



To: All Members of Killamarsh Parish Council

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 25th March 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 26th February 2024 (attached).
b. To receive an update on any ongoing issues not covered as an agenda item.

8 Health, Safety & Well Being Committee

a. To receive and note the minutes of the meeting held on the 11th March 2023
b. To consider and approve the creation of a Caretaker post for the Parish Suite and the subsequent recruitment to the post.

9 Events & Communications Committee

- a. To receive and note the minutes of the meeting held on the 6th March 2023.
- b. To receive the proposal for the Community Awards format and approve if appropriate.

10 Environment & Climate Change Committee

- To receive and note the minutes of the meeting held on the 13th March 2023.

11 Planning

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

12 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

13 Policies

- a. To consider and approve the KPC23 Attendance at Parish Council meetings policy.
- b. To consider and approve the KPC14 Training, learning and development policy as recommended by the Health, Safety and Wellbeing Committee.
- c. To consider and approve the KPC3 CCTV Policy as recommended by the Environment & Climate Change Committee.

14 Land Issues

- To discuss the lease for Canal Bridge and consider and approve any action to be taken.

15 Killamarsh Community Hub

- To approve the cost of creating a space for Killamarsh Heritage Society.

16 Residents Correspondence

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

17 Items for discussion for a future agenda

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

18 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.

19 Date of the Next Council Meeting

- To note the date of the next full council meeting is scheduled for 29th April 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.



Killamarsh Parish Council

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Stanley Street
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Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
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MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 26 FEBRUARY 2024

Those present :

Chair : Cllr S Clough
Vice-Chair : Cllr K Wood
Councillors : Cllr C Curzon, Cllr T Lacey, Cllr C Lacey, Cllr S Reed, Cllr B Rice, Cllr J Sherman, Cllr W Tinley, Cllr J Windle
Non Councillors : Cllr C Renwick
Officers : Mrs G Blank, Mrs J France

22/382 Chair's Announcements

There were no announcements.

22/383 Apologies for Absence

Apologies were received from Cllr D Drabble, Cllr C Eggington, Cllr C M Fletcher, Cllr B Morris, Cllr H Laws and the reasons given were accepted.

22/384 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.

22/385 Adjournment for Public Participation

Mary Freeland, the Stakeholder Engagement Manager for Connect Fibre, introduced herself to the Parish Council and explained that her role is about engaging with Councils to support them and their communities. She is available to attend any relevant public facing events.

22/386 Reports from County and District Councillors & Invited Guests

Councillor Nigel Barker, leader of North East Derbyshire District Council was in attendance to introduce himself to Councillors and explained he was attending as many Parish Council meetings in the area as possible to get a feel for how they all worked. He talked about his background as a Councillor, including him being the Chair of North Wingfield Parish Council, and how he believe that Parish Councils are very important in the work they do to support the larger District and County Councils. He thanked Parish Councillors for the work they do supporting the community as volunteers and acknowledged that it is sometimes a thankless task.

Councillor Carolyn Renwick from Derbyshire County Council was present and she talked about plans for a refreshed transport plan to improve the road network, being one of 48 councils

involved in a new biodiversity strategy and how savings from the scrapped HS2 project would be used for infrastructure improvements in the North of the Country. Questions were put to Cllr Renwick about the lack of a reliable bus service in Killamarsh and the many faded road markings, including double yellow lines. Cllr Renwick asked for information on the double yellow lines to be sent to her so she could follow these up and said she would forward on information about the demand led bus service available.

22/387 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.

22/388 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 22nd January 2024.

RESOLVED: That the minutes of the Full Council meeting held on 22nd January 2024 are a true and accurate record.

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

The Clerk informed the Council that a letter of objection had been sent with regards to planning application number 23/01058/FL (see 22/371).

22/389 Health, Safety & Well Being Committee

a. To receive and note the minutes of the meeting held on the 29th January 2024.

The minutes were received and noted.

