

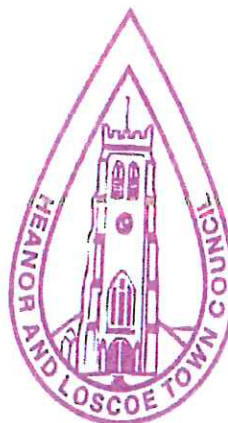
Heanor & Loscoe Town Council

Town Hall, Market Place,
Heanor, Derbyshire DE75 7AA

Town Clerk & Finance Officer:

Mrs. Laura West
Tel/Fax: (01773) 533050

Email: heanor-loscoetc@tiscali.co.uk



29 January 2019

To: The Town Mayor and Members of Heanor and Loscoe Town Council.

Dear Councillor

You are summoned to attend the meeting of Heanor and Loscoe Town Council to be held at 7pm on Thursday 7 February 2019 in the Council Chamber, Town Hall, Market Place, Heanor.

Members are asked to sign the attendance sheet for the meeting and to complete the Declaration sheet (if appropriate). These will be located in the Council Chamber.

Yours sincerely

A handwritten signature in black ink, appearing to be "L West", written over a horizontal line.

Mrs Laura West
Town Clerk/RFO

Heanor and Loscoe Town Council

Public Information

1. Attendance at Meetings:

You are welcome to attend Council meetings:

These are held in the Council Chamber on the second floor of the Town Hall, Heanor starting at 7pm. Access is through the main entrance off the Market Place. Facilities include:-

- Car parking on the Market Place
- Accessible lift
- Accessible toilets on the first floor of the Town Hall
- Public seating at the rear of the Council Chamber
- An induction loop

If you have any special requirements, please contact us so we can help.

We may deal with confidential business towards the end of the meeting, and the Mayor or Chairman will ask you and the press to leave at this point.

A calendar of Council meetings is available on the Council's website or by contacting us.

2. Emergency Evacuation Procedure:

If the alarm sounds, please vacate the building using the main staircase. Assistance will be provided if required. **The lift must NOT be used.**

3. Taking part in Council Decisions

Members of the public who are on the Heanor and Loscoe Town Council register of electors, or are Heanor and Loscoe Town Council Tax payers or Non-domestic Tax payers may ask questions of the Council at ordinary meetings of the Council. The total period of time for questions by the public at a Council meeting shall be 15 minutes.

A question may only be asked if notice has been given by delivering it in writing or by fax or electronic mail to the Town Clerk no later than 5.00pm three working days before the Council meeting (i.e. on Monday when Council meets on the Thursday). The notice must give the name and address of the questioner.

At any one meeting no person may submit more than one question, and no more than one such question may be asked on behalf of one organisation.

The Town Council may reject a question if it:

- i) is not about a matter for which the Council has a responsibility, or which affects Heanor and Loscoe
- ii) is defamatory, frivolous or offensive
- iii) is substantially the same question which has been put at a meeting of the Council in the past six months
- iv) requires the disclosure of confidential or exempt information

The Mayor will invite the questioner to put the question to the Council. If the questioner who has submitted a written question is unable to be present, he/she may ask the Mayor to put the question on his/her behalf. In the absence of the questioner, the Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given, or decide that the question will not be dealt with.

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

If a member of the public interrupts the proceedings at any meeting, the Mayor may, after warning, order that he/she be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.

Cheque presentation – Heanor Weenies

David Cunningham, Trees and Conservation Officer - AVBC

Agenda

PART 1 – NON CONFIDENTIAL INFORMATION

1. To receive apologies for absence.
2. Declaration of Members Interests/Update of Register - if you require guidance from the Town Clerk this must be sought well in advance of the meeting and, in any event, by no later than 5pm, two working days before the day of the meeting.

Please note: Members must ensure that they complete the Declarations of Interest Sheet prior to the start of the meeting. Column 5 of the Declaration of Interest sheet must be completed in all cases to indicate the action to be taken (i.e. to stay in or leave the meeting prior to any consideration or determination of the item).

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

3. To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.
4. *Public Speaking (15 minutes)
 - (a) A period of not more than 5 minutes (per individual/issue) will be made available for members of the public and Members of the Council to comment on any matter.
 - (b) If the Police Liaison Officer, a County Council or District/Borough Council Member is in attendance they will be given the opportunity to raise any relevant matter.
 - (c) Leader's Report
5. To confirm minutes of the Town Council meeting held Thursday 10 January 2019 (enc)
6. To receive minutes of the Executive Committee meeting held Tuesday 15 January 2019 (enc)
7. To receive minutes of the Human Resource Committee meeting held Thursday ²¹~~10~~ January 2019 (enc)
8. Exclusion of Public
9. Town Mayor's Announcements

