

TUPTON PARISH COUNCIL

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

11th May 2022

To: All Members of the Parish Council

Dear Councillor,

TUPTON PARISH COUNCIL - ANNUAL PARISH COUNCIL MEETING – 17th MAY 2022

Your attendance is requested at the next meeting of **TUPTON PARISH COUNCIL** which will be the **ANNUAL PARISH COUNCIL MEETING** to be held on **Wednesday 17th May 2023** at Tupton Community Hub, Nethermoor Road, Tupton at the rising of the Annual Parish Meeting which will be held at 7:15 p.m.

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

Yours sincerely,



Clerk to the Council.

MEMBERS OF THE PUBLIC

Members of the public may attend in person

You may join virtually by clicking this link <https://us02web.zoom.us/j/84835202783>

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. Election of Chair
2. Appointment of Vice-Chair
3. The Chair and Vice Chair to sign the declaration of Acceptance
4. Welcome to new and returning Councillors, all Councillors to sign the Declaration of Acceptance and Register of Interests
5. To receive apologies for absence.
6. Declaration of Members' Interests and requests for dispensations.
7. To confirm the non-exempt minutes of the meeting held on 12th April 2023

8. **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.**

9. To receive updates from District and County Councillors
10. To determine which items, if any, from the agenda should be taken with the Public and Press excluded
11. To re-adopt the General Power of Competence
12. To adopt the updated Code of Conduct (attached)
13. Annual review and re-issue of Council policies and procedures in the policy portfolio circulated by email for Councillors to consider in advance of the meeting)
 - Financial Regulations
 - Publication Scheme
 - Freedom Information Policy
 - Filming Policy
 - Media Policy
 - Complaints Procedure
 - Disciplinary and Grievance Procedure Standing Orders
 - Standing Orders
 - Equal Opportunities
 - Health and Safety
 - Sickness Absence
 - Subject Access Request
 - Safeguarding
14. To appoint members to the following Committees
 - Finance Committee
 - HR Committee – (no member of the Appeals Committee can be member of the HR Cttee)
 - Appeals Committee – specified as the Chair, Vice Chair (explicitly role based) plus one other (and needs political balance).
 - Clerk's Appraisal Committee – specified as Chair and Vice Chair (explicitly role based)
15. To arrange a meeting of the Finance Committee to consider accounts for audit 2022/2023
16. Report of the Clerk (attached)
 - a) Ford Street Play Area - Update
 - b) Speed Indicator Devices
17. Report from Representatives on Outside Bodies and Working Parties (if any)
18. CCTV – to consider additional camera at Northside and re positioning of camera at Birkin Park
19. To consider a date for the Community Awards

20. To consider arrangements for Remembrance Sunday
21. To consider re-siting the planter from Sales Avenue to Wingfield Road
22. To consider submitting a formal complaint to NEDDC regarding the state of the verges after the weed killer that's been used on Queen Victoria Road and Bridgewater Street.
23. To consider supporting Tupton Primary School by lobbying DCC highways for the approval of the placing of cones outside the school to prevent parking
24. To consider installation of signage for Tupton Community Hub on Derby Road
25. Enquiry from Victim Liaison Officer concerning the Parish Council's views on intervention with regards to the perpetrators of the damage to the Christmas tree lights (attached with draft response)
26. Planning Matters (attached)
27. Discretionary Grant Fund
 - Applications (if any)
28. Finance:
 - To appoint bank signatories
 - Summary of Accounts April 2023 (attached)
 - Accounts for payment May 2023 (attached)
29. Items for information
30. Date of Next Meeting

MINUTES OF THE MEETING OF TUPTON PARISH COUNCIL

held on Wednesday 12th April 2023 at Tupton Community Hub at 7:15 p.m.

P R E S E N T

Councillor R Shipman, (in the Chair), D Hancock, J Hancock, C Ramshaw, S Peters, K Windley and P Windley

In attendance – R Price (Parish Clerk & RFO)

1 member of the public

As this would be the last meeting prior to the parish council elections on 4th May, the Chair of the Council expressed his thanks to all members of the council for their commitment and hard work over the previous four years.

