

Sleaford Town Council

Minutes of the **Annual Meeting** of Sleaford Town Council held on
Wednesday 17th May 2017 at 7.00 pm, at The Town Hall, Quayside House,
Navigation Yard, Sleaford, NG34 7TW

Present: Cllr D Suiter (Chairman)

Cllr B Allan	Cllr A Brand	Cllr J Brealeycook
Cllr J Charlesworth	Cllr S Clegg	Cllr P Coyne
Cllr K Dolby	Cllr K Fernandes	Cllr M Graves
Cllr G Jackson	Cllr H Lorimer	Cllr J Mathieson
Cllr A Snookes	Cllr G Titmus	

Also in Attendance Council Officers: Clerk and Assistant Clerk
Members of Public (10) Press (1)

Cheque presentations – Prior to the commencement of the meeting the Chairman presented some of the monies raised from the Mayor’s Charity to the Evergreen Trust.

The Chairman welcomed all to the meeting and invited members of the public to speak in the Public Forum. There were no questions.

A one minute silence was then observed in memory of a former Councillor and Mayor Mr Gordon Blythe

FC.1 Election of Chairman/Mayor of Sleaford for the Year 2017/2018

- 001 Cllr G Titmus proposed Cllr J Mathieson for the position of Chairman/Mayor for 2017/2018. Seconded by Cllr D Suiter.
- 002 In the absence of any other nominations, Cllr J Mathieson was elected, unopposed, as Chairman/Mayor for 2017/2018.

FC.2 Declaration of Acceptance of Office

- 003 The Chairman read out and then signed the Declaration of Office.
- 004 **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 15 - against 0 – abstained 0. The Resolution was carried.
- 005 **IT WAS RESOLVED** to resume Standing Orders. Vote: for 15 -against 0 – abstained 0. The Resolution was carried.

FC.3 Apologies for Absence

- 006 Apologies for absence with reasons were received from Councillor P McCallum.

007 **IT WAS RESOLVED** to accept the above apologies with reasons. Vote: for 15 – against 0 – abstained 0. The Resolution was carried.

FC.4. Declarations of Interest.

008 Cllr B Allan declared an interest Agenda Item 14.1c, Pending BACS payments, due to being the payee.

FC.5 Election of Deputy Chairman/Mayor of Sleaford for the Year 2017/2018

009 Cllr J Brealeycook proposed Cllr A Brand for the position of Deputy Chairman/Mayor for 2017/2018. Seconded Cllr J Charlesworth.

010 Cllr D Suiter proposed Cllr A Snookes for the position of Deputy Chairman/Mayor for 2017/2018. Seconded Cllr J Mathieson.

011 There were no further nominations.

012 A vote was taken:-

Cllr A Branded - 9 votes

Cllr A Snookes – 2 votes.

013 **IT WAS RESOLVED THAT** Cllr A Brand be elected for the position of Deputy Chairman/Mayor for 2017/2018.

014 **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 15 – against 0 – abstained 0. Unanimous. The Resolution was carried.

012 **IT WAS RESOLVED** to resume Standing Orders. Vote: for 15 – against 0 – abstained 0. The Resolution was carried.

FC.6 Presentation of the Past Years Mayor's Badge

018 The Chairman expressed the Council's thanks to Cllr D Suiter and presented him with the Past Years Mayor's Badge.

019 **IT WAS RESOLVED** to suspend Standing Orders to allow for photographs. Vote: for 15 – against 0 – abstained 0. The Resolution was carried.

020 **IT WAS RESOLVED** to resume Standing Orders. Vote: for 15 – against 0 – abstained 0. The Resolution was carried.

FC.7 Minutes

021 **IT WAS RESOLVED** that the notes of the Council Meetings held on 26th April and 8th May 2017, be approved as Minutes of these meetings. Vote: for 14 – against 0 – abstained 1. The Resolution was carried. The Chairman signed the Minutes.

