

ASHBOURNE TOWN COUNCIL

Minutes of the Meeting of Ashbourne Town Council held on Tuesday 18 September 2018 in the Council Chamber, Town Hall, Ashbourne.

Present: Cllrs: A Bates; I Bates; Mrs Bull; S Clayton; Mrs Cooper; Mrs Harris; Mrs Smith; Mrs Spencer and M Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk
Reverend Ballard

Cllr Bull stated that the meeting was being recorded.

C/18/2031 To consider accepting apologies for absence:

It was agreed to note apologies from Cllr's Mrs Brown and N Harris
County Cllr's Steve Bull

C/18/2032 Variation of Order of Business

The Clerk asked that two additional items be added to the Agenda due to urgent time scales. To consider an additional quotation for drawing up a Planning Application and consider a 'Panel' to review the complaint. It was Proposed by Cllr Mrs Spencer seconded by Cllr Smith and RESOLVED to add the quotation be added as Agenda Item 24(a) Minute C/18/2053.

And the panel to review the complaint be Agenda Item 13 (c) Minute C/18/2043 (c).

C/18/2033 Declaration of Members Interests

Cllr A Bates declared a prejudicial Interest in Planning Application 18/00926/FUL.

C/18/2034 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest

None received.

C/18/2035 Public Speaking

Police; County Councillor or District Councillor Matters

No police representative was in attendance.

Reverend Ballard said that he wished to apologise for not attending many meetings over the summer; he added that the Town Council were much appreciated, and he would continue to attend as many meetings as possible.

Cllr Bull stated that there were a number of DDDC consultations at the minute and urged Members to also complete them as individuals.

C/18/2036 Neighbourhood Plan

a) Consideration of submitting the NP Plan; Basic Conditions Statement and supporting documents to DDDC

It was Proposed by Cllr Clayton seconded by Cllr I Bates and RESOLVED to submit the NP Plan; Basic Conditions Statement and supporting documents to DDDC. Members voted six in favour; two against and one abstention.

b) To approve the draft letter to Mike Hase DDDC

It was Proposed by Cllr Cooper seconded by Cllr Smith and RESOLVED that the letter to Mike Hase be sent. One Member abstained from voting.

C/18/2037 To approve the Minutes of the Town Council meeting held on Tuesday 17 July 2018 to be signed by the Chair of the Council at that meeting

It was Proposed by Cllr Smith seconded by Cllr Cooper and RESOLVED that the Minutes of the Town Council meeting held on Tuesday 17 July 2018 be signed by the Chair.

C/18/2038 To approve the Minutes of the Planning Committee Meetings held on Tuesday 14 August and Monday 10 September 2018 to be signed by the Chair of the Committee at the meeting

It was Proposed by Cllr Mrs Spencer seconded by Cllr Clayton and RESOLVED that the Minutes of the Planning Committee meetings held on Tuesday 14 August and Monday 10 September 2018 be signed by the Chair.

C/18/2039 To approve the Minutes of the Finance, Town Hall and HR Committee Meetings held on Monday 13 August and Monday 10 September 2018 to be signed by the Chair of the Committee at the meeting

It was Proposed by Cllr Mrs Spencer seconded by Cllr Cooper and RESOLVED that the Minutes of the Finance Town Hall & HR Committee meeting held on Monday 13 August 2018 be signed by the Chair.

It was Proposed by Cllr M Spencer seconded by Cllr Clayton and RESOLVED that the Minutes of the Finance Town Hall & HR Committee meeting held on Monday 10 September 2018 be signed by the Chair.

C/189/2040 To approve the Minutes of the Environment Committee meeting held on Monday 14 August 2018 to be signed by the Chair of the Committee at the meeting

It was Proposed by Cllr Clayton seconded by Cllr A Bates and RESOLVED that the Minutes of the Environment Committee meeting held on Monday 14 August 2018 be signed by the Chair.

Arising:- Minute A/18/903 – The Assistant Clerk advised that the Minute header was incorrect and would be amended.

C/18/2041 Town Council representatives to give an update on Outside Bodies

ASCP - Cllr Clayton stated that funding options were being looked at together with the possibility of a '4G Pitch'. Cllr Bull asked that copies of their Minutes be forwarded to the Clerk for circulation to Members. The Clerk advised that she had contacted the group regarding the change in name and had not received a response; Cllr Clayton advised that the name had not officially changed.

