**Tintwistle Parish Council**

**Minutes of meeting held on Monday 26th June 2023 at 7.30pm at the Parish Council Offices, Tintwistle.**

Councillors present: M Stevenson (Chair) A Dyer E Scriven M Boyd N Naz S Grace D Buddell A Vanterpool

Also in attendance:
Tintwistle Parish Clerk C Strickland

Borough Councillor R Baker

Four members of the public

**2394 APOLOGIES FOR ABSENCE**

None

**2395 DECLARATIONS OF INTEREST**

Cllr Naz declared an interest in item 8f, as a resident of New Road.

**2396 CO-OPTION TO COUNCILLOR VACANCY**

The four candidates present each spoke for an allotted three minutes and answered questions from the Parish Council. Tony Owens received a majority vote for the first seat with 7 votes. Stephen Winterbottom received a majority vote for the second seat with 5 votes.

RESOLVED: That Tony Owens is co-opted into the first vacant Council seat.

RESOLVED: That Stephen Winterbottom is co-opted into the second vacant Council seat.

The candidates agreed to sign their Declaration of Acceptance of Office forms after the meeting concluded.

One member of the public left the meeting following the conclusion of this item.

**2397 PUBLIC PARTICIPATION**

None

**2398 MINUTES OF MAY COUNCIL MEETING**

These were unanimously accepted as a correct record.

**2399 REPORTS FROM BOROUGH AND/OR COUNTY COUNCILLORS**

The report was received by the Parish Councillors. Cllr Dyer thanked Cllr Baker for continuing the litter picking initiative. There was a discussion surrounding the Parish Council’s eligibility for the Community Lottery fund. Cllr Grace commented that the Green Grant funding may be useful to the Quarry Group.

**23100 PLANNING**

RESOLVED: The Clerk will comment the following on planning application HPK/2023/0104 “to ensure that the privacy of local residents is protected, new pitches should be on the opposite end of the field to existing residential homes.”.

**23101 CORRESPONDENCE**

1. The circulated DALC newsletter received no comments.
2. It was noted that Cllr Dyer is researching cost effective wood suppliers to restore the benches at the Viewpoint.
3. It was agreed to postpone ‘KCS Development and Derbyshire Wildlife Trust’ until July’s meeting.
4. Cllr Grace commented on the confusing presentation of the Boundaries Consultation information. RESOLVED: The Clerk will respond to the consultation invitation and express the Council’s concern that the residents of Tintwistle and Crowden ward are not sufficiently represented.
5. Cllr Dyer stated that the lack of PCSO presence has been noted in the community. Borough Cllr Baker advised that the PCSOs’ area of work has been increased to cover more ground. Cllr Boyd expressed their interest in attending community forums in the future. It was proposed by Cllr Stevenson, seconded by Cllr Boyd and unanimously resolved to formally invite Tintwistle’s PCSO to the Parish Council meeting in August.
6. Cllr Buddell noted that there would be no damage to the trees or cost to the Parish Council to permit the residents to install a gate on New Road. Cllr Grace commented that the gate is beneficial for residents from a safety aspect. Cllr Stevenson commented that the gate may increase footfall and damage the grass area. It was proposed by Cllr Scriven, seconded by Cllr Grace, and resolved to permit residents to install a gate on New Road, with Cllr Stevenson abstaining from the vote.

**23102 COMMITTEES/WORKING GROUPS**

1. The appointing of co-opted members to Committees was postponed.
2. RESOLVED: to appoint Cllrs Grace, Vanterpool and Buddell to serve on the Health and Safety Committee.
3. RESOLVED: to appoint Cllr Dyer as a Chair for the PCCF working group.

**23103 REVIEW OF COUNCIL POLICIES AND DOCUMENTS**

RESOLVED:

1. That the Key Holder Policy will be amended to i. state that an individual must obtain written permission before transferring keys to other named individuals and ii. include a line for a signature from a Parish Council Representative in the agreement form. It was also resolved that Cllr Grace will replace the external locks to the building and the Clerk will contact the Bowling Club, as keyholders, to inform them once a date has been set.
2. To adopt the Parish Council’s existing risk Assessment schedule, with the Health and Safety Committee to review it at their next meeting.
3. That the Clerk will present a report on the recommended insurance arrangements at the July meeting.

**23104 CONTRACTORS REVIEW**

Cllr Naz enquired whether the monthly duties outlined in the cleaning responsibilities document are expected to be completed alongside regular weekly tasks; Cllr Boyd commented that the tasks should be completed once the weekly cleaning is carried out and this should be communicated to the Cleaner.

RESOLVED: the Clerk and Cllr Dyer will liaise to create a cleaning checklist and issue this to the cleaner with the updated roles and responsibilities.

