

**MINUTES OF FULL COUNCIL MEETING OF WIRKSWORTH TOWN COUNCIL
HELD ON MONDAY 17 SEPTEMBER 2018 AT 6.30 PM**

C052/18 Present: Cllr C Whittall (chair), Cllr F Brown, Cllr A Clamp, Cllr M Edwards Cllr G Gratton, Cllr S Maskrey, Cllr J Stockell and Cllr P Taylor.

In attendance: 2 representatives from Civic Society, 2 representative from T'owd Man Publication and 8 members of the public.

C053/18 Apologies: Cllr I Fisher, Cllr A Jordan and Cllr A Pollock.

C054/18 Variation of Order of Business: To take item 10 - Provision of Allotments immediately after confirming the accuracy of the minutes (item 5) ; To move item 9 - Request for a community grant of £4000 to be the last agenda item

C055/18 Members' Pecuniary Interests in Agenda Items:

Cllr Clamp	Personal Interest (as Chair of NOW) in item 12 on the agenda ; Request for a community grant of £4000 GoWirksworth (Now)
Cllr Maskrey	Personal interest in allotment site at Dark Lane after seeking advice from DDDC monitoring officer

Open Forum opened 18:35

C056/18 Open Forum:

The Civic Society provided an update on progress with the project to tackle the storage of bins on Church Walk.

T'owd Publication representatives provided further information regarding their request to the town council

Cllr Gratton	Personal interest in Tow'd Man Publication (as chair of Well Dressing Committee) as potential overlap with advertising revenues used to fund well dressing programme
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Dist & County Cllr I Ratcliffe provided a verbal update.

D Cllr I Ratcliffe asked the council to consider what measures are in place to minimise the impact of Stoney Wood events on residents of Greenhill/The Dale – Referred to E&T for discussion.

Open Forum Closed 19:20

C057/18 Minutes of the Meeting of the Wirksworth Town Council dated 16 July 2018:

The minutes of the Meeting of Wirksworth Town Council dated 16 July 2018, were agreed.

C058/18 Provision of Allotments

Cllr Gratton and the Clerk provided a summary of actions since last meeting including pre-application advice received from DDDC Planning Officer

RESOLVED that given the pre-application planning advice, the site at Dark

Lane was not suitable for the provision of statutory allotments by Wirksworth Town Council. Cllr Pollock and Cllr Gratton to continue to investigate other potential sites.

C059/18 Town Mayor Announcements

Cllr Whittall advised that he had attended 3 events (Festival Launch and Trails weekend, Horticultural Show and Mayor's Cup cricket match).

C060/18 Minutes and recommendations of the Environment & Town Committee:

RESOLVED That the minutes and recommendations of the Environment & Town Committee dated 03 September 2018 be approved

C061/18 Minutes and recommendations of the Finance, Buildings & Personnel Committee:

RESOLVED That the minutes and recommendations of the Finance, Buildings & Personnel Committee dated 10 September 2018 be approved.

C062/18 Accounts Paid July and August 2018:

RESOLVED That payment of the attached accounts in the sum of £24770.49 & £ 16023.23 respectively be formally approved.

Cllr Gratton dep 19:55pm

C063/18 Planning Application to develop land off Middleton Rd

Councillors thanked Cllr Clamp for all her work preparing the response

RESOLVED to delegate Cllr Clamp and the Clerk to make final amendments agreed at meeting and submit response.

C064/18 School consultation process in the wake of the County decision to denotify Middleton Road and notify the Middle Peak Quarry site

RESOLVED To delegate Cllr Whittall to act as a chair to bring together all parties to consider the impact of this issue. The Town Council to facilitate the meeting process.

C065/18 Dementia Awareness

RESOLVED to note the forthcoming session on 22 October, all councillors to attend if possible.

C066/18 Safe Working Practices in the Town Hall

Councillor Maskrey raised concerns over the current process and controls in place to ensure adherence to Safe Working Practices.

RESOLVED that the Clerk prepare procedures for agreement by FB&P (similar to that used for Tower Scaffold and proposed for staging). In the interim the clerk to seek evidence of risk assessment and appropriate training before allowing the use of equipment such as ladders / rigging.

C067/18 Agenda Documentation Process

Councillor Brown proposed that reduce paper waste all councillor to consider whether they continue to require paper agenda and appendices.

RESOLVED that the clerk approach all councillors for confirmation whether they wish to continue to receive paper agenda's and appendices. Supporting papers for committees only to be provided to committee member (all council members will continue to receive all items electronically). An additional copy of the appendices of each committee be left in councillor filing cabinet, additional copies may be sought from clerk as required.

C068/18 Communication Policy

Councillor Taylor asked that the council's approach to communication be reviewed.

RESOLVED to circulate a copy of the existing communication policy to all councillors and consideration be given to the additional actions that might be taken to augment the existing communication undertaken by the council. Once the additional items have been identified, the resource implications to be assessed.

C069/18 Tow'd Man Publication

Request for support including a regular Mayor's message

RESOLVED in each issue to provide an article from mayor and the council to place an advert.