984/2022 Apologies for Absence

Apologies for absence were received from Councillors J Ahern, C Pollendine and C Goodyer.

985/2022 Declaration of Interests and requests for Dispensations

There were no declarations of interest

986/2022 Minutes

RESOLVED that the minutes of the meeting held on 8th March 2023 be confirmed as a correct record and signed by the Chair.

987/2022 Public Participation .

Matters Raised

A member of the public raised a complaint that not all past chairs of the council had been invited to the lighting of the jubilee flame. It was explained that records had not been available for the period in the 1980/90's relating to the chairmanship of the parish council at that time and apologies were expressed.

988/2022 Updates from District and County Councillors

Councillor Cupit was not present. Councillor Ramshaw expressed her disappointment that Councillor Cupit had only attended on one occasion since election.

Councillor Shipman reported that he had been chasing up the matter of the orcard which was supposed to be going to committee in the next month or so.

989/2022 To determine which items, if any, from the agenda should be taken with the public and Press excluded.

No items were identified

990/2022 Report of the Clerk

The Clerk submitted the following report:

a) Update on Grants

It was mixed news with relation to the applications for grant aid towards Ford Street Play Area and the MUGA at the Hub. The grant for the Ford Street Play Area was approved – however this was subject to approval of the design scheme from NEDDC as they are the landowners. The Clerk was chasing this up as the contractors were pushing for the order. Unfortunately the application for the MUGA had not been successful.

b) Update on SiDs

There had been an issue as the contractors did not record the Clerk's notification that we were unable to use the lamppost and had not therefore included the supply and installation of the support pole in the quotation or arrangements for fitting. This would involve an additional cost of £825 plus VAT. It was Proposed by Councillor D Hancock, Seconded by Councillor R Shipman and Resolved that the additional cost be approved.

c) Allotments – Ash Tree

There had been a report from a resident concerning an overhanging tree from the allotments into their garden, where some of the branches had fallen. Members discussed responsibilities in relation to the management of the allotments and it was agreed that this should be a matter to be considered by the Allotment Association. A member suggested that an occupier had the right to remove any overhanging vegetation on to their property. There appeared to be some confusion regarding responsibilities and it was therefore Proposed by Councillor Shipman, Seconded by Councillor J Hancock and Resolved that

- a meeting be arranged with the Allotment Association to regularise the arrangement between them and the parish council
- they be advised that in the parish council's opinion, the responsibility for the general maintenance of hedges and vegetation within the allotment sat with the Allotment Association
- the Allotment Association be advised that they may be eligible to apply to the Parish Council for grant aid for any essential works
- should any urgent works be required, delegated authority be given to the Parish Clerk in consultation with the Chair and Vice Chair of the Council to make the necessary arrangements

d) Christmas Lights – Update

The Parish Clerk reported that the police had now collected all the monies agreed to be paid by the families of the perpetrators involved in the damage to the Christmas Tree lights, and that she was in touch with the Youth Justice Service concerning possible restorative justice arrangements. Members asked that their thanks be passed to the police for successfully following this matter up.

991/2022 Report from Representatives on Outside Bodies

a. Community Speed Watch

No report this month.

b. Tupton Foodbank

The Foodbank continued to be busy with donations and distribution of food packs.

c. Tupton Community Group

The Group continued to receive strong support from the community. They had a full itinerary including the Coronation con cert on 7th May and Carnival on 15th July.

d. Tupton Village Hall

There had been a lot of hard work done in getting the hall upto standard and a great deal of money had been invested in the building. There were still challenges including the problem of a leaking roof. Because of increased utility bills they had had to review their hire charges. They were however gaining a solid reputation and bookings were on the increase.

e. Tupton History Group

Next meeting 11th May on the life of King Charles

f. Tupton Friendship Group

No report this month

g. Edge Centre

No report this month

h. Tupton Methodist Church

Spring Fayre on 1st April raised £300. Coronation coffee morning on 6th May when the service will be live streamed (proceeds to Alzheimers)

i. Royal British Legion

Members referred to the sad news of the passing of Bill Deakin who had always had a long association with the RBL and attended and took a prime role in the Remembrance Service. It was agreed that he should be mentioned at this year's service in a mark of respect for his long and valued service.

992/2022 Request for Litter Bin – Brassington Lane

Following a request by a resident, It was Proposed by Councillor Shipman, Seconded by Councillor J Hancock and Resolved that the Clerk be asked to explore the feasibility of installing a dog/litter bin near Tupton Ponds, including gaining the permission of the landowner.

993/2022 Tupton Community Hub – Siting of Picnic Table

The Clerk reported that the picnic table, approved at the last meeting, had now been received. It was Proposed by Councillor D Hancock, Seconded by Councillor J Hancock and Resolved that the table be sited on the grassed area near the planter adjoining the MUGA.

994/2022 Footpath Drainage

It was reported that there had been a number of occasions when the footpath from Birkin Avenue on to the play area suffered from flooding. It was believed that the footpath may be the responsibility of NEDDC and it was agreed that they be contacted and asked to investigate

995/2022 Planning

There were no planning applications for consideration

996/2022 Discretionary Grant Applications – Review of Grants Process

Members considered the following two applications

Primary Colours – Application for £500 to pay towards hire of hall, to supply costumes and accessories for performances, to keep costs to a minimum for attendees - It was Proposed by Councillor R Shipman, Seconded by Councillor P Windley and Resolved that a grant of £500 be made.

Tupton Tots Toddler Group – Application for £500 to buy new equipment, contribute to overheads, purchase activity products, food and drink - It was Proposed by Councillor R Shipman, Seconded by Councillor C Ramshaw and Resolved that a grant of £500 be made.

997/22 Finance

Budget Report

It was Proposed, Seconded and RESOLVED that the Budget Report be accepted and countersigned by a member of the council

Accounts for Payment April 2023

It was Proposed, Seconded and Resolved that the following accounts be approved for payment

AML	365 and AVG (29468)	£12.78
Salaries	April	£938.65
HMRC	PAYE & NI	£291.90
Eon/Npower	CCTV	£33.94
EDF	Electricity Hub	£
Waterplus	Metered water supply at Hub	£48.95
Lees Garden Services	<p>Invoice (177) (pd) Litter and bins £270.00 General duties, gritting snow clearing, small area mowing, hedge cutting, checks on assets etc £50.00 Cleaning</p> <p>Invoice (178) (pd) £450.00 Litter and bins, £140.00 General duties , grit bins, pump out trampoline, fly tipping £1211.00 Mowing, grounds maintenance, clearance works. Machine hire £50.00 Cleaning</p> <p>Invoice 180 £450.00 Litter and bins £50.00 Cleaning £525.00 Commercial mowing £700.00 Small area mowing £562.50 Northside pitches</p>	
Walker Hire	Invoices 319808 rock salt	£89.04
Shelter Maintenance	Invoice No (14899)	£92.00
NBB Recycled Furniture	Picnic Bench	£798.00
NEDDC	NNDR Sports Ground Northside	£396.26
NEDDC	NNDR Tupton Community Hub	£1598.05
NEDDC	Dog/litter bin empty Jan – March 2023 £1138.18 Dog/litter bin empty Oct-Dec 22 £1050.62	
Glasdon	Refill bags dog bag dispenser	£65.64
Waste Concern	5 collections	£104.74
Corona	Gas Hub	£417.95 £121.09
NEDDC	Trade Waste Collection	£1357.72
Markovitz	Line marker paint	£25.92

Receipts		
Slimming World	Hire of Room at Hub (3 sessions)	£75.00
Councillor surgeries – D Hancock	Hire of Room at Hub	£15.00

Balances at Bank 31st March 2023

Unity Trust £ 93,585.95

997/2022 Items for Information

It was reported that the flag had been lowered in commemoration of the passing of the following Tupton residents:

998/2022 Date of Next Meeting

The next meeting of the Parish Council would be held on Wednesday 17th May 2023

The meeting closed at 8:00 p.m

Signed

Dated
