

Bakewell Town Council

Town Hall, Bakewell, Derbyshire DE45 1BT
Tel: 01629 813525
email:townclerk@bakewelltowncouncil.gov.uk



The Annual Meeting of the Town Council held in the Council Chamber, Town Hall on Monday 15th May 2017 at 7.00pm

Minutes

Non Confidential items

3551/17 Present

Cllr Steve Edwards, Cllr Alyson Hill (from minute 3554/17), Cllr Paul Morgans, Cllr Vivienne Parnham, Cllr John Riley, Cllr Bill Storey

Kath Potter PDNPA member, 1 member of the public

3552/17 **Election of Mayor and to receive Declaration of Acceptance of Office**

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

3553/17 **To receive and accept apologies for absence**

Cllr Alyson Hill (delayed – work commitment) Cllr Paul Morgans (unwell), Cllr Philippa Tilbrook (work commitment)

3554/17 **Variation of order of business**

It was not considered necessary to vary the order of business.
At this point Cllr Alyson Hill joined the meeting.

3555/17 **Election of Deputy Mayor**

Cllr Bill Storey was elected Deputy Mayor

3556/17 **Mayor's announcements**

Cllr Steve Edwards welcomed everyone to the meeting and outlined business for the evening. He reported on attendance on 7th May 2017 at the Wirksworth Civic Service, and work on the draft of the Information Board for Castle Hill. Cllr Edwards thanked Cllr Froggatt for her duty to the down over the last two years, and thanked members for their vote of confidence in him.

3557/17 **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 Steve Edwards recorded a pecuniary interest in minute 3573/17 (Mayor).

Cllr Bill Storey recorded a pecuniary interest in minute 3578/17(a), (driver for Bakewell and Eyam Community Transport).

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

None received

3558/17 **Items in Exclusion**

To determine which items, if any, should be taken with the public excluded

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

3559/17 **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 despite meetings with DDDDC and PDNPA there appeared to be little change in the condition of the Churchyard and the Cemetery nor the number of A-boards and banners in the town. The love locks on the bridge at The Crescent.

Cllr Alyson Hill agreed to follow up relevant issues with DDDDC. Clerk to follow up progress on the DCC attachments policy.

(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.

Kath Potter highlighted a "lack of enforcement" by PDNPA and suggested that the Peak Park Parishes Forum could be asked to take this forward. Kath Potter then left the meeting.

3560/17 **To approve the minutes**

(a) Ordinary Meeting held Monday 24th April 2017

Resolved: To amend minute 3528/17 to "Cllr Alyson Hill (from minute 3533/17(b))" and minute 3533/17(b) by adding the words "At this point Cllr Alyson Hill joined the meeting" prior to "Resolution moved without notice". To amend minute 3538/17(j) to remove the words "concern and". The amended minutes were then approved as a correct record

(b) Planning Committee Tuesday 2nd May 2017

Resolved: To approve the minutes of the Planning Committee held Tuesday 2nd May 2017 as a correct record.

3561/17 **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 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: All members

(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 Alyson Hill, Cllr Vivienne Parnham (Reserve: Cllr Bill Storey).

3562/17 **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 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 Alyson Hill, Cllr Vivienne Parnham, Cllr John Riley, Cllr Philippa Tilbrook 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 Alyson Hill, Cllr Paul Morgans, Cllr Bill Storey, Cllr Philippa Tilbrook

3563/17 **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 Paul Morgans

ii. Education, Leisure, Sports & Arts

Cllr Vivienne Parnham

iii. Environment

Vacant

iv. Housing

Cllr Steve Edwards, Cllr Bill Storey

v. Transport and Communications

Cllr Paul Morgans

3564/17 To review representation to outside bodies and to appoint representatives

Resolved: To appoint the following representatives;

(a) Bakewell in Bloom

Cllr Paul Morgans

(b) Bakewell Town and Community Trust Liaison meetings

Cllr Steve Edwards, Cllr Paul Morgans, Cllr Alyson Hill,

(c) Fairtrade

Cllr Steve Edwards, Cllr Paul Morgans

(d) Royal British Legion

Cllr Bill Storey

3565/17 Training – to approve attendance at DALC training courses

Resolved: To approve the Clerk's request to attend Tree and Woodland Management (18th July 2017) and Health and Safety and Risk Management (12th September 2017) both at Darley Dale.

