



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 20th January 2025 at 7:00 PM KILLAMARSH PARISH SUITE.

Yours sincerely

Ms 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 2nd December 2024. (attached).
- b. To receive an update on any ongoing issues not covered as an agenda item.

8 Environment & Climate Change Committee

- To receive and note the minutes of the Environment & Climate Change Committee held on Wednesday 11th December 2024.

9 Planning

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

10 Policies

- a. To receive the recommendation from the Environmental & Climate Change Committee to approve the Emergency response plan (KPC2).
- b. a. To receive the recommendation from the Environment & Climate Change Committee to approve the CCTV policy (KPC3).

11 Parish Office Building

- a. To consider and approve surrendering the lease on the former Rykneld Housing Office building.
- b. To approve the disposal of any surplus furniture from the old suite currently stored in the former Rykneld Housing Office building.
- c. To consider and approve what to do with the market stalls.

12 Donations

- To consider and approve donating £50 towards the Christmas lunch project in 2025.

13 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

14 Items for discussion for a future agenda

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

15 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.

16 Date of the Next Council Meeting

To note the date of the next full council meeting is scheduled for Monday 24th February 2025.



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MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 02 DECEMBER 2024

Those present :

Chair : Cllr S Clough

Vice-Chair : Cllr K Wood

Councillors : Cllr C Curzon, Cllr C Eggington, Cllr T Lacey, Cllr H Laws, Cllr S Reed, Cllr B Rice, Cllr J Sherman, Cllr J Windle

Officers : Mrs G Blank, Mrs J France

22/532 Chair's Announcements

The Chair welcomed everyone to the meeting.

22/533 Apologies for Absence

Apologies have been received from Cllr D Drabble, Cllr C Lacey, Cllr W Tinley, Cllr C M Fletcher and Cllr B Morris.

22/534 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.

22/535 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.

There were no members of the public present.

22/536 Reports from County and District Councillors & Invited Guests

Apologies have been sent from Cllr C Renwick and PC Graham.

There were no reports given.

22/537 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 require the exclusion of the press and public.

22/538 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 28th October 2024.

RESOLVED: That the minutes of the Full Council Meeting held on 28th October 2024 are a true and accurate record.

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

22/513 - The Clerk confirmed she had sent a response to the members of the public (MoP 1 and 3).

22/517 - The Clerk confirmed that the repair to the internal door in the Hub had been completed.

22/522 - The Clerk confirmed that Killamarsh Heritage Society had written a letter to the Parish Council stating that they no longer require the use of Room 2 in the Hub as they do not feel it is the appropriate place to house Killamarsh Heritage Society. They have given three months notice as required by the lease.

22/539 Events & Communications Committee

- To receive and note the minutes of the Events & Communication Committee meeting held on the 6th November 2024.

The minutes were received and noted. The Clerk confirmed that unfortunately the Breakfast with Santa event had been cancelled due to unforeseen circumstances.

22/540 Environment & Climate Change Committee

- To receive and note the minutes of the Environment & Climate Change Committee meeting held on the 13th November 2024.

The minutes were received and noted.

22/541 Finance Committee

a) To receive and note the minutes of the Finance Committee held on the 25th November 2024.

The minutes were received and noted.

b) To receive and approve the Finance Committees recommendation to freeze the precept value for 2025/26.

RESOLVED: The Council approved the recommendation of the Finance Committee to freeze the precept value for 2025/26 at £416,159.00

c) To receive and approve the Finance Committees recommended budget for 2025/26.

RESOLVED: The budget for 2025/26 was approved.

22/542 Planning

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

The planning list was discussed, including the retrospective application for the erection of a stable block near Hut Lane and the request to remove a roundabout near the Westthorpe development. Cllr Laws suggested that it might be useful if it could be arranged for members of the Parish Council to occasionally meet with the developers of larger scale housing developments in Killamarsh, so they could be kept informed with what was happening.

RESOLVED: For the Clerk to contact representatives of large scale housing developments in Killamarsh to arrange a meeting with members of the Parish Council and for an objection to be sent by the Parish Council to the removal of the roundabout at the Westthorpe development.

22/543

Section 137 - Approval of Grants

a. To consider and approve the recommendations received from the Section 137 working party on applications received.

The following recommendations had been made by the working party:

- £425 to Killamarsh Wombles for additional cigarette bins around the Village and for insurance.
- £480 to the Natterchat Group for resources, activities and speakers.
- £490 to the Friends of St Giles Churchyard group to purchase equipment and assist with educational activities.

NB. The Heritage Society have been asked to provide further information and then their request will be considered for approval.

RESOLVED: That the Section 137 awards as recommended by the working party are approved.

b. To receive, discuss and approve, if appropriate, a donation request received from Ashgate Hospice.

RESOLVED: That the Parish Council will donate £400 to Ashgate Hospice.

22/544

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 - no meeting held since last meeting.

Nothing to report. Cllr Reed said he would like to visit Veolia if another meeting could be arranged.

b. Community Support for Killamarsh (Bread Charity).

Nothing to report. Cllr Windle asked when representation for this group would be reviewed and the Chair said it would be 2025.

c. Chesterfield Canal Trust

Cllr Laws noted that all up to date information about the Canal Trust is available on their Website at:

<https://chesterfield-canal-trust.org.uk/>

d. NEDDC/Parish Liaison - no meeting held since last meeting.

22/545

Items for discussion for a future agenda

Members can notify the Clerk of any matters for inclusion on the agenda for future meetings.

22/546

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.

No members of the public were present.

22/547

Date of the Next Council Meeting

To note the date of the next Full Council meeting is scheduled for 20th January 2025.

The meeting ended at 7.28pm.



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MINUTES OF THE ENVIRONMENT AND CLIMATE CHANGE COMMITTEE HELD ON WEDNESDAY 11 DECEMBER 2024

Those present :

Chair : Cllr W Tinley
Vice-Chair : Cllr H Laws
Councillors : Cllr S Clough, Cllr C Lacey
Officers : Mrs J France

ENV313 Chair's Announcements

The Chair welcomed everyone to the final meeting before the break for Christmas.

ENV314 Apologies for Absence

Apologies have been received from Cllr J Windle and Cllr J Sherman.

ENV315 Declaration of Disclosable Pecuniary & Other Interests

a) To receive declarations of disclosable pecuniary interests 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 Councillors requests for dispensation (Section 13 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.

ENV316 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.

There were no members of the public present.

ENV317 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 (Admission to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

There are no items that require the exclusion of the press and public.

ENV318 Minutes from the previous meeting

a) To approve the draft minutes of the meeting held on 13th November 2024.

RESOLVED: That the minutes of the meeting held on 13th November 2024 are a true and

accurate record.

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

A written report had been circulated with the agenda pack.

The Deputy Clerk confirmed that the tree at the Memorial Gardens that Derbyshire County Council had requested be felled because of Health and Safety concerns has now been removed. Cllr Tinley asked that when the ivy is removed from the trees in the New Year, can the contractors let us know if they spot any particular issues. Cllr Tinley also asked if the Office could email MP Louise Jones to ask if there were any updates with regards to a banking hub in Killamarsh. The Office was asked to email Matthew Broughton at NEDDC to highlight some outstanding issues that the Parish Council was waiting for a response to.

RESOLVED: Contact Glendales re. Reporting any tree issues when the ivy is removed.

RESOLVED: Contact Louise Jones MP for an update about a banking hub.

RESOLVED: Contact Matthew Broughton regarding some outstanding NEDDC issues.

ENV319

Noticeboards

- To consider any suitable locations within Killamarsh for the installation of a further Parish Council noticeboard.

Various potential locations were discussed and it was agreed that a piece of land near to the shops on Delves Road would be a good place for a Parish Council noticeboard.

RESOLVED: That the office apply for the necessary permissions to install a noticeboard near to the shops at Delves Road.

ENV320

Cemetery

a) To consider and approve a revised version of the Cemetery SLA prior to sending it to NEDDC for final comments.

With one amendment the SLA draft was approved to send to NEDDC for agreement.

RESOLVED: That the draft Cemetery SLA should be sent to NEDDC for any final comments and then it can be dated and signed by both parties.

b) To consider whether the Committee has any feedback to send to DerbyshireALC regarding the Law Commission's consultation on grave re-use.

There was no specific feedback at this time. It was noted that Killamarsh Cemetery would not come under any new grave re-use decisions until it had been in use for at least 75 years.

ENV321

Grit & Grit Bins

a) To consider and approve any changes needed to the locations of grit bins within Killamarsh.

There was a discussion around grit bin locations and questions were asked such as which roads are gritted by Derbyshire County Council. It was also pointed out that in periods of snow and ice Long Lane could become very dangerous and a sign about the gradient and ice should be installed.

RESOLVED: That the office write to DCC for a list of roads that are gritted in Killamarsh and to ask them if they could consider installing a gradient/ice sign on Long Lane.

RESOLVED: To move the grit bin from the Norburn Drive/Delves Road junction to Ashley Close.

b) To consider a request from a resident to install a new grit bin on Valley Road.

RESOLVED: That a new grit bin is approved at the junction of Murray Road and Valley Road subject to the necessary permissions.

ENV322 Birchlands

- To consider and approve a new quotation for the installation of junior size football goalposts at Birchlands Park.

A new quotation of £1937.00 to supply and install some 9 v 9 goalposts at Birchlands Park was approved subject to attempting to obtain some assistance with funding from DCC Councillors or Rykneld Homes.

RESOLVED: That the purchase of goalposts at Birchlands Park is approved.

ENV323 Parks and Open Spaces

- To consider and approve the priorities on park developments for the coming year in order that the necessary consultations can be started, quotations can be sought and grants can be applied for.

It was decided that a playground at High Moor was the current priority for park development as there were some Section 106 monies available that could go towards the costs. It was noted that local residents should be consulted and that local schools should be involved in the design.

RESOLVED: For the office to start the research into what permissions are needed for the playground development and what funding sources are available.

ENV324 Allotments

- To consider an initial draft of the criteria for a best kept allotment competition in 2025

Slight amendments were suggested to the draft criteria and it was agreed that the judges should be chosen for their gardening knowledge. The award would form part of next years Parish Council Community Awards Ceremony and a prize such as a garden centre voucher and a trophy could be offered.

RESOLVED: That the draft criteria is approved subject to the slight amendments.

ENV325 Items for discussion for a future agenda

- Climate Change Policy

ENV326 Date of the Next Council Meeting

- Wednesday 15th January 2025

The meeting ended at 7.57pm.

Planning List w/e date	Application Number	Address	Details	Decision	Date of Decision
29.11.24	24/00958/OL	Land South West Of Upperthorpe Road, Killamarsh	Section 73 application to remove condition 13 (off site works roundabout) pursuant to planning application 18/01003/OL	CONSULTATION REQUEST	
06.12.24	NONE RECEIVED				
13.12.24	NED 24/00987/AMEND	Land Between Old Canal And North Side Of Primrose Lane Killamarsh	Non-material amendment pursuant of 21/00976/FL for the repositoning of plots 4 & 9 and the removal of landscaping to the frontage of plots 49 & 50 on the approved landscape plans		
20.12.24	NONE RECEIVED				
27.12.24	NED 24/01028/FLH	12 Primrose Close, Killamarsh, Sheffield, S21 1JQ	Proposed 2 dormers on single storey extension	CONSULTATION REQUEST	
03.01.25	NONE RECEIVED				
	24/00969/FLH	2 Fanny Avenue Killamarsh Sheffield S21 1AY	Application to lower the kerbs to gain off road parking	CONSULTATION REQUEST	
10.01.25	NED 24/01039/FLH	High Moor Farm Cinder Lane, Killamarsh, Sheffield	Demolition of existing extensions and alteration to roof to provide level first floor space (Affecting a public right of way)	CONSULTATION REQUEST	
10.01.25	NED 25/00005/FLH	2 Hazel Avenue, Killamarsh, Sheffield	Proposed single storey rear and two storey side extension following demolition of existing garage and utility room	CONSULTATION REQUEST	
	NED24/00308/MRM	Land South West Of Upperthorpe Road, Killamarsh	Erection of 315 no. dwellings, including details of internal access, layout, scale, appearance and landscaping (Major Development) (Affecting a public right of way) (Amended Plans)	CONDITIONALLY APPROVED	10.01.25

Killamarsh Parish Council

KPC 2 Emergency Response Plan

DETAILS OF POLICY	
Policy No	KPC2
Policy Title	Emergency response plan
Committee/Working Party Responsible	Environment Committee
Adoption Date	December 2024
Next Review Date	2026

The policy

The purpose of this plan is to help Killamarsh Parish Council to provide appropriate support in response to an emergency in the area. Parish Councils can act as a bridge between communities and the larger councils who have the legal powers to act in the case of an emergency, which in the case of Killamarsh are North East Derbyshire District Council (NEDDC) and Derbyshire County Council (DCC).

Killamarsh Parish Council can be a focal point locally to assist in communication, coordination and liaison. This plan should enable local people and the Parish Council to respond quickly and efficiently to a local emergency.

This plan will tell you:

- Who to talk to right now.
- Where people can go for shelter and care.
- About the special skills and expertise available locally.

Ways in which the Parish Council and the local community can work together include:

- Providing local knowledge to the Emergency Services.
- Setting up links with local groups, organisations and useful individuals.
- Passing on information and instructions to local people.
- Providing information about people who may be particularly vulnerable such as those with disabilities or elderly.
- Making sure that buildings in the area are available for possible emergency use.
- Organising local help if needed, such as emergency centres, food provision and information points.

This plan has information that may help other support services, but it is not an exhaustive list.

OTHER USEFUL LINKS

NEDDC Emergency Planning: <https://www.ne-derbyshire.gov.uk/community/emergency-planning>

DCC Emergency Planning: <https://www.derbyshire.gov.uk/community/emergency-planning/emergency-planning.aspx>

Derbyshire Prepared: <https://www.derbyshireprepared.org.uk/>

YOUR FIRST RESPONSE

In the event of any emergency situation taking place NOW, affecting all or part of Killamarsh, your first action is to CALL 999:

Give the emergency services clear and concise facts. They will ask you:

- Where? What? When?
- For your contact details.
- To ring them again if you find out more about the emergency.

ACTIONS, CONTACTS AND FIRST STEPS

After calling 999, these are the suggested steps you should follow in the event of a major emergency or incident:

Make sure you are not in any danger because of where you are.

Contact someone on the list below, beginning at the top of the list, if that person does not respond, go to the next level down. It is *HIGHLY UNLIKELY* that everyone in the list will be contactable when they are needed. Don't wait to call them later, ring someone else on the list!

Gather as much information as you can about what has happened.

EMERGENCY CONTACT LIST

Parish Office	The Clerk	0114 247 2260 or 07542 603232
Chair of the Council	Steve Clough	07828 211725
Vice Chair of the Council	Kevin Wood	0114 489 6901
Committee Chairs		
Finance Committee	Steve Clough	07828 211725
HSW Committee	Chris Curzon	0114 251 4119
Environment Committee	Wendy Tinley	07464 965 882
Events Committee	Kevin Wood	0114 489 6901

ACTION

Be prepared to activate this plan if you have received warnings or advice from the emergency services or utility providers. Here are some possible scenarios, but there will be others:

- Warnings issued by the Meteorological Office, Environment Agency, Local Radio or the local emergency services.
- After an extended period of bad weather such as prolonged rain, snowfall or high winds.
- When there has been an extensive utility failure (Electricity, Gas or Water) and the supplier has indicated that there will be a considerable delay in restoring the service.

VULNERABLE PEOPLE

Think about the most vulnerable people in Killamarsh who may need specific help and support in an emergency. These may include residents of local care homes, schools and nurseries as well as elderly people or people with disabilities who live on their own. In an emergency, these organisations may be able to provide specialist assistance to vulnerable people:

Killamarsh Medical practice	209 Sheffield Rd	0114 251 0000
Killamarsh Pharmacy	209a Sheffield Rd	0114 2474664
Age UK, Derby and Derbyshire	29a Market Place, Heanor, Derbyshire DE75 7EG	01773 766922
Social Services	Via Derbyshire County Council	01629 533190

EMERGENCY KIT

This is held in Killamarsh Parish Office and Community Hub on Stanley Street.

The contents include:

- Copy of this plan
- First Aid kit (and basic First Aid advice)
- Pens, pencils, chinagraph pencils, writing pads
- Wind up radio
- Wind up torches
- High-visibility waistcoats
- Foil Blankets

(Routine checks of the above equipment to be carried out every six months)

PRACTICAL STRATEGIES

What people need most in an emergency is reliable, clear and concise information. Faced with an emergency, different people react in different ways, but it is likely that they will be worried about their own safety and that of their family and friends and concerned about their pets or about animals nearby in fields or farms.

- It is vital that people receive reassurance that the emergency is being dealt with, and that professional and skilled people are responding.
- Depending on the seriousness of the situation it may be necessary to offer Parish Council buildings as a respite center.
- Identify those individuals with specific skills such as those qualified in First Aid, local clergy or local community leaders.
- Many residents of Killamarsh work out of the village. They will also need clear information about what is happening to their family and their home via the Parish Council Website and Social Media.

TERRORISM

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack. Official advice is that you should be alert and not alarmed.

LOW means an attack is unlikely.

MODERATE means an attack is possible, but not likely

SUBSTANTIAL means an attack is a strong possibility

SEVERE means an attack is highly likely

CRITICAL means an attack is expected imminently

Additional security advice from the Metropolitan Police is:

All Staff to be vigilant regarding suspicious behaviour. Examples of suspicious actions or unusual behaviour, may include people behaving in the following ways for no apparent reason:

- In stationary vehicles watching a building or structure.
- In vehicles moving slowly near public buildings, structures or bridges, or parked in suspicious circumstances.
- Using recording equipment, including camera phones, or seen making notes or sketches of security details.
- Paying close attention to specific entry and exit points; stairwells, hallways or fire escapes.
- Loitering at or near premises for long periods or watching patrons.
- Asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking.

- Members of the public in offices and 'off limits' areas, plant rooms and similar locations.
- Suspicious packages left unattended in public areas.

It may be nothing, but if you see or hear anything that could be terrorist-related trust your instincts and call the Anti-Terrorist Hotline on 0800 789 321.

Information from the MI5 Security Services website. <https://www.mi5.gov.uk/threat-levels>
<https://www.mi5.gov.uk/terrorism>

OTHER RISKS, CAUSES AND POSSIBLE EFFECTS

The greatest detrimental effect will always come from the least anticipated event. The following list outlines some of the possible causes of an emergency in the Killamarsh area:

Flooding /Heavy Snow fall

May have major impact on homes.

Some roads may be impassable or difficult to use safely.

Risk that electricity supply may fail, due to flooded sub-stations.

Risk that telephone land lines and broadband connections could be disrupted.

Risk that children may not be able to return home from school outside the village.

Air Accident

Potential risk and damage is not easy to assess.

Need for emergency services to reach the location promptly.

Road Accidents

Potential major incident if road traffic accident involves chemicals or gas cylinders. The M1 and the A57 all carry traffic with potentially dangerous contents.

Fire

Potential major incident if chemicals or gas cylinders are involved from local industries.

Gas Leak

Potential evacuation of housing in the area with the need for temporary shelter.

Influenza Epidemic

Incapacity of key personnel.

Electromagnetic radiation – natural solar or malicious

Potential loss of internet/phone network and energy supplies

Cyber Attacks

UK Power Supply – potential loss of substations and causing blackouts over several weeks with power down for half the period for up to 13 million people;

NHS – potential cancellation of operations and appointments and ambulances diverted due to backlog

Mining area

Potential risk of subsidence or sink holes due to the history of the landscape in the area.

DISTRIBUTION

Copies of this plan are available on hard copy at the Parish Office and in electronic form on the Parish website.

Copies of the plan will be given to:

- The Safer Neighbourhood Police team
- North East Derbyshire District Council
- Derbyshire County Council
- Any other relevant groups

Useful Contact Information

POLICE	Work Name Company	Contact
Police	Emergency	999
	Non-emergency	101
LOCAL COUNCILS		
North East Derbyshire District Council	Switch board	01246 231111
Derbyshire County Council	Emergency Management (office hours)	01629 538364
	Gas leaks (out of hours)	0800 111 999
UTILITIES		
Flooding/ Pollution incident	Environment Agency Hotline	0800 80 70 60
Water and used Water Emergencies	Severn Trent Water	0800 783 4444
Electricity	Emergencies and power cuts	105 or www.powercut105.com
Gas	Emergencies	0800 111 999
HEALTH		
Local Hospitals	Chesterfield Royal – (A&E Dept) Calow, Chesterfield, S44 5BL	01246 277271
Doctor's Surgery	Killamarsh Medical Practice	0114 251 0000
NHS Direct		111
Helicopter Landing Areas	Killamarsh Active Sports Field	0114 247 2260 or 07542 603232
LOCAL CHURCHES		
St Giles Church	Kirkcroft Lane, Killamarsh, S21 1AB	07557 184051
Ebenezer Gospel Hall	Stanley Street, Killamarsh, S21 1EL	07786 077589 or 07836 214484
Methodist Church	185 Sheffield Road, Killamarsh, S21 1DY	01246 463940
LOCAL SCHOOLS		
Killamarsh Nursery & Infants School	Sheffield Road, S21 2DX	0114 248 5852
Killamarsh Junior School	Sheffield Road, S21 2DX	0114 248 6277
St Giles CofE School	Sheepcote Road, S21 1DU	0114 248 2825
LOCAL NURSERIES		
Killamarsh Day Nursery	Sheepcote Road, S21 1DU	0114 248 8382
Killamarsh Bears	Killamarsh Active, Stanley Street, S21 1EL	0795 275 5784

Killamarsh Parish Council

KPC 3 CCTV Policy

DETAILS OF POLICY	
Policy No	KPC3
Policy Title	CCTV Policy
Committee/Working Party Responsible	Environment & Climate Change Committee
Adoption Date	25th March 2024
Amendments	13th November 2024 – update in red ink
Next review date	March 2026

The Policy

Introduction

The purpose of this policy is to state how Killamarsh Parish Council is going to be using CCTV and processing personal data. It will deal with the requirements of the law, particularly the 2018 Data Protection Act, in respect of the use of CCTV surveillance systems in the village of Killamarsh.

The system consists of re-locatable CCTV cameras with a networked video recorder and external Automatic Number Plate Recognition (ANPR) devices.

This policy covers the use of CCTV equipment and explains how data will be gathered, stored, used and disposed of. Killamarsh Parish Council will operate and control all data and has registered with the Information Commissioner's Office – Registration number **Z6514387**

Responsible Persons

The Clerk to the Council is the responsible person who manages the CCTV system, with the assistance of other designated council officers. When it is necessary to view CCTV images this will be monitored by the Parish Clerk.

Purpose of the CCTV system and policy

- To assist in the prevention and detection of crime by facilitating the identification, apprehension and prosecution of offenders in relation to crime and public order.
- To assist in combating vandalism and anti-social behaviour.
- To act as a deterrent to vehicle crime.
- To assist with the provision of a safe public environment for residents and visitors.
- To reduce the fear of crime and to reassure members of the public.
- To keep images from CCTV secure and controlled by authorised personnel.
- To maintain all CCTV equipment in working order.
- To provide retention of images within the stated purpose only.
- To state the manner and means of destroying stored images.
- To have access restrictions to unauthorised personnel and by individual and group third parties.
- To comply with the relevant legislation.

System

The CCTV is intended to operate throughout the year for 24 hours a day. The system will be regularly maintained to ensure it is kept in good working order.

Arrangement Procedures

The following arrangements are in place in order to meet the aims of the policy:

- Members of the public will be notified of the use of CCTV by the use of appropriate signage and via the Killamarsh Parish Council website.
- To respect privacy all cameras are visible and where possible will avoid focusing on private accommodation. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas, or where domestic areas are intended to be covered, training will be given to ensure that staff are made aware of the rules that cover such areas.
- The images that are recorded will be held in a secure location on the system server and can only be accessed by those authorised to do so.
- The secure location for viewing images will be in Killamarsh Parish Office and access will be available to the Parish Clerk, and other authorised persons only.
- Viewings will only be undertaken for a specified purpose.
- Third party agencies requesting the disclosure or release of recorded material must accept full responsibility for the security and management of the material and Killamarsh Parish Council shall not be liable for any matter arising from the security and management of such material.
- CCTV recorded images will not be used by Killamarsh Parish Council in conjunction with social media, excluding footage passed to the police for the purposes of public safety and crime detection.
- CCTV recorded images will be ordinarily retained for 60 days and then shall be deleted, with the exception of any images subject to a retention request by the police or other relevant third party. These images shall then be retained only as long as strictly necessary in the conclusion of an investigation. In exceptional circumstances it may be required that data is retained for a longer time period and the Parish Council will be open and transparent in the reasoning for this.

