

**Minutes of a Meeting of Market Deeping Town Council
Held on Wednesday 12th August at 7.30pm
Zoom meeting code 897 5938 5717
Password 376111**

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

A representative of the Deepings Youth Group, the Deepingathon charity event, the Deepings Rugby Club, a member of the public, and the Clerk were also in attendance.

Cllr Yarham welcomed everyone to the meeting. Cllr Miss Moran, as a member of the public, then advised members of her presentation to Aldi together with another member of the public. She had met with Cllrs Baxter and Dilks to prepare for the meeting, and 4 sites within the Deepings had been identified as suitable for a new store. Cllr Yarham had attended the presentation to represent Market Deeping Town Council. The response from Aldi is confidential but Cllr Miss Moran was pleased to report that it was a positive meeting.

Cllr Mrs Shinkins-Hoppe, DSJ, then spoke in support of the grant aid application for the Deepingathon charity event, advising members of the desire to support local charities that had lost out as a result of the Covid measures, and noting that the event had been very successful, with £2863 raised on the day. The committee is hoping to achieve a total of £5000. Cllr Yarham confirmed that the amount requested had been amended to £500 in line with the council's grant aid policy and Cllr Mrs Shinkins-Hoppe advised that any amount would be gratefully received.

A representative of the Deepings Rugby club then spoke in support of their grant aid application, detailing the costs involved in running the many teams from under 6s to veterans, particularly the cost of providing equipment. The club is grateful for any donation and is willing to provide support to the town when asked. The club maintains a clubhouse including facilities that are open to all and runs events open to all members of the public such as the beer festival.

The Deepings Youth Group youth worker then spoke in support of their funding request. She advised that sessions had continued to run via zoom whilst the lockdown measures have been in place, and that the club will reopen to physical attendees in September. Five sessions a week totalling 30 young people can be accommodated. She advised that the club is a lifeline for young people who do not have a good home life and who have been stuck at home. Cllr Miss Collins, as a trustee of the group, advised that the youth workers had dealt with distressing social issues. The club was looking to obtain its own premises but the current funding application was for staff costs.

7.55pm A member of the public was removed from the meeting for using offensive language.

Cllr Miss Moran queried the date of the accounts provided, the funds available to the group and the funding sources pursued. As the youth worker did not have this information the chair confirmed this will be discussed later in the meeting.

63. Chairman's Welcome & Introductions

Cllr Yarham welcomed members to the meeting.

64. Apologies for Absence

Apologies were received from Cllr Neilson and LCC Cllr Mrs Trollope-Bellew.

65. Declarations of Interest under the Localism Act 2011

Cllr Broughton declared an interest in agenda item 15.

66. Acceptance of minutes of the Annual meeting held on 8th July 2020.

Cllr Yarham asked members if they were to accept the minutes of the meeting. It was then proposed by Cllr Shelton and **RESOLVED** with 11 in favour and 1 abstention to accept the notes of the meeting as a true and accurate record. The Chairman will sign the minutes when safe to do so.

67. Reports: Including reports from Deepings First, Committees (Planning and Highways, Amenities and Open Spaces, Town Hall and Cemetery, Finance and Personnel), Mayor's Diary and the Clerk

Deepings First

Cllr Shelton confirmed that the public consultation regarding the finalised plan is now in its second week. The independent examiner had commenced his inspection, and hard copies of the plan had been placed in the Town Hall, the community centre and the Institute in Deeping St James for any interested parties to peruse. Cllr Shelton also confirmed that the recent government announcement regarding planning alterations would not be in detriment to the local plan and may enhance it.

Planning & Highways

Cllr Brookes advised members that details of the government's proposed changes to active travel had not yet been received but the committee will monitor the situation. The bus refurbishment issue will be discussed under agenda item 10.

Amenities and Open Spaces

Cllr Broughton advised that there were no particular issues to report, and Cllr Dolan thanked Cllr Broughton for his repair work on a damaged bin adjacent to the John Eve field.