22/390 Environment & Climate Change Committee

a. To receive and note the minutes of the meeting held on the 24th January 2024.

The minutes were received and noted.

b. To receive and note the minutes of the meeting held on the 14th February 2024.

These minutes were inadvertently not included in the agenda pack and therefore would be put on the agenda for the next meeting of Full Council.

c. To consider and approve the Committees recommendation to provide 2 new Grit bins in the village, one on Woodall Way and one on Laburnum Grove.

RESOLVED: That the two new grit bins are approved.

22/391 Planning

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

No action required.

The Clerk had mentioned at the NEDDC/Parish Council Liaison Group last Friday that sometimes Parish Councils are not given sufficient time to respond to any changes in planning applications.

22/392 Policies

a. To consider and approve the Health & Safety Policy as recommended by the Health, Safety and

Wellbeing Committee.

RESOLVED: That the policy is approved subject to some wording amendments suggested by Cllr Tinley.

b. To consider and approve the Complaints Policy as recommended by the Health, Safety and Wellbeing Committee.

RESOLVED: That the Complaints Policy is approved.

c. To consider and approve the GDPR General Data Protection Regulation Policy as recommended by the Health, Safety and Wellbeing Committee.

RESOLVED: That the GDPR General Data Protection Regulations Policy is approved. The Clerk will add details about Lloyds Bank when the changeover is complete.

d. To consider and approve the GDPR Security Incident Policy as recommended by the Health, Safety and Wellbeing Committee.

RESOLVED: That the GDPR Security Incident Policy is approved.

e. To consider and approve the GDPR Data Breach Incident Response Policy as recommended by the Health, Safety and Wellbeing Committee.

RESOLVED: That the GDPR Data Breach Incident Response Policy is approved.

f. To consider and approve the Grit Bin Policy as recommended by the Environment and Climate Change Committee.

RESOLVED: That the Grit Bin Policy is approved.

22/393

Motions requested by Members

Cllr H Laws

For the Council to reconsider the provision of refreshments at Parish Council meetings.

A brief discussion took place and it was decided that it would not be a good use of Council funds to provide refreshments at Council meetings and that the practice of Councillors providing their own should remain in place.

RESOLVED: That refreshments would not be provided at Parish Council meetings.

22/394

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

Nothing to report. Cllr C Lacey asked how a FOI request should be made to Veolia. The Clerk said to send her the details and she would contact them.

b. Community Support for Killamarsh (Bread Charity)

Nothing to report.

c. Chesterfield Canal Trust

Nothing to report

d. NEDDC/Parish Liaison

The Clerk and some Cllrs attended the NEDDC/Parish Council Liaison Conference on Friday 23rd February. Everyone thought that it had been a useful event.

22/395 Residents Correspondence

None received.

22/396 Items for discussion for a future agenda

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

22/397 Public Feedback

There was no feedback.

22/398 Date of the Next Council Meeting

The next full council meeting is scheduled for 25th March 2024.

The meeting ended at 7.45pm

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MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 11 MARCH 2024

Those present :

Chair : Cllr C Curzon
Vice-Chair : Cllr B Rice
Councillors : Cllr D Drabble, Cllr C Eggington, Cllr T Lacey, Cllr J Windle
Officers : Mrs G Blank

HSW125 Chair's Announcements

The Chair welcomed everyone to the meeting.

HSW126 Apologies for Absence

There were no apologies.

HSW127 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

HSW128 Adjournment for Public Participation

There were no members of the public in attendance.

HSW129 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

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

HSW130 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 29th January 2024.

RESOLVED: That the minutes of the meeting held on the 29th January 2024 are a true and accurate record.

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

There were no ongoing issues.

HSW131 Staffing

- a. To consider and approve the revised job description for the Hub caretaker.

The Clerk had circulated a draft job description to the Committee prior to the meeting.

She explained that since his appointment to the post the duties had changed significantly so a new job description was required to clarify the roles and responsibilities for the post holder.

