

**Minutes of the Annual Meeting of Market Deeping Town Council  
Held on Wednesday 17 May 2023 at 7.30pm  
At the Town Hall, Market Deeping**

Present: Cllr Lester (Chair for 1<sup>st</sup> item only) Cllr Miss Collins  
Cllr Dr Byrd Cllr Shelton  
Cllr Broughton Cllr Mrs Sked  
Cllr Wey Cllr Hughes  
Cllr Mrs Jones

The Clerk and the Deputy clerk were also in attendance.

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

Cllr Broughton, congratulated Cllr Byrd for being successfully elected as an SKDC Councillor and wished her every success for the future.

Cllr Baxter from SKDC reported that he had attended training and expressed hopes working collaboratively in the future.

Cllr Byrd reported that she had attended Diversity and equality training in Grantham.

There being no further business the public session was closed.

**1. Election of Mayor 2023/24**

The clerk had received nominations forms from Cllr Broughton.  
It was **RESOLVED** unanimously to elect Cllr Broughton as Mayor.

**2. Election of Deputy Mayor 2023/24**

The clerk had received nominations forms from Cllr Shelton.  
It was **RESOLVED** unanimously to elect Cllr Shelton as Deputy Mayor.

**3. The Mayor, Deputy Mayor and Councillors to sign their acceptance of office forms**

Cllr Broughton, Cllr Shelton and all Councillors signed their forms in the presence of the Town Clerk as Proper Officer.

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

Cllr Broughton again welcomed members to the meeting.

**5. To note apologies and accept valid reasons for absence**

Cllr Wey had sent apologies and would be arriving later.

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

Cllr Dr Byrd, Cllr Shelton and Cllr Miss Collins all declared an interest in agenda item 22.

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**7. Acceptance of the minutes of a meeting held on 12 April 2023**

Cllr Broughton asked members if they were to accept the minutes of the meeting of 12 April 2023. It was **RESOLVED** unanimously to accept the notes of the meeting as a true and accurate record. The chairman signed the minutes.

**8. Appointment of Councillors to the existing Committees and the appointment of the Committee chairs for 2023/24**

**Amenities and Open Spaces:** Cllr Broughton, Cllr Shelton, Cllr Miss Collins, Cllr Mrs Jones and Cllr Mrs Sked had elected to sit on the committee. Cllr Broughton asked whether any other councillors wished to be on the committee Cllr Hughes also volunteered to join the committee.

The clerk had received a nomination for Chair from Cllr Broughton. It was **RESOLVED** unanimously that Cllr Broughton chair the committee. Cllr Broughton stated that if at a later date anyone wished to Chair the Amenities and Open spaces Committee, he would be happy to teach them the role.

**Planning and Highways:** Cllr Dr Byrd, Cllr Mrs Jones, Cllr Mrs Sked and Cllr Shelton had elected to sit on the committee. Cllr Broughton asked whether any other councillors wished to be on the committee Cllr Hughes also volunteered to join the committee. Cllr Wey also expressed an interest in joining the committee later in the meeting,

The clerk had received one nomination for Chair from Cllr Shelton. It was **RESOLVED** unanimously that Cllr Shelton Chair the committee.

**Town Hall and Cemetery:** Cllr Broughton, Cllr Shelton, Cllr Mrs Sked, Cllr Mrs Jones and Cllr Miss Collins had elected to sit on the committee. The Chair 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 Collins. It was **RESOLVED** unanimously that Cllr Miss Collins chair 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.

**9. For members to consider the co-option process for new Councillors**

A discussion took place regarding the 5 Councillor vacancies. There have been 2 expressions of interest. Everyone is encouraged to find suitable candidates for co-option as Councillors. The co-option will take place at the next Council meeting on 12 June 2023.

**10. Reports: Including reports from Committees: Planning and Highways, Deepings Neighbourhood plan, Amenities and Open spaces, Town Hall and Cemetery, Finance and Personnel, Mayor's report and the Clerk's report.**

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**Planning & Highways**

Cllr Shelton reported that there had not been a meeting since the last full council meeting.

