



Bakewell Town Council

Council Meeting Monday 2nd December 2024

Supporting Document

Civic Diary

Christmas Tree Festival 2024

Set up 1: 9am-7pm Tuesday 10th December,

Set up 2: 9am-noon Thursday 12 December

Opening service: 7pm Thursday 12 December

Agenda Items Supporting Notes

Meetings may be recorded in accordance with the Local Government Audit & Accountability Act 2014, and adopted [Local Procedure 14](#)

- 1. To receive and accept apologies for absence**
Apologies, including any already received, will be presented at the meeting
- 2. Mayor's announcements**
To be made by the Mayor at the meeting.
- 3. Declaration of Members Interests**
Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Town Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.
Declarations to be made by members at the meeting.
- 4. Variation of order of business**
For decision by Council at the meeting.
- 5. Items in Exclusion**
To consider whether any items should be discussed in exclusion of the public and press.
For decision by Council at the meeting.

6. **Public Speaking**
(a) A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter. *Representations are limited to a maximum of 3 minutes per person.*

(b) If the Police Liaison Officer, a County Councillor, Peak District National Park Member or District Councillor is in attendance they will be given the opportunity to raise any relevant matter.
7. **To approve the minutes of the meeting held on Monday 4th November 2024**
8. **Clerk's Report**
(a) **To approve Clerk's Report on action taken following the meeting held on Monday 4th November 2024**

Minute 5712/24 Public Speaking

Sellors external shopfront Christmas decorations installed prior to Remembrance.

Cllr Bill Storey reports

"I have been into Sellors and advised them of the complaint and observation by RBL, ref their decorations going up so early.

In store, they were a bit uneasy with the timing, but it is not their decision. The company who put them up covers the whole country including several shops on Bond Street in London. The time they have to put them up means some are done early.

They will pass on my comments to their head office."

Minute 5717/24 Planning

Four planning consultation responses issued 6th November 2024, one amended response issued on 7th November checked as recorded on the Planning Portal on 8th November 2024

Minute 5719/24 Matters for Decision

Parsonage Field: Lease of the paddock deferred to the agenda of the meeting to be held on 2nd December 2024.

PDNPA Local Plan Review: Response made as minuted.

Market Place Clock: Response received from DDDC Estates Manager, Mike Galsworthy; "There is an access issue to Bakewell Clock Tower which requires use of a specialist contractor which we will arrange but it may take a few weeks."

Worker Protection (Amendment of Equality Act 2010) new duties for employers: The policy has been drafted using available templates and has been brought to the agenda of the meeting to be held on 2nd December 2024.

Local Government Services Pay Agreement 2024-25: approved revised pay scales taken into use.

HM Government consultation on introducing remote attendance and proxy voting: A draft response has been copied to members.

Minute 5720/24 Finance

Payments made as instructed.

(b) Project work; to receive reports and approve action taken and next steps

(i). Archaeological Research Services project

Currently up to date.

(ii). Banking Hub

No further updates received.

(iii). Gateway Signage

DCC advise that the replacement sign was installed on Tuesday 5th November 2024.

Suggest discontinue this item from future agendas.



(iv). Parsonage Field

The work on the diseased ash trees at Parsonage Field has been completed and the contractor has been paid. The work has been completed to a high standard and that the site was left in a very good state.

There has been no further update on the registration of title of Parsonage Field. A diary note has been made to follow the matter up in January 2025.

Taylor Emmet report that the registration of the title of Parsonage Field is currently awaiting allocation to an officer at the Land Registry. They advise that the Land Registry backlog is such that it is possible that the field may not be fully registered until 2026.

Also see Agenda Item 12(a) Matters for Decision below.

(v). Public Celebration of Christmas

Trees: 78 trees with lights have been installed around town following the removal of flags. The 23-ft Spruce has been installed at Bath Gardens; it has been dressed with lights and crowned with a twinkling LED star. Thanks are due to all those who helped offload the trees on delivery and all those involved in ensuring they were installed in a timely manner; sterling work by all.