**23105 HOLYBANK QUARRY STONE**

The advice from Peak District National Park Authority was noted. Cllr Boyd asked whether there are any other quarries in Tintwistle with a licence for stone removal. Cllr Grace commented that it is not within the Council’s knowledge or remit as Tintwistle Parish Council only owns Holybank Quarry.

RESOLVED: the Clerk will update the family with the outcome of their enquiry.

**23106 FULL COUNCIL TRAINING**

RESOLVED: to approve full Council training for the 14th of August with the Clerk to enquire about available funding for Council expenses during the mandatory training event.

**23107 PRINTING SERVICES**

It was agreed to postpone this item until the July meeting.

**23108 COMMUNITY COMPETITIONS**

It was resolved that the Scarecrow Competition will run from the 16th – 23rd July 2023 and the Flowerpower Competition will run until the 15th July 2023, with any monetary proceeds going towards Glossop Foodbank.

**23109 FRIENDS OF HOLYBANK QUARRY**

The Tintwistle Climate Change Emergency Action Plan report was received.

Borough Cllr Baker noted that, as a borough, there are high recycling rates in the area. Cllr Boyd asked when the statement of intention in the Programme of Work was made and queried the action point of “encouraging meat-free diets”, considering the rural location of the community. Cllr Stevenson replied that Tintwistle Parish Council must adopt High Peak terminology to meet the Climate Change aims of the Borough Council. Cllr Stevenson thanked the Climate Change Campaign Coordinator Sara Scott-Rivers and the Quarry Warden Peter Girdlestone for the voluntary work they have done on behalf of the Council so far. It was agreed to postpone discussing the recommendations of i. approving the Opportunity Mapping exercise and ii. awarding prizes for Tintwistle Green Champions until the July meeting.

RESOLVED: to install the children’s Climate Change posters in the following locations: Willow Garden, Woodhead, Tintwistle Primary School, Holybank Quarry, TAGA cabin, Council Offices, West Drive, Swallows Wood and the gate to Bottoms Reservoir, with Cllr Grace liaising with United Utilities to arrange poster sticking and Paul Scriven for installation.

RESOLVED: to earmark £150 towards the installation costs.

RESOLVED: that Sara Scott-Rivers and Pete Girdlestone would resume their respective roles for the current Council’s period of office.

**23110 NEW COMMUNITY CENTRE PROJECT**

It was agreed to hold an extraordinary meeting to finalise the draft consultation documents following the next Community Centre Committee meeting on the 3rd July 2023.

**23111 FINANCE & ACCOUNTS**

1. The 22/23 Internal Audit Report was noted by the full Council.
2. The Responsible Financial Officer certified that the financial position of the authority and its income and expenditure presented fairly the financial position in accordance with Regulation 12 (1) of the Accounts and Audit Regulations 2015. The Clerk submitted the Annual Governance Statement (Section 1) of the Annual Return. RESOLVED: That the Annual Governance Statement (Section 1) Is approved and that the Chairman and Clerk be authorised to sign the return.
3. The Clerk submitted the Accounting Statements (Section 2) of the Annual Return. This was considered by members and approved.

RESOLVED: That the Accounting Statements (Section 2) Is approved and that the Chairman and Clerk be authorised to sign the return.

1. The dates of 28th June 2023 – 8th August 2023 proposed for the exercise of public rights were noted and approved.
2. The following accounts were authorised for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Net | VAT | Gross |
|  |  |  |  |  |
| WaterPlus | Water Bill June |  |  | £35.01 |
| Utility Warehouse | Utilities Bill June | £277.72 | £20.09 | £297.81 |
| Lynbrook | Printing June | £386.65 | £77.33 | £463.98 |
| Sara Jones | Cleaning June |  |  | £80.00 |
| C Strickland | Salary June |  |  | £843.05 |
| P Scriven | Outdoor Maintenance June |  |  | £290.46 |
| A Dyer/ Quarry Group | First Aid Kit  | £13.32 | £2.67 | £15.99 |
| Viking | Stationery  | £90.50 | £14.58 | £105.08 |
| DALC | Internal Audit Fees |  |  | £110.00 |
| Hazel Accountancy  | Payroll Processing April - June |  |  | £15.00 |
| HMRC | NI Contributions |  |  | £11.74 |
| S Grace/ Wickes | Sign Post  |  |  | £8.40 |
| Interlith  | Climate Change Signs | £201.00 | £40.20 | £241.20 |
| TAGA | Plants/Cenotaph |  |  | £45.50 |

**23112 DATES OF THE NEXT PARISH COUNCIL MEETING**

The next date of the Parish Council meeting is the third Monday in July - Monday 17th July 2023.