FC.8. To approve and adopt all Chapters of the Constitution:-

- 8.1 Introduction of the Constitution of STC – Chapter 1 (changes made)
- 8.2 How the Council is Organised – Chapter 2 (changes made)
- 8.3 Standing Orders – Chapter 3 (changes made)
- 8.4 Staff Hand Book – Chapter 5
- 8.5 Training Statement of Intent – Chapter 6
- 8.6 Civic Protocol – Chapter 7
- 8.7 Member & Employee Protocol (Principles of Good Practice) – Chapter 8 (changes made)
- 8.8 Code of Conduct – Chapter 10
- 8.9 Health & Safety Policy – Chapter 11
- 8.10 Corporate Governance Policy – Chapter 12
- 8.11 Risk Management Strategy – Chapter 13
- 8.12 Accessibility Policy – Chapter 14
- 8.13 Information Policy, Freedom of Information & Data Protection – Chapter 15
- 8.14 Publication Scheme – Chapter 16
- 8.15 Community Engagement Strategy – Chapter 17
- 8.16 Communications, Press & Social Media Policy – Chapter 18 (changes made)
- 8.17 Volunteers' Policy – Chapter 19
- 8.18 Grant Aid Policy – Chapter 20
- 8.19 Bullying & Harassment – Chapter 21
- 8.20 Bullying & Harassment by the Public – Chapter 22
- 8.21 Filling of a Casual Vacancy – Chapter 23
- 8.22 Complaints Procedure Policy – Chapter 24
- 8.23 Child & Vulnerable Adult Protection Policy – Chapter 25
- 8.24 Anti-Fraud & Corruption Policy – Chapter 26
- 8.25 Confidential Reporting Policy – Chapter 27
- 8.26 Whistle-Blowing Policy – Chapter 28

022 **IT WAS RESOLVED** to accept all the Chapters of the Constitution, (current proposed changes et al) are agreed en-bloc, as a working document with the proviso that a group of staff and members review lessons learned and revise the Constitution in a holistic manner and bring back a complete revised and updated version to Council in September. Vote: for 12 – against 3 – abstained 0. The Resolution was carried.

023 **IT WAS RESOLVED** to suspend Standing Orders for the election of councillors to panels to allow voting processes to be more efficient on the night. Vote: for 14 – against 0 – abstained 1. The Resolution was carried.

FC.9 Election of Panels

- 024 9.1 **Human Resources (up to 5 members)** – Cllrs K Dolby, M Graves, S Clegg, P Coyne and J Brealeycook were nominated, as panel members. Cllr M Graves was nominated, as Lead Councillor
- 025 9.2 **Finance and Assets (up to 7 members)** – Cllrs H Lorimer, K Fernandes, D Suiter, G Titmus, B Allan, J Charlesworth and M Graves were nominated, as panel members.

- 026 Cllr S Clegg left the meeting.
- 027 Cllr G Jackson left the meeting.
- 028 **9.3 Culture, Events and Markets (up to 7 members)** – Cllrs J Mathieson, A Snookes, A Brand, J Charlesworth, J Brealeycook and H Lorimer, were nominated as panel members.
- 029 **9.4 Services (up to 7 members)** - Cllrs G Jackson, P McCallum, B Allan, K Fernandes, D Suiter were nominated a panel members. It was suggested that the last place on this panel could be filled when STC’s Cllrs vacancies are filled.
- 030 **9.5 Clerk Management Panel** – (3 members of which two are the Mayor & HR Panel Lead) – Cllrs J Mathieson, M Graves and A Brand were nominated, as panel members.
- 031 **IT WAS RESOLVED** to resume Standing Orders to formally take the voting. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 032 **IT WAS RESOLVED** to elect all the nominated Panel Members to the four Panels, as stated above. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 033 **IT WAS FURTHER RESOLVED** to appoint Cllr M Graves as Lead Cllr on the HR Panel. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- FC.10 NG34 Plan**
- 034 Cllr P Coyne explained the NPG in its revised format. The Group is adopting a more fluid and dynamic approach to the development of NG34 Plan. Instead of what was a ‘working group’ and a separate ‘steering group’ there is now a single group, but with a core membership of four made up of STC and Kirkby La Thorpe
- 035 **IT WAS RESOLVED** that STC representatives were to be Cllrs Coyne, Brand, and Lorimer Vote: for 10 – against 1 – abstained 2. The Resolution was carried.
- FC.11 Clerk’s Report.**
- 036 **11.1 Meeting dates – IT WAS RESOLVED** to approved the meeting dates from May 2017 to May 2018. Vote: for 13 – against 0 – abstained. The Resolution was carried.
- 037 It was requested that ‘reports from Panels’ becomes a standard agenda item.
- 038 **11.2 Monthly Surgeries – IT WAS RESOLVED** to continue the monthly surgeries, in the Town Hall. All surgery dates to be well publicised. Vote: for 13 – against 0 – abstained. The Resolution was carried.
- 039 It was agreed that District and County Councillors are invited to monthly surgeries.

- 040 Cllrs J Brealeycook and K Fernandes volunteered to attend the surgeries.
- 041 **11.3 Casual Vacancy – Quarrington Ward** – 4 candidates – By-election to be held on 8th June 2017.
- 042 **Casual Vacancy - Mareham Ward** – There had not be sufficient requests to NKDC for a poll so the Clerk will commence the co-option process as per the statutory requirement.
- 043 **IT WAS RESOLVED** to advertise the Mareham Ward Vacancy, as soon as possible. Expressions of Interest to be received by Midday on 14th June, with Council hoping to co-opt at its meeting on 21st June 2017. Vote: for 6 – against 5 – abstained 2. The Resolution was carried.
- 044 Several members of the public left the meeting.

