

Sleaford Town Council

Minutes of the Meeting of Sleaford Town Council held on Wednesday 19th October 2016 at 7.00 p.m. at The Town Hall, Quayside House, Navigation Yard, Sleaford.

Present: Cllr D Suiter (Chairman)

Cllr M Allan (Vice Chair)

Cllr J Brealeycook

Cllr P Coyne

Cllr M Graves

Cllr A Snookes

Cllr B Allan

Cllr J Charlesworth

Cllr K Dolby

Cllr G Jackson

Cllr G Titmus

Cllr A Brand

Cllr S Clegg (8:09pm)

Cllr K Fernandes

Cllr H Lorimer

Also in attendance Council Officers: Clerk and Assistant Clerk
Members of Public (1) Press (0)

FC.1. Chairman's Welcome

001 The Chairman welcomed all to the meeting.

FC.2 Apologies for Absence

002 Prior to the meeting, Councillor S Clegg advised he would be late arriving.

003 Apologies for absence with reasons were received from Councillors P McCallum and R Willis.

004 During the meeting, apologies with reasons, were received from Cllr J Mathieson.

005 **IT WAS RESOLVED** to accept the above apologies with reasons. Vote: for 14 - against 0 – abstained 0. The Resolution was carried.

FC.3. Declarations of Interest

006 Cllr B Allan declared an interest in Agenda Item 8.2, transaction number 11558, due to being the payee.

007 Cllr K Fernandes declared an interest in Agenda Item 8.2, transaction number 11529, due to being the payee.

FC.4. Minutes

008 **IT WAS RESOLVED** that the notes of the Council Meeting held on 5th October 2016, be approved as minutes of that meeting. Vote: for 13 – against 0 – abstained 1. The Resolution was carried.

FC.5. Chairman's Report

009 An update on attended Mayoral Functions was given by both the Mayor and Deputy Mayor.

010 It was agreed written reports updating members on attended Mayoral functions will be submitted to Councillor at frequent intervals.

FC.6 Planning Matters

011 **6.1 Current Planning Applications - IT WAS RESOLVED** to accept officer recommendation for not comments on the following applications. Vote: for 12 - against 1 – abstained 1. The Resolution was carried. NKDC to be notified accordingly.

Ref No	Location	Proposal
16/0963/FUL	Sleaford Quality Foods Ltd. Woodbridge Road, NG34 7JX	Proposed extension to warehousing & processing facilities, with revised highway access
16/1097/FUL & 16/1179/LBC	8 Watergate Sleaford, NG34 7PG	Demolition of existing outbuildings & erection of dwelling
16/1144/PNND (Prior notice application)	Sleaford & District Indoor Bowling Club, East Banks	Installation of approximately 284 Solar Riecium panels accommodating a 75kW scheme
16/1164/HOUS	2 Exeter Drive, NG34 8UB	Erection of detached garage & new driveway
PL/0112/16 (N57/16)	Former Eastgate Centre, Eastgate	Minor material amendment: To add external lighting to the scheme NB: STC made no objection to original application

FC.7. STC Neighbourhood Plan

012 Cllr P Coyne gave a brief update. A small display had been set up in the Town Hall and had been visited by members of the public, during the “Made in Sleaford” weekend. Cllr P Coyne was thanked for his work.

013 Cllr J Mathieson’s apologies were received at this point.

FC.8. Finance

014 **8.1 Regular Direct Debits/Standing Orders for retrospective approval – IT WAS RESOLVED** to approve the list totalling £18,841.30. Vote: for 14 – against 0 - abstained 0. The Resolution was carried.

015 **8.2 Pending BACS payments for approval - IT WAS RESOLVED** to approve the list totalling £8,912.34. Vote: for 12 – against 0 - abstained 2. The Resolution was carried.

- 016 **8.3 Internal Audit Inspection October 2016 – IT WAS RESOLVED** to accept the following:-
1. To note the Report
 2. That the Clerk will be putting the required work on the Asset Register, Risk Management and Insurance Review in hand for completion in the current administrative year
 3. Approve the suggested areas of Payroll, VAT, Section 137 expenditure and Standing Orders plus anything further identified by Council be included in the next internal audit planned for February 2017
 4. Approve the small amendment required to the wording in Section 1.15 of our Financial Regulations in Chapter 4 of the Council's Constitution
- Vote: for 14 – against 0 -abstained 0. The Resolution was carried.

017 It was requested that the Internal Auditor check Fuel and Credit Card usage on the next visit.

018 **8.4 Budget Virements to October 2016 - IT WAS RESOLVED** to approve the list of virements for 2016/17. Vote: for 14 – against 0 – abstained 0. The Resolution was carried.

019 **8.5 Request for 2 volunteers to sign paperwork** – Councillors M Graves and G Jackson volunteered.

