



ASHBOURNE TOWN COUNCIL
Town Hall, ASHBOURNE, Derbyshire.DE6 1ES
Tel: 01335 342291
E-mail:- enquiries@ashbournetowncouncil.gov.uk
www.ashbournetowncouncil.gov.uk

11 February 2025

To: The Mayor, Deputy Mayor and Members of Ashbourne Town Council

Dear Councillor,

You are summoned to attend the meeting of Ashbourne Town Council to be held at **7.00pm** on **Tuesday 18 February 2025** in the Council Chamber, Town Hall, Ashbourne.
Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Yours sincerely

Carole Dean
Town Clerk

AGENDA

*****Non-Confidential items of this meeting may be Audio Recorded*****

- 1) **Apologies for absence**
- 2) **Variation of Order of Business**
- 3) **Declaration of Members Interests**
This is to enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings should be declared at that time.
- 4) **To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**
- 5) **Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)**
 - a) A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matters.
 - b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any matters
- 6) **To Approve the Minutes of the Town Council Meeting held on Tuesday 21 January 2025**
(emailed out with Agenda)
- 7) **To Approve the Minutes of the Planning Committee Meeting held on Monday 10 February 2025**
(emailed out with Agenda)

- 8) **To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 10 February 2025**
- 9) **To Approve the Minutes of the C&E Committee Meeting held on Tuesday 11 February 2025 (emailed out with Agenda)**
- 10) **Finance**
 - a) Members to authorise the accounts for payment, all invoices listed have been examined, verified and certified by the Town Clerk/RFO. Chair and Deputy to sign the payment schedule (attached Appendix 1)
 - b) Members to note the Bank Reconciliations
 - c) Members to note the draft summary of accounts 01/04/2024 – 31/12/2024 (enclosed with agenda)
- 11) **Clerk to give an update on the Town Council vacancy**
- 12) **Members to review and agree the Co-Option Policy (attached Appendix 2)**
- 13) **From DCC – Traffic Regulation Order 2025 (Station Street, St John Street, Dig Street, Compton, A515 Buxton Road and Market Place). Members to advise any comments regarding the proposals (attached Appendix 3)**
- 14) **Update relating to Ashbourne 'BID' (information emailed out) – Cllr Currie (Town Council representative) to give an update. Members to advise if they would like a 'Teams' briefing session**
- 15) **Members to note the Millennium Square costs to date (Appendix 3)**
- 16) **Project Updates**
 - a) Update on the Millennium Square project
 - b) Members to note the planting and maintenance for Millennium Square
 - c) Update on the Town Hall
 - d) Update on the SIDS
 - e) Ashbourne Reborn Highways & Public Realm – Programme Board
- 17) **Members to agree a date for the Parish Meeting which must be held between the 1 March and 1 June: Clerk suggests Wednesday 30 April due to Council and Committee meetings; Easter and the VE Day events. The meeting will to be held in the Ballroom, Members to note that there is a regular booking in the Town Hall on Wednesday evenings and they would need to be advised that the room is not available for their use. Members to advise whether to invite representatives from organisations in receipt of funding this financial year to the meeting to give an update on how the money received has been spent**
- 18) **To appoint a Town Council representative to the Christmas Committee following the resignation of Mr Bates. At the Christmas Committee meeting in January; they have suggested Cllr Moore**
- 19) **Town Council representatives to give an update on Outside Bodies**
- 20) **Mayor's Announcements**

- 21) From DCC - Parish & Town Council Liaison Forum 5 March 2025** (information including the agenda emailed out). **Members to advise the Clerk if they wish to attend**

- 22) Derbyshire Association of Local Councils, (including Training Dates)**
Council to note the following circular(s) received from DALC (emailed Out)
February Newsletter

- 23) Chair to sign the Minutes** (Previously approved and ratified)

