

Sleaford Town Council

Minutes of the Meeting of Sleaford Town Council held on Wednesday 17th October 2018 at 7.00 p.m. at The Town Hall, Quayside House, Navigation Yard, Sleaford

Present: Cllr G Jackson (Chairman)

Cllr F Richards (Vice Chairman)	Cllr B Allan	Cllr A Brand
Cllr J Charlesworth	Cllr K Dolby	Cllr L Edwards-Shea
Cllr M Graves	Cllr H Lorimer	Cllr J Mathieson
Cllr P McCallum	Cllr M Shanahan-Kluth	
Cllr S Shanahan-Kluth		

Also in attendance Council Officers: Clerk, Deputy Clerk (elect)
LCC Councillors (2) Members of Public (1) Press (0)

Please note the Audio Recording from this meeting is available on the Town Council's Website.

In the public session before the meeting started two questions were received regarding the Town Council's desire or appetite to improve the use of the River Sleas. The Chairman allowed several town councillors and one of the LCC councillors to respond.

The Council meeting started at 7.13pm

FC.1 Chairman's Welcome

001 The Chairman welcomed everyone to the meeting. In the absence of the Vice Chairman the Chairman invited nominations for a councillor to act as Vice Chairman for this meeting only. After being proposed and seconded **IT WAS RESOLVED** to appoint Cllr F. Richards as Vice Chairman for this meeting only. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

FC.2 Apologies for Absence

002 Apologies for absence with reasons were received from Councillors Clegg; Dale; Fernandes; Snookes and Suiter

003 After being proposed and seconded **IT WAS RESOLVED** to accept the above apologies with reasons. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

FC.3 Declarations of Interest

004 Cllr F Richards and Cllr M Graves both declared a pecuniary interest in transactions on Agenda Item No 8.3.

October 17th, 2018 Council Meeting

Date:

Signed:

FC.4 Minutes

005 **Notes of the Council Meeting held on 3rd October 2018** - After being proposed and seconded **IT WAS RESOLVED** that the notes of the Council Meeting held on 3rd October 2018, be approved as Minutes of that meeting with one amendment to the voting numbers shown on paragraph 23. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

FC.5 Chairman’s Report

006 **Mayoral Invitations** – the Chairman gave a brief update on his recent attendance at North Hykeham Town Council’s Civic Service and the forthcoming Twinning event on 26th October 2018.

007 **Meeting with NKDC and NHTC** – The Chairman gave a brief update on a recent meeting at NKDC with the Chairs and Clerks from both Sleaford Town Council and North Hykeham Town Council present. Council noted the concerns that NKDC need to engage better with the Town Council in several areas. This was especially evident with the Car Parking Strategy that had just been approved. The Clerk is asked to contact NKDC to this effect.

FC.6 Planning Matters

008 **6.1 Current Planning Applications.** Following consideration of the report it was proposed and seconded that the Council supports application 18/1245/LBC and makes No Comment on the remaining three items. On being put to the vote **IT WAS RESOLVED** Vote: for 12 – against 0 – abstained 1. The Resolution was carried.

Ref No	Location	Proposal
18/1245/LBC	Flats 1-6 Northgate Almshouses – Bede Houses, Northgate	Replacement windows to rear & secondary glazing in windows to front of properties
18/1330/HOUS	39 Russell Crescent, NG34 7JF	Erection of hipped roof to rear of property
18/1349/HOUS	5 Robertson Drive, NG34 7AN	Removal of existing shed & erection of conservatory to side of dwelling
18/1316/HOUS	25 Leicester Street, NG34 7PS	Erection of a single storey & side extension

FC.7 Panel Reports

009 **7.1 Culture, Events, and Markets** – The Panel Lead gave a verbal update following the meeting held earlier that day. £205 was raised at the recent MacMillan coffee morning. Following the recent Cinema Event a decision will be made on the use of the surplus proceeds in due course.