The Clerk added that key holder responsibilities and attending alarm callouts needed to be added to the job description.

The job description would also be used to identify training needs.

The Clerk informed the Committee that she had extended the post holders probation period until this job description had been approved.

RESOLVED: That the revised job description for the Hub Caretaker is approved.

- b. To consider and approve the job description for the Parish Suite caretaker.

The Clerk had circulated a draft job description to the Committee prior to the meeting.

At the previous meeting the Committee had agreed the need for the new position and the Clerk informed them that due to an increase in bookings it was getting more urgent to have the position filled. Staff were currently working together to meet the demands but this couldn't be maintained long term.

The Clerk added that key holder responsibilities and attending alarm callouts needed to be added to the job description.

The role of the Parish Suite Caretaker has significantly more responsibility than the Hub caretaker hence the need for a higher rate of pay and more hours.

RESOLVED: That the job description for the Parish Suite Caretaker is approved and recommended to Full Council.

- c. To consider and approve the remuneration and hours of the Parish Suite caretaker post.

The Clerk had circulated a report to the Committee on the suggested rate of pay and hours for them to consider.

It was agreed that the role had more responsibilities and required a higher rate of pay to attract the right candidate.

RESOLVED: That the Committee recommends to Full Council the remuneration and hours for the Parish Suite Caretaker position.

- d. To consider and approve the interview panel for the Parish Suite caretaker post subject to Full Council approval.

The Clerk informed the Committee that for this position the recruitment and selection policy allows the Clerk and Events Manager to conduct the interviews but invited Councillors to attend as observers. Cllr Lacey and Cllr Windle offered to sit in on the interviews.

RESOLVED: That the interview panel will consist of the Clerk, Events Manager and Cllrs Lacey and Windle.

HSW132 Policies

- To consider and approve the Training policy.

The policy had been circulated to the Committee prior to the meeting for their consideration. The Clerk informed Councillors that there had been no amendments to make since the last review.

RESOLVED: That the Training, learning and development policy is recommended for approval at Full Council.

HSW133 Items for discussion for a future agenda

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

Councillors to advise the Clerk as and when.

HSW134 Date of the Next Council Meeting

- To decide on the frequency and next meeting date for the Health, Safety and Wellbeing Committee.

It was agreed to keep the same frequency of the meetings and should any urgent business arise an extra ordinary meeting to be called.

MEETING CLOSED 19:25



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9a

MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON WEDNESDAY 06 MARCH 2024

Those present :

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

EC202 Chair's Announcements

The Chair welcomed everyone to the meeting.

EC203 Apologies for Absence

There were no apologies

EC204 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

EC205 Adjournment for Public Participation

A member of the public informed the Council that the Royal British Legion would like to be involved in any D-Day anniversary plans. The member of public was informed that currently the Parish Council only had an event planned for the 8th June but there was an agenda item to discuss this further.

EC206 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

RESOLVED: That members of the press and public should be excluded when items 9,11 and 12 are discussed due to the nature of business to be conducted.

EC207 Minutes from the previous meeting

a. To approve the draft minutes of the Events and Communications meeting held on 10th January 2024. (attached).

RESOLVED: That the minutes of the meeting held on the 10th January 2024 are a true and accurate record.

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

Item EC196 - The Clerk suggested that a working party be set up to progress the Christmas lights options. Councillors agreed this was a good idea.

Item EC197 - The Events Manager gave an update on the Community Awards meeting and informed Councillors that she had sent out a detailed email to them. The item is to be added to the next Full Council agenda for approval.

EC208

Community Events

a. To consider and approve holding regular community friendship lunches in the Parish Suite.

The Events Manager gave feedback from the successful 'Music makes memories' event held in the Parish Suite which had been organised in the main by Cllr Wood. The lady who arranges these events at other venues provides the entertainer and promotes the event for a fee, everything else had been organised by Cllr Wood voluntarily. The Event Manager and Clerk felt this was something that the Council could put on a bi-monthly basis for the residents of Killamarsh.

