

Sleaford Town Council

Minutes of the Meeting of the Full Council held on Wednesday 15th June 2016 at 7.00 p.m. at The Town Hall, Quayside House, Navigation Yard, Sleaford.

Present: Cllr D Suiter (Chairman)

Cllr M Allan (Vice 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 P McCallum	Cllr A Snookes
Cllr G Titmus	Cllr R Willis	

Also in attendance Council Officers: Clerk and Minutes Clerk
Members of Public (2), Press (0)

There being no questions from the public present the Chairman opened the meeting at 7.00 p.m.

FC.1. Chairman's Welcome

001 The Chairman welcomed all to the meeting.

FC.2. Apologies for Absence with Reasons

002 No apologies - all Councillors present at the meeting.

FC.3. Declarations of Interest. To receive any declarations of pecuniary interests in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of DPI's.

003 Cllr Coyne declared a non pecuniary interest in item 16.2

004 Cllr Fernandes declared a remote interest in item 6.3.1

005 Cllr Suiter declared a pecuniary interest in item 9.2 transaction 11132 due to being the payee.

FC.4 Minutes

006 **IT WAS RESOLVED** that the notes of the meeting held on 1st June 2016, be accepted as Minutes of that meeting. Vote: For 15 - against 0 - abstained 3. The Resolution was carried.

FC.5 Chairman's Report

007 **5.1 Civic Regalia** - Clerk to obtain costings to enhance the chains of the Civic Regalia.

008 **5.2 Member HR Training from NKDC** - NKDC will provide HR Training for Sleaford Councillors. Costs were discussed and the Clerk to establish exactly what training will be required and the availability of Councillors.

- 009 **5.3 Christmas Market Meal.** It was reported that this year the meal will be held after the Christingle.
- 010 **5.4 Family Fund Day** - To take place on Eastgate Green and Car Park 21st August 2016 - This is a fundraiser for the Mayor's Charities.
- FC.6 Planning Matters**
- 011 **6.1 Planning Authority Decisions made** - none for this meeting.
- 012 **6.2 Current Planning Applications** - 16/0541/FUL Storage Building Eastgate. **IT WAS RESOLVED** to make no comment on this application. Vote: For 17 - against 0 - abstained 1. The Resolution was carried.
- 013 **6.3 Current Planning Applications for consideration and comment:**
6.3.1 16/0498/OUT - Land East of A15, West of The Drove, Covell Drive, Stokes Avenue, St. Deny's Road & South of Holdingham (Sleaford West Sustainable Urban Extension.) Erection of up to 1,400 dwellings, care home, two form entry primary school, secondary education facility, employment land, local centre, retail space, public open space, outdoor sports facility and Highway alterations.
- 014 Information received from Planning Consultants was distributed.
- 015 NKDC Planning Officer will be present at the Council Meeting on 6th July to answer any questions.
- 016 NKDC to extend formal consultation period to 15th July.
- 017 Concerns were raised about lack of infrastructure and timing of any S106 monies. Concerns from residents of Stokes Drive regarding construction traffic.
- FC.7 Clerk's Report**
- 018 **7.1 Cogglesford Mill** - **IT WAS RESOLVED** that the Clerk work with Cllrs G Jackson and A Brand. When the relevant forms arrive they make an application for modification order re the definitive route of the right of way. Report back to Council in due course. Vote: Unanimous. The Resolution was carried.
- 019 It was noted that the Arches under the Sessions House was also a right of way which has been closed off. This will be an item on a future agenda.
- FC.8 STC Neighbourhood Plan**
- 020 **8.1 Joint Neighbourhood Plan area** – Correspondence received from NKDC was noted.
- 021 20th June is the deadline for the public to make comments. NKDC should inform TC that the plan has been accepted.
- FC.9 Finance**
- 022 **9.1 Regular Direct Debits/Standing Orders.** **IT WAS RESOLVED** to approve the list totalling £5,292.14. Vote: Unanimous. The Resolution was carried.

