

Tintwistle Parish Council



Minutes of Annual meeting held on Wednesday 14th May 2025 at 7pm at St James Church, Crowden

Councillors present: M Stevenson, A Dyer, T Owens, D Buddell, E Scriven, A Vanterpool.

In attendance was T Lewis (Clerk). No members of the public were present.

24350 ELECTION OF THE CHAIR – It was proposed by Cllr Owens, seconded by Cllr Scriven and unanimously resolved that Cllr Stevenson be elected as Chair of Tintwistle Parish Council. Councillor Stevenson signed the Declaration of Acceptance for the office of Chair.

24351 ELECTION OF THE VICE-CHAIR - It was proposed by Cllr Buddell, seconded by Cllr Scriven and unanimously resolved that Cllr Dyer be elected as Vice Chair of Tintwistle Parish Council.

24352 APOLOGIES FOR ABSENCE – These were accepted from Cllrs Boyd, Grace, and Jones (TPC) and Cllr Rob Baker (HPBC).

24353 DECLARATIONS OF INTEREST - Cllrs Stevenson and Buddell declared an interest in allotment matters.

24354 PUBLIC PARTICIPATION - None.

24355 MINUTES OF THE APRIL 2025 COUNCIL MEETING - It was resolved to approve the circulated minutes.

24356 MINUTES AND RECOMMENDATIONS FROM ANY COMMITTEE – No minutes or recommendations were outstanding from any committee meetings.

24357 REPORTS FROM BOROUGH AND/OR COUNTY COUNCILLORS - No reports were presented.

24358 PLANNING APPLICATIONS – HPBC planning application Ref: HPK/2025/0192 was discussed, relating to a proposed garage conversion and lower ground floor garage conversion at a property on The Stocks, Tintwistle. **Resolution:** The Council resolved that no objections to the application would be lodged.

24359 CORRESPONDENCE - None received

24360 ALLOTMENT MATTERS

- a) Cllr Dyer, on behalf of the Allotment Working Party, presented a half-yearly inspection report to the council for approval following inspections in April. **Resolution:** The council resolved to accept the report and for the clerk to write to a number of tenants whose plots had failed to meet the required standards.
- b) The council considered a request from a tenant to erect new gates and fences. **Resolution:** The council unanimously resolved agree to the proposed works and for the clerk to communicate the decision to the tenant.

Cllr Stevenson formally thanked all members of the Allotment Working Party for their time and commitment to maintaining standards across the parish's allotments.

24361 STANDING ORDERS – The council unanimously resolved to approve and adopt an updated version of the council's Standing Orders presented by the clerk.

24362 FINANCIAL REGULATIONS – The council unanimously resolved to approve and adopt an updated version of the council's Financial Regulations presented by the clerk.

24363 REVIEW OF COMMITTEES AND WORKING GROUPS – The council reviewed its committee and working group arrangements including terms of reference, delegated powers, and membership. In respect of the committees and groups identified below, the council unanimously resolved the following:

- a. Staffing Committee – membership will be Cllrs Scriven, Vanterpool, Dyer (Chair), Buddell and Stevenson. The clerk to revise the committee's terms of reference for council approval.

- b. New Community Centre committee - membership will be Cllrs Scriven, Vanterpool, Dyer, Buddell, Stevenson (Chair), Owens and Boyd. The committee's terms of reference and delegated powers were approved subject to review at the next committee meeting.
- c. Risk Management Working Group - membership will remain as Cllrs Vanterpool, Buddell (Chair), Owens, Grace, and clerk T Lewis. The group's existing terms of reference were ratified which do not include any delegated powers.
- d. Allotments Working Party - membership will remain as Cllrs Buddell, Grace, Dyer (Chair), Jones and two members of Tintwistle Allotment Gardeners' Association (TAGA). A revised version of the group's terms of reference, circulated before the meeting, were approved including several unchanged delegated powers. It was also resolved that the clerk would write to TAGA, formally asking for nominations for members to join the Working Party.
- e. Parish Council Community Fund (PCCF) Panel – membership will remain as Cllrs Dyer (Chair), Boyd, Scriven and Vanterpool. The clerk to draft terms of reference for the group and a new policy covering the scheme for council approval.