85 people had attended the last event and a mobile fish and chip van had been brought in due to the lack of cooking facilities in the Parish Suite kitchen. The Clerk suggested that the next event could be an afternoon tea event.

The Events Manager was asked if the event would be profitable and she said she it could definitely breakeven.

Cllr Lacey asked if the events could coincide with the Community bus so that residents had a way to get to the Parish Suite. The Events Manager said she would look at it.

Councillors discussed the event in more detail.

RESOLVED: That the Parish Council holds regular community friendship lunches in the Parish Suite.

b. To consider and approve the suggestion of a beacon (refer to residents email).

The Events Manager had received an email from a resident with a offer from a local businessman to make a Beacon for the village.

The Clerk informed the Committee that to have a beacon made would cost approximately £4,500 excluding installation.

The Clerk said that the Council would need to apply for Planning permission to erect the beacon and it was unlikely that this could be granted in time for the 6th of June. The beacon would need to meet the requirements set out in the document the Council had received. Depending on where the beacon would be erected at Highmoor, permission may also be needed from CISWO if it is on their land.

Councillors agreed that a beacon was a good idea for the village to have and would like the process of applying for permission to start and take up the offer even if it wouldn't be used until a future event.

Councillors discussed other options such as hiring a beacon instead for this occasion. The Events Manager said she would look into the options.

EC209 Policies

- a. To consider and approve the amended Hire policy for the Community Hub.
- b. To consider and approve the amended Hire policy for the Parish Suite.

Councillors discussed both policies and the Events Manager said that both documents would need to be continuously reviewed as and when issues arise.

RESOLVED: That the Hire policy for the Community Hub and Parish Suite are both approved.

EC210 Use of Field

- To consider and approve the request from a local funfair, Tuckers, to hire the Parish Council owned field in August 2024.

The Events Manager read out a proposal from a local funfair who where looking for a venue in Killamarsh to hold their funfair in August 2024.

Due to the limited space on the field they would only be bringing smaller rides. They would be hiring the field from Monday to Sunday and the funfair operating from Thursday to Sunday , finishing at 8pm with the exception of Sunday which would be 6pm. The funfair would be providing 24 hour security, be responsible for portaloos and clearing of the site.

In return the Parish Council would receive £1000.

Cllr Reed asked about damage to the field and the Clerk recommended that a £500 deposit be taken from them that would be returned when the Council were happy the field had been left in a reasonable state. Cllr Reed asked that the Events Manager check that the owner had sufficient insurance should an significant damage occur.

RESOLVED: That subject to a security deposit and insurances being checked the request is approved.

EC211 Communications

- a. To receive an update on the recent Website issues.

The Clerk informed Councillors that there had been issues with the website provider 2Commune. It became apparent they are not the actual provider but a company called Cuttlefish. The relationship between 2Commune and Cuttlefish has broken down and there was the possibility that Parish Councils would lose their websites. The way the website is written would not enable the Council to transfer to another provider and a new website would need creating.

Cuttlefish have contacted Councils and said they will be taking over the 2Commune contracts and offering the same support to customers at no additional cost.

Killamarsh is in contract until October and it is not anticipated that charges will significantly increase. The Clerk said she would keep Councillors informed on any further developments.

- b. To consider and approve that the next edition of the Parish Council Newsletter goes in the May edition of the Doorsteppa.

RESOLVED: That the next edition of the Newsletter be put in the May edition of the Doorsteppa.

- c. To consider and approve the content of the next Parish Council Newsletter.

Chairs report - to include precept and skate park
Parish Suite refurbishment

SIDS
Ongoing projects
Grassing cutting change of contractor to resolve issues.
D-Day Celebrations
Village Festival
D-Day Recipe
The Suite What's On
Community Awards
Demand responsive transport service
Direct residents to Facebook / Website

d. To consider and approve the monthly advertising of the Parish Suite and Community Hub in the Doorsteppa to increase awareness.

