Sleaford Town Council

Minutes of the Meeting of Sleaford Town Council held on Wednesday 5th 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 B Allan	Cllr A Brand
Cllr J Brealeycook	Cllr J Charlesworth	Cllr S Clegg (7.15pm)
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 (7.20pm)	

Also in attendance Council Officers: Clerk and Minutes Clerk
Members of Public (3) Press (0)

FC.1. Chairman's Welcome

001 The Chairman welcomed all to the meeting. The meeting to be video recorded.

002 No public questions were raised at the forum before the meeting

FC.2. Apologies for Absence

003 Prior to the meeting, Councillors S Clegg and R Willis had advised that they would be late arriving.

004 No apologies for absence were received.

FC.3. Declarations of Interest

005 Cllr M Graves declared an interest in 16/1069/FUL

FC.4. Minutes

006 015 line 4 the words "to be" to be inserted.
020 word to be removed
044 Cllr Lorimer left the room at 9.15 to be added
008 should read booked for Christmas Market Dinner not Lunch

007 **IT WAS RESOLVED** the notes of the Council Meeting held on 21st September 2016, together with the above amendments, be approved as minutes of that meeting.
Vote: for 14 - against 0 - abstained 2

FC.5. Chairman's Report

008 **National Health Service -** The report was received and noted.

009 **IT WAS RESOLVED** that appropriately worded letters are drafted by the Clerk and the Chairman outlining the following concerns -
Closure of Laundon House
Loss of local A & E Services at Grantham Hospital

Pressure on East Midlands Ambulance Services
GP patient ratios
Deliverability of future planning gains concerning health
- and that this letter is circulated to all Councillors before being forwarded to-
NHS England
United Lincolnshire Hospital Trust
Lincolnshire Partnership NHS Foundation Trust
Health Scrutiny Committee for Lincolnshire
Stephen Phillips - local MP
Vote: for 16 - against 0 - abstained 0

FC.6. Planning Matters

010 **6.1 Current Planning Applications - IT WAS RESOLVED** to accept officer recommendation for no comments, on the following applications. Vote: for 14 - against 0 - abstained 2. NKDC to be notified accordingly

Ref No	Location	Proposal
16/1155/PNH	11 Castle Causeway	**Prior Notification:** single storey rear extension 6.0m in length from the original wall, eaves height of 2.3m & maximum height of 4.0m
16/1069/FUL	Land adjacent GH Kyme Premises, East Road	Erection of a Physiotherapy Studio (with associated uses)
16/1114/FUL	Land adjacent to Foxley, Holdingham, NG34 8NR	Erection of a chalet bungalow & garage & associated works
16/1119/LBC	2 Northgate, NG34 7BL	Listed Building Application in respect of installation of new Wi-Fi units including associated cabling
16/0986/RESM	Land off Furlong Way & South of A17 Holdingham	Reserved matters application pursuant to 12/1022/OUT for the erection of 64 bed two storey Care Home (use class C2)

FC.7. STC Neighbourhood Plan

011 An update was received and noted. Councillors K Fernandes, M Allan and D Suiter volunteered to help at the weekend, for Made in Sleaford 2016.

FC.8. Finance

012 **8.1 Regular Direct Debits/Standing Orders for retrospective approval - IT WAS RESOLVED** to approve the list totalling £14,139.95. Vote: for 16 - against 0 - abstained 0

013 **8.2 Pending BACS Payments - IT WAS RESOLVED** to approve the list totalling £6,073.97. Vote: for 16 - against 0 - abstained 0

014 **8.3 Retrospective BACS payment - IT WAS RESOLVED** to approve the list totalling £16,612.70. Vote: for 16 - against 0 - abstained 0

015 Cllr S Clegg arrived at 7.15 p.m.

016 **8.4 Credit Card Payments - IT WAS RESOLVED -** to approve the list totalling £267.50. Vote: for 16 - against 0 - abstained 1

017 **8.5 Quarter Income and Expenditure Report –** The Clerk informed the meeting that the report includes all financial activity to date.

018 **IT WAS RESOLVED** to request the Clerk to produce a list of required virements at the earliest opportunity. Vote: for 17 against 0 – abstained 0

019 Cllr R Willis joined the meeting at 7.20 p.m.

020 **8.6 Request for two volunteers to sign paperwork –** Councillors M Graves and B Allan volunteered.

FC.9. Internal Affairs

021 **9.1 Amendment to Standing orders - IT WAS RESOLVED** to approve the recommendation to ratify the Resolution made on 21st September 2016. Amend Standing Orders, Panel membership, Page 11, No. 13, e, A Panel will now consist of a maximum of up to seven (7) members with the exception of the Clerk's Management Panel which will remain at three (3). Vote: for 18 - against 0 - abstained 0

022 **9.2 Election of Additional Councillors to Panels - IT WAS RESOLVED** that the membership of the Strategy Panel be increased from five (5) to seven (7) and that Human Resources, Disciplinary Panel and Appeals Panel numbers do not change at this time but may do so in the future if deemed necessary. Vote: for 12 - against 3 - abstained 3

023 Nominations for the additional two places on the Strategy Panel included Cllrs Titmus, Dolby and B Allan. Cllrs Titmus and B Allan were elected.