Town Hall and Cemetery

Cllr Miss Moran expressed her delight that the Town Hall is now (as of 11th August) owned by the Town Council and that long awaited repairs could now go ahead. She advised that quotations for the replacement front door had been received and there were plans to modernise the office. Cllr Miss Moran also advised members that there would be no increase to the cemetery fees for the current year.

Finance and Personnel

Cllr Yarham referred members to the minutes provided in the agenda pack and confirmed that any items to be noted would be dealt with later in the agenda.

Mayor's Diary

Cllr Yarham had attended the following events:

24/07/2020 – Deepings Lions Training Event in Deeping

30/07/2020 – Friends of Millfield meeting in Deeping

Clerk's Report

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

1. The clerk has received a letter of thanks from Reverend George (Georgina) Holding, and she looks forward to meeting members when possible.
2. The clerks have received website training. The council has been given a blank framework with no content and effectively needs to build the website from scratch. This will require a huge time commitment (estimate over a hundred hours) from someone with IT skills. The council will need to follow the new government guidelines on website accessibility, enforceable from September, GDPR and data retention regulations. Agendas, minutes, financial and councillor information must legally be published and the old website will be taken down in December. Update: The clerk has contacted a company who are transferring data for LCC websites and they quoted an approximate price of £300 to complete the transfer and prepare a guide for how to maintain the site. Members felt that this support was necessary and Cllr Yarham confirmed that this amount of expenditure could be agreed between clerk and chair. Cllr Mrs Redshaw recommended contacting CommunityLIncs to see if they could assist.
3. Yet again the toilets have required repair – the stolen soap dispensers have been replaced and the ladies toilet flushing system has been restored.
4. Claire is on annual leave w/c 10th August, and Sarah w/c 17th and 24th August. Sarah may potentially have to work from home for the following week if quarantine measures are not lifted.

5. The transfer of the Town Hall completed on 11th August.
6. PKF Littlejohn, the external auditor, has completed the Annual Audit inspection and everything is in order with no issues raised. Members thanked the clerk for the work involved.
7. One space remains for the VJ day service on Saturday. Would any councillor not already attending like to go? Cllr Mrs Redshaw had expressed an interest and it was agreed that she would take the place.

68. Correspondence to be noted and resolved upon

Correspondence to be noted

Who from	Subject	Date
LALC	Police survey on Covid crime	13/07/2020
NALC	Newsletter	08/07/2020
Stamford Guildhall	Newsletter	08/07/2020
Public sector exec	Newsletter	09/07/2020
UK Parliament	Newsletter	09/07/2020
Deepings library	Returning books	10/07/2020
Public sector exec	Newsletter	10/07/2020
SKDC	Discover South Kesteven	10/07/2020
Healthwatch	Newsletter	10/07/2020
Deepings school	Newsletter	10/07/2020
NALC	Chief exec bulletin	10/07/2020
Deepings library	Newsletter	12/07/2020
Public sector exec	Newsletter	12/07/2020
Public sector exec	Newsletter	13/07/2020
Rural services network	Newsletter	14/07/2020
Public sector exec	Newsletter	14/07/2020
UK Parliament	Newsletter	14/07/2020
Neighbourhood alert	Scams	14/07/2020
Public sector exec	Newsletter	15/07/2020
Steve Shaw	Local electricity bill update	15/07/2020
Public sector exec	Newsletter	16/07/2020
NALC	Newsletter	16/07/2020
Public sector exec	Newsletter	17/07/2020
SKDC	Customer services area	17/07/2020
Healthwatch Lincs	Newsletter	17/07/2020
Deepings school	Newsletter	17/07/2020
NALC	Chief exec bulletin	17/07/2020
Neighbourhood alert	Online shopping fraud	17/07/2020
Deepings library	Newsletter	19/07/2020
Public sector exec	Newsletter	19/07/2020
Public sector exec	Newsletter	20/07/2020
Rural network	Bulletin	21/07/2020
SKDC	Customer services survey	21/07/2020
Public sector exec	Newsletter	21/07/2020
UK Parliament	Newsletter	21/07/2020
LCC	Fraudulent tarmac companies	21/07/2020
Lincs YMCA	Newsletter	21/07/2020
Deepings school	End of term newsletter	21/07/2020
NALC	Guidance Covid – play areas	21/07/2020
Public sector exec	Newsletter	22/07/2020
Public sector exec	Newsletter	23/07/2020
Healthwatch	Hospital survey	23/07/2020
Public sector exec	Newsletter	24/07/2020
Neighbourhood alert	Disability hate crime	24/07/2020
Healthwatch lincs	Newsletter	24/07/2020
NALC	Chief exec bulletin	24/07/2020

