

## ASHBOURNE TOWN COUNCIL

### Minutes of the Meeting of Ashbourne Town Council held on Wednesday 23 May 2018 in the Council Chamber, Town Hall, Ashbourne.

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

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk; Jeffery Phillips

Cllr Bull stated that the meeting was being recorded.

**C/18/1954 To consider accepting apologies for absence:**

It was agreed to note apologies from Cllr's I. Bates and Mrs Cooper

**C/18/1955 Variation of Order of Business**

The Clerk asked that Members consider a request to hold an event on the Recreation Ground in June be added to the Agenda at Item 9; and The Chair had requested that the Council and Committee dates be re-considered due to additional information as Agenda Item 5(c). It was proposed by Cllr Smith seconded by Cllr M Spencer and RESOLVED.

**C/18/1956 Declaration of Members Interests**

None received.

**C/18/1957 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None received.

**C/18/1958 Public Speaking**

Mr Phillips stated that there was an interested cross section of the community that wished to keep the market on the Market Place in Ashbourne, and he asked that the Town Council stand by their decision, made last year, to 'strongly object' to the proposed move to Shrovetide Walk. Mr Phillips stated that a Community Interested Company (CIC) was in the process of being formed, and suggested that if the Town Council did not have the time to support and encourage the Market, that it step aside and the CIC step in.

Cllr Bull stated that the Market and Market Place were the responsibility of DDDC; and if the CIC wished to speak with DDDC, it was not for the Town Council to give their approval.

**Police; County Councillor or District Councillor Matters**

No police representative was in attendance.

Cllr Bull said she had nothing to report.

**C/18/1959 To Consider the times and days of Committee and Council meetings from June 2018 – May 2019**

Cllr Bull said that following on the meeting the previous evening; she had been made aware of five planning applications that had been received with response dates prior to the next planning meeting. Cllr Bull suggested that the Finance and Planning Committee meetings be held on the second week of the Month and Full Council and the Environment Committee meeting be on the third week of the month. It was proposed by

Cllr Mrs Spencer seconded by Cllr Smith and RESOLVED that the meetings be held on the second and third week of the month.

**C/18/1960 To Appoint a Chair, Deputy and Members of the Planning Committee** (terms of reference for the year 2018/19 to be agreed at the first Planning meeting)

It was Proposed by Cllr Smith seconded by Cllr A Bates that Cllr Mrs Spencer be appointed as Chair of the Planning Committee for 2018/19.

Cllr Golding Proposed that Cllr Clayton be appointed as Chair of the Committee; this was not seconded. It was RESOLVED that Cllr Mrs Spencer be appointed as Chair of the Planning Committee. One Member voted against the decision and two Members abstained from voting.

It was Proposed by Cllr Mrs Spencer seconded by Cllr Smith that Cllr Mrs Harris be appointed as Deputy Chair of the Planning Committee for 2018/19. One Member voted against the decision.

Cllr's: A Bates; D Brown; S Bull; J Harris; A Smith; M Spencer and S Spencer stated that they wished to be on the Committee.

The Clerk advised that Cllr I Bates had agreed to be a substitute member if required. Cllr Clayton stated that he would also be a substitute member if required.

**C/18/1961 To Appoint a Chair, Deputy and Members of the Finance, Town Hall & HR Committee** (terms of reference for the year 2018/19 to be agreed at the first Finance meeting)

It was Proposed by Cllr Brown seconded by Cllr A Bates and RESOLVED that Cllr M Spencer be appointed as Chair of the Finance Committee for 2018/19.

It was Proposed by Cllr Mrs Harris seconded by Cllr Mrs Spencer and RESOLVED that Cllr Brown be appointed as Deputy Chair of the Finance Committee for 2018/19.

Cllr's: A Bates; D Brown; S Bull; S Clayton; A Golding; Mrs J Harris; D Moon; Mrs Smith; Mrs Spencer and M Spencer stated that they wished to be on the Committee.

The Clerk advised that Cllr I Bates had stated that he wished to be on the committee.

**C/18/1962 To Appoint a Chair, Deputy and Members of the Environment Committee** (terms of reference for the year 2018/19 to be agreed at the first Environment meeting)

It was Proposed by Cllr A Bates seconded by Cllr Moon and RESOLVED that Cllr Clayton be appointed as Chair of the Environment Committee for 2018/19.

It was Proposed by Cllr Brown seconded by Cllr Clayton and RESOLVED that Cllr A Bates be appointed as Deputy Chair of the Environment Committee for 2018/19.

Cllr's: A Bates; D Brown; S Bull; S Clayton; A Golding; Mrs J Harris; N Harris; D Moon; Mrs Smith; Mrs Spencer and M Spencer stated that they wished to be on the Committee.

The Clerk advised that Cllr I Bates had stated that he wished to be on the committee.

**C/18/1963 To Consider an Event on the Recreation Ground on June 10th**

The Clerk advised that the request for a response to the event had only been received that day, however, it had been forwarded to members to consider. It was Proposed by Cllr Smith seconded by Cllr Moon and RESOLVED to raise NO Objections.

**C/18/1964 Accounts for Payment (appendix 1)**

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

**C/18/1965 Review of delegation arrangements to committees, staff and other local authorities.**

The Clerk stated that some arrangements could be done by delegated power to staff; including emergency repairs, and suggested that Tree Preservation Orders be agreed. The Clerk added that the Chair and or Deputy Chair would be advised, and Members would be informed at the next available meeting.

It was Proposed by Cllr Brown seconded by Cllr Smith and RESOLVED that the delegation arrangement be agreed to the limit set un the Town Council’s Financial Regulations.

