

Bakewell Town Council

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Meeting of the Town Council held remotely on Monday 7th September 2020 at 7.15pm

Minutes

Non-Confidential items

4756/20 **Present**

Cllr John Boyle, Cllr Steve Edwards, Cllr Adele Eyre, Cllr Alyson Hill, Cllr Paul Miller, Cllr Paul Morgans, Cllr John Riley, Cllr Bill Storey, Cllr Hilary Young
The meeting began at 7.25pm following the earlier co-option meeting.

4757/20 **To receive and accept apologies for absence**

Resolved: To accept apologies from Cllr John Riley (internet connection issues)
Apologies had also been received from DCllr Alasdair Sutton.

4758/20 **Variation of order of business**

It was not considered necessary to vary the order of business.

4759/20 **Mayor's announcements**

The Mayor welcomed everyone to the meeting.

4760/20 **Declaration of Members Interests**

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Town Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.

None received.

4761/20 **Items in Exclusion**

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

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

4762/20 **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

Cllr Bill Storey reported on a recent idea from a trader to offer late evening pre-Christmas shopping on an appointment basis.

Cllr Steve Edwards reported that the temporary contractor had strimmed the entrance to Catcliffe Wood and that the remaining small works will be completed by 10th September 2020.

Cllr Paul Morgans reported that no reply had been received from the Showground regarding the giant Observation Wheel and consequently felt that the project is unlikely to proceed.

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

Cllr Alyson Hill reported that a permanent travellers site at Tansley had been agreed by the District Council. This will be subject to obtaining planning consent.

4763/20 **Minutes**

To approve the minutes;

(a) Meeting held Monday 3rd August 2020

Resolved: Minute 4724/20; add the words "and PC Linda Hancock" following "Kath Potter".

Resolved: Minute 4729/20 (b); replace the words "None received." with "The following written report was received from PC Linda Hancock; "There have been no significant crimes in Bakewell over the last month.

Speeding was an issue previously raised by residents. We have done numerous speed checks in town, and CREST /Roads Policing have also attended to assist with enforcement.""

Resolved: To approve the minutes of the meeting held Monday 3rd August 2020, as amended, as a correct record.

(b) Meeting held Thursday 27th August 2020

Resolved: To approve the minutes of the meeting held Thursday 27th August 2020 as a correct record.

4764/20 **Clerk's Report**

(a) To approve Clerk's Report on action taken following the meeting held on Monday 3rd August 2020

Resolved: To approve the report.

(b) Project work; to receive reports and approve action taken;

(i). Bench and signage maintenance

The Clerk reported that the two remaining benches at Scot's Garden have been reinstalled and painted. The bench and bus shelter at Buxton Road remain to be painted along with signage at Endcliffe Wood.

(ii). Closer Working Meeting

The next Closer Working Meeting has been arranged for 11th November 2020 at 2pm. Items for consideration should be forwarded to the Clerk as they arise.

(iii). Love Locks

Item deferred from minute 4678/20. Clerk to follow up with DCC.

(iv). Neighbourhood Plan

A request was received from PDNPA for copies of Regulation 14 Consultation address labels this was actioned as a priority.

The "Regulation 16" consultation notice has been received from PDNPA, this closes on Friday 16th October 2020. Following this will be the independent examination and the referendum.

(v). Parsonage Field

One quotation had been received in respect of repairs and renewals for the walling; elements 1-17; £5000, 18; £1950.

Resolved: To appoint J Greatorex in principle pending reply from PDNPA in respect of the grant.

Chatsworth Estate advises that it can arrange for the mowing of Parsonage Field but it would be uneconomic to collect the arisings.

Resolved: To approve the mowing (without collection) of Parsonage Field by Chatsworth Estate.

(vi). Riverbank Project

The Clerk reported that DDCVS had offered a number of potential grant funders albeit for relatively small sums for "community projects".

Resolved: To ascertain the contribution to the project Haddon Estate will make.

Resolved: To proceed with applications for grants.

(vii). Scot's Garden

Riverbank restoration; see above.

