

Bakewell Town Council

Council Meeting Monday 2nd August 2021

Supporting Information and Clerk's Report

Civic Diary

None

Council Meeting Monday 2nd August 2021

Agenda Item 1

Apologies

Apologies, including any already received will be presented at the meeting

Agenda Item 5

Items in Exclusion

Officer recommendation: No items required to be considered in exclusion

Agenda Item 7

Minutes

To approve the minutes of the meeting held Monday 5th July 2021

Agenda Item 8

Clerk's Report

(a) To approve Clerk's Report on action taken following the meeting held Monday 5th July 2021

Minute 4957/21 Public Speaking

DDDC advised of banners on tennis courts. Other than two approved banners remainder will be removed.

Minute 4961/21 Planning Applications

Six responses issued as instructed 6th July 2021. All responses checked as visible on the PDNPA website 8th July 2021.

Minute 4963/21 Matters for Decision

Casual Vacancy Actioned as minuted

Annual Governance and Accountability Return; submission acknowledged by external audit 24th July 2021, payment made to internal auditor as instructed

Partial reopening of Clerk's Office; actioned as minuted

Biodiversity verges; actioned as minuted

Advisory stickers for wheeled bins; actioned as minuted

Minute 4945/21 Finance

Six payments issued as instructed.

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

(i). Cycle parking – Water Street

No further update at present

(ii). Parsonage Field

A verbal report will be given at the meeting.

(iii). Repainting of Weir Bridge

DCC advise work provisionally programmed for spring 2022.

A meeting has been requested with PDNPA to discuss the paint scheme options; a verbal report will be given at the meeting.

(iv). Repeater signs; Baslow Road

Action in hand

(v). Review of on-going contracts

Action in hand

(vi). Riverbank Project

A verbal report will be given at the meeting

(vii). Scot's Garden

All action currently up to date

(viii). Town centre repaving

Buxton Road – work scheduled to start Monday 6th September 2021
Bridge Street – no further update at present

(ix). Town centre trees

DCC Countryside Projects Officer (Woodlands) – Place, Ruth Baker, advises that the Local Authority Tree Fund does not cover town centre trees and that the Urban Tree Challenge Fund is more appropriate <https://www.gov.uk/guidance/urban-tree-challenge-fund#history>

“Unfortunately the scheme is now closed for this year but it will give you an idea of the detail required for a bid if it runs again next year. If not we’ll include it in next year’s LATF bid and hope it can be accepted – we were oversubscribed this year but can plan for that better now we’ve been through the process. I imagine government will alter the rules and timescales for next year too as there was a lot of feedback about the short deadlines and parameters for applications.

Other grants available:

<https://treecouncil.org.uk/take-action/grants-for-trees/>

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

I'll keep you posted if I hear of any other funding and also if we re-launch DCC's free tree scheme.”

(x). Tree and Woodland Management

All action currently up to date

(xi). Valuation of Town Hall

A verbal report will be given at the meeting.

(xii). Valuation of Town Council Assets

A verbal report will be given at the meeting.

(xiii). Wyebank Grove surface water drainage

The “Bakewell Position Statement on Flooding” was received on 23rd July 2021 and copied to the Flood Wardens.

Agenda Item 9

Reports

Reports will be given at the meeting.

Agenda Item 10

Correspondence

To note receipt of items for information;
Derbyshire Association of Local Councils:

- July Newsletter No 2

Agenda Item 11

To approve response on the following applications;

- (a) NP/DDD/0721/0791 Holly House, South Church Street, Bakewell. Listed Building Consent Replace existing hardrow roof tiles to main house and east single storey wing with natural blue slate. Applicants; Mr & Mrs Jacob**

Link: <https://portal.peakdistrict.gov.uk/07210791>

Planning Officer: Steve Coombs

Consultation End Date: Monday 23rd August 2021

Recent applications for the repair and restoration of Holly House have been approved by the planning authority. The Town Council has made no objection to the works.

- (b) NP/DDD/0721/0786 The Rutland Arms Hotel, Rutland Square, Bakewell. Listed Building consent to - A. Remove existing lightweight wall in store room. B. Form new door way in store room. C. Form new doorway from existing window in kitchen. D. Remove existing lightweight wall in kitchen. E. Form new doorway in existing window. F. Form new duct opening in kitchen allowing connection to existing duct G. Remove existing lightweight wall in store forming pot wash H. Strip out existing kitchen I. Position new heat exchange units. Applicant: Mr Chris Blacklock, Coaching Inns Group**

Link: <https://portal.peakdistrict.gov.uk/07210786>

Planning Officer: Andrea Needham

Consultation End Date: Monday 23rd August 2021

There has been a series of planning applications for the Rutland Arms Hotel since the Coaching Inns Group acquired it. They can be viewed [here](#) along with the outcomes and comments made by the Town Council.