C/18/2042 Accounts for Payment (appendix 1)

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

C/18/2043 Official Complaint regarding a Planning Decision

The Clerk gave Members an update on the information they had received.

b) Cllr Bull amendment to Minute P/18/1010 – Application 18/00584/FUL (Page 454) amend interest to 'Pre-determined'

Cllr Bull said that she had spoken to the monitoring Officer at DDDC regarding the matter, and following Advice should have declared a pre-determined interest, which she wanted to amend to. It was proposed by Cllr Smith seconded by Cllr Mrs Harris and RESOLVED to allow Cllr Bull to amend her interest to pre-determined.

c) To consider a 'Panel' to review the complaint

The Clerk advised that she had reviewed the complaint against the policy; and it was now at Stage 3. It was Proposed by Cllr Mrs Spencer seconded by Cllr Smith and RESOLVED that Cllr's Clayton; Cooper and Mrs Harris be appointed as the review panel.

C/18/2044 Update re Town Hall Fascia

a) Update re delay in work

Cllr Bull gave an update on the delay.

b) Consideration of penalty clause

It was Proposed that if the work exceeded the end date in the contract and if any additional costs were incurred then a penalty clause needed to be considered.

c) Stone update

Cllr Bull stated that the stone had now been sourced and approved.

d) Key dates

The Clerk advised that a copy of the key dates would be circulated upon receipt of the revised programme plan.

C/18/2045 Planning Applications

Cllr A Bates declared a pecuniary interest and left the meeting at 8.25pm; Cllr A Bates returned at 8.33pm after Planning Application 18/00926/FUL was discussed.

Reference	Name	Location	Details	Decision
18/00926/FUL	Mr Colin Wright	Green Man and Blacks Head Hotel, 10 St John Street, Ashbourne	Installation of wall vents to building and additional lighting, fencing and bollards to car park	No Objection Subject to neighbouring properties having access to their businesses. P:- Cllr Cooper S:- Cllr I Bates
18/00767/VCOND	Ms Joanne Harrison FW Harrison Commercials Ltd	Ashbourne Airfield, Ashbourne	Variation of Conditions 6 and 7 of Planning Permission 14/00074/OUT to allow a start to be made onsite prior to the road improvements being completed	Objection P:- Cllr A Bates S:- Cllr Clayton Members strongly object to the variation being allowed without the infrastructure being in place beforehand, they feel that this will increase the volume of traffic on the Industrial Estate and within the town.

C/18/2046 Update re Elections May 2019

Members agreed to not the information received.

C/18/2047 To consider the Councillor Vacancy

It was Proposed by Cllr I Bates seconded by Cllr Clayton and RESOLVED to co-opt the applicant for the vacancy.

Cllr I Bates asked for a recorded vote; Cllr's A Bates; I Bates; Clayton; Mrs Spencer and Smith voted in favour. Cllr's Bull; Cooper and Mrs Harris abstained from voting.

Cllr M Spencer voted against the decision.

C/18/2048 Update re Market Place Christmas Tree moving

The Clerk advised that only one quotation had been received. Members questioned whether the specification for the work was correct. It was Proposed by Cllr Cooper seconded by Cllr Smith and RESOLVED to defer the item.

C/18/2049 From St Oswald's Church - Festival of Angels – Members to consider the request to contribute an Angel to the festival

It was Proposed by Cllr Cooper seconded by Cllr I Bates and RESOLVED that the Town Council participate in St Oswald's Church - Festival of Angels. Cllr's I Bates; Cooper; Clayton; M Spencer; Mrs Spencer and Smith stated that they would make an Angel.

C/18/2050 Cllr I Bates – Request to borrow the 'photograph' of the Memorial Gates from the Council Chamber on behalf of the Stroke Club Open Day celebrating 100 years of WW1

Cllr I Bates identified the photograph he wished to borrow on behalf of the Stroke Club. It was Proposed by Cllr Cooper seconded by Cllr Mrs Spencer and RESOLVED that the photograph could be borrowed and Cllr I Bates was responsible for it during the time it was on loan.

C/18/2051 Chair to sign the Privacy Policy

It was Proposed by Cllr I Bates seconded by Cllr Cooper and RESOLVED that the Privacy Policy be signed by the Chair.

C/18/2052 Chair to sign the Lone Working Policy

It was Proposed by Cllr Smith seconded by Cllr Clayton and RESOLVED that the Lone Working Policy be signed by the Chair.

C/18/2053 To consider an additional quotation to have a planning application drawn to put Hanging Basket Brackets on a Listed Building

The Assistant Clerk advised that she had obtained a second quotation to have the plans drawn up for the Hanging Basket Bracket; which was £150.00. It was proposed by Cllr Cooper seconded by Cllr Smith and RESOLVED to appoint Channel Design to draw up the plans and submit the planning application.