FC.9. Internal Affairs

020 **9.1 Drove Lane Allotments – Draft Heads of Terms for new Lease.** After a discussion, **IT WAS RESOLVED** to accept the following:-

1. Note the report
2. To authorise the Clerk to consult with NKDC's Planning Development and Partnerships Manager to seek advice on the clause 14, regarding future planning consent for future development.
3. No further negotiations to be held with the Landlord's Agent until advice from the above has been sought.
4. A report to be brought to the next Council Meeting.

Vote: For 14 – against 0 – abstained 0. The Resolution was carried.

021 Definitive maps for both Allotment sites (Galley Hill/Millfield Terrace and Drove Lane) to be brought to a future meeting.

022 **9.2 Strategic Plan** – A verbal update from Panel Lead was given which was noted.

023 **Terms of Reference template for Working Groups - IT WAS RESOLVED** to accept the Terms of Reference template. Vote: for 14 – against 0 – abstained 0. The Resolution was carried.

- 024 **9.3 A request for the formation of a Working Group** to consider the Tractor Shed and related storage/accommodation/operational considerations. **IT WAS RESOLVED** to formulate a Tractor Shed Working Group. Vote: for 14 – against 0 – abstained 0. The Resolution was carried.
- 025 **IT WAS RESOLVED** that Councillors M Graves, G Jackson, M Allan, G Titmus and K Fernandes are the Working Group Members. Vote: for 14 – against 0 – abstained 0. The Resolution was carried.
- 026 It was agreed that the 31st January 2017 is the anticipated date that the WG will have completed its work.
- FC.10. Clerk's Report – Internal Affairs**
- 027 **10.1 NHS** – Cllr K Fernandes gave a verbal update regarding the community action to fight the service reductions at Grantham A&E. This was noted.
- FC.11 External Affairs**
- 028 **11.1 Verbal updates from District, County and Ward Councillors – for information and noting.**
 Cllr M Allan, as LCC Councillor – Meeting on 20th October regarding Greater Lincolnshire Combined Authority. A point reiterated by County Councillor A Hagues, from the Public Gallery.
 Cllr J Charlesworth, as STC Ward Councillor – recent meeting with McDonalds concerning litter on Lincoln Road.
 Cllr H Lorimer, as STC Ward Councillor – report from monthly tenants meeting reported the Housing development at Newfield, Phase 1, is nearly completed.
- 029 The Clerk requested that future District, County and Ward Councillors updates to be sent to him. Bi-monthly reports/updates can be brought to meetings but preferably be done through the Clerk's weekly updates.
- 030 Councillor S Clegg joined the meeting.
- 031 **11.2 Market Plan and Market Group** – The Council's draft business plan is to be discussed at an NKDC Executive Board Meeting on 10th November 2016. The Clerk has requested an early meeting with NKDC, following this date. This was noted.
- 032 **11.3 Sleaford REP Liaison Panel** – A written report from Cllr G Titmus was noted.
- 033 **11.4 Local Community Panel** – A written report from Cllr G Titmus was noted.
- FC.12 Clerk's Report – External Affairs**
- 034 **12.1 Cogglesford Mill** – The Clerk reiterated that the fencing and gate work carried out appears to conform with the Planning Permission granted. As continuing access issue has been raised with the Clerk, Cllr M Allan agreed to liaise with County

Councillor Hagues, regarding the Town Council's DMMO application, covering the Public Right of Way at Cogglesford.

035 **12.2 Central Lincolnshire Local Plan** – Members were notified about the examination of this Plan which starts on 1st November 2016.

FC.13. Resolution to move into Closed Session.

036 **IT WAS RESOLVED** to exclude the public and press for the consideration of the following confidential matters. Vote: for 15 – against 0 – abstained 0. The Resolution was carried.

FC.14. Human Resources Panel – IT WAS RESOLVED to accept the following:-

- 037
1. That new staff contracts are drawn up, alongside a revised employee handbook to include **'you will be required to work any five days of seven days and you may be required to work up to 13 Saturdays and 13 Sundays per year'**
 2. The following timelines are agreed for actions to be completed by NKDC HR Service;
 - October 2016 – Audit by NKDC HR and Payroll
 - November 2016 – Summarise findings and suggested actions
 - December 2016 – Report to Council with suggested actions with agreed timescales for action January – March 2017
 - December 2016 – Report to Council on new draft contracts and handbook
 - March 2017 – End of year 1 report and year 2 plan drafted for discussion
- Vote: for 15 – against 0 – abstained 0. The Resolution was carried.

FC.15. Kiosk Lease

038 After discussion **IT WAS RESOLVED** to seek clarification from STC's Solicitors on the current lease and report back to a future meeting.

039 At this point, **IT WAS RESOLVED** to extend the meeting for a further 25 minutes. Vote: for 15 – against 0 – abstained 0. The Resolution was carried.

FC.16. Boston Road Site Access – Former Advanta Seeds Site

040 After a lengthy discussion, **IT WAS RESOLVED** to ask Tesco to meet the Council's legal and professional costs to move the matter forward. Vote: for 14 – against 0 – abstained 1. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9:42pm.