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Alfreton Town Council

Minutes of the meeting of Full Council

Held on Tuesday 21st May 2024

at 7pm in Room 1, Alfreton House

Present:

Town Mayor Councillor D Taylor

Councillors:

M Bennett, H Jowett-Frost, M Kerry, S Marshall-Clarke, S Sounes, S Walker

Staff:

Town Clerk – T Crookes

Deputy Town Clerk – V Johnstone

ORDER OF BUSINESS

## 01/24 To elect a Town Mayor

Nominations were taken.

**RESOLVED**

D Taylor was elected as the Town Mayor

## 02/24 To receive the Town Mayor`s declaration of acceptance of office.

**RESOLVED**

That the acceptance of office was completed and received

The meeting was adjourned for 5 minutes

## 03/24 To elect a Deputy Town Mayor

Nominations were taken.

**RESOLVED**

H Jowett Frost was elected as the Deputy Town Mayor

## 04/24 To receive apologies for absence.

Apologies were received from Councillors:

J Bate, G Dolman, J Gdula, J Walker, K Wood for personal reasons

**05/24 To receive any declarations of interest from Members**

There were none

## 06/24 Recording and Filming of Council and Committee Meetings

1. The Officer’s will record the meeting.

## 07/24 To consider any variation in order of business

There were none

## 08/24 To consider any items which should be taken in exclusion of the press and public.

**RESOLVED**

1. To receive an update from Geo Hallam, commercial property managers – this item will be heard in exclusion due to commercial and GDPR

## 09/24 To elect a Leader of the Council

Nominations were taken.

**RESOLVED**

M Kerry was elected as the Leader

## 10/24 To elect a Deputy Leader of the Council

Nominations were taken.

**RESOLVED**

H Jowett-Frost was elected as the Deputy Leader

## 11/24 Public Participation

There were 3 members of public present

## 12/24 To appoint Lead Members with delegated powers as

## prescribed in the Scheme of Delegation, for 2024/5

Nominations were taken.

**RESOLVED**

1. Finance and Personnel Committee

M Kerry was elected

1. Christmas Lights Committee

This is to be combined with Events

1. Communications Committee

H Jowett Frost was elected

1. Regeneration and Community Hub Committee

D Taylor was elected

1. Events Committee

H Jowett Frost was elected

1. Planning Committee

K Wood was elected

## 13/24 To appoint a Lead Member and Support Member to the Portfolios for the following:

Nominations were taken.

**RESOLVED**

1. Properties

M Bennett was elected

1. Environment, Sport and Recreation

S Marshall-Clarke was elected

1. Health and Safety

## S Marshall-Clarke was elected

## 14/24 To appoint five members to serve on the Planning Committee, with the Lead Member as detailed above

Nominations were taken.

**RESOLVED**

D Taylor – support member, J Gdula, J Whetton, J Bate were elected

## 15/24 To appoint Support and committee Members with delegated powers as prescribed in the Scheme of Delegation, for 2024/5 to the following

Nominations were taken.

The first named councillor is the support member.

**RESOLVED**

Portfolio:

1. Properties

C Morcombe was elected

1. Environment, Sport and Recreation

K Wood was elected

1. Health and Safety

M Kerry was elected

Committee:

1. Finance and Personnel Committee

D Taylor, H Jowett-Frost, C Morcombe and J Bate were elected

1. Christmas Lights Committee

This has been combined with Events with C Morcombe elected as Lead for Christmas Lights

D Taylor, M Kerry, M Bennett, J Whetton and J Bate were elected

1. Communications Committee

C Morcombe, D Taylor, S Marshall-Clarke

1. Regeneration and Community Hub Committee

H Jowett Frost, M Kerry, S Marshall-Clarke, M Bennett

1. Events Committee

This has been combined with Christmas Lights

D Taylor, M Kerry, M Bennett, J Whetton and J Bate were elected

1. Planning Committee

As per minute 14/24 above

## 16/24 To approve ordinary meetings of the Council and

## Executive Committee for the year

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

**RESOLVED**

That the meeting calendar is accepted and displayed in the noticeboards and online

1. Committee meetings as agreed and notified on the agenda for that committee

**RESOLVED**

That this item is noted

## 17/24 To receive nominations of councillors and make

## appointments to serve on the following Outside Bodies for

## 2024/2025

Nominations were taken.

