

# TUPTON PARISH COUNCIL

Improving the quality of life for all those who live and work in Tupton

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5<sup>th</sup> November 2020

To: All Members of the Parish Council

Dear Councillor,

## **Tupton Parish Council 11<sup>th</sup> NOVEMBER 2020 – VIRTUAL MEETING**

Your attendance is requested at the next meeting of **Tupton Parish Council** to be held on **Wednesday 11<sup>th</sup> November 2020** commencing at **6:30 pm**.  
This will be a virtual meeting and you can join by clicking the link below

<https://us02web.zoom.us/j/84835202783>

The Agenda is set out below and supporting papers are attached.

Yours sincerely,



**Clerk to the Council.**

**PUBLIC PARTICIPATION – please click the link above to join the meeting or email the Parish Clerk at [clerk@tupton-pc.gov.uk](mailto:clerk@tupton-pc.gov.uk) who will forward the link to you**

*The Openness of Local Government Regulations 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meeting (including on social media). Any member of the public wishing to record or film proceedings is asked to let the Clerk/Chairman of the meeting know prior to, or at the start of, the meeting and is asked to respect the Council's filming policy which is available on the website.*

## **A G E N D A**

1. To receive apologies for absence.
2. Declaration of Members' Interests and requests for dispensations.
3. To confirm the non-exempt minutes of the meeting held on 14<sup>th</sup> October 2020
4. **Remembrance Day - Historic Presentation – David Parmley**
5. **Ankerbold Road Development – Mr Paul Goodman**

6. **At this point in the meeting a period of *not more than thirty minutes* will be made available for members of the public to ask questions or submit comments about Council matters.**

7. To receive updates from District and County Councillors

8. To consider the inclusion of urgent items on the agenda.
9. To determine which items, if any, from the agenda should be taken with the Public and Press excluded

**10. Report of the Clerk**

- (a) Village Hall update
- (b) Tupton Community Hub
- (c) Quotes for gate at Northside
- (d) Sensory Garden update
- (e) Contributory Third Party – Birkin Avenue
- (f) Access footpaths for play area
- (g) Land and fencing at Nethermoor Road Tupton
- (h) Bus Shelter Maintenance
- (i) NEDDC Community Action Grants
- (j) NEDDC Dog Management PSPO

**11. Report from Representatives on Outside Bodies and Working Parties (if any)**

- Community Speed Watch
- Tupton Foodbank
- Tupton Community Group
- Tupton Together

**12. To consider the adoption of a Strategic Plan for 2021/2022**

**13. To consider the adoption of a Climate Action Plan**

**14. To consider nominations for the Community Recognition Scheme**

- Tupton Evangelical Church for their hard work in running the foodbank
- New Tupton Fish Bar for proving free meals during the half term holiday.

**15. Supporting Tupton Foodbank**

**16. Update on footpath survey - verbal report**

**17. Complaint re hedge at Green Lane – verbal report**

**18. Derbyshire Police and Crime Commissioner Vulnerability Fund – Consideration of application**

**19. Dog Fouling – Councillor Shipman**

**20. Planning Matters**

**21. Discretionary Grant Fund**

- Tupton RUFC

**22. Finance:**

- Summary of Accounts and spend against budget (attached)
- Accounts for payment November 2020 (attached)

**23. Exclusion of Public**

**24. Report of HR Committee 2<sup>nd</sup> November 2020**

**25. Items for information**

**26. Date of Next Meeting**

**MINUTES OF THE MEETING OF TUPTON PARISH COUNCIL**  
**VIRTUAL MEETING** held on Wednesday 14<sup>th</sup> October 2020 at 6:00 pm

**P R E S E N T**

Councillor D Hancock (in the Chair)

Councillors J Ahern, N Dart, C Goodyer, J Hancock, S Peters, C Ramshaw, R Shipman, K Windley and P Windley.

Three members of the public and Parish Clerk

**477/2020 Apologies for Absence**

An apology for absence was received from Councillor C Pollendine

**478/2020 Declaration of Interests and requests for Dispensations**

There were no declarations of interest

**479/2020 Minutes**

**RESOLVED unanimously**, by each councillor indicating by raising their hand, that, the minutes of the meeting held on 9<sup>th</sup> September 2020 be confirmed as a correct record and signed by the Chair subject to the following amendments:

457/2020 – Councillor J Ahern's apology for absence

462/2020 (b)'Tibshelf' be deleted and replaced with Tupton

462/2020 (i) 'staff' be replaced with 'employees'

**Ankerbold Road Development**

Mr P Goodman, Project Manager for the Ankerbold Road development, joined the meeting. He gave an overview of his role and explained that he had joined the company in July 2020. He advised members that, although the company had been on site for some time there had not been a great deal of progress apart from some highway and drainage works. They were progressing kerbing and site entrance works.