Deepings library	Book returns	25/07/2020
Public sector exec	Newsletter	26/07/2020
Deepings library	Newsletter	27/07/2020
Neighbourhood alert	Newsletter	27/07/2020
Public sector exec	Newsletter	27/07/2020
Rural services network	Newsletter	28/07/2020
Public sector exec	Newsletter	28/07/2020
Public sector exec	Newsletter	29/07/2020
Public sector exec	Newsletter	30/07/2020
NALC	Coronavirus update	30/07/2020
Neighbourhood alert	Impact survey	30/07/2020
Healthwatch	Newsletter	31/07/2020
LCC	Town & Parish newsletter	31/07/2020
NALC	Bulletin	31/07/2020
Neighbourhood alert	Cycle theft	31/07/2020
Public sector exec	Newsletter	03/08/2020
Rural services network	Newsletter	04/08/2020
NALC	Newsletter	04/08/2020
Public sector exec	Newsletter	04/08/2020
InvestSK	Newsletter	03/08/2020
SKDC	Funding opportunities	04/08/2020
Rural services network	Newsletter	05/08/2020
Public sector exec	Newsletter	05/08/2020
Public sector exec	Newsletter	06/08/2020
Neighbourhood alert	August enewsletter	06/08/2020
Public sector exec	Newsletter	07/08/2020
Healthwatch	Newsletter	07/08/2020
NALC	Chief exec bulletin	07/08/2020
Deepings library	Newsletter	09/08/2020
Public sector exec	Newsletter	09/08/2020
Public sector exec	Newsletter	10/08/2020
Rural services network	Newsletter	11/08/2020
NALC	Newsletter	11/08/2020
Public sector exec	Newsletter	11/08/2020

Correspondence to be resolved upon:

Who from	Subject	Members' Response
Cllr Dolan	Committee choices	Members RESOLVED unanimously to accept Cllr Dolan onto the Amenities and Open spaces, the Town Hall and Cemetery and the Planning and Highways committees
Seafarers UK	Merchant Navy Day	Cllrs RESOLVED unanimously to raise the flag on 3 rd September

69. Council Finances

a) Income and expenditure by budget 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.

b) Accounts to be paid

Cllr Yarham asked if there were any questions and there were none. It was then proposed by Cllr Broughton and **RESOLVED** with one abstention that the council pay its bills. See appendix A.

70. For members to ratify the decision of the Finance and Personnel Committee to allow Committees authority to spend

Cllr Yarham explained the Finance and Personnel committee's recommendation for a figure of £5000 for each committee in line with the Financial regulations. Cllr Lester asked for confirmation that 3 quotes would still be provided where necessary and this was agreed. It was reiterated that the figure of £500 could already be agreed between the chair/chair of the relevant committee and the clerk. It was then proposed by Cllr Broughton and **RESOLVED** with 9 in favour, one against and 2 abstentions to proceed with the motion and a limit of £5000.

71.For members to ratify the decision of the Finance and Personnel Committee to include an additional clause in staff contracts as suggested by Personnel Advice and Solutions

Cllr Lester advised members that any change to staff contracts must be negotiated with employees before a new contract is issued. Cllr Broughton suggested that the optional clause regarding notice periods be added to future contracts rather than existing. Cllr Yarham then amended the proposed motion to include the additional clause subject to informing and consent of the employees. If consent is not forthcoming, then to revert to Cllr Broughton's suggestion of including the clause in future contracts. Members **RESOLVED** unanimously to pass this resolution.

