

WIRKSWORTH TOWN COUNCIL

MINUTES OF THE MEETING OF WIRKSWORTH TOWN COUNCIL HELD ON MONDAY 18 October 2021 AT 6.30 PM

C21/37 **Present: Cllr E McDonagh (chair), Cllr S Barker, Cllr A Clamp, Cllr A Jordan, Cllr A Pollock, Cllr P Taylor, and Cllr C Whittall.**

In attendance: 1 member of public, D Cllr P Slack, PCSO Foster and Paul Jennings (Town Clerk)

C21/38 **Election of Chair (Town Mayor)**

Cllr P Taylor proposed that Cllr E McDonagh serve as Mayor for the remainder of year. The motion was seconded by Cllr A Clamp. The Mayor completed the acceptance of office.

RESOLVED That Cllr McDonagh be appointed as Chair (Town Mayor).

C21/39 **Appointment of Deputy Mayor:**

Cllr McDonagh proposed that Cllr Clamp serve as deputy for the coming year. The motion was seconded by Cllr Whittall.

RESOLVED That Cllr Clamp be appointed as Deputy Chair (Deputy Town Mayor).

C21/40 **Apologies: Cllr Casselden, Cllr C Foster Phillips, Cllr J Stockell & C Cllr D Murphy**

C21/41 **Members' Pecuniary Interests in Agenda Items:**
None declared.

Open Forum opened 6:45pm

C21/42 **Open Forum:**

A resident asked the Council to consider their proposals for future use of the Tarmac Quarries

District Councillor reports: Cllr Greatorex and Cllr Ratcliffe had both provided a written report and Cllr Ratcliffe supplemented this with a verbal update.

PSCO Foster introduced himself as a new member of the Safer Neighbourhood Team for Wirksworth

Open Forum closed 6:55pm

C21/43 **Minutes of the meeting of the Wirksworth Town Council 20 September 2021:**

RESOLVED that the minutes of the meeting of Wirksworth Town Council dated 20 September 2021 were confirmed as a correct record.

C21/44 **To receive the recommendations contained in Notes from Working Parties**
Environment & Town dated 4 October 2021

RESOLVED to adopt the recommendations of the Environment and Town Working Party dated 4 October 2021.

C21/45 **Accounts Paid**
September 2021 in the sums £16,034.58

RESOLVED that payment of the attached account in the sums of £16034.58 be approved.

C21/46 **Memorial for Cllr Gratton**
To consider potential options to mark Cllr Gratton's contribution and service to the council and town. Suggestions included: a board for the council chamber recording the names of all council chairs since the Town Council was established in 1972, taking over Griggs Gardens from DDDC to provide a community orchard and trees, planting of trees on the Meadows, Allotments and green energy production. Cllr Gratton's family have offered to contribute towards the purchase and installation of a Board recording all the Chairs of Council.

RESOLVED that the clerk be delegated to progress the proposed board recording council chairs, contact DDDC to determine if Grigg Gardens might still be available. The council to consider other ideas including with the Meadows to tie in with future designs and plans.

C21/47 **Process for Co-option**
To agree process for co-option should a casual vacancy arise on the council (if a Bye-Election is not called).

RESOLVED that should a casual vacancy arise, the clerk to advertise the vacancy throughout November. Prospective candidates to be asked to register their interest with the clerk. The clerk will write to each prospective candidate acknowledging their interest and explain the co-option process of being applied by the council to vacancy. To encourage greater take up and ensure candidates are able to understand the requirements of the role, all prospective candidates will be offered a 1 hour individual briefing about the business of the council from both the clerk and a councillor. Co-option to fill the vacancy will be at the Full Council meeting on 24th January 2022.

C21/48 **Church Walk/Community Square (attached)**
In 2016, in response to a request from the Civic Society, the Town Council agreed to take ownership of the land from DDDC. The intention behind the acquisition was that should it be feasible to create

a bin store, then this would be more easily achieved if the land was owned by the Town Council rather than the District Council (DDDC are responsible for refuse collection but suggested WTC would be better placed to take any solution forward). The process took until Aug 2019 to resolve issues with the overage and trigger clauses proposed by DDDC, at which point the council requested that office resource be focussed on the fund raising and subsequent acquisition of the Meadows. The process did not then restart due to the pandemic, DDDC have now asked to progress the transfer.

RESOLVED that clerk now progress the matter with DDDC. The documentation to be agreed by full council. The clerk to also raise the current poor state of the area asking that it be rectified prior to any transfer of ownership.

