**Tintwistle Parish Council**

**Minutes of meeting held on Monday 22nd May 2023 at 7.30pm at Tintwistle Primary School, South Close, 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

One member of the public

The Chair welcomed Councillors Boyd, Vanterpool and Buddell who were elected to the Council in the May Local Council Elections.

**2372 ELECTION OF THE CHAIR OF THE COUNCIL FOR THE YEAR 2023/24**

It was proposed by Cllr Naz, seconded by Cllr Scriven and unanimously resolved that Cllr Stevenson be elected as Chair of Tintwistle Parish Council.

Councillor Stevenson signed her Declaration of Acceptance for the office of Chair.

**2373 ELECTION OF THE VICE-CHAIR OF THE COUNCIL FOR THE YEAR 2023/24**

It was proposed by Cllr Grace, seconded by Cllr Buddell and unanimously resolved that Cllr Dyer be elected as Vice Chair of Tintwistle Parish Council.

**2374 APOLOGIES FOR ABSENCE**

None

**2375 DECLARATIONS OF ACCEPTANCE OF OFFICE**

It was noted that all Councillors had completed their Declarations of Acceptance of Office forms.

**2376 DECLARATIONS OF MEMBERS’ INTERESTS**

The Clerk will send off completed Register of Interest forms to High Peak on behalf of the Councillors if received by 14th June 2023.

**2377 COMMITTEES**

1. It was resolved to appoint:
2. Cllrs Dyer, Grace and Buddell to serve on the Allotments committee with a unanimous resolution that Cllr Dyer will chair the Committee.
3. Cllrs Stevenson, Dyer, Scriven, Boyd, Vanterpool, Naz and Buddell to serve on the Tintwistle Community Centre Committee with a unanimous resolution that Cllr Stevenson will chair the Committee.
4. Postpone the appointment of members to the Health and Safety Committee until all Councillors have read the health and safety and risk assessment policies.
5. It was resolved to adopt the existing Terms of Reference of the Committees with agreement that they are reviewed at the first Committee meeting and brought to full Council with any recommended changes.

**2378 COUNCIL POLICIES AND DOCUMENTS**

It was resolved to:

1. re-adopt the Standing Orders, Financial Regulations and Code of Conduct documents
2. re-adopt the following Council policies:

|  |  |
| --- | --- |
| *Risk Assessment*  | Health and Safety  |
| Document and Record Retention | Complaints procedure |
| *Key holder* | Co-Options  |
| Assets Register | Publication Scheme |
| Information & Data Protection Policy | Disciplinary and Grievances  |
| Staff Sickness and Absence  | Equality and Diversity  |
| Dignity at Work  |  |

1. review the Risk Assessment policy at the next Health and Safety Committee meeting and the Key holder policy at the June Parish Council meeting.

Cllr Buddell suggested that the Health and Safety policy should be updated and reviewed following any incident. This was agreed by Cllr Stevenson.

**2379 PARISH COUNCIL COMMUNITY FUND WORKING GROUP (PCCF)**

It was resolved:

1. to continue allocating the £1000 ‘Chair’s Allowance’ towards the PCCF for the FY 23/24
2. to appoint Cllrs Scriven, Dyer, Naz and Vanterpool to the working group
3. to appoint a chair at the June meeting.

**2380 CONTRACTORS REVIEW**

It was unanimously resolved to continue using the services of P Scriven for outdoor maintenance tasks, Cutting Edge for garden maintenance and Alliance for grass cutting. It was resolved to cancel the Alliance contract for litterbin emptying and extend the services of P Scriven to include litterbin emptying.

It was discussed that the job description and requirements for the cleaning of the office building was due for review. It was resolved that the Parish Council will offer £10.50 per hour for a cleaning contractor and the Clerk will specify the job description and requirements of the role and bring an updated job specification to the June meeting.

**2381 FINANCE AND ACCOUNTS PROCEDURES REVIEW**

It was resolved:

1. to remove Cllrs who no longer serve on the Council as signatories for the Council’s bank accounts.
2. to add Cllrs Dyer, Stevenson, Buddell, Boyd and Naz as signatories
3. to approve BACS as a payment method
4. to approve the direct debit mandate for Utility warehouse, Lynbrook and Waterplus

**2382 PUBLIC PARTICIPATION**

None

**2383 MINUTES OF THE APRIL FULL COUNCIL MEETING**

It was unanimously resolved to accept the minutes as a correct record.

**2384 REPORTS FROM BOROUGH AND/OR COUNTY COUNCILLORS**

Borough Cllr Rob Baker noted concerns raised from residents about the poor standard of grass cutting in the ward and requested that the Parish Council forward any further complaints to him. It was noted that Cllr Baker and Cllr Dyer are still awaiting a DCC roads inspector to confirm their visit to the Village. It was agreed that the Parish Council will provide support with this where necessary.