**Deepings Neighbourhood Plan (DNP)**

**Deepings Neighbourhood Plan Report for Market Deeping Town Council 17 May 2023**

1. Following the DNP AGM on 3<sup>rd</sup> April the outgoing Chairman, David Shelton, presented a DNP End of Year Report to full MDTC Council (at the previous meeting on 12<sup>th</sup> April). As the Vice-Chair, I was elected as the new DNP Chairman for the coming year and will now provide the monthly reports to the Council.
2. The DNP met in the Chambers on 9<sup>th</sup> May and enjoyed the Heritage Coronation display which was still in place. Action notes are produced and circulated after each meeting. The meeting dates for the year are scheduled for the first Monday of each month but may be subject to change depending on any matters arising.
3. We continue to liaise with land agents over the forthcoming development sites and met with Bidwells yesterday 16<sup>th</sup> May to preview the Outline Plans for the DEP-H1 site, west of Peterborough Road. There was a good and positive public turnout for the Consultation event held at the Green School.
4. This year will see the start of the Plan Review processes and we are keen to identify \*suitable additional members to help with sharing the workload and broaden the scope of views.  
*\*Counsellors from MDTC and DSJPC as well as informed members of the public with the skills, experience and time to offer.*

**Amenities and Open Spaces**

The park keepers have been very busy as the grass is growing very quickly at the moment. The grass in the paddock has been left longer to encourage the growth of wild flowers.

There have been fires lit in Cherry Tree Park by youths.

Cllr Wey joined the meeting at 7.55pm and expressed interest in joining the Planning and Highways committee. Cllr Baxter left the meeting.

**Mayoral Diary**

The Mayor has attended The Service of Thanksgiving for the Coronation of The King and Queen Consort on 30 April 2023 at Lincoln Cathedral.

The Mayor attended Market Deeping Town Council's events at The Iron Horse and the Motorcade as part of the Coronation events on 6 and 7 May 2023.

The Deputy Mayor attended The Lions 43<sup>rd</sup> Charter dinner at Peterborough Masonic Hall on 22<sup>nd</sup> April 2023.

The Deputy Mayor attended Market Deeping Town Council's events at The Iron Horse and the Motorcade as part of the Coronation events on 6 and 7 May 2023.

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Clerk's Report – 17 May 2023**

End of year closedown for 2022/23 took place via Teams on 28 April 2023.
MDTC have been instructed by SKDC election team to proceed to co-opt persons to fill the 5 vacancies available after Tuesday 9 <sup>th</sup> May and by 26 June 2023 where possible.
The music event planned to celebrate the Coronation of King Charles 111 at Riverside Park on 6 <sup>th</sup> May 2023 had to be reconvened to the Iron Horse due to the torrential rain. The band played and there was a short service conducted by Rev. George and Churches together.
A motorcade of approximately 35 cars, bikes and vehicles paraded through The Deepings to celebrate the Coronation of King Charles 111 on 7 May 2023. Flags were given to bystanders to wave and a lovely time was had.
There was a wonderful heritage display in the Town Hall Chambers. There were games and activities for the children and a display of plants in the entrance to the Town Hall.
The primary school children of Market Deeping were each given a bookmark and certificate to celebrate the Coronation of King Charles 111.
The Town Centre of Market Deeping has been decorated with bunting and lamp post signs. The flag has been flown from the Town Hall.
Arrangements have been made for the Annual Town meeting which was held on 11 May 2023.
A best dressed window competition was held for local businesses with prizes awarded by the Mayor.
The fair has cancelled using the field due to bad weather between 14 May and 22 May 2023. But hopes to return between 11 and 18 June.
The Tractor run is using the Glebe field on Sunday 21 May 2023
The Council need an additional signatory to replace Cllr Redshaw for the bank accounts
The Clerk would like to record a vote of thanks to Councillors who have chosen not to be re-elected for their hard work
Enquiries have been made about obtaining a new resynchroniser for the clock in the Market Place