C070/18 External Audit

RESOLVED to note that no issues were raised by the external auditor for 2017/18.

C071/18 Budget 2019/20

RESOLVED that to comply with Financial Regulations, each committee to consider what expenditure/obligations might be incurred in the coming financial year. These items are to then be considered by full council in its preparation and approval of the final budget and precept demand. Draft budget to be circulated to all councillors. That the Clerk to prepare a draft budget once H1 figures are available.

C072/18 Action taken during Recess using Delegated Powers

Open and accountable local government Aug 2014 specified that any decisions taken using delegated powers should be recorded.

RESOLVED to ratify the Clerk's actions (Appendix 1).

C073/18 Town Councillor representative reports

Cllr Stockell – (NOW) advised that the Skate Park project having looking at existing installations to assess potential suppliers..

Cllr Edwards – BiG meeting this week, with small remaining funds in Bolehill Memorial Fund under discussion. No update received from DCC on Oakerthorpe footway issue.

Cllr Taylor –international salon with exhibits from Twin towns in Moot Hall as part of Festival.

Cllr Whittall – Alms House are upgrading one of the flats.

C074/18 Request for a Community Grant of £4000 – GoWirksworth (Now)

Referred from FB&P Committee

RESOLVED to approve a payment of £2000. That a representative of GoWirksworth be invited to present to full council in November – the presentation to cover how the project will become self-sustaining, what metrics are being used to monitor progress and assess ongoing growth/success of the project. The remaining funding request to be considered in after the presentation.

Cllr Clamp dep 20:45pm

C075/18 Information

Information:

i) Correspondence:

13/08/18 - The Off-Street Parking Places (Amendment No. 5) Order 2018 (DCC)

ii) To be tabled at meeting:

a. DALC Circulars:

DALC Annual Report

Circular No 8 - 2018 : Derbyshire ALC - Circ 08-18 - High Court Ruling - CIL Survey - Councillor Commission 'Voice of the Councillor' workshops - Neighbourhood Planning Grants - Angling Grant Fund - Dementia Friendly Guide – Training

Circular 09-2018 - Launch DALC Excellence Awards - DDDC Consults - Great British High Street Award - New powers for councils deliver homes for local families - LGA councillor workbooks - Updated LTN Procurement - Data Protection Fee – CIL

Circular 11-2018 - AGM - Exec Vacancies - NALC Larger Councils Comm -

Civil Society Strategy - Code of Conduct - Precept capping deferral - Princes
 Countryside Fund - Power to increase taxation - Community-led housing -
 Women's Awards

The meeting closed at 21.00

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 Chairman

Appendix 1
Delegated Decisions

Date	Decision Taken	Alternative Options Considered and/or background information
17/07/18	To provide additional security to office server (addition of SSL Certificate) in response to increased malicious activity	The reason for requesting the use of delegated powers to resolve the issue before September is:- When first set-up, it was not felt necessary to address security vulnerability, but open port hacker attempts have increased and it is now necessary to address matter. The introduction of SSL certification requires a commitment of 3 years, and therefore the aggregate cost (£150pa) exceeds the clerk's delegated authority.

Accounts Paid

Jul-18

Date	Invoice From:	Chq No	Supplier's VAT Reg No	Goods/Services	Budget Heading (see budget)	Amount	VAT	Total
11/07/2018	HMRC	8153		Tax & NI	21	1358.24		1358.24
11/07/2018	DCC	8154		Superann	21	2281.57		2281.57
11/07/2018	A Shingler	8155		Sign FS Blg	FS	85.00		85.00
11/07/2018	S Maskrey	8156		Mkt Stall Move	19b	30.00		30.00
11/07/2018	R Brailsford	8157		Centenary Gdn Shrub clearance	GR	504.00		504.00
11/07/2018	CPP Waste & Recycling	8158	974335301	Recycling	2	29.25	5.85	35.10
11/07/2018	Tradefast Builders	8159	257361004	Bench Repair Cent Gdn	GR	295.00	59.00	354.00
11/07/2018	Mytec Group	8160	842950613	CCTV Repair	2	335.00	67.00	402.00
11/07/2018	Seymour	8641		Paint	2	18.52	0.00	18.52
11/07/2018	Irongate Group	8642	558532518	PPE & Caretaker Consumerables	2	139.84	27.96	167.80
11/07/2018	RBL	8643		Lamppost Poppies	47	150.00	0.00	150.00
11/07/2018	Killingley	8644		Replacement Chq	GR	48428.29		48428.29
	cancelled chq	8142		Replacement Chq		-48428.29		-48428.29
16/07/2018	Tradefast Builders	8645	257361004	FS Seating	FS	335.00	67.00	402.00
25/07/2018	WPS	8646		Insurance	24	7561.79		7561.79
25/7/2018	NRM Laboratories	8647		Soil Analysis	47	54.00		54.00
Electronic Payments								
	payroll					6480.62		6480.62
Direct Debit Payments and Standing Orders								
Jul-18	Castle Associates	Sto	114456924	Professional Services	22	43.00	8.60	51.60
Jul-18	Software into Action	Sto	789358066	IT Support	22	140.00	28.00	168.00
Jul-18	Sage	DDR	555909605	Payroll Software	22	32.00	6.40	38.40
Jul-18	Emtel	DDR	836375505	Managed Internet Mem Hall	15a	52.30	10.46	62.76

