

**Minutes of Outseats Parish Council Meeting held on Monday 28 May 2012 in the Sampson Room,  
Hathersage Memorial Hall at 7.30pm**

Present: Councillor Jane Marsden – Chairman  
Councillor Jean Hodgkinson  
Councillor Bill Hanley  
Councillor Bill Gordon  
Councillor Simon Taylor  
Councillor Pauline Whitney  
Councillor Anne Claxton

In attendance  
Councillor Chris Cartledge (Hathersage PC)  
District Councillor Jean Monks

Clerk: David Palmer

No members of the public were present.

- 57/12 Election of Chairman and Vice-Chairman  
It was resolved unanimously that Councillor Jane Marsden should be appointed Chairman of the Council and Councillor Pauline Whitney Vice-Chairman for the forthcoming year. Councillors Marsden and Whitney each signed a Declaration of Acceptance of Office.
- 58/12 Apologies  
Councillor Gordon sent his apologies that he would arrive late for the meeting, due to a hospital appointment.
- 59/12 Variations in Order of Business  
It was agreed that the agenda item on Rights of Way (minute 68/12) be delayed until Councillor Gordon had arrived.
- 60/12 Declaration of Members' Interests  
Declarations of interest were received from the Chairman, all the other Councillors and the Clerk for minute 67/12, because the planning application for Thorpe Farm had been submitted by the Chairman of the Council. Councillor Taylor declared an interest in minute 66/12 because he is the Treasurer of Hathersage and Outseats Allotments Group.
- 61/12 Public Speaking
1. PCSO Anthony Boswell had sent his apologies and a short report.
  2. District Councillor Jean Monks gave a short update on recent changes at the District Council.
  3. Councillor Chris Cartledge gave a report on the last meeting of Hathersage Parish Council, including some changes that they proposed to the new Committee on Mutual Interests (see minute 63/12).
  4. Councillor Taylor spoke regarding the reason that Hathersage and Outseats Allotments Group (HAG) had requested financial assistance from the Council regarding fencing of the allotments (see minute 66/12). He noted that Council had previously agreed to support HAG in its legal costs to divert footpaths around the allotments; now that these costs would not be incurred he asked that they instead be used to help HAG pay the unexpectedly high cost (estimated at £5,000) of fencing the allotments in their new shape.
- 62/12 Parish Council's Register of Member's Interests  
Councillors confirmed that their Register of Financial and Other Interests forms were accurate and up to date. Councillors Gordon, Whitney, Claxton, Taylor and Hanley updated their forms.
- 63/12 Review of Delegation Arrangements to Committees, Employees and Other Local Authorities
1. The Terms of Reference for the Hathersage & Outseats Parish Councils Joint Transport Committee (JTC) were reviewed and it was resolved that the Clerk should write to the Clerk of Hathersage Parish Council to recommend the following changes:
    - a. that item 3 should read "Frequency of Meetings – up to four per year, with the proviso that extra meetings can be called, or meetings postponed, at any time when circumstances dictate"
    - b. that item 10 should read "Clerk – the continuity of clerical support is paramount. The Clerk will be paid on an hourly basis and should not significantly exceed 20 hours in any year without referral to both parish councils for approval. The costs of the clerical work will be shared between the two councils at a pro-rata basis 2:1 (Hathersage:Outseats).
    - c. that item 11 should read "Expenses of JTC – room hire if necessary. The costs will be shared between the two councils at a pro-rata basis 2:1 (Hathersage:Outseats)".

2. Hathersage Parish Council's proposals regarding the new Committee for Mutual Interests were discussed. Following Councillor Cartledge's update (see minute 61/12) there were essentially two proposals:
  - a. Firstly, HPC now proposed that there be two committees rather than one: a "Village Amenities Committee", which would oversee common amenities such as the Village Caretaker, Village Centre and Toilets, and a "Mutual Interests Working Group" which would work solely on the practicalities and processes for bringing the two parishes together. After discussion, it was resolved that this was a good idea and that Council accepted this recommendation.
  - b. Secondly, HPC proposed that the committees be split in the ratio 2:1 in terms of representation from the two councils. Council were surprised by this suggestion and could not see it working – it was questioned whether there was even any point in having a committee if it was not based on equal representation. It was noted that the other joint committees in existence (Joint Transport Committee and the Website Committee) were based on equal representation and work very well, so Council could not see why these new committees should be any different.