**C/18/1965 To consider and confirm Council Representatives for outside Organisations and agree arrangements for reporting back to Council**

**TOWN COUNCIL REPRESENTATIVES FOR 2018/19**

Ashbourne Arts	Cllr Clayton	Cllr A Bates	
Ashbourne Recreation Ground Sport & Community Partnership	Cllr I Bates	Cllr Clayton	
Ashbourne Community Transport	Cllr J Harris		
Ashbourne 50+ Forum	All Councillors	All Councillors	
Ashbourne Youth	Cllr Clayton		
Ashbourne Safer Neighbourhood Group	Cllr Bull	Cllr S Spencer	
Fairtrade	Cllr A Bates	Cllr Brown	
Neighbourhood Plan Group	Cllr Clayton	Cllr J Harris	Cllr N Harris
QEGS FPTA	Cllr I Bates	Cllr M Spencer	
VIC Working Group	Cllr S Spencer	Cllr J Harris	Cllr A Bates & Cllr Bull

Cllr Brown asked that representatives report back to Full Council. Cllr Mrs Harris stated that Cllr I Bates was a ‘Board’ member for Ashbourne Community Transport; and that they only wished to have one representative.

Cllr Bull said that she would contact the Ashbourne Safer Neighbourhood Group, to enquiry if they still wished to have a representative.

The Clerk questioned whether a representative would be required on the Neighbourhood Plan Group once it was completed and submitted; Cllr Brown said that she felt it was an evolving document and may be on-going. Following a heated discussion regarding Councillors not having the necessary skill sets to implement the document; Cllr Mrs Spencer left the meeting at 8.25pm.

**C/18/1966 To confirm the arrangements for Insurance Cover in respect of all insured risks**

It was proposed by Cllr Mrs Harris seconded by Cllr Smith and RESOLVED that the arrangements for the insurance cover be accepted.

**C/18/1967 To consider the replacement panel for the Bus Shelter on ‘The Park Estate’**

It was Proposed by Cllr M Spencer seconded by Cllr A Bates and RESOLVED that the replacement panel for the Bus Shelter on ‘The Park Estate’ be carried out by the Maintenance Company.

**C/18/1968 Cllr Bull to present the Report & Recommendations of the Town Hall Task & Finish Group**

Cllr Bull stated that the Town Hall Task & Finish Group had looked a number of ideas over the past three months; and had identified a total refurbishment of the two front offices as one of the main priority; which

could then be let out. Also identified was the removal of all items; including items currently stored for any bookings, and the caretakers to be re-located. Cllr Bull stated that some quotations for the works had been received, including a cost for the architect to re-design the upstairs ladies toilets to become ladies, gents and disabled. Cllr Bull asked that the Task & Finish group continue for a further three months.

Cllr Clayton questioned what the expected revenue for letting the offices was likely to be; Cllr Bull stated that this had not been looked at yet as the group were waiting for the Council to approve the ideas.

Cllr Golding stated that the whole of the building needed to be looked at with possibly a more radical approach; Cllr Golding added that he felt formal views on the Town Hall should be sought.

It was proposed by Cllr M Spencer seconded by Cllr Moon and RESOLVED that the Task & Finish Group continue for a further three months.

#### **C/18/1969 Review of Council's Complaint Procedure**

Cllr Golding suggested that an additional paragraph be inserted in 'Paragraph 4' to include complaints to be based on sound evidence possibly from the Minutes and emails; he added that hearsay and suspicion were not enough to make a complaint. Cllr Bull stated that the Minutes could not be used as they were not a verbatim.

Cllr Golding Proposed that an addition insertion be made 'Any complaints should be based on sound evidence – independently assessed through written documentation' this was seconded by Cllr Smith, all members voted in favour.

#### **C/18/1970 Review of Council Procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection legislation – due to the new GDPR legislation from 25<sup>th</sup> May**

The Clerk advised that she had not had chance to fully prepare the Policy; however, procedures have started to be put in place to comply with GDPR.

#### **C/18/1971 Review of the Council's Policy for dealing with Press & Media**

Cllr Bull stated that dealings with the press should be through the Clerk.

#### **C/18/1972 Cllr Bull – Mayoral Allowance**

Cllr Bull said that if a representative was required to attend an event on behalf of the Town Council, and the Mayor could not attend then the cost should be met from the allowance for another member to attend.

It was also suggested that the title of the Policy be changed. It was agreed to defer the review of this policy to the next Full Council meeting.

It was Proposed by Cllr Smith seconded by Cllr M Spencer and RESOLVED to suspend Standing Orders at 9.00pm for 30 minutes to continue the meeting.

#### **C/18/1973 Item for Information (emailed out)**

- a. From DCC – Reply to letter re “Ashbourne Triangle” and Bollards  
Members agreed that the information be noted.
- b. From DCC – Parish & Town Council Liaison Forum Agenda  
Members agreed that the information be noted.
- c. From DDDC - Off Street Parking Places (amendment no 4) Order 2018  
Members agreed that the information be noted.
- d. From DDDC - – Notes form Ashbourne Traders Meeting held on 26 April 2018  
Members agreed that the information be noted.

**C/18/1974 To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the press and public in order to discuss the following items**

It was Proposed by Cllr Brown seconded by Cllr Smith and RESOLVED to exclude members of the press and public in order to discuss the following items.

**C/18/1975 The Mayor, Deputy Mayor and Chairs of Committees' to sign the contract for the Town Hall Fascia Works**

Members agreed that the contracts would not be signed until after the pre-contract meeting on Friday 25<sup>th</sup> May.

**C/18/1976 To sign the Application for the Public Works Loan Board**

It was proposed by Cllr Bull seconded by Cllr Smith and RESOLVED to defer signing the Public Works Loan Board Application until the Finance Committee meeting on Monday 11<sup>th</sup> June 2018.

The meeting closed at 9.17pm

Chairman.....

Date.....