

ASHBOURNE TOWN COUNCIL

Minutes of the Meeting of Ashbourne Town Council held on Tuesday 20 June 2017 in the Council Chamber, Town Hall, Ashbourne.

Present: Cllrs: A. Bates; I. Bates; Mrs D Brown; Mrs S Bull; S. Clayton; A. Golding; Mrs J Harris; N. Harris; D Moon; Mrs A Smith; Mrs S Spencer and M. Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk; Gareth Butterfield (Ashbourne News Telegraph)

C/17/1645 To consider accepting apologies for absence:

It was agreed to note apologies from Cllr Mrs C Cooper

C/17/1646 Variation of Order of Business

The Clerk advised that there were three additional items to be add to the agenda due to timescales; To confirm the name for the Sunday Market, which would be added as agenda item 19b (minute C/17/1664); The Planning Committee to confirm the details for the letter to invite the developer to attend a meeting, this will be added as item 20a (Minute C/17/1665) and Cllr Spencer asked that she raise an issue relating to the Planning Committee agreed as agenda item 20b (Minute C/17/1666). It was Proposed to consider all three additional items by Cllr Harris seconded by Cllr Moon and RESOLVED.

C/17/1647 Declaration of Members Interests

None.

C/17/1648 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest

None.

C/17/1649 Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)

Police Matters

No police representative was in attendance.

C/17/1650 Cllr Brown – To remind Members of the Code of Conduct

Cllr Brown said that this item has been added as she was concerned that certain things were being discussed prior to meetings. She had also been asked by a County Cllr whether the column written in the Ashbourne News Telegraph was being written as a Town Council spokesperson; which Cllr Brown had been asked to clarify. Cllr Brown said that whilst Members were entitled to their own opinion; they needed to be careful how it was portrayed.

Cllr Harris said that she had been approached by other councillors to talk about items prior to a meeting and asked if it was appropriate; Members should come to every meeting with an open mind and after listening to debate and discussion then made their own decision.

Cllr Bull stated that if a Member gave their opinion on a matter they may compromise themselves.

Cllr Golding questioned whether the Planning Committee members could meet to discuss what to ask the developer at the meeting; The Clerk advised that there was an agenda item for Members to agree what they wanted to ask the developer.

The Clerk advised that that it would be a good idea to have the Code of Conduct as an annual statutory item.

C/17/1651 To Approve and sign the Minutes of the Town Council Meeting held on Tuesday 23 and Wednesday 24 May 2017 (enclosed) to be signed by the Chair at the meeting

It was Proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Town Council meeting held on Tuesday 23 and Wednesday 24 May 2017 be signed by the Chair.

C/17/1652 To Approve the Minutes of the Planning Committee Meetings held on Monday 22 May and Wednesday 31 May 2017

It was Proposed by Cllr Mrs Spencer seconded by Cllr Clayton and RESOLVED that the Minutes of the Planning Committee meetings held Monday 22 and Wednesday 31 May 2017 be signed by the Chair of the Committee.

C/17/1653 To Approve the Minutes of the Environment Committee Meeting held on Monday 12 June 2017

It was Proposed by Cllr A Bates seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Environment Committee Meeting held on Monday 12 June 2017 be signed by the Chair of the Committee.

C/17/1654 To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 12 June 2017

It was Proposed by Cllr M Spencer seconded by Cllr Mrs Spencer and RESOLVED that the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 12 June 2017 be signed by the Chair of the Committee.

C/17/1655 To Approve the Minutes of the Town Hall Regeneration & Refurbishment Committee Meeting held on Monday 5 June 2017

It was Proposed by Cllr Mrs Harris seconded by Cllr M Spencer and RESOLVED that the Minutes of the Town Hall Regeneration & Refurbishment Committee Meeting held on Monday 5 June 2017 be signed by the Chair of the Committee.

C/17/1656 Accounts for payment including purchased on 'One Card'

It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that the payments be made.

