

Minutes of the Annual Meeting of Old Bolsover Town Council
Held at 6.45pm on Tuesday 14 May 2024 at Bainbridge Hall,
Carr Vale Road, Bolsover S44 6JD

Present

P	Cllr. D. Adams	P	Cllr. C. Jeffery (Chair)
P	Cllr. A. Clarke	A	Cllr. J.M. Rushby
P	Cllr. R. Clarke	P	Cllr. A. Taylor
P	Cllr. M. Cresswell	P	Cllr. R. Tooth (Vice Chair)
P	Cllr. D. Hales	P	Cllr. J. Woodhead
P	Cllr. P. Goodwin		

In attendance: Charlotte Taylor - Town Clerk
County Councillor – Joan Dixon, Derbyshire County Council (DCC)
6 members of the public

1. Election of Chair of the Council/Town Mayor (Year 2024/2025)

Nominations for the position of Chair of the Council/Town Mayor were received for Councillor Jeffery and Councillor Goodwin. No further nominations were received. Councillor Goodwin confirmed he was happy to stand down after a 3-year term.

001/24-25 It was RESOLVED that Councillor Jeffery is elected as Chair of the Council and Town Mayor for 2024/2025.

The Chair made their Declaration of Acceptance which was acknowledged and received in the presence of the Clerk.

2. Election of Vice-Chair of the Council/Deputy Town Mayor (Year 2024/2025)

Nominations for the position of Vice-Chair of the Council/Deputy Town Mayor were received for Councillor Tooth and Councillor Goodwin. No further nominations were received.

On being put to a vote Councillor Tooth received 6 votes and Councillor Goodwin received 4 votes.

002/24-25 It was RESOLVED that Councillor Tooth is elected as Vice Chair of the Council and Deputy Town Mayor for 2024/2025.

3. To receive apologies for absence

Apologies for absence were received from Councillor Rushby.

4. To consider a Variation of Order of Business

No requests for a variation of order of business received.

5. Declaration of Members Interests

There were no declarations of members interests received.

6. Public Speaking

Matters raised:

- Plans for Moor Lane including toilet facilities for members of the public.
- Thanks were offered to the outgoing Chair, Councillor Goodwin.
- A request for an update on the bollards on Cotton Street.
- Update on allotment land sale on Oxcroft Lane and issues with access to the site due to parked cars.
- Reports raised on quality of some of the pothole repairs around the town, it was confirmed these have been reported to County Council.

7. Chair's Announcements

The Chair had no further updates to report.

8. County Councillors' Report

County Councillor Joan Dixon reported on the following:

- Thanks for Councillor Goodwin and congratulations to Councillors Jeffery and Tooth.
- At the Cabinet meeting held on 29 April, a decision was taken to close 10 children's centres; this includes the centre in Bolsover, and the loss of 121 employees across the County. The decision has been called into the Scrutiny Committee.
- A decision has been taken to go out to consultation on the proposed closure of several residential care homes including Thomas College House.
- The quality of pothole repairs has been reported to County Council.
- The ongoing issue with at Oxcroft with compliance has been reported to County Council and an officer is due to attend the site.
- A Library Modernisation Plan is due in July, it was confirmed Bolsover Library is due to have a new roof.
- A question was raised regarding reduced hours/days of refuse facility and the potential impact on fly tipping.

Cllr Creswell left the meeting at 7:13pm.

9. District Councillors' Report

District Councillors reported that a compromised agreement regarding the £15million regeneration funding has been proposed and is pending sign-off.

10. Police representation

There was no police representation at the meeting, April 2024 crime figures were shared at the meeting, and these were reviewed.

11. Confirmation of Minutes

Members received the minutes of the meeting of the Town Council held on Wednesday 17 April 2024.

003/24-25 RESOLVED that the minutes of the Town Council held on Wednesday 17 April 2024 are approved as a true and accurate record of the meetings and signed by the Chair.

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

004/24-25 RESOLVED that In view of the confidential nature of agenda items to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss items 29 and 30.

13. Appointment of Members to Committees and Advisory Committees

Council confirmed the appointment of Members to Committees and Advisory Groups for 2024/2025.

