



Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
Website: www.killamarsh-pc.gov.uk

To: All Members of Killamarsh Parish Council

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 22nd January 2024 at 7:00 PM KILLAMARSH PARISH SUITE.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

1 Chair's Announcements

- To receive the Chairman's opening announcements.

2 Apologies for Absence

- To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

3 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

5 Reports from County and District Councillors & Invited Guests

- To receive reports from County Councillors, District Councillors and any invited guests.

6 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

7 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on the 27th November 2023. (attached).
b. To receive an update on any ongoing issues not covered as an agenda item.

8 Events & Communications Committee

- To receive and note the minutes of the Events & Communications meeting held on the 10th January 2024.

9 Finance Committee

- a. To receive and note the minutes of the Finance Committee meeting held on the 15th January 2024.
- b. To receive and note the budget report for the period April to December 2023.

10 Planning

- To determine any action required on the planning application information, from lists circulated by the office previously.

11 Policies

- To consider and approve the Co-option Policy

12 Community Hub / CLOC Building

- a. To consider and approve, if appropriate, taking part in the warm space initiative (Cllr Laws request).
- b. To consider and approve, if appropriate, a request from the Killamarsh Heritage Society to have a permanent space in the community hub to create a Heritage Centre.

13 Motions requested by Members

Cllr B Rice

To consider and approve some form of commemoration for Millie Bright

14 Community Bus

- To consider and approve being involved in the soft launch of the demand responsive transport service initiative by Derbyshire County council. (refer to the Deputy Clerks email attached).

15 Donations

- To consider and approve the Parish Council making a donation to the Royal British Legion towards the purchase of a new Standard for the Killamarsh branch using the General Power of Competence.

16 Reports from Members

To receive reports from Parish Councillors who have attended recent meetings or events on behalf of the Parish Council including representation on external bodies:

- a. Veolia Norwood
- b. Community Support for Killamarsh (Bread Charity)
- c. Chesterfield Canal Trust
- d. NEDDC/Parish Liaison

17 Residents Correspondence

- To receive, consider and resolve how to respond to any residents correspondence.

18 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

19 Public Feedback

- To allow members of the public, 3 minutes each, to provide feedback on the meeting. No resolutions can be made under this agenda item.

20 Date of the Next Council Meeting

- To note the date of the next full council meeting is scheduled for 26th February 2024.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



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MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 27 NOVEMBER 2023

Those present :

Chair : Cllr S Clough

Vice-Chair : Cllr K Wood

Councillors : Cllr C Curzon, Cllr C Eggington, Cllr C M Fletcher, Cllr T Lacey, Cllr C Lacey, Cllr H Laws, Cllr B Morris, Cllr S Reed, Cllr B Rice, Cllr J Sherman, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank, Mrs J France

22/343 Chair's Announcements

The Chair welcomed everyone to the meeting.

22/344 Apologies for Absence

Apologies were received from Cllr D Drabble.

22/345 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

22/346 Adjournment for Public Participation

There were no members of the public present.

22/347 Reports from County and District Councillors & Invited Guests

Apologies had been received from the local police team to say they had no one available to attend the meeting.

22/348 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED: That no items required the exclusion of the press and public.

22/349 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 23rd October 2023.

RESOLVED: That the minutes of the Full Council meeting held on 23rd October 2023 are a true

and accurate record.

b. To receive an update on any ongoing issues not covered as an agenda item.

None.

22/350 Events & Communications Committee

a. To receive and note the minutes of the Events & Communications Committee meeting held on the 1st November 2023.

The minutes were received and noted.

b. To note the change of till supplier for the Parish Suite following due diligence checks.

The change was noted.

22/351 Finance Committee

a. To receive and note the minutes of the Finance Committee meeting held on the 6th November 2023.

The minutes were received and noted.

b. To receive the recommendation from the Finance Committee to approve the 2024/25 budget.

All councillors agreed with the recommendation from the Finance Committee to approve the budget for 2024/25.

RESOLVED: That the 2024/25 budget is approved.

c. To receive the recommendation from the Finance Committee to approve the 2024/25 level of precept to be requested from NEDCC.

All councillors agreed with the recommendation from the Finance Committee to approve the 2024/25 level of precept to be requested from NEDDC, which is a reduction of 5% on 2023/24.