C/17/1657 Mayor's Announcements

Cllr Brown said that she had attended a number of events including her first engagement as Mayor at the Derbyshire RFU annual dinner; The Boys Brigade 12th Anniversary evening; the Aztecs Presentation evening and Careline's anniversary tea party.

Cllr Brown stated that her chosen charity for the year is MIND.

C/17/1658 Members to consider a Public Works Board Loan to fund the repairs to the Town Hall Fascia and associated works

Cllr Bull said that she had spoken about this at the Town Hall Regeneration & Refurbishment Committee Meeting, asking that the works to the fascia and front of the building be dealt with by Full Council; she added that the work needed doing and the quickest way would be to apply for a loan to do the work. Cllr Bull added that she did not think that grants would cover the works as they did not fit the criteria; she further added that applying for a loan would not prevent a Charitable Trust being formed if the Town Council decided that was how they wished to proceed in the future.

Cllr Bull said that there was money set aside in the budget each year for maintenance and repairs, and this could be used towards repaying the loan.

The Clerk advised that she had looked at some figures based on Derbyshire County Council's Fee Proposal; it was likely that the original quotation would have increased by 5%, and also add in the cost for the windows and possibly a structural engineer if Members agreed.

Cllr Golding stated that he had voted against the decision originally due to the increase in the scope of works; he added that he would be reluctant to agree without having a written report first.

It was proposed by Cllr M Spencer seconded by Cllr A Bates and RESOLVED that the process be started to apply for a Public Works Board Loan to carry out the works to the Town Hall fascia, including the windows. All Members voted in favour.

C/17/1659 Members amendments following the Review of six Town Council Policies – Code of Conduct; Equal Opportunities; Fire Safety; Freedom of Information; Grants; Grit Bins and Health & Safety

Member agreed that the following amendments be made to the policies:-

Fire Safety – The Policy should include a ‘log’.

Cllr Bull questioned how often the fire alarm was tested; it was noted that it should be done weekly.

Cllr Mrs Spencer said that she had been the Fire Safety personnel at her previous employments and was willing to be for the Town Hall. It was Resolved that Cllr Mrs Spencer be the Town Hall Fire Safety Representative.

Grit Bins – It was proposed by Cllr Brown seconded by Cllr Bull and RESOLVED that the policy state that the Town Council would continue to maintain and re-fill the existing grit bins, but would not provide any additional ones. Cllr Golding abstained from voting.

Health & Safety – The Policy should include (PPE) Personal Protective Equipment.

Cllr Bull questioned whether there was an ‘evacchair’ in the building; The Assistant Clerk advised that there had been one; however, she did not know where it was kept or whether it was still in use.

Cllr Bull questioned who the first aiders were for the Town Hall; it was noted that the caretakers were.

It was proposed by Cllr Mrs Spencer seconded by Cllr Smith and RESOLVED that the amendments be made to the polices and they be signed by the Chair at the July meeting.

C/17/1660 Members to consider an Internal Control Policy

It was proposed by Cllr I Bates seconded by Cllr M Spencer and RESOLVED that the Internal Control Policy be accepted and adopted.

C/17/1661 Chair to sign the following Policies reviewed and updated May Full Council:- Standing Orders, Financial Regulations, Bereavement, Co-Option, Complaints, Data Protection, Disciplinary, Document Retention, Election of Chair and Environmental Policy

Cllr Bull stated that Standing Orders could only be suspended at the end of a meeting to allow time for the meeting to conclude; she added that they could not be suspended for individual agenda items.

Cllr Golding asked the Clerk’s opinion on Cllr Bull’s statement; The Clerk stated that Members had agreed an addition of a 20-minute maximum debate for an agenda item to allow for the rest of the Agenda to be discussed; however it was at the Chair’s discretion whether to agree. The Clerk added that while debate and discussion was needed for items, sometimes this had gone on for 40 minutes, which had resulted in a number of items on the agenda either being rushed or deferred to future meeting.

Cllr Golding stated that he did not think the Clerk’s interpretation was correct and asked for it to be confirmed in writing.