005/24-25 RESOLVED the following Membership of Committees and Advisory Groups:

- (a) Finance Committee – open to all members of the Council
- (b) Allotments Committee – Cllrs Derek Adams, Anne Clarke, Mandy Cresswell and Julie Rushby
- (c) Personnel Committee – Cllrs Derek Adams, Anne Clarke, Rowan Clarke, Paul Goodwin and Cathy Jeffery
- (d) Bainbridge Hall Committee – Cllrs Derek Adams, Cathy Jeffery and Julie Rushby
- (e) Events Advisory Group – Cllrs Anne Clarke, Rowan Clarke, Cathy Jeffery, Ashley Taylor and Janet Woodhead

(f) Bolsover In Bloom Advisory Group – Cllrs Anne Clarke, Rowan Clarke, Cathy Jeffery, Julie Rushby, Reg Tooth and Janet Woodhead

14. Appointment of Town Council Representatives on Outside Bodies

Council confirmed the appointment of Town Council Representatives on outside bodies for 2024/2025.

006/23-24 RESOLVED that the following members are appointed as representatives on outside bodies:

(g) Bolsover Assembly Hall Trustees (delegated to Ward Members of Bolsover East) – Cllrs Anne Clarke, Mandy Cresswell and Paul Goodwin

(h) District/Parish Liaison Group – open to all members of the Council

(i) Derbyshire County Council Parish and Town Council Liaison Forum – open to all members of the Council

(j) Bolsover District Culture and Tourism Partnership – Cllrs Cathy Jeffery and Paul Goodwin

(k) Friends of Bolsover Parks – Cllrs Donna Hales and Janet Woodhead

(l) Oxcroft Centre Management Committee (delegated to Ward Members of Bolsover North with Shuttlewood and Bolsover with Stanfree) – Cllrs Donna Hales, Cathy Jeffery, Ashley Taylor and Janet Woodhead

(m) Visit Bolsover - open to all members of the Council

(n) Bolsover Health & Wellbeing Action Group – Cllrs Donna Hales, Cathy Jeffery and Paul Goodwin

15. Adoption of Committee Terms of Reference

Members reviewed the Committee Terms of Reference.

007/24-25 RESOLVED that Committee Terms of Reference are adopted.

16. Dates of Meetings for 2024/2025

Members noted the dates for Council meetings in 2024/2025.

008/24-25 RESOLVED to approve the dates for Council meetings in 2024/2025.

17. Adoption of Policies and Procedures for 2024/25

Members reviewed the policies and procedures listed:

(a) Standing Orders

009/24-25 RESOLVED that the Standing Orders are adopted, with a minor amendment to remove item 3i.

(b) Financial Regulations

010/24-25 RESOLVED that the Financial Regulations are adopted.

18. Payments for approval

Payments were presented to the Council for approval.

011/24-25 RESOLVED that the schedule of payments presented for authorisation totalling £67,347.86 are approved for payment.

Payments for approval at May 2024 Council Meeting			
1	NAL Plant	Consumables	£264.30
2	D J Blant Building Repairs	Rendering of Wall for Mural	£680.00
3	Thread Architects	Town Square - Architects	£2,376.00
4	Parish Online	Mapping Software	£270.00
5	Creative Five	500 Artisan Leaflets	£74.40
6	Creative Five	PA System for Events	£1,008.97
7	Creative Five	May FSMA	£1,738.80
8	Creative Five	Artisan Facebook Campaign	£300.00
9	Heron Publications	1/2 page Ad Twist Mag - Artisan	£222.00
10	Heron Publications	So Bolsover Magazine	£1,584.00
11	ADT	Ass Hall Fire Alarm	£335.80
12	WS Electrical	EICR Remedial works - AH	£1,687.32
13	WS Electrical	Defib installation - Castle Estate	£585.53
14	River Hopkins	Artisan Entertainment	£160.00
15	Eastwood Consulting Engs	Town Square	£1,759.50
16	A Plus Medical Services	First Aid - Artisan	£270.00
17	HAGS	Playground Spares	£821.47
18	BDC	Annual Premises Licence Fee - AH	£540.00
19	Numatic International LTD	Vacuum Spares - TH	£29.99
20	Agransta	Workforce consumables	£63.56
21	Architectural Accoustic prod	Partition maintenace - AH	£473.58
22	OSI	Stationery	£62.94
23	SLCC	SLCC Membership	£348.00
24	RBS Ltd	Year End closedown support	£1,023.60
25	Banks Skip Hire	Skips Oxcroft/Model Allotmt/AH	600.00
26	Assembly Hall	Grant Ashgate Hospice rental - AH	786.88
27	Geldards	Professional Fees - OBY	3000.00
28	East Midlands Audit Service	Internal Audit	252.20
29	Cloudy IT	IT Support	330.78
30	GWH Paving LTD	Town Square resurfacing	43050.50
31	Landscapbe Supply Co	Ear protectors/visors	327.42
32	Alan Brown	Artisan Entertainment	250.00
33	Charlotte Taylor	Various consumables	85.12
34	R Peet & H Meganhey	Artisan Entertainment	100.00
35	Woodbine Farms	Reindeer - Christmas Festival	1682.40
36	Vault	Upgrade Intruder Alarm - BH	202.80
		TOTAL	£67,347.86