It was resolved that the Clerk should write back to the Clerk of HPC regarding the above decisions of the Council and asking HPC to reconsider their suggestion that the ratio be 2:1.

#### 64/12 Committee Representatives

It was resolved that Councillors should represent the Council on committees as follows:-

- a) Churchyard, Church Charities & Burial – Councillor Marsden
- b) Hathersage Gala – Councillor Taylor
- c) Hathersage Memorial Hall – Councillor Hodgkinson
- d) Neighbourhood Watch – Councillors Gordon and Marsden
- e) Hathersage School Governors – The Council was pleased to note that Mrs. J. Wood would continue to represent the Council.
- f) Hathersage & Outseats Joint Transport Committee – Councillors Marsden, Gordon and Hanley
- g) Hathersage & Outseats Village Plan Steering Group – Councillors Hodgkinson and Marsden
- h) Hathersage Village Centre Group – Councillor Whitney
- i) Hathersage Parish Council Recreation Committee – Councillors Whitney and Marsden
- j) Hathersage & Outseats Joint Website Committee – Councillors Claxton and Whitney
- k) Hope Valley & High Peak Transport Partnership – It was agreed that Councillor Furness should continue to represent the Council's interests and it was also noted that Mr Stephen Briscoe of Hope Valley Rail Users Group was very good at keeping the Council updated of developments.
- l) Lafarge Liaison Committee – Councillor Claxton
- m) Friends of the Millennium Garden – Councillor Taylor
- n) Stanage Forum – Councillors Marsden and Hodgkinson
- o) Forum for Ancient Byways – Councillors Gordon and Hodgkinson
- p) Hathersage & Outseats Committee for Mutual Interests – it was resolved that it was inappropriate to decide this until the matters discussed in minute 63/12 had been agreed by both councils.

#### 65/12 Minutes of Parish Council Meeting

It was resolved to confirm as a correct record minutes of the meeting held on 30 April 2012.

#### 66/12 Finance

1. It was resolved to note the Statement of Accounts as at 30 April 2012.
2. Councillor Taylor left the room while this item was discussed. It was resolved that Council was happy to offer support to Hathersage & Outseats Allotments Group for the costs of fencing the allotments. £350 had been set aside to support the legal costs of moving footpaths (minute 42/11) and, now that these funds would not be required for this purpose, Council resolved that the same amount would be set aside to support fencing costs.
3. It was resolved to authorise the following accounts for payment (total sum £260.98):
 

Clerk	salary, office allowance and expenses for May	£186.28
Brian Wood	internal audit of parish accounts	£56.70
Hath Meth Church	room hire	£18.00

#### 67/12 Planning

1. The following planning application was considered: NP/DDD/0412/0389 – Thorpe Farm, Hathersage – Improvement of farm access drive at junction with A6187. The Chairman, Councillor Jane Marsden, left the room before this discussion started and the Vice-Chairman, Councillor Pauline Whitney, took the Chair. It was resolved that the Council supported this application and the Clerk was asked to send a response to Peak District National Park Authority.

2. Councillor Jane Marsden returned to the room and re-took the Chair. The following planning application was considered: NP/DDD/0512/0479 – 7 Cliffe Lane – To erect a covered walkway from the existing side door to the existing car port. It was resolved that the Council supported this application and the Clerk was asked to send a response to Peak District National Park Authority.

68/12 Rights of Way

1. It was resolved that the Clerk should write to the Clerk of Hathersage Parish Council (HPC) suggesting that HPC take the lead in responding to the request from Derbyshire County Council (DCC) regarding Callow Bank, while Outseats Parish Council take the lead in responding to the letter from Peak District National Park Authority (PDNPA) regarding Long Causeway.
2. Councillor Gordon agreed that he would represent the Council at a meeting arranged by HPC regarding Callow Bank at 7pm on Wednesday 30 May.
3. It was resolved that the Council supported District Councillor Jean Monks' suggestion that she would write an article for the Hathersage News regarding Long Causeway. Several suggestions were made as to how to make this as effective as possible in garnering maximum public support.
4. It was resolved that Councillor Gordon and the Clerk were authorised to write a response to PDNPA following their request for Council's views regarding Long Causeway. It was noted that the deadline for this response was before the next Council meeting.
5. It was resolved that Council supported a permanent restriction of all recreational motor vehicles from Long Causeway.
6. It was resolved that the Clerk should write to Dawn Bryan at DCC to thank her for organising the "Quiet Lane" signs on Birley Lane.