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

<b>Correspondence to be Noted – Received up to 17 May 2023</b>				
<b>No.</b>	<b>Received from</b>	<b>Date Received</b>	<b>Subject</b>	<b>Committee Response</b>
1.	LALC	17.4.23	Enews to 17.4.23	Noted
2.	Anglian Water	26.4.23	Update to pipe works	Noted
3.	NALC	10.5.23	Newsletter	Noted

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4.	NALC	11.5.23	Star council awards	Noted
5	The Deepings men's group	12.5.23	Thank you for the donation of £1,700	Noted
6.	PCSO	17.5.23	PCSO report May 2023	Noted
<b>Correspondence to be Acted Upon – Received up to 17 May 2023</b>				
No.	Received from	Date Received	Subject	Committee Response
1.	Resident	5.5.23	The resident is requesting a headstone between 30 and 40 cm high in the flat plaque area of the Cemetery.	This item has been resolved with resident by Cllr Broughton
2.	Rural/Market Town group	10.5.23	Request to subscribe to newsletter 23/24 at cost of £105.64 p.a.	Placed on P & H agenda

Cllr Wey joined the meeting at 7.55pm

**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 Broughton asked if there were any questions. There were none.

**b) Accounts to be paid**

It was **RESOLVED** with 7 in favour and 1 abstention 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**

It was **RESOLVED** unanimously to accept the grant aid report.

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

It was **RESOLVED** unanimously to accept the report.

**e) For members to review the asset register and**

It was **RESOLVED** unanimously to accept the asset register as a true reflection of the Council's assets as £321,548 at 31.3.23.

**f) For members to review Ear Marked Reserves**

It was **RESOLVED** unanimously to accept the Ear Marked reserves of £272,970.82 as correct.

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**13. For members to approve the Annual Governance and Accountability return 2022/23 Part 3 Section 1**

The Clerk had provided a copy of the AGAR return to members prior to the meeting. The chair and the clerk then signed section 1 of the return.

**14. For members to approve the Annual Governance and Accountability return 2022/23 Part 3 Section 2**

The Clerk had provided a copy of the AGAR return to members prior to the meeting. It was **RESOLVED** unanimously to approve the presented figures. The chair and the clerk, as RFO, signed section 2 of the return.

**15. For members to consider the Council's General Power of Competence status**

A discussion took place regarding the General power of competence status. It was agreed that to be eligible for General Power of Competency status the Council needed to have two thirds of their Councillors successfully elected in an election. Market Deeping Town Council have 8 elected Councillors from a possible 13 – two thirds of this figure (rounded up) equal 9 and we have 8.6. Market Deeping Town Council will not be eligible to consider themselves for General Power of Competency status until the next election.

**16. For members to review and adopt the following Town Council Policies and procedures:**

- a) **Complaints procedure**
- b) **Data Protection Policy**
- c) **Freedom of Information Publication scheme**
- d) **Retention and disposal policy**
- e) **The management of Transferable data policy**
- f) **Data breach policy**
- g) **Subject access request procedure**
- h) **Press and media policy**

It was **RESOLVED** that the policies should be considered by Councillors before the next meeting. The Clerk was requested to send the policies to Councillors for their consideration and Councillors should highlight any changes they would like to be considered,

Cllr Wey, Cllr Mrs. Sked and Cllr Broughton offered to be part of a working group to review policies.

**17. 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. A discussion took place regarding the Code of Conduct. Cllr Mrs Sked had attended training and we are operating under the wrong Code of Conduct. The Clerk had brought this to the attention of Council previously and it had been decided that the matter should be decided by a policy working group.

It was **RESOLVED** that the policies should be considered by Councillors before the next meeting. The Clerk was requested to send the policies to Councillors for their consideration and Councillors should highlight any changes they would like to be considered.

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

The Clerk reminded members that a 3-year policy had been taken with Hiscox insurance which will expire in 2024. The annual insurance cost for 2023/24 will be £3,602.34.

It was **RESOLVED** unanimously to proceed with Hiscox insurance until 2024.