19. Meeting Reports

The following meeting reports were presented for consideration:

- (a) Oxcroft Management Committee
- (b) Finance Committee
- (c) Assembly Hall Trustees

012/24-25 RESOLVED that the minutes of the meeting reports are noted. It was agreed to review financial support provided to all three Council community buildings at a future meeting of the Finance Committee.

20. Clerk's Report

The Clerk's Report and the Council Action Plan were reviewed.

- (a) Derbyshire Wildlife Trust to conduct a brief survey of Hornscroft site, listed as a Local Wildlife Site.
- (b) Vandalism to Town Square – police are investigating, damage is superficial and will be repaired by Council workforce.
- (c) Council Action Plan
 - I. Skate Park on Hornscroft Park - Maverick arrived on site 22 April 2024 to commence the build, Bolsover District Council officers are finalising details for landscaping tender.
 - II. Council Buildings - Tender has been posted online, and draft timelines considered by the Trustees; this is subject to planning, and contractors timescales and availability.
 - III. Old Bolsover Yard – toilet, plans for prefabricated unit prepared, meeting local builder to discuss options for building toilets.
 - IV. Stratton Gardens – no further updates from District Council.
 - V. Town Square – Resurfacing of the square is complete.
 - VI. Cotton Street Bollards – Pending information from District Council regarding regeneration funding.
 - VII. Moor Lane Community Building – Alliance Leisure have provided updated costs, affordability assessment to be undertaken.
 - VIII. Oxcroft Centre – Committee preparing Awards for All funding application.
 - IX. Bolsover North Development – Draft Heads of Term received and to be considered by the Council.
 - X. CCTV – Prioritising skate park, site meeting held with contractors on 10 May with BDC appointed contractors, quotes pending.

013/24-25 RESOLVED to note the Clerk's Report and Council Action Plan.

21. Requests for grants

- (a) A Derbyshire Unemployed Workers' Centres - £835.82 to bring the exhibition of the 40-year anniversary of the Miners Strike to Bolsover Assembly Hall from 5-16 August.

014/24-25 RESOLVED to approve the grant request of £835.82 from Derbyshire Unemployed Workers' Centres.

22. Planning applications

The following Planning Applications were considered at the meeting.

- (1) 24/00155/FUL Single storey rear extension and loft conversion inserting velux windows to rear roof at 5 Oxcroft View, Stanfree, Chesterfield by Daniel Parkes
- (2) 22/00064/FUL Withdrawal of application for full planning permission – 8 Portland Avenue, Bolsover by Mrs. Christine Lindley.
- (3) 24/00164/VAR Variation of condition 2 of application 03/00615/FUL to remove the personal use restriction on the retail building on site at 1A Moor Lane, Bolsover by Mrs. Christine Pembleton
- (4) 24/00131/LBC Fit railings with gate onto the front and right side stone walls at 2 - 4 Church Street Bolsover Chesterfield S44 6HB, by Mrs Elaine Green
- (5) 24/00150/FUL Fit railings with gate onto the front and right side stone walls at 2 - 4 Church Street Bolsover Chesterfield S44 6HB, by Mrs Elaine Green
- (6) 24/00199/FUL Two storey extension to side and rear and porch to front at 43 Portland Avenue Bolsover Chesterfield S44 6EF, by Mr Jake Marklew

