

## ASHBOURNE TOWN COUNCIL

### Minutes of the Meeting of Ashbourne Town Council held on Tuesday 18 July 2017 in the Council Chamber, Town Hall, Ashbourne.

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**Present:** Cllrs: A. Bates; Mrs S Bull; A. Golding; Mrs J Harris; Mrs S Spencer and M. Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk  
County Councillor's Simon Spencer and Steve Bull; Jeffery Phillips (ANPG)

**C/17/1671 To consider accepting apologies for absence:**

It was agreed to note apologies from Cllr's I Bates; Mrs D Brown; Mrs C Cooper; S. Clayton; N. Harris and D Moon

**C/17/1672 Variation of Order of Business**

The Clerk advised that there was one additional item to be added to the agenda due to timescales; To consider hanging the Art Work by Sue Prince as part of Ashbourne Treasure's in the Main Hall. It was Proposed by Cllr Mrs Spencer seconded by Cllr M Spencer and RESOLVED to add this as Agenda Item 22a; Minute C/17/1694.

**C/17/1673 Declaration of Members Interests**

None.

**C/17/1674 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None.

**C/17/1675 Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)**

Mr Phillips said that he was here for item 12 on the agenda and presumed it would be for the recognition of the work that DCC had carried out. He welcomed the arrival of DCC Cllrs Spencer and Bull. He said that the Neighbourhood Plan was not going to jeopardise any plans and that they would do anything to help.

DCC Cllr Simon Spencer outlined that DCC have a legal duty to follow due process for a bypass in Ashbourne. This involves a process of intent from highways on behalf of the Department of Transport costing £50K of which funds have been allocated.

The next stage is the feasibility study with an estimated cost of £250K, this is a technical assessment and will be undertaken by an independent body which will consider routes that are feasible, achievable and deliverable. It is important that this is carried out independently and that DCC, DDDC and the Town Council remain impartial throughout this process, DCC are there as an enabler to make it happen.

Following on from the feasibility study there will be a comprehensive public consultation on the routes proposed from the feasibility study that have been prepared by the consultants in accordance with the laid down protocols.

It is essential that the process is not compromised and it must follow the laid down protocols and stick rigidly to the agreed programme. It is not in the towns interest to get involved in the process until the consultation stage when there will be lines on maps for consideration.

He stated that he was aware that there were maps detailing route proposals in the town and that these should not be in circulation – the route proposals would emerge as part of the due process following the technical feasibility study and would only be available at the consultation stage.

Cllr Steve Bull added that it is vitally important that the due process is strictly adhered to and that the whole process is not jeopardised. He said that the consultation stage is the ultimate time for the Town Council to consider the proposals

It was Proposed by Cllr S Spencer seconded by Cllr A Bates and RESOLVED to have a variation of order of business and consider Item 12 (Cllr Brown) Update re A515 By-Pass immediately after public speaking.

Cllr Sandra Spencer asked about the maps and DCC Cllr Simon Spencer said that they were most likely done in good faith without knowing the implications and procedures.

Cllr Golding reiterated DCC Cllr Simon Spencer's comments by saying that the Town Council cannot enter into discussions at this stage and must be cautious how the Town Council go forward.

Cllr J Harris asked Mr Phillips about the by-pass meeting of the Neighbourhood Plan, Mr Phillips said that the by-pass and traffic mitigation schemes would be shelved.

Cllr M Spencer asked how long it would be until the feasibility study was ready; DCC Cllr Simon Spencer said that funding would have to be sourced prior to the study.

DCC Cllrs concluded by saying that the due lines of the process must be followed and leave it to the technical professionals to undertake the technical assessment.

The Assistant Clerk asked who would present the Town Council with the maps and DDC Cllr Simon Spencer said he would deliver it in person.

Mr Phillips, DCC Cllrs Simon Spencer and Steve Bull left the meeting at 7.37pm.

#### **Police Matters**

No police representative was in attendance.

#### **C/17/1676 To Approve and sign the Minutes of the Town Council Meeting held on Tuesday 20 June 2017 to be signed by the Chair at the meeting**

It was Proposed by Cllr Mrs Spencer seconded by Cllr A Bates and RESOLVED that the Minutes of the Town Council meeting held on Tuesday 20 June 2017 be signed by the Chair.

Cllr Golding raised the following matters:-

Minute C/17/1650 – “increase in scope” to “limited scope”.

Minute C/17/1663 – incorrect spelling of “principle”

Minute C/17/1666 – a query regarding Cllr Brown's statement on “comments based on Material Planning Consideration however it did not have to be Planning Law”. Members thought that this was stated as they were not experienced in Planning Law; however, Cllr Brown was not at the meeting to clarify the point.