Members raised issues about the removal of some Wingfield Road property boundaries. Mr Goodman assured that where boundaries had been damaged they would be reinstated. With relation to the boundaries for Ankerbold Road properties, Mr Goodman was still awaiting advice from the landscape architect. He advised that there was a great deal of fly tipping behind the boundaries of the Wingfield Road properties which would have to be dealt with. Councillor Shipman advised liaising with NEDDC.

Members also raised the flooding issues which had been a problem from the commencement of works on the land. Mr Goodman explained that the successful drainage of the land was key to the development. They had installed land drains at the bottom of the site and his aim was to ensure that the road would ultimately be kept clear of flooding. He thanked members for the opportunity to meet with them and explained that he would always be available and to contact him with any issues. He also agreed to attend any future meetings where appropriate.

**Updates from District and County Councillors**

Councillor Shipman reported that he was still chasing the issue of the proposed Orchard on Ankerbold Road. The next District Council meeting was to be held on Monday 19<sup>th</sup> October at 3.00 p.m.

Councillor Ramshaw asked whether the restriction on garden fires was still advised because of risk to those with respiratory problems. Councillor Shipman explained that the advise was still in place.

Councillor Windley reported that she had attended the District/Parish Liaison meeting which had mainly concentrated on the worrying rising Covid cases in the district.

### **Matters raised in Public Participation**

None

### **480/2020 Urgent Items**

One urgent item was raised:

Councillor D Hancock raised an urgent item concerning recent incidents of anti-social behaviour at Northside. Members discussed how the problem may be tackled either by enforcement or diversionary activities. The problems of provision of activities during the current crisis were acknowledged and it was agreed that the Parish Clerk contact NEDDC and the Safer Neighbourhood Team to identify the hotspot and determine what action could be taken.

### **481/2020 To determine which items, if any, from the agenda should be taken with the public and Press excluded.**

No items were identified for exclusion

### **482/2020 Report of the Clerk**

The Clerk submitted the following report:

#### **i. Community Speedwatch Update**

All the equipment has now been purchased and delivered to Chris King and his volunteers. The Clerk had spoken with the relatively newly appointed co-ordinator for Speedwatch at Derbyshire Constabulary. He was looking in to where the jointly owned speed gun, referred to at the last meeting, may be – although because of the way in which the project had had little management in the past, he was not too hopeful that he would be able to locate it. They now had a much tighter reign on the Speedwatch programme with this dedicated officer and staff in place to manage the system.

#### **ii. Successful conclusion of audit**

The annual audit of accounts for 2019/2020 had been successfully completed with no issues raised by the auditors. A copy of the final accounts, the auditors certificate and a copy of the Notice of Conclusion of Audit was appended to the agenda and would be placed on the Parish Council website

#### **iii. Village Hall Update**

A meeting had been arranged with the Village Hall Trustees for 29<sup>th</sup> October. Both of the employees had now formally terminated their employment.

#### **iv. Tupton Community Hub**

Documentation was still awaited from DCC. At the last meeting of the Parish Council a Working Group was established to critically establish the future usage of the building and the facilities and resources that would be required to support this. The first meeting of the Working Group would be held before the next meeting of Council and a report brought back for consideration

#### **v. Rebuilding Communities – NALC Online Event – Nomination of Members**

Information had previously been circulated to members, and a copy was attached for information. Nominations were invited for attendance at the events. Councillor D Hancock would attend the two events on 30<sup>th</sup> October – ‘Local Councils and Hidden Disabilities’ and ‘Supporting mental health in your community’.

**vi. Quotes for gate at Northside**

One quote had been received for the installation of a swing arm barrier at the site at Northside identified and approved by Council on 443/2020 8<sup>th</sup> July. It was agreed that a swingarm barrier was suitable and that the further quote be awaited.