3566/17 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)

(c) Grants Procedure (Annex C to minute 2154/12)

(d) Local Procedures (Annex A to minute 231/07)

(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))

3567/17 To review bank mandate; to approve signatories

Resolved: To approve current signatories.

3568/17 **To review and approve on-going contracts**

Resolved: To approve the following with the proviso that (f)(i) and (j) are to be reviewed by Website working party;

(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

3569/17 **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	
NEST Pension	Staff Pensions	Direct Debit (monthly)
PlaySafety Ltd	RoSPA Playground Inspection	
Premier 1	Hanging Basket supply and maintenance	

Public Works Loan Board	Loan	Direct Debit (half yearly)
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

3570/17 To review Town Council land, leases tenancies and assets

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: Ball Cross Wood (shooting rights) 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 the assets recorded in the Asset Register.

3571/17 To review Risk Assessment

Resolved: To approve the Risk Assessment document.

3572/17 To approve a calendar of meetings for the Town Council 2017-18

Resolved: To approve the calendar of meetings at Annex A to this minute. Clerk to forward copies to CClr Judith Twigg, Kath Potter.

***Note:** The January meetings are in weeks 2 and 4. The April meetings are also a week later due to where Easter falls. The Annual Town Meeting has been moved to a Wednesday and it is separated from the Town Council meeting so there are not two meetings on consecutive nights.*

3573/17 To review Mayors Allowance and to approve payment

Cllr Steve Edwards declared the interest recorded at minute 3557/17(a) and withdrew from the meeting room. Cllr Bill Storey took the Chair.

Resolved: To retain the Mayors Allowance at £500, per minute 3250/16.

Cllr Steve Edwards returned to the meeting room and resumed as Chair.

3574/17 **To approve Clerk's request for annual leave 2017-18**

Resolved: To approve the request (see Annex A to minute 3572/17).

3575/17 **Clerk's Report**

To approve Clerks Report on action taken following Ordinary Meeting held 24th April 2017

Resolved: To approve the report.

3576/17 **Correspondence**

Resolved: To note receipt of the following item for information;

DALC Circulars

Circular 06-2017 - Devolution of Services to Parishes - General Election & Purdah - Commission on Future of Localism - Neighbourhood Plan Examiners new Guidance - Village of the Year 2017 - Consultation on Park Runs - Training Diary

3577/17 **Planning Applications**

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

(a) NP/DDD/0417/0380 The Penthouse, Holme Court, Matlock Street Bakewell.

Proposed alterations to roof of dwelling. Applicants: Mr & Mrs D Cousin.

Resolved: To recommend approval on design and appearance grounds provided there are no material objections from neighbours.

(b) NP/DDD/0417/0416 The West Lodge, Home Lane, Bakewell. Proposed alterations and extensions to dwelling. Applicants: Mr & Mrs Bickford.

(c) NP/DDD/0417/0418 The West Lodge, Home Lane, Bakewell. Listed Building Consent. Proposed alterations and extensions to dwelling. Applicants: Mr & Mrs Bickford.

Resolved: To consider (b) and (c) together.

Resolved: Provided there are no material objections from neighbours, and with Conservation Officer's agreement, to recommend approval on design and appearance grounds as it is felt that the proposal would not have a detrimental effect on the listed lodge.

3578/17 **Matters for decision**

(a) To approve a grant of up to £525 to Bakewell and Eyam Community Transport

Cllr Bill Storey declared the interest recorded at minute 3557/17(a) and withdrew from the meeting room.

Resolved: To approve a grant of £100.