- (7) 24/00200/VAR Removal/variation of condition 2 (full details of the septic tank and soakaway) of application 23/00526/FUL at The Stables Featherbed Lane Bolsover Chesterfield, by Mr D McAlister
- (8) 24/00172/FUL Change of use from residential flat to commercial at Unit B 251 Shuttlewood Road, Bolsover by Mr. Mark Pennington

23. Annual Governance and Accountability Return

23.1 Annual Internal Audit Report for Year Ending 31 March 2024

015/24-25 RESOLVED to note the Annual Internal Audit Report ending 31 March 2024 completed by East Midlands Audit Services Ltd.

23.2 Approval of Section 1 – Annual Governance Statement 2023/24

016/24-25 RESOLVED to receive, approve and sign the Annual Governance Statement Section 1 of the Annual Return 2023/2024.

23.3 Approval of Section 2 – Accounting Statements 2023/24

017/24-25 RESOLVED to receive, approve and sign the Annual Governance Statement Sections 2 of the Annual Return 2023/2024.

23.4 Income and Expenditure Account for Year Ending 31 March 2024

018/24-25 RESOLVED to receive and approve the Income and Expenditure Account for Year Ending 31 March 2024.

23.5 Approval of Balance Sheet at Year End 2023/24

019/24-25 RESOLVED to receive and approve the Balance Sheet at Year End 2023/24.

23.6 Analysis of Significant Variations on Statement of Accounts

020/24-25 RESOLVED to receive and approve the Significant Variations on Statement of Accounts.

23.7 Reconciliation between Box 7 and Box 8

021/24-25 RESOLVED to receive and approve the Reconciliation between Box 7 and Box 8.

23.8 Bank Reconciliation for Year Ending 31 March 2024

022/24-25 RESOLVED to receive, approve and sign the Bank Reconciliation for Year Ending 31 March 2024

24. External Lighting at Bainbridge Hall

Council considered quotes to replace and add external lighting at Bainbridge Hall improve coverage to both car parks.

023/24-25 RESOLVED to proceed with the improvements to car park lighting at Bainbridge Hall at a cost of £854.96.

25. Skate Park Project Update (including CCTV)

The Clerk reported that the Skate Park project commenced on 22 April, with an estimated 20-week build. The landscaping tender has closed and meetings have been held with CCTV contractors to provide plans and quotes for the installation of infrared CCTV cameras to cover the park.

26. Bolsover Market

Council considered feedback from the weekly market traders and how to support them to allow the markets to continue.

024/24-25 RESOLVED to suspend weekly charges for market traders for the remainder of the current financial year.

27. Notice of Vacancy in Office of Councillor; Old Bolsover South Ward - Update

It was reported that if by 15 May 2024 a request for an election to fill the vacancy has not been made by 10 electors the vacancy can be filled by co-option.

025/24-25 RESOLVED to proceed with an advertisement for a vacancy by co-option, pending an update from the Elections Team at Bolsover District Council after 15 May 2024.

28. Bolsover Town Trail - Launch

The Town Council previously agreed to fund design and print the updated Bolsover Town Trail (minute reference; 079/21-22). This trail, completed in conjunction with Bolsover Civic Society is now available in businesses across the town, with digital versions online.

29. Bolsover North Development - Update

Agenda item 29 was dealt with under exempt items.

30. Appointment of contractor to complete the repair of the Back Hills steps

Agenda item 30 was dealt with under exempt items.

31. To note the date of the next Meeting

The date of the next meeting was confirmed as Tuesday 11 June 2024 at 6.45pm at Bainbridge Hall.

026-24-25 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.

29. Bolsover North Development - Update

Council reviewed an update on the Bolsover North Development including the Draft Heads of Terms.

30. Appointment of contractor to complete the repair of the Back Hills steps

Council reviewed feedback following site visits with contractors to discuss the specifications and plans for the installation of the replacement steps at Back Hills.

027/24-25 RESOLVED to appoint N T Killingley Ltd to complete the replacement of the steps at Back Hills at a cost of £49,783.95.

Meeting closed at 8.18pm

Signed Dated