

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 12<sup>th</sup> May at 8pm  
At the Deepings Community Centre**

Present:	Cllr Yarham (Chair)	Cllr Miss Collins
	Cllr Lester	Cllr Miss Moran
	Cllr Neilson	Cllr Mrs Redshaw
	Cllr Dolan	Cllr Shelton
	Cllr Broughton	Cllr Mrs Sked
	Cllr Brookes	

LCC Cllr Baxter, a member of the public, the Clerk and the Deputy clerk were also in attendance.

Cllr Yarham welcomed everyone to the meeting and the Open Session commenced:

Cllr Baxter thanked his supporters for voting him in as member of LCC for the Deepings West and rural. He advised members of ongoing issues with the resurfacing required to Halfleet and of Highways briefings that he had attended. He also advised that the SKDC leisure centre funding had been agreed. He confirmed that SKDC would again allow a grant of £1000 for each ward councillor for the coming year.

Cllr Miss Moran, for SKDC, then advised members that there had been no meetings due to purdah, but that she was looking at housing issues and inspections.

Cllr Broughton, for SKDC, had attended a licencing meeting.

There being no further business the public session was closed at 8.10pm.

#### **1. Election of Mayor 2021/22**

It was proposed by Cllr Yarham, seconded by Cllr Broughton and **RESOLVED** with 7 in favour, 2 against and 2 abstentions to suspend standing orders. Cllr Broughton advised members that as Cllr Yarham had not had the opportunity to conduct all of the Mayoral business expected in a standard year, then he believed Cllr Yarham should be given a second year to fulfil the role, as Cllr Broughton himself had done in the past. It was then proposed by Cllr Broughton, seconded by Cllr Neilson and **RESOLVED** unanimously that Cllr Yarham be elected as Mayor. Cllr Yarham thanked members for their support and members then **RESOLVED** to return to Standing Orders.

#### **2. Election of Deputy Mayor 2021/22**

The clerk had received one nomination form only for Cllr Miss Moran. It was proposed by Cllr Yarham, seconded by Cllr Mrs Sked and **RESOLVED** with 6 in favour and 5 against that Cllr Miss Moran be elected as the deputy Mayor.

#### **3. For the Mayor and Deputy Mayor to sign their acceptance of office forms**

Cllr Yarham and Cllr Miss Moran signed their forms in the presence of the Town Clerk as proper officer.

#### **4. Chairman's Welcome & Introductions**

Cllr Yarham again welcomed members to the meeting.

#### **5. Apologies for Absence**

Apologies were received from Cllr Hembrow.

#### **6. Declarations of Interest under the Localism Act 2011**

None were declared.

#### **7. Acceptance of the minutes of a meeting held on 14<sup>th</sup> April 2021 and of the Extraordinary meeting of 5<sup>th</sup> May 2021**

Cllr Yarham asked members if they were to accept the minutes of the meeting of 14<sup>th</sup> April 2021. It was proposed by Cllr Broughton and **RESOLVED** with 10 in favour, and one abstention to accept the notes of the

meeting as a true and accurate record. It was then proposed by Cllr Yarham, and **RESOLVED** with 10 in favour and one abstention to accept the notes of the meeting of 5<sup>th</sup> May 2021 as a true and accurate record. The chairman will sign both sets of minutes.

**8. Appointment of Councillors to the existing Committees and the appointment of the Committee chairs**

**Amenities and Open Spaces:** Cllrs Broughton, Dolan, Shelton, Mrs Sked and Mrs Redshaw had elected to sit on the committee. The clerk asked whether any other councillors wished to be on the committee and Cllr Miss Collins asked to be added. The clerk had received 2 nominations for chair from Cllrs Broughton and Dolan. Cllr Dolan withdrew his application so Cllr Broughton remains as chair. Cllr Broughton then asked Cllr Dolan if he wished to be joint chair so that Cllr Dolan could learn what was involved for future events. Cllr Dolan accepted this offer, and Cllr Broughton remains listed as chair.

**Planning and Highways:** Cllrs Brookes, Davis, Shelton and Mrs Redshaw had elected to sit on the committee. The clerk asked whether any other councillors wished to be on the committee and there were none. The clerk had received one nomination for chair from Cllr Davis who was not present. Cllr Shelton offered to accept the role. It was then proposed by Cllr Broughton and **RESOLVED** unanimously that Cllr Shelton chair the committee.

**Town Hall and Cemetery:** Cllrs Miss Moran, Broughton, Dolan, Mrs Redshaw, Shelton and Mrs Sked had elected to sit on the committee. The clerk asked whether any councillors not listed wished to be on the committee and there were none. The clerk had received one nomination for chair from Cllr Miss Moran. Cllr Miss Moran remains chair of the committee.