Trees for businesses and the Bath Gardens tree were in place for the Christmas Market weekend of 16th-17th November 2024. The installers have used biodegradable ties to attach the lights to the trees (rather than “traditional” cable ties); the machine used also has the advantage of reducing the installation time.

Two 8-ft-Nordman trees have been put up at Town Hall and dressed with lights and baubles.

The “Licence to Occupy - Bath Gardens; Christmas Tree/Crib” is awaited from DDDC despite multiple hasteners. The Clerk raised this matter at the recent Closer Working meeting.

Cllr Kay Fairest has purchased additional decorations for the Town Council’s tree at the Christmas Tree Festival.

The Best Dressed Window competition was organised and publicised by Cllr Paul Morgans.

(vi). Scot's Garden

Currently up to date.

(vii). Sheepwash – including management plan

PDNPA Conservation Officer has agreed to a meeting on site to discuss the potential for establishing a management plan for and maintenance work to Sheepwash. A date is being arranged.

(viii). Street furniture

Phone boxes; BT Payphones advise that their kiosk at Rutland Square was last painted in 2015, and that they paint every 10-12 years. They are open to painting more often depending on the condition. On that basis photographs of the kiosk have been forwarded with a request for review. An update is awaited.

The Secretary of Community Heartbeat Trust has been contacted regarding the kiosk housing the defibrillator at Rutland Square. They have been asked for their maintenance schedule for the repainting of the kiosk.

(ix). Town centre trees

One "standard" hornbeam (*carpinus betulus*) for central Bath Gardens, and one "wedding cake tree" (*cornus controversa variegata*) at the Bath Street side have been ordered and will be delivered to DDDC at Northwood Lane.

(x). Town Hall Repairs and Renewals

A local contractor is to make good the damage caused by water ingress at the Foot Clinic.

Remaining work to progress the repairs and renewals is in hand.

(xi). Tree and Woodland Management

Action in hand.

9. Correspondence

Bakewell Rotary Club: Repair Café 30th November 2024
DALC November 2024 Newsletter, Training Calendar, and Round Robin Requests
DCC Community News November 2024
DDCVS Update November 2024
NALC Newsletter, NALC Events, Chief Executive's Bulletin
Rural Service Network Bulletins and Rural Funding Digest November 2024
RBL Bakewell Branch November Newsletter

10.. Planning

- (a) [NP/DDD/0924/1018](#) 8-14 & 17-22 Riverside Crescent, Bakewell. Replace 28 wooden windows with same design UPVC windows at the rear of the properties only. Applicant: Mark Nankivell.**

Planning Officer: Steve Coombes

Consultation end date: Monday 27th November 2024 (consultation extension agreed)

Planning history

There have been several planning applications since 2017 with the aim of replacing wooden framed windows with "like for like" UPVC windows to properties at Riverside Crescent. Some have been granted and others refused. The applications and their outcomes can be viewed [here](#).

Town Council consultation responses have been to recommend “approval on design and appearance grounds provided the use of non- traditional materials is acceptable within planning policy and that it does not have a detrimental effect on the property or its setting” or to raise no objection.

(b) [NP/DDD/0924/1020](#) Listed Building Consent 34-38 Matlock Street, Bakewell. Change of use on first and second floors from Class E to residential with formation of 3no C3 apartments, with conversion of listed building. Applicant: Ms Procter.

Planning Officer: Andrea Needham
Consultation end date: Monday 9th December 2024

It is suggested that (b) and (c) are considered together.

(c) [NP/DDD/1024/1019](#) 34-38 Matlock Street, Bakewell. Change of use on first and second floors from Class E to residential with formation of 3no C3 apartments, with conversion of listed building. Applicant: Ms Procter.

Planning Officer: Andrea Needham
Consultation end date: Monday 9th December 2024

Read in conjunction with the other planning documents members may find the [Heritage Design, and Access Statement](#) of particular interest.