RESOLVED: That approval is given for the monthly advertising of the Parish Suite and Community Hub facilities in the Doorsteppa for 6 months.

EC212 CLOC Building

- To consider and approve the peppercorn rent to the Heritage Society for the use of Room 2.

The Full Council resolved that the Heritage Society be given a room in the Community Hub to display their artefacts.

Room 2 has been allocated to them and the Clerk is looking into the cost of have a permanent wall putting in to divide it from room 1. Approval will be sought at Full Council.

The Committee discussed the appropriate peppercorn rent to charge the Heritage Society that will go towards the utility costs for the room. A figure of £10 per month was agreed as an appropriate figure.

The Clerk was asked to draft an rental agreement between the Parish Council and Heritage society to avoid any confusion going forward.

RESOLVED: That a peppercorn rent of £10 month is charged to the Heritage Society and a rental agreement is drafted.

EC213 Parish Suite

a. To consider and approve a request for a hire charge rate reduction for the Over 60's group.

The Events Manager read out a letter from the over 60's group requesting a rate reduction.

Councillors agreed to a 50% rate reduction on basic room hire but any additional requirements such as the bar would need to be charged to cover the costs.

The Council could not however guarantee that these charges would not be increased on an annual basis.

RESOLVED: That the Over 60's are offered a 50% rate reduction for the basic hire of the Parish Suite.

b. To consider and approve a general hire rate for all Killamarsh Community Groups during daytime hours.

It was agreed that all Killamarsh Community groups are offered the same discount.

RESOLVED: That the hire rate for Community groups is reduced by 50% for a basic hire.

EC214 Items for discussion for a future agenda

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

Cllr Lacey requested a list of all events the Event Manager was planning.

EC214 Date of the Next Council Meeting

- To note the date of the next Events & Communications meeting is to be decided.

MEETING CLOSED 20:30

Killamarsh Parish Council

Report to Members of the Parish Council

TO:	Full Council
MEETING DATE:	25 th March 2024
SUBJECT:	Community Awards
REPORT AUTHOR:	Charlotte Watson

Item 9b

Purpose of Report:

To provide an update to Full Council on the Community Awards proposal

Background

Cllr Tinley proposed a motion that the Parish Council hold Community Awards which was allocated to the Events Committee to progress.

The Events Committee formed a working party to look at the options available and come up with a proposal for Full Council to approve.

Cllr Tinley approached Tupton and Holymoorside who both hold their own annual community awards. They have two different ways of judging entries, Tupton send all nominations over to Wingerworth PC who go through all nominations and select from there. In Holymoorside the PC select their own winners from nominations.

Tupton have an event night for winners, this is a ticket only event where nominees, members of the PC, press etc. are invited to attend the ceremony. Winners are presented with a trophy/plaque.

The awards for Tupton and Holymoorside are advertised via their social media channels, in their newsletter and in notice boards. They also send out information to local groups.

Proposal

We are currently working towards the 29th of September as our awards date, with nominations going out from 3rd June and nominations closing on the 5th August. We would then look to hold a meeting mid-August where all members of the PC would be invited to view all nominations and cast their vote. We are looking at 3 categories –

- Over 18
- Under 18
- Community group/not for profit group



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MINUTES OF THE ENVIRONMENT AND CLIMATE CHANGE COMMITTEE HELD ON WEDNESDAY 13 MARCH 2024

Those present :

Councillors : Cllr S Clough, Cllr J Sherman, Cllr J Windle

Officers : Mrs J France

ENV220 Chair's Announcements

In the absence of the Chair and Vice Chair of the Committee, Cllr Clough Chaired the meeting.

ENV221 Apologies for Absence

Apologies have been received from Cllr C Lacey and Cllr W Tinley and the reasons given were accepted.

ENV222 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.

ENV223 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 in attendance.