C21/49

Heating and Ventilation in Town and Memorial Halls (attached)

The Environment and Town WP have requested that the council review its risk assessment and approach to this issue as we approach winter. The current HSE guidance on covid measures focusses on ensuring adequate airflow in enclosed spaces. In older buildings, this is achieved by opening windows. It is not possible to maintain the temperature in rooms with the windows open even if the heating is left on, which of course would also result in higher energy usage/costs as well as carbon footprint.

- HSE Guidance from website.. "Let fresh air in

When events take place inside or in other enclosed spaces, consider how the space can be continually well ventilated, before, during and after the event.

Letting fresh air into indoor spaces is important because when a person infected with COVID-19 coughs, talks or breathes, they release droplets and aerosols which can be inhaled by other people. The more fresh air there is to breathe, the less likely other people are to inhale infectious particles." [Read the guidance on ventilation of indoor spaces to stop the spread of COVID-1](#)

RESOLVED that the current mitigating precaution of opening windows continue, all room users to be made aware of the measures.

C21/50

StarDisc Signage (attached)

A proposal has been received to add a sign positioned at the Star Disc promoting the installation of StarDiscs in other locations.

RESOLVED that request be agreed and the clerk be delegated to agree the size and location of the sign.

C21/51

Market Place Tree Proposal

DDDC are consulting on a proposed redesign of the area surrounding the tree on the Market Place car park.

RESOLVED that the council respond

“The Town Council welcomes the efforts being made by DDDC to retain the tree which forms an important part of the street scene on the MarketPlace. The Council would observe that the tree and proposed railing/raised platform are part of the larger marketplace which whilst predominately a car park is used throughout the year for community events, where the seating area is an integral part of the space and its use. The council would ask that consideration and investigation be made into a solution to mitigate the fall hazard created by the proposal to create a wall; mitigation could be achieved through the creation of a stepped or tiering of the area currently proposed to be bound by walls This would then allow the removal of the railings and rejoin the tree and the platform to the wider marketplace space.

The council would also wish to observe that in its own estate, it has been guided by the TC's local contractor on the need to take great care in the "top dressing" of tree roots, and we would recommend that you seek explicit confirmation on the longevity/durability of any solution as well as most importantly the potential impact on the long term health of the tree. “

C21/52 Memorial Hall

To discuss possible steps to support the current use of the Memorial Hall as well as address the deteriorating fabric of the building.

RESOLVED that Cllr Clamp and Cllr Jordan be delegated to investigate the matter and report back to council.

C21/53 IT Support

To consider whether to upgrade current package to include automatic monitoring of all IT devices and further protection against malicious code execution (£2 per device/pm – 7 installations)

RESOLVED that the additional service be taken.

C21/54 Climate Change – Energy efficient upgrade to Main Hall/ Kitchen

Environment and Town WP have recommended that the existing lighting in the Main Hall and Kitchen be changed to more energy efficient fittings provided there is sufficient budget (The cost of the works is estimated at £3000). This represents the last “quick win” change within the Town Hall to reduce energy consumption and therefore carbon emissions. For all remaining low energy light fittings (e.g fluorescent) in the Town Hall buildings it is recommended that as fittings reach end of life they are replaced by LED as part of normal maintenance. [The Memorial Hall has already been completely changed across to LED fittings, as well the installation of modern high efficiency boilers and smart thermostat]

RESOLVED that works proceed, and that the expenditure be set against the climate change budget.

C21/55

Budget 2021/22

To consider any potential / additional expenditure required in the following financial year.

RESOLVED that clerk prepare a draft balanced budget for discussion in November by E&T and FB&P working parties and for further discussion at full council.

