



The Annual Meeting of the Town Council held in the Council Chamber, Town Hall on Monday 16th May 2016 at 7.00pm

Minutes

Non Confidential items

3229/16 Present

Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr John Riley, Cllr Bill Storey, Cllr Philippa Tilbrook, Cllr Hilary Young

Colin Bateman, Doug Cousins (Bakewell Golf Club) Kath Potter, CCllr Judith Twigg, Leonard Twigg

3230/16 Election of Mayor and to receive Declaration of Acceptance of Office

Cllr Helen Froggatt was elected Mayor for the forthcoming year. Cllr Froggatt completed the Mayor's Declaration of Acceptance of Office which was then received and countersigned by the Clerk as Proper Officer of the Council.

3231/16 To receive and accept apologies for absence

Resolved: To accept apologies for absence from members: Cllr Vivienne Parnham (prior engagement)

3232/16 Election of Deputy Mayor

Cllr Steve Edwards was elected Deputy Mayor

3233/16 Mayor's announcements

Cllr Helen Froggatt said it was a privilege to be elected Mayor for a second term of office; she welcomed everyone to the meeting and outlined the business for the evening.

3234/16 Declaration of Members Interests

(a) To enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

Cllr Alyson Hill recorded a pecuniary interest in minute 3236/16(NP/DDD/0416/0345)
Cllr Helen Froggatt recorded a pecuniary interest in minute 3250/16 (Mayor).

(b) To receive and approve requests for dispensation from members in which they have a Disclosable Pecuniary Interest.

None received.

3235/16 **Items in Exclusion**

To consider whether any items should be considered in exclusion of the public and press

It was not considered necessary to take any items in exclusion.

3236/16 **Public Speaking**

(a) A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter (Representations are limited to a maximum of 3 minutes per person).

Cllr John Riley said that Age Concern is to be reorganised in 2017 and a representative will make a presentation to a future meeting of the Town Council.

Cllr Steve Edwards reported that

- the Environment Agency had been notified of a crack in the flood defence wall
- A-level students at Lady Manners School are to assist with flood hazard survey
- Prices are being obtained for refurbishment/replacement of the notice board at Market Place

Doug Cousins, Bakewell Golf Club, outlined planning application NP/DDD/0416/0345 and answered questions from members.

(b) If the Police Liaison Officer, a County Councillor or District Councillor is in attendance they will be given the opportunity to raise any relevant matter.

Following concerns about the quality and extent of repairs to North Church Street and the condition of Stanedge Road/Church Lane junction and of Holme Lane, CCllr Judith Twigg said she would arrange for a survey to be undertaken by DCC.

Resolution moved without notice.

Resolved: To alter the order of business to discuss Planning Application NP/DDD/0416/0345 next on grounds of expediency.

Cllr Alyson Hill declared the interest recorded at minute 3234/16 and withdrew from the meeting room.

NP/DDD/0416/0345 Bakewell Golf Club, Station Road, Bakewell. Construction of green keeping workshop and storage building. Applicant: Mr Doug Cousin.

Resolved: To recommend approval subject to the condition that the shed must only be for ancillary use to the club and for no other purpose.

Cllr Alyson Hill returned to the meeting room and re-joined the meeting.

3237/16 **To approve the minutes**

(a) Ordinary Meeting held Monday 18th April 2016

Resolved: To approve the minutes of the Ordinary meeting held Monday 18th April 2016 as a correct record.

(b) Planning Committee Tuesday 3rd May 2016

Resolved: To approve the minutes of the Planning Committee held Tuesday 3rd May 2016 as a correct record.

3238/16 **To review Committee structure, terms of reference and to appoint members**

Resolved: To approve the following Committee structure, terms of reference and membership;

(a) Finance

Finance Committee

Terms of reference: Discusses all aspects of finance and audit; budgets, insurance, procurement, investment and other aspects of finance including budget monitoring and scrutiny. It has delegation to approve payments to the levels permitted by Financial Regulations.

Method of reporting to Council: Verbal or written reports

Membership: Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Vivienne Parnham, Cllr Philippa Tilbrook

(b) Planning Committee

Terms of reference: Delegation to approve planning responses to the Planning Authority.