Ashbourne Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
395	24/01/2025		Current Account - Ne		Stage Hire Christmas Lights Sw	IG Stage Hire Ltd	S	250.56	50.11	300.67
397	24/01/2025		Current Account - Ne		Christmas Lights Electricity Usa	Retailers	X	46.50		46.50
409	25/01/2025		Current Account - Ne		Non Domestic Rates	Derbyshire Dales District C	X	1,821.00		1,821.00
412	28/01/2025		Current Account - Ne		Salaries	Ashbourne Town Council	E	7,720.51		7,720.51
404	29/01/2025		Current Account - Ne		Telephone	Focus Group	S	141.85	28.37	170.22
405	01/02/2025		Current Account - Ne		Business Electricity Bill	British Gas	S	348.13	69.63	417.76
402	05/02/2025		Current Account - Ne		Franking Credit	Francoyp Posttala Ltd	X	50.00		50.00
396	10/02/2025		Current Account - Ne		Stage Hire VE Day Event	IG Stage Hire Ltd	S	821.10	164.22	985.32
411	15/02/2025		Current Account - Ne		Mobile Phone	EE Limited	S	37.00	7.40	44.40
407	17/02/2025		Current Account - Ne		Pension	Derbyshire County Council	E	2,323.10		2,323.10
410	17/02/2025		Current Account - Ne		Bank Charges	Natwest	E	30.80		30.80
401	20/02/2025		Current Account - Ne		Business Gas Bill	EDEnergy.com	S	1,107.10	221.42	1,328.52
403	20/02/2025		Current Account - Ne		Water and Sewerage	Waterplus	X	61.21		61.21
406	21/02/2025		Current Account - Ne		Mayors Allowance	Sandra Spencer	X	181.35		181.35
399	21/02/2025		Current Account - Ne		Administration and Cleaning	Lyreco UK Limited	S	66.10	13.22	79.32
399	21/02/2025		Current Account - Ne		Administration and Cleaning	Lyreco UK Limited	S	55.34	11.07	66.41
400	21/02/2025		Current Account - Ne		Repairs to upstairs toilet	J M Burton Plumbing and P	S	83.15	16.63	99.78
408	21/02/2025		Current Account - Ne		Clock Town Hall install LED light	Smith of Derby	S	37.00	7.40	44.40
398	21/02/2025		Current Account - Ne		Work To Trees Bradley Wood a	Paul Storer Tree Services	S	150.00	30.00	180.00
398	21/02/2025		Current Account - Ne		Work To Trees Bradley Wood a	Paul Storer Tree Services	S	550.00	110.00	660.00
Total								15,881.80	729.47	16,611.27

Appendix 1



Ashbourne Town Council

Co-Option Policy

Reviewed February 2025

The Co-Option Policy was reviewed by

Dated 18 February 2025

Minute C/25/3979



ASHBOURNE TOWN COUNCIL

CO-OPTION POLICY

Introduction

When a vacancy arises on the Council there is a statutory procedure that has to be put in place, formal notification is given and if ten local government electors from the ward where the vacancy is request in writing for an election then one will take place, however if no such request is made the vacancy will be filled by co-option by the Parish Council. The application will be advertised on the Town Council website, notice board and social media pages.

Procedure for Town Councillor

1. Each candidate is to complete the application form for Town Councillor.
2. The Town Clerk has to be satisfied that the candidate meets the national criteria as identified on the application form.
3. If there is one candidate Members can co-opt the candidate into the vacant position on the relevant ward on the next Full Council meeting. Members do not have to co-opt the candidate.
4. If there is more than one candidate for the vacancy (vacancies) on the ward the candidate(s) will be invited by a panel of Councillors comprising of Chairs and/or Deputies of Committees who will make a recommendation to Council.
5. The applicant will only be asked questions by one Member of the Council.

Note: If any Members are a close associate with any of the candidates, then they must declare it and not be involved in the selection process.

- The person(s) elected must make a declaration of acceptance of office before the first meeting of Ashbourne Town Council following their election in the presence of a member of Ashbourne Town Council or the Proper Officer of the Council. The person elected to fill the vacancy signs the declaration and this is then retained in the parish records. Once the person elected has signed the Declaration of Office, they are able to attend the next Committee or Full Council meeting (which ever comes first).

ASHBOURNE TOWN COUNCIL
APPLICATION FORM – TOWN COUNCILLOR

Personal Details	
Name	
Address	
Telephone (Home)	
Telephone (Work)	
Telephone (Mobile)	
Email	

Qualification Criteria	Yes/No
Are you a British subject; a citizen of the Commonwealth or a citizen of any Member of the state of the European Union?	
Are you 18 years of age or over?	
Are you a local government elector for the council area for which you want to stand?	
Have you during the last 12 months prior to the date of your nomination and the date of the election occupied as owner or tenant any land or other premises in the council area?	
In the last 12 months prior to the date of your nomination and the date of the election had your principal or only place of work in the council area?	
In the last 12 months prior to the date of your nomination and the date of the election have you lived in the Council area or within a 3-mile radius of it? (In the case of a sitting member of a parish or community council you can also satisfy the criteria to be elected if you have lived in the council area or within a 3-mile radius of it for the whole of the 12 months preceding)	
Are you subject of a bankruptcy restriction order or interim order?	
Have you within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine?	
Do you work for the council you want to become a councillor for ?	