Access by enforcement agencies

- Enforcement agencies have the right to request access to CCTV images and to retain recordings for crime prevention and detection. This is subject to them providing an appropriately authorised data disclosure form, which establishes their identity and the purpose for which they require the disclosure.
- Disclosures to the police are not mandatory except in cases where the council is served with a court order requiring information.
- Access may be granted with the permission of the Parish Clerk in circumstances of a live incident, such as an immediate pursuit.
- **The police will be allowed to view CCTV on a portable secured electronic device in relation to a specific incident or crime. Any footage download requests must be made to the Parish Clerk along with an appropriately authorised data disclosure form that meets data protection regulations.**

Images and authorised access

Images captured by the CCTV System will be accessed from a secure network located in the Killamarsh Parish Office. Access is strictly limited to authorised persons, including:

- The Parish Clerk
- Specifically designated Council Officers
- Police Officers
- Other statutory officers e.g. Data Protection Officer

User Responsibilities

All users have the following responsibilities:

- To uphold the arrangements of this policy.
- To handle images/data securely and responsibly, within the aims of the policy. Users need to be aware that they could be committing a criminal offence if they misuse CCTV images.
- To uphold the recorded procedure for subject access requests.
- To report any breach of procedure to the Parish Clerk.
- To attend training sessions as required.

Incident log

An incident log will be maintained in the Parish Council Office and details of incidents and viewings will be kept together with any consequential action taken in the CCTV Incident Log Book.

Organisations who we may share information with

- Prosecution agencies
- Legal representatives
- Local Government agencies
- Local Parish, District and County Councils

Accessing personal data

Killamarsh Parish Council is obliged to supply individuals with their personal data under the 2018 Data Protection Act. Individuals wishing to access their personal information contained within CCTV images should follow the relevant procedure which can be obtained from the Parish Clerk on request. If a personal data request cannot be complied with, without disclosure of the data of another individual or where it could form part of an ongoing criminal investigation, then the Parish Council is not obliged to comply with the request.

Policy review

This policy will be regularly reviewed to ensure that it is up-to-date with all relevant legislation and current working practices.

Complaints

Killamarsh Parish Council is responsible for the operation of the CCTV system, and compliance with this Code. Any concerns in respect of the system's use or regarding compliance with this Code should be addressed to:

The Parish Clerk
Killamarsh Parish Office
Stanley Street
Killamarsh
S21 1EL
Tel: 0114 2472260
Email: parish.clerk@killamarsh-pc.gov.uk

Killamarsh Parish Council

Report to Members of the Parish Council

TO:	Full Council
MEETING DATE:	20 th January 2025
SUBJECT:	Former Rykneld Housing Office Lease
REPORT AUTHOR:	Gail Blank

Item 11.

Purpose of Report: To provide information to Councillors to make an informed decision

The Parish Council currently leases the former Rykneld Housing Office (RHO) for a peppercorn rent.

The lease term is for 25 years from 17th May 2021 with the option to terminate the lease after its third anniversary which was 16th May 2024. The landlord then requires 6 months' notice, to expire at the end of a calendar month, to terminate the agreement.

The building is currently being used to house some equipment and is where the handymen currently work from.

We have assessed our requirements and believe that by using the community hub and the storage area we have behind the suite we can accommodate all essential items. We will need to dispose of some items of furniture stored from the Parish Suite prior to its refurbishment and this includes pictures, vases and some items of furniture.

The Parish Council will also need to decide what to do with the old market stalls that are currently stored in the building.

The current cost per annum to lease the offices is:

Rent	£1
Rates	£3793
Utilities	£2400 approx. (still haven't received a full year's charges)
Maintenance agreements	£500 approx. (alarm and fire extinguishers etc)
Total	£6694

Councillors are asked to consider whether to continue with the lease or serve NEDDC with the require 6 months' notice.