C/18/2054 DALC circulars, including Training Dates) Council to note the following circulars received from DALC and emailed to councillor's Circular 10/2018 and 11/2018

Members agreed to note the information.

The Clerk advised that a number of Councillors had expressed an interest to attend the Derbyshire Police – Council's Evening on Monday 15th October. It was noted that the Town Council have an Environment Committee meeting on the same evening.

The Clerk asked that any Member wishing to attend let her know as soon as possible.

Cllr's Cooper; Clayton; M Spencer and Mrs Spencer stated that they wished to attend.

C/18/2055 Items for Information (emailed out)

- a. From DCC – Temporary Footpath (25) Part Closure 10th Sept 2018 – 8th March 2019
Members agreed to note the information.
- b. From DDDC – Area Community Forums (Ashbourne) 25th September
Members agreed that the information be noted.

- c. From DDDC – Update re Ashbourne Market(s)
Members agreed that the information be noted.

- d. From DCC – School Crossing Patrol - Review of Service
Members agreed that the information be noted.

C/18/2056 To consider a Task and Finish Group to review staff working hours

Cllr's Mrs Harris; Mrs Spencer and Smith stated that they would review staff working hours as a Task & Finish Group, it was noted that staff affected be notified prior to any formal discussions.

The meeting closed at 9.20pm

Chairman.....

Date.....

Appendix 1

August 2018 Payments

Date exp	Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500	Proc card
13/07/2018	1197	Town Hall	7106	IMC FIRE CONSULTANCY LTD	Fire Risk Assessment	380.00	76.00	0	456.00	Repairs & Renewals		
17/07/2018	1198	Administration	7207	SOCIETY OF LOCAL COUNCIL CLERKS	Annual Membership	208.00	0.00	0	208.00	Subscription		
28/07/2018	1199	Current Liabilities	2230	DERBYSHIRE COUNTY COUNCIL	Pensions July	2423.88	0.00	0	2423.88	Current Liabilities	Y	
28/07/2018	1200	Current Liabilities	2231	PRUDENTIAL	AVC July	65.00	0.00	0	65.00	Current Liabilities		
18/07/2018	1201	Visitor Information	5001	ASHBOURNE ARTS LTD	VIC - Festival Tickets	281.00	0.00	0	281.00	Visitor Information		
29/06/2018	1202	Professional Service	7800	GTA (DERBY) LTD	RIBA Stage 5 & 1 Minor Works Contract	1133.46	226.69	0	1360.15	Professional Services	Y	
30/06/2018	1203	Professional Service	7800	NASHMEAD LTD	Christmas Tree Base Design & Wind Calcs	250.00	50.00	0	300.00	Professional Services		
26/07/2018	1204	Visitor Information	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Alton Towers	42.86	0.00	8.57	51.43	Visitor Information		
26/07/2018	1205	Administration	7204	DOVE COMPUTER SOLUTIONS	Set Up Guest Wifi	75.00	15.00	0	90.00	IT Software		
18/07/2018	1205	Administration	7204	DOVE COMPUTER SOLUTIONS	Remote Assistance	17.50	3.50	0	21.00	IT Software		
25/07/2018	1206	Visitor Information	5001	SPENCERS OF ASHBORNE	VIC - Biscuits	57.40	0.00	0	57.40	Visitor Information		
12/07/2018	1207	Town Hall	7106	RAPTOR GRAPHIX LTD	Mayors Name Signwriting	58.00	11.60	0	69.60	Repairs & Renewals		
12/07/2017	1208	Visitor Information	5001	COTTAGE DELIGHT	VIC - Gifts	158.34	0.00	13.82	172.16	Visitor Information		
20/07/2018	1209	Visitor Information	5001	COUNTRY ARTS	VIC - Gifts	199.92	0.00	39.98	239.90	Visitor Information		
31/07/2018	1210	Visitor Information	5001	COCONUT BLUSH	VIC - Gifts	74.02	0.00	0	74.02	Visitor Information		
14/08/2018	1211	Petty Cash	1230	PETTY CASH	Petty Cash	30.00	0.00	0	30.00	Petty Cash		
01/08/2018	1212	Insurance	7299	Zurich Municipal	Additional insurance to cover the works in progress	181.64	0.00	0	181.64	Insurance		
31/03/2016	1213	Neighbourhood Plan	7740	Urban Vision Enterprise CIC	Final payment on inv 0382-16 following completion of the Basic Condition Statement	2000.00	400.00	0	2400.00	Neighbourhood Plan	Y	
31/07/2018	1214	Administration	7201	Lyreco UK Limited	Stationery	4.84	0.97		5.81	Printing & Stationery		
31/07/2018	1214	Town Hall	7105	Lyreco UK Limited	Cleaning Material	135.57	27.11		162.68	Cleaning		
31/07/2018	1214	Visitor Information	7751	Lyreco UK Limited	Stationery	37.69	7.54		45.23	Printing & Stationery		
02/08/2018	1215	Visitor Information	5001	B For Books	VIC - Books	51.88	0.00	0	51.88	Visitor Information		
04/08/2018	1216	Visitor Information	5001	Outstanding Map Distributors Ltd	VIC - Books	142.61	0.00	1.26	143.87	Visitor Information		
03/08/2018	1217	Visitor Information	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Alton Towers	66.23	0.00	13.25	79.48	Visitor Information		
10/08/2018	1218	Town Hall	7106	Smith & Co Cleaning Services Ltd	Cheque stopped - recipient lost the cheque. Replaced with 1228				0.00	Repairs & Renewals		
12/19				Cancelled written out to incorrect Payee								
04/08/2018	1220	Visitor Information	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Alton Towers	38.97	0.00	7.79	46.76	Visitor Information		