**vii. Future Proofing the Parish**

The Chair of Council and Chair of HR Committee had developed a draft scoping document for scrutiny and development into a formal proposal by the Parish Council's HR Committee. The document outlined proposals for the future proofing of the parish by considering potential impact on existing personnel and a possible increase in demand for services. A meeting of the HR Committee would be called, prior to the budget making process, to consider the document and a report on their findings would be brought back to Council

**viii. Quotation for Tree Work at Ward Street Allotments**

Following a report from a resident of a overhanging oak tree from the allotments the contractor had supplied two options – either reducing the crown by 2 metres or to be felled to ground level. The Parish Clerk was asked to seek further advice from the tree specialists about the most effective treatment having regard to the condition of the tree

**ix. Contributory Third Party Funding – Birkin Avenue Play Areas**

As previously reported to Council, a condition of the funding bid in respect of the Birkin Avenue Play Areas, was the willingness of a Third Party to contribute to the scheme. Tupton Ivanhoes FC had agreed to act as the CTP. The contribution was £5000, being 10% of the total funding approved. As the Parish Council had received confirmation that they had been successful in their funding bid, it was Proposed by Councillor Shipman, Seconded by Councillor Ramshaw and Resolved that a conditional payment of £5000 be made to Tupton Ivanhoes FC to allow them to make the CTP contribution in respect of the Birkin Avenue Play Areas Scheme.

**483/2020 Report from Representatives on Outside Bodies and Working Parties**

Hannah reported that plans for an alternative Christmas festival were underway but were under wraps at the moment

Gill Watters referred to the interrupted VE Day celebrations but said that the community had found ways to celebrate within the restrictions. She was proposing to provide a report. She had been in contact with the lottery regarding the funding which had been approved and it had been agreed with them that they could hold over the spend until the covid restrictions were relaxed sufficiently to allow celebrations to go ahead.

**484/2020 Planning**

**RESOLVED** that no comments be raised on the planning applications that have been received

**485/2020 Extreme Wheels**

The Clerk circulated information on the costs of Extreme Wheels providing different levels of activities. It was agreed that, at this stage, the higher levels of provision were too expensive, and that the Parish Council could consider alternative, more cost effective ways of provision once the future of the Community Hub had been decided. In the meantime it was Proposed, Seconded and Resolved to provide the usual full school holiday programme in 2021/2022 at a cost of £2950

**486/2020 Overgrowth on Station New Road**

Members referred to the annual problem of the maintenance of the area of land between Station New Road and the service road which was the responsibility of DCC. Councillor Shipman would be following this up with DCC.

There was also a problem on the area between the school land and the back of neighbouring properties. The Clerk was asked to investigate ownership.

#### **487/2020 Discretionary Grants Process**

Members considered a proposal submitted by Councillor D Hancock for consideration of a review of the Discretionary Grants process.

Tupton Parish Council is funded by the residents of Tupton and therefore has only limited funds available to assist community organisations located and working in the parish. The total amount made available for discretionary grants is determined annually by the Finance & General Purposes Committee.

Subject to funding being available Tupton Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Tupton residents.

The Council's financial support is provided by way of grants/donations which are decided against criteria set by, and which can be amended from time to time by, Tupton Parish Council. The Parish Council believes that voluntary groups benefit the wider community and that each should have equal opportunity to access the discretionary grant fund; limits are therefore placed on the number of applications and the total amount of funding any one organisation may apply for in each year.

Tupton Parish Council has a duty to provide services to the local community. The Council cannot provide grant funding to organisations which would be unsustainable without direct funding from the parish precept; and will not consider grants/donations to any organisation which does not fully adhere to the Council's values statement.

#### **Values Statement**

Tupton Parish Council believes and recognises that the diversity of our population is one of our greatest strengths and assets.

We are committed to ensuring that people are treated fairly and to promoting equality of opportunity for everyone to live, learn, work and relax in the Parish.

We will address inequality both in the workplace and in relation to access to services and outcomes.

We strongly oppose all forms of discrimination and will actively work to eliminate discriminatory barriers and ensure that individuals and communities within Tupton have a sense of shared, common belonging and understanding

We formally condemn all forms of discrimination on the grounds of race, sex, sexual orientation, gender identity, disability, age, religious beliefs and any other characteristics as defined in the Equality Act.

The Parish Council must ensure that all applications are (and are seen to be) treated fairly and are not open to perceptions of undue influence or bias; neither should the council be (or be perceived) to be circumventing any legitimate tender process.