24364 REVIEW OF OTHER DELEGATED POWERS – The council agreed that no additional delegated powers were required at present.

24365 COUNCIL POLICIES AND DOCUMENTS – As required by Standing Order 5j, an annual review took place of a number of policies.

Resolution: To approve and adopt the following revised policies, copies of which had been circulated in advance:

- a. Data Breach policy
- b. Publication Scheme policy
- c. Record Retention policy
- d. Dignity at Work policy

Resolution: To approve the existing policies below without alteration:

- e. Code of Conduct
- f. Subject Access Request policy

Resolution: The clerk to revise the below policies for future council approval:

- g. Complaints policy
- h. Communications policy covering press/media relations
- i. Equality & Diversity policy
- j. Staff sickness & attendance policy
- k. Grievance & Discipline policy

24366 ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES, AND BUSINESSES – The council noted 1) the current partnership agreement with TAGA 2) the signed lease agreements in place with High Peak Borough council for the council's four allotment sites.

24367 EXTERNAL BODIES – The council reviewed its ongoing work with external bodies including representation and reporting processes. In particular, the council noted the importance of continued engagement with key stakeholders including National Highways, The Peak Park Parishes Forum and the HPBC's Parish Forum.

24368 FIXED ASSET REGISTER – The council reviewed a copy of its Fixed Asset Register dated 31st March 2025. **Resolution:** To approve and adopt the register without alteration.

24369 COUNCIL'S INSURANCE POLICY - The council reviewed a copy of its insurance schedule for 2024/25. **Resolution:** To clerk to renew the policy when due in August 2025 without alteration.

24370 SUBSCRIPTIONS TO OTHER BODIES – **Resolution:** To maintain subscriptions to the following bodies during 2025/26 – Peak Park Parishes Forum, Society of Local Council Clerks and Derbyshire Association of Local Councils.

24371 CONTRACTOR ARRANGEMENTS AND POLICY – The council considered a list of suppliers and contractors (see below) currently providing services to the council, either on an ongoing or ad hoc basis.

Service/Goods Provider	Service/Goods Provided	Service/Goods Provider	Service/Goods Provided
Alliance Environmental Services	Grass cutting	EDF	Electricity
P Scriven	Outdoor maintenance	Lynbrook	Photocopier
BJB Cooper	Outdoor maintenance	Three	Telephone & internet
Garden Maintenance and Landscaping	Outdoor maintenance	Waterplus	Water
Bankswood Treecare	Outdoor maintenance	Hiscox Insurance	Council insurance
Cutting Edge	Outdoor maintenance	Hazel Accountancy Services	Payroll services
		Netwise	Website provision

A new 'Approved Contractor and Contractor Assessment policy' was also discussed which sets out minimum standards for contractors. **Resolution:** The council agreed to approve and adopt the proposed contractor policy and for the clerk to apply the policy going forward when commissioning services.

24372 HALL AND FIELD HIRE POLICY, TERMS AND CONDITIONS – **Resolution:** The council unanimously resolved to approve and adopt this new council policy, subject to re-wording of the 'Food, Health & Hygiene' section. Additionally, it was resolved that the clerk will seek further guidance on food hygiene requirements in respect of the council's community hall kitchen area.

Finance & Accounts

24373 ACCOUNTS FOR PAYMENT - It was resolved to authorise the payments below for which invoices were presented to the council and verified by Cllr Vanterpool:

1/5/25	EDF Energy	Electricity	£87.20
27/5/25	Three	Telecomms	£29.46
22/4/25	Lynbrook	Photocopier usage	£136.06
17/4/25	UK Safety Management	Electrical PAT testing	£160.54
22/4/25	J Watkinson	Cleaning	£94.60
1/5/25	T Lewis	April (back-dated) salary	£1521.03
6/5/25	HMRC	Employer (back-dated) tax & NI contributions	£711.91
13/5/25	P Scriven	Outdoor maintenance	£281

The clerk presented two quotations for the council to consider:

