



Ripley Town Council

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MINUTES of TUESDAY 17th MAY 2022 MEETING OF RIPLEY TOWN COUNCIL

Held at 7pm in the Council Chamber, Town Hall, Ripley, DE5 3BT

In Attendance: Cllrs: M Allwood, R Ashton, S Carter, Ms. L Cox, R Emmas-Williams, S Freeborn, Mrs J Gregory, T Harper, T Holmes, M Jones, L Joyes, P Lobley, P Moss, N Weaving, D Williams, S Williams and M Wilson.

Also: L McCormick (Town Clerk), J Simpson (Town Clerk) and Hannah Curzon (Deputy Clerk).

AGENDA

170522/1. To Elect a Town Mayor for the Ensuing Year

RESOLVED Cllr Nigel Weaving elected as Town Mayor for the Ensuing Year.

170522/2. The Town Mayor to sign a Declaration of Acceptance of Mayoral Office

RESOLVED Cllr Nigel Weaving signed and read the declaration.

170522/3. Vote of thanks to the Retiring Mayor and Presentation of Past Mayor's Medal to retiring Mayor

NOTED a vote of thanks was given by Cllr Freeborn and Cllr Ashton to Cllr Emmas-Williams, the retiring Mayor.

170522/4. To elect a Deputy Town Mayor for the Ensuing Year

RESOLVED Cllr Paul Lobley be elected as Deputy Mayor.

170522/5. The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office

RESOLVED Cllr Paul Lobley signed and read the declaration.

170522/6. To receive apologies for absence

Apologies were received from Cllrs Murray, Spencer, Worth and Fisher.

170522/7. Variation of Order of Business

None

170522/8. Declaration of Members Interest

Councillor Ashton declared a personal interest in Agenda Item 25 as a member of Amber Valley Borough Council and Agenda Item 28 as a member of Derbyshire County Council. He remained in the meeting for both items.

Councillor Emmas-Williams declared a personal interest in Agenda Item 28 as he has been involved in discussions about this land with a member of the public. He remained in the meeting.

Councillor Harper declared a personal interest in Agenda Item 25 as a member of Amber Valley Borough Council and remained in the meeting.

Councillor Moss declared a personal interest in Agenda Item 25 as a member of Amber Valley Borough Council and Agenda Item 27 as Derbyshire Council Council's representative on the Heage Windmill Society. He remained in the meeting for both items.

Councillor Weaving declared a personal interest in Agenda Item 27 as a Trustee of the Heage Windmill Society and remained in the meeting.

170522/9. Public Speaking

None

170522/10. To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting on April 19th 2022 (previously circulated electronically)**RESOLVED** to confirm and agree to sign the minutes as a true and accurate record.**170522/11. To confirm the Non-Confidential Minutes of the Planning Committee Meeting on April 29th 2022 and accept any resolutions and recommendations therein** (previously circulated electronically)**RESOLVED** to confirm and agree to sign the minutes as a true and accurate record and accept the recommendations.**170522/12. To confirm the Non-Confidential Minutes of the Events Committee Meeting on May 3rd 2022 and accept any recommendations therein** (previously circulated electronically)**RESOLVED** to confirm and agree to sign the minutes as a true and accurate record and accept the recommendations.**170522/13. To confirm the Non-Confidential Finance and Management Committee Meeting on May 13th 2022 and accept and resolutions and recommendations therein** (previously circulated electronically)**RESOLVED** to confirm and agree to sign the minutes as a true and accurate record and accept the recommendations.**170522/14. To determine which additional items on any part of the Agenda should be taken with the public excluded.****RESOLVED** In view of the confidential nature of items **(31 & 32)** 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.**170522/15. All Councillors to sign and to complete a 'Members Interest Form' (circulated to all Cllrs) – to be completed and returned within 28 days** – this is a reminder to all Councillors to update their Member Interest Form and return it to the Monitoring Officer at Amber Valley Borough Council.**NOTED****170522/16. To adopt the following documents** (previously circulated electronically)

- I. **Standing Orders**
- II. **Financial Regulations**
- III. **Financial Risk Assessment**
- IV. **Code of Conduct**
- V. **Statement on Internal Controls**
- VI. **Freedom of Information Policy**
- VII. **Equality and Diversity Policy**
- VIII. **Disciplinary Procedure**
- IX. **Town Clerk Appraisal Form**
- X. **Staff Appraisal Form (not the clerk)**
- XI. **Carers and Dependants policy**

- XII. **Stress Policy**
- XIII. **Maternity Leave and Maternity Pay Policy**
- XIV. **Parental Leave Policy**
- XV. **Sickness and Pay Policy**
- XVI. **Display Screens Policy**
- XVII. **Health & Safety and Risk Assessment Policies**
- XVIII. **Training and Development Policy**
- XIX. **Social Media Policy**
- XX. **Grievance Policy**
- XXI. **GDPR Policy**
- XXII. **Council Owned Electronic Tablets Policy**
- XXIII. **No Smoking Policy**
- XXIV. **Grit Bins Policy**
- XXV. **Vexatious Policy**
- XXVI. **Investment Policy**
- XXVII. **Environmental Policy**
- XXVIII. **Freedom of the Town**
- XXIX. **Pandemic Policy**
- XXX. **Grant Policy**

RESOLVED to adopt the current policies (I to XXX) 'on block' due to there being no changes and to adopt the amended policy (Grants Policy) which clarifies that establishments for profit and with paid employees cannot obtain a financial grant from Ripley Town Council.