**19. 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 **RESOLVED** unanimously to continue with the subscriptions shown.

<b>AGENDA ITEM 17</b>					
Review of Council's Subscriptions - May 2023					
<b>Subscription</b>	<b>2023/2024 cost</b>		<b>Renewal Date</b>		
	net				
LALC Membership	£ 1,125.00		Apr-23		
LALC Annual Training Scheme	£ 165.00		Apr-23		
LALC website maintenance	£ 349.00		Apr-23		
Parish Online	£ 144.00		Dec-23		
ICO	£ 40.00		Jul-23		
ICCM	£ 95.00		Apr-23		
AMS vehicle tracking	£ 12.00	per month	ongoing		
LCR magazine	£ 35.00		Aug-23		
Lives	£ 180.00		Nov-23		
Peninsula	£ 137.75	per month	ongoing		
Personnel Advice & sols	£ 120.00	per month	ongoing		
PPL/PRS (music licence)	£ 338.00		Nov-23		
RBS cemetery software	£ 290.00		Jan-22		
RBS software support - accounts	£ 427.00		Apr-24		
RBS end of year support	£ 755.00		Apr-23		
CTAX payroll services	£ 300.00		Apr-23		
Vision ICT (GOV.UK renewal)	£ 90.00		Aug-24		
Vision ICT (Hosted email)	£ 234.00		Aug-23		
Zoom	£ 119.00		Apr-23		

**20. 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 the following:

**Grass Cutting – Environment SK**

Shared costs with DSJ Parish Council 2023/24

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Cost £9968 x 0.5 = £4,984  
Rebate from SKDC £1774  
Net cost £3,210

**Public toilets**

Contribution from SKDC £1670.77 X 4 = £6683 for 2022/23 and this will continue for 2023/24

**Street Cleaner contributions**

Contribution received from SKDC was £2317 for 2022/23 and this will continue for 2023/4

It was **RESOLVED** unanimously to continue with the existing arrangements.

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

Cllr Miss Collins represents the Deepings Youth Group and for Mary Scotney Alms Houses. Cllr Mrs Sked volunteered to work with Cllr Miss Collins in support of the youth group.

Cllr Shelton represents the Deepings Neighbourhood Plan, the Deepings Community Trust, the Deeping's Heritage group and the Deepings Library.

Cllr Dr Byrd represents the Council on the Deepings Neighbourhood Planning group, the Deepings Community Trust, The Coronation Hall Committee and the Deepings Community library.

Cllr Broughton is a Trustee for Feoffes, Coronation Hall Committee, Royal British Legion and Mary Scotney Alms Houses.

Cllr Mrs. Jones represents the Deepings Neighbourhood Plan and the Deepings Business Community.

Cllr Broughton said that the Feoffes would need a Councillor to act as representative to replace Cllr Mrs. Redshaw.

**22. For members to consider allocation of precepted amounts to the library and Youth group**

It was **RESOLVED** that the amount to be given to the Youth group would be considered when up to date financial information has been received, possibly at the Full Council meeting in June.

After considering the financial reports submitted it was **RESOLVED** unanimously that the precepted amount of £6,000 should be paid to the library.

**23. For members to consider Christmas events for 2023**

Cllr Broughton reported that a Christmas tree had been reserved.

Cllr Byrd reported that the Christmas market will take place on Sunday 3 December 2023.

The performance stage has been booked.

The Iron Horse has been booked for the Craft stalls.

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Cllr Broughton suggested that a Christmas sub committee could be formed possibly to include members from local community groups too.

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

There were none.

**25. Confidential/Personnel Matters: Consideration to go into Closed session to discuss:  
Staff issues**

Staff matters were discussed.

**26. To consider items for inclusion on the agenda items for next meeting** of the Town Council, to be held at The Town Hall, Market Deeping on 12 June 2023

There were none.

The Chairman thanked all members for attending and declared the meeting closed at 9.00 pm. The next scheduled meeting of the Full Council will be held on Wednesday 12 June 2023.

Chairman's signature.....

Date.....

Attachments: Appendix A