Cllr Bill Storey returned to the meeting room and rejoined the meeting.

(b) Ball Cross Wood; control of use by motorcyclists

The Clerk reported that following a conversation with John Corbridge and checking the title deeds it was not clear whether the land concerned was the responsibility of the Town Council.

Resolved: To check with Haddon Estate the extent of their land holding.

(c) DDDC Consultation on Public Toilets

A consultation paper on the future of Public Toilets had been copied to members of the council, options including closure, transfer of buildings and operations to the local

community/parish councils, commercial sponsorship and charging for any retained facilities is being considered. The Clerk reported that a number of questions had been raised with DDDC and a reply is awaited.

Resolved: To await a response from DDDC.

3579/17 **Finance**

(a) Statement of account

Resolved: To note that at 28th April 2017, per bank statement 324, the Town Council's Business Instant Access Reserve Account stood at £136,132.94.

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

All decisions taken in good faith. No new Risk Assessment or insurance items received.

3580/17 **Time, date and place of next meetings**

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

- Planning Committee 7.00pm Monday 5th June 2017 in the Council Chamber
The agenda closes midday Thursday 25th May 2017.
- Ordinary Meeting 7.00pm Monday 19th June 2017 in the Council Chamber
The agenda closes midday Thursday 8th June 2017.

The meeting closed at 9.13pm.

Bakewell Town Council

Members of the Town Council

Members of the Town Council	Telephone	Email
Cllr Steve Edwards	01629 815 766	edwards5761@googlemail.com
Cllr Alyson Hill	01629 815 177	alyhill@btinternet.com
Cllr Paul Morgans	07968 140 727	p.morgans@btinternet.com
Cllr Vivienne Parnham	01629 813 968	cllrvivparnham@btinternet.com
Cllr John Riley	01629 813 518	wendyriley@talktalk.net
Cllr Bill Storey	01629 812 732	billstorey1@btinternet.com
Cllr Philippa Tilbrook	07773 288636	philippa.tilbrook@derbyshiredales.gov.uk

2 vacancies

Committees

Finance

Planning

Staff

Working Parties

Christmas

Land and Buildings

Website

Membership

Cllr Steve Edwards, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Vivienne Parnham, Cllr Philippa Tilbrook

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

Cllr Steve Edwards, Cllr Alyson Hill Cllr Vivienne Parnham (Cllr Bill Storey reserve)

Membership

Cllr Steve Edwards, Cllr Vivienne Parnham, Cllr Bill Storey, Cllr Philippa Tilbrook and other interested parties.

Cllr Steve Edwards, Cllr Alyson Hill, Cllr Vivienne Parnham, Cllr John Riley, Cllr Philippa Tilbrook, and other interested parties.

Cllr Steve Edwards, Cllr Alyson Hill, Cllr Paul Morgans, Cllr Bill Storey, Cllr Philippa Tilbrook

Representatives to outside bodies

Bakewell in Bloom

Cllr Paul Morgans

Bakewell Partnership Neighbourhood Plan

Economy

Cllr Paul Morgans

Education, Leisure, Sports & Arts

Cllr Vivienne Parnham

Environment

Housing

Cllr Steve Edwards, Cllr Bill Storey

Transport and Communications

Cllr Paul Morgans,

Bakewell Town and Community

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

Trust Liaison Committee

Fairtrade

Cllr Steve Edwards, Cllr Paul Morgans

Royal British Legion

Cllr Bill Storey

Town Council Subscriptions: Derbyshire Association of Local Councils, Peak Park Parishes Forum, Society of Local Council Clerks

Town Clerk's Office

Business Hours: Generally 8.30am – 4.25pm Monday to Friday. On meeting days the office is staffed from 12.30pm (though often earlier). 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: 20-21 June, 18 July, 11 August, 7-8, 14, 21, 28 September, 3 4, 24 October, 2, 28-29 November, 7-8 or 14-15, 21(pm), 29 December. *(Total; 18½ days remaining leave to be notified)*
Statutory Days 27-28 December 2017

