

## CASTLETON PARISH COUNCIL

### MINUTES (revised) OF ORDINARY MEETING: 28th JANUARY 2016 at CASTLETON VILLAGE HALL

*These Minutes are hereby approved as a true and accurate record of the above meeting following Resolution of the Council at its meeting on 25<sup>th</sup> February 2016.*

Signed ..... Chair of meeting

Present: Cllrs. Fisher (Chair), Dale, Bradley, Garrow, Topping.  
Meeting commenced 7.04pm (Cllr Topping arrived 7.17pm with apologies).

01/01/16 A: Apologies for absence received from Cllr. Moorhouse and accepted;

B: Prof. Nigel Garrow had, prior to the meeting, duly signed his Acceptance of Office and Declarations of Pecuniary Interests forms and passed these to the Clerk. He was formally welcomed as a new Councillor by the Chair.

02/01/16 No declarations of personal or pecuniary interests or requests for dispensations were made by Members.

03/01/16 **Reports:**

A: County Councillor's Report - not present;

B: Borough Councillor's Report - not present, apologies received from Cllr. Helliwell;

C: Police Report - not present. Councillors expressed disappointment at the recent lack of Police attendance at meetings.

04/01/16 **Public Participation:** 1 member of the public was present, along with Cllr. Favell in his PDNPA liaison role to hear Council's views on the Visitor's Centre proposals and to comment thereon. The Chair accordingly proposed to merge the public session with the scheduled item 05/01/16 B i).

A: Cllr. Fisher reported that he had attended the Historical Society's AGM and also that several CPC Councillors had attended an informal meeting with 3 PDNPA representatives (Sarah Fowler, Sarah Beswick and Mike Ingham). Both meetings were felt to have been positive and went well. At the HS meeting, a full explanation of the position past and present was given, and it seemed appreciated by all that the best possible position has now been reached with the PDNPA over dedicated and other museum and exhibit space given that the original 10 year agreement had expired and commercial constraints for use of the PDNPA's facilities needed to come into play. A unanimous HS vote had concluded that the PDNPA's current offers/proposals should be accepted as far as they were concerned.

The view in this meeting was generally agreed that things had not perhaps progressed in the most satisfactory manner from many viewpoints as regards the VS proposals and related communications and meetings, but Cllr. Favell reported that a new Commercial Director has now been appointed by PDNPA and hopefully things will now run more smoothly and that there is a genuine recognition of the need to engage, liaise and work with both the Chamber of Trade and the Parish Council in future. There is concern that the VS will represent more competition for village businesses as it intends to develop and change its retail and cafe activities, but this is a commercial fact of life, although the ability of the VS to compete profitably in some sectors was generally thought questionable. PDNPA are struggling to keep their 3 (Edale, Castleton and Bakewell) Information Centres open and closing them is the only alternative option if they cannot run in a business-like, cost-effective way, which has not always seemed to be the case previously. How much a closure would affect Castleton was debatable. Persons and organisations working with or using the facilities of the PDNPA and their centres also have to appreciate that they need to operate commercially and that the VS needs to run itself on a more flexible, changing and up to date basis, as it plans to do. PDNPA do need to attract and increase the number of people coming into the Park as well as increasing public knowledge about National Parks as a whole whilst coping with limited funding. There is also competition from the likes of Chatsworth and other newly-developed attractions. The increase in numbers into the village would benefit the village, it was felt, and so the VS proposals as geared towards this should be supported, although it is recognised that not all are in favour of increased numbers or plans to attract more school groups (as well as disabled tourism). Nothing can be done by CPC until the PDNPA complete their proposals; there are planning and other committee meetings to come in and prior to March, with completion due Spring 2017. The Clerk asked Cllr. Favell to ensure that CPC were kept notified, and it was suggested that she contact Sarah Fowler (PDNPA Chief Executive) to request this also. (Cllr. Favell left 7.43pm.)

B: Mrs Nona Holwell outlined to the Council a proposal drawn up with other village ladies to organise an event (as a separate organisation, not under CPC) for up to 100 people in the village hall on Saturday 11<sup>th</sup> June 2016 in commemoration of HM The Queen's 90<sup>th</sup> birthday. Costs for food, "bubbly", decorations and sundries was estimated at £450 and CPC were requested to consider funding this by way of a grant, to be verified against receipts. It was confirmed by Mrs Holwell and Councillors that the village hall's insurance would cover the event. There are other potential plans for this commemorative event, both in April and June, but this was thought to be a good idea (see discussions later).

