

Sleaford Town Council

Minutes of the Meeting of Sleaford Town Council held on Wednesday 30th November 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 K Fernandes

Cllr H Lorimer

Cllr A Snookes

Cllr B Allan

Cllr J Charlesworth

Cllr M Graves

Cllr J Mathieson

Cllr R Willis

Cllr A Brand

Cllr P Coyne

Cllr G Jackson

Cllr P McCallum

Also in attendance Council Officers: Clerk and Office Manager.

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 Apologies for absence with reasons were received from Councillors Steve Clegg, Keith Dolby and Garry Titmus.

003 **IT WAS RESOLVED** to accept the above apologies with reasons.

Vote: for 15 - against 0 – abstained 0. The Resolution was carried.

FC.3. Declarations of Interest

004 No Declarations of Interest were received at this point.

FC.4. Minutes

005 Councillor H Lorimer queried page 4, No. FC.11, 029 – ‘Bi-monthly reports/updates can be brought to meetings but preferably be done through the Clerk’s weekly updates’. The Clerk explained that reports and updates from Councillors would be put on his weekly blogs, but that if Council preferred, he could put them on the agenda every two months.

IT WAS RESOLVED to have the bi-monthly reports and updates on agendas every two months.

Vote: for 15 - against 0 – abstained 0. The Resolution was carried.

IT WAS RESOLVED that the notes of the Council Meeting held on 16th November 2016, be approved as minutes of that meeting.

Vote: for 15 - against 0 – abstained 0. The Resolution was carried.

November 30th 2016 Council Meeting

Date:

Signed:

FC.5. Chairman's Report

006 **5.1** Councillor D Suiter reported that the Christmas Market had been very successful and thanked Councillor Jan Brealeycook and the Christmas Market Committee for all their hard work.

Councillor J Brealeycook asked that Cllr A Brand pass on her thanks to his wife, for her services on the day in looking after the Town Hall, which allowed Councillor Brealeycook to work outside.

FC.6. Planning Matters

007 **6.1 Current Planning Applications**

IT WAS RESOLVED to accept Officer recommendation for no comments on the following applications.

Vote: for 15- against 0 – abstained 0. The Resolution was carried. NKDC to be notified accordingly.

Ref No	Location	Proposal
16/1445/HOUS	51 Robertson Drive, NG34 7AL	Single storey side & rear extension.
16/1491/PNTEL 16/1492/PNTEL 16/1493/PNTEL 16/1494/PNTEL 16/1525/PNTEL	Jcn North Road & Tennyson Avenue, NG34 7AG. Nr Church Hall, Grantham Road, NG34 7NB. Boston Road, NG34 7HD. Jcn North Parade, Lincoln Road, NG34 8AA & Ent, Rauceby Hospital, Grantham Road, Greylees.	Removal of public payphones.
16/1330/FUL	Unit 1-2, Garden Trading Estate, Hadley Road.	Change of use from class A1 (motor vehicle accessory shop) to class D2 (fitness warehouse/gym).

6.2 Tree Works 16/1523/TPO

008 The Clerk confirmed that there was only one tree to be felled within this tree works application, together with other works to trees.

IT WAS RESOLVED to accept the application.

Vote: for 15 - against 0 – abstained 0. The Resolution was carried.

FC.7.STC Neighbourhood Plan

009 **IT WAS RESOLVED** to accept the report.

Vote: for 15 - against 0 – abstained 0. The Resolution was carried.

FC.8. Finance

010 8.1 Regular Direct Debits/Standing Orders/Payments for Retrospective Approval

The Clerk explained the payment to himself, being a refund of funds that he had paid out personally for the Christmas Market.

IT WAS RESOLVED to approve the list totalling £24,163.55. Vote: for 15 – against 0 - abstained 0. The Resolution was carried.

011 8.2 Pending Bill Payments

IT WAS RESOLVED to approve the list totalling £4,436.27. Vote: for 15 – against 0 - abstained 0. The Resolution was carried.

012 8.3 Cheques for Approval

IT WAS RESOLVED to approve the list totalling £125.00. Vote: for 15 – against 0 - abstained 0. The Resolution was carried.

013 8.4 Request for 2 volunteers to sign paperwork – Councillors B Allan and D Suiter volunteered.

014 8.5 Lincolnshire Pension Fund Employer Contributions

IT WAS RESOLVED to note the report and accept the employer contribution rates of 19.3% primary and 2.3% secondary for the years 2017/2018 to 2019/20 inclusive. Vote: for 15 – against 0 - abstained 0. The Resolution was carried.

FC.9 Internal Affairs

015 9.1 Strategic Plan Panel - update

Councillor A Brand updated members as to the work that the panel have been looking at, including the kiosk lease, street furniture, signage and litter picking.