**Finance and Personnel:** The Town Council Chair together with the committee chairs form the committee. However, all members of the council are eligible to attend and vote at meetings.

8.17pm Cllr Neilson left the meeting.

**9. For members to adopt the Terms of Reference for Committees**

It was proposed by Cllr Yarham, seconded by Cllr Miss Collins and **RESOLVED** with 9 in favour and 1 abstention to adopt the Terms as presented.

**10. Reports: Including reports from Deepings Neighbourhood plan, Committees (Planning and Highways), and the Clerk**

Deepings First

Cllr Shelton was pleased to report that over 3000 residents had voted in favour of the plan, so the outcome was over 90% positive. The committee will now focus on implementation, monitoring and review. Cllr Shelton also advised that the committee would work on site allocation for the Deepings, and noted that the White Paper on planning confirms that Neighbourhood planning is the most effective way to input into planning for the area.

Planning & Highways

Cllr Brookes, as outgoing committee chair, advised that Cllr Hembrow will liaise with the chosen contractor regarding the imminent refurbishment of the town's bus stops. Members had no questions on the presented minutes.

Mayoral diary

Cllr Yarham advised that he had attended a church service at St Guthlacs for the late HRH The Duke of Edinburgh.

Clerk's Report

The Clerk had issued members with a report prior to the meeting:

1. The raft race committee has sadly had to cancel the event for this year, but is hoping to find ways to support the charities who normally benefit.
2. Cllr Shelton has booked the Community Centre for the remainder of May and June's meetings. The Full Council meetings will commence at 8pm and members are asked to wear masks whilst moving around the building. Any members of the public attending can enter and leave the room from the rear exit and doors and windows will be adjusted for ventilation.

**11. Correspondence to be noted and resolved upon**

Correspondence to be noted

Who from	Subject	Date
Public sector exec	Newsletter	19/04/2021
Rural services network	Bulletin	20/04/2021

Public sector exec	Newsletter	20/04/2021
LALC	Enews	20/04/2021
Public sector exec	Newsletter	21/04/2021
Public sector exec	Newsletter	22/04/2021
Neighbourhood alert	Survey	22/04/2021
Healthwatch lincs	Newsletter	22/04/2021
Deepings school	Newsletter	22/04/2021
NALC	Chief exec bulletin	22/04/2021
Raft race committee	Event cancellation	24/04/2021
Public sector exec	Newsletter	26/04/2021
DSJ signal box	Newsletter	26/04/2021
Rural services network	Newsletter	27/04/2021
Public sector exec	Newsletter	27/04/2021
LALC	Enews	27/04/2021
LCC	Admissions policy updates	28/04/2021
Public sector exec	Newsletter	28/04/2021
YMCA lincs	Newsletter	28/04/2021
SLCC	Ruling on remote meetings	28/04/2021
Deepings library	Newsletter	29/04/2021
LCC	Admissions policy further update	29/04/2021
Public sector exec	Newsletter	29/04/2021
Lakeside Health Centre	Survey	29/04/2021
Public sector exec	Newsletter	30/04/2021
Healthwatch	Newsletter	30/04/2021
Deepings school	Newsletter	30/04/2021
Chief exec bulletin	Newsletter	30/04/2021
LCC	Town and parish update	30/04/2021
Public sector exec	Newsletter	04/05/2021
NALC	Newsletter	04/05/2021
Rural services network	Newsletter	04/05/2021
Public sector exec	Newsletter	05/05/2021
Rural services network	Newsletter	06/05/2021
Public sector exec	Newsletter	06/05/2021
NALC	Newsletter	06/05/2021
Deepings school	Newsletter	07/05/2021
NALC	Newsletter	07/05/2021
PCSO	Update	08/05/2021
Lincs environmental awards	Environmental awards	10/05/2021
Healthwatch lincs	Newsletter	10/05/2021
Neighbourhood alert	May newsletter	10/05/2021
LALC	Newsletter	11/05/2021
Public sector exec	Newsletter	11/05/2021
NALC	Newsletter	12/05/2021
Rural services network	Newsletter	12/05/2021

Correspondence to be resolved upon:

Who from	Subject	Members' Response
Lincs Lowland search and rescue	Request for donation	It was proposed by Cllr Broughton and <b>RESOLVED</b> with 9 in favour and one abstention to award the remaining £500 grant aid funding from 2020/21 to this charity.
LALC	Zoom subscription	Members decided not to continue with the subscription.
DSJPC	Playscheme and Forest Garden	Cllr Mrs Sked confirmed that Market Deeping Town council was providing a marquee for the playscheme but

		<p>she had had no contact from them. Cllr Mrs Sked will contact the organiser. The clerk was asked to inform DSJPC accordingly. Cllrs Mrs Sked, Miss Moran, Mrs Redshaw and Yarham expressed an interest in visiting the Forest Garden.</p>
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8.34pm Cllr Baxter left the meeting.

