



CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the Monthly Parish Council meeting

held at 7pm on 11th August 2026

at Chapel-en-le-Frith Town Hall

Present: Cllrs Jason Adshead (Chair), Mike Chantler, Michaela Daniels, Tony Dales, Melissa Drabble, Mark Drabble, Nigel Gourlay, Philip Ockenden, S Young & Chris Williams

In Attendance: Ms G Turner, Clerk

The Chair thanked Councillors for supporting the suggestion that best wishes be sent to staff and Council members who had recently experienced close family bereavements or illness. Gifts were handed to the Clerk for distribution.

27/231 Apologies for absence were received from Cllr Nick Hill

27/232 Election of Vice Chair for the remaining 2026/27 year – It was agreed to defer this item.

27/233 To make any Declarations of Interests – Cllr Tony Dales declared an interest in agenda item 27/258 as he is a Churchwarden.

27/234 To consider any applications for Dispensations – None.

27/235 Matters to be discussed following the exclusion of press and public – The Chair proposed that the press and public be excluded from agenda items 27/085 and 27/252.

Cllr Nigel Gourlay expressed a preference for the press and public not to be excluded for these agenda items as both could be discussed without mentioning names. A vote took place. It was resolved to exclude members of the press and public, under the Public Bodies (Admission to Meetings) Act 1960 s1, from agenda items 27/085 and 27/252.

27/236 To agree any variations of order of business – It was resolved to consider agenda item 27/251 before item 27/248.

It was also agreed to defer agenda items 27/246, 27/253, 27/261 and 27/262 until a future meeting due to the length of the agenda.

27/237 Police Officer Jake Schofield gave the following report:

Crime Type	Number of Crimes Jul/Aug	Number of Crimes Jun/Jul
Theft (including burglaries)	9	8
Criminal Damage	2	4
Assaults	11	10
Public Order	3	4
Drug Offences	1	2
Sexual Offences	2	0
Stalking/Harassment	9	15
Total	37	43

More detailed summary:

Thefts

7x shop thefts.

1x attempted theft from a person – Westbrook Close (Footbridge) male attempts to take a female's bag.

1x Business burglary – offender smashed fire exit window, enters café area and targets till are with cash in them.

Criminal Damage

1x Neighbour attempts to cause damage to fence.

1x Suspect causes damage to lps property whilst moving out of the address.

Assaults

9x common assaults — no injury

2x ABH

Public Order

3x s5 public order offences

Drug Offence

1x warrant executed on Buxton Road, drugs found and male charged.

Sexual Offence

1x sending indecent images.

1x domestic related rape.

Stalking/harassment

8x harassments (6 neighbour related disputes)

1x domestic related stalking

Upcoming priorities for Chapel-en-le-Frith - Anti social behaviour, parking and speeding.

Councillors asked about the reporting of shop thefts and PC Schofield confirmed that Morrisons and the Co-Op do not routinely report the thefts that they are subject to.

It was also noted that there have not been any instances of anti-social behaviour reported in the Memorial Park over the summer.

Concerns were raised about the attempted theft on the footbridge near Westbrook Close, as there is no CCTV in this area. It however appears currently to be an isolated incident.

27/238 Public Speaking – there was one member of the public present at the meeting, who wished to just observe the meeting.

Councillor Angela Benham sent her apologies as she was unable to attend the meeting, but provided a short update for circulation – see below.

Councillor Ruth George reported that £550 had been raised from recent uniform sales with the proceeds being split between the local schools and Little Cherubs.

Residents of Coombs are looking at whether to put together a proposal for a Green Lane Scheme to counteract the speeding vehicles through the village, especially given the lack of pavements. It is more likely that a 20mph zone would be acceptable to DCC as it is easier to enforce.

Councillors confirmed that they would support a 20mph speed limit in this area.

Toddbrook Sailing Club are proposing to tarmac their entrance up to the highway boundary and they are hoping that DCC will then agree to widen the exit onto the Manchester Road.

Councillor George is also hoping that DCC will look again at reducing the speed limit of the Manchester Road near the Sailing Club from 40mph to 30mph.

Great Places Housing Association has offered to transfer land it owns on the banks of Black Brook to Derbyshire County Council free of charge. This will enable a bridge to be constructed providing a pedestrian route from the housing development to schools and shops in Chapel.

Coombs residents have requested that the mobile library stops in the village. Councillor George is optimistic that the mobile library's schedule can be easily changed to accommodate this request.