**2385 DALC NEWSLETTER**

The circulated newsletter received no comments.

**2386 PLANNING APPLICATIONS TO CONSIDER**

None

**2387 CORRESPONDENCE**

The correspondence from residents was read aloud to the Council.

RESOLVED:

1. The Clerk will contact all allotment holders reminding them to adhere to the Terms and Conditions when lighting fires in their allotments.
2. The Clerk will enquire with the resident whether the overgrown trees on Manchester Road are still an issue that requires the Council’s attention.

**2388 DAME VIVIENNE WESTWOOD MEMORIAL**

The request for the removal of a large stone from Holybank Quarry was discussed.

* Cllr Stevenson noted that it is the responsibility of the enquirer to arrange the removal of the stone and incur the costs, not the Parish Council.
* Cllr Grace suggested that the full Council visits the stone to assess its significance and recommended that the Council consider renumeration for its removal. Cllr Grace noted that a stonemason may offer a rough pricing for the stone and that renumeration could be contributed to the building of the new community centre.
* Cllr Buddell suggested that any renumeration could go towards improving access to the Quarry; this was supported by Cllr Vanterpool.
* Cllr Scriven noted that the family have been waiting for an answer for several months and they may source a stone from elsewhere.
* Cllr Boyd noted that the community may have a view on the issue.
* Cllr Baker noted that URC may need to be contacted by the family to approve the stone meets the regulation size for the headstone; Cllr Stevenson confirmed this has already been done.
* Cllr Stevenson noted that this may need to be a one-off decision to not set a precedence; Cllr Scriven suggested a policy should be considered for future enquiries of a similar nature.

It was proposed by Cllr Grace, seconded by Cllr Dyer and resolved that the full Council will visit the stone to a. assess its significance to the community and b. bring their final decision to the June meeting. It was also resolved that the Clerk will contact DALC/PDNP for advice on the legalities of selling the stone and creating a policy to support this.

**2389 NEW COMMUNITY CENTRE PROJECT**

A project update was received on the progress of building a new community centre. It was resolved to accept the following recommendations, as presented in the tabled Tintwistle Community Centre Committee (TCCC) report:

1. To approve the TCCC drafting three documents, including a consultation survey, a letter to residents explaining the PWLB process and information for a dedicated newsletter which will describe the plans for the new build. The final versions of the three documents are to be brought to the June meeting for approval before beginning a formal consultation period.
2. To temporarily increase the Clerk’s weekly hours by 3, for the months of June, July and August, with a temporary salary increase to reflect this. It was agreed that the additional hours are solely dedicated to working on matters relating to the TCCC and the new Community Centre and this item would be formally confirmed in writing by Cllr Stevenson on behalf of the Council.

**2390 OFFICE REPAIRS**

Due to the urgent need for the repairs to fix damage in the Council Office Buildings, it was resolved to give retrospective approval to the electrical works carried out (by JRB Electrical) and to repairing the hole in the portacabin floor (by P Scriven).

**2391 OFFICE STATIONERY**

It was resolved that the Clerk will purchase office supplies, including a staple gun, A3 paper, pens, and A4 paper.

**2392 FINANCE & ACCOUNTS**

The following accounts were authorised for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Net | VAT | Gross |
|  |  |  |  |  |
| Sara Jones | Cleaning May |  |  | £80.00 |
| C Strickland | Salary May |  |  | £674.44 |
| WaterPlus | Water Bill  |  |  | £34.61 |
| Utility Warehouse | Utilities Bill | £281.23 | £20.27 | £301.50 |
| Lynbrook | Printing April | £96.22 | £19.24 | £115.46 |
| Lynbrook | Printing May | £96.75 | £19.35 | £116.10 |
| P Scriven | Outdoor Maintenance/ Floor repair |  |  | £301.46 |
| C Strickland/ JRB Electrical | Electrical work reimbursement  |  |  | £140.00 |
| Bankswood  | Tree Felling | £550 | £110 | £660.00 |
| Viking | Stationery/ Office supplies | £103.91 | £20.78 | £124.69 |
| M Stevenson  | Annual Meeting Expenses  |  |  | £6.70 |

**2393 DATES OF THE NEXT COUNCIL MEETINGS**

It was resolved that the June monthly Council meeting will be held on Monday 26th June. All future Parish Council monthly meetings will fall on the 3rd Monday of every month at Tintwistle Parish Council Offices, Sexton Street.

The meeting closed at 8.45pm