It was proposed by Cllr Mrs Spencer seconded by Cllr Smith and RESOLVED that the policies be signed by the Chair except for Standing Orders; which are added to the July agenda for review.

C/17/1662 Clerk’s Report on Public Conveniences Costs for Ashbourne (following Members request at April meeting)

Cllr Smith questioned why there were business rates applied to the toilets on Shawcroft, and if the District Council were paying themselves; Cllr Bull said that she also noticed this, and advised that as a District Councillor she would be strongly arguing against any closure or change of ownership. Cllr Bull further added that she did not think the Town Council had the finances or man power to take on the responsibility of either toilets. The Clerk advised that the financial incentive was £3,000.00 per facilities. It was Proposed by Cllr I Bates seconded by Cllr Mrs Harris and RESOLVED to defer the item to the July meeting.

C/17/1663 DDC Press Release re Consultation on moving Saturday Market

Cllr Bull stated that there was currently an on-line consultation regarding the proposed moving of the Saturday Market to Civic Square; she added that if Ashbourne did not have a market, it would lose its Charter Market Town status.

Cllr I Bates said that if the cost for a stall on the Market Place was the same as Civic Square it may encourage more take up.

Cllr Golding stated that the Task and Finish Group had heard that there was no intention to move the Saturday Market to Civic Square and the Town Council should strongly object to the re-location on principal.

It was proposed by Cllr Golding seconded by Cllr I Bates and RESOLVED to object to the re-location on principal and charge the same amount for a stall on both days.

Cllr Mrs and M Spencer voted against the decision.

C/17/1664 To Consider and Confirm the name for the (new Market)

The Clerk advised that she had received correspondence for the operator of the new Market, and the suggestion was Ashbourne Artisan Market (Malt Market); as the operator of many other Markets the company are a well-known brand. It was Proposed by Cllr Bull seconded by Cllr Mrs Spencer and RESOLVED to accept the name.

C/17/1665 To Confirm the details of the invitation to the developer for the Planning Meeting to be held on Tuesday 4th July

The Clerk advised that the Planning Committee had agreed to invite a developer to attend an additional Planning Meeting on Tuesday 4th July; the Clerk asked that more information on why they were being invited and what they wished to discuss as it had not been made clear.

Cllr Smith said that she did not understand why any developer was being invited to attend Town Council Planning Meetings as they are consultee's only; Cllr M Spencer said that he understood it had been deferred as the application had just been received.

Cllr Golding asked that the letter be 'nice and courteous' and as the application contained 54 documents could they explain the key elements including the housing justification and S106 being added. The Clerk advised that all letters were polite and courteous; however, with regard to S106 she had received an email from Paul Wilson (DDDC Officer) advising against entering into dialogue with developers. Cllr Golding said that he wanted to see a copy of the email; the Clerk advised that she'd send all members a copy the following morning.

C/17/1666 Cllr Mrs Spencer – Planning Committee Meeting Issues

Cllr Mrs Spencer asked that a motion be passed to invite a senior Planning Officer to attend a Planning meeting; as following the meeting the previous evening she felt the meeting was being conducted from the 'side lines' and she had had to talk two members of the committee from resigning; she added that the Town council were in danger of losing a Planning Committee altogether.

Cllr Golding said that he agreed with inviting a senior officer to attend a meeting.

Cllr Brown said that the Planning Committee could make comments based on Material Planning Consideration however it did not have to be Planning Law, as they were volunteer members and not planning consultants.

The Clerk advised that it was two years since the training on planning and it was probably time for members to attend a refresher course. It was proposed by Cllr Mrs Spencer seconded by Cllr Golding and RESOLVED that a Planning Officer be invited to attend a meeting.

C/17/1667 Cllr N Harris – Report on 'Bid Writing Course'

Cllr Harris re-iterated what he had said at the Town Hall Regeneration & Refurbishment Committee and stated that if anyone had any further questions or wanted any more information to let him know. Cllr Brown thanked Cllr Harris for attending.

