been sent to DCC for comments and permissions where they owned the land. Councillor Moesby requested a copy of the plan so he could follow this up with the relevant officers.

John Jepson referred to the ongoing problems caused by residents driving over the grass opposite The Young Vanish. Councillor Syrett said that there had been a proposal to drop kerbs but residents were not willing to contribute to the cost.

#### **54/18      Glapwell Centre**

**Glapwell Centre Action Plan/Management Committee** – The action plan was still to be updated and a meeting of the Management Committee arranged. A list of current lettings prepared by the Centre Manager was circulated.

There was a discussion on the disappointing support from the community for fundraising events at the Centre. It was agreed to look at different events such as those provided by Live and Local for the Autumn.

#### **55/18      Football Ground**

**Leader Project** – The clerk referred to the agreement for the funding that had been circulated prior to the meeting. There was a discussion on the risks attached to the project. These were:

**Financial Commitments** - Members were reminded of the financial commitments involved with the project and the impact on the budget agreed in January. The overall cost of the project was £52479.50 and the grant from the Leader project was £41983.60. It was noted that the 20% of private money had been earmarked as follows – Income from Sports Hall and football ground lettings (£6200), Sponsorship (2400) and Grant from GCDG (2000) providing a total of £10500.

**Management of the Project** - Concern was expressed about difficulties in the past of establishing a successful management Committee at the Glapwell Centre. It was necessary to review the role of the Management Committee for the Glapwell Centre alongside the Football Ground. This would require changes to the membership to include representatives from the users of the ground and in particular agreeing a detailed job description for the new employee. **It was agreed that in the short term members of the Finance Committee take on this role to oversee the recruitment and management of the project.**

**Employment of new worker** – A plan was needed for the recruitment process to ensure that the arrangements could deliver the access and administration of lettings as soon as the MUGA was available. The key tasks identified were: administration of bookings, grounds maintenance, access to MUGA/Football Ground for Lettings, Opening Up for matches. Members of Finance Committee had considered the options for covering all aspects of the job and one option might be to consider a job share arrangement to provide the 30 hours

proposed. A further option would be to allow main users to have keys as part of the booking agreement. It was agreed that this would require them to agree block bookings involving a minimum number of games to ensure that the ground was used to capacity. The use of prepaid key cards could be introduced for the MUGA. One of the implications would be to have open access to the car park but restrict access to the ground. This would involve enhancement of CCTV coverage and secure entry points.

**It was concluded that the advantages of accepting the funding and implementing the project outweighed the risks identified.**

A number of actions were required as follows:

**Formal Acknowledgement of the funding** - This was required within a month together with delegated signatories to complete claims and monitoring forms. Within the agreement were milestones that had been included in the original application. It was possible to meet the deadlines if suppliers could carry out the work. A provisional date had been agreed with the main contractor on Thursday 31<sup>st</sup> May at 10.30 to discuss the timetable for work. It was agreed that the potential slippage on the timescales were discussed with the leader Project.

**Publicity** – It was agreed that it was important to share the news about the funding. It was agreed that an article be written for the website and that the project be the focus for the Annual Parish Meeting to be held on 28<sup>th</sup> June.

**CFC Proposal** – Tony and Clive reported from a meeting with Chesterfield Football Community Trust on 17/05/18. A draft proposal had been prepared and some revisions made. It was proposed that Tony Trafford and Clive Fleetwood pursue this agreement based on a 5 year partnership with a 12 month notice clause in place for both parties. **This was agreed.** It was understood that the Ground would be shared with teams from the community who would also be offered a similar agreement. Clive Fleetwood reported that he had been contacted by a number of other teams about playing at the Ground.

**Clean Up by Volunteers** – As part of the agreement a number of volunteers from the Community Trust had agreed to spend a day at the Ground to clear rubbish and paint the perimeter fence. The Community Trust was also actively seeking funding for further improvements at the ground. This was part of an action plan firstly to cover refurbishment before the new season started and secondly more expensive projects covering the pitch and changing rooms.

### **56/18      Audit Return 2017/18**

**Internal Audit** – The internal audit had been completed by J S Marriott with no major issues identified for action.

**Annual Return 2017/18** - The Clerk circulated a report outlining the information required by the Annual Return. She read out the contents of the

annual return including 1) the Annual Governance Statement, 2) the bank reconciliation from the Annual Statement of Accounts for 2017/18, 3) Statement of Council Assets.

**Annual Governance Statement** – The statements were confirmed.

**Bank Reconciliation** - The bank reconciliation provided in the Audit Return was correct.

**Statement of Council Assets** – It was agreed that the current estimates be included in the annual audit return.

**It was agreed that the contents of the Annual Return were accurate and the document was signed by the Chair and clerk for submission, along with the report from the internal auditor.**

**Public Inspection of Accounts** – It was agreed that the accounts be available from a period of 30 working days between Friday 1st June and Friday 13<sup>th</sup> July 2018.