RESOLVED: That the level of precept to be requested from NEDDC for 2024/25 is £416,159.

22/352 Environment & Climate Change Committee

a. To receive and note the minutes of the Environment & Climate Committee meeting held on the 15th November 2023.

The minutes were received and noted.

b. To consider and approve the Committees recommendation to purchase the Tots Bus at a cost of £7,121 for Birchlands Park.

Cllr Curzon mentioned the risk of vandalism on any new play equipment, but Cllr Laws said it shouldn't stop us trying to do things. All were in favour of purchasing the Tots Bus.

RESOLVED: That the Tots Bus be purchased and installed at Birchlands Park.

c. To consider and approve the Committees recommendation to engage an alternative Grounds Maintenance supplier for 2024/25 season.

RESOLVED: That the recommendation from the Environment & Climate Change Committee to

engage an alternative grounds maintenance supplier for 2024/25 is approved.

22/353

Planning

- To determine any action required on the planning application information, from lists circulated by the office previously.

There was no further action required at this time.

22/354

Policies

a. To approve the amended hire policy and hire rates for the Parish Suite as per the Events & Communications Committees recommendation.

RESOLVED: That the amended hire policy and hire rates for the Parish Suite are approved.

b. To approve the Online Banking policy as per the Finance Committees recommendations.

RESOLVED: That the online banking policy is approved.

c. To approve the amended Allotment Policy as per the Environment & Climate Change Committees recommendation.

RESOLVED: That the amended Allotment Policy is approved.

d. To approve the amended Tree Maintenance Policy as per the Environment & Climate Change Committees recommendation.

RESOLVED: That the amended Tree Maintenance Policy is approved.

22/355

Reports from Members

- To receive reports from Parish Councillors who have attended recent meetings or events on behalf of the Parish Council including representation on external bodies:

a. Veolia Norwood

The Clerk attended a meeting at Veolia on 22nd November that had been arranged for councillors, however no councillors were in attendance. The Clerk was impressed with the policies and standards that are in place at the site and said that the company are open to future visits by the Parish Council.

b. Community Support for Killamarsh (Bread Charity)

Nothing to report.

c. Chesterfield Canal Trust

Cllr Laws said he was unable to attend the Canal Trust meeting due to a clash with the Parish Council meeting.

d. NEDDC/Parish Liaison

Nothing to report. The Clerk mentioned the NEDDC Conference in February 2024 for councillors and thought this may replace the liaison meetings going forward.

22/356

Residents Correspondence

- To receive, consider and resolve how to respond to any residents correspondence.

a. Killamarsh Miners memorial - Mrs Jackson

RESOLVED: To put a miners memorial on the agenda of the Environment & Change Committee and for the Killamarsh Heritage Society to be involved in any decisions going forward.

22/357 Section 137 - Approval of Grants

- To consider and approve the recommendations from the Section 137 working party.

The Clerk said she would amend the Section 137 policy for 2024 applications, to ensure a full estimate and cost breakdown is provided by applicants.

RESOLVED: That the recommendations of the Section 137 working party are agreed and that the following groups would be awarded a Section 137 grant:

- Killamarsh Bears - £500 to provide an activities library for families.
- Killamarsh Wombles - £500 for road safety signs and the 2023/24 insurance premium.
- Killamarsh Heritage Society - £500 towards a memorial for the 1915 tragic skating accident near Pingle Road.
- Killamarsh Dynamos Football Club - £500 towards football for all sessions for local families.
- Killamarsh Conservation Group - £500 towards the cost of refilling the flowerbeds on Shepcote Road and purchasing spring bulbs for around the village.

22/358 Motions requested by Members

Cllr W Tinley

That the Parish Council considers a fitting way to remember those people affected by the 1998 incident were there was a leak of nitric-dioxide gas over Killamarsh from the SARP UK plant at Norwood.

The council agreed with the motion and Cllr C Lacey said that in May she had suggested a plaque to commemorate this and she read out some wording for the plaque which had been send to her by a member of the RASP organisation, which was as follows:

This plaque is to remember an environmental group known as R.A.S.P. Residents Against Sarp Pollution at Killamarsh 1998 to 2000, "What is the use of living, if it be not to strive for noble causes and to make this muddled world a better place for those who will live in it after we are gone"

RESOLVED: That a plaque to remember the people affected by the 1998 incident is approved.