There has been a drastic increase in the number of blue badges issued in the County in recent years due to the changes to eligibility. These badges are now due for renewal which has caused a 5 month backlog in renewals. Councillor George has therefore asked DCC if they can grant a 3 month exemption period for those that have applied to renew their blue badge.

PDNPA are consulting on their Management Plan and Councillor George has asked DCC to object to the policy where they specifically state that they will not reinstate the railway on the Monsal Trail.

27/239 Motion from Cllr Hill to amend minute 27/065 of the Full Council Meeting held on 2nd June 2026 to record that he is appointed to the Personnel Committee – It was resolved not to amend the minutes however Cllr Hill will be added as a member of the Personnel Committee. A list of Committees and their members will be circulated.

27/240 To approve the minutes of the Monthly Council meetings held on 7th July 2026 – All agreed that the Chair be authorised to sign the minutes of the monthly council meeting held on 7th July, as being a true and correct record.

27/241 The Chair's Report – it was agreed to defer this item to the end of the meeting if there is sufficient time. A written report will be circulated to Councillors if not presented verbally.

27/242 Finance – Cllr Nigel Gourlay queried why there wasn't a budget line for the wood carving and also when the expenditure was approved. The Clerk explained that there was no budget line as the cost of the carving was covered by S106 money which had already been received into the Council's bank account and was held in reserves. Cllr Gourlay stated that he would expect the expenditure still be reflected within the 2026/27 budget if it was a known expenditure during the year.

- (a) It was resolved to authorise the schedule of accounts presented for payment totalling £18,675.77 (including VAT).
- (b) Actual income and expenditure against budget was noted.

(c) It was resolved that a payment of £40,000 be made towards repaying the HPBC loan.

It was agreed that earmarked reserves require further review and clarification at a future Finance Committee Meeting.

To receive updates on Actions from previous Minutes

27/009 Peak Cluster proposal – no update

PRESS & PUBLIC WERE EXCLUDED FROM THIS AGENDA ITEM

27/085 To consider further the proposal from LGRS relating to improvements to the way that the Council operates – It was agreed to Commission an independent governance review to:

- Examine governance arrangements.
- Clarify councillor and officer responsibilities.
- Review organisational structures and procedures.
- Provide recommendations for future improvements.

27/107 New Parish Council Website and Online Booking System – as Cllr Nick Hill was not present it was agreed to defer this item to a future meeting.

27/243 To consider a recommendation from the Finance & Assets Committee that a five-year lease be drawn up for the shop premises to give security to the tenants. Rent increments based on the average previous 12 months CPI would also be built into the lease – Cllr Nigel Gourlay proposed that this item should be changed to include a review of the shop and flat rent by the Finance Committee at its September meeting and then brought back to the Full Council in October - all agreed.

27/244 Planning Application – HPK/2026/0141 Land at Miry Meadow, Chapel-en-le-Frith Full planning permission for erection of 24 dwellings (Use class C3), alongside access, car parking, Landscaping and other associated works – The Chair shared some notes with members that he had made when reviewing the planning application. A general discussion then took place with a number of issues being raised. It was resolved that Cllr Stewart Young will meet with the Clerk to prepare a formal response on behalf of the Parish Council, raising the concerns identified by Councillors.

27/245 Motion from Cllr Jason Adshead - That Chapel-en-le-Frith Parish Council supports the creation of digital archives for the concluded court case records and other important Council records where necessary, and requests a report detailing how this can be achieved, together with any associated resource requirements, timescales and costs - Councillors questioned the value of costs of digitalising historical data. Following further discussion it was agreed in principle, but a report setting out, resource requirements, costs and timescales would be required before a final decision can be made.

Councillor Philip Ockenden suggested an amendment to the motion, to include historical and future data. All agreed.

27/246 Motion from Planning Committee - The committee proposed a motion to the Full Council to consider engaging a Neighbourhood Planning Consultant, once the amendments to the National Planning Policy Framework (NPPF) have been published by the Government to aid with decision making regarding the future viability of the Parish having a Neighbourhood Plan

Prior to the publishing of the NPPF the Council undertakes to begin drafting amendments to its existing Neighbourhood plan and undertake consultations with parishioners

It was agreed to defer this item to a future meeting.

27/247 To adopt the Terms of Reference of the Planning committee and the Community, Communications and New Project Committee – It was resolved that the terms of reference for the

Community, Communications and New Projects Committee be adopted.

It was further resolved to defer the adoption of the Planning Committee terms of reference pending circulation to Councillors.