Agenda Item 12

Notified Outcomes

- (a) NP/DDD/1120/1115 15, Riverside Crescent, Bakewell. To replace all existing timber sash windows with white UPVC alternatives. Replace front and rear doors with composite, with same design as existing. Also replace French doors with UPVC alternative to match windows. Applicant: Mrs R Kiely. Refused.
- (b) NP/DDD/1220/1135 Wyvanhoe, 2, The Park, Bakewell. Reconfiguration of existing rear porch and erection of detached single garage and garden store building to rear of property. Applicant: Mr Peter Shirtcliffe. Granted.
- (c) NP/DDD/1220/1168 32, Matlock Street, Bakewell. Listed Building Consent – Alterations and refurbishment following fire damage. Applicant: Mr D Wild. Refused.
- (d) NP/DDD/0321/0240 Dry Hills, Gypsy Lane, Baslow Road, Bakewell. Creation of access track. Applicant: Mr Max Dernie. Refused.
- (e) NP/DDD/0421/0487 5 Granby Croft, Bakewell. Demolition of prefabricated garage and erection of new limestone construction garage. Applicant: Mr Mark Payne. Granted.
- (f) NP/DDD/0421/0496 3 Endcliffe Mount, Deepdale Business Park, Ashford Road, Bakewell. Change of use of the ground and first floors only from B1 Office to office space that incorporates Healthcare E(e) and creation of associated car park. Applicant: Derbyshire Healthcare NHS Foundation Trust. Granted.

Agenda Item 13

Matters for decision

(a) Casual Vacancy; to receive update

Confirmation has been received from DDDC's Electoral and Democratic Service Manager that "the Returning Officer did not receive the necessary number of requests for the vacancy to be filled by election" therefore the Town Council may now co-opt to fill the vacancy.

It is suggested that the vacancy is advertised with a closing date of 9am Friday 27th August and that candidates are interviewed for co-option at meeting be held prior to the meeting of full Council on Monday 6th September 2021 using the at Annex A

(b) Bakewell Neighbourhood Plan, to receive report from the Neighbourhood Plan Group and to approve the way ahead

The Neighbourhood Plan Group reports as follows:

"A recent alteration to the National Planning Policy Framework and the recommendations made at the Examination Stage of the Bakewell Neighbourhood Plan has resulted in a much reduced draft document.

The Neighbourhood Plan Group, in examining the options available to it, has concluded it would not be appropriate for the Bakewell Neighbourhood Plan to go to referendum in this format.

Moreover, there is no guarantee that a reworked document (a major undertaking in its own right) would produce any different an outcome at a future Examination.

After careful consideration the Group feels the incorporation of the draft Plan's policies in the emerging Local Plan would be a pragmatic result which provides a community insight and which safeguards the work undertaken to date.

It is therefore recommended the Town Council formally withdraw the Bakewell Neighbourhood Plan and negotiate with the Peak District National Park Authority for the incorporation the of draft Plan's policies within the Local Plan."

**(c) PDNPA Consultation on Supplementary Planning Document
"Conversion of Historic Buildings" (ends Monday 6th September 2021)**

We have received the following from PDNPA

The Peak District National Park Authority's Conversion of Historic Buildings SPD provides guidance for those interested in converting a historic building, which is a designated or non-designated heritage asset, to a new use. The guidance will help applicants to ensure that any new use proposal respects the original character, appearance and setting of the building.

The SPD advocates a staged approach to understanding the building and deciding upon appropriate new uses and design.

The SPD will be a material consideration in the planning application process and should be read in conjunction with National Planning Policy Framework (NPPF) and National Planning Policy Guidance (NPPG) and the Peak District National Park Local Plan, in particular but not limited to, Core Strategy policies L1 and L3 and Development Management Policies (DMP) policies DMC5, DMC7 and DMC10.

In accordance with our Statement of Community Involvement, which has been temporarily updated to reflect COVID 19 guidance, we are undertaking an eight week formal consultation. We will not be putting any copies of the document on deposit. However, if you wish to view a paper copy we can provide one on request. Please contact the team to make arrangements (contact details below).

The consultation will be open from Monday 12 July to 5pm on Monday 6 September 2021.

All of the information relating to this matter can be found at:

<https://peakdistrict.gov.uk/looking-after/about-us/have-your-say/consultations/current-consultations/conversion-of-historic-buildings-spd-consultation>

We would be grateful for any comments you have in respect of the Conversion of Historic Buildings SPD, but in particular we would like feedback on:

- (i). Does the SPD fulfil its aim of offering guidance for the conversion of buildings that are designated or non-designated heritage assets?
- (ii). Has the SPD been pitched at a level which is accessible to all those who need to use it?
- (iii). Do you think the six core principles are appropriate?