SEPTEMBER 2018 PAYMENTS

Appendix 1

Sep-18

Incurd date	Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500
15/08/2018	1224	PROFESSIONAL SERVICES	7602	ANIMAL ENTERPRISES (UK) LTD	Christmas Switch on - Reindeer	1600.00	320.00	0	1920.00	Switch On	Y
27/07/2018	1225	PROFESSIONAL SERVICES	7800	GTA (DERBY) LTD	Architectural Services	1075.00	215.00	0	1290.00	Professional Services	Y
31/08/2018	1226	CURRENT LIABILITIES	2231	PRUDENTIAL	AVC August	65.00	0.00	0	65.00	AVC	
31/08/2018	1227	CURRENT LIABILITIES	2230	DCC SUPERANNUATION FUND	Pensions August			0	0.00	Pensions	
10/08/2018	1218	TOWN HALL	7106	SMITH & CO CLEANING SERVICES LTD	Cheque stopped - recipient lost the cheque. Replaced with 1228				0.00	Repairs & Renewals	
10/08/2018	1228	TOWN HALL	7106	SMITH & CO CLEANING SERVICES LTD	Decorating Scaffolding Boards	458.20	0.00	0	458.20	Repairs & Renewals	
06/09/2018	1230	ADMIN	7201	ASHBOURNE SECRETARIAT AND PRINTING SERVICES	Compliment Slips	65.00	0.00	0	65.00	Printing & Stationery	
18/08/2018	1231	VISITOR INFORMATION	5001	SPENCERS OF ASHBOURNE LTD	VIC Biscuits	60.90	0.00	0	60.90	Visitor Information	
13/08/2018	1232	VISITOR INFORMATION	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Ticket Sales	105.20	0.00	21.04	126.24	Visitor Information	
16/08/2018	1232	VISITOR INFORMATION	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Ticket Sales	157.47	0.00	31.49	188.96	Visitor Information	
20/08/2018	1232	VISITOR INFORMATION	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Ticket Sales	70.13	0.00	14.02	84.15	Visitor Information	
22/08/2018	1232	VISITOR INFORMATION	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Ticket Sales	66.23	0.00	13.25	79.48	Visitor Information	
31/08/2018	1232	VISITOR INFORMATION	5001	ALTON TOWERS RESORT OPERATIONS LTD	VIC - Ticket Sales	93.50	0.00	18.7	112.20	Visitor Information	
31/08/2018	1233	ADMIN	7201	LYRECO UK LTD	VIC - Admin	18.35	3.67	0	22.02	Printing & Stationery	
31/08/2018	1233	TOWN HALL	7105	LYRECO UK LTD	Cleaning Materials	50.51	10.10	0	60.61	Cleaning Materials	
31/08/2018	1233	ADMIN	7201	LYRECO UK LTD	Stationery	119.48	23.90	0	143.38	Printing & Stationery	Y
31/08/2018	1234	TOWN HALL	7106	GCA (UK) LTD	Structural Survey of Facade	625.00	125.00	0	750.00	Repairs & Renewals	Y
29/08/2018	1235	TOWN HALL	7703	SHELTER MAINTENANCE LIMITED	Cleaning of Bus Shelters July 2018	35.00	7.00	0	42.00	Cleaning Bus Shelters	
28/08/2018	1236	TOWN HALL	7105	MARK FOULKES	Window Cleaning	60.00	0.00	0	60.00	Window Cleaning	
29/08/2018	1237	VISITOR INFORMATION	5001	ASHBOURNE SHIRE HORSE SOCIETY	VIC - Show Tickets	723.60	0.00	0	723.60	Visitor Information	Y