024 **9.3 Dealing with Planning Applications - IT WAS RESOLVED** that the following be accepted and approved for inclusion in the Council's Standing Orders in Section No. 5:

1. Amendment to Standing Orders
2. Under the Role of the Proper Officer (page 7, No.5 Proper Officer of S/O) an inclusion to this role as follows:

- To record every planning application notified to the Council and the Council's response to the Local Planning Authority
- To advise the Council, as to what planning applications are for Officer Recommendation, of no comments
- Any possible contentious planning application to be listed on the agenda for discussion, for an agreed response, taking into account the differences between material and non-material planning comments

- When there is insufficient time or the Council does not wish to use their full process, the council may wish to use the delegated power of the Proper Officer as they are entitled to do under s101 of the Local Government Act 1972
- To engage with any interested parties in the planning process and report to Council as required
- To undertake appropriate advice on the planning process, and best practice in dealing with planning applications, in accordance with any budget set by Council
- To respond to any consultation documents relating to strategic and national planning polices as directed by the Council.

Vote: for 17 - against 0 - abstained 1

025 **9.4 Items for Noting Only**

9.4.1 Strategic Plan – an update received from Panel Lead was received and noted.

026 **9.4.2 Town Hall Marketing Group** -Cllr M Allan thanked Cllr Mathieson and the Working Group for an excellent piece of work.

027 **IT WAS RESOLVED** that the Full Council agree the revised charges and that the structure can be adjusted in future if necessary. Vote: for 16 - against 1 - abstained 1

028 **IT WAS FURTHER RESOLVED** that the Council decides in principal that certain organisations will be able to use the room at cost and that the details are to be delegated to the Clerk. Vote: for 15 - against 0 - abstained 3

029 **The following WAS RESOLVED**:

a. that photographs of former Mayors should be in the Council Chamber
b. Items related to the history of Sleaford should be offered to the museum or displayed in the foyer
c. a glass display unit should be purchased for items awarded to the Town Council (eg from twinnned towns) or to Sleaford (SIB, Mareham Pastures).

Vote: for 17 - against 0 - abstained 1

030 **9.4.3 Christmas Market and Lights -** an update from the Lead Councillor was received and noted. Cllr A Snookes thanked Cllr J Brealeycook for her hard work on this

031 **9.4.4 Skate Park Working Group -** a verbal update was received and noted.

FC.10. Clerk's Report

032 **10.1 Allotment Update – IT WAS RESOLVED THAT** -

1. the report is noted
2. that regular site visits and enforcement is being carried out
3. that vacant plots will be offered in accordance with time spent on the waiting list.

Vote: for 18 - against 0 - abstained 0

033 **10.2 To Note the Annual Town Meeting Notes of 18th May 2016 - IT WAS RESOLVED** that the Draft Minutes from the Annual Town Meeting held on 18th May 2016 be noted. Vote: for 18 - against 0 - abstained 0

FC.11. External Affairs

034 **11.1 Armed Forces Day 2017 and 2018 - IT WAS RESOLVED t**hat the Council approve in principle the following four recommendations -

1. That an amount of £500 be included in the FY 2017/2018 budget for support to AFD 2017 activities
2. That an amount of £2000 be included in the FY 2018/2019 budget for support to AFD 2018 activities
3. That we support the use of the Market Place and Navigation Yard to be granted to the RBL at no charge for AFD 2017 and 2018
4. That STC work with NKDC to publicise the 2017 and 2018 AFD events and encourage greater business participation.

Vote: for 18 - against 0 - abstained 0

035 **11.2 Town Fund –** an update from meeting held 16th September 2016 was given and was noted.

036 **11.3 Bert Holland Funfair - IT WAS RESOLVED** that STC grant permission for Bert Holland Fun Fair to use Boston Road Recreation Ground, in May 2017, subject to the usual conditions on public liability insurance, and indemnities on leaving the site clean, tidy and damage free. Vote: for 18 - against 0 - abstained 0

037 **11.4 Signage - IT WAS RESOLVED** that Signage is included in the Strategic Plan, afforded the priorities indicated and that the Strategic Panel Group be tasked with completing the initial review of signage and delivery thereof. Vote: for 18 - against 0 - abstained 0

038 **11.5 - No item on agenda**

039 **11.6 "When in Sleaford" - IT WAS RESOLVED** the Council notes the report and offers a grant of £1,000 from its general donations budget on the basis that it will help secure the remaining funding required. Vote: for 18 - against 0 - abstained 0

FC.12. Clerk's Report

040 **12.1 East Midlands Rail Franchising - IT WAS RESOLVED** that the draft response be approved and submitted to NKDC. Vote: for 18 - against 0 - abstained 0

041 **12.2 Request for two Councillors to accompany Clerk to speak to Kiosk Lease Holder -** Cllr B Allan and Jackson volunteered to accompany Clerk to speak to Kiosk Lease Holder.

FC.13. Resolution to move into Closed Session

042 **IT WAS RESOLVED** to exclude the public and press for the consideration of the following confidential matter. Vote: for 18 – against 0 – abstained 0

043 The public left the meeting.

FC.14. Boston Road Site Access

044 **IT WAS RESOLVED** the letter from STC's Solicitors be shared with relevant parties at NKDC as a confidential matter. Vote: for 18 - against 0 - abstained 0

There being no further business, the Chairman thanked all for attending and closed the meeting at 8.55pm

Date: Signed: