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MINUTES OF ALFRETON TOWN COUNCIL FULL COUNCIL MEETING HELD ON 16th MAY 2023 AT 7PM, ROOM 1

Present:

Town Mayor: Councillor H Jowett-Frost

Councillors: M Bennett, G Dolman, J Gdula, M Kerry, S Marshall-Clarke, M Memmott-Richardson, C Morcombe, A Richardson, S Sounes, D Taylor, J Walker, J Whetton, K Wood

Staff: Town Clerk – Tina Crookes & Deputy Town Clerk - Vic Johnstone

# **MEETING OF ALFRETON TOWN COUNCIL**

## 01/23 To elect a Town Mayor

**RESOLVED**

That Councillor H Jowett-Frost was unanimously elected as Town Mayor for 23/24

## 02/23 To receive the Town Mayor’s declaration of acceptance of office

a. To Confirm receipt of all Councillor declaration of acceptance of office forms

**RESOLVED**

That all acceptance of office forms were completed and received

## 03/23 To receive apologies for absence

**RESOLVED**

Apologies were received and accepted from Councillor S Walker due to a work commitment

**04/23 To receive any declarations of interest from Members**

**RESOLVED**

Item 27/23 f. Councillor G Dolman Non DPI, Borough Councillor, to remain in the meeting

Item 27/23 f. Councillor K Wood Non DPI, Borough Councillor, to remain in the meeting

Item 31/23 Councillor S Marshall-Clarke – Non DPI, Vice Chair of AVBC Planning Committee, to leave the meeting

**05/23 Recording and Filming of Council and Committee Meetings**

a. For the purposes of minute taking an Officer will record the meeting audially and delete the files once the draft minutes have been produced.

## 06/23 To consider any variation in order of business

## RESOLVED

## Items 27/23 c. & 27/23 d. to heard at the end of the meeting in exclusion

## 07/23 To consider any items which should be taken in exclusion of the press and public

## RESOLVED

## a. Item 27/23 c. To receive a confidential report on Room 10 & 11 Alfreton House for GDPR and sensitive information purposes

## b. Item 27/23 d. To receive a confidential report on staffing matters for GDPR and personal information purposes

## 08/23 To elect a Deputy Town Mayor

## RESOLVED

## Councillor D Taylor was elected

## 09/23 To elect a Leader of the Council

## RESOLVED

## Councillor M Kerry was elected

## 10/23 To elect a Deputy Leader of the Council

## RESOLVED

## Councillor S Walker was elected

## 11/23 Public Participation

There were none

## 12/23 To appoint Lead Members to the Executive Committee with delegated powers as prescribed in the Scheme of Delegation, for the following:

## RESOLVED

a. Properties – Councillor M Bennett

b. Environment, Sport & Recreation – Councillor S Marshall-Clarke

c. Finance & Personnel – Councillor G Dolman

d. Health & Safety – Councillor G Dolman

e. Planning – Councillor K Wood

f. The Mayor, Deputy Mayor, Leader & Deputy will be ex-officio voting Members of the Executive Committee

**13/23 To appoint Lead Members with delegated powers as prescribed in the Scheme of Delegation for 2023/24**

a. Events Committee – Councillor H Jowett-Frost

b. Christmas Lights Committee – Councillor S Walker

c. Communications Committee – A Lead Member will be appointed at the first meeting

d. Regeneration Committee – Councillor D Taylor

**14/23 To appoint five members to serve on the Planning Committee**

**RESOLVED**

Councillors C Morcombe, D Taylor, M Memmott-Richardson J Walker & J Whetton

**15/23 To appoint Support Members to the following committees and portfolios**

**RESOLVED**

a. Properties – Councillor C Morcombe

b. Environment, Sport & Recreation – Councillor K Wood

c. Finance & Personnel – Councillors M Kerry & D Taylor

d. Health & Safety – None

e. Planning – Councillor C Morcombe

f. Events – Councillors M Kerry, S Sounes, M Bennett & D Taylor

g. Christmas Lights – Councillors J Walker, M Memmott-Richardson, S Sounes & C Morcombe

h. Communications Committee – Councillors S Walker, S Sounes, C Morcombe & S Marshall-Clarke

i. Regeneration Committee & Community Hub – Councillors S Sounes, H Jowett-Frost, M Kerry, M Memmott-Richardson, C Morcombe & S Marshall-Clarke

**16/23 To approve ordinary meetings of the Council and Executive Committee for the year**

**RESOLVED**

a. Full Council Meeting 3rd Tuesday of each month excluding August

b. Executive Committee Meetings – 1st Tuesday bi-monthly starting in July unless otherwise agreed

**17/23 To receive nominations of councillors and make appointments to serve on the following Outside Bodies for 2023/2024:**

ACTS – Councillor M Bennett

Alfreton & District Heritage Trust – Councillor K Wood

Amber Valley Access – To be decided at the next Full Council meeting

Derbyshire Unemployed Workers Centre – Councillor S Marshall-Clarke

Alfreton Community Hall – Officers to contact Amber Valley Borough Council’s temporary monitoring Officer

Pubwatch – Councillor M Bennett

**18/23 To set a date for the Tour of the Town**

**RESOLVED**

Date set for 4th July 2023 at 6pm

Councillors M Memmott-Richardson, C Morcombe & J Whetton to attend with Lead Members.