**RESOLVED**

1. ACTS

M Bennett as representative

1. Alfreton & District Heritage Trust

M Bennett as representative

1. Amber Valley Access

G Dolman as representative

1. Derbyshire Unemployed Workers Centre

S Marshall Clarke as representative

## 18/24 To consider a Tour of the Town revision

1. To consider the proposal from October 2023

**RESOLVED**

* 1. That members allocate themselves to the ward in which they represent, the locations visited will be shared (appendix 1)
  2. That members report annually on any issues within their allocated ward (see appendix 2)

## 19/24 To hear from a representative of Derbyshire Police

## should one be available

No one was available.

The issue reported last month on Connaught Court has been investigated.

Identified issues at Alfreton House and by the Library - potential ASB. Any concerns are to be logged with the Police on 101.

A fire had been reported to the Police at the George Hotel.

Clerk reported damage to two bollards at the War Memorial

## 20/24 To read and consider the Minutes of the last meeting of Alfreton Town Council held on Tuesday 16th April 2024, a copy has been circulated to each Member with the summons to attend the meeting; the Minutes may be taken as read

The minutes were read

A corrections was made with item 199/23 f. As this item was heard in confidential session the details are contained in the confidential section of these minutes

## 21/24 After consideration to approve the signature of the Minutes by the person presiding as a correct record

The minutes were approved as a correct record with the correction above

## 22/24 To dispose of business, if any, remaining from the last meeting.

There is none.

## 24/24 To receive and consider reports and minutes of committees.

1. Planning Committee 8th May 2024

As the meeting was inquorate the notes attached contain recommendations to be considered

**RESOLVED**

**That the recommendations contained in the notes are approved as follows;**

1. Conservation Area: Support the instruction of a bid writer on a monthly fee to explore funding the appraisal work
2. Local Plan: Note the response, recommend a donation of £500.00 to South Wingfield station project in lieu of payment
3. Bus Gate COND/2024/0036: That the update was noted, planning details listed on Facebook and Town Council website for members of public as requested
4. [AVA/2024/0190](https://www.ambervalley.gov.uk/planapps?refval=AVA-2024-0190)

Land Off, Eachwell Lane, Alfreton, Derbyshire

Recommendation that the Council objects due to concerns for pedestrian safety whilst exiting the site and crossing the A61, traffic approaching from the A61 onto Each well lane is not controlled effectively with the existing road configuration.

## 25/24 To confirm that Declarations of Interest have been reviewed by members and updated where necessary

This item was noted

## 26/24 To consider resolutions, if any, from the Parish Meeting held prior to this meeting

There were none

## 27/24 To receive and consider additional agenda items in the order in which they have been notified:

1. To ratify a decision to instruct the services of a professional bid-writer, in particular in relation to a Conservation Area appraisal

**RESOLVED**

* + 1. Appoint a bid writer and identify an appropriate budget;
    2. Vire funds, £4800.00, to Regeneration Budget as will be ‘self-funding’ through successful bids – projects will most likely sit within the regen portfolio
    3. That the Clerk will manage the bid writer in consultation with the Leader of the Regeneration committee

1. To ratify a decision to instruct Milner Commercial to respond to the Local Plan consultation on behalf of Alfreton Town Council and consider a donation in lieu of pay

**RESOLVED**

1. That the response to the Local Plan, provided by Peter Milner is ratified
2. That a payment of £500.00 is made from balances
3. To receive a report to consider the purchase of Council mobile phones

**RESOLVED**

1. That a Council mobile phone policy is created in consultation with Finance & Personnel Committee
2. That members approve the spend of up to £705.00 from the Administration budget for the purchase of three handsets and call plans
3. To receive a response from AVBC regarding parking passes

**RESOLVED**

That the details were noted. The Foodbank are invited to include this in their application for a grant

1. To receive the details of recent proposals by DCC
   1. Parkwood Adult Learning

[Agenda for Cabinet on Thursday, 11 April 2024, 2.00 pm - Derbyshire County Council](https://democracy.derbyshire.gov.uk/ieListDocuments.aspx?CId=135&MId=1383)

The reports consist of 194 pages which have not been reproduced for each councillor

1. Alfreton Nursery
2. Adult Care

<https://democracy.derbyshire.gov.uk/documents/s24934/Early%20Help%20and%20Childrens%20Centres%20in%20Derbyshire.pdf>