170522/17. To appoint the under mentioned Committees and cheque signatories:-

RESOLVED that the Committees are as below:

a) Planning Committee

Cllrs: S Freeborn (Chair), M Allwood, Ms L Cox, T Holmes, L Joyes, N. Weaving, D Williams, S Williams and M Wilson.

Terms of Reference: To meet monthly to discuss Planning Applications for the township submitted to AVBC in the previous month. The Committee is mandated to submit responses on behalf of the Town Council to the Planning Authority in respect of all Planning Applications and associated matters.

b) Allotments Committee

Mayor – Cllr n Weaving (Chair), Deputy Mayor – Cllr P Lobley, Leader – Cllr S Freeborn or Deputy Leader – Cllr M Allwood, Cllr M Jones and Cllr M Murray.

Terms of Reference: To meet annually (or as otherwise agreed) to make recommendations to Full Council on the management and supervision of Allotments and associated matters of the five allotment sites

c) Financial Grants Panel

Mayor – Cllr N Weaving (Chair), Deputy Mayor – Cllr P Lobley, Cllrs: R Ashton, J Gregory, T Holmes, S Freeborn, D Williams and S Williams.

Terms of Reference: To meet yearly and as necessary, to make recommendations to Full Council on the allocation of grants within the approved budget for the year. (Note this budget excludes £3k to both the Ripley Music Festival and Amber Sound FM and £750 to each of the Ambergate, Butterley and Marehay Cricket Clubs, the Ripley Town Football Club and the Greenwich Park Sports Partnership).

d) Certificate of Merit Committee

Mayor – Cllr n Weaving, Deputy Mayor – Cllr P Lobley, Cllr T Holmes, Cllr S Carter plus an Independent Judge – Mr. Tony England.

Terms of Reference: To make recommendations to Full Council regarding the Annual Certificate of Merit winner(s), having considered the nominations submitted following the public advertisement.

e) Events Committee

Cllrs: Mrs J Gregory (Chair), M Allwood, L Cox, R Emmas-Williams, T Harper, T Holmes, T Spencer and M Wilson.

Terms of Reference: To meet monthly (or as otherwise agreed) to monitor and manage all arrangements for events organised by the Town Council.

f) Finance and Management Committee

Cllrs: P Lobley (Chair), M Allwood, R Ashton, L Cox, S D Freeborn, T Holmes, P Moss, N Weaving and D Williams.

Terms of Reference: To meet monthly (or as otherwise agreed) to manage all financial and administrative matters on behalf of the Town Council, including the placing of contracts up to a value of £5,000.00, the monitoring of income and expenditure and to make recommendations for budget / precept setting.

g) Cheque Signatories

Signatories for cheque signing which the mandate consists of any two Cllrs (from the signatories list) plus the Clerk – Councillors to sign the bank mandate.

h) Employment Committee

Cllrs: P Lobley (Chair), M Allwood, I Cox, S Freeborn, T Holmes, M Murray and M Wilson.

Terms of Reference: To meet monthly (or as otherwise agreed) to monitor and manage all employment matters on behalf of the Town Council including policies, procedures and performance.

i) Environment and Regeneration Committee

Cllrs: S Freeborn (Chair), M Allwood, R Ashton, L Cox, R Emmas-Williams, T Holmes, T Spencer and D Williams.

Terms of Reference: To meet monthly (or as otherwise agreed) to help develop good environmental policies and practices, and also economic (and environmental) regeneration initiatives throughout the Township, making recommendations to Full Council about its own environmental policies and practices and regeneration initiatives.

j) Heritage Committee

Cllrs: R Emmas-Williams (Chair), T Harper, P Lobley, S Freeborn, T Spencer, N Weaving, D Williams and M Wilson.

Terms of Reference: To meet every three months to discuss heritage of the township and make recommendations to Full Council.

k) To Appoint Representatives to outside bodies:

Derbyshire Association of Local Councils Executive Committee

Cllrs L Cox and Cllr T Holmes

Ripley and District Heritage Trust

Cllr R Emmas-Williams

Ripley and District Town Twinning Association

Cllr M Allwood

Waingroves Community Association

Cllr D Williams

Heage Windmill Society

Cllr N Weaving

Amber Valley Access

Cllr S Freeborn

Police Parish / Town Liaison meetings

Cllr R Emmas-Williams

William Holmes Court Almshouses and the Ernest Joseph Ellis Fermor Charity

Cllr R Emmas-Williams and Cllr I Fisher until 2026.