#### **C/17/1677 To Approve the Minutes of the Planning Committee Meetings held on Monday 19 June and Tuesday 4 July 2017**

It was Proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Planning Committee meetings held Monday 19 June and Tuesday 4 July 2017 be signed by the Chair of the Committee.

#### **C/17/1678 To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 10 July 2017**

It was Proposed by Cllr M Spencer seconded by Cllr A Bates and RESOLVED that the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 10 July 2017 be signed by the Chair of the Committee.

**C/17/1679 To Approve the Minutes of the Town Hall Regeneration & Refurbishment Committee Meeting held on Monday 3 July 2017**

It was Proposed by Cllr Mrs Harris seconded by Cllr M Spencer and RESOLVED that the Minutes of the Town Hall Regeneration & Refurbishment Meeting held on Monday 3 July 2017 be signed by the Chair of the Committee.

**C/17/1680 Accounts for payment including purchased on 'One Card'**

It was Proposed by Cllr M Spencer seconded by Cllr Mrs Harris and RESOLVED that the payments be made. The Clerk advised that she had given Members an update list of payments.

Cllr A Bates questioned that payment to 'Calendar' from the Mayor's Charity account; The Clerk advised that she had been asking Cllr Cooper for further details on who to make the cheque payable to; however, it was still unclear. Cllr Bull said that she thought each Mayor stated their chosen charity when they were elected; and she felt that it should be made clear who the money was being raised for.

The Clerk advised that the VIC had requested to have some stamps, including first and second class as well as European and Worldwide. Cllr A Bates said that they could be purchased in booklets of 6's. Cllr Bull asked that a full cost be obtained and the matter taken to the Finance Committee.

**C/17/1681 Mayor's Announcements**

Cllr Brown sent her apologies.

**C/17/1682 Cllr Brown – Update re A515 By-Pass**

This item was discussed under Public Questions and Comments.

**C/17/1683 Update re Public Works Board Loan to fund the repairs to the Town Hall Fascia and associated works**

The Clerk advised that two quotations had been received to date for the tender process and project management; a third company had advised that they did not do this work; however, they had recommended other companies to contact and the likely cost was £20,000.00. The Clerk further advised that she had contacted DALC; who had forwarded details of the 'Borrowing Approval Form for Town and Parish Councils' which would need to be completed by Full Council. The form required a lot of detail including how much funding was required; how long it would be re-paid over and any possible effect on the precept.

It was proposed by Cllr Bull seconded by Cllr Mrs Spencer and RESOLVED that the Town Hall Regeneration & Refurbishment Committee (TH R&R) do not concern themselves with funding but discuss how the Town Hall will be run and managed in the future.

Cllr Golding said that this seemed like a lot of work for the Clerk; and asked if Councillors could help in any way. The Clerk advised that much of the work is technical and financial and access to the budget and accounts was needed to get a clearer idea of costings. Cllr Bull stated that the Clerk was the RFO; and the work should only be done by her.

**C/17/1684 Members amendments following the Review of six Town Council Policies – Information & Communication Technology; Information Security; Mayoral Making (order of); Mileage; Pension Fund; Press & Media and Premises Age Verification**

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

**Information & Communication Technology;** the last sentence relating to the website be removed as the website has now been updated.

**Mayoral Making (order of);** The Clerk suggested adding the Mayoral Policy to this which should also include that their Charity(ies) for the year is specified when made Mayor.

**Premises Age Verification;** Cllr Bull said that she felt there should be a policy to cover the Designated Premises Supervisor (DPS) and this would need to be addresses when the future of the Town Hall had been agreed.

**Mileage; Pension Fund and Press & Media to remain the same.**

**It was proposed by Cllr Bull seconded by Cllr M Spencer and RESOLVED to accept the Polices.**

**C/17/1685 Chair to sign the following Policies reviewed and updated June Full Council:- Code of Conduct; Equal Opportunities; Fire Safety; Freedom of Information; Grants; Grit Bins and Health & Safety**

It was Proposed by Cllr Mrs Spencer seconded by Cllr A Bates and RESOLVED to sign the Polices with the exception of Fire Safety; Grants; Grit Bins and Health & Safety, which had not been amended to date.

County Cllr Steve Bull re-entered the meeting at 8.18pm.

**C/17/1686 Deferred from June Meeting – Report on Public Conveniences Costs for Ashbourne**

The Clerk advised that she was unsure whey Members had deferred the item; as they had received a report giving all the costs. Cllr Mrs Spencer Proposed that the Town Council do not take on the responsibility; this was seconded by Cllr A Bates.