## **57/18 Finance**

**Monthly Finance Summary for April** – The summary was circulated and the following payments agreed.

Date	Details		TOTAL	NET	VAT
14.05.18	HMRC	PAYE M1 18/19	£312.16	£312.16	
14.05.18	DWP Finance	April Attachment	£46.21	£46.21	
14.05.18	DCC Pensions	Contribution May	£267.44	£267.44	
14.05.18	Eon	PAYG	£50.00	£50.00	
14.05.18	BDC	CAN	£320.50	£320.50	
14.05.18	Viking	Stationery	£96.96	£80.80	£16.16
14.05.18	BT		£118.85	£99.04	£19.81
14.05.18	Page Kirk	Payroll April	£144.00	£120.00	£24.00
14.05.18	BDC	Dog Bins	£50.39	£41.99	£8.40
14.05.18	Yorks Water	Waste water	£94.41	£94.41	
14.05.18	DWP Finance	May Attachment	£72.56	£72.56	
14.05.18	HMRC	PAYE M2	£327.23	£327.23	
30.04.18	BT		£60.79	£50.66	£10.13
14.05.18	Salaries		£2,939.63	£2,939.63	
22.05.18	JKE Elect	Centre maint	£84.40	£84.40	
22.05.18	Water Plus	Supply	£94.41	£94.41	
22.05.18	BT	mobile	£3.60	£3.00	£0.60
22.05.18	Clerk's Exps	Misc	£87.88	£87.77	
22.05.18	Hopkinson	Skip Hire	£200.00	£166.67	£33.33
22.05.18	Cash	Petty Cash	£150.00	£150.00	
31.05.18	HMRC	VAT Return	£327.91	£0.00	

**Bramley Vale School** – A request had been received for a grant to update their IT system. Members agreed that they were happy to support the breakfast club but that it would be inappropriate for the Council to provide funds for these items of infrastructure of the school.

## **58/18 Planning Matters**

**BDC Local Plan for BOLSOVER DISTRICT: PUBLICATION** – It was noted that the plan had been published and links had been sent to Members to allow them to view the plan online.

**BDC Planning 18/00140/FUL - Retention of outside leisure room/addition to garage at 11 Church View Glapwell - NOTED**

**BDC Planning App. 18/00249/FUL for Consultation Conversion of Outbuilding to self- contained holiday flat –** There was a discussion on the precedent that this might set but it was agreed by the majority of Councillors not to raise objections.

**BDC Planning 18/00195/DETAG – Agricultural Barn – Decision Noted**

**59/18 Correspondence –April/May 2018**

<b>Date</b>	<b>Subject</b>	
29/03/18	OPUS Energy – Increases in price of Electricity	NOTED
	Yorkshire Water Business service Changes to Billing	NOTED
	Bramley Vale Primary School – Information on success of Breakfast Club	NOTED
15/05/18	BDC Elections GDP Regulations –Request for Information	To Reply
18/05/18	Bramley Vale Primary School – Request for grant for Upgrade to a new IT system	Clerk to reply
14/05/18	Seafarers UK Merchant Navy Day 03/09/18 Fly a Flag!	NOTED
<b>BY EMAIL</b>	<b>Circulated to all Members</b>	
17/04/18	DCC Polling District and Place Review	NOTED
20/04/18	DCC Emergency closure: Rylah Hill, Palterton.	NOTED
23/04/18	DALC National salary Award	NOTED
01/05/18	Calor Rural Community Fund - What's your project?	NOTED
03/05/18	DCC Parish and Town Council Liaison Forum 10 May 2018	NOTED
03/05/18	BDC LOCAL PLAN FOR BOLSOVER DISTRICT: PUBLICATION	See 58/18
03/05/18	Leader Project – Confirmation of Funding	NOTED
09/05/18	BDC Planning 18/00140/FUL Retention of outside leisure room/addition to garage at 11 Church View Glapwell	See 58/18
10/05/18	BDC Planning 18/00195/DETAG – Agricultural Barn	See 58/18
11/05/18	BDC Planning App. 18/00249/FUL for Consultation Conversion of Outbuilding to self contained holiday flat	See 58/18
12/05/18	Community Action Bolsover Eats and Treats Events Across the Bolsover District in 2018/2019	NOTED
15/05/18	DCC Night Closures: A617 By-pass Chesterfield June 2018	NOTED
15/05/18	Jack Naylor ASHA Football Club – Interest in using Football ground	NOTED
16/05/18	Age Concern - New Derbyshire Action Grants Launched	NOTED
21/05/18	BDC Partnership Parish Council Liaison Minutes 17/05/18	NOTED
22/05/18	DCC Libraries for Derbyshire: Public Library Service Strategy Consultation Dates for Events	NOTED
	Office of PCC National Rural Crime Survey Poster	To Display

**60/18 Date of Next Meeting** – It was agreed that the next meeting of the Parish Council will be held on **Thursday 28<sup>th</sup> June 2018 at 8.00 pm. This meeting will be preceded by the Annual Parish Meeting at 7pm.**

Sue O'Donnell  
19/06/18