Amber Valley Parish Liaison Committee

Cllrs T Holmes and S Freeborn

Derwent Valley Mills Partnership

Cllr S Freeborn

Derwent Valley Line Community Rail Partnership

Cllr Weaving

Ripley Town Centre Traders Forum

Cllr M Allwood

Butterley Ironworks Trust

Cllr S Freeborn

Derbyshire Law Centre – to nominate a representative to their Management Committee

Cllr M Wilson

Greenwich Park Sports Partnership

Cllr L Cox

170522/18. 2022 / 2023 Meeting Dates

NOTED

170522/19. Internal Audit Report Circulated and Completed AGAR External Audit form to sign.

RESOLVED that the Chair and RFO sign the audit report and that it will be available for public inspection for 30 working days.

170522/20. To agree the Internal Auditor for 2022 / 2023

RESOLVED to appoint Mr. Brian Wood as the Internal Auditor for 2022 / 2023.

170522/21. Town Clerk announcements:

a) Retirement of current Town Clerk

Cllr Freeborn conveyed his sincere thanks and gratitude to the departing Clerk, Linda McCormick and thanked her for the past 13 years working for Ripley Town Council. These comments were echoed by Cllr Ashton.

b) Welcome to the new Town Clerk

Cllr Freeborn welcomed the newly appointed Town Clerk, Jayne Simpson.

170522/22. To receive the Annual District Impact Report from Citizen's Advice Derbyshire

NOTED

170522/23 Discuss a Grant for the Ripley Recreation Ground Charity

RESOLVED Ripley Town Council approves the principle of awarding a grant to the Ripley Recreation Ground Charity to enable improvement and maintenance works to be funded. The amount of the grant is to be determined without the public present (Agenda item 32) but Ripley Town Council will be in receipt of full information from the Charity about improvements made and maintenance carried out as it will be recorded in the minutes of the Charity's meetings.

170522/24. Restate the policy for Grit Bins

The Town Clerk reminded Councillors that it was agreed years ago by the Council that Ripley Town Council do not provide grit bins or fill grit bins in the township.

NOTED

170522/25. Neighbourhood Plan review update

Cllr Freeborn explained that the consultation period had ended and that we have received comments from statutory consultees. The comments will be collated by Planning Design for them to update the Ripley Neighbourhood Plan.

NOTED

170522/26. Discuss the installation of heritage plaques on historical buildings within the Ripley Township – Councillors to suggest locations

Cllr Freeborn asked Councillors to come forward with suggestions of where historical plaques can be installed in the Township. Ripley and District Heritage Trust has suggested some places and we would like input from the Council regarding other locations.

NOTED

170522/27. Discuss funding support for Heage Windmill

RESOLVED Ripley Town Council notes that the Heage Windmill Trust is currently developing a detailed specification of works required to ensure the longevity of the building as a working windmill. The Council is minded to make a significant contribution to the costs and will set the amount when the extent of the works required and the estimated costs have been finalised.

170522/28. Discuss Open Space Land at Cromford View and Maintenance Support

Cllr Freeborn explained that this is a public open space established by Morris Homes as part of the wider Cromford View development and a S106 Agreement between the developer and Amber Valley Borough Council. The land sits off the Coach Road (opposite the development) and joins the Midland Railway site and is about 3 – 4 acres. Ripley Town Council has been asked if it would like to be gifted the land on the basis that we would accept responsibility for its maintenance into the future. Ripley Town Council would be gifted a sum of money as a one-off and final payment from Morris Homes to the Council to pay for the maintenance of the land.

RESOLVED that Ripley Town Council is minded to accepting ownership of the site and the legal obligation to maintain it if the sum determined in the closed Agenda Item 31, is paid to Ripley Town Council.

170522/29. Planning applications – None to discuss

170522/30. Exclusion of the Press and Public

RESOLVED In view of the confidential nature of Agenda Items 31 and 32, the exclusion of the press and public from the meeting is in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss these items.

170522/31. Discuss amount wanted for open space land at Cromford View and Maintenance support

RESOLVED that Ripley Town Council contact Morris Homes and suggest the amount agreed during closed discussions.

170522/32. Discuss grant amount for Ripley Recreation Ground Charity

RESOLVED that Ripley Town Council give a financial grant to the Ripley Recreation Ground Charity as per the amount agreed in the closed discussion.

170522/33. Meeting Closed at 7.47pm

**Date for next Full Council Monthly Meeting - June 21st 2022 at 7.00pm
in the Council Chamber at Ripley Town Hall**

RIPLEY TOWN COUNCIL

**BHIB Award Winner for Derbyshire Council of the Year 2020
BHIB Highly Commended Winner for Derbyshire Council of the Year 2019
BHIB Award Winner for Derbyshire Council of the Year 2018**