- (iv). Do you think the SPD offers sufficient flexibility in our approach to conversion within the six core principles?
- (v). Does this SPD offer sufficient advice/examples for and illustrations of conversion to non-domestic use?
- (vi). Do you think the SPD is relevant to a range of project sizes and budgets, regardless of end use? (e.g. Affordable Housing)

For each of these please answer Yes or No and give the reason for your answer. Please also let us know if you have any other comments on the consultation document.

(d) Bakewell Community Speedwatch to approve grant assistance of up to £698 ex VAT

The grant application and its supporting document have been copied separately to members. The grant is affordable within the grant budget.

(e) Bakewell Good News Magazine

- a. To approve a request for assistance with layout of the magazine
- b. To approve a grant of up to £500

The grant application and its supporting document have been copied separately to members. The grant is affordable within the grant budget.

(f) Biodiversity verges; to receive update

The following has been received from DDDC: “As you may be aware the District Council has been trialling managing a small number of verges for wildflowers as part of increasing the biodiversity of the District. We are currently reviewing them and so far most have done well and have been positively received. We are looking at extending the number of verges for next year. I am contacting all parish and town councils to see if there are any in your area that you would be interested in putting forward. Ideally the verges would already have some wildflowers growing in it but if you are interested in creating a wildflower verge where there just grass then we can work with you or local community group to do this. I have attached some photos taken earlier this month of some of the pilot verges *[one example copied here]*. “



The Clerk has indicated that the Town Council is potentially interested in the project and a reply is awaited on what further input is required from it, the deadline for submission and any costs involved.

(g) Advisory stickers for wheeled bins; road speeds; to receive update

The DDDC Recycling Officer has indicated that the placing of advisory stickers on bins in 30mph areas is permissible; written confirmation is awaited.

(h) Public Celebration of Christmas; to approve arrangements

To be discussed at the meeting.

(i) Creative Media Magazines; proposal for a Bakewell Town Guide

Creative Media Magazines are offering to undertake the production of a Bakewell Town Guide magazine, funded by advertising and at no cost to the Town Council. They have undertaken similar work at Belper and a paper copy of their guide will be made available at the meeting. The electronic copy can be seen here:

<https://www.belpertowncouncil.gov.uk/uploads/belper-town-guide-2021-23.pdf>

(j) Improving minute taking; to approve audio recording of meetings

A verbal report will be given at the meeting.

(k) Date time and place of September Staff Committee meeting

To be agreed at the meeting.

(l) Partial reopening of Clerk's Office (from Staff Committee)

To be discussed at the meeting.

Agenda Item 13

Finance

(a) Statement of account

Account	Date	Balance
Instant Access Reserve	28/07/21	£152,120.56
Instant Access Reserve Support Account	26/07/21	£100
Nationwide Building Society	30/06/20	£50,700.70
Petty Cash/Vouchers held	28/06/21	£100

(b) To receive report on items of income

Date	From	Total
30/06/21	Interest RBS	£1.42
08/07/21	HMRC VTR VAT repayment year ended 31 st March 2021	£2,716.37

(c) Approval of payments

Payments made following the meeting held 5th July 2021

Debit card, Direct Debits and Charges payment schedule

Date	Payee	Amount	VAT	Total
09/07/21	NEST Pensions		<i>Not for publication</i>	
26/07/21	Direct Debit Plusnet (Internet, landline)	£57.55	£11.52	£69.07

Digital banking transactions payment schedule 20th July 2021

Serial	Payee	Amount	VAT	Total
0721/P07	Butler Cook Invoice 21458 Preparation and submission of P11D	£24	£4	£24
0721/P08	Barrie Woodcock Invoice for internal audit	£328.74		£328.74
0721/P09	Park Pantry Invoice 14241 10-in celebration cake (Mayor's Allowance)	£65		£65

Digital banking transactions payment schedule 2nd August 2021 2021

Serial	Payee	Amount	VAT	Total
0821/P01	Chatsworth Estate Grass cutting and strimming of Scot's Garden <i>Invoice</i> <i>ARINV/00010726</i>	£200	£40	£240
0821/P02	East Peak Countryside Associates CIC <i>Invoice 240</i> <i>Support, bid writing, research for the National Heritage Lottery Fund Project; 3 days; 23rd, 24th 25th June</i> <i>Travel to Bakewell x2 41 miles at 40p/mile</i>	£466.40		£466.40
0821/P03	Mayor's Allowance <i>National Citizen's Service</i> <i>Donation to project</i>	£50		£50
0821/P04	HMRC <i>July 2021</i>		<i>Not for publication</i>	
0821/P05	Clerk <i>July 2021</i>		<i>Not for publication</i>	