Bank Holidays: 29 May, 28 August, 25, 26 December 2017, 1 January, 30 March, 2 April, 7 May 2018

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 in the search box)

Calendar of Meetings 2017 to 2018

V1.1 19th May 2017

Meeting Type	Meeting Date	Circulation Date	Agenda Closes (9.00am)	Notes
Planning Committee	Monday 5 th June	Friday 26 th May	Thursday 25 th May	Bank Holiday 29 th May
Staff Committee	Wednesday 7 th June.....at 2.15pm	Friday 26 th May	Thursday 25 th May	
Full	Monday 19th June	Monday 12th June	Thursday 8th June	
Planning Committee	Monday 3 rd July	Monday 26 th June	Thursday 22 nd June	
BTC/BT&CT Liaison	Tuesday 4 th July at 2pm			Not a meeting of the Town Council
Full	Monday 17th July	Monday 10th July	Thursday 6th July	
Planning Committee	Monday 7 th August	Monday 31 st July	Thursday 27 th July	
No Full Meeting in August				
Planning Committee	Monday 4 th September	Friday 25 th August	Thursday 24 th August	Bank Holiday 28 th August
BTC/BT&CT Liaison	Tuesday 5 th September at 2pm			Not a meeting of the Town Council
Full	Monday 18th September	Monday 11th September	Thursday 7th September	Agenda: Christmas Arrangements
Planning Committee	Monday 2 nd October	Monday 25 th September	Thursday 21 st September	
Full	Monday 16th October	Monday 9th October	Thursday 5th October	
BTC/BT&CT Finance	Wednesday 1 st November 2.15pm			Not a meeting of the Town Council
Finance Committee	Monday 6 th November at 6pm	Monday 30 th October	Thursday 26 th October	
Planning Committee	Monday 6 th November	Monday 30 th October	Thursday 26 th October	
Full	Monday 20th November	Monday 13th November	Thursday 9th November	
Finance Committee	Monday 4 th December at 6pm	Monday 27 th November	Thursday 23 rd November	
Planning Committee	Monday 4 th December	Monday 27 th November	Thursday 23 rd November	Christmas Event 25-26 th November
BTC/BT&CT Liaison	Tuesday 5 th December at 2pm			Not a meeting of the Town Council
Staff Committee	Wednesday 6 th December 2.15pm	Monday 27 th November	Thursday 23 rd November	
Full	Monday 18th December	Monday 11th December	Thursday 7th December	
Finance Committee	Wednesday 10 th January 2018 at 6pm	Tuesday 2 nd January 2018	Tuesday 2 nd January 2018	
Planning Committee	Wednesday 10 th January 2018 at 6pm	Tuesday 2 nd January 2018	Tuesday 2 nd January 2018	
Full	Monday 22nd January	Monday 15th January	Thursday 11th January	Agenda: Hanging Baskets
Planning Committee	Monday 5 th February	Monday 29 th January	Thursday 25 th January	
Full	Monday 19th February	Monday 12th February	Thursday 8th February	
Planning Committee	Monday 5 th March	Monday 26 th February	Thursday 22 nd February	
BTC/BT&CT Liaison	Tuesday 6 th March at 2pm			Not a meeting of the Town Council
Full	Monday 19th March	Monday 12th March	Thursday 8th March	Certificate of Merit decide awards
Planning Committee	Wednesday 11 th April	Thursday 29 th March	Thursday 29 th March	Good Friday 30 th March Easter Monday 2 nd April
Annual Town Meeting	Wednesday 18 April Court Room at 7pm	Wednesday 4 th April	Wednesday 4 th April	
Full	Monday 23rd April	Monday 16th April	Thursday 12th April	
Planning Committee	Wednesday 9 th May	Monday 30 th April	Thursday 26 th April	Early May Bank Holiday 7 th May
Annual Town Council	Monday 21st May	Monday 14th May	Thursday 10th May	

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