Method of reporting to Council: Verbal or written reports

Membership: Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Vivienne Parnham, Cllr John Riley, Cllr Bill Storey, Cllr Philippa Tilbrook, Cllr Hilary Young

(c) Staff Committee

Terms of reference: To make recommendations to Council on staffing issues. No delegated powers

Method of reporting to Council: Verbal or written reports

Membership: Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Vivienne Parnham.

3239/16 **To review and approve Working Party structure, terms of reference and to appoint members**

Resolved: To approve the following Working Party structure, terms of reference and membership;

(a) Christmas

Terms of reference: Organises the public celebration of Christmas within Bakewell and switch on of Christmas lights (annually in the last weekend in November). No delegated powers.

Method of reporting to Council: Verbal report to Council

Membership: Council members and other interested parties. Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Vivienne Parnham, Cllr Bill Storey, Cllr Philippa Tilbrook and other interested parties.

(b) Land and Buildings

Terms of reference: To provide recommendations to Council on the management and maintenance of Town Council land and buildings. No delegated powers.

Method of reporting to Council: Verbal reports to Council

Membership: Council members and other interested parties. Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Vivienne Parnham, Cllr John Riley, Cllr Philippa Tilbrook, Cllr Hilary Young and other interested parties.

(c) Website

Terms of reference: To provide recommendations on content for the Town Council website

No delegated powers – implementation of output in accordance with the Media Policy

Method of reporting to Council:

Membership: Council members. Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Bill Storey, Cllr Philippa Tilbrook

3240/16 **Bakewell Partnership**

(a) To approve continued leadership role of the Town Council within the Partnership

Resolved: To approve the continued leadership role of the Town Council within the Partnership.

(b) To approve appointment of members to the Neighbourhood Plan Sub-Groups

Resolved: To make the following appointments;

i. Economy

Cllr Alyson Hill, Cllr Paul Morgans, Cllr Hilary Young

ii. Education, Leisure, Sports & Arts

Cllr Helen Froggatt

iii. Environment

Cllr Hilary Young

iv. Housing

Cllr Bill Storey, Cllr Steve Edwards

v. Transport and Communications

Cllr Paul Morgans, Cllr Hilary Young

3241/16 **To review representation to outside bodies and approve appointment of representatives**

Resolved: To appoint the following representatives;

(a) Bakewell in Bloom

Resolved: To appoint Cllr Paul Morgans

(b) Bakewell Town and Community Trust Liaison meetings

Resolved: To appoint Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Philippa Tilbrook
Colin Bateman left the meeting.

3242/16 **Training of members – to approve attendance at DALC training courses**

Resolved: To note the opportunity.

3243/16 **To review Standing Orders, Financial Regulations and Local Procedures and to approve them for use**

Resolved: To approve the following for use:

- (a) Code of Conduct (Annex A to minute 1974/12(c))
- (b) Financial Regulations (Annex A to minute 2763/14, amended by minute 3191/16(a))
- (c) Grants Procedure (Annex C to minute 2154/12)
- (d) Local Procedures (Annex A to minute 231/07, as amended by minute 2981/15(a))
- (e) Media Policy (Annex A to minute 2089/12)
- (f) Members Interests Procedure (Annex A to minute 1974/12(c))
- (g) Standing Orders (Annex A to minute 2494/14(a) amended by minute 3191/16(a))

3244/16 **To review bank mandate; to approve signatories**

Resolved: To add Cllr Helen Froggatt, Cllr Paul Morgans and Cllr Bill Storey to the mandate.

3245/16 **To review and approve on-going contracts**

Resolved: Following review to approve the following;

(a) **Accountancy** and Payroll

Butler Cook Accountants Ltd.

(b) **Accountancy** Software

Sage UK Ltd

(c) **Bus shelter cleaning**

Shelter Maintenance Ltd.

(d) **Erection, maintenance and disposal of Christmas trees**

Lee Silcock

(e) **Insurance**

WPS Insurance Brokers and Risk Services

(f) **Internet**

Peak Support Ltd

(g) **Maintenance of Yeld Road Play Area**

Mr R P Lownds

(h) **Supply and maintenance of hanging baskets**

Premier 1 Ltd

(i) **Telephone**

British Telecom

(j) **Webhosting**

Grafika

3246/16 **To approve a list of regular payments**

Resolved: To approve the following list of regular payees:

