

Bakewell Town Council

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Meeting of the Town Council held remotely on Monday 29th March 2021 at 6.30pm

Minutes

Non-Confidential items

4881/21 **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

DCllr Alasdair Sutton, CCllr Judith Twigg, two members of the public

4882/21 **To receive and accept apologies for absence**

Resolved: To accept apologies from Cllr John Riley (connectivity issues)

Apologies had also been received from Peak Park Member Kath Potter and DCllr Mark Wakeman

4883/21 **Variation of order of business**

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

4884/21 **Mayor's announcements**

Cllr Paul Morgans noted with sadness the death of George Challenger last week. George had been of great assistance to the Council which included his work on the Neighbourhood Plan and advice on mowing/planting regimes for Scot's Garden.

4885/21 **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.

4886/21 **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".

4887/21 **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

A member of the public said that following the withdrawal of the Café in the Recreation Ground planning application that it is proposed to form a community association as the Friends of the Bakewell Recreation Ground.

(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.

DCllr Alasdair Sutton said that he will follow up why Bakewell missed out on the DDDC biodiversity planting scheme.

Cllr Paul Miller said that part of the garage/shed wall at the property opposite the entrance to Packhorse Bridge had fallen down and asked that this be reported.

Cllr Bill Storey said that District Cllr Mark Wakeman is arranging a litter pick on Thursday 1st April 2021.

Cllr Adele Eyre said that she had received a request for more dog waste bins at the cross roads at the top of Monyash Road on the right hand turn towards Stanedge.

Cllr John Boyle reported that DDDC are to consider lifting a ban on barbeques and fires on Bakewell Recreation Ground and expressed his strong objection to the lifting of the ban.

In responding, DCllr Alasdair Sutton replied that DDDC are trying to remove the orders on the grounds that there are insufficient staff or enforcement officers which leaves the current Public Space Protection Order unenforceable.

Cllr Steve Edwards reported he had given a presentation aimed at new groups at a second round of Flood Warden training on 10th March 2021.

Cllr Edwards said that he had been to a meeting with Pest Control Officers of DDDC on 3rd March 2021. A template drawn up by Cllr Hilary Young for revised "Do Not Feed the Birds" signage has been forwarded to DDDC. DDDC are to ask Severn Trent if they will bait the sewers. Some roost shooting has been requested and some has been carried out. A strategy for tackling an individual spreading an excessive quantity of grain for the birds was discussed with DDDC; this may ultimately include legal action should it be deemed necessary. The Pest Control Officers will be returning in April to consider installing bait boxes and may consider discussing the issue with local businesses and residents.

4888/21 **Minutes**

To approve the minutes of the meeting held Monday 1st March 2021

Resolved: To approve the minutes of the meeting held Monday 1st March 2021 as a correct record.

4889/21 **Clerk's Report**

(a) To approve Clerk's Report on action taken following the meeting held on Monday 1st March 2021

Resolved: To approve the report.

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

(i). Cycle parking – Water Street

PDNPA Transport Policy Planner Tim Nicholson has replied that the proposal is felt to be a positive move, however further input from colleagues is awaited.

(ii). Neighbourhood Plan

The Clerk reported that the Examiner had cut a significant amount from the Neighbourhood Plan. PDNPA has asked for a meeting with the Town Council/Neighbourhood Plan Group to discuss potential ways ahead. These could include not proceeding further with the Plan but to produce a Town Plan or to incorporate the proposed policies as Supplementary Planning Guidance.

The "fact find" reading of the revision had found policy "DBN1" this should be "DB1"

Resolved: Neighbourhood Plan; Clerk to ascertain the version of the plan being worked to and to forward paper copies to the Neighbourhood Plan Group. Clerk to arrange a meeting with PDNPA to discuss the way forward and respond to the Examiner with regard to the correction of policy "DBN1" to "DB1".

(iii). Parsonage Field

Valuation to be progressed. Cllr John Boyle asked that his email of 11th March be copied to members.

(iv). Renewal of Fairtrade status

No further update at present

(v). Riverbank Project

Richard Godley advises that the application for the bulk of the funding has been rewritten and matters raised as a result of the Expression of Interest process have been addressed. A £10k application to the Severn Trent Community Fund is to be made as part of the overall sum required.

(vi). Scot's Garden

Work has been authorised for the repairs to the path and to address ponding in front of a memorial bench. This is scheduled to be complete before Easter.

In answer to a question on the drilling of wildflower seeds, it was reported that advice from the seed supplier was that this was unlikely to be successful as the seed would not take due to the thickness of the sward.