**12. Council Finances**

**a) Income and expenditure by cost centre**

Members had received a copy of the Council Finances and Omega report prior to the meeting. Cllr Yarham asked if there were any questions. There were none.

8.35pm Cllrs Mrs Sked and Miss Moran left the meeting.

**b) Accounts to be paid**

It was proposed by Cllr Lester and **RESOLVED** unanimously that the council pay its bills. See appendix A.

**c) Review of the Town Council's expenditure incurred under S137 of the Local Government Act 1972**

Cllr Yarham reminded members that the cap of £6000 pa for any one cause was now incorporated into the grant aid policy. Members had no further questions.

**d) For members to receive and accept the internal auditor's report**

It was proposed by Cllr Yarham and **RESOLVED** unanimously to accept the report.

**13. For members to approve the Annual Governance and Accountability return 2020/21 Part 3 Section 1**

The clerk had provided a copy of the AGAR return to members prior to the meeting. The clerk read each of the statements to the members present and each statement was agreed in turn. The chair and the clerk then signed section 1 of the return.

**14. For members to approve the Annual Governance and Accountability return 2020/21 Part 3 Section 2**

It was proposed by Cllr Yarham and **RESOLVED** unanimously to approve the presented figures. The chair and the clerk, as RFO, then signed section 2 of the return.

**15. For members to review and adopt the Town Council's Standing Orders, the Town Council's Financial Regulations and the Town Council's Code of Conduct**

The clerk had provided copies of each of the documents to members prior to the meeting. It was proposed by Cllr Yarham, seconded by Cllr Shelton and **RESOLVED** with 7 in favour and one abstention to adopt the policies as presented.

**16. For members to be given confirmation of arrangements for insurance cover**

The clerk had presented members with renewal documentation including quotations from 3 different insurers. Members discussed the quote and it was then proposed by Cllr Broughton, and **RESOLVED** unanimously to proceed with Hiscox insurance for a period of 3 years.

**17. For members to review the council's subscription to other bodies**

The clerk had provided members with a list of bodies that the council subscribes to. Members reviewed the list and it was proposed by Cllr Lester and **RESOLVED** unanimously to continue with the subscriptions shown.

**18. For members to review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

The clerk reminded members of the existing arrangements for grass cutting, the maintenance and cleaning of the public toilets and the community cleaning rebate. It was **RESOLVED** unanimously to continue with the existing arrangements.

**19. For members to review the representation on or work with external bodies and arrangements for reporting back**

It was confirmed that Cllr Miss Moran would represent the Deepings Swimming club on behalf of the council, that Cllr Miss Collins would represent the Deepings Youth Group, that Cllr Shelton would represent the Deepings Neighbourhood Plan, the Deepings Community Trust and the Deepings Library, that Cllr Mrs Sked

would represent the council on the Neighbourhood policing panel, and that Councillors Mrs Redshaw and Broughton would represent the council as trustees for the Feoffees. It was further agreed that Cllrs Miss Collins, Miss Moran and Mrs Sked should report to the council on a 6 monthly basis, Cllrs Mrs Redshaw and Broughton on an annual basis, and Cllr Shelton monthly. Councillors may report back either verbally or via a written report. It was noted that Cllrs Mrs Redshaw and Brookes also represented the council on the Deepings Neighbourhood Planning group.

**20. For members to consider and discuss any points raised in the public session.**

Cllr Yarham extended congratulations to Cllr Baxter on his successful election as a County Councillor.

**21.The re-issuing of keys in line with the Town Council’s adopted Key Holder Policy**

Cllr Yarham suggested that in light of the pandemic, members retained existing keys and confirmed the keys they were in possession of. The clerk noted which councillors held which keys.

**22. Confidential/Personnel Matters: Consideration to go into Closed session to discuss:**

**Staff issues**

There were none.

The Chairman thanked all members for attending and declared the meeting closed at 8.53pm. The next scheduled meeting of the Full Council will be held on Wednesday 19<sup>th</sup> June.

Chairman’s signature.....

Date.....

Attachments: Appendix A