Chatsworth Estate advises that it can arrange for the mowing of Scot's Garden but it would be uneconomic to collect the arisings.

Resolved: To approve the mowing (without collection) of Scot's Garden by Chatsworth Estate.

(viii). Tree and Woodland Management

The Mayor and Clerk attended a remote meeting with John Everitt, Forestry Manager, and Jemima Letts, Assistant Forester, of Chatsworth Estate. A presentation of their woodland management system and inspection regime was made. It was recommended that the Town Council adopts a Tree Safety Policy

In respect of the control of ivy John Everitt said that opinion is divided and the Estate manage this on a case by case basis; generally if the affected tree shows good vigour then it is left.

Resolved: To follow up the ash dieback report with Chatsworth Estate.

Resolved: That the reports be received and the action taken approved.

4765/20 **Reports**

Closer Working Meeting

The Mayor and the Clerk reported that

- The Sweeping of the Butts before the school autumn term begins was requested.
- Public Space Protection Orders are next to be reviewed in 2025, however, at present there is no enforcement available
- There was no update on the condition of the roofs of the cemetery buildings
- Contactless payment for use of toilets is not currently available and is recognised as an issue by DDDC.
- Contactless payments for car parking is a further issue due to signal strength issues

4766/20 **Correspondence**

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

PDNPA

- Parishes Bulletin 36

Derbyshire Association of Local Councils

- Notes of Clerks and Chair's meetings
- August 2020 Newsletter

4767/20 **Planning Applications**

To approve response on the following applications;

- (a) NP/DDD/0620/0482 32 Matlock Street, Bakewell Listed Building consent - Proposed alterations to Fish & Chip shop to create restaurant and protected fire escape route. Applicant Mr D Wild**

Resolved: To raise no objection to the proposal.

- (b) NP/DIS/0620/0532 St. Anselms School, Stanedge Road, Bakewell Discharge of condition 5 on NP/DDD/0614/0675**

Resolved: To object to the proposal on the grounds that the applicant has failed to comply with the discharge of conditions (hours of operation of lights and cut-off mechanisms).

- (c) NP/DDD/0720/0615 and NP/DDD/070/0616 (Listed Building Consent) Rutland Chambers, Buxton Road, Bakewell Change of use from offices to single residence and associated alterations requiring listed building consent. Applicant; Mrs R Szadura.**

Resolved: There is evidence that work may have already commenced prior to consent being obtained (e.g. in the form of pointing to stone work and new electrical cables). This could totally undermine planning protection opportunities on this Listed Building within the Conservation area.

In principle there is no objection to the application subject to full compliance with any recommendations made by the Planning Authority Conservation Officer. However there is an objection to the opening up of a wider space for access/egress from the Pig Market car park and the consequent loss of parking there.

- (d) NP/DDD/0820/0718 6 Wyebank Grove, Bakewell Retrospective planning permission for anthracite coloured windows and doors. Applicants Mr and Mrs Keith Linscott.**

Resolved: To recommend approval of the proposal on design and appearance grounds.

(e) NP/DDD/0820/0729 Endcliffe House, Stanedge Road, Bakewell. Alterations and extensions to existing house and widening of existing vehicular access. Applicants; Mr and Mrs Davidson.

Resolved: To recommend approval of the proposal on design and appearance grounds.

4768/20 Planning Notified Outcomes

Resolved: To note the following outcomes;

- (a) NP/DDD/0420/0379 4 Summerfield Cottages, Brookfield Lanes, Bakewell. Two storey rear extension and loft conversion with Velux windows to front and rear elevation. Applicant Mr Theo Hempshall. Granted.
- (b) NP/DDD/0520/0430 Barn off Crowhill Lane, Crowhill Lane, Bakewell. Conversion of barn to dwelling. Applicant Mrs L Storey. Refused.
- (c) NP/DDD/0520/0465 3 Catcliffe Cottages, Yeld Road, Bakewell. Single and two storey rear extensions. Applicants: Mr and Mrs Phil Searl. Granted.
- (d) NP/DDD/0620/0473 Former Cintride Site, Buxton Road, Bakewell S.73 application for the removal or variation of condition 10 on NP/DDD/0717/0697. Applicant: Aldi Stores Ltd. Granted.
- (e) NP/DDD/0620/0490 Pineapple Farm, Baslow Road, Bakewell. Garden wall to protect from wind. Applicant Mr Mark Holmes. Granted.