- 1) Bankswood Treecare - Repollard of alder tree overhanging the Bowling Green £420 – **Resolution:** The clerk to seek a second quotation to ensure best value is achieved in line with the new contractor policy (see above).
- 2) Willow Joinery & Construction Co. - Community centre building repairs (external walls and guttering) £2000.61 exc. VAT – Cllr Owens declared an interest in this matter and withdrew from discussions and voting. The council considered that the expenditure was critical to extend the life of the building and to continue to offer a community space for local groups and residents. **Resolution:** The council agreed to authorise the works and payment subject to one other quotation to ensure best value is achieved. The council also resolved not to authorise future payments for building repairs to this level and not to exceed the annual building repair budget if possible.

24374 S137 LOCAL GOVERNMENT ACT 1972 PAYMENTS FOR 2024/25 – Details of S137 payments for 2024/25 totaling £1281.21 were noted and accepted.

24375 PARISH COUNCIL COMMUNITY FUND (PCCF) – **Resolution:** It was unanimously agreed to continue to offer community grants via the PCCF scheme during 2025/26, to agree the following awards in line with a recommendations report from Cllr Dyer and for the clerk to arrange the payments:

Tintwistle Ladies (Well Dressing)	To contribute towards the costs of materials and new boards	£150
Tintwistle Bowling Club	To fund the purchase of a nylon brush broom sweeper	£142
Tintwistle Allotment Gardeners Association	To purchase paving slabs and fencing stakes	£150
St James Trustees	To purchase bulbs and seeds for the graveyard and front of the building	£46.47
Total		£488.47

Resolution: The council unanimously resolved not to proceed with a 'Round Two' of the PCCF in 2025/26 to preserve the council's general reserves and to offset the saving of £511.53 against the cost of building repairs as detailed in minute 24373 above.

24376 SYSTEM OF INTERNAL CONTROLS – In line with annual governance requirements, the council conducted a review of the effectiveness of its internal controls. In support of this review, the council considered a report presented by the clerk which outlined the criteria to be considered as part of this review. **Resolution:** The council was satisfied that its internal controls were effective.

24377 REVIEW OF BANK ACCOUNT SIGNATORIES – Resolution: To maintain the existing bank signatories to the council's bank account for the coming year, namely Cllrs Stevenson, Dyer and Boyd and Responsible Finance Officer T Lewis.

24378 BACS AND DIRECT DEBIT PAYMENTS – Resolution: To approve the use of BACS and Direct Debit as a payment method for specified services for 2025/26 and to grant standing authority for regular payments to be made without further council approval as follows:

Direct Debit	EDF Energy	Electricity
	Three	Telecomms
	Lynbrook	Photocopier usage
	Waterplus	Water
	Viking Office Supplies	Office supplies
	ICO	Annual registration fee
BACS	T Lewis	Monthly salary payments
	HMRC	Employer tax & NI contributions
	Paul Scriven	Outdoor maintenance
	Alliance Environmental Services	Grass cutting
	Hazel Accounting Services	Payroll services

24379 REVIEW OF INTERNAL AUDITORS REPORT FOR 2024/25 – Resolution: The council reviewed and resolved to accept the internal auditors report for 2024/25.

Cllr Stevenson formally thanked the clerk T Lewis for her work which has helped contribute towards a positive internal audit outcome.

24380 SECTION 1) ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 – The Annual governance statement for 2024/25 was reviewed and approved by the council and then signed by the Chair Cllr Stevenson and Clerk T Lewis.

24381 SECTION 2) ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 – The Accounting statements for 2024/25, duly signed by the Responsible Finance Officer were presented to the council. The statements were reviewed and approved and then signed by the Chair Cllr Stevenson.

24382 DATES OF FUTURE MEETINGS – Resolution: To hold meetings of the full Council at 7pm on the third Tuesday of each month between June 2025 and May 2026. The next meetings will be held:

- **Annual Parish Meeting – 6.30pm Weds 28th May 2025, West Drive Football Centre**
- **Full Council meeting – 7pm Tuesday 17th June 2025, Sexton Street**

Meeting closed at 9.29pm