- 023 **9.2 Pending BACS and Cheque Payments** - Councillors were reminded that queries should be directed to the office before the meetings whenever possible.
- 024 A presentational error on the sheet was noted. This will be corrected and does not affect totals.
- 025 **IT WAS RESOLVED** to approve the lists totalling £6,448.51 and £6,372.12. Vote: 17 - against 0 - abstained 1 (Cllr Suiter abstained re the reimbursement to himself). The Resolution was carried.

FC.10 Clerks Report - Finance Related

- 026 **10.1 Purchase of Fore End Loader for the John Deere Tractor** - Two quotes were obtained.
- 027 **IT WAS RESOLVED** to purchase the Fore End Loader for the John Deere Tractor. Double Days of Swineshead being used as the supplier. Vote: Unanimous. The Resolution was carried.
- 028 **10.2 Purchase of 1,200 litre watering tank.** **IT WAS RESOLVED** to authorise the order for purchase of 1,200 litre watering tank. Vote – Unanimous. The Resolution was carried.
- 029 **10.3 Tenders for Skate Park** - Closing date for tenders is Friday 17th June 2016.

FC.11. Internal Affairs

- 030 **11.1 Constitution Chapter 15, Information Policy, Freedom of Information and Data Protection**
- 031 **IT WAS RESOLVED** that the draft Information Policy, Freedom of Information and Data Protection Policy, is adopted and added to the Constitution with the addition that it will be reviewed in the event of changes of legislature and every twelve months in accordance with the Constitution. Vote: For 17 - against 0 - abstained 1. The Resolution was carried.
- 032 **11.2 Constitution Chapter 16, Publication Scheme.** **IT WAS RESOLVED** to adopt, the Publication Scheme. Vote: Unanimous. The Resolution was carried.
- 033 **11.3 Constitution Chapter 18, Media and Communications Protocol** - The draft was noted but further work needs to be carried out on this Chapter. Once completed it will be taken to a future meeting for adoption.
- 034 **11.4 Cemetery Toilets** – The current state of the toilet building was discussed.
- 035 **IT WAS RESOLVED** not to close the toilets. Request they are professionally assessed to make sure that they are safe to use and that a report is provided

stating what needs to be done to keep them open temporarily while a long term solution is agreed. In addition if the risk is not mitigated and the toilets need to be closed a temporary structure will be put in place until a permanent solution is effected. Vote: Unanimous. The Resolution was carried.

036 **11.5 Market Shopfront/Market Place** - Shop owners had consulted with the working group regarding putting out tables and chairs in various locations in the Market Place.

037 **IT WAS RESOLVED** that the Town Council is supportive of the NKDC proposal for the Shop Fronts and the Market Place and confirms its desire to work with relevant parties to develop the Market Place generally. Vote: For 16 - against 0 - abstained 2. The Resolution was carried.

FC.12 Clerks Report - Internal Affairs

038 **12.1 Council Meeting Dates** - Confirmation was given that extra ordinary meetings of the Council will still take place as and when needed.

039 Planned meeting on May 3rd 2017 to be changed due to elections.
Meeting planned for June 29th 2016 to be re-scheduled to July 6th 2016.

040 **IT WAS RESOLVED** that the Town Council Meetings take place on the 1st and 3rd weeks of the month and that a new list is submitted showing any subtle changes. Vote: Unanimous. The Resolution was carried.

041 1 member of the public left at this point.

042 **12.2 Allotments** - maintenance of unkempt plot on Galley Hill. Letters have been sent to 7 tenants regarding the state of their plots - 2 will terminate. Letters will go out to all plot holders detailing that plots need to be well kept.

043 Regarding a specific plot that has had to be brought back to a position to be useable there can be no recovery of costs for this.

044 Two plots border gardens and there is concern that they may have been incorporated into the gardens. Clerk and Cllr Lorimer will investigate.

045 Clerk is to liaise with Cllr Dolby and call a meeting of the allotment working group.

046 Setting up of all Working Groups is to be an agenda item at a future Council Meeting.

047 **IT WAS RESOLVED** that no further action is taken regarding the vacant allotment plot but that the Clerk is to ensure that a similar situation cannot reoccur in the future. Vote: Unanimous. The Resolution was carried.