10 Town Council – Items for Decision/Action

- (a) Fees and Charges (Exec min 085-2018/19 refers)
- (b) Lone Working Policy (HR min 014-2018/19 refers) (enc)
- (c) Contract Review – 27 – Lone Working Policy and Procedures (HR min 015-2018/19 refers)
- (d) Risk Assessments G11 and G12 – Lone Working/Violence at Work (HR min 016-2018/9 refers)
- (e) National Salary Award 2019/2020 (HR min 017-2018/19 refers)
- (f) Green Belt Areas – Lost for Development
- (g) Trialling of Youth Club at The Wilmot Street Centre
- (h) Red River Local Nature Reserve – (Quarter 3 Report – Oct - Dec 2018) (enc)

11 Derbyshire Association of Local Councils

Circular 01/2019 Index of Most Important Elements of 218 DALC Circulars

Circular 02/2019 General – Updated Legal Topic Notes, Section 137 Expenditure, Parkrun consultation response, Clerk Essential Training Course, NALC – Loneliness Project, MAY Council Elections/Training

12. Finance

(a) Accounts for Payment

Cheque No	Payee/Description	Nett	Vat	Gross
1399	Petty Cash - reimbursement	110.46	00.00	110.46
1400	Inland Revenue – PAYE, NI	1081.56	00.00	1081.56
1401	DCC - Superannuation	728.30	00.00	728.30
1402	Harlite – Balance xmas lights	6574.57	1314.91	7889.48
1403	Pictorial – foamex cheques	60.00	12.00	72.00
1404	Keyair Ltd – Windows and doors WS	15911.94	3182.39	19094.33
1405	Viking – cleaning/stat/postage	123.68	24.74	148.42
1406	AVBC – Grit bin refill x 2	192.54	00.00	192.54
1407	O Heap + Son – Fire equip service	528.00	105.60	633.60
1408	Ripley Glass – replacement glass	206.82	41.36	248.18
1409	Burleys – Garden maintenance	110.15	22.03	132.18
1410	Chubb – Work on intruder alarm	42.51	8.50	51.01
1411	Greenscape – Resurfacing car par WS	24180.00	00.00	24180.00
1412	Namesco – Website domain	149.99	30.00	179.99
1413	Blue Gecko IT – computer upgrade	925.00	00.00	925.00
TOTAL		50925.52	4741.53	55667.05

12. Finance (cont)

(b) Bacs Payments for approval (December - wages January)

Payee	Description	Nett	Vat	Gross
Staff	Wages/Mayoral allowance	4985.04	00.00	4985.04
Opus Energy	Gas supply - FS	125.10	6.26	131.36
Opus Energy	Gas supply - TH	454.02	90.80	544.82
Talk Talk	Broadband Rental	19.43	3.88	23.31
XLN	3 x line rental + calls	110.82	22.16	132.98
Opus Energy	Gas supply - WS	330.85	66.17	397.02
AVBC	Rates	1190.00	00.00	1190.00
Haven Power	Electricity supply - TH	521.76	104.34	626.10
PDP Character Hire	Christmas Mascots	75.00	00.00	75.00
T Holden	Xmas stall refund	10.00	00.00	10.00
Total		7822.02	293.61	8115.63

(c) Income for December 2018

Town Hall lettings	1314.00
Town Hall Rents	333.33
The Old Fire Station	4330.00
Wilmot Street Centre	508.50
Environment	430.00
Other	00.00
Total	6915.83

13. Items for Information

(a) Clerk's Report

14. Planning/Environment/Licensing

AVA/2018/1190 – Flat 2, 5 Red Lion Square, Heanor, Derbyshire, DE75 7PA Change of use from A1 to A5 usage at ground floor, retention of first floor flat and creation of second floor flat with new access stairs. **Decision expected 31st January 2019 – Delegated Powers**

AVA/2018/1194 – 20C Gladstone Avenue, Heanor, Derbyshire, DE75 7PU Conversion of an interior garage into a room with 1 window facing the road. **Decision expected 15th February 2019 – Delegated Powers**

AVA/2019/0014 – Land adjacent The Willows, Starthe Bank, Heanor, Derbyshire Build 3 new self contained apartments. **Decision expected 1st March 2019 – Delegated Powers**

AVA/2019/0024 – Mill Farm, Heanor, Loscoe, Derbyshire Non material amendment to AVA/2018/0534. **Decision expected 13th February 2019 – Delegated Powers**

AVA/2019/0065 – 27A Market Street, Heanor, Derbyshire, DE75 7NR Change of use of an existing two storey flat (with office) into two separate flats **Decision expected 20th March 2019 – Delegated Powers**

15. Date of Next Town Council Meeting – Thursday 7 March 2019

* Members of the public may address the Town Council within the Public Participation section of the meeting in line with Heanor and Loscoe Town Council Standing Orders – copies of which are available from the Town Council office or website.