C/17/1668 Review of seven Town Council Policies – Information & Communication Technology; Information Security; Mayoral Making (order of); Mileage; Pension Fund; Press & Media and Premises Age Verification

A hard copy of each of the above polices has previously been given to Members. Members to advise any suggestions for amendments or updates at July Full Council. To be signed by the Chair at the September Council Meeting

C/17/1669 Derbyshire Association of Local Councils, (including Training Dates)

Council to note the following circulars received from DALC and e-mailed to Councillors- 07/2017

C/17/1670 Items for Information If you require a hard copy of the information circulated by e-mail –please contact the Clerk prior to the meeting.

a) From DCC – National Clean Air Day

Members agreed to note the information.

Donation of ‘History of England’ Book from Mike McNamara

The Clerk advised that the book had been donated to the Town Council as it had belonged to Sydney Grix; a Councillor for Ashbourne Rural District Council 1959-1974, and he wished to donate it in his late uncle’s name. Members agreed to accept the book, and thank Mr McNamara for it; they suggested that it might be of interest to the Ashbourne Treasures to loan for their exhibition.

The meeting closed at 9.05pm

Chairman.....

Date.....

Appendix 1

Date exp incurred	Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500
12/06/2017	880	Current Liabilities	2230	DCC - Superannuation Fund	Pensions May 2017	2306.23	0	0	2306.23	Current Liabilities	Y
12/06/2017	881	Current Liabilities	2231	Prudential	AVC May 2017	65.00	0	0	65.00	Current Liabilities	
14/06/2017	882	Employer Costs	7402	Carole Dean	Mileage Claim DALC and Bakewell TC	25.88	0	0	25.88	Employee Costs	
12/05/2017	883	Mayors Allowance	7050	Caroline Cooper	Final Claim for Mayor 2016/17	199.00	0	0	199.00	Mayors Allowance	
08/05/2017	884	Administration	7201	Ricoh	Photocopying	219.07	43.82	0	262.89	Printing & Stationery	
17/05/2017	885	Administration	7204	Dove Computer Solutions	Office 365 Subscription	91.20	18.24	0	109.44	IT Software	
19/05/2017	885	Administration	7204	Dove Computer Solutions	Remote Assistance x 2	88.00	17.6	0	105.60	IT Software	
02/06/2017	885	Administration	7204	Dove Computer Solutions	Internet Hosting	50.00	10	0	60.00	IT Software	275.04
18/05/2017	886	Administration	7206	DALC	Arnold-Baker 10th Edition	67.00	0	0	67.00	Publications	
16/05/2017	887	Visitor Attractions	7603	Protech Electrical Ltd	Provide & Install brackets for Market Place	2715.00	543	0	3258.00	Christmas Lights	Y
18/05/2017	888	Administration	7208	B Wood	Internal Audit	218.00	0	0	218.00	Audit Fees	
18/05/2017	889	Town Hall	7106	O Heap & Son (Derby) Ltd	Service Fire Alarm and Emergency Lighting	240.50	48.1	0	288.60	Repairs & Renewals	
31/05/2017	889	Town Hall	7106	O Heap & Son (Derby) Ltd	Service Fire Extinguishers, update signage	341.90	68.38	0	410.28	Repairs & Renewals	
18/05/2017	890	Visitor Information	7751	Spencers of Ashbourne Ltd	VIC - Biscuits	36.40	0	0	36.40	Visitor Information	698.88
26/05/2017	891	Bradley Wood	7725	Ashbourne Shoe Repairs Ltd	Brass Plaque Engraved	50.00	0	0	50.00	Bradley Wood	
25/05/2017	892	Visitor Information	7751	Perfect Pictures	VIC - Postcards	104.00	20.8	0	124.80	Visitor Information	
30/05/2017	893	Visitor Information	7751	Spring Markets Ltd	Bearded Theory Ticket Sales	903.00	0	0	903.00	Visitor Information	Y
31/05/2017	894	Town Hall	7105	Lyreco UK Ltd	Cleaning Materials	114.36	22.88	0	137.24	Cleaning Materials	
31/05/2017	894	Administration	7201	Lyreco UK Ltd	Stationery & Shredder	346.08	69.23	0	415.31	Printing & Stationery	Y
31/05/2017	894	Visitor Information	7751	Lyreco UK Ltd	Stationery	162.23	32.42	0	194.65	Printing & Stationery	
23/05/2017	895	Visitor Attractions	7606	N Stubbs	Hospitality Mayor	125.00	0	0	125.00	Hospitality	
30/05/2017	896	Visitor Attractions	7604	Plantscape	Installation and Watering Jun - Aug	7597.10	1519.42	0	9116.52	Hanging Baskets	Y