14/08/2018	1238	VISITOR INFORMATION	5001	OAKWOOD BOOKS	VIC - Books	130.37	0.00	0	130.37	Visitor Information	
14/08/2018	1239	VISITOR INFORMATION	5001	OUTSTANDING MAP DISTRIBUTORS LTD	VIC - Books	130.41	0.00	0	130.41	Visitor Information	
21/08/2018	1240	VISITOR INFORMATION	5001	ROLO GROUP	VIC - Gifts	134.00	26.80	0	160.80	Visitor Information	
07/08/2018	1241	ADMIN	7201	RICOH UK LTD	Photocopier	206.59	41.32	0	247.91	Printing & Stationery	
31/08/2018	1242	ADMIN	7211	RBL POPPY APPEAL	Poppy Appeal Sponsorship	45.00	0.00	0	45.00	Miscellaneous	
21/08/2018	1243	ADMIN	7201	SANDRA SPENCER	Printing Ink	53.99	0.00	0	53.99	Printing & Stationery	
04/09/2018	1244	EMPLOYEE COSTS	7402	JOAN PASSANT	Craft & Gift Fair NEC	47.10	0.00	0	47.10	Miscellaneous	
10/08/2018	Card	VISITOR INFORMATION	5001	REPEAT REPEAT	VIC - Stock	140.10	0.00	28.02	168.12	Visitor Information	
07/09/2018	Card	VISITOR ATTRactions	7602	DDDC TENS	TENS	21.00	0.00	0	21.00	Late Night Shopping	
05/09/2018	Card	TOWN HALL	7106	AMAZON	Oil Filled Radiators x 3	124.97	25.00	0	149.97	Repairs & Renewals	
04/09/2018	Card	TOWN HALL	7106	FIRE PROTECTION SHOP	Evacusafe Chair	274.95	54.99	0	329.94	Repairs & Renewals	
	Card	Admin	7207	DDDC	Small Society Lottery	20.00	0	0	20.00	Subscriptions	
DIRECT DEBITS											
25/08/2018	DD	Town Hall	7751	DDDC	Non Domestic Rates	1692.00	0.00	0	1692.00	Non Domestic Rates	Y
01/09/2017	DD	Administration	7204	Sage	Payroll Subscription August	88.50	17.70	0.00	106.20	IT Software	
08/08/2018	DD	Administration	7203	Focus	Telephone & Broadband June TH	88.39	17.67	0.00	106.06	Telephone	
08/08/2018	DD	Administration	7203	Focus	Telephone & Broadband June VIC	46.31	9.26	0.00	55.57	Telephone	
02/09/2018	DD	Town Hall	7102	Opus Energy	Clerks Town Hall Yard Elec August	24.70	1.24	0.00	25.94	Heat & Light	

SEPTEMBER 2018 PAYMENTS

02/09/2018	DD	Town Hall	7102	Opus Energy	EPRR August	20.64	1.03	0.00	21.67	Heat & Light	
02/09/2018	DD	Town Hall	7102	Opus Energy	Town Hall Elec August	212.88	42.58	0.00	255.46	Heat & Light	
06/09/2018	DD	Town Hall	7102	Crown Gas & Power	Gas August	87.50	4.38	0.00	91.88	Heat & Light	
07/09/2018	DD	Administration	7203	EE & T Mobile	Mobile August	25.93	5.19	0.00	31.12	Telephone	
31/07/2018	DD	Bank Charges	7501	Netwest	Banking Charges July	41.73	5.35	0.00	47.08	Bank Charges	
03/09/2018	DD	Bank Charges	7501	Netwest	Autopay Charges August	8.83	0.00	0.00	8.83	Bank Charges	
31/07/2018	DD	Bank Charges	7501	Worldpay	Worldpay charges July	87.91	6.21	0.00	94.12	Bank Charges	
28/07/2018	DD	Net Pay	2220	Salaries	Salaries August	7806.71	0.00	0.00	7806.71	Salaries	Y
						17009.08	963.39	126.52	18098.99		