27/248 Motion from Cllr Jason Adshead - Review of Administrative Staffing

That Chapel-en-le-Frith Parish Council asks the Personnel Committee to review the current administrative staffing arrangements and consider whether the Council would benefit from creating a part-time Administrative Assistant post

The purpose of the review is to ensure the Council has sufficient capacity to meet its statutory responsibilities, support councillors, deliver projects and provide an efficient service to parishioners

As part of the review, the Personnel Committee should consider:

- a) The current workload of the Clerk and Assistant Clerk**
- b) Which administrative tasks could be undertaken by an Administrative Assistant, allowing the Clerk and Assistant Clerk to focus on their professional and statutory responsibilities**
- c) The proposed hours, job description and salary scale for the role**
- d) The full financial implications, including salary, National Insurance, pension contributions and any other associated employment costs**
- e) How the role could be funded within the Council's budget**
- f) The anticipated benefits to the Council, including improved resilience, continuity of service, governance, communication and administrative efficiency**

The Personnel Committee will bring its findings and any recommendations back to Full Council for consideration and decision.

It was agreed to defer this motion to a future meeting.

27/249 Motion from Cllr Daniels - That Full Council revisits the original motion regarding officers not being required to attend all committee meetings or take the minutes, so the reasons and authority for the current arrangement can be clarified and discussed - Councillors discussed the arrangements for committee meeting minute taking and some felt that they could not concentrate on decision making and take minutes at the same time.

It was agreed to ask DALC for a list of Clerk's who can take minutes and what the costs would be.

The Clerk mentioned that there is Parish Council specific AI minute taking software available.

Cllr Mike Chantler proposed and Cllr Nigel Gourlay seconded that the Parish Council should trial the use of AI minute taking software. A vote took place and one Councillor abstained with the rest in favour of the trial.

27/250 Motion from Cllr Michaela Daniels - That the Council undertakes a review of current office opening hours, staff working arrangements and public accessibility to ensure that an appropriate balance is achieved between employee wellbeing, operational business needs and the level of service expected by residents

The review should consider:

- The current office opening hours available to members of the public.**
- Whether the office is open for sufficient hours to meet public demand.**

- The Council's business needs and statutory responsibilities.
- Work-life balance and staff wellbeing, ensuring these remain important considerations.
- Flexible working arrangements and how they support effective service delivery.
- Whether there is scope to increase public access to the office through longer opening hours or revised staffing arrangements without placing unreasonable pressure on staff.
- Benchmarking against similar parish and town councils to understand typical office opening hours and public accessibility

Councillors discussed whether the office opening hours should be extended to give greater accessibility to residents.

It was resolved that the motion should be referred to the Personnel Committee for further consideration as part of a wider review of staffing and service delivery arrangements.

27/251 Motion from Cllr Jason Adshead - That Full Council recognises that questions have arisen concerning the Council's employment governance and resolves to commission the Council's external HR advisers (or, where appropriate, another suitably qualified independent HR professional) to undertake an independent review of the Council's employment governance framework

The review shall include, but not be limited to:

- Establishing the approval history and current status of all employment documentation, including Staff Handbooks, employment policies and procedures
- Confirming which employment policies, procedures and Staff Handbooks are currently in force and how they relate to employees' contracts of employment
- Reviewing the Council's employment documentation, including contracts of employment, job descriptions, person specifications and associated records, to establish that appropriate documentation exists, is current and is securely retained
- Reviewing the Council's governance arrangements for employment matters to ensure that delegated authority is consistent with the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Committee Terms of Reference
- Undertaking a documentary audit trail of significant employment-related decisions, identifying the originating proposal, supporting reports, professional advice, committee consideration, Full Council approval, implementation and any subsequent amendments
- Assessing whether the Council's employment governance arrangements and organisational structure provide appropriate operational resilience and identifying any governance, procedural or documentation risks
- Producing a written report to Full Council setting out the findings together with recommendations to strengthen the Council's employment governance, documentation and operational resilience.

Pending receipt and consideration of that report, Full Council requests that the Personnel Committee defers consideration of substantive employment matters where the outcome of the review may materially affect the decisions before it.

Cllr Mike Chantler stated that he felt that personnel matters should be moved away from the Parish Council and that an independent external review of governance, current staff resources and what the Council requires.

It was agreed to defer all remaining operational motions on the agenda.

27/252 Motion from Cllr Mike Chantler – That Councillors recognise that they need to regularly and consistently communicate via emails to inform and shape discussions and contribute to Council business within a reasonable timeframe – Cllr Mike Chantler expressed his frustration that emails go unanswered between meetings. It was agreed that although Councillors should be encouraged to communicate regularly and constructively via emails in order to support council business and information sharing, no decisions should be made outside of formal publicly held meetings.