ENV224 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.

RESOLVED: That members of the press and public should be excluded from agenda item 12b due to personal information being discussed.

ENV225 Minutes from the previous meeting

a) To approve the draft minutes of the meeting held on 14th February 2024.

RESOLVED: That the minutes of the meeting held on 14th February 2024 are a true and accurate

record.

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

The Deputy Clerk had provided a written report with updates of ongoing items.

There had since been a further response from Derbyshire County Council regarding a request by the Parish Council for extra safety measures on the road approaching Killamarsh Infants, due to an increase in cars speeding past the school. The reply said that the location did not meet any of the collision criteria required at the present time for the introduction of speed reducing measures in addition to the zebra crossing already in place. Cllr Clough agreed to follow this up further with Cllr Charlotte Cupit, the cabinet member for highways at Derbyshire County Council.

RESOLVED: That Cllr Clough would speak to Cllr Cupit at DCC about the issues with speeding outside schools in Killamarsh.

With regards to the update on locations for the ANPR cameras Cllr Clough has three locations, but for the fourth, the ideal location is on a lamppost that is currently overgrown with trees, so the camera would not be able to get accurate readings. The Committee asked if the Office could find out who the trees belonged to so they could be asked to have them pruned to clear the lamppost.

RESOLVED: That the Deputy Clerk would try and find out who owned the trees on Rotherham Road near to the entrance to Veolia.

ENV226 Litter & Dog Bins

- To consider the installation of a new dog bin on Beech Crescent following a request from a resident. The cost would be £364.76 + VAT, plus an ongoing charge for emptying of £4.26 per empty.

All members agreed that this was an appropriate location for a dog bin and that there was some money set aside in the budget for this.

RESOLVED: That the installation of a new dog bin on Beech Crescent is approved.

ENV227 Parks and Open Spaces

a) To consider a request from a resident to improve the play area at Belk Lane with regards to repairing the zipwire, painting the goalposts and brightening up the faded play equipment.

The committee wanted to ascertain with NEDDC why the zipwire had been taken out of action and if a repair was possible or if not what the cost would be for having it removed. The Deputy Clerk said that the Handyperson should be able to repaint the goalposts. With regards to a general brighten up/painting of the equipment, it was decided to arrange a site visit so that the committee members could get a better idea of what needed doing.

RESOLVED: To contact NEDDC about the zipwire; to ask the Handyperson to paint the goalposts; to arrange a site visit for the Committee to the playground.

b) To consider what actions are needed to take forward the development of a playground at Highmoor.

The Committee asked the Deputy Clerk to speak to NEDDC about the availability of s106 monies related to the development at Woodall Way and to check with CISWO to ensure they had no objections to a play area being created on their land at High Moor that the Parish Council lease. The Committee would like local schools to be involved in the design of the play area, once appropriate fundings and permissions were in place.

RESOLVED: To contact NEDDC regarding s106 funding and CISWO regarding any necessary permissions to use the land.

ENV228 Policies

- To consider and approve the KP3 CCTV Policy.

RESOLVED: That the KPC3 CCTV Policy is approved by the Committee and will now go to Full Council.

ENV229 Climate Change

- To consider and approve the installation of solar panels on Killamarsh Community Hub from the updated quotes received. Killamarsh Parish Council have recently been successful in their application for up to £15,000 from Derbyshire Environmental Trust for the installation of solar panels to help address environmental issues and climate change.

Quote three was the preferred option for the following reasons: It is a local company; having a local base reduces the carbon footprint for both the installation and for attending site in future; a clearer breakdown of costs and savings was provided on the quotation and in communications received from the company; the company has the most positive online reviews for products and services.

Cllr Windle asked if the installation of mesh around the panels be considered to protect the panels from damage.

RESOLVED: That Navitas Solar Installations Ltd are approved to install solar panels on Killamarsh Community Hub, subject to final approval by the funding body.