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

To be confirmed at the meeting

Mayors Allowance - to 26th July 2021

Opening Balance: £500

Expenditure: £65 celebration cake

National Citizen Service: £50

Closing Balance: £385

Website Statistics

	19/04/21	27/04/21	14/06/21	28/06/21	26/07/21
Unique visitors (year to date)	3,693	4,4053	5,658	6,196	7,106
Number of visits (year to date)	5,442	5,944	8,036	8,823	10,111
Page views (last twelve months)	86,365	86,541	85,976	85,543	83,904

Grant Award Report

Section 137 Grants	2017-18	2018-19	2019-20	2020-21	2021-22
Body	Current year budget				£2,500
Bakewell Carnival Committee Insurance	£500.00	£500	£500		
2 nd Bakewell Rainbows Set up costs					
Burton Closes Resident Assoc'n Welldressing	£1000.00				
AJ Welldressing	£500.00				
RBL Town Hall room hire	£150				
WRBL Purses presentation	£100				
Bakewell in Bloom	£300	£500		£650	
Bakewell Methodist Junior School Music Tuition	£500				
Safer Neighbourhoods CCTV	£92.50				
Community Policing Neighbourhood Team CCTV		"£500"			
Mencap		£100			
Derbyshire ACF			£150		
Bakewell Good News			£230		
Total	£3245.50	£1600	£880	£650	
Non Section 137 Grants	2017-18	2018-19	2019-20	2020-21	2021-22
Body	Current year budget				£4,500
Day of Dance	£560	£1000			
Eroica Britannia					
Bakewell Youth Theatre			£500		
Bakewell Show					
Total	£560	£1000	£500	£-	

Annex A to Matters for Decision item 13 (a)

Bakewell Town Council

Co-option Procedure

To be reviewed annually at the Annual Meeting of the Town Council

Reference: NALC Legal Briefing L15-08 Co-option

1. Where a vacancy exists the Clerk will notify DDDC immediately and request a copy of the current procedure for advertising co-option.
2. Co-option will be advertised in accordance with the procedure received from DDDC.
3. Candidates are to certify in writing that they:
 - (a) Meet the criteria for eligibility set out in s.79 of the Local Government Act 1972
 - (b) are not disqualified, pursuant to s.80 of the Local Government Act 1972
4. Co-option will take the form of a short interview. Candidates will be provided a copy of this procedure when invited to the meeting.
5. An extraordinary meeting will be convened for the purpose of co-option (this may be immediately prior to an Ordinary meeting). In accordance with guidance in NALC Legal Briefing L15-08, other than in exceptional circumstances, the public will not be excluded.

At the meeting

The Mayor (or chairman of the meeting) will explain to candidates that they will be seen individually, in alphabetic order by surname, and that the interview will take the form of a short question and answer session which will last approximately 5 minutes. Candidates will have the opportunity to ask the council any questions they wish.

Chair to invite first candidate to remain others are asked to leave.

Questions to all candidates

- (a) Are you willing to sign a declaration to abide by the code of conduct expected of members and to register relevant interests?
- (b) What experience do you have of meetings and committees?
- (c) What experience do you have of the working of local government?
- (d) Are you involved in any groups or organisations in Bakewell? If so describe your role and experience.
- (e) How do you see your role as a Town Councillor?
- (f) Are you willing to attend occasional training courses or meetings outside those of the Town Council? These are generally, but not always, in the evening. Training may be delivered remotely.
- (g) How would you like to see the town develop?

(h) High profile issues can bring certain pressures. How well do you feel you react under pressure?

The candidate should then be asked if he or she has any questions for the Town Council

Candidate leaves. Next candidate invited to come in.

After final candidate has been interviewed the public will be asked to leave the meeting room to allow discussion of candidates to take place.

The public and candidates will then be invited back into the meeting room and a vote, by show of hands, will take place.

The appointment of a co-optee must be by an absolute majority. (i.e. he or she receive a greater number of votes than the aggregate of the votes for other candidates).

Members will be invited to vote for one candidate for each vacancy, one seat at a time.

Votes will be counted and if the candidate with the most votes does not have an absolute majority a second vote will be taken after eliminating the candidate with the fewest votes, this will continue until an absolute majority is reached. The Mayor or chairman has casting vote if two candidates are tied on votes.

Successful candidate(s) will be invited to join the Council

Successful candidates will be asked to complete a Declaration of Acceptance of Office and be given a Registration of Disclosable Pecuniary Interests form.