05/01/16 **Minutes of Last Meeting and Matters Relating Thereto:**

A: The Minutes of the Ordinary Parish Council meeting held on 26th November 2015 were approved with one spelling error

noted (prop. NT, sec. PD, 3 in favour, 2 abstentions for not present) and the Chair of this meeting signed them as a true and accurate record of the meeting to which they relate;

*It was then proposed and agreed that the meeting's order be varied according to the Chair's discretion to give time to the most urgent or important matters (prop. NT, sec. JB, unan.).*

B: i) (see above);

ii) (not discussed - tidiness and general state of Visitors' Centre area);

vi) HPBC's response (via Cllr. Helliwell, the Clerk's online report not having been acknowledged) regarding the loss of, and lack of need to replace, the Spittal Bridge rubbish bin was noted; sadly yet another cost-saving measure no doubt. No further action is proposed.

## 07/01/15 **Finance:**

H: Councillors considered the 2016-17 Budget as already agreed together with events, notifications and information which had come to light since then (including the Queen's birthday celebrations). Mindful of the difficulties of balancing over-large reserves with the need for a very small village sometimes to have to fund significantly-large expenditure projects and also increasingly to meet costs previously borne by primary councils, it was proposed to add an additional £2,000 to the budgeted needs to cover potential increased S.137 expenditure, resulting in an overall Precept requirement of £10,328.23 after support grants are taken into account (prop. NT, sec. JB, unan.). This results in a slight decrease over prior years' in absolute and Band D average charges. The Chair and Cllr. Topping signed the Precept request form and the Clerk will send it off forthwith.

A: Payment by cheque of the following invoiced items was approved (prop. NG, sec. JB, unan):

- Castleton Village Hall: £18.00;
- Clerk's salary, use of home allowance and expenses (£5), 01/12/15-31/01/16, 30hrs, total £328.20;
- P Outram: reimbursement of lawn mower service (£122.91) + travel and time total £173.91;
- B. Moorhouse: new Xmas tree lights (previously-authorized) £130.00;
- Invoice for Moled Over (Burial Ground mole clearance #2) £50 (already paid, under £150.00);

B: NSI interest for 2015-16 has recently been reported by letter to the Clerk of £156.20;

C: The Council's monetary assets were noted as: National Westminster Bank Current Account £4,942.14 (reconciled cash book after items above) and National Savings Investment Account £23,886.74 (before interest above). The Chair of the meeting examined, approved and signed the bank reconciliation and latest current account statement;

D: i) After outlining the land held and 'rented out' by the CPC, there was considerable discussion about possibilities involving the land beside Three Roofs Cafe and behind the burial ground. No firm decision could be reached as to what the best course of action was at this juncture, although a decision has to be taken soon as renewal or other notices must be issued in good time before expected commencements or renewals in March/April 2016. No approaches or expressions of interest (or otherwise) have been received by the Clerk in respect of any land, although all parties likely to have a current interest are aware of the annual cycle dates and that the land is licensed for use on an annual renewable basis as far as Council is currently concerned and aware. Council has also previously recorded that annual reviews will be made in January onwards for each year at a scheduled meeting, there being no requirement for any land to be offered out for tender or for formal invitations of interest to be requested; this current meeting had also received an additional week's public notice. However, given the previously-contentious and time- and cost-consuming nature of the issue last year, and in order to give all interested parties the ability to have input and to make requests or offers over all the land areas concerned, it was decided formally to Minute that an extra month would be given this year before any offers or decisions are made, and that final decisions over the burial ground and cafe land, together with any required terms or conditions thought appropriate or necessary, would be taken at the February 2016 scheduled CPC meeting (prop. JB, sec. PD, unan.).

ii) The Clerk was also instructed to review the Poor Piece tenancy agreement to see if any changes or rent increases could be effected for the coming year.

iii) Concerns were expressed by a Member as to whether the Council should be writing annually, as may historically have been done, to the properties abutting the Registered Common Land in the Market Place to remind them of the status of the land. Some Members felt that the property owners/occupiers should all in any case be aware of the situation, and their Commoners' rights should be recorded on their title or similar deeds. It was pointed out that there is already plaque on the land saying that it is maintained by CPC although not overtly stating that it is Common Land. No further action was currently proposed.