Planning history

There is no recent relevant planning history for 34 Matlock Street. Whilst the planning portal shows these applications as the only ones for “34-38”, there are four relevant applications for 36-38 Matlock Street and these are detailed below:

[NP/DDD/0322/0331](#) Listed Building Consent and [NP/DDD/0322/0335](#) - Change of use on the first and second floor from ancillary to retail to residential. Internal reconfiguration with attempts to make as minimal changes to the existing assets like walls and doors. Secondary glazing to be installed internally into existing window reveals.

The Town Council raised no objection to the proposals. The application was subsequently withdrawn by the applicant.

[NP/DDD/0322/0933](#) Listed Building consent - Change of use on the first and second floor from ancillary to retail to residential. Internal reconfiguration with attempts to make as minimal changes to the existing assets like walls and doors. Secondary glazing to be installed internally into existing window reveals. New traditional sash windows to north east elevation.

The Town Council raised no objection to the proposals. The application was granted by the Planning Authority.

[NP/GDO/0722/0934](#) GPDO Application for change of use on the first and second floor from ancillary to retail to residential. Internal reconfiguration with attempts to make as minimal changes to the existing assets like walls and doors. Secondary glazing to be installed internally into existing window reveals. Proposed Flat 1 being a 3 bedroom flat of 82m² and Proposed Flat 2 being a 2 bedroom flat of 73m²

The Town Council is not a consultee on GPDO applications. PDNPA responded that “Prior Approval is not required”.

- (d) [NP/DDD/1024/1098](#) Lawful Development Certificate Bourne House, The Park, Bakewell. Lawful Development certificate for a proposed use - New domestic garage to the rear garden elevation. Applicant: Mr A Mayfield.

Planning Officer: Charlotte Lockwood

Target Decision date: Wednesday 18th December 2024

Planning history

No recent planning history.

- (e) [NP/DDD/1024/1145](#) The Barn, South Church Street, Bakewell. Proposed garage and store building for purposes incidental to a dwelling. Applicants: Mr and Mrs G Slack.

Planning Officer: Steve Coombes

Consultation end date: Monday 9th December 2024

Planning history

No previous planning history.

- (f) [NP/DDD/1124/1256](#) Uplands, Burton Close Drive, Haddon Road, Bakewell. Garage conversion. Applicant: Mr D Pratt.

Planning Officer: Peter Mansbridge

Consultation end date: Thursday 12th December 2024

Planning history

No previous planning history.

11. Planning Notified Outcomes

None received since 24th September 2024.

12. Matters for Decision

(a) Parsonage Field; Land Registration and next steps

A report on the lease of the paddock to will be copied separately to members.

(b) The Worker Protection (Amendment of Equality Act 2010) Act 2023; new duties

The duty to prevent sexual harassment in the workplace came into effect on 26th October 2024. The Council is required to ensure that there is a policy in place and training undertaken to ensure compliance. Draft Local Policy 15 is at Annex A to this Supporting Document.

It is recommended that, if agreed, the policy is adopted and incorporated in the Town Council "Policies and Procedures" document which is available on the website. The Document will be made available to members, staff, and volunteers, and an acknowledgement of receipt will be required. The policy will be displayed in the Town Council's offices. It is recommended that the document is reviewed annually at the Annual Meeting of the Town Council or sooner as should events dictate.

(c) Peak District National Park Foundation [Community Nature Fund](#); to make an application

See link above. Grants between £500 and £5000 are available towards capital expenditure. Applications can be for landscape features (such as trees and ponds), built items (e.g. fencing) and equipment and tools to deliver the outcomes in the application.

(d) Registration of Town Council land with the Land Registry

It is suggested that the Town Council submits registration documents for land in its possession which is currently unregistered using the same solicitor as for Parsonage Field. There are lengthy delays at the Land Registry but there is no guarantee these will get shorter in the foreseeable future. Most of the plots are straight forward and it is felt that these are submitted first.