It was therefore Proposed by Councillor R Shipman, Seconded by Councillor C Goodyer and Resolved that:

1. The Parish Council more widely advertises its discretionary grant fund to increase the scope of those projects benefitting from the fund.
2. That a limit of £500 be placed on all applications, with permissible exceptions detailed in 2(a) and 2(b) below, and that a maximum of four applications per organisation be considered per annum:

- a. Capital expenditure (where use of the capital purchase would be commensurate with such investment)
  - b. To mitigate the local impact of a wider disaster/emergency (e.g. Covid, flooding etc)
3. Through the Community Hub, the Parish Council can support community groups through the granting of facilities without drawing on the public purse. This maximises use of both the Hub and the Discretionary Grant Fund and enables better scrutiny as to the commensurate impact of each session.
4. Grant applicants need to define the realised public benefit of any grant more clearly; both at application stage (by including the confirmation statements from the existing form) and by providing a proper report to the Parish Council following implementation.
5. The Parish Council has recently adopted a strengthened Values Statement, it would be contrary to the Council's position to award grants to any organisations that do not proactively adhere to this.
6. As an environmentally friendly council, we should be encouraging organisations to submit their applications online (the time and cost saved in removing administration from the Clerk in emailing PDFs on request and printing them out for meetings, should more than offset any occasional needs to transcribe for any potential applicants lacking internet access or sufficient IT skills).
7. Where funding is provided on a regular basis, the Council needs to determine whether it is genuinely supporting a community group or is, in fact, buying in a service provision. One key consideration would be the annual cost and any ongoing intention to maintain it indefinitely. In such instances it would be more appropriate to put the service out to tender to ensure that said service is provided by a properly qualified and insured group.

#### **488/2020 Arrangements for Halloween**

As with all events in 2020 traditional Halloween entertainment would be significantly curtailed by the Covid-19 restrictions. Halloween 2020 falls on a Saturday which would ordinarily encourage a greater participation than a weeknight.

Whilst it is not the role of Parish Councils to oversee community events they are, by nature, community councils; and one of their key roles is community cohesion.

There was a national scheme, to replace the usual "trick or treat" festivities, which was a pumpkin walk; whereby parents accompany children around their local area to find as many pumpkins as they can (similar to a scarecrow hunt).

To supplement this, Tupton Parish Council was responsible for maintaining the community garden on behalf of the community and it would be prudent to properly utilise this area for community events.

#### **Proposal Community Garden**

That Council decorate the community garden for the day in a Halloween theme.

#### **Flagpole**

That a skull and crossbones flag be flown, for 24 hours, as part of the decorations.

It was therefore Proposed by Councillor D Hancock, Seconded by Councillor J Hancock and Resolved that the Community Garden be decorated for Halloween as outlined in the

above proposal.

## **489/2020 Remembrance Sunday**

Councillor Hancock submitted the following proposal for adoption in relation to the commemoration of Remembrance Sunday

### Community Garden

- Council has purchased 75 plywood poppies, which are going to be gloss painted by Cllr June Hancock, and staked into the grass area adjacent to the community garden; for the week leading up to Remembrance Sunday and the week following.
- As is proper protocol, confirmed by the Flag Institute and Royal British Legion, the Union flag will fly at full mast on Remembrance Sunday and Remembrance Day for the whole day – it is a remembrance not a funeral.
- Olivia Bedford has kindly agreed to perform the National Anthem and *I Vow To Thee My Country*, to be recorded for streaming during the period.

### Lamppost Poppies

- Because of the likely inability to host a physical procession, Council resolved to create a procession of lamppost poppies forming a T shape around the War Memorial, spreading along Queen Victoria Road and Green Lane.

### Service

- Obviously, we're unable to host a Covid-secure service. Revd Lynn Hayler has agreed to pre-record a brief sermon, working with David Parmley to personalise to the parish, which can then be broadcast over the Village's Facebook channels on Remembrance Sunday.

### Remembrance Sunday

- Cllr June Hancock will remove the old wreathes from the war memorial in the fortnight preceding Remembrance Sunday.
- Assuming rules remain unchanged, wreath laying will commence at 15:00. In order to ensure safe social distancing, it is recommended that community groups be requested that only one person attend on behalf of each group.
- Clay Cross Safer Neighbourhood Team has already approached the Chair and confirmed that the police will be sending a sole representative to lay their wreath.
- It is proposed that only three elected members be in attendance: the Chair to lay the wreath on behalf of the Parish Council, and one representative from each of the two political groups to lay their respective wreathes.
- In the unlikely event that a parade is permitted, the same numbers should be maintained to ensure that everyone can remain at least two metres (or one metre, plus mitigation) apart.

### Remembrance Day

- Remembrance Day falls on the same day as November's Parish Council meeting. David Parmley, of the Lest We Forget project, has been invited to deliver a presentation to Council which can be live-streamed to the Parish.

### Covid Mitigations

- The timing of the recorded segments will not be advertised ahead of schedule.