The meeting closed at 8.45pm

++++++

.....
Chairman

Wirksworth Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
214	01/09/2021		Lloyds Current		HR Support	Castle Associates	S	43.00	8.60	51.60
218	01/09/2021		Lloyds Current		Internet	W3Z	S	29.16	5.83	34.99
219	01/09/2021		Lloyds Current		Payroll	Sage	S	56.77	11.35	68.12
222	01/09/2021		Lloyds Current		IT Support	Software Into Action	S	338.00	67.60	405.60
259	01/09/2021		Lloyds Current		Maintenance materials	Russells	S	410.00	82.00	492.00
225	03/09/2021		Lloyds Current		Electricity	EDF Energy	L	79.85	3.99	83.84
230	07/09/2021		Lloyds Current		Gas -Memorial Hall	Corona Energy	L	80.29	4.01	84.30
231	07/09/2021		Lloyds Current		Gas -Town Hall	Corona Energy	S	176.91	35.38	212.29
239	07/09/2021		Unity Trust Current		Advert	AdMag publications	S	85.00	17.00	102.00
242	08/09/2021		Unity Trust Current		Tree works	Thompson Tree Services	S	880.00	176.00	1,056.00
243	08/09/2021		Unity Trust Current		Audit	PKF Littlejohn LLP	S	600.00	120.00	720.00
248	08/09/2021		Unity Trust Current		Maintenance works	Dove Catering	S	136.74	27.35	164.09
244	09/09/2021		Unity Trust Current		Planters	Plantscape	S	1,076.40	215.28	1,291.68
240	09/09/2021		Unity Trust Current		Maintenance works	Steve Maskrey	Z	180.00		180.00
241	09/09/2021		Unity Trust Current		Maintenance works	Steve Maskrey	Z	30.00		30.00
221	10/09/2021		Lloyds Current		Rates	DDDC	Z	564.00		564.00
235	16/09/2021		Unity Trust Current		Tax & NI	HMRC	Z	661.49		661.49
236	16/09/2021		Unity Trust Current		Tax & NI	HMRC	Z	147.29		147.29
245	20/09/2021		Lloyds Current		Consumables	Viking	S	35.86	7.17	43.03
246	20/09/2021		Lloyds Current		Consumables	Viking	S	17.94	3.59	21.53
247	20/09/2021		Lloyds Current		Consumables	Viking	S	17.94	3.59	21.53
250	20/09/2021		Unity Trust Current		Consumables	Irongate	S	99.40	19.88	119.28
251	20/09/2021		Unity Trust Current		Consumables	Irongate	S	39.08	7.82	46.90
253	20/09/2021		Unity Trust Current		Consumables	ESPO	S	90.60	18.12	108.72
249	20/09/2021		Unity Trust Current		Training	DALC	Z	120.00		120.00
252	20/09/2021		Unity Trust Current		Maintenance works	William Frith & Sons	Z	835.00		835.00
227	22/09/2021		Lloyds Current		Electricity	EDF Energy	L	75.70	3.79	79.49
228	22/09/2021		Lloyds Current		Electricity	EDF Energy	L	24.98	1.25	26.23
215	22/09/2021		Lloyds Current		Internet	Ertel	S	40.55	8.11	48.66
229	22/09/2021		Lloyds Current		Electricity	EDF Energy	S	183.00	36.60	219.60
223	24/09/2021		Lloyds Current		Bank charges	Lloyds Bank	Z	25.00		25.00
233	24/09/2021		Unity Trust Current		Pension contributions	DCC	Z	953.85		953.85
234	24/09/2021		Unity Trust Current		Pension contributions	DCC	Z	555.20		555.20
237	24/09/2021		Unity Trust Current		Salaries	Wirksworth Town Council	Z	3,277.52		3,277.52
238	24/09/2021		Unity Trust Current		Salaries	Wirksworth Town Council	Z	2,121.45		2,121.45
217	27/09/2021		Lloyds Current		Telephony rental	BNP Paribas	S	109.71	21.94	131.65

**Wirksworth Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
220	27/09/2021		Lloyds Current		Electricity Careplan	British Gas	S	2.86	0.57	3.43
216	28/09/2021		Lloyds Current		Internet	Zen	S	17.10	3.42	20.52
224	28/09/2021		Lloyds Current		Bank charges	Lloyds Bank	Z	16.88		16.88
262	28/09/2021		Lloyds Current		Water	Water Plus	Z	24.12		24.12
264	28/09/2021		Lloyds Current		Water	Water Plus	Z	24.12		24.12
226	29/09/2021		Lloyds Current		Electricity	EDF Energy	L	61.73	3.09	64.82
258	29/09/2021		Lloyds Current	8737	Mayor's Allowance	Wirksworth Town Council	Z	450.00		450.00
263	29/09/2021		Lloyds Current		Water	Water Plus	Z	24.12		24.12
257	30/09/2021		Lloyds Current		Photocopier	Ricoh	S	237.20	47.44	284.64
256	30/09/2021		Unity Trust Current		Bank charges	Unity Trust	Z	18.00		18.00
							Total	15,073.81	960.77	16,034.58