RESOLVED: To look into the provision of mesh that could be installed at the same time as the panels so the scaffolding could be utilised.

ENV230 Memorial Gardens

a) To consider and approve a planting scheme for the central space at the Memorial Gardens where there used to be a cherry tree.

A recommendation and quote had been received for a ground cover shrub, with flowers in Spring and berries in Autumn. The quote was approved as very reasonable, but there was some concern that the berries may be toxic so the office was asked to go back to the suppliers for an alternative.

RESOLVED: That a similar non-toxic shrub at the same price was approved if available.

b) To consider an appropriate memorial or plaque for the central space at the Memorial Gardens.

The Committee said that before the cherry tree had been removed from the space there had been a plaque in place dedicated to the person who gave the land at the Memorial Gardens to the Parish Council and therefore a similar plaque would be suitable.

RESOLVED: To establish the whereabouts or wording of the previous plaque and to reproduce it as necessary.

ENV231 Cemetery

a) To consider an amendment to the permit application form to clarify the permitted memorial height at Killamarsh Cemetery.

It was agreed that the amendments by NEDDC made the measurements and maximum height of headstones and memorials clear. Cllr Clough asked that the following point be added in the notes to memorial masons section: "Should the Memorial Masons act outside of the rules it is wholly

their responsibility to rectify any issues immediately and to manage the process with as little upset and inconvenience as possible to those involved"

RESOLVED: That the amendments are approved subject to the inclusion of the additional wording.

b) To consider a further response from the company who installed two recent memorials at Killamarsh Cemetery which exceed the permitted height.

This item was discussed in closed session due to the sensitive nature of the personal data involved.

RESOLVED: The Committee agreed to adhere to the request from the memorial masons company in this instance with the proviso that from now on the NEDDC specified height of all memorials was strictly adhered to.

ENV232 Items for discussion for a future agenda

- A damaged bench at the top of Long Lane
- Leasing Birch Park from NEDDC
- Establishing the plans for playgrounds at the Westthorpe development site from the building contractors and NEDDC.

ENV233 Date of the Next Council Meeting

- 10th April 2024

The meeting closed at 7.30pm.

Planning List w/e date	Application Number	Address	Details	Decision	Date of Decision
08.03.24	24/00156/FLH	The Kensington, 125 Rotherham Road, Killamarsh	Retention of Asbuilt cabinet to the rear garden of the property	CONSULTATION REQUEST	
18.03.24	24/00172/FLH	Netherthorpe House Netherthorpe Lane Killamarsh Sheffield	Application to regularise single storey lean-to rear extension with alterations to fenestration	CONSULTATION REQUEST	

Killamarsh Parish Council

KPC 23 Attendance to Parish Council Meetings Policy

DETAILS OF POLICY	
Policy No	KPC23
Policy Title	Attendance to Parish Council meetings policy
Committee/Working Party Responsible	Full Parish Council
Last Reviewed	March 2024
Next Review Date	March 2028

The Policy

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members as elected representatives.

1. Apologies for Absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email, telephone, or text message to the Parish Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting.

Apologies for absence shall be made directly, in advance, and not via a third party such as another Member at the meeting.

2. Extended Periods of Absence

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor.

This requirement can be waived, and the time limit extended if any failure to attend is due to a reason approved by the Authority, in advance of the six-month period expiring. Once any councillor loses office through failure to attend for the six-month period, without approval, the disqualification cannot be overcome by the councillor subsequently resuming attendance. Nor can retrospective approval of the Council be sought for an extension. If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the full Council.

3. Recording and Publishing Attendance

For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance with or without apologies, in a centrally held spreadsheet kept for that purpose. The Minutes of these meetings will show Members in attendance and Members absent with and without apologies. If a member arrives late to a meeting or leaves before the meeting has concluded this will be recorded in the minutes.

Period of review: 4 Years

Killamarsh Parish Council

KPC 14 Training, learning and development Policy.