Your commitment to the Town Council	Yes/No
<p>Applicants are advised that the Town Council host a number of events throughout the year including Fireworks, Christmas Light Switch-on, the Lantern Spectacular, Civic Service, Church Services and Remembrance Parade.</p> <p>They also have held events to celebrate Royal Occasions such as the Platinum Jubilee and Coronation.</p> <p>These events are usually held in the evening and or at the weekend, including Bank Holidays.</p> <p>The majority of the organising of the events is done by the office staff; however, Councillors will be required to attend and support events, either assisting with the set-up, logistics or marshalling.</p> <p>Can you confirm that you will also be able to commit to this as well as attending Council and Committee meetings.</p>	
What experience can you bring to the Council	

Ashbourne Town Council

Town Hall, The Market Place, Ashbourne, Derbyshire, DE6 1ES

Email: townclerk@ashbournetowncouncil.gov.ukWebsite: www.ashbournetowncouncil.gov.uk

Clerk to the Town Council and Responsible Financial Officer:

Mrs Carole Dean



Agenda reporting sheet

18th February 2025 – Full Council

Millennium Square – Costs to date

<p>Agenda Item: (insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., "to resolve to..... to note that.....to ensure that.....")</p>	<p>Members to note the Millennium Square costs to date</p>
<p>Background Information: (Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</p>	<p>Pre commencement costs include the demolition of the EPRR, removal and restoration and storage of the Millennium Clock. Total pre commencement costs = £23,370</p> <p>Professional Fees are fees associated with Guy Taylor Associates design fees (work started pre successful LUF bid), Channel Design fees for the planning application for the Victorian Light and Planning Portal Fees. Total professional fees = £5,772.33</p> <p>Solicitor Fees for the register title of DY565856 (possessory) and the land transfer from DCC, DY449707 (absolute). Total solicitor fees = £6,364.12 to date</p> <p>DCC Additional Costs include making good the land after the demolition of the EPRR and additional design costs. Total DCC Additional Costs = £36,500</p> <p>All the above costs have been agreed by Members and paid, total £72,006.45.</p> <p>The Town Council's contribution to the Millennium Square scheme yet to be paid is £64,400 (which was agreed prior to the LUF bid submission).</p>

Ashbourne Town Council Expenditure on Millennium Square

Financial Position at 12 February 2025

Costs pre commencement Ashbourne Reborn Project	Estimate	Actual	Yr
Demolition of the Hut	£ 9,400.00	£ 8,211.00	2023/24
Removal of the Millennium Clock	£ 2,887.00	£ 2,887.00	2022/23
Storage and Restoration of the Millennium Clock	£ 15,977.00		
Restoration of the Millennium Clock		£ 12,272.00	2024/25
Total Pre Commencement AR Project		£ 23,370.00	

Professional Fees

Guy Taylor Associates	£ 8,000.00	£ 4,875.00	2023/24
Channel Design Fees Victorian Light		£ 550.00	2024/25
Planning Portal Fee		£ 347.33	2024/25
Total Professional Fees		£ 5,772.33	

Solicitor Fees

	£ 3,500.00		
Adverse Possession EPRR Ordnance Survey Surveyor Fee		£ 40.00	2022/23
Adverse Possession Disbursement Costs		£ 12.00	2022/23
Adverse Possession solicitor fees		£ 2,075.00	2022/23
DCC Legal and Surveyor Costs		£ 1,000.00	2022/23
Solicitor costs land purchase from DCC		£ 3,237.12	2023/24
Total Solicitor Fees		£ 6,364.12	

DCC Additional Costs

Make Good after demolition		£1,500	2024/25
Additional design costs		£35,000	2024/25
Total DCC Additional Scheme Design and post demolition costs		£36,500	

£ 39,764.00 £ 72,006.45 £ 72,006.45

Spend 2022/23	£ 6,014.00
Spend 2023/24	£ 16,323.12
Spend 2024/25 to date	£ 49,669.33
	<u>£ 72,006.45</u>