22/359 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

22/360 Public Feedback

No members of the public were present.

22/361 Date of the Next Council Meeting

- To consider and approve whether the next meeting scheduled for the 11th December 2023 is required or if the next meeting should be deferred to the 22nd January 2024.

The council agreed that the scheduled meeting for 11th December is not required.

RESOLVED: That the next meeting of Full Council is 22nd January 2024.

The meeting closed at 7.29pm.



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MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 10 JANUARY 2024

Those present :

Chair : Cllr K Wood
Vice-Chair : Cllr C Lacey
Councillors : Cllr S Clough, Cllr C M Fletcher, Cllr J Windle
Officers : Mrs G Blank, Mrs C Watson

EC189 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC190 Apologies for Absence

Apologies have been received from Cllr S Reed and Cllr C Lacey and the reasons given were accepted.

EC191 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None

EC192 Adjournment for Public Participation

A member of the public was in attendance who wanted to give his feedback on the 2023 Remembrance Service. He commented that the march started before the parade marshall had everyone in position. He asked why in previous years the band had said they do not March but were able to in 2023.

The resident also felt that the scout band had been treated poorly and some of the comments made about their abilities unnecessary. The resident felt the younger generation should be encouraged to take part in the parade so that it is protected in future.

EC193 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items that required the exclusion of the press and public.

EC194 Minutes from the previous meeting

a. To approve the draft minutes of the Events Committee meeting held on 1st November 2023.

RESOLVED: That the minutes of the Events and Communications Committee meeting held on the 1st November 2023 are a true and accurate record.

b. To receive an update on any ongoing issues not covered as an agenda item.

The majority of the leaks in the Parish Suite have been resolved with the exception of those relating to the roof. Issues with the kitchens gas supply being cut off are also being looked at by NEDCC.

EC195 Remembrance Sunday

a. To receive any feedback on the 2023 service

The Events Manager felt that the changes put in place for 2023 were a vast improvement. The March did set off slightly early but all the road closures were in place and the band had said that they were ready, the Events Manager was not aware that the Parade Marshall would start the parade.

b. To consider and approve any amendments to the 2024 service.

The Clerk suggested that the Council consider changing the format of the event. Having a Church led service in the Parish Suite prior to the march to the War Memorial where the main service is held and then returning to the suite for refreshments.

It was agreed that the Events Manager book the band for the 2024 and when it is known who will be replacing Revd Helen a discussion on how the event will look take place prior to the road closure applications.

EC196 Christmas Projects

a. To receive a complaint regarding the Christmas Lights

Both the Clerk and Chair of the Council received a telephone complaint from a residents sister to say the Councils efforts were poor at the side of other councils in the area.

The Clerk explained that other Councils had far larger budgets for Christmas lights and were also able to plug their lights into the lamppost electricity supply.

b. To consider the options for 2024 Christmas decorations.

It was agreed that the Council look into having half a dozen Christmas lights wired into the street lights on Bridge Street and fewer Christmas trees on the lamp posts along Sheffield Road. The Clerk suggested that the tree lights could be clustered around the village so it covered a wider area rather than just on one road.

Cllr Clough suggested that the shops be encouraged to get involved and decorate their windows.

A resident in attendance offered to provide a nativity scene in the memorial gardens and Councillors thanked him.

c. To receive feedback on the Christmas Events held in 2023.

The Clerk updated Councillors on the events held over the Christmas and New Years period and said they had been well received by those that attended.

The New Years eve party went very well and the bar staff work really hard to keep up with customer demand. Some adjustments on age limits and ticket prices are to be implemented for the 2024 event.

Cllr Clough asked for his thanks to all the staff involved in the event to be recorded.

EC197

Community Events

a. To ratify the decision to hold Funtopia Day

Unfortunately Funtopia are ceasing to trade so the event is to be cancelled. The Events Manager is looking for an alternative for the Village festival.

b. To consider and approve how the Community Awards project will work

The Clerk suggested a working party be set up and ideas on how this could work be discussed and brought back to the next Events meeting in March.

c. To receive information regarding Live and Local and approve any action to be taken.

The lady from Live and Local gave a presentation on the services they provide. The organisation put on productions and shows at affordable prices for local communities. They are funded by the Arts Council, County Councils and NEDCC to subsidise these events. They have been in existence for 30 yrs.