72.For members to approve the issuing of tender documents as prepared by Cllr Hembrow in respect of the repair and refurbishment of bus shelters

Members had been provided with a copy of the document prior to the meeting and Cllr Yarham thanked Cllr Hembrow for his work in preparing the document. Cllr Hembrow advised members that local companies were not keen to take on the work due to the multiple disciplines involved. He therefore suggested that 2 or 3 larger companies be approached for quotations. Cllr Miss Moran suggested that Deeping St James PC be contacted to see who they use and it was agreed that a firm date needed to be given on tender responses so the clerk and chair could open them in line with Standing Orders. Cllr Dolan asked if a maintenance contract should be considered and Cllr Hembrow agreed that this would be a good idea once a suitable company was found. It was then proposed by Cllr Yarham that the tender documents be approved and it was **RESOLVED** unanimously to proceed with the document as presented.

73.For members to approve the quotation received from Gowers Chartered Surveyors for the pre-approved Condition Survey of the Town Hall

It was proposed by Cllr Miss Moran and **RESOLVED** unanimously to proceed with the quote from Gowers.

74.For members to approve the spending incurred during the application of a Lawful Development Certificate in relation to the erection of the Pre-approved Sanctums in the Cemetery

The clerk advised that the cost (at a 50% reduction for Town/Parish councils) amounted to £117. It was then proposed by Cllr Broughton and **RESOLVED** unanimously to proceed with the quote.

75.For members to consider the provision of a council funded dog warden (Cllr Mrs Redshaw)

Members discussed the issue and Cllr Miss Moran offered to enquire from SKDC regarding the cost of having the dog warden visit on irregular days and times so that residents would not become used to a timed visit. Cllr Mrs Redshaw advised that there were existing orders on the John Eve park, Cherry Tree park and Rectory Paddock. Cllr Broughton advised that dog wardens were empowered to issue on the spot fines of £80 and councillors agreed to await Cllr Miss Moran's findings before proceeding further.

76.For members to consider supporting a playscheme for October half term and then either February half term or Easter

Cllr Mrs Sked advised that the October half term was not now possible due to repair work at the school. The clerk was asked to contact the Madcaps manager and request details of how many hours work could be anticipated and what would be expected from the council.

77.Grant Aid application: 'Deepingathon'

The charities being assisted were confirmed and also the reasons for the application being received after the event, rather than beforehand as is customary. It was then proposed by Cllr Yarham and **RESOLVED** with 10 in favour, 1 against and 1 abstention to grant £500.

78.Grant Aid application: Deepings RUFC

Cllr Yarham agreed that there was a need for updated equipment and members agreed. It was then proposed by Cllr Broughton and **RESOLVED** unanimously to grant the sum of £500.

79. Grant Aid application: Deepings Youth Group

8.53 Cllr Mrs Redshaw left the meeting (due to loss of internet connection)

In response to earlier questions, Cllr Miss Collins advised that accounts had been presented in November for the precepting process and that the funds had not been requested for this financial year due to lockdown restrictions. The accounts presented for April 18 - March 19 were the latest available and, due to government extensions, the next set of accounts would be due in September 2020. Members discussed costs during lockdown and whether the group could have sought funding from other sources. Cllr Shelton reminded members that precepting is a budgeting process and that release of funds must still be approved. Members discussed the issues and it was then proposed by Cllr Mrs Sked and **RESOLVED** with 7 in favour, 3 against and 1 abstention to pay half of the requested amount now and half later when up to date accounts had been received. Cllr Brookes cautioned members that the accounts should be scrutinised thoroughly in view of the large sum of money involved. The clerk will pay £3750 as agreed.

80. For members to approve a payment to David Palmer Tree Services for the reduction in height of 6 acer trees on the John Eve Field

Cllr Broughton had visited the field to inspect the 6 trees, and had also looked at another tree following a recent complaint by a resident of The Spinney. He asked the council to allow the amount to be increased to a maximum of £750 to include the additional work. It was then proposed by Cllr Broughton and **RESOLVED** unanimously to allow the additional expenditure.