4769/20 Matters for decision

(a) To review Town Council's Social Media position and approve the way ahead

The Clerk reported that a Facebook page has been set up along with a separate email address for management purposes. Logons have been copied to relevant members.

Resolved: To amend "Thursday" to "Friday" in the Bakewell Town Council email section of the Social Media and Communications Policy.

Resolved: To adopt the Social Media and Communications Policy at Annex A to this minute and for the Facebook page to go live.

(b) To review and approve Internal Controls Document

Resolved: To defer to the agenda of the next meeting.

(c) Covid-19; issues relating to the town, to receive update and approve the way ahead

A phased return to working from the office by the Clerk was discussed.

Resolved: To defer to the Staff Committee for further consideration.

(d) To approve arrangements for an event celebrating Bakewell (deferred from minute 4720/20)

Resolved: In view of current uncertainties to defer the planning of such an event.

(e) Cycle parking – Water Street, to receive update and to approve the way ahead

The Mayor and the Clerk reported that this was discussed at the Closer Working Meeting. DCC have cycle racks available and appeared positive about the idea. The installation would need to be protected from damage, but Highways is not in favour of using bollards. The Clerk suggested that a large planter would provide the protection required.

Resolved: To suggest the use of a planter to protect the proposed cycle rack.

(f) Speeding – Baslow Road to receive update

The Clerk reported that a reply is awaited from DCC.

Resolved: That the update be noted.

(g) Community woodland – to make arrangements for planting

It was suggested that Chatsworth Estate be involved to advise on arrangements for the planting of the saplings, and to involve the schools in a “planting day”. In addition it was felt that

Resolved: To ask Chatsworth Estate for advice on the appropriate number and type of planting for a part of Parsonage Field, and to advise best use of remainder of the saplings.

Resolved: To request a quotation for the drilling of wildflowers at Parsonage Field and Scot’s Garden

(h) Christmas arrangements

The Clerk outlined current progress and the proposed arrangements:

Price for installation, maintenance and removal of trees is being finalised (but is likely to be the same as 2019).

- Order forms will be printed this week.
- Mark Wakeman has agreed to deliver them to businesses in the town centre.
- Payments for orders are to be by BACS or cheque only (no cash).
- Final orders must be received by 15th October 2020; late orders will not be accepted.
- The Christmas trees will be installed from 12th November 2020 onwards, with removal planned for 6th January 2020

Resolved: To approve the action taken and the proposed arrangements.

(i) Ministry of Housing, Communities and Local Government Reform of the Planning System Consultations (via DALC)

(i). Changes to the Current Planning System

(ii). Planning for the Future Planning White Paper

(iii). Transparency and Competition: A call for Evidence on Data on Land Control

It was felt consultation (i) is a technical consultation outside the scope of the Town Council to respond to.

Cllr Steve Edwards has contacted PDNPA Policy Planner Ian Fullilove and will update members when his response is received.

Resolved: To defer to the agenda of the meeting to be held on Monday 5th October 2020.

(j) To approve payment to Mr RP Lownds Invoice 0031 in the sum of £430

Resolved: Clerk to ascertain dates of spraying, mowing and confirmation of materials used.