Cllr Golding stated that the report covered the toilets on Shawcroft and the Recreation Ground; and questioned whether the District council would continue to keep them; Cllr Bull; stated that they were still under consultation.

**C/17/1687 Cllr Mrs Spencer – Consideration of Resolution to dissolve Markets Task & Finish Group and Town Hall Task & Finish Group**

Cllr Mrs Spencer said that said that she felt both task and finish groups had achieved what they had been set up to do; and they should now be dissolved.

Cllr Golding stated that Cllr Cooper wanted the Market's Task and Finish group to continue, and questioned whether she had been consulted as 'Chair' of the group.

Cllr A Bates said that he felt the Market's Group had done a fantastic job; however, he had not been impressed with the way the meeting was conducted on the 13<sup>th</sup> July; he added that the Market was the responsibility of Derbyshire Dales.

Cllr Golding said that the Market's Task and Finish group had agreed that the advertising should say (Malt Market) in brackets on the strap line; however, this was only on the back of the leaflet.

The Clerk advised that the meeting was not a Council meeting; the Market Operator; Denise Valente; wanted to meet with retailers and the public to alley any concerns.

It was proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED to dissolve the Markets Task & Finish Group. Cllr Golding voted against the decision.

It was proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED to dissolve the Town Hall Task & Finish Group. All Members voted in favour.

**C/17/1689 Cllr Cooper – Request for six-month sabbatical form Town Council due to recent ill health**

It was proposed by Cllr M Spencer seconded by Cllr Mrs Harris and RESOLVED to accept Cllr Cooper's request for a six-month sabbatical. It was noted that this would take immediate effect and that Cllr Cooper would have no input on Council matters until February 2018.

**C/17/1690 Review of four Town Council Policies – Protection of Children at Events; Sickness Absence Management; Standing Orders; VIC Retain and Financial Regulation**

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

**C/17/1691 From DDDC - Consideration of a non-animal circus in Ashbourne May 2018**

Cllr A Bates said that he felt having two circuses coming so closely together was not necessary; Cllr Mrs Harris said that she agreed. Cllr Bull said that she did not see an issue if it did not coincide with anything else on in the town.

It was proposed by Cllr M Spencer seconded by Cllr Golding and RESOLVED not to object. Members voted three in favour and three against. Cllr Bull said that she did not wish to use her casting vote, and asked the Clerk to reply to DDDC raising members comments regarding the dates.

**C/17/1692 From DCC- Road Traffic Regulation Order – A517 from Ashbourne to A6 at Belper**

Members agreed to note the information.

**C/17/1693 Cllr Brown – Request that Town Council purchase re a copy of The Ashbourne Treasure (cost £2.50) and History of Ashbourne Treasures (cost un-known)**

It was proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED to purchase both items.

**C/17/1694 Ashbourne Treasures - Sue Prince Artwork**

The Clerk advised that Ashbourne Treasures wished to 'hang' a piece of Artwork completed by Sue Prince in the Town Hall; she added that this had been mentioned by Dr Kirtley when he had spoken to Councillors however it needed to be formally agreed. It was proposed by Cllr Mrs Spencer seconded by Cllr A Bates and RESOLVED that the Artwork could be displayed in the Town Hall.

**C/17/1695 Derbyshire Association of Local Councils, (including Training Dates)**

Council to note the following circulars received from DALC and e-mailed to Councillors-  
08/2017

Members agreed that they felt additional training was required on Planning and 'Chair Training' and asked the Clerk to enquire about holding this in Ashbourne.

**C/17/1696 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 Derbyshire Dales Citizens Advice – Impact and Social Value 2016/17

Members agreed to note the information.

b) From DCC – Notification of Temporary Footpath Closure No.4 – 17- 19 August

Members agreed to note the information.

c) Response from Ashbourne Recreation Ground Sport & Community Partnership re Clarification of £10,000.00 sum allocated by Ashbourne Town Council in their Initial Brief

Members agreed to note the information.

