

**Minutes of the Meeting of Old Bolsover Town Council**  
**Held at 6.45pm on Tuesday 14<sup>th</sup> June 2022 at Bainbridge Hall**

**Present**

P	Cllr. D. Adams	P	Cllr. C. Jeffery
A	Cllr. T. Bagguley	A	Cllr. M. Longden
P	Cllr. A. Clarke	P	Cllr. J.M. Rushby
A	Cllr. C.P. Cooper	A	Cllr. P. Stothard
P	Cllr. G. Davis	P	Cllr. R. Tooth
A	Cllr. P. Goodwin	P	Cllr. J. Woodhead

**In attendance:** Andrew Tristram -Town Clerk  
Councillor Joan Dixon (DCC)  
Councillor Mick Yates (DCC)  
Councillor Nick Clarke (BDC)  
Councillor Donna Hales (BDC)  
2 members of the public.

1. **Apologies for Absence**

Apologies were received from Councillors Bagguley, Cooper, Goodwin, Longden and Stothard.

2. **Variations to Order of Business**

A request was made to move three agenda items into the confidential part of the meeting.

3. **Declarations of Disclosable Pecuniary and Non Disclosable Pecuniary/other Interests.**

Councillor Adams declared a non pecuniary interest in item 29 – Planning Applications as members of Bolsover District Council Planning Committee. Councillor Rushby declared a pecuniary interest in item 34 as the matter to be discussed related to the employment of her husband.

4. **Public Speaking**  
**Public**

None.

5. **Chair's Announcements**

There were no announcements made by the Chair.

6. **County Councillors' Report**

Councillor Joan Dixon and Councillor Mick Yates attended the meeting.

Matters raised:

- Community Speedwatch had commenced.
- Public Consultation from Woodall Homes for link road between Shuttlewood Road and Oxcroft Lane.
- Temporary Road closures.
- Special meeting at Derbyshire County Council to review decision on Care Home closures.

- Consultation on Adult Care Disability Learning Centre closures.
- Derbyshire County Council consulting on Derbyshire Draft Mining Plan, which includes shale gas extraction (fracking).
- Local Street Surgery identified request for No. 1 bus service to run through Lawson Road.
- Issues with flooding in Carr Vale at the bottom of Sutton Hall Road.
- No date available yet for planned resurfacing of Sandhills Road and Moor Lane.
- Local Jubilee Events.
- Speed of lorries on Oxcroft Lane.
- Troughs at Whaley replanted as they wanted them done in time for the Jubilee Celebrations.

7. **District Councillors' Report**

District Councillor Nick Clarke and Donna Hales attended the meeting.

Matters raised:

- Street Surgery picked up enquiries for Housing issues.
- Petition against closure of Day Care Centres.
- One of the new trees planted on Langwith Road had been vandalised and reported to the Police.
- First community Speedwatch had taken place.
- Interest received for volunteers from New Bolsover.
- New signage on Chesterfield Road and Shuttlewood Road indicating School.
- Tourism Office due to start at Bolsover District Council.
- Knife found near Bainbridge Hall – Would like to discuss extending the CCTV coverage around the outside of Bainbridge Hall.

8. **Confirmation of Minutes**

**029/22-23 RESOLVED** that the minutes of the Town Council meeting held on 10<sup>th</sup> May 2022 are duly accepted as a true and correct record.

9. **To determine which items, if any, from part 1 of the Agenda should be taken with the public excluded**

A request was made under item 2 for items to be moved to the confidential part of the meeting.

**030/22-23 RESOLVED** that item 20 – Financial Regulations is discussed with members of the public excluded, due to the likelihood to disclose information that should not be in the public domain.

10. **Payments for approval**

Payments made in April 2022 were presented to Council for approval.

The following payments were also presented to members for approval.

Kieron Payne	400.00	Grant
AMA Supplies	2107.14	Cleaning materials/PPE
Fire & Light Limited	1257.81	Repairs to Fire Alarm
Autosupplies	65.23	Vehicle Maintenance
Rural Towns Partnership	156.00	Rural Market Town Group Membership

Cloudy Group Limited	243.36	Office 365/IT Support
Landscape Supply Company	166.53	Litter pickers/hoops/bags etc (Events)
Screwfix	91.83	Light bulbs
Kone	1860.34	Lift Maintenance (AH)
Bolsover Parish Rooms	52.00	Contribution to Flower Baskets
Yvonne Colverson	1195.00	Artisan Market/Jubilee Celebrations' costs
Assembly Hall	431.14	Room Charges – Active Communities
DCK&L Autos Ltd	40.00	MOT – pickup
Bright Right	120.00	Window Cleaning – BH/TH
Expression Media	1957.20	Induction Loops
The Welbeck Estates Company	168.10	Rent – Vale Park
Belmont Van & Mower Centre	683.82	Mower parts/Hedge trimmer
Heron Publications	960.00	SoBolsover – May 2022
Dorma Kaba	1548.41	Door repair – (AH)
Bolsover District Council	70.00	Licence Renewal
Andiloos	1320.00	Toilets – Jubilee Event/Beer Festival (part)
Chloe Boulton	30.00	Entertainment – Jubilee Event
Eric/Katherine Davey	30.00	Entertainment – Jubilee Event
Hands on Skin	500.00	Drum Workshop – Jubilee Event
Plantscape	664.80	Carr Vale Christmas Trees
Barrie Woodcock	168.75	Internal Audit
Premier Security 247	357.84	Stewards – Jubilee Event
Rialtas Business Solutions Ltd	720.00	Year End closedown
Creative Five	94.18	Leaflets/banners (Events)
<b>TOTAL</b>	<b>£17459.48</b>	