69/12 Consultations

1. Local Government Boundary Commission Electoral Review of Derbyshire – it was resolved that Council did not wish to comment.
2. Audit Commission Consultation on Appointment of External Auditor for 2012/13 - it was resolved that Council did not wish to comment.

70/12 Review of System of Internal Audit and Appointment of Internal Auditor for Financial Year 2012-2013

Council reviewed the system of internal audit and deemed it to be satisfactory. It was resolved that Councillor Claxton would remain as the internal reviewer of the Council's accounts and that Mr Brian Wood would be the formal Internal Auditor and make the annual review of the Council's accounts.

71/12 Review of Policies

It was resolved to approve the following policies as circulated to the Councillors in advance of the meeting:

- Standing Orders
- Financial Regulations
- Complaints Procedure
- Grant Awarding Policy
- Model Publication Scheme
- Snow & Ice Clearance Policy.

72/12 Risk Assessments

It was resolved to approve the following risk assessments as circulated to Councillors in advance of the meeting:

- Risk Assessment
- Snow & Ice Risk Assessment.

73/12 Assets and Insurance

1. It was noted that neither the Parish's seats nor grit bins had ever been included in the Inventory of Assets. It was resolved that the Clerk should update the Inventory of Assets for these items.
2. It resolved that the Insurance Cover provided to the Council by its current policy was adequate and that the cost was acceptable.

74/12 Review of the Council's and Employee's Membership of Other Bodies

The Council's membership of Derbyshire Association of Local Councils, Peak Park Parishes Forum and Rural Action Derbyshire was reviewed and considered worthwhile and acceptable. The Clerk's membership of the Society of Local Council Clerks was also reviewed and supported. It was resolved that the Council and Clerk should remain members of these bodies.

75/12 Review of the Council's Relationship with the Press/Media

The Council's relationship with the Press was reviewed and considered to be working well.

76/12 Staff Matters

1. The Chairman read the Clerk's Annual Appraisal to the other members of the Council and it was resolved to approve this.
2. A report of the hours worked by the Clerk was reviewed. It was noted that these were well above the Clerk's contracted hours and that he was not claiming overtime for the additional hours worked (except in very exceptional cases). The Clerk said that he was generally comfortable with the hours that he was working and that he was not concerned that these were largely unpaid; however, he was concerned that if his hours continued to increase that he may spread himself too thin and that it was better that he focus his time on important areas, where the he and the Council could really make a difference. As Responsible Financial Officer, the Clerk also noted that the Council had increased his contracted hours from 4 hours per week to 20 hours per month from April 2012. The Council resolved to note that it wished to increase the Clerk's contracted hours to a more appropriate level as soon as its budget allowed this and it was decided that this matter would be revisited when the Council's budget for the next financial year was considered in November. The Clerk reiterated that he was very happy with the current situation.
3. The Council resolved to again defer any increase in the Clerk's salary, as required in his Contract of Employment, until the Council's budget allowed this. It was agreed that this matter would also be revisited in November. The Clerk confirmed that he was perfectly happy with this decision.

77/12 Review of Arrangements with Other Local Authorities

1. It was noted that the Council's relationship with Hathersage Parish Council had improved significantly in the past year. Joint working on the many matters relevant to both councils had increased and the proposed Village Amenities Committee and Mutual Interests Working Group were likely to improve matters further, so that both bodies could better serve all the residents of Hathersage and Outseats.
2. The Council's relationship with Derbyshire Dales District Council was considered to be excellent and working well for both parties.
3. The Council's relationship with Derbyshire County Council was considered to be satisfactory and working acceptably for both parties. It was felt that there was little that could be done to enhance the relationship, given the regular meetings that already took place. However, it was noted that the response from the elected County Councillors was quite poor – the Council noted that in most instances its correspondence to County Councillors had just been forwarded on to other parties, the County Councillors almost never actually took on matters themselves or gave an opinion as to whether they supported an issue or not.
4. The Council's relationship with Peak District National Park Authority was considered to have improved greatly in the past year. This was largely attributed to the new Chairman of the Authority and his accessibility. The Council particularly noted their gratitude that the Chairman had visited a Council Meeting during the year to discuss Long Causeway in detail and also the major progress that PDNPA were making to resolve this issue. It was also noted that the relationship with the Ranger Service was good and that they had helped with footpath improvements, including at the Stepping Stones.