(e) Town centre events; safety, traffic congestion, toilet provision

Brought to the agenda at the request of members, following the Christmas Market weekend.

(f) Repairs to the Pavilion at the Rutland Recreation Ground; to receive report consider the way forward

A meeting was held with DDDC Community Development Manager Becky Cummins at the Pavilion on the afternoon of 7th November 2024. It is hoped that a community project can be established in order that the building may be improved and developed. External funding may be required and to this end Richard Godley was in attendance.

The Clerk has requested documents in support of the matters discussed namely the condition survey, extent of the proposed work (including the specification and budget), though despite hastening, these have not yet been forthcoming.

The views of the DDDC Tree Officer regarding the management of large tree branches overhanging the Pavilion are also awaited.

(g) Grit bin request: Castle Mount Way

The following request has been received from a member of the public

“We live on Castle Mount Crescent, with Castle Mount Way to the side of our property. In the recent weather conditions we were unable to get out of the house for three days due to the icy conditions. The nearest grit bin is approx 150-200metres (downhill) from our property. We have asked, on a number of occasions, as a group of home owners if we could have a bin in Castle Mount Way but this has been declined. We are prepared as a group to purchase our own bin, but this would have to be placed on the pavement at the top of the close.

The situation during bad weather is very dangerous. The bin men were unable to get their vehicle up Castle Mount Way (due to the ice) & had to return this morning (Monday) just to collect the bins from said road. This is a waste of time & money as they were able to collect the bins from Castle Mount Crescent on Saturday. On a more serious note if an emergency vehicle was needed (everyone in this area is elderly) the consequences could be more serious.

So to sum up, we are asking that if we cannot get a grit bin from the Council (highly unlikely as it's been refused before) if we buy our own bin, will we be allowed to site it at the head of Castle Mount Way & be responsible for its upkeep.”

DCC does not currently support additional grit bin requests, and recent request to the Town Council have not been supported.

Does the Town Council agree to siting a bin in this area and replenishing the grit stock in perpetuity?

Would the Town Council support a grit bin being bought and filled by residents? Based on previous experience DCC Place would require an “enduring body” such as the Town Council to underwrite the item to be placed in the highway. DCC may levy a charge for the approval of the site. Would the Town Council be agreeable to being the “enduring body” provided that it is expressly at no cost to the public purse?

13. **Finance**

(a) Statement of account

Account	Date	Balance
Instant Access Reserve	25/11/24	£180844.95
Instant Access Reserve Support Account	25/11/24	£100
Nationwide Building Society	31/03/24	£51,965.55
Petty Cash/Vouchers held	25/11/24	£100

(b) To receive report on items of income

29th October -25th November 2024

Date	Source	Amount
31/10/24	Addition to restricted funds*	£60
31/10/24	RBS Interest received	£236.55
To 25/11/24	Christmas tree income	£810

* (following this addition it now stands at £961.28)

(c) Approval of payments

Payment schedule 29th October -25th November 2024:

Debit card, Direct Debits, and Charges

Date	Payee	Amount	VAT	Total
04/11/24	Altered Chic (ribbon)	£33.13	£6.631	£39.75
09/11/24	BT Business Bill	£51.53	£10.31	£61.84
18/11/24	Public Works Loan Board Payment 2 of 2 2024-25	£8205.64		£8205.64

Payment schedule 29th October -25th November 2024: Digital banking transactions

Date	Payee	Amount	VAT	Total
30/10/24	Shelter Maintenance Ltd Invoice 15918	£61.92	£12.38	£74.30
31/10/24	Cllr Helen Garvey reimbursement of cost of refreshments (Civic Service)	£335.31		£335.31
04/11/24	DALC Ltd Invoice SI-4354 (Training)	£20		£20
05/11/24	Cllr Paul Morgans (Rosettes)	£6.25		£6.25
06/11/24	Billingley Christmas Trees Invoice 3042	£1768.33	£353.67	£2122
12/11/24	Wayne Sheldon Invoice V0060-2024	£1910	£382	£2292
13/11/24	DPHS Ltd Inv159/BT&CT	£2300	£460	£2760
19/11/24	Salisbury & Wood Ltd Salt/Grit Invoice 631363	£259.25	£51.85	£311.10
20/11/24	Cllr Kay Fairest Christmas Tree Festival	£31.47	£6.29	£37.76