The meeting closed at 8.47pm

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
	899	883 Cheque lost in post reissued with 899		Caroline Cooper	Final Claim for Mayor 2016/17	199.00	0	0	199.00	Mayors Allowance	
	900	864 Cheque lost in post reissued with 900		Square Chili	Domain name registration for .gov.uk	160.00	32	0	192.00	IT Software	
	901	866 Made out to wrong payee reissued with 901		Runway Café -should be N Stubbs	Buffet for Mayor's Awards	250.00	0	0	250.00	Hospitality	
	902	Cancelled - Incorrect Amount							0.00	Mayors Allowance	
	903	Current Liabilities	2230	DCC - Superannuation Fund	Pensions June 2017	2306.23	0	0	2306.23	Current Liabilities	Y
	904	Current Liabilities	2231	Prudential	AVC June 2017	65.00	0	0	65.00	Current Liabilities	
	905	Visitor Attraction	7602	DDDC	TENS x 2 Switch On & LNS	42.00	0	0	42.00	Late Night Shopping	
09/06/2017	906	Town Hall	7105	Mark Foulkes	Window Cleaning	60.00	0	0	60.00	Mayors Allowance	
16/06/2017	907	Civic Service	7051	Hire of St Oswalds Church Hall	St Oswald's Church Hall	35.00	0	0	35.00	Civic Service	
15/06/2017	908	Visitor Attraction	7605	Acres Signs & Graphics Ltd	2 x Banners ATC supporting the Arts Festival	120.00	24	0	144.00	Ashbourne Arts Festival	
16/06/2017	909	Visitor Information	7751	Eyam PCC	VIC - Books	65.00	0	0	65.00	Visitor Information	
14/06/2017	910	Visitor Information	7751	Spencers of Ashbourne	VIC - Biscuits	21.00	0	0	21.00	Visitor Information	
16/06/2017	910	Visitor Information	7751	Spencers of Ashbourne	VIC - Biscuits	43.68	0	0	43.68	Visitor Information	
01/07/2017	910	Visitor Information	7751	Spencers of Ashbourne	VIC - Biscuits	21.00	0	0	21.00	Visitor Information	85.68
19/06/2017	911	Town Hall	7106	Wright & Holmes Ltd	Clis Maintenance and Fit Bird Defenders	54.64	10.93	0	65.57	Repairs & Renewals	
16/06/2017	912	Town Hall	7106	J Tomlinson	Emergency Call Out	119.69	23.94	0	143.63	Repairs & Renewals	
15/06/2017	913	Visitor Information	7751	Countryside Books	VIC - Books	49.74	0	0	49.74	Visitor Information	
19/06/2017	914	Visitor Information	7751	Ashbourne Secretarial & Printing Services	Compliment Slips - VIC	45.00	0	0	45.00	Visitor Information	
11/07/2017	915	Subscriptions	7207	The Society of Local Council Clerks	Annual Subscription	210.00	0	0	210.00	Subscription	
15/06/2017	916	Visitor Information	7751	Oakwood Books	VIC - Books	237.49	0	0	237.49	Visitor Information	
10/06/2017	917	Visitor Information	7751	Drynesdog Designs	VIC - Gifts	123.50	0	0	123.50		
16/06/2017	918	Town Hall	7106	O Heap & Son (Derby) Limited	Call out to Alarm Panel	120.00	24	0	144.00	Repairs & Renewals	
30/06/2017	919	Visitor Attraction	7604	Hill & Webster: Handling Ltd	Make 1 and Fit 3 Basket Brackets	180.00	36	0	216.00	Hanging Baskets	
30/06/2017	920	Administration	7201	Lyreco	Stationery	88.07	17.61	0	105.68	Stationery	
30/06/2017	920	Town Hall	7105	Lyreco	Cleaning Materials	25.98	5.2	0	31.18	Cleaning	136.86
01/07/2017	921	Town Hall	7106	David Neill Mica	Sundries	98.85	19.77	0	118.62	Repairs & Renewals	
30/06/2017	922	Visitor Information	7751	B for Books	VIC - Books	51.88	0	0	51.88	Visitor Information	
01/07/2017	923	Lighting Victoria Square	7727	Eon	Lighting Victoria Square	24.87	1.24	0	26.11	Lighting Victoria Squar	
07/07/2017	924	Administration	7204	Dove Computer Solutions	Remote Support	22.00	4.4	0	26.40	IT Software	
07/07/2017	925	Visitor Information	7751	Elgate Products Ltd	VIC - Gifts	62.70	0	12.54	75.24	Visitor Information	
06/07/2017	926	Visitor Information	7751	Friends of the Peak District	VIC - Books	60.00	0	0	60.00	Visitor Information	
10/07/2017	927	Section 137 Donation	8000	Ashbourne Town Band	Section 137 Donation	300.00	0	0	300.00	Section 137 Donation	
10/07/2017	928	Section 137 Donation	8000	QEGS - FPTA	Section 137 Donation	500.00	0	0	500.00	Section 137 Donation	