**RESOLVED**

* + 1. That a letter is sent to DCC councillors, Officers Cabinet Members and Local MP, Labour Lead, Cabinet Members and Regional Mayor expressing the Council’s disgust and disappointment at the decision that are have/are being made with little transparency.
    2. Seek to meet with officers to understand the detail
    3. Share details on social media

1. To receive an update from Geo Hallam, commercial property managers –

**This item was heard in exclusion due to commercial and GDPR sensitivity**

1. To receive a copy of the Town Council Insurance along with an inventory of land and assets

**RESOLVED**

The details were received and noted

1. To receive a report on the Norman College storage room and inventory

**RESOLVED**

This item was taken in conjunction with the next item

1. To establish a working group to review office accommodation

**RESOLVED**

1. That 3 members are appointed to the working party; M Bennett, M Kerry and D Taylor
2. That a terms of reference is created, to be approved at the next full council meeting

## 28/24 To ratify the signing of orders for payment.

1. To receive and approve payments for £29,138.14

**RESOLVED**

The payments were approved

1. To approve the bank reconciliation for £139, 437.00

**RESOLVED**

The bank reconciliation was approved

1. To approve regular payments throughout the year 2024/2025

**RESOLVED**

The regular payments were approved

1. To approve online cheque signatories

**RESOLVED**

The current signatories were approved

Councillors M Bennett, G Dolman, J Walker, S Walker, H Jowett-Frost, M Kerry & D Taylor

## 29/24 To consider 4 topics for Communication

1. New Mayor
2. DCC proposals/decision on care
3. Bid writer
4. Landlord detail if consented

## 30/24 To review and note or approve the following policies:

**RESOLVED**

1. Code of Conduct

That the procedure is reviewed by the Finance and Personnel Committee and presented to a future meeting

1. Standing Orders

That the procedure is reviewed by the Finance and Personnel Committee and presented to a future meeting

1. Financial Risk Assessment

That the document is noted and approved

1. Scheme of Delegation

That the procedure is reviewed by the Finance and Personnel Committee and presented to a future meeting

1. Vexatious Complaint Procedure – draft

That the procedure is reviewed by the Finance and Personnel Committee and presented to a future meeting

1. Community Hub Working Group Terms of Reference – draft

That the document is noted and approved

1. Grants Policy – draft

That the procedure is reviewed by the Finance and Personnel Committee and presented to a future meeting

## 31/23 To consider Planning Applications

There were none.

Members heard about issues at the George Hotel and work starting on the New Bengal on King Street.

These will be discussed with the Lead Member of Planning.

## Date of the next Full Council Meeting 18th June 2024

## 32/24 To hear any items which should be taken in exclusion of the press and public

The Council **RESOLVES** 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.

1. Item 199/23 f. To receive a confidential report on staffing

**RESOLVED**

1. That the cleaning 5 cleaning hours are paid on SCP4, as the Council is a Living Wage Employer
2. That the Finance Assistant hours are paid as per the sliding scale appropriate
3. Item 27/24f also refers

To receive an update from Geo Hallam, commercial property managers – this item will be heard in exclusion due to commercial and GDPR

RESOLVED

That clarification and consent are sought on what information can be shared. That ATC have reached out and that the Landlord does not recognise the suggestions being made by PoundLand.

## Appendix1

Tour of the town plan

|  |
| --- |
| **Area** |
| **Depart from Alfreton House** |
| **Rodgers Lane Play Area** |
| **Crabtree Allotment Site** |
| **Beech Avenue Play Area and Footpath** |
| **Meadow Lane Footpaths 1 & 2** |
| **Meadow Lane Industrial Area** |
| **Alfreton Railway Station** |
| **Milton Avenue Allotment Site** |
| **Flowery Leys Lane Footpath** |
| **Birchwood Road** |
| **Centenary Green** |
| **Bentley Close** |
| **The Green** |
| **Alfreton Welfare Ground** |
| **Peasehill Allotment** |
| **Bus Station** |
| **Institute Lane & Severn Square** |
| **Footpath Adjacent David Nieper Academy** |
| **Southend Allotments** |
| **Watchorn Play Area** |
| **Alma Watchorn Park including shelter** |
| **Alfreton Park** |
| **House of Confinement** |
| **War Memorial** |
| **High Street** |
| **Return to Alfreton House** |

## Appendix 2

A screenshot of a voting results

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J Bate was co-opted in the vacant seat of M Memmott-Richardson