81. For members to ratify changes to Policies as recommended by the Policy Working Party:

- **Standing Orders**
- **Social Media Policy**
- **Grant Aid Policy**
- **Press and Media Policy**
- **Freedom of Information Publication Scheme**
- **Retention and Disposal Policy**
- **Management of Transferable Data Policy**
- **Data Breach Policy**
- **Complaints Procedure**
- **Data Protection Policy**
- **Employment Policy and Procedures**
- **Subject Access Request Procedure**

Cllr Yarham advised members that the working party had been made up of himself, plus Cllrs Miss Moran, Mrs Sked and Davis, and that they had examined the required policies thoroughly. Members had been presented with copies of the documents with amendments highlighted for attention, before the meeting. Cllr Yarham asked if there were any questions or further amendments to be considered. There were none. It was then proposed by Cllr Yarham and **RESOLVED** with 9 in favour and 2 abstentions, to accept the revised policies as seen.

82. Digital Council – for members to receive a report on the provision of email domains

The clerk had provided this information in the Clerk's report and will update all councillors when visionict report any progress on the email domain.

83. For members to discuss progress on the repairs to the play equipment on the John Eve Field

The clerk had provided members with a copy of all 3 quotes received and Cllr Hembrow had produced a comparison document and emailed to all members for reference. Members discussed the quotes and Cllr Hembrow expressed concern at the Terms and conditions stated by Bounceback, and that many factors, such as reinstatement of equipment, were excluded from the costings. Members therefore agreed to discard this quotation and consider only the quotations provided by FLP and Playscape. Cllr Lester enquired whether Standing Order 18c regarding the Government's contracts finder website had been adhered to and the clerk confirmed that it had. It was noted that there was a huge difference in price between the 2 quotes and that Playscape had not introduced themselves to the council. Cllr Mrs Sked had by chance been at the playpark

when the representative had been assessing the job and had referred him to Cllr Hembrow. Members discussed the quotations and it was then proposed by Cllr Yarham and **RESOLVED** unanimously to issue a letter of intent to Playscape to include a request for a pre contract site meeting with the site supervisor and the contracts manager. The clerk will draft the letter.

84. For members to decide how to proceed with forthcoming Civic Events – Christmas Market, Carols around the Tree, Christmas Light Switch On

Members sadly agreed that current restrictions meant that the Christmas Market could not go ahead this year. However, Cllr Miss Moran advised members of the feasibility of bringing forward the Carols around the Tree to Saturday 5th December, to be held together with the switching on of the lights and Rotary Santa. Late night shopping could also be encouraged, and mulled wine offered to attendees, all subject to government regulations at the time of the event. Cllr Yarham proposed the above plan and it was **RESOLVED** unanimously. Cllr Miss Moran asked that a road closure be applied for in order to better manage the event.

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

Cllr Miss Moran offered to send copies of her presentation to any members of the council who wished to see it. Cllr Yarham raised the issue of name calling. He advised that he would not take the matter further in this instance but that such behaviour would not be tolerated. He wished to encourage agreement and cooperation between councillors in order to move forward. Cllr Miss Collins reminded members of the need to follow due process and Cllr Mrs Sked read the seven Nolan principles to all members to remind them that they must be followed whether meetings were held virtually or face to face.

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

Staff issues

It was proposed, seconded and **RESOLVED** unanimously to move into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to discuss items that contained information of a confidential nature: It was **RESOLVED** to consider additional staffing when necessary and to refer the increments to the relevant committee with any award backdated to today's meeting. It was then **RESOLVED** unanimously to come out of Closed Session.

The Chairman thanked all members for attending and declared the meeting closed at 9.42pm. The next scheduled meeting of the Full Council will be held on Wednesday 9th September 2020, virtual meeting details will be given when the agenda is published.

Chairman's signature.....

Date.....

Attachments: Appendix A