4770/20 **Finance**

(a) Statement of account

Resolved: To note the following balances;

Account	Date	Balance
Instant Access Reserve (statement 360)	31/07/20	£123,581.18
Instant Access Reserve Support Account (statement 568)	31/07/20	£100
Nationwide Building Society	30/06/19	£50,700.70
Petty Cash/Vouchers held	31/07/20	£100

(b) Approval of payments

Resolved: To approve the following payments;

Cheque	Date	Payee	Amount	VAT	Total
D/D	04/09/20	NEST			<i>Not for publication</i>
4547	07/09/20	Viking – Office Supplies <i>Invoices 740790 and 748801</i>	£325.89	£38.48	£364.37
4548	07/09/20	Shelter Maintenance Ltd. <i>(Invoice 13186)</i>	£53.58	£10.72	£64.30
4549	07/09/20	Butler Cook Accountants <i>(Invoices 20243 and 20403)</i>	£1925	£385	£2310
4550	07/09/20	HMRC August			<i>Not for publication</i>
4551	07/09/20	Clerk August			<i>Not for publication</i>
4552	07/09/20	Mike Micallef – Painter	£80		£80

(c) 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.

4771/20 Time, date and place of next meeting

- 6.30pm Monday 5th October 2020, to be held remotely.

The agenda closes at 9am Monday 28th September 2020.

The meeting closed at 9.21pm.

BAKEWELL TOWN COUNCIL
SOCIAL MEDIA AND COMMUNICATIONS POLICY

The use of digital and social media and electronic communication enables Bakewell Town Council to interact in a way that improves the communications within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, www.bakewelltowncouncil.gov.uk, a Facebook page, and uses email to communicate.

The Council will always try to use the most effective channel for its communications. Over time, the Council may add to its channels of communication as it seeks to improve and expand the services it delivers. When these changes occur, this policy will be updated to reflect the new arrangements.

The Council Facebook page intends to provide information and updates regarding activities and opportunities within our town and promote our community positively. Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant.
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright.
- Not contain personal information.
- If it is official Council business, it will be managed by the nominated administrators.

The Council will not use social media for the dissemination of any political advertising.

To ensure that all discussions on the Council Facebook page are productive, respectful and consistent with the Council's aims and objectives we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abusive language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Councillors or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.

- Stay on topic.
- The Council's Facebook must not be used for commercial purposes or to advertise, market or sell products.

The site is not monitored constantly and we will not always be able to reply individually to all messages or comments received. We will though, endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities.

Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. This will clearly be displayed on the Town Council Facebook profile so readers clearly understand this point.

Instead, please make direct contact with the Council's Clerk and/or members of the council by emailing townclerk@bakewelltowncouncil.gov.uk

We retain the right to remove comments or content that includes:

- Obscene or racist content.
- Personal attacks, insults, or threatening language.
- Potentially libellous statements.
- Plagiarised material.
- Any material in violation of any laws, including copyright.
- Private, personal information published without consent.
- Information or links unrelated to the content of the forum.
- Commercial promotions or spam.
- Alleges a breach of a Council's policy or the law.

The Council's response to any communication falling short of the above criteria will be to either ignore it, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law, the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the police as soon as possible to allow due process.

Bakewell Town Council Website

Where necessary, we may direct those contacting us to our website www.bakewelltowncouncil.gov.uk to see the required information, or forward their

question to one of our councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Town Council may at its discretion, allow approved local groups to have information about their activities on the Town Council website . Any information of this kind will only be posted to the site after vetting by the Clerk and removed by a time bound date or review of material on the site.

Bakewell Town Council email

The Clerk to the Council has the following official email address:

townclerk@bakewelltowncouncil.gov.uk

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

Individual councillors are at liberty to communicate directly with parishioners in relation to their own views and, if appropriate, copy in/send a copy to the Clerk.

Please note that any emails/letters copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information to other people or groups outside of the Council. This includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members of the Council and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy applies to such messages.

Video Conferencing

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to

and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures. At the extreme it may also involve a criminal investigation.

Members should also be careful to only copy in (cc) essential recipients on emails i.e. to avoid use of the 'Reply to All' option, but of course copying in all who need to know and ensuring that email trails have been removed.

This policy will be reviewed at the Annual Meeting of the Town Council or sooner if thought necessary.

Adopted by minute number: 4769/20 (a)

Date adopted: 7th September 2020

Date of next review: May 2021