048 The second member of the public left the meeting.

049 **12.3 Car Parking Passes for Councillors on Eastgate Car Park. IT WAS RESOLVED** that car parking passes are issued to Councillors for use while they are carrying out their duties and that the administration of these passes is

dealt with by the Clerk. Vote: For 15 - against 2 - abstained 1. The Resolution was carried.

FC.13 External Affairs

- 050 **13.1 Sleaford in Bloom** - Queries were raised about the condition of the planters currently owned by TC. Clerk to enquire about the planters outside the Town Hall.
- 051 **IT WAS RESOLVED** that the Clerk's report is accepted and that a clause is added stating that Sleaford In Bloom be responsible for ensuring that the watering is adequate and if more watering is needed they inform Town Council and that Town Council would require payment. Vote: For 14 - against 4 - abstained 0. The Resolution was carried.
- 052 **IT WAS RESOLVED** to extend the meeting of 20 minutes. Vote: Unanimous. The Resolution was carried.
- 053 **13.2 Christmas Lights 2016** - Budget to be clarified with Clerk.
- 054 **IT WAS RESOLVED** that the Working Group meets as soon as possible and reports back to the next Full Council. Vote: For 15 - against 2 - abstained 1. The Resolution was carried.
- 055 **13.4 Dedicated Dog Area for Boston Road Recreation Area. IT WAS RESOLVED** that the Clerk investigates how to introduce a bye law requiring dogs to be on a lead in all play areas and allotments. Vote: For 16 - against 0 - abstained 2. The Resolution was carried.
- 056 **13.5 Verbal updates from STC Councillors who represent at District or County level.** Cllr M Allan informed that switching off the street lights to save electricity will now occur at midnight and not 10.00 p.m. Areas are being phased in.
- 057 Grass verge cutting will no longer be carried out by County Council from the beginning of the next financial year.
- 058 District Councillors are invited to Town Council meetings. The Clerk is to check that the invitations to District Councillors actually are sent.

FC.14 Clerks Report - External Affairs

- 059 **14.1 Lincolnshire Minerals and Waste Local Plan Core Strategy and Development management Policies.** This item was noted.
- 060 **14.2 Highway Grass Cutting Agreements.** Contents of a letter from LCC were noted and the Clerk is aware which areas will not be cut. Highway Grass Cutting Agreements to be an item on the next agenda.
- 061 **14.3 STC Surgeries**

- 062 **14.3.1 Notes of Surgery held on 4th June 2016.** These notes were noted and to be included in Strategic Plan.
- 063 **14.3.2 Future Surgeries.** Volunteers were requested and the following agreed to attend surgeries - Cllrs Jackson, M Allan, Titmus, Clegg, Dolby, Graves and Snookes.
- 064 Press release to be organised for Target and Your Local Lincs Magazine and put on social media.
- 065 **IT WAS RESOLVED** that Surgeries are held at Town Hall from 2nd July 2016 and that the Clerk organises publicity for this. Vote: Unanimous. The Resolution was carried.
- 066 **IT WAS RESOLVED** to extend the meeting for a further 10 minutes. Vote: Unanimous. The Resolution was carried.
- 067 **14.4 The Sampler** - The artwork outside the Town Hall is to be removed by NKDC in the next few weeks and dismantled.

FC.15. Resolution to move into Closed Session

- 068 **IT WAS RESOLVED** "To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter(s)" Vote – Unanimous. The Resolution was carried.

FC.16 External Affairs

- 069 **16.1 Kiosk - Boston Road Recreation Ground.** **IT WAS RESOLVED** not to allow the transfer of the lease by the current Tenant. The Tenant to inform Town Council if they wish to continue after December 2016 (the date of renewal). New arrangements will come into force when the current lease finishes. The Clerk is to discuss this with the Tenant and also to inform them that they cannot assign or transfer the lease, and that the cost of utilities will be recovered in any new lease. The Clerk is to bring back a report. Vote: Unanimous. The Resolution was carried.
- 070 **16.2 Formal Complaint.** The following **WAS RESOLVED**
- that the Council note the report
 - that the Council note the letter of complaint
 - that the Clerk is dealing with the matter is accepted.
- Vote: Unanimous. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.35 p.m.