Clerk to follow up chain harrowing with Chatsworth Estate.

Clerk to follow up the programme of strimming with Chatsworth Estate this is to include tidying up the grass around the entrance gates near Bakewell Bridge and the long grass close by. Work also to include the area around the bins and to strim a path to the bins, the areas beneath the seats and a swathe either side of the main path of approximately

1.5mr to keep the benches clear.

(vii). Speeding – Baslow Road

No further updates received.

(viii). Town centre repaving

Clerk to follow up.

(ix). Tree and Woodland Management

Work has been completed at Endcliffe Wood to remove the high priority tree. Authorisation was given for the removal a further tree identified to be in a similar condition close by at an additional cost of £100.

Work to the fallen tree at Catcliffe Wood has been completed.

Chatsworth has been advised of the proposed autumn community planting of saplings.

(x). Wyebank Grove surface water drainage

Resolved: Clerk to request for a progress report from the DCC Flood Risk Management Team.

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

Resolved: To discontinue “Speeding – Baslow Road” from the list of project work.

4890/21 **Correspondence**

Resolved: To note receipt of items for information;
Derbyshire Association of Local Council March 2021 Newsletter
Bakewell In Bloom letter of thanks for grant
1st Bakewell (Parish Church) Scouts letter of thanks for Civic Service donation
RBL Letter of thanks for assistance with flag

4891/21 **Planning Applications**

To approve response on the following applications;

(a) NP/DDD/0221/0168 The Red Lion, The Square, Bakewell. Erection of a metal decorative archway at the entrance to the beer garden, formation of decked area with booth seating, entrance canopy over the rear access door and placement of two movable Jumberellas. Applicant: Mr Gowland.

Resolved: To raise no objection to the overall proposal with the exception of no access for wheel chair users to use new proposed raised deck area, denying equal access to all.”

(b) NP/DDD/0221/0209 Riversdale, Castle Street, Bakewell. Listed Building Consent for the replacement of a decommissioned boiler and flues. Applicant: Mr J Perkins.

Resolved: To raise no objection to the proposal.

(c) NP/DDD/0321/0251 Endcliffe House, Stanedge Road, Bakewell. Proposed alterations and extensions to existing house and widening of existing vehicular access. Applicants: Mr and Mrs Davidson

Resolved: To raise no objection to the proposal.

(d) NP/DDD/0321/0308 East View, Coombs Road, Bakewell. Proposed alterations and extensions to dwelling. Applicants; Mr & Mrs McNeill

Resolved: To raise no objection overall to the proposal with exception of:

1. Heat source pump location potential to cause noise and disturbance to neighbouring property. (An alternative agreed location further away from neighbouring property would remove this objection e.g. proposed store room ground floor).
2. As the premises are within the Conservation area the proposal must be subject to the Conservation Officers agreement.

4892/21 **Planning Notified Outcomes**

Resolved: To note the following outcomes;

- (a) NP/DDD/1020/0995 Burton Manor Farm, Unnamed Track from Bakewell Road to Burton Manor Farm. Proposed steel framed agricultural building for the storage of fodder, machinery and cattle. Applicant Mr C Shirt. Granted.
- (b) NP/DDD/1120/1092 Rutland Arms Hotel, Rutland Square, Bakewell Listed Building consent: Various items. Applicant: The Coaching Inns Group. Application withdrawn.

4893/21 **Matters for decision**

(a) Use of Mayors Allowance in order to ascertain the need for a Care for Carers Group in Bakewell

Cllr Paul Morgans said that no figures were available on the number of people acting as carers in Bakewell. Ascertaining the need, through an advertisement in the Peak Advertiser (along with associated editorial content) and via an article in Good News magazine would inform whether there is a need for such a group to be set up.

The Clerk said that DALC had advised that it was aware of the Chairman's Allowance being used for similar purposes elsewhere.

Resolved: To approve the use of the Allowance in the manner proposed.

(b) Future Town Council meetings; to approve the way ahead

It is understood that the government will not extend the regulations permitting the holding of remote meetings by Town and Parish Councils beyond 7th May 2021.

Resolved: To amend the adopted calendar of meetings as follows:

- Annual Town Meeting to be held remotely on Monday 26th April 2021 at 7pm
- Annual Meeting of the Town Council to be held remotely on Monday 26th April 2021 at 7.30pm.

Resolved: That the start time of summer meetings of the Town Council shall be 7pm.

Resolved: That the start time of the Staff Committee meeting to be held on Tuesday 13th April 2021 shall be midday.