- Revd Hayler is recording her sermon at her home.
- Miss Bedford will (weather permitting) be performing in the community garden; as such it will be arranged at short notice depending on conditions.
- Parish Clerk to arrange hand sanitiser and an event QR code for the wreath laying. Logical placement would be adjacent to Tupton Pharmacy (subject to their consent). A free-standing sanitising Station plus 5 litres of sanitiser to be purchased within a budget of £150. This investment has longer term use as it can be used in the Community Hub etc.

#### Announcement

- That an announcement be made on social media and the Council's website outlining the above arrangements

It was Proposed by Councillor D Hancock, Seconded by Councillor J Hancock and Resolved that the above arrangements for Remembrance Sunday be adopted.

#### **490/2020 Birkin Avenue Recreation Area – Report of Working Group**

Councillor Shipman submitted a report from the Birkin Avenue Working Group and it was Proposed by Councillor Shipman, Seconded by Councillor Windley and Resolved that the report be accepted and that the following recommendations of the Group be approved and resolved

- that Contractor No 2 – Wicksteed be appointed as the contractor to undertake the installation of the play area at Birkin Avenue
- that 2 picnic benches, with wheelchair access at a cost of £485 per bench be purchased and installed
- that quotes be obtained from specialist contractors for the installation of
  - a) A footpath access from Birkin Avenue
  - b) A footpath access from Sunningdale
 and that the quotes be reported back to the Working Group for consideration
- that 170 willow shoots at a cost of £49.99 be purchased.
- that in respect of the proposed sensory garden -
  - a) The Parish Clerk commission an organisation, who offered free sensory garden design services, to develop suggestions for a design and that she consult with them about appropriate areas on the recreation site which may be suitable
  - b) That possible funders be approached to determine what funding may be available to fund the design, purchase and installation of the garden together with fully accessible pathways.
  - c) That, as well as targeting possible user groups, consultation be carried out primarily with the immediate neighbours followed by the wider community through social media
  - d) That nominations be invited from Parish Council and the community for members to join a Sensory Garden Working Group to consider the consultation, location and design of the garden and that the Birkin Avenue Working Group continue to oversee the whole project

#### **491/2020 Footpath Surveys**

Members received the following reports:

Councillor K Windley submitted a report on the survey he had carried out on the state of hedges and public footpaths in the parish. Those which needed attention had been put forward to the relevant departments, and it was pleasing to report that some had already been cut back.

Councillor N Dart submitted a report on the survey of the accessibility of footpaths in the parish. The main issues seemed to be around poor road and footpath surfaces. Some of the issues had been reported to the appropriate authorities and the Clerk was asked to pick upon those which still required reporting

Councillors Dart and Windley were thanked very much for their reports and their hard work in undertaking the surveys.

#### **492/2020 Finance**

##### Budget Report

**It was Proposed, Seconded and RESOLVED** unanimously, by each Councillor giving their vote by show of hands, that the Budget Report be accepted and countersigned by a member of the Council.

##### Accounts for Payment

**It was Proposed, Seconded and RESOLVED** unanimously, by each Councillor giving their vote by show of hands, that the following accounts be approved for payment:-

Unipar Services Ltd	4 x Hi Viz vests for Community Speedwatc	£72.00
Protect Signs	Community Speedwatch signs and bag	£185.28
Came & Co	Annual Insurance Premium	£1047.15
DALC	Training fee – Health & Safety & Risk Assessment	£30.00
Lee’s Garden Services	Community Garden	£180.00
NEDDC	Rent for land Ford Street	£5.00
NEDDC	Trade Waste Collection	£1122.68
AML (Midland) Ltd	365 and AVG	£12.78
Roy Nadin	Don’t Litter Signs	£144.68
E R Price	Amazon Order – Bushnell Radar Gun and Cover	£182.78
	Emmc Craft Shapes – Wooden poppies	£65.50
	Amazon order – Stakes for poppies and gorilla tape	£31.76
PKF Littlejohn LLP	Annual Audit Fee	£480.00
Employees	Salaries	£3057.78
HMRC	PAYE & NI	£242.42
Bolsover District Council	Procurement of Play Skate Park at Birkin Avenue 3/12/18 – 11/1/19	£794.40
Eon	CCTV electric	£33.44
Lee’s Garden Services	Community Garden	£180.00

#### **493/2020 Date and Time of Next Meeting**

It was agreed that the next meeting of the Parish Council would take place on Wednesday 11<sup>th</sup> November at 6.30 p.m.

There being no other business the meeting closed at 19.50 pm.

Signed .....

Date.....