Supplier	Service	Notes
British Telecom	Telephony	
Butler Cook Accountants Ltd	Payroll Internal Audit	
Derbyshire Association of Local Councils	Technical/Legal advice Training	
Grafika	Webhosting	
Grant Thornton llp	External Audit	
Laser Media Supplies	Stationery/Office Supplies	
Lee Silcock	Christmas Tree contractor	Year 3 of 3 year agreement
Lyreco	Stationery/Office Supplies	
Peak Support	Internet service	
Pete Lownds	Caretaking Yeld Road Play Area Grounds maintenance Sheepwash/Scot's Garden	
PlaySafety Ltd	RoSPA Playground Inspection	
Premier 1	Hanging Basket supply and maintenance	
Public Works Loan Board	Loan	

Sage UK	Accountancy software/support	
Salisbury & Wood	Road salt/Grit and Grit bins	
Shelter Maintenance Ltd	Bus shelter cleaning	3 shelters, fortnightly
Society of Local Council Clerks	Technical/Legal advice Training	
Viking (Office Depot)	Stationery/Office Supplies	
WPS	Insurance broker	3 year agreement

3247/16 **To review Town Council land, leases tenancies and assets**

Resolved: To note the following;

Land held by the Town Council: Ball Cross Wood, Station Road, Castle Hill, Ancient Monument, Station Road, Catcliffe Wood, Park Road, Endcliffe Wood, Buxton Road, Parsonage Field, Stanedge Road, Scot's Garden, Baslow Road, Sheepwash, Buxton Road Town Hall, The Square.

(b) Leases and tenancies:

Council as Landlord: Castle Hill, Parsonage Field, Town Hall

Council as Tenant: Playground Yeld Road, Town Clerk's Office

(c) Assets:

As listed in the Asset Register.

Resolved: To note the land held by the Town Council, its leases and tenancies and to note the assets recorded in the Asset Register.

3248/16 **To review Risk Assessment**

Resolved: To note the Risk Assessment document.

3249/16 **To approve a calendar of meetings for the Town Council 2016-17**

Resolved: To approve the calendar of meetings at Annex A to this minute. Clerk to forward copies to CCllr Judith Twigg, Kath Potter and to DDDC requesting that Area Community Forums are timed to avoid a clash with Town Council meetings.

3250/16 **To review Mayor's Allowance and to approve payment**

Cllr Helen Froggatt declared the interest recorded at minute 3234/16 and withdrew from the meeting room. Cllr Steve Edwards took the chair.

Resolved: To reduce the Mayor's Allowance from £750 to £500. The Mayor's allowance will no longer be expected, to cover the costs of a Civic Service or similar event.

Cllr Helen Froggatt returned to the meeting room and resumed as Chair.

3251/16 **To approve Clerk's request for annual leave 2016-17 and to approve carry forward of unused days from previous leave year**

Resolved: To approve the request (see Annex A to minute 3249/16)

The Clerk then withdrew from the meeting whilst the request to carry forward unused leave was discussed.

Resolved: That payment in lieu of leave should be made for 10 days and to allow 9days

3hours and 54 minutes leave to be carried forward to the current leave year.

The Clerk then returned to the meeting room and re-joined the meeting.

3252/16 **Clerk's Report**

To approve Clerks Report on action taken following Ordinary Meeting held 18th April 2016

Resolved: To approve the report.

3253/16 **Correspondence**

To note receipt of items for information

DALC Circulars

9 2016 Training Courses and an Update on Internal Audit - Derbyshire Association of Local Councils

8 2016 - Governance & Accountability - Locum Clerks - Neighbourhood Planning Champion - Local Council Award Scheme - Section 137 & Power of Gen Competence - Tesco Bags of Help - NALC Star Councils

3254/16 **Planning Applications**

To approve the Town Council's response to the Planning Authority on the following:

(a) NP/DDD/0416/0357 Peppercorn House, King Street, Bakewell. Change of use of existing retail shop to self-catering holiday accommodation and associated external alterations. Applicants: Mr & Mrs Pembery.

Resolved: To recommend approval; however there is some concern regarding the difficult access/egress of the site.

(b) NP/DDD/0416/0345 Bakewell Golf Club, Station Road, Bakewell. Construction of green keeping workshop and storage building. Applicant: Mr Doug Cousin.

See minute 3236/16 above.

3255/16 **Matters for decision**

(a) Annual Return 2016; to approve audit timetable and appointment of internal auditor

Resolved: To approve 3rd June 2016 to 14th July 2016 as the Public Inspection period, to note that the call in date for the Annual Return is 10th June 2016 and to appoint Butler Cook as internal auditor.