23/05/2017	897	Administration	7211	LH Photography	New Mayor Photography	30.00	0	0	0	30.00	Miscellaneous	
12/06/2017	898	Visitor Information	7751	Ashbourne Arts Ltd	VIC - Festival Tickets	1964.00	0	0	0	1964.00	Visitor Information	Y
12/06/2017	898	Visitor Information	7751	Ashbourne Arts Ltd	VIC - Festival Tickets	1210.50	0	0	0	1210.50	Visitor Information	Y
14/06/2017	898	Visitor Information	7751	Ashbourne Arts Ltd	VIC - Festival Tickets	1174.50	0	0	0	1174.50	Visitor Information	Y
		One Card										
		DIRECT DEBITS										
16/03/2017	DD	Administration	7204	Sage	Jun Payroll Subscription	28.00	5.60	0.00	0.00	33.60	IT Software	
	DD	Town Hall	7101	Derbyshire Dales District Council	Non Domestic Rates April	1569.00	0.00	0.00	0.00	1569.00	Non Domestic Rates	Y
	DD	Town Hall	7103	Derbyshire Dales District Council	Waste Collection	151.45	0.00	0.00	0.00	151.45	Waste Collection	
	DD	Town Hall	7103	Opus Energy	Town Hall Yard Elec May	27.32	1.37	0.00	0.00	28.69	Heat & Light	
	DD	Town Hall	7103	Opus Energy	EPRR May	19.94	1.00	0.00	0.00	20.94	Heat & Light	
	DD	Town Hall	7103	Opus Energy	Town Hall Elec May	200.81	40.16	0.00	0.00	240.97	Heat & Light	
	DD	Town Hall	7103	CNG	Town Hall Gas May	327.80	65.56	0.00	0.00	393.36	Heat & Light	
	CREDIT	Town Hall	7103	CNG	Town Hall Gas May	-55.79	-9.41	1.00	0.00	-65.20	Heat & Light	
	DD	Administration	7203	EE & T Mobile	Mobile May	23.91	5.98	0.00	0.00	29.89	Telephone	
	DD	Administration	7203	Focus	Telephone	249.64	49.93	0.00	0.00	299.57	Telephone	
	DD	Visitor Information	7501	Worldpay	Worldpay Charges Apr	144.88	6.22	0.00	0.00	151.10	Bank Charges	
	DD	Current Liabilities	2210	HMRC	Tax & NI May	1213.63	0.00	0.00	0.00	1213.63	Current Liabilities	Y
	DD	Bank Charges	7501	Natwest	Banking Charges	73.05	0.00	0.00	0.00	73.05	Bank Charges	
	DD	Bank Charges	7501	Natwest	Autopay Charges	7.77	0.00	0.00	0.00	7.77	Bank Charges	
	DD	Net Pay	2220	Salaries	Salaries May	7400.88	0.00	0.00	0.00	7400.88	Salaries	Y
						31826.24	2580.30	1.00	1.00	34406.54		

MAYORS CHARITY ACCOUNT												
06/05/2017	47	Mayors Charity Account		The Flowershop of Ashbourne	Flowers Mayors Charity Dinner	20.00	0	0	0	20.00		
26/05/2017	48	Mayors Charity Account		T Shepherd	Mayors Charity Dinner	1689.15	0	0	0	1689.15		Y
20/05/2017	49	Mayors Charity Account		The Air Ambulance Service	Mayors Donation	500.00	0	0	0	500.00		Y