Its free to join the network and all promotional materials are provided, the Parish Council would need to arrange the sale of tickets.

There is a minimum fee of £370 per show and ticket sales above this are split 70/30.

All the shows are performed by professional companies and there is a wide variety of shows / performances available to choose from.

The Parish Council is able to join the network with no obligation to book an event.

RESOLVED: That the Parish Council joins up to the Live and Learn network.

d. To consider and approve Easter events.

The Events Manager suggested a kids Easter party with entertainment similar to the Children's Christmas party. Councillors were in agreement.

e. To consider and approve the D Day Celebration event.

The Events Manager and Clerk updated the Councillors on the plans for D Day celebrations.

In the Suite there will be a tea dance with a 40's singer and either a fish and chip meal or an afternoon tea.

It is also planned to invite the Heritage Society to put on a display in the Suite and open it up to the public.

Decorate the village in bunting and encourage shops to put up flags.

EC198

Community Activities

a. To approve the appointment of Active Regeneration subject to funding success.

RESOLVED: That subject to funding success Active Regen are appointed.

b. To consider whether to continue with the 2025 Calendar competition due to the low sales of the 2024 Calendar.

The Clerk informed Councillors that there had been very few sales of the calendar and little interest in the 2025 competition. Councillors agreed that it was pointless carrying on with the 2025 project.

The Clerk suggested that the remaining calendars be offered to residents for a donation.

RESOLVED: That the 2025 competition is cancelled and the remaining 2024 calendars or offered to residents for a donation.

EC199 Purchase of Equipment

a. To consider and approve the purchase of a dish washer for the Parish Suite.

The Clerk informed Councillors that the dish washer in the Parish Suite has been condemned and said a replacement would be between £1,000 and £2,500. The Clerk suggested one currently on sale at £943 plus VAT.

RESOLVED: That the Clerk can purchase a dish washer for the Parish Suite.

b. To ratify the decision to change suppliers of the Tills.

At the full Council meeting in November the Clerk had informed the Council that following due diligence checks the company originally chosen was not suitable. Till point were therefore chosen as the preferred supplier.

RESOLVED: That Till point are appointed as the supplier for the Parish Suite Tills.

EC200 Items for discussion for a future agenda

- To inform the Clerk of any items for a future agenda.

EC201 Date of the Next Council Meeting

- To note the date of the next full council meeting is scheduled for 6th March 2024.



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MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 15 JANUARY 2024

Those present :

Chair : Cllr S Clough
Vice-Chair : Cllr C M Fletcher
Councillors : Cllr D Drabble, Cllr W Tinley
Officers : Mrs G Blank

FIN120 Chair's Announcements

The Chair welcomed everyone to the meeting.

FIN121 Apologies for Absence

Apologies have been received from Cllr C Lacey and the reason given was approved.
Cllrs M Fletcher and T Lacey were also absent from the meeting.

FIN122 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None

FIN123 Adjournment for Public Participation

There were no members of the public in attendance.

FIN124 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items on the agenda requiring the exclusion of the press and public.

FIN125 Minutes from the previous meeting

a. To approve the draft minutes of the Finance Committee meeting held on 6th November 2023.

RESOLVED: That the minutes of the Finance Committee meeting held on the 6th November 2023 are a true and accurate record.

b. To receive an update on any ongoing issues not covered as an agenda item.

There were none to discuss.

FIN126 Finances

7.1 Bank reconciliation

- To receive the bank reconciliation for November 2023
- To receive the bank reconciliation for December 2023

The Chair and Cllr Drabble checked that the figures on the bank reconciliation sheet and the bank statement corresponded. The Figures on the bank reconciliation and receipts and payments totals were also checked.

RESOLVED: That the bank reconciliation checks are complete for November and December 2023

7.2 Receipts and payments

- To receive and approve the list of receipts and payment for November 2023
- To receive and approve the list of receipts and payments for December 2023

Councillors were asked to check the receipts and payments list for each period and ask any questions they may have. The Clerk made the invoice files available to Councillors for random spot checks.

RESOLVED: That the receipts and payments checks for November and December 2023 are completed.

FIN127 Budgets

- To receive the budget monitoring report for the period April to December 2023.

The budget report had been circulated to Councillors prior to the meeting. Overall the budget is in a good position despite a number of large projects, unexpected expenditure and lower than anticipated income.

Reserves remain healthy.

Cllr Drabble asked what action was been taken against the non payment of the lease at Canal Bridge. The Clerk informed them that several reminders had been sent to the owner. It was agreed that a further reminder be sent to them and notifying them that permission to use the Councils land will be withdrawn if payment is not made immediately.

RESOLVED: That the budget report for April to December 2023 is approved.

FIN128 Items for discussion for a future agenda

- Grants policy

FIN129 Date of the Next Council Meeting

To note the date of the next Finance meeting is scheduled for 11th March 2024.

Planning List w/e date	Application Number	Address	Details	Decision	Date of Decision
27.11.23	NONE RECEIVED				
01.12.23	NED 23/00993/TPO	St Giles' Church Lane, Killamarsh	Application for pruning works to 5 trees (T1 - T5) covered by NEDDC Tree Preservation Order 160 (Resubmission of 21/00815/TPO)		
08.12.23	NED 23/01024/FL	Police Station 36 - 38 Delves Road, Killamarsh, Sheffield	Proposed Security Fence to the perimeter of the site	CONSULTATION REQUEST	
			Application to discharge Condition 4 (Boundary treatments), Condition 5 (Site Levels), Condition 7 (Ground Gas), Condition 13 (Bio-Diversity), Condition 14 (Foul Drainage) and Condition 15 (Surface Water Drainage) pursuant to planning application 22/01163/FL	FURTHER DISCHARGE REQUIRED	07.12.23
15.12.23	NONE RECEIVED				
22.12.23	NONE RECEIVED				
29.12.23	NONE RECEIVED				
05.01.24	23/01080/FLH	17 Sycamore Drive, Killamarsh, Sheffield, S21 1FN	Proposed roof and fenestration alteration to existing single storey rear extension	CONSULTATION REQUEST	
08.01.24	23/01058/FL	Land On West Side Of Boiley Farm Between Fishing Pond And Boiley Lane, Killamarsh	Proposed conversion of existing stable block into a single storey dwelling with ancillary buildings for storage (Private Drainage System)(Affecting Public Footpath)	CONSULTATION REQUEST	
12.01.24	24/00009/FLH	11 Rose Way, Killamarsh, Sheffield, S21 1TL	Demolish existing conservatory and construct a single storey rear extension.	CONSULTATION REQUEST	

Killamarsh Parish Council

KPC 11 – Co-option Policy

DETAILS OF POLICY	
Policy No	KPC 11
Policy Title	Co-option Policy
Committee/Working Party Responsible	Full Council
Last Reviewed	January 2023
Next Review Date	January 2025

The Policy

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Killamarsh Parish Council.

The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

The Parish Council is composed of two wards: East and West.

CO-OPTION

The co-option of a parish Councillor occurs in two instances:

1. When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years.
2. When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.
3. The Parish Council is not obliged to co-opt to fill any vacancy Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. However, it is not desirable that electors of the Parish be left partially or fully unrepresented for a significant length of time.
[The way the law is written indicates that the Council should make all reasonable efforts to fill the vacancy – so therefore deciding NOT to appoint a candidate and instead leaving the vacancy unfilled should not be something which is done lightly – see www.legislation.gov.uk/ukxi/2006/3305/article/5/made.)]

Ordinary vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as “ordinary vacancies”. Provided there are enough parish Councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies. In some cases, the District Council (NEDDC) may intervene and make an appointment or order an election to fill the vacancies.

Casual vacancy

A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time.
- A Councillor resigns.
- A Councillor dies.
- A Councillor becomes disqualified; or
- A Councillor fails for six (6) months to attend meetings of the Council, a council committee or sub- committee. or to attend as a representative of the council a meeting of an outside body.

The Parish Council must notify the District Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the District Council stating that an election is requested.

The people of the ward have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of NEDDC will advise the Clerk of the closing date. The election must then be held within 60 days of the date of the notice of casual vacancy. In the case of casual vacancy occurring in the last six months before the ordinary elections, Parish Council is required to give a notice of the casual vacancy, but an election is not held. Parish Council may co-opt if it wishes, leaving any unfilled vacancies to be filled at the ordinary election.

If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward, they are duly elected without a ballot. If a by-election is called, a polling station will be set up by NEDDC and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Council will pay the costs of the election.

If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a person to fill the vacancy as soon as practicable.

CONFIRMATION OF CO-OPTION

On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option.

The Clerk will:

- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council notice boards and website.
- Advise NEDDC that the co-option policy has been instigated.

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient parish Councillors elected to constitute a quorum.

ELIGIBILITY OF CANDIDATES

Eligibility of candidates to fill a vacancy must comply with the eligibility criteria laid down in Local Government Act 1972 S.80.

APPLICATIONS

Candidates will be requested to:

- Attend at least one Parish Council meeting as observers.
- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached as Appendix A).
- Confirm their eligibility for the position of parish Councillor within the statutory rules, (a copy of the eligibility form is attached as Appendix B).

Following receipt of applications, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and, if appropriate, to co-opt a candidate to fill the existing vacancy'.

Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' applications will be circulated to all parish Councillors by the Clerk at least 3 clear days prior to the meeting of the full Parish Council, when the co-option will be considered.

All such documents will be treated by the Clerk and all parish Councillors as strictly private and confidential.

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the parish Councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council. The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should consider to resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, discussions may take place and the Parish Council will proceed to a vote with each candidate being proposed and seconded by the Councillors in attendance (as defined in the Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 13).

A recorded vote may be requested under Standing Order 9 so as to show whether each Councillor present and voting, gave his/her vote for or against that question.

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. The Chairman of the meeting may vote, and if there is an equality of votes, he/she may exercise his casting vote.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.

The Clerk will notify NEDDC Electoral Services Office of the co-option of the new parish Councillor. The co-opted parish Councillor will complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk will lodge with the Monitoring Officer at NEDDC within 28 days of the co-option.

If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet).

Use of Personal Information

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish Councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED..... NAME.....

DATE.....

Please complete and return this form to:

The Parish Clerk
Killamarsh Parish Council
Killamarsh
S21 1DY

Email: parish.clerk@killamarsh-pc.gov.uk

APPENDIX B

KILLAMARSH PARISH COUNCIL CO-OPTION ELIGIBILITY FORM

1. In order to be eligible for co-option as a Killamarsh Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:

- a. I am 18 years of age or over; and
- b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
- c. I am registered as a local government elector for the parish; or
- d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish; or
- e. My principal or only place of work during those twelve months has been in the parish; or
- f. I have during the whole of those twelve months resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish Councillor if he/she:

- a) Is employed by the parish council or holds paid office (other than chairman, vice-chairman or deputy chairman) under the parish council (including joint boards or committees);
- b) Is employed by an entity controlled by the parish council;
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a parish Councillor.

Declaration & Consent

I..... hereby confirm that I am eligible for the vacancy of Killamarsh Parish Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a parish Councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature..... Name.....

Date.....

KILLAMARSH HERITAGE SOCIETY

Proposal for a Space within our village to house a Heritage Centre

1. Killamarsh Heritage Society is a Community Group who were formed 11 years ago with the aim of preserving and recording the history of our village.
2. Our initial aim was to preserve the old Killamarsh Central Station building on its site on Station Road. However, the lack of the required support and the costs involved meant that this wasn't feasible. The Killamarsh Central Station building is now being stored privately and houses are currently being built on the site. If the position with the building changes we would be willing to look into the situation at a later date.
3. However, our group has continued with our ambition of providing a central site acting as a focal point for written material, photographs and artefacts so that the history and heritage of Killamarsh is preserved and not lost for future generations.
4. Despite our continued efforts to find a suitable site, to date this has not been achieved.
5. We have worked on several projects in Killamarsh to record the history of our village and to ensure that it is not lost for future generations. We have other projects in the pipeline for 2024 and beyond.
6. We currently promote the work of our group by putting on events, attending events put on by other History groups in the area and putting on displays.
7. We also work with schools regarding history topics on the curriculum.
8. Over the years we have made many contacts with whom we have built up good working relationships and friendships with other Heritage groups and with organisations who are interested in local history and heritage.
9. Some of these groups have established excellent Heritage Centres in their own community which are very successful and we feel sure that with the relevant support, this would be the case in Killamarsh
10. Killamarsh Heritage Society has a website and a Facebook page and our group's popularity and the interest and support for what we do increases daily.
11. We have now reached the point where we urgently need to find a suitable space for us to expand what we do and to move forward.
12. Now that we have a building in Killamarsh called 'Killamarsh Community Hub' we would like to request that a room be found for our Community group within the building so that we can carry on our work but also work with Killamarsh Parish Council from the angle of history and heritage where this is relevant.
13. We have several people who are offering their backing in what we are trying to achieve.