78/12 Dates of Meetings for the Next Year

It was resolved to approve the list of dates of meetings for the year to May 2013 that had been circulated before the meeting and that are attached as an appendix to these minutes.

79/12 Items for Information

It was resolved that the following items for information should be received:

Sent by email:

Derbys Assoc Local Councils	Circulars 20/12-23/12
Hathersage PC	Agendas 8/5/12, 29/5/12; Minutes 8/5/12
Village Centre Group	Minutes 14/5/12
Long Causeway	Emails with DCC/PDNPA re urgent closure and repairs
Derbys County Council	Notices re closure of Long Causeway
Rural Services Network	Weekly information emails

In the Correspondence File:

Swimming Pool	Annual Report 2011
Rural Action Derbys	The Playing Field Spring 2012
Society Local Council Clks	The Clerk May 2012
Clerk & Councils Direct	May 2012

80/12 Committee Reports

1. Hathersage Parish Council (HPC) – Councillor Gordon gave a report on the last meeting of HPC. It was resolved that Councillor Whitney would attend the next meeting of HPC.
2. Recreation Committee – Councillor Whitney reported that Chris Wilkinson was cycling from Lands End to John O’Groats to raise money for the pool. A “just giving” website had been set up for donations to the pool, the address was available on the village website. There would also be a midnight swim on 22 June to raise money for the pool. Councillor Whitney also reported that the pool staff had been very appreciative of the joint meeting held with the Recreation Committee.
3. Queen’s Diamond Jubilee – Councillor Hodgkinson reported that a grant of £100 had been received from Derbyshire Dales District Council towards the Jubilee celebrations. Councillor Marsden gave an overview of the plans for the celebrations and a number of Councillors offered to help on the day.

81/12 Parish Matters and Items for Next Agenda

1. It was resolved that the Defra Consultation “Improvements to the Policy and Legal Framework for Public Rights of Way” would be added to the next agenda. Councillor Marsden agreed to review this before the next meeting.
2. The Clerk reported that a number of footpath issues had been resolved:
  - a. Tom Lewis of PDNPA had arranged for a tree that was blocking the Stepping Stones to be removed and also to realign some of the stones that had been dislodged
  - b. Tom Lewis had also repaired a broken stile near the A6187
  - c. DCC Footpaths Team had agreed to replace the post at the bottom of the footpath that runs from Jaggers Lane to Castleton Road.

Dates of Next Two Meetings

The next two meetings are on 25 June and 23 July at 7.30pm in the Sampson Room, Hathersage Memorial Hall.

The meeting closed at 10.00pm.

## APPENDIX

### OUTSEATS PARISH COUNCIL DATES OF COUNCIL MEETINGS 2012/2013

All meetings are in the Sampson Room, Hathersage Memorial Hall except those marked (Lounge) which are in the Hathersage Methodist Church Lounge.

#### Annual Parish Meeting for all the residents of the Parish of Outseats

Monday 22 April 2013 at 7.15pm

#### Annual Meeting of Outseats Parish Council

Monday 20 May 2013 at 7.30pm (Lounge)

#### Ordinary Parish Council Meetings

All the ordinary Parish Council meetings commence at 7.30pm

2012	Monday 25 June
	Monday 23 July
	Wednesday 26 September
	Monday 22 October
	Monday 26 November
2013	Monday 28 January
	Monday 25 February (Lounge)
	Monday 25 March
	Monday 22 April (following Annual Parish Meeting)
	Monday 20 May (Annual Parish Council Meeting) (Lounge)

#### Finance Committee Meeting of whole Council to consider Precept

Monday 29 October 2012 at 7.30pm

#### Planning Meetings

Planning applications are to be considered at the regular Parish Council meeting, except for the occasions when the time limit on the application is too short when a Planning Meeting will be convened.