(b) Use of Market Place for up to four Community Events a year; report on meeting with DDDC Head of Community Development, Ashley Watts and District Councillors

Cllr Paul Morgans reported on a further meeting with Ashley Watts, Head of Community Development, DDDC. The matter is to be put again to DDDC's Senior Management Team and a reply will be issued by the end of this week.

Resolved: That the report be received.

(c) To approve request from BT&CT to erect banners on the front elevation Town Hall

Resolved: Clerk to obtain pre-application advice from PDNPA

(d) To approve arrangements for flying of flags, summer 2016

Resolved: To offer flags to businesses for summer 2016-17 at a cost of £15 for a 5-ft x 3-ft flag and £10 for a 3-ft x 2-ft flag, to cover cost of installing and removing. Flags to be in place for 17th June and to be removed week commencing 8th August.

(e) PDNPA Enforcement & Planning Training – to approve attendance

Resolved: Clerk to circulate details to members.

3256/16 **Finance**

(a) Statement of account

Resolved: To note that per statement to 29th April 2016 the Town Council's Business Instant Access Reserve Account stood at £114,931.88

(b) To consider Risk Assessment and Insurance issues for decisions made above

All decisions taken in good faith. No additional Risk Assessment or Insurance issues identified.

3257/16 **Time, date and place of next meetings**

The next meetings of the Town Council will be as follows:

- Planning Committee 7.00pm Monday 6th June 2016 in the Council Chamber
The agenda closes midday Thursday 26th May 2016.
- Ordinary Meeting 7.00pm Monday 20th June 2016 in the Council Chamber
The agenda closes midday Thursday 9th June 2016.

The meeting closed at 9.30 pm.

Calendar of Meetings 2016 to 2017

V1.0 16th May 2016

Meeting Type	Meeting Date	Circulation Date	Agenda Closes <i>midday</i>	Notes
Planning Committee	Monday 6 th June	Friday 27 th May	Thursday 26 th May	<i>Bank Holiday 30th May</i>
Full	Monday 20th June	Monday 13th June	Thursday 5th June	
Planning Committee	Monday 4 th July	Monday 27 th June	Thursday 23 rd June	
BTC/BT&CT Liaison	Tuesday 5 th July at 2pm			<i>Not a meeting of the Town Council</i>
Full	Monday 18th July	Monday 11th July	Thursday 7th July	
Planning Committee	Monday 1 st August	Monday 25 th July	Thursday 21 st July	
No Full Meeting in August				
Planning Committee	Monday 5 th September	Friday 26 th August	Thursday 25 th August	<i>Bank Holiday 29th August</i>
BTC/BT&CT Liaison	Tuesday 6 th September at 2pm			<i>Not a meeting of the Town Council</i>
Full	Monday 19th September	Monday 12th September	Thursday 8th September	Agenda: Christmas Arrangements
Planning Committee	3rd October 2016	Monday 26 th September	Thursday 22 nd September	
Full	Monday 17th October	Monday 10th October	Thursday 6th October	
Finance Committee	Monday 7 th November at 6pm	Monday 31 st October	Thursday 27 th October	
Planning Committee	Monday 7 th November at 6pm	Monday 31 st October	Thursday 27 th October	
Full	Monday 21st November	Monday 14th November	Thursday 10th November	
Finance Committee	Monday 5 th December at 6pm	Monday 28 th November	Thursday 24 th November	
Planning Committee	Monday 5 th December	Monday 28 th November	Thursday 24 th November	
BTC/BT&CT Liaison	Tuesday 6 th December at 2pm			<i>Not a meeting of the Town Council</i>
Full	Monday 19th December	Monday 12th December	Thursday 8th December	
Finance Committee	Tuesday 3 rd January 2017 at 6pm	Wednesday 21 st December	Wednesday 21 st December	
Planning Committee	Tuesday 3 rd January 2017	Wednesday 21 st December	Wednesday 21 st December	
Full	Monday 16th January	Monday 9th January 2017	Thursday 5th January 2017	Agenda: Hanging Baskets
Planning Committee	Monday 6 th February	Monday 30 th January	Thursday 26 st January	
Full	Monday 20th February	Monday 13th February	Thursday 9th February	
Planning Committee	Monday 6 th March	Monday 27 th February	Thursday 23 rd February	
BTC/BT&CT Liaison	Tuesday 7 th March at 2pm			<i>Not a meeting of the Town Council</i>
Full	Monday 20th March	Monday 13th March	Thursday 9th March	
Planning Committee	Monday 3 rd April	Monday 27 th March	Thursday 23 rd March	
Full	Monday 24th April	Thursday 13th April	Thursday 13th April	<i>Good Friday 14th April Easter Monday 17th April</i>
Annual Town Meeting	Tuesday 25 th April Court Room at 7pm	Tuesday 11th April	Tuesday 11th April	
Planning Committee	Tuesday 3 rd May	Monday 25 th April	Thursday 21 st April	<i>Early May Bank Holiday 1st May</i>
Annual Town Council	Monday 15th May	Monday 8th May	Thursday 4th May	