We hope you will look at our request and feel that you are able to work with us in the future.

Pat Bone

Chair

Killamarsh Heritage Society

Community Bus Project – Item 14 on the agenda

The Environment Committee have been discussing the potential of bringing a community bus back to Killamarsh. The initial idea was to take residents from Killamarsh to Crystal Peaks (for which a quote was obtained), but at the last E&CC meeting it was decided that it would be preferable to provide transport into Killamarsh Centre, rather than taking residents out of Killamarsh. To this end I contacted Derbyshire Community Transport for a revised quotation. They have recently come back to me with the information below, about a project which would potentially be able to provide the service Cllrs were looking for – collecting residents from various areas of Killamarsh and bringing them into the centre for a couple of hours to use the shops and cafes or attend a coffee morning – at no cost to the parish council.

They are looking to 'soft launch' a community transport project (details below) and have suggested that Killamarsh be part of this, as we had already asked them about this type of transport. What they would like ideally is for the parish council to collate the names/contact details of some potential users of this service, which could be run every Tuesday morning in the first instance (as this was the day the Environment Committee had pencilled in), to pick residents up at 10-10.30 to take them into the centre, with a return at around 12.30. Pick ups would be at bus stops or 'virtual bus stops' or could be home pickups for residents who could not easily get to a bus stop.

The wider project will be available for anyone I believe, but initially we would be looking to target elderly or disabled residents.

Have a read through the below and let me know if you have any comments and if everyone is happy we could officially agree it at full council next week and then I will need some names of residents from you please, who are happy that we share their details with the transport company. Going forward residents would book directly with the company, but for the soft launch they would like us to co-ordinate if possible.

I would advise you that a new Derbyshire County Council supported Demand Responsive Transport service (with DfT funding) will be introduced on "a soft launch basis" on 29th January covering the Borough of Chesterfield and the Districts of Bolsover and North-East Derbyshire. The service will be run with two branded 16 seat Mercedes Sprinter minibuses and will operate between the hours of 0700 and 1900 on Mondays to Saturdays. First journeys will be 0715 and last journeys must commence by 1830. The DRT will not run on Sundays, Bank Holiday Mondays or late evening period.

*The DRT service is designed to provide links between points that do not have a direct bus or train service between them. The DRT minibuses will pick up at all recognised bus stops, as well as at "virtual" bus stops agreed by the County Council. I will provide you with a full list of these virtual bus stops. **Some disabled or elderly passengers with certain mobility impairments may be picked up from their homes.***

Journeys can only be made wholly within the three local authority areas. The only exceptions are journeys to Kings Mill Hospital and to Alfreton Railway Station from locations in the three areas that do not have direct bus services or easy bus changes to these points. The service must be pre-booked in advance by telephone – 01773 713130 – or by means of a new App. The details of which I will provide in the next week. Individual customers initially need to register to use the service by phone or through the App. Multiple passenger bookings can be made by phone. A maximum of 5 return trips can be booked on any one day, but customers can book a further 5 trips 24 hours later.

The service is free to Gold card holders. The price for adults is £4 single and £7 return, but 10 single journey tickets will be available for £30..

The service is subject to a “soft launch” in order to properly test the App and booking systems . The service will not be initially advertised to the general public but made available in the first instance to Service 78 passengers as most of this service is being withdrawn from 29th January, and to certain selected groups/organisations for testing purposes. Killamarsh Parish Council could be one of the initial designated users and the DRT could provide your previously requested return journeys from local residential areas to Killamarsh centre and back at specific times on an agreed day of the week.

Your Council could identify potential users, register these local residents and then make bookings for them to travel for up to 5 weeks in advance on the Killamarsh Centre service and individuals could make their own bookings to other locations within the scheme area at other times themselves.

To be a success the DRT really needs to carry multiple passengers on most of its journeys and so a partnership arrangement of the type outlined above with Killamarsh Parish Council would be not only beneficial to residents, but also the project.