**19/23 To hear from a representative of Derbyshire Police should one be available**

No Officers were available.

**RESOLVED**

Officers are instructed to write to the Chief Constable to ascertain why Police Officers can regularly attend neighbouring Parish or Town Council meetings.

**20/23 To read and consider the Minutes of the last meeting of Alfreton Town Council held on Tuesday 21st March 2023, a copy has been circulated to each Member with the summons to attend the meeting; the Minutes may be taken as read**

**RESOLVED**

The minutes were taken as read

**21/23 After consideration to approve the signature of the Minutes by the person presiding as a correct record**

**RESOLVED**

The minutes were approved

**22/23 To dispose of business, if any, remaining from the last meeting**

There were none

**24/23 To receive and consider reports and minutes of committees**

There were none

## 25/23 To adopt and confirm the conditions of eligibility to use The General Power of Competence

1. Alfreton Town Council resolves that from 16th May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.

**26/23 To consider resolutions, if any, from the parish Meeting held prior to this meeting**

There were none

## 27/23 To receive and consider additional agenda items in the order in which they have been notified:

## To receive the Internal Audit completed by the Lead Member for Finance & Personnel

## RESOLVED

## That the Internal Audit Report is received and noted

## To receive and note the Annual Internal Audit Report 2022/23, to approve:

## The Income and Expenditure Account for the year ending 31st March 2023,

## the Annual Governance Statement and

## the Annual Return

## and to complete in that order

## RESOLVED

1. That the Annual Internal Audit Report is received and noted
2. That the Income and Expenditure Account is approved and signed
3. That the Annual Governance Statement is approved and signed
4. That the Annual Accounting Statement is approved and signed and must be done in that order
5. **To receive a confidential report on Room 11 & 12 Alfreton House – ITEM HEARD IN EXCLUSION**
6. **To receive a confidential report on staffing matters – ITEM HEARD IN EXCLUSION**
7. **To receive a report on the CCTV hard-drive replacement**

**RESOLVED**

1. That the council ratify the decision made in consultation with lead members to replace the CCTV hard drive system at a cost of £770.00

2. That the council ratify the decision made in consultation with lead members to replace the CCTV monitor at a cost of £275.00

1. **To receive a report on providing an alternative market at Alfreton House**

**RESOLVED**

* 1. That the details contained in the report are approved
  2. That trial markets are held starting in June 2023, under the Markets Charter and Part III of the Food Act 1984.
  3. That a policy is established and delegated to the Regeneration Committee to formalise

**Councillors J Walker & M Bennett abstained from voting**

1. **To receive a report on events**

**RESOLVED**

* 1. That the details contained in the report are noted and approved where not already minuted by the Events Committee.
     1. Kings Coronation Spend £750.00
     2. Alfreton Big Summer Event to be held at Alfreton House
  2. That the Alfreton Big Summer Event is supported by the Town Council
  3. That a budget is identified for First Aid provisions at Events
  4. That consideration is given to connecting the Alfreton Big Summer Event to a ‘Mayor Making Day’
  5. That funding opportunities are investigated for the Town Council events and where appropriate the Responsible Finance Officer (RFO) applies in consultation with the Events Committee

1. **To receive a report on the Community Hub. An update.**

**RESOLVED**

1. That a steering group is formed to identify locations, existing facilities and needs for youth provisions consisting of Councillors and local community group representatives

2. That the finding of the steering group is presented to a future council meeting

3. That the use and layout of Alfreton House are investigated further with quotes being sought for ideas for best use of available space

4. That the details from the point above are presented to a future council meeting

## 28/23 To ratify the signing of orders for payment.

## RESOLVED

1. That the payments for March 2023 £27,629.83 and

April 2023 £21,738.03 were ratified

2. That the bank reconciliation for March 2023 £48,208.67 and

April 2023 £138,066.92 were approved

3. That the regular payments for 2023/24 were approved

4. That a report is prepared for a future meeting, that the existing signatories continue to authorise payments

**29/23 To consider 4 topics for Communication**

Election of the Mayor

Umbrella display

Alfreton Big Summer Event

Centenary Green

## 30/23 To review and approve the following policies:

1. Code of Conduct (Issued with new member pack)
2. Standing Orders (Issued with new member pack)
3. Financial Risk Assessment
4. Financial Regulations (Issued with new member pack)

**RESOLVED**

**That all policies were reviewed and approved**

## 31/23 To consider Planning Applications – A total of 9 applications have been received since the last full council meeting with no comments made.