27/253 Motion from Cllr Nick Hill - That this council approves the valuation and sale of the MUGA frame removed from the Memorial Park and all proceeds be provided to the Friends of the Memorial Park to acquire and implement the new MUGA. The Proceeds will only be used to for the procurement of the new MUGA and no ancillary activities around the new MUGA project – It was resolved to defer this motion, however Cllr Mark Drabble stated that some of the poles for the MUGA were twisted when it was removed and are therefore no longer serviceable.

27/254 Motion from Cllr Michaela Daniels - To consider an advisory visit from The Green Flag Award to the Memorial Park with a view to starting the process of applying for Green Flag status – Cost of visit £215 plus VAT – Cllr Michaela Daniels explained that as part of the process for applying for Green Flag status the administrators will survey the park and give a full report on what areas can be improved. Cllr Philip Ockenden seconded the motion and all agreed that Cllr Michaela Daniels should start the process.

27/255 Motion from Cllr Jason Adshead - that the council approves the spend of monies allocated to Dove Holes Play Area in the 2026/27 budget, on football goals similar to those in the Memorial Park, for the football field in Dove Holes – Cllr Chris Williams seconded the motion, and all agreed.

27/256 To reduce the £25,000 in the Flat Budget to £10,000 to free up £15,000 for the office refurbishment and possibly some minor repairs in the Town Hall should there be any left – Cllr Philip Ockenden suggested an amendment to the motion, 'that the Council needs to see the costs for the refurbishment of the office prior to any money being spent'. Cllr Tony Dales seconded the motion and all agreed that £10,000 be reallocated for office modernisation planning and investigations, and that detailed proposals are brought back to the Council before any significant expenditure is committed.

27/257 Motion from Cllr Adshead – That, in light of the continued delays associated with the removal of the MUGA abatement order, Chapel-en-le-Frith Parish Council asks the Community Communications and New Projects Committee to investigate whether the Council can support a winter activity programme for local children at Chapel Leisure Centre – It was noted that there is £2,500 in the budget for S137 expenditure, some of which could be used for this provision. It was agreed that the Community, Communications and New Projects Committee should consider how much should be spent on providing a winter activity programme, with a view to the recommendations coming back to full Council in October.

27/258 To consider a request from St Thomas Church Bell Ringers for funding towards a stained-glass window – it was noted that congratulations are due to the Bell Ringers as they have managed to raise the required amount for the stained-glass window.

27/259 To receive an update on the Abatement Order regarding the memorial Park and a comprehensive update from the friends of the park working group including intended future actions costs and time scales. It was agreed that the Parish Council will pay the other sides reasonable costs up to the limit recommended by our legal representatives, in order to increase the chances of getting the Abatement Order amended. It was also resolved that the Clerk will establish from our legal representatives what their costs to the Parish Council are likely to be.

27/260 Motion from Councillor Daniels - That Chapel-en-le-Frith Parish Council agrees, on a temporary basis, to replace the current programme of monthly committee meetings with two Full Council meetings per month, one held at the beginning of the month and one towards the end of the month, with agendas structured to cover all Council business previously delegated to committees.

This arrangement should remain in place until the Council determines that it is appropriate to review its governance structure.

It was agreed not to progress this motion at the current time

27/261 Motion from Cllr Chantler - That the Council considers Co-option for the vacant seat - It was agreed to defer this item to a future meeting.

27/262 Motion from Cllr Chantler – To consider applying to install a bus shelter on the Manchester Road at junction with Crossings Road – It was agreed to defer this item to a future meeting.

27/263 It was noted that the September meeting date will be changed to 8th September and that Derbyshire Police Chief Inspector Woodhouse will be attending the meeting

There being no further business, the Chair declared the meeting closed at 10.05pm.

CHAIR

Update from Angela Benham, Borough Councillor for Blackbrook Ward:

1. Update received from Mark Easedale at the Environment Agency re: an assessment of the pollution potential at the site of J.E.Morten's.
2. Factory at Tunstead Milton and an assessment of progress with the improvement plan at the site.

It was reported that there was evidence of some concrete repairs, new tankers and bunding around overground containers with the site operator explaining further bunding is planned.

Whilst on site a surface drain was identified, this was not discharging at the time of the visit, but it will be included in the overall assessment of pollution potential at the site.

3. 31st July attended residents' meeting with Cllr Ruth George, PCSO Karen Green and PC Jake Schofield at Combs to consider positive ways to address speeding, parking and road safety issues in the village.