Jul-18	Zen Internet	DDR	686049501	Office Internet	22	27.00	5.40	32.40
Jul-18	Daisy	DDR		Telecoms	23	69.43	13.89	83.32
Jul-18	British Gas	DDR	684966762	Careplan (monthly Jun18-May19)	14	39.49	7.90	47.39
Jul-18	British Gas	DDR	684966762	Careplan (monthly Mar18-Feb19)	2	65.67	13.13	78.80
Jul-18	British Gas	DDR	684966762	Gas	1,13	1973.42	98.60	2072.02
Jul-18	Corona	DDR	577704800	Electric	1,13	419.99	61.34	481.33
Jul-18	DDDC	DDR		Rate Memorial Hall (Monthly)	15	660.00		660.00
Jul-18	Nisbets	DDR	974803000	FS Boiler, Glasses TH	FS,2	254.22	50.84	305.06
Jul-18	Viking	DDR	536153357	Safe, Caretaker Consumerables,FS cleaning, Frames,	FS,2	402.52	80.50	483.02
Payments made using Debit Card								
Jul-18	Market Supplies	DC	125625383	Canopies Market		118.12	23.63	141.75
Jul-18	DDDC	DC		Premises Licence		180.00		180.00
						24134.99	635.50	24770.49

Accounts Paid **Aug-18**

Date	Invoice From:	Chq No	Supplier's VAT Reg No	Goods/Services	Budget Heading (see budget)	Amount	VAT	Total
9/8/18	HMRC	8648		Tax & NI	21	1394.30		1394.30
9/8/18	DCC	8649		Superann	21	2301.26		2301.26
9/8/18	Warren Elect	8650	646590217	MH electrics		429.68	85.94	515.62
9/8/18	JA Matkin	8651		Market Signage		30.00		30.00
9/8/18	Lester Lowe	8652	789313391	Kingsfield Play area repairs		103.40	20.68	124.08
9/8/18	A Shingler	8653		Signage TH		36.00		36.00
9/8/18	SLCC	8654	891752783	ILCA training AF		99.00	19.80	118.80
9/8/18	Hollinsend Fire	8655	842950613	Test MH & TH		240.00	48.00	288.00
9/8/18	PWT Decorators	8656		Painting MH		1075.00		1075.00
9/8/18	CPC	8657	169680322	caretaker phone, hose mem hall		67.97	13.59	81.56
9/8/18	Twigg	8658		Caretaker consumerables		103.45	20.69	124.14
9/8/18	Well Dressing	8659		Advert		50.00		50.00
9/8/18	G Gratton	8660		replacement cheq		50.00		50.00
				reversal of cheq no 8149		-50.00		-50.00

Electronic Payments

Payroll	Payroll	21	6593.26		6593.26
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Direct Debit Payments and Standing Orders

Aug-18	Castle Associates	Sto	114456924	Professional Services	22	43.00	8.60	51.60
Aug-18	Software into Action	Sto	789358066	IT Support	22	140.00	28.00	168.00
Aug-18	Sage	DDR	555909605	Payroll Software	22	32.00	6.40	38.40
Aug-18	W3Z	DDR	295706032	FS Internet provision	FS	111.66	22.33	133.99
Aug-18	W3Z	DDR	295706032	FS Router install	FS	238.23	47.65	285.88
Aug-18	Emtel	DDR	836375505	Managed Internet Mem Hall	15a	52.30	10.46	62.76
Aug-18	Zen Internet	DDR	686049501	Office Internet	22	27.00	5.40	32.40
Aug-18	Daisy	DDR		Telecoms	23	35.25	7.05	42.30
Aug-18	British Gas	DDR	684966762	Careplan (monthly Jun18-May19)	14	39.49	7.90	47.39
Aug-18	British Gas	DDR	684966762	Careplan (monthly Mar18-Feb19)	2	65.67	13.13	78.80
Aug-18	Corona	DDR	577704800	Electric	1,13	568.98	57.13	626.11
Aug-18	Water Plus	DDR		Water Rates	3b,15	207.51		207.51
Aug-18	DDDC	DDR		Rate Memorial Hall (Monthly)	15	660.00		660.00
Dec-18	DDDC	DDR		Bins		469.30		469.30
Aug-18	Viking	DDR	536153357	Caretaker Consumerables,FS cleaning, Frames,	FS,2	215.86	43.17	259.03

Payments made using Debit Card

Aug-18	Remote Control Supplies	DC		Spare remote screen main hall		40.34		40.34
Aug-18	Zen Internet	DDR	686049502	Transfer of Broadband		72.83	14.57	87.40
						15542.74	480.49	16023.23