Meetings are held in the Council Chamber, Town Hall and commence at 7pm unless otherwise stated

Initials/Signature of Chair..... Date ... 20th June 2016 Page 1402

Bakewell Town Council

Members of the Town Council

Cllr Steve Edwards
Cllr Helen Froggatt
Cllr Alyson Hill
Cllr Paul Morgans
Cllr Vivienne Parnham
Cllr John Riley
Cllr Bill Storey
Cllr Philippa Tilbrook
Cllr Hilary Young

Telephone

01629 815 766
01629 812 108
01629 815 177
07968 140 727
01629 813 968
01629 813 518
01629 812 732
07773 288636
01629 812 597

Email

edwards5761@googlemail.com
helenfroggatt@tiscali.co.uk
alyhill@btinternet.com
p.morgans@btinternet.com
cllrvivparham@btinternet.com
wendyriley@talktalk.net
billstorey1@btinternet.com
philippa.tilbrook@derbyshiredales.gov.uk
hilaryyoung@uk2.net

Committees

Finance

Planning

Staff

Membership

Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Vivienne Parnham, Cllr Philippa Tilbrook
Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Vivienne Parnham, Cllr John Riley, Cllr Bill Storey, Cllr Philippa Tilbrook, Cllr Hilary Young
Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Vivienne Parnham

Working Parties

Christmas

Land and Buildings

Website

Membership

Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Vivienne Parnham, Cllr Bill Storey, Cllr Philippa Tilbrook and other interested parties.
Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Vivienne Parnham, Cllr John Riley, Cllr Philippa Tilbrook, Cllr Hilary Young and other interested parties.
Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Bill Storey, Cllr Philippa Tilbrook

Representatives to outside bodies

Bakewell Town and Community Trust
Liaison Committee

Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Philippa Tilbrook

Bakewell Partnership Neighbourhood Plan

Economy
Education, Leisure, Sports & Arts
Environment
Housing
Transport and Communications

Cllr Alyson Hill, Cllr Paul Morgans, Cllr Hilary Young
Cllr Helen Froggatt
Cllr Hilary Young
Cllr Steve Edwards, Cllr Bill Storey
Cllr Paul Morgans, Cllr Hilary Young
Cllr Paul Morgans

Bakewell in Bloom

Town Council Subscriptions: Bakewell & Eyam Community Transport, Derbyshire Association of Local Councils, Peak Park Parishes Forum, Society of Local Council Clerks

Town Clerk's Office: General Business Hours: 8.30am – 4.25pm Monday to Friday. On meeting days the office is usually staffed from 12.30pm. The Clerk is permitted to work from home on one day per week. Telephone: 01629 813 525 Mobile: 07717 137 526 Email: townclerk@bakewelltowncouncil.gov.uk

Clerk's Leave: 21-22 June, 12, 14-15 July, 12 August, 8-9, 16, 29-30 September, 24-25 October, 17-18 November, 29-30 November, 8-9, 12, 15, 22-23, 30 December *Remaining leave to be notified.* Statutory Days 28-29 December 2016

Bank Holidays: 30 May, 29 August, 26, 27 December 2016, 2 January, 14, 17 April, 1st May 2017

Planning issues

Planning applications can be viewed in the office (or Council Chamber the afternoon of Planning Committee meetings) or online at: <http://pam.peakdistrict.gov.uk/> (using address or last four digits of application number)

Useful Numbers:

Derbyshire Dales District Council 01629 761 100
Peak District National Park Authority 01629 816 200
Derbyshire County Council 01629 533 190
Derbyshire Association of Local Councils 01629 816 338

V1.0 16th May 2016