(c) The control of banners and informal advertising in the town centre

Resolved: Cllr Hilary Young to contact Enforcement at PDNPA. Clerk to bring item to the meeting to be held on Wednesday 5th May 2021.

(d) To approve insurance for 2021-22

Resolved: To approve renewal of the Town Council's insurance via WPS Hallam Ltd at a cost of £3890.48 for 2021-22.

(e) To approve a grant of up to £13,851 to Bakewell Town and Community Trust

Resolved: To clarify the reserves held by the Trust.

(f) Improving the aesthetics of empty shops, to receive update and approve next steps

Resolved: To defer to the meeting to be held on Wednesday 5th May 2021.

(g) Repainting of Weir Bridge to receive update from DCC Structures, if any, and to approve any further response

No further update has been received.

Resolved: To defer to the meeting to be held on Wednesday 5th May 2021.

(h) To approve any further response to DCC notification of the closure of the B5055 King Street Bakewell at Rutland Arms Hotel for scaffolding works

It is understood that Listed Building Consent is required for repairs to the stonework and that an application is in progress.

Resolved: That the information be noted.

(i) To review and approve Internal Controls Document

The Clerk reported that the Town Council's application for digital banking had been approved, and that a debit card has been applied for. A card reader is required to set up payments; this has been ordered and is awaited.

Resolved: To include within the Support Document a standing report on income.

Resolved: To approve the Internal Controls document at Annex A to this minute.

4894/21 **Finance**

(a) Statement of account

Resolved: To note the following balances;

Account	Date	Balance
Instant Access Reserve	19/03/21	£81,196.06
Instant Access Reserve Support Account	19/03/21	£100
Nationwide Building Society	30/06/20	£50,700.70
Petty Cash/Vouchers held	19/03/21	£100

(b) Approval of payments

Resolved: To approve the following payments;

(a) To approve payments

Correction

The amounts were incorrectly listed as:

4593	28/02/21	HMRC February	<i>Not for publication in this format</i>
4594	28/02/21	Clerk February	<i>Not for publication in this format</i>

The correct amounts, as issued (and recorded in the minutes) are:

4593	28/02/21	HMRC February	<i>Not for publication in this format</i>
4594	28/02/21	Clerk February	<i>Not for publication in this format</i>

Payments Schedule

Date	Payee	Amount	VAT	Total
04/04/21	NEST	£216.18		£216.18
28/02/21	J Greatorex Walling <i>Stage payments 2 and 3 (cheque 4595)</i>	£3565		£3565
29/03/21	Chatsworth Settlement Trustees <i>Invoice ARINV/00010307 Fallen</i>	£660	£132	£792

	<i>Tree, Catcliffe Wood £60</i>			
	<i>Invoice ARINV/00010383 Endcliffe</i>			
	<i>Wood £600</i>			
29/03/21	Shelter Maintenance Ltd	£53.58	£10.72	£64.30
	<i>Invoice 13477</i>			
29/03/21	BW Belcher	£18	£3.60	£21.60
	Fire Extinguisher Service			
	<i>Invoice 79263</i>			
29/03/21	BT&CT 2020-21 payment 4 of 4	£3462.75		£3462.75
29/03/21	Clerk March 2021			<i>Not for publication in this format</i>
29/03/21	HMRC March			<i>Not for publication in this format</i>

(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.

4895/21 Time, date and place of next meetings

- Annual Town Meeting (which is not a meeting of the Town Council) to be held remotely on Monday 26th April 2021 at 7pm
The agenda closes at 9am on Friday 16th April 2021
- Annual Meeting of the Town Council to be held remotely on Monday 26th April 2021 at 7.30pm
The agenda closes at 9am Monday 19th April 2021
- 7pm Wednesday 5th May 2021, to be held remotely (due to Early May Bank Holiday being on Monday 3rd May)
The agenda closes at 9am Tuesday 27th April 2021

The meeting closed at 8.39pm

Bakewell Town Council

Internal Controls Document 2020-21

Responsibility

Accounts and Audit regulations state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

Bakewell Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards. Its systems must ensure that public money is safeguarded and properly accounted for. The Council is responsible for ensuring a sound system of internal control is in place in order to facilitate the efficient discharge of the Council's functions and which includes the effective management of risk.

Purpose of Internal Controls

The system of internal control is designed to ensure the Council's activities are carried out as intended. Internal controls are set up by the Clerk who is also the Responsible Financial Officer.