**031/22-23 RESOLVED** that payments made by the Council in April, totalling £81,629.10 are approved.

**032/22-23 RESOLVED** that the schedule of payments presented for authorisation totalling £17459.48 are approved for payment.

**033/22-23 RESOLVED** that a payment to Grassmoor Glass of £750 to replace damaged windows at Bolsover Assembly Hall is approved.

#### 11. Meeting Reports

The following meeting reports were presented for consideration:-

- Finance Committee Meeting – 9<sup>th</sup> June 2022

**034/22-23 RESOLVED** that the minutes are noted.

#### 12. Vale Fest

Members received a verbal report from Councillor Adams following the Grant award provided by the Council towards the Event.

A schedule of income and expenditure for the Event, along with other information requested as part of the Grant request were circulated to members present at the meeting.

**035/22-12 RESOLVED** that the report is noted.

13. **Meeting Dates**

Members discussed a change to the dates of meetings that were agreed at the May meeting, resulting from the 2023 Council Elections.

**036/22-23 RESOLVED** that Finance Committee Meeting scheduled for 5<sup>th</sup> May 2023 is cancelled and the date of the Annual Meeting scheduled for 9<sup>th</sup> May 2023 is changed to 16<sup>th</sup> May 2023.

14. **Annual Town Meeting**

Members discussed a date for the Annual Town Meeting.

**037/22-23 RESOLVED** that the next Annual Town Meeting will take place at 6pm on Tuesday 14<sup>th</sup> March 2023, immediately prior to the March Council Meeting.

15. **Year End Accounts**

Members received a copy of the Income and Expenditure Statement and Balance Sheet for the full financial year ending 31<sup>st</sup> March 2022.

**038/22-23 RESOLVED** that the accounts for the year ending 31<sup>st</sup> March 2022 are noted.

16. **Internal Audit Report**

The Town Clerk informed members that the Internal Audit had been completed.

Members received a copy of the Annual internal Report covering the Financial Year ending 31<sup>st</sup> March 2022.

The report recommended that, due to increased reserves resulting from the land sale, that the Council should consider increasing the level of Fidelity Guarantee Insurance Cover from £1m to £2.5m even on a temporary basis, whilst balances are so high.

The Town Clerk had obtained quotes to increase the level of cover for £2m and £5m. The Town Clerk recommended to increase the level of Fidelity Insurance Cover from £1m to £5m at a cost of £382.55 to the next insurance renewal date at the end of March 2023.

**039/22-23 RESOLVED** that the Report received from the Internal Auditor is noted.

**040/22-23 RESOLVED** to accept the recommendation from the Internal Auditor and increase the level of Fidelity Insurance Cover from £1m to £5m at a cost of £382.55 to the next insurance renewal date, at the end of March 2023.

17. **Annual Governance Statement**

Members considered each of the nine statements on the Annual Governance Statement for 2021/22.

**041/22-23 RESOLVED** that members acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statement.

The Council confirm, to the best of our knowledge and believe, with respect to the Accounting Statements for the year ended 31<sup>st</sup> March 2022, that Statements 1 to 9 on the Annual Governance Statement are agreed and that the Annual Governance Statement is approved.

18. **Accounting Statements**

Members received the Accounting Statements for 2021/22.

**042/22-23 RESOLVED** that the Accounting Statements are approved.

The Town Clerk advised that the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2022 are submitted to the External Auditor and the Notice of Public Rights and publication of the unaudited Annual Governance and Accountability Return is published.

19. **Bank Mandate**

Members received a report outlining the current process for authorising transactions and an alternative option for signatories and level of access for the Unity Trust Bank Account. The report included a list of potential risks with adopting a new process and measures that could be put in place to reduce the risk. The Town Clerk/RFO included a recommendation for a review of Financial Regulations, to ensure that any agreed processes match those in the Financial Regulations.

**043/22-23 RESOLVED** to defer the item to a future Agenda where all 12 Councillors are present at the meeting.

20. **Financial Regulations**

It was **RESOLVED** to move this item into the confidential section of the meeting (030/22-23)

21. **Investment of Reserves**

Members considered a recommendation from the Finance Committee to deposit reserves with Bolsover District Council and CCLA.

Members also considered an option to move further funds from the NatWest Reserve Account to the Unity Trust Bank Account, which would provide a better rate of interest increasing from the current rate of 0.1% to 0.35%. Members were made aware of the financial impact of delaying the decision.

**044/22-23 RESOLVED** that

- (a) £488,934 is deposited with Bolsover District Council to take the balance to £500,000.
- (b) £1,614,979 is deposited in the CCLA Public Sector Deposit Fund.

No decision was made to move any funds to Unity Trust Bank.

22. **Play Equipment replacements – Vale Park**

Members considered a quote for a replacement pendulum swing and universal joint assembly to replace a damaged unit on Vale Park.

**045/22-23 RESOLVED** that the Council approve expenditure of £1,694.00 to replace the pendulum swing and universal joint.

23. **Access Gate – Shuttlewood Park**

This item was deferred to the next meeting as quotations for the work had been delayed.

24. **Access Gate – Hornscroft Park**

This item was deferred to the next meeting as quotations for the work had been delayed.

25. **Accounts' Software**

Council considered a written report recommending acceptance of a quotation to have the accounts' software hosted in the Cloud, rather than on a single computer in the Office.

**046/2-23 RESOLVED** that the Council adopt the Cloud based software option and authorise the purchase of a single software Licence at a cost of £19 per month.

26. **Community Toilet Scheme**

Members considered a report for the Council to promote a Community Toilet Scheme.

Members suggested that the initial priority is to recruit two or three participating businesses.

The Town Clerk advised members that there was no budget identified to fund this expenditure.

**047/22-23 RESOLVED**

- (a) To establish a pilot Community Toilet Scheme for a period of six months.
- (b) That the Council agree to make grant payments for up to six participating businesses of £50 per month during the pilot to contribute towards the additional costs of toilet rolls and cleaning materials.
- (c) A budget is agreed to support the scheme with a marketing campaign to include provision of signage and printed materials for members of the public to find the locations and staff resources to recruit trades to carry out regular inspections.

27. **Electrical Work – Assembly Hall/Bainbridge Hall**

Members received quotations for lighting repairs and replacement LED units at Bainbridge Hall and the Assembly Hall.

**048/22-23 RESOLVED** that the quote received for the work totalling £8,807.45 is approved.

28. **Town Clerk's Report**

**Items for Information**

- (a) DALC – May Newsletter
- (b) Bainbridge Hall – Notification that the Freedom Community Project have vacated the office premises.

**Items for Decision**

A request was received from Bolsover Civic Society to display a well dressing behind the railings of the Town Hall.

**049/22-23 RESOLVED** that Council agree permission to display the well dressing behind the railings at the Town Hall and inform them that they need to have the well dressing in position by 3.30pm.

**050/22-23 RESOLVED** that the Town Clerk's report is noted.

29. **Planning Applications**

The following Planning Applications were considered at the meeting.

- (1) 22/00176/FUL New house on site of previous building on land to north and east of 21 Station Road, Bolsover by Mrs. Rosa-Lynn Vann
- (2) 22/00232/TCON Works to trees on Back Hills, Castle Lane, Bolsover by Mr. Ian Trueman
- (3) 22/00233/TCON Works to trees at Dykes Field, Oxcroft Lane, Bolsover by Mr. Ian Trueman
- (4) 22/00249/FUL Proposed two storey rear extension at 38 Merlin Avenue, Bolsover by Sarah Smith
- (5) 22/00259/TCON Works to trees on land to rear of 28 Town End, Bolsover by Mr. Julian Saxton
- (6) 22/00270/FUL Single storey rear extension, garage conversion into habitable rooms, formation of secondary driveway access and 3 parking spaces and change of use of dwelling to a mixed use of dwelling and bed and breakfast (amended scheme) at 67 Oxcroft Lane, Bolsover by Mr & Mrs Sutton
- (7) 22/00289/FUL Single storey extension to detached garden room at 88 Moor Lane, Bolsover by Mr. M. Gubby.
- (8) 22/00290/VAR Variation of condition 1 & 7 to allow for the installation of photovoltaic (PV) panels on the roof of Units 7 & 8 and wider ground level and drainage changes of planning permission 19/00316/REM on land formerly known as Coalite on North and South side of Buttermilk Lane, Bolsover by BGO Peak Propco Limited.

No objections or comments were made on any of the above applications.

**051/22-23 RESOLVED** that the planning applications are noted.

30. **To receive any other items for information only and items to be included on the next Agenda**

- Telephone Kiosk
- Quotes for additional external CCTV cameras at Bainbridge Hall.
- Discussion to bring a member of staff to a meeting to answer questions regarding the installation of dog bins and litter bins.

31. **To note the Date and Time of Next Council Meeting**

**052/22-23 RESOLVED** that the next Town Council meeting will take place at 6.45pm on Tuesday 12<sup>th</sup> July 2021 at Bainbridge Hall.

**PART II CONFIDENTIAL ITEMS**

32. **To move the resolution for exclusion of press and public**

**053/22-23 RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable, in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

Meeting closed 9.00pm

Signed .....

Dated .....