FC.12 Town Council Representation on Outside Bodies

- 045 **IT WAS RESOLVED** to accept the following representatives on Outside Bodies. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

- **Sleaford Shopfront Scheme** – Cllr B Allan
- **Sleaford Alms Houses** – Cllr A Snookes
- **Lincolnshire Association of Local Councils** – Cllr D Suiter. (Cllr K Fernandes – reserve)
- **Sleaford In Bloom** – Cllr J Brealeycook
- **Sleaford Regeneration Support Group** – Cllrs M Graves and A Brand. (Cllr P Coyne – reserve)
- **Sleaford & District Twinning Association** – Chair/Mayor & Vice Chair/Deputy Mayor.
- **Sleaford United Charity** – Cllrs H Lorimer and D Suiter
- **Sleaford Neighbourhood Policing Panel** – Cllrs H Lorimer (Cllr J Brealeycook - reserve)
- **Sleaford Business Breakfast Club** – Cllr G Jackson (subject to the continuation of the Club)
- **Sleaford Museum Trust** – Cllr K Dolby
- **“When in Sleaford” Art Project Steering Group 2015** – Cllr J Charlesworth
- **SREP** – Chair/Mayor
- **Armed Forces Day** – Cllr K Fernandes
- **Town Fund** – Cllrs J Charlesworth, G Jackson, Deputy Chair/Mayor and new Councillor

FC.13 Planning Matters

- 046 **13.1 Current Planning Applications - IT WAS RESOLVED** to accept officer recommendation of no comments on the following applications. Vote: for 13 – against 0 – abstained 0. The Resolution was carried. NKDC to be notified accordingly.

Ref No	Location	Proposal	Comments Due Date
17/0466/HOUS	7 Barnes Close, NG34 8BF	Erection of fencing	12.05.17
17/0427/HOUS	Corner House, 71 London Road, NG34 7LL	Two Storey extension & renovations to domestic property, minor alterations to existing doors & 1no. window	19.05.17
17/0588/HOUS	3 Meadowfield	Erection of a front & side extension & loft conversion including rear dormer	19.05.17
17/0647/LBC	22 Westgate, NG34 7PN	Proposed replacement windows from timber single glazed to timber double glazed	31.05.17

FC.14 Finance

- 047 **14.1 a) Regular Direct Debits/Standing Orders for retrospective approval - IT WAS RESOLVED** to approve the list totalling £19,475.40. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 048 b) **BACS payments made for retrospective approval - IT WAS RESOLVED** to approve the list totalling £3,672.00. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 049 c) **Pending BACS payments for approval - IT WAS RESOLVED** to approve the list totalling £13,014.28. Vote: for 12 – against 0 – abstained 1. The Resolution was carried.
- 050 d) **Pending cheque payments for approval - IT WAS RESOLVED** to approve the list totalling £267.32. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 051 e) **Credit Card payment for approval - IT WAS RESOLVED** to approve the list totalling £131.03. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 052 f) **Request for 2 volunteers to sign paperwork** – Cllrs A Snookes and D Suiter volunteered.
- 053 **14.2 Purchase of New Stiga grass cutting machine - IT WAS RESOLVED** to approve the purchase of a new Stiga from supplier B at a cost of £7,177.20 (incl. VAT) with funding to come from the Council's current general fund reserves. Vote: for 11 – against 0 – abstained 2. The Resolution was carried.

FC.15 Resolution to move into Closed Session

054 **IT WAS RESOLVED** to exclude the public and press for the consideration of the following confidential matters. Vote: for 13 – against 0 – abstained 0. The Resolution was carried and all members of the public and press left the meeting.

FC.16 Boston Road Site Access

055 Cllr H Lorimer requested a recorded vote.

056 **IT WAS RESOLVED** that one of the fundamental requirements from the outset has been to have a mechanism that sees the access road restricted to servicing the development proposal only. STC still needs to secure this for the matter to be progressed.

Vote: for 13- against 0 – abstained 0. The Resolution was carried.

FOR: Cllr B Allan, Cllr A Brand, Cllr J Brealeycook, Cllr J Charlesworth, Cllr P Coyne, Cllr M Graves, Cllr K Dolby, Cllr K Fernandes, Cllr H Lorimer, Cllr J Mathieson, Cllr A Snookes, Cllr D Suiter and Cllr G Titmus

There being no further business, the Chairperson thanked all for attending and closed the meeting at 9:30pm.