The controls include:

- Routine checking of financial procedures
- Examination of financial comparisons
- Recording of assets in the Asset Register supported by regular physical checks
- Identification of risk and the potential impact of that risk
- The reduction of risk where possible and
- The management of risk if realised

Internal Controls Environment

Involved in the effective use of the Internal Controls Environment are:

- The Council
- The Clerk and Responsible Financial Officer
- Internal Auditor
- External Auditor

The Council

Bakewell Town Council has nine members and has a precept of £105,000. In addition to full Council there is one separate committee, this being the Staff Committee.

Bakewell Town Council appoints its Mayor annually. The Mayor as Chairman is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

- The Mayor initials each page of the minutes and signs the final page in each set ensuring that minute and page numbers run consecutively in their respective series.
- Decisions are made within adopted Standing Orders, Financial Regulations and approved Local Procedures.

- The Council reviews the Council's obligations and plans for the future confirming budgets for the following financial year to meet the deadline set by Derbyshire Dales District Council.
- The Town Council uses Sage accounting software to allow the recording of transactions, to ensure budgets are properly managed and to assist with the forecasting of future requirements
- Payments are made in accordance with Standing Orders and Financial Regulations
- Two members must sign all cheques. Signatories must also initial the cheque stub and the supporting invoice or other document. Signatories check that the amount for payment corresponds with the invoice(s). The Clerk is authorised to operate the Town Council's accounts but may not sign cheques or other payments
- A schedule of payments backed up by the underlying documents is presented to the meetings. The schedule is signed by the chairman of the meeting.
- Signatories ensure that cheque numbers run consecutively when taking a new cheque book into use.
- Cheque numbers and values are recorded on the invoice or other payment document as well as in the minutes to act as a cross reference which ensures an audit trail is easy to check
- Similarly, invoice numbers are used to track and monitor payments due to the Town Council.
- The Town Council does not currently operate electronic banking systems but is planning to do so in 2020-21. Invoicing is carried out regularly. Unpaid invoices are hastened regularly and (if necessary) reported to Council.
- The Clerk reviews the Town Council's duty to insure and makes recommendations to Council. Current insurance is: Public Liability £10 Million, Employers Liability £5 Million, buildings £3,064,521 Fidelity Guarantee £250,000k.
- Key to proper insurance are regular valuations of major assets such as Town Hall
- There is a petty cash system, the operation of which is regularly checked by Council
- Receipts are banked promptly (generally on day of receipt)
- Secure storage of any cash, cheques and stamps is available and used
- Agency advice is available via subscriptions to Society of Local Council Clerks and the Derbyshire Association of Local Councils as well as the officers at District Council
- In addition to an annual Risk Assessment every meeting agenda carries a Risk Assessment business item
- The Town Council operates Local Council Risk Software to manage Risk Assessments.
- Payroll is outsourced
- The Town Council uses Governance and Accountability (2020 edition) – a guide for practitioners to help ensure it works within best practice

Clerk and Responsible Financial Officer

The Clerk and Responsible Financial Officer is the Town Council's sole employee and acts as administrator and advisor to the Council. Clerk and Responsible Financial Officer's duties are recorded in a Job Description which is reviewed at least

annually by the Staff Committee and make recommendations on change to full Council. The Clerk is the Council's Responsible Financial Officer and is responsible for the administration of the Council's finances. The Clerk is responsible for the day to day management of the Council's business and for ensuring compliance with the laws and regulations that the Council is subject to. Risk assessment and management is integral to the role. The Clerk maintains the Council's procedures, control systems and makes recommendations to the Council on policy changes. The Council approves policy; the Clerk and Responsible Financial Officer implements that policy.

Clerk and Responsible Financial Officer:

- Ensures that all statutory notices are displayed on the town's notice boards to the appropriate deadlines
- Ensures that the retention of documents is in line with the relevant dates specified in legislation, arranging transfer of documents to the County Records Office or destruction as appropriate.
- Operates the tendering process and makes recommendations to full Council
- Is custodian of the asset, planning and other registers
- Keeps the Town Council's legal documents relating to property and leases

Internal Auditor

The Town Council appoints an independent Internal Auditor who reports to the Council on the adequacy of its records, procedures, systems, internal control measures, regulations and risk assessment.

The Internal Audit report is copied to all members with Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) prior to the meeting at which the documents are presented to Council for approval.

External Auditor

The Council's appointed External Auditor is PKF Littlejohn. They produce a report for the Council based on the submitted AGAR and supporting documents. The External Auditor's report (Section 3 of the AGAR) is copied to members and presented to Council as an agenda item to support good governance and transparency.

Adopted at minute 4893/21 (i)
Date adopted: 29th March 2021