18/07/2017	929 Visitor Information	7751	Derbyshire Agricultural & Horticultural Society Ltd	VIC - Ticket Sales	134.10	0	0	134.10	Visitor Information
25/05/2017	930 Visitor Information	7751	Mayfield Books & Gifts	Credit	-84.20	0	0	-84.20	
25/05/2017	930 Visitor Information	7751	Mayfield Books & Gifts	Credit on Account	-3.00	0	0	-3.00	
20/04/2017	930 Visitor Information	7751	Mayfield Books & Gifts	VIC - Books Inv 744068	48.33	0	0	48.33	
20/04/2017	930 Visitor Information	7751	Mayfield Books & Gifts	VIC - Books Inv 744150	23.88	0	0	23.88	
21/04/2017	930 Visitor Information	7751	Mayfield Books & Gifts	VIC - Books Inv 744262	3.76	0	0	3.76	
25/04/2017	930 Visitor Information	7751	Mayfield Books & Gifts	VIC - Books Inv 744312	13.83	0	0	13.83	2.60
05/07/2017	931 Visitor Information	7751	Ashbourne Treasures	Ticket & Book Sales to 30th June 2017	1377.25	0	0	1377.25	
18/07/2018	932 900Cheque accidentally destroyed replaced with 932		Square Chili	Domain name registration for .gov.uk	160.00	32	0	192.00	IT Software
	One Card								
	<b>DIRECT DEBITS</b>								
16/03/2017	DD Administration	7204	Sage	Jul Payroll Subscription	28.00	5.60	0.00	33.60	IT Software
26/06/2017	DD Administration	7207	Information Commissioner	Data Protection Registration	35.00	0.00	0.00	35.00	Subscription
15/07/2017	DD Administration	7202	FP	Franchising Rental	60.00	12.00	0.00	72.00	Postage
05/07/2017	DD Administration	7202	FP	Postage Download	50.00	0.00	0.00	50.00	Postage
	DD Town Hall	7401	Derbyshire Dales District Council	Non Domestic Rates April	1569.00	0.00	0.00	1569.00	Non Domestic Rates Y
04/07/2017	DD Town Hall	7403	Derbyshire Dales District	Waste Collection	156.00	0.00	0.00	156.00	Waste Collection
	DD Town Hall	7403	Opus Energy	Town Hall Yard Elec Jun	27.32	1.37	0.00	28.69	Heat & Light
	DD Town Hall	7403	Opus Energy	EPRR Jun	19.94	1.00	0.00	20.94	Heat & Light
	DD Town Hall	7403	Opus Energy	Town Hall Elec Jun	200.81	40.16	0.00	240.97	Heat & Light
	DD Administration	7203	EE & T Mobile	Mobile Jun	23.91	5.98	0.00	29.89	Telephone
	DD Administration	7203	Focus	Telephone	249.64	49.93	0.00	299.57	Telephone
	DD Visitor Information	7501	Worldpay	Worldpay Charges Apr	103.95	5.95	0.00	109.90	Bank Charges
15/07/2017	DD Current Liabilities	2210	HMRC	Tax & NI June	1200.23	0.00	0.00	1200.23	Current Liabilities Y
	DD Bank Charges	7501	Natwest	Banking Charges	76.55	0.00	0.00	76.55	Bank Charges
	DD Bank Charges	7501	Natwest	Autopay Charges	8.30	0.00	0.00	8.30	Bank Charges Y
	DD Net Pay	2220	Salaries	Salaries Jun	7553.72	0.00	0.00	7553.72	Salaries Y
					18439.64	321.08	12.54	18773.26	
	<b>MAYORS CHARITY ACCOUNT</b>								
18/07/2017	50 Mayors Charity Account		Top Marques (UK) Ltd	Hire of Tables Mayors Charity Ball	40.00	8	0	48.00	
18/07/2017	51 Mayors Charity Account		Caroline	Mayors Donation	250.00	0	0	250.00	
18/07/2017	52 Mayors Charity Account		Ashbourne Cricket Club	Mayors Donation	500.00	0	0	500.00	
18/07/2017	53 Mayors Charity Account		Ashbourne Ladies Football	Mayors Donation	250.00	0	0	250.00	
18/07/2017	54 Mayors Charity Account		Alfie Hayes	Mayors Donation	500.00	0	0	500.00	
18/07/2017	55 Mayors Charity Account		Chicks	Mayors Donation	500.00	0	0	500.00	
18/07/2017	56 Mayors Charity Account		Venture	Mayors Donation	500.00	0	0	500.00	
18/07/2017	57 Mayors Charity Account		Stroke Club	Mayors Donation	350.00	0	0	350.00	
18/07/2017	58 Mayors Charity Account		Calendar	Mayors Donation	1800.00	0	0	1800.00	
28/07/2017	59 Mayors Charity Account		Heritage Centre	Mayors Donation	1000.00	0	0	1000.00	