(d) To consider Risk Assessment and Insurance issues for decisions made above

To be decided at the meeting.

14. **Time, date and place of next meeting**

Full Council 7pm on Monday 6th January 2025 in the Council Chamber
 The agenda closes at 9am on Monday 30th December 2024

Mayors Allowance

To Monday 25th November 2024

Opening Balance: £500

Payments:

7th August 2024: BT&CT refreshments at Albert Keir's 99th birthday event £100.90

2nd September 2024: Meeting refreshments £10.85

Closing Balance: £388.47

Website Statistics

	29/07/24	27/08/24	30/09/24	28/10/24	23/11/24
Unique visitors (year to date)	14,223	15,638	17,495	21,465	23,133
Number of visits (year to date)	62,133	64,441	67,130	71,782	75,669
Page views (last twelve months)	104,907	105,441	104,646	108,590	108,084

Grant Award Report

Section 137 Grants	2020-21	2021-22	2022-23	2023-24	2024-25
Body	Current year budget				£2,500
Bakewell Carnival Committee Insurance			£500	£500	£500 Min 5645/24(j)
Bakewell in Bloom	£650				
Bakewell Community Speedwatch		£245.60			
Bakewell Swimming Club		£500			
Bakewell Model Radio Control Car Club			£600		
Bakewell WI			£50		
Junction Arts Ltd				£157	
Old House Museum				£619.58	
Day of Dance				£500	
Total	£650	£1345.60	£1150	£1776.58	£500
Remaining					£2,000
Non Section 137 Grants	2020-21	2021-22	2022-23	2023-24	2024-25
Body	Current year budget				£4,500
None					
Total	£-	£-	£-	£-	£-
Remaining					£4,500

Local Procedure 15

Sexual and General Harassment Policy & Procedure

Policy

Important note: For the purpose of this policy the terms “employee” and “employees” should be taken to extend to members of the Town Council, staff, and volunteers

Bakewell Town Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.

Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

Bakewell Town Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

Bakewell Town Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation

- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Examples of sexual harassment

Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:

- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- unwelcome touching of a sexual nature
- displaying sexually suggestive or sexually offensive writing or material
- asking questions of a sexual nature
- sexual propositions or advances, whether made in writing or verbally.

Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion, refusal of training, or other development opportunities.

Examples of victimisation

Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

The Town Council operates a zero tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.

If the allegation is well founded the Town Council will take the steps it considers necessary to remedy the complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from Town Council offices and premises
- reporting the individual's actions to the police.

In addition to this, the Town Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

Responsibilities

Employee responsibilities

The Town Council requires its employees to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

A breach of this policy by will be treated as a disciplinary matter.

Town Council responsibilities

The Town Council will be responsible for ensuring all members of staff, including seniors and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events.

We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

We will also take into account aggravating factors such as abuse of power when deciding what disciplinary action to take.

Where an incident is witness, or a complaint is made under this policy, the Town Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

Complaining about harassment and/or bullying

Informal method

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal method

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of The Mayor as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Deputy Mayor.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

On conclusion of the investigation, which will normally be within *[insert number]* days of the meeting with you, a report of the findings will be submitted to the manager who will hold the grievance meeting.

You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

You will be able to put your case forward at the meeting and the Chair of the meeting will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Mayor or Deputy Mayor (see above) within 28 days of receiving the outcome.

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with Town Council disciplinary procedure up to and including dismissal.

Bakewell Town Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.