016 9.2 Tractor Shed Working Group - update

The Clerk updated members as to the recent meeting that was held regarding the future use of the tractor shed and internal storage requirements. The Clerk also informed members that a tender document has been published, inviting contractors to quote for the works to the shed.

017 **9.3 Drove Allotment Draft Heads of Terms**

IT WAS RESOLVED to note the report and to accept the draft Heads of Terms, on the proviso of the landowner using their best endeavours to secure a suitable alternative site of an equivalent area, within the boundary of Sleaford. Also, to authorise the Clerk, the Chairman and Vice Chairman to conclude negotiations as necessary with the authority to agree a contribution to legal costs of up to £2,500.

Vote: for 15 – against 0 - abstained 0. The Resolution was carried.

FC.10 Clerk's Report – Internal Affairs

018 **10.1 Christmas Market 2016**

The Clerk thanked everyone involved in the Christmas Market, particularly Councillor J Brealeycook. The Clerk also thanked all of his staff for their involvement.

Councillor M Allan commented that the Christmas Market had gone very well with a good turnout. He asked if the Council could have a financial report in time.

Councillor M Graves also thanked the Christmas Market Committee and particularly Councillor J Brealeycook. A round of applause then followed.

Councillor J Brealeycook thanked Members and commented that Aurora, the security firm, were excellent on the day. Councillor Brealeycook also thanked the staff and reported that she had already had volunteers come forward for the 2017 Market.

Councillor J Jackson added that Francesca, one of the volunteers was also to be thanked for her involvement and commitment.

The Clerk then informed Members that the Chairman had received notification from the Royal British Legion, that his fundraising and the selling of poppies in the office had raised £80.70.

FC.11 External Affairs

019 **11.1 Homelessness – to discuss any action, if required, regarding homelessness in Sleaford**

The Clerk informed Members of information that he had received from NKDC as to homelessness cases in Sleaford. The Clerk also explained that there are sources in Sleaford which can help homeless people, namely the Outreach Team, NLC Food Bank and The Source.

After discussion, **IT WAS RESOLVED** to note the information and the Clerk to distribute it in paper form to all Councillors. To also identify a charity to work with the

Town Council, to do a presentation to create a 'support package' for homeless people.

Vote: for 15 – against 0 - abstained 0. The Resolution was carried.

FC.12. Clerk's Report – External Affairs

020 12.1 Budget and Council Tax Precept 2017/2018

The Clerk explained the report.

After discussion, **IT WAS RESOLVED** to increase the precept by £5 on Band D.

Vote: for 3 – against 10 - abstained 2. The Resolution failed.

After more discussions, **IT WAS RESOLVED** to increase the precept by £3.43 on Band D.

Vote: for 8 – against 2 - abstained 5. The Resolution was carried.

Councillor P McCallum left the meeting at 8.28pm.

FC.13. Resolution to move into Closed Session

021 IT WAS RESOLVED to exclude the public for the consideration of the following confidential matters. Vote: for 14 – against 0 – abstained 0. The Resolution was carried.

FC.14. Minutes – Notes of the Confidential Council Meeting held on 8th November 2016, to be approved as Minutes

022 IT WAS RESOLVED to approve the Minutes from the Council Meeting held on 8th November 2016.

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

FC.15. HR Related Matters – Report from HR Panel

023 Taking into consideration the confidential nature of the business, the Clerk explained the report:

Audit Plan.

Job of current RFO – transition to Finance and Administration Officer and to ratify new position and salary.

Formal consultation on new draft contracts and job descriptions.

Christmas and New Year arrangements – the Clerk will be the emergency contact over this period. The temporary General Operative will be working over Christmas. The teams will finish at 1pm on Friday 23rd December and will be invited to join the Clerk, Mayor and Councillors for light refreshments at the Town Hall. Those staff that do not wish to attend, will continue their normal day of working.

The Office Manager left the meeting at 8.50pm.

Discussions continued and Councillor M Graves clarified certain issues, including the Council's position and pay protection issues.

Taking into consideration the confidential nature of the business, **IT WAS RESOLVED** to approve the recommendations on the Clerk's report: to approve redefinition of the RFO post to Finance and Administration Office, with a salary grade reduction, approve that formal consultation on new draft contracts and job descriptions be carried out and approve the Clerk's suggested Christmas and New Year working arrangements and agree that all staff and Councillors are invited to a small reception on Friday 23rd December 2016, starting at 1pm. Any employee choosing not to attend will be required to work until 3.30pm as normal.

Vote: for 10 – against 3 - abstained 1. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9:02pm.