E: A pre-circulated draft tender specification for the 2016-17 annual grass cutting/land maintenance contract was agreed (prop. NT, sec. NF, unan.) with a minor wording change over the mower's care and storage. This will be displayed on the noticeboard, website and if possible Post Office within the next few weeks for decision at the end of February meeting. The Clerk reported advance expression of interest by one other party. No other tenders or annual arrangements were required for the 2016-17 financial year;

F: The Clerk reported a last-minute e-mail received and circulated which finally clarified the new external audit proposals from 1<sup>st</sup> April 2017 (which financial year is unclear on a brief read). It is likely that CPC will not need an annual external audit under the new arrangements, but if it does the opt-in cost for the new auditors seems to be £200. To opt out would require complex establishment of an audit committee, etc, and would seem more costly. Council agreed (prop. NG, sec. JB, unan.) that the

Council would “opt in” to the scheme as currently outlined, which requires no further action;

G: The Clerk has clarified that no 2015-16 applications have been made by CPC or assisted/associated community organisations for Initiative Fund grants available from either Cllrs. Street (DCC) or Helliwell (HPBC). Council would like to make applications, primarily with regard to funding overall village enhancement ideas, including the new signs, but there are no concrete proposals or costings available at present, and given time constraints it is best if any related applications must be carried forward into the 2016-17 financial year;

08/01/16 **Council Matters:**

A: After some discussion about what the funds could be used for and what expenses it was designed to cover, noting that both the Chair and Clerk have taken advice from DALC on the issue, it was proposed and agreed that the Chair be awarded a £150 allowance for the 2016-17 financial year (prop. PD, sec. NT, unan). The Clerk pointed out that whilst seeming unfair, it was a much more complicated process to allow Members to claim expenses or allowances, so this was not pursued further.

B: i) Cllr. Fisher reported that Cllr. Trainor had expressed to him her wish to resign as a Councillor because of ill-health. The Clerk will take any necessary action, and it was noted that there is now another vacancy in the Council which can be filled by co-option if anyone wishes to step forward.

ii) Cllr. Topping was proposed to replace Cllr. Trainor as (now-) permanent Vice-Chair of Council (prop. PD, sec. NG, unan.) and accepted the post, signing his Declaration of Acceptance of Office;

C: The Clerk clarified with Members the ongoing need to review or formalise and adopt various outstanding administrative policies and procedures, following the May 2015 Annual Parish Council Meeting. *A list of outstanding known issues will be circulated to all Members and attended to by Cllrs. Moorhouse, Dale and Garrow (the latter having been asked to and agreed to join the Policy and Procedures Documents Committee) and that this committee will also take on all outstanding issues from the May 2015 meeting (prop. NF, sec. NT, unan.).* They will meet and research and report back on at the next meeting. It was agreed that it is important for all Members to understand and be involved in this process of formulating and tailoring policies, financial/administrative documents and procedures, and that policies, etc, needed to be made and kept as simple as possible.

09/01/16 **Condition of Village:**

C: Cllr. Bradley reported that she had requested the Weaving Avenue grit bin to be filled as it had been empty for a long time and seems to require an urgent re-fill, but that all other grit bins still, upon recent inspection, appear full. This will need to be paid for as a CPC, not DCC, bin.

B: Stemming from discussions at the Visitors’ Centre meetings, correspondence has been received from PDNPA offering a meeting with Council to discuss issues and potential PDNPA action (following recent successful work in Bakewell) connected with signs, A-boards, etc, within the village and obstructions and nuisances which these can cause. Council welcomed this offer to try to address a “perennial problem”, and instructed the Clerk to respond and arrange a meeting, on-street if possible (prop. NF, sec. PD, unan.).

06/01/16 **Correspondence & DALC Circulars:**

A: i) An e-mail from Cancer Research has been received outlining a proposed “Tough 10” running challenge event in October for 600-800 participants, involving Cavedale and the Ridge. Parking proposals in farmers’ fields were thought an issue at this time of year and there could be safety and logistic issues but in principle Council supports the project and the worthwhile cause. It is not clear what CPC can or are being asked to do at this stage.