- 010 **7.2 Services & Assets** – The Panel Lead gave a brief update following the meeting held earlier this week
- 011 **7.3 Finance & Strategy** - A meeting of the Panel is being held on Thursday 18th October 2018
- FC.8 Finance**
- 012 **8.1 Regular Direct Debits/Standing Orders for retrospective approval** – After being proposed and seconded, **IT WAS RESOLVED** to approve the list totalling £15,686.28 Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 013 **8.2 BACS payments made for retrospective approval** – After being proposed and seconded, **IT WAS RESOLVED** to approve the list totalling £1,076.50 Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 014 **8.3 Pending BACS payments for approval** – After being proposed and seconded, **IT WAS RESOLVED** to approve the list totalling £16,629.02 Vote: for 11 – against 0 – abstained 2. The Resolution was carried.
- 015 **8.5 Request for 2 volunteers to sign paperwork** – Cllrs J Mathieson and Jackson volunteered.
- FC.9 Internal Affairs**
- 016 **9.1 Standing Orders** - After being proposed and seconded, **IT WAS RESOLVED** to make minor changes to the Council’s Standing Orders (sections 22 & 31) concerning the Annual Governance Return and GDPR. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.
- 017 **9.2 Allowance for Chairman** - After being proposed and seconded, **IT WAS RESOLVED** to refer the matter to the Council’s Finance & Strategy Panel to look at and report back. Vote for 12 – against 1 – abstained 0. The Resolution was carried.
- 018 **9.3 Use of Cemetery Driveway** - Council considered a request from the William Alvey School for the use of the driveway for pupil drop off and pick up. Following much discussion and after being proposed and seconded, **IT WAS RESOLVED** to say no to the request. Vote 13 – against 0 – abstained 0.
- 019 **9.4 Income and Expenditure Report – 6 months to 30th September 2018** – the report was noted
- FC.10 Clerk’s Report – Internal Affairs**
- 020 **Key Holding & Alarm Response Service for the Town Hall** – Following consideration of a report regarding the provision of a service from a local security firm after being proposed and seconded, **IT WAS RESOLVED** to accept the quote for the service for six months initially and thereafter subject to review. Vote 12 – against 0 – abstained 1.

021 **Councillor Emails** – the Clerk gave a verbal update on apparent problems with councillors receiving emails. The Clerk is looking into possible hardware & software solutions and will request the Council’s IT Support Advisor to attend a future Council meeting to give a brief presentation on webmail access to .gov email accounts.

FC.11 External Affairs

022 **11.1 Sleaford Signage Strategy** – After being proposed and seconded, **IT WAS RESOLVED** to appoint Cllr Anthony Brand as the Council’s representative on the Sleaford Signage Strategy Group. Vote 13 – against 0 – abstained 0.

023 **11.2 Sleaford Regeneration Group** – Cllrs Brand and Graves gave verbal updates on several items following their attendance at the meeting on 15th October 2018. Concerns regarding the level of engagement with NKDC were reinforced. It was suggested that the Town Council should look to place items on future Regeneration Group agendas; the Finance and Strategy Panel should be able to assist with this. The updates were noted.

024 **11.3 Sleaford Castle Heritage Group** – Cllrs Jackson, Brand and M Shanahan-Kluth gave a verbal update following the meeting on 16th October 2018. This was noted.

FC.12 Clerk’s Report – External Affairs

025 **Commonwealth War Graves Sleaford Cemetery** – The Clerk’s report on the turfing of war graves at the Cemetery by the War Graves Commission was noted.

FC.13 Resolution to move into Closed Session.

026 After being proposed and seconded, **IT WAS RESOLVED** to exclude the public and press for the consideration of the following matter. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

027 **HR Panel** – The HR Panel lead gave a verbal update on a range of Personnel matters including:

Starters and leavers; Sickness and leave; Appraisals and training; initial budget proposals for 2019/20; revised staff handbook; Weekly to monthly pay and the HR Advice Service.

The update was noted.

There being no further business, the Chairperson thanked all for attending and closed the meeting at 8.53pm.