

Minutes of the Meeting of Glapwell Parish Council, held on Thursday 26<sup>th</sup> May 2022 in the Glapwell Centre, The Green, Glapwell

**Members present:**

Cllr T Trafford  
Cllr C Fleetwood  
Cllr T Clough  
Cllr D Harvey  
Cllr R Hibbert  
Cllr J Jepson  
Cllr C Mellard-Sibley

**In attendance**

Y Colverson (Clerk)  
J Marriott (Finance Officer)  
1 member of the public

**Public Participation**

Issues raised

Use of the football pitch, apparently being restricted

Cllr C Mellard-Sibley to investigate this issue and report to the Clerk who will respond to the member of public present

Funding for Jubilee Afternoon Tea

J Marriott advised the Guardians did have money in their account which can be spent without a resolution of the Council.

£1,000 will be available for Jubilee celebrations

**BUSINESS**

**01/05/22 Election of Chairman**

Council were asked to select a Chairman of the Council to serve for a term of one year, May 2022 – May 2023

Cllr R Hibbert moved Cllr T Trafford as Chairman  
All in favour

**RESOLVED Cllr T Trafford will serve a one-year term as Chairman to the Council, May 2022 – May 2023**

Cllr T Trafford signed acceptance of office

**02/05/22 Election of Vice-Chairman**

Council were asked to select a Vice-Chairman of the Council to serve for a term of one year, May 2022 – May 2023

Cllr T Clough moved Cllr C Fleetwood as Vice-Chairman  
All in favour

**RESOLVED Cllr C Fleetwood will serve a one-year term as Vice-Chairman to the Council, May 2022 – May 2023**

**03/05/22 Apologies for absence**

No apologies were noted

**04/05/22 To receive declarations of interests**

Do declarations of interest were noted

**05/05/22 Co-option**

To consider a proposal to co-opt a nominated individual to the fill a current casual vacancy on the Council

As the perspective Member was not present, this item is **deferred to the next meeting to be held on Thursday 30<sup>th</sup> June 2022**

**06/05/22 Minutes**

To confirm the minutes of the meeting held on Thursday 28<sup>th</sup> April 2022

**RESOLVED That these minutes are approved as a true record of the meeting held on 28<sup>th</sup> April and signed by the Chair**

**07/05/22 Reports**

**a. Parish Clerk's report May 22 –**

As I am new in post I have very little to report. I am slowly learning about the Parish Council and its facilities and look forward to working with you over the coming months and years.

I had a handover meeting with Andrew Mott who gave me the Council's laptop and mobile telephone. The telephone will need to be replaced immediately as the one handed over is unusable as it is a very old hand set and does not have a charger.

The laptop is serviceable for the time being. As we will need a new website in the very near future it may be prudent to see if we can get an IT support contract to include a laptop and website. I will source quotations for June 22 meeting.

**Street naming**

The developer has agreed to move forward to delegated decision with these names

- Wicket Avenue
- Ground Lane
- Boundary Way

Back up name of - Bothy Street/Lane/Drive

The Planning Department have asked that I confirm you are happy with these names.

**RESOLVED That this information is received**

**b. Community Centre Manager's report – 26<sup>th</sup> May 2023**

Council were provided with a report from the Glapwell Centre Manager

**RESOLVED That that this information is received and noted**

**c. District Councilor's report – Cllr T Clough, District Councilor, gave a short report outlining work carried out by Bolsover District Council in, or affecting, Glapwell since 28<sup>th</sup> April 2022**

Bolsover District Council held their Annual Meeting and new appointments were made to committees.

At a meeting of the County Council, members voted to close care homes in the County.

**RESOLVED That the Clerk will write to the County Councilor and express disappointment at this decision.**

**d. County Councilor's report – To receive a report from the County Councilor outlining work carried out by the Derbyshire County Council, in Glapwell, since 28<sup>th</sup> April 2022**

County Councilor was not present at the meeting however Cllr T Trafford reported that a representative from Highways had visited to observe the crossing on A617. Although no action was agreed it was noted that the junction is a safety issue.

**08/05/22 Exclusion of Public**

To determine which items, if any, of this Agenda should be taken with the press and public excluded.

**RESOLVED No item requested to be considered in private session**

**09/05/22 Planning**

To consider planning policies, applications and appeals received from the Planning Authority and to agree comments, if any, to be submitted.

No planning applications had been received although there is concern that work being carried out to a property on Mansfield Road does not have planning permission.

**RESOLVED That the Clerk will bring this to the attention of the planning authority**

**12/05/22 Items for Consideration and Decision**

**a. Review of representation on external bodies**

Council was asked to review, and agree Council's representation on Glapwell Sporting Association Board and Glapwell Guardians Board

Cllr T Clough requested, in the interest of equality, that she represent the Council on the **Glapwell Sporting Association** board

All in favour

**RESOLVED That Cllr T Trafford, Cllr C Fleetwood and Cllr T Clough would represent the Council on Glapwell Sporting Association board**

**Glapwell Guardians Board.** It was moved that representation remain the same as the previous year

All in favour

**RESOLVED Cllr T Trafford, Cllr C Fleetwood, Cllr T Clough and Cllr R Hibbert will represent the Parish Council on the Glapwell Guardians Board**

**b. Dates of Council meetings**

It was moved that meetings of Glapwell Parish Council continue on the last Thursday of each month, excluding August and December

All in favour

**RESOLVED That meetings of the Parish Council, June 2022 – May 2023 will take place in the Glapwell Community Centre at 7.15pm on the following dates:**

2022

Thursday 30<sup>th</sup> June

Thursday 28<sup>th</sup> July

Thursday 29<sup>th</sup> September

Thursday 27<sup>th</sup> October

Thursday 24<sup>th</sup> November

2023

Thursday 26<sup>th</sup> January

Thursday 24<sup>th</sup> February

Thursday 30<sup>th</sup> March

Thursday 27<sup>th</sup> April

**12/05/22 Items for Information Only**

a. **Correspondence**

None received

b. **Items for Information**

None received

**13/05/22 Finance**

a. **Payments for authorisation**

J Marriott, Finance Officer, delivered a list of payments for approval for May 2022 (attached)

**RESOLVED That these payments are approved**

b. **Income and expenditure, bank reconciliation**

J Marriott delivered a report outlining the income and expenditure and bank reconciliation to 30<sup>th</sup> April 2022 (attached)

**RESOLVED That this information is received**

c. **Internal Auditor's Report**

Council was asked to receive the internal auditor's report following annual internal audit inspection

Following the recent internal audit of the Council's internal controls the auditor concluded that there were no issues to report or to include on the AGAR. However, the following recommendations were made:

- Public speaking session should be the only time members of the public or guest speakers are permitted to speak. If someone is allowed to speak at other times at the meeting Standing Orders should be suspended. The suspension and re-instatement of Standing Orders should be recorded in the minutes.
- As per Standing Orders 3h, public session is not for a debate, but the questions to be raised or comments made, and if the Chair feels necessary can direct the Clerk to respond at a later date, or for the issue to be put on the next agenda.
- Financial Regulations have been presented to Council to review in February 2022 but do not reflect your current payment procedures. I recommend updating Financial Regulations to reflect your financial procedures.
- Risk Assessments, Asset Register and Financial Regulations need to be reviewed by Council annually and recorded in the minutes.

**RESOLVED this report is received**

**d. Annual Governance Statement**

Council was asked to consider and agree responses to the Annual Governance Statement

**RESOLVED That this is agreed and signed by the Chair and Clerk**

**e. Annual Accounting Statement**

Council was asked to consider and agree information on the Annual Accounting Statement to the External Auditor

**RESOLVED That this is agreed and signed by the Chair and Finance Officer**

**114/05/22 Item to be included on the next agenda**

Items identified to be included on the agenda for the meeting to be held on Thursday 30<sup>th</sup> June 2022

- Glapwell Guardians' report from board meeting
- Glapwell in Bloom – to consider quotations for the provision and maintenance of bedding plants
- Co-option of new member to the Council
- Neighborhood Plan, update on process – Clerk will ask for this to be discussed in private due to individuals being named
- Council website

Meeting closed at 8.40pm