05/01/16 **Minutes of Last Meeting and Matters Relating Thereto:**  
(cont’d)

B: iv) Cllr Topping reported that there was no need for CPC support of the Care4Castleton (‘village enhancement’) voluntary organisation at present or in the foreseeable future. It was clarified that the view of the Council at this time was that the persons involved in this project, along with their activities and assets, were and are specifically for all purposes to be regarded only as community volunteers organising their own activities and that they were and are not in any way acting as part of the Parish Council’s operations or activities or under their care, management or direction and that CPC did not carry risk or insurance for them. It was stated that C4C are happy to proceed in this overall manner. This does not preclude future offers of financing for the group, if requested, when Council sees it in the interests of the village and its residents under S.137 or otherwise (prop. NT, sec. NF, unan.).

The Clerk’s enquiries of Bradwell PC’s ‘enhancement’ and planting arrangements were queried by one Member as regards the reported need to have a DCC “licence” for planters and items on highways verges, and the question of the existence of or need for insurance for the volunteer litter pickers in Castleton was also raised. Neither issue was taken further.

12/01/16 **Burial Ground:** A request from Granart Memorials for the layout and wording of inscription for headstone for Mr E. & Mrs N. Robinson was considered and approved (prop. NF, sec. PD, unan.), the fee confirmed at £50. The Clerk will reply accordingly to Granart.

11/01/16 **Items for Peveril Post:** No items were raised. The Clerk has sent a request for entrance sign designs, as previously requested.

*Cllr. Bradley left 9.35pm.*

10/01/16 **Planning:**

A: NP/HPK/0715/0686 - Hope View Cottage, amendment to previous applications: no comments were made to the latest application over and above those previously recorded, although the hard-copy as circulated was not available and there was some confusion over the multiple applications/revisions which seem to be made in respect of this site over the last several months. It seems that the latest revisions only withdraw some previous proposals or make changes to represent more closely the style of extant vernacular residences, and if this is the case Council have no objections.

B: NP/HPK/1215/1192 - Ye Olde Cheshire Cheese Inn (Castleton) Ltd - installation of new extraction fan and ducting. Council have no objections although complaints from Weaving Avenue residents over previous extraction fans, etc, were noted.

05/01/16 **Minutes of Last Meeting and Matters Relating Thereto:**

(cont'd)

iii) Cllr Topping reported that he and Cllr. Fisher were liaising with the Castleton Village website's administrator and progressing progress on the Parish Council's use of the website along with looking at alternative sites such as a Google one. No related support, training, equipment, software or financing matters were raised and reports will continue to subsequent meetings;

v) Cllr. Topping reported that the various village hall and bus shelter area noticeboards had been examined and that Cllr. Moorhouse was looking into costs for carrying out some refurbishments. However, it was not thought possible or necessary to change the existing CPC noticeboard to make it easier to display and read papers in a lower position. CPC public papers are now all on the Castleton Village website as well. Further reports will be made back when appropriate. There was question as to whether the Council had previously agreed to send draft minutes to the Peveril Post and Parish News; the Clerk does not send these, the Chair has from time to time tried to send a summary but it is not clear whether items now need to be sent given the existence of the online access.

06/01/16 **Correspondence & DALC Circulars:**

(cont'd)

A: ii) Miscellaneous e-mailed items have been forwarded to Members by e-mail; no comment or discussion ensued;

B: i) Various items from various organisations have referred to or asked about arrangements for the Queen's official and actual birthday celebrations in April and June 2016. Beacons have been proposed for April. It seems from documents sent that Peveril Castle (English heritage) may be organising a beacon but noting more is known about this. Cllr. Fisher has approached the National Trust to see if they are arranging anything or have ideas or input about beacons on their land (Mam Tor particularly). He is waiting for both organisations to get back to him with further details, hopefully by the coming weekend, and can then report further to Council who can make a further decision at the next meeting. Costs and arrangements for beacons have been sent via e-mail (£380 +, options of a bonfire or gas-fed basket on pole). Mixed feeling exists about the issue, particularly if Peveril Castle have one and CPC have not done one for important dates before.

ii) It was agreed that Mrs Holwell's party idea is a good one and that a S.137 grant of £500 would be awarded to her, to be paid by cheque at the next meeting. This is to cover expenses up-front and it is expected, as she outlined, that any of the money not used and accounted for against receipts will be returned to the Council after the event at the latest (prop. NT, sec. NG, unan.).

**Meeting closed 10.00pm.**