DETAILS OF POLICY	
Policy No	KPC 14
Policy Title	Training, learning and development policy
Committee/Working Party Responsible	Health, Safety and Wellbeing Committee
Last Reviewed	25th March 2024
Next Review Date	March 2028

The Policy

This document forms Killamarsh Parish Council's Training, Learning and Development Policy.

The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training/learning or development.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

COMMITMENT TO TRAINING

Killamarsh Parish Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the village.

The Council will, each year, decide its training budget for the coming year in line with the rules laid down in the financial regulations.

Killamarsh Parish Council recognises that its most important and valuable resource is its Members and Officers and is committed to encouraging both Members and Officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements and certain roles will require mandatory training and qualifications.

The Council expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

Providing training yields a number of benefits:

- Improves the quality of the services and facilities that the Council provides.
- Enables the Council to achieve its aims and objectives.

- Improves the skills base of the employees and members.
- Produces confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employees are valued.

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

The process of development is as follows:

1. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
2. Planning and organising training to meet those specific needs.
3. Evaluating the effectiveness of training.

THE IDENTIFICATION OF TRAINING NEEDS

Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of staff may be recognised:

- Questionnaires
- During formal interview/review
- Following confirmation of appointment.
- Formal and informal discussion

Members will be asked to identify their development needs with advice from the Clerk or appropriate body (i.e. DALC)

There are number of additional ways that the training needs of Members may be recognised:

- Questionnaires
- During review
- Following election/co-option
- Formal and informal discussion

Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff

- Devolved services / delivery of new services

Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the Council's needs and/or service delivery.

CORPORATE TRAINING

Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops, or seminars where suitable training is identified.

FINANCIAL ASSISTANCE

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered by the Clerk on an individual basis and the benefits to the individual and the Council will be identified.

For approved courses Members and employees can expect the following to be met by the Council:

- The course fee.
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination.

Members and officers attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons.

Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

The Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within 12 months of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. The employee will be asked to sign an agreement to this effect before the commencement of the training.

STUDY LEAVE

Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time to be discussed and agreed by line manager in advance

SHORT COURSES/WORKSHOPS/RESIDENTIAL WEEKENDS

Where attendance is required at a short course, paid leave will be granted to employees. Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with the Council's current policy in line with the Green Book
- Subsistence in accordance with the Council's current policy in line with the Staff Handbook

EVALUATION OF TRAINING

Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

As part of the Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake.

LINKING WITH OTHER COUNCIL POLICIES

Relationship with other Council policies:

- Equality of opportunity in all aspects of Member and officer development;
- A training policy and training record for both Members and staff is a requirement for the accreditation of the national Local Council Award Scheme.
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

REPORTING ON PROGRESS

The Clerk will report regularly to the Personnel Committee, detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

COMMITMENT TO OFFICERS AND MEMBERS

Killamarsh Parish Council has a fully integrated policy in the field of Training, Learning and Development based in this document and the commitment to funding in its regular budget. The Council supports the concept of investing in lifelong Learning and Development for members and Officers and will commit an appropriate amount of its budget on a regular sustainable basis.

The Council will work closely with the Derbyshire Association of Local Councils and avail itself of the resources of the SLCC and other bodies as appropriate to ensure high quality Learning and Development programmes.

The Council makes the following commitment to its members: that every new Member of the Council whether elected or co-opted will be trained to an adequate standard as set out by the Council and reflecting prevailing accepted standards within a year of taking office. In

addition, skills audits will be acted upon, to ensure specialist members receive additional training along with the bulk of the Council to take account of legislative changes and new initiatives.

The Council makes the following commitment to its Officers and employees of the Council that they will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling programme reinforcing professional development.

KPC 3 CCTV Policy

DETAILS OF POLICY	
Policy No	KPC3
Policy Title	CCTV Policy
Committee/Working Party Responsible	Environment & Climate Change Committee
Version	1
Adoption Date	March 2024
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.

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