## To receive a report on a standard response to applications affecting the Town Centre

**RESOLVED**

That the standard response to applications affecting the Town Centre is approved

REF - AVA/2023/0226

Address – 2 Ewart Lane, Alfreton, Derbyshire, DE55 7AU

Proposal – Proposed single storey extension and two storey side extension.

REF – AVA/2023/0222

Address – Scarsdale Veterinary Group, Unit 2 Nottingham Road, Alfreton, Derbyshire, DE55 7GR.

Proposal – Sighted flagpoles in the car park (two in total) either end of bays.

REF – AVA/20230216

Address – Genesis Enterprise and Business Centre, 32-46 King Street, Alfreton, Derbyshire, DE55 7DQ

Proposal – Change of use of part of first floor to cinema.

RESOLVED The Town Council supports this application

REF – AVA/2023/0208

Address – Land off Nuthall Street, Alfreton, Derbyshire.

Proposal – Proposed construction of single storey dwelling and creation of new access to serve Green Haven.

RESOLVED – That the Town Council objects to this application on parking grounds

REF – AVA/2023/0255

Address – Purple Robes, 67 High Street, Alfreton, Derbyshire, DE55 7DP

Proposal – Installation of extraction flue for use in conjunction with use as restaurant and alteration of shop front and re-location of security shutters. RESOLVED The Town Council supports this application

REF – AVA/2023/0970

Address – 2 Oakley Close, Alfreton, Derbyshire, DE55 7SN

Proposal – Alterations to ground level of existing garden to be increased by 68.5cm.

Extension to existing patio and increase the hight of the fence from 2m to 2.4m from the existing ground level on north and east boundaries.

REF – AVA/2023/0289

Address – Eclipse Nail & Beauty, 28Nottingham Road, Alfreton, Derbyshire, DE55 7HL

Proposal – Change of use of salon to dwelling.

RESOLVED – That the Town Council has concerns this will affect a neighbouring Grade II listed building.

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| Ref: | | | [AVA/2023/0131](https://www.ambervalley.gov.uk/planapps?refval=AVA-2023-0131) | | |
| Address: | | | Green Haven, Park Street, Alfreton, Derbyshire, DE55 7JE, | | |
| Proposal: | | | Proposed construction of single storey dwelling and associated car parking | | |
| Date Valid: | | | 14/Mar/2023 | | |
| Decision Expected: | | | 2/May/2023 | | |
| Decision Issued: | | | 14/Mar/2023  This application was returned. | | |
| RefVal: | | [AVA/2023/0221](https://www.ambervalley.gov.uk/planapps?refval=AVA-2023-0221) | | |
| Address: | | 7 Tavistock Square, Alfreton, Derbyshire, DE55 7FE, | | |
| Proposal: | | Non material amendment to AVA/2022/0654 for removal of rear roof light (approved under other NMA AVA/2022/0867) and changing the side door to a window | | |
| Date Valid: | | 17/Mar/2023 | | |
| Decision Expected: | | 7/Apr/2023 | | |
| Decision Issued: | | 11/Apr/2023  Status Application Approval  ***Confidential Items:***  *That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item for GDPR reasons and sensitive information purposes.*  ***27/23 c. To receive a confidential report on Room 11 & 12 Alfreton House***  ***RESOLVED***  ***That the tenants notice to terminate their licence is noted***  *That Members note the tenants notice to terminate the licence of Room 12 & 11 on 31st May 2023.*  *That the rental of room 11 continues on a weekly basis*  *That once vacant, Officers are instructed to advertise room 10 at a cost of £272.48 per month*  ***27/23 d. To receive a confidential report on staffing matters***  ***RESOLVED***   1. *That the terms and conditions of the TUPE agreement are noted* 2. *That the draft contract of employment is approved* 3. *That a relief position is advertised and the appointment of this post is delegated to the Town Clerk in consultation with the Lead and Support Member of Finance and Personnel portfolio* 4. *That the pay scale amendment from 1 to 2 is noted and approved* 5. *That annual increments commence for the Finance Assistant from 01/04/2023*   **Date of next meeting: 20th June 2023, 7pm** | | |
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