

**Minutes of a Meeting of Market Deeping Town Council
Held on Wednesday 8th July at 7.30pm
Zoom meeting code 819 3628 9963
Password 285249**

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 Neilson	

LCC Cllr Mrs Trollope-Bellew, SKDC Cllr Baxter, a member of the public, the Clerk and the Deputy clerk were also in attendance.

Cllr Yarham welcomed everyone to the meeting. He thanked the member of the public for his letter of introduction, which the clerk had issued to members prior to the meeting. Mr Dolan then spoke in support of his application to be co-opted onto the council. He gave details of his background and reasons for wishing to join the council.

Cllr Mrs Trollope-Bellew then presented her report, a copy of which was sent to the clerk for information. She mentioned increased opening times and facilities at householders' waste sites and highways issues, including the Market Place having received a road closure order for Saturdays to facilitate the Saturday Market.

Cllr Baxter, for SKDC, then presented his report, mentioning the lack of progress on the Leisure Centre, and local rewilding initiatives.

Cllr Miss Moran, for SKDC then advised members that plans for the proposed new Leisure Centre had been promised for June and had not been presented. She also advised that as a Climate Emergency measure, the DVLA will issue green number plates and offer free parking for low emission vehicles from the Autumn.

Cllr Broughton, for SKDC then advised that the council is rallying in support of the A&E unit at Grantham hospital, which is under threat of closure.

46. Chairman's Welcome & Introductions

Cllr Yarham welcomed members to the meeting.

47. Apologies for Absence

Apologies were received from Cllr Lester.

48. Declarations of Interest under the Localism Act 2011

Cllr Shelton declared an interest in agenda item 10.

49. Acceptance of minutes of the Annual meeting held on 10th June 2020.

Cllr Yarham asked members if they were to accept the minutes of the meeting. Cllr Neilson advised members that the reason for his previous non attendance was due to poor connectivity, not a decision not to attend. It was then proposed by Cllr Shelton and **RESOLVED** with 10 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.

50. Reports: Including reports from Deepings First, Committees (Planning and Highways), and the Clerk

Deepings First

Cllr Shelton confirmed that the finalised plan had been submitted to SKDC on 10th June. The committee could now start the hard task of monitoring the 16 plans and 24 improvement projects set out in the document. In the meantime an independent examiner has been appointed and must show that the plan conforms to the required standards. The six week local plan inspection period will see hard copies of the plan placed in the

Town Hall, the community centre and the Institute in Deeping St James for any interested parties to peruse. Cllr Brookes noted that no recommendations from the plan had been passed to the Full Council or Planning and Highways committee and Cllr Shelton will seek to address this.

Planning & Highways

Cllr Brookes advised members that there were no particular issues to report. Cllr Mrs Sked asked who checks that the S106 rulings are implemented and Cllr Brookes advised that no one in SKDC does, so the committee seeks to keep track of any payments due.

Clerk's Report

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

1. The Zoom account is finally up and running. Many thanks to Cllr Davis for assisting with this.
2. Floor markings and hand sanitisers have been placed in the Town Hall foyer for use when visitors enter the Town Hall as and when restrictions allow. Information posters as provided by SKDC have also been issued to local businesses and churches.
3. The public toilets reopened on 15th June following guidance from SKDC and repairs to the hot water system and legionella testing having been completed.
4. The Annual Audit return had been completed and Public Rights notices issued.
5. All staff appraisals have been completed satisfactorily.
6. The new Cemetery Keeper started on 29th June and is working well.
7. **Do members wish to consider holding smaller meetings, where social distancing rules can be observed, in the chambers? Update: Latest guidance from NALC is still to hold meetings via virtual methods.** Members agreed to reconsider face to face meetings in September taking into consideration any guidance then in force.
8. The clerk has received a letter of thanks from LIVES in respect of the £1000 grant aid payment made. It is their 50th anniversary year.
9. The office has been advised that the new tenants of the Barclays Bank building have completed renovation works so there is now no space for a cash machine to be installed.
10. The new Vicar of St Guthlacs, the Reverend George (Georgina) Holding, has been installed in a very small ceremony. Would councillors like the clerk to write to her to welcome her to the parish? Cllrs asked for a letter of welcome to be written to Revd George, and a letter of thanks to be written to Canon Nigel Bacon for all his hard work in the interim between vicars.
11. The library will reopen with limited services from September.
12. The office has been informed that as from September the council will need to have a policy in place regarding website accessibility.

51. Correspondence to be noted and resolved upon

Correspondence to be noted

Who from	Subject	Date
Peterborough hub	Newsletter	28/05/2020
Rural services network	Bulletin	02/06/2020
Public sector exec	Newsletter	03/06/2020
Rural services network	Bulletin	03/06/2020
Public executive	Newsletter	05/06/2020
Public executive	Newsletter	06/06/2020
Rural services network	Newsletter	09/06/2020
Pubic executive	Newsletter x2	10/06/2020
Public sector exec	Newsletter	12/06/2020
Deepings school	Newsletter	12/06/2020
Rural services network	Bulletin	16/06/2020
Stamford arts centre	Newsletter	10/06/2020
NALC	Newsletter	11/06/2020
NALC	New code of conduct	11/06/2020
NALC	Chief exec bulletin	12/06/2020

Neighbourhood alert	TV licensing scam	12/06/2020
SKDC	Guidance on reopening businesses	12/06/2020
NALC	Chief exec bulletin	12/06/2020
Public sector exec	Scottish update	12/06/2020
Public sector exec	Newsletter	16/06/2020
Neighbourhood alert	Impersonation fraud	16/06/2020
Neighbourhood alert	Covid scams	16/06/2020
Lincs YMCA	Newsletter	17/06/2020
Public sector exec	Newsletter	17/06/2020
Public sector exec	Newsletter	18/06/2020
LCC	Local bus updates	18/06/2020
Public sector exec	Newsletter	19/06/2020
Healthwatch lincs	Newsletter	19/06/2020
Deepings school	Newsletter	19/06/2020
NALC	Chief exec bulletin	19/06/2020
Raunds PC	Coping with covid	22/06/2020
Public sector exec	Newsletter	22/06/2020
Lincoln.fire	Hoarding	23/06/2020
Rural services network	Bulletin	23/06/2020
Public sector network	Newsletter	23/06/2020
Public sector exec	Newsletter	23/06/2020
Public sector exec	Newsletter	23/06/2020
Public sector exec	Newsletter	24/06/2020
Great British litter pick	Revised guidelines	24/06/2020
Stamford arts centre	Programme	24/06/2020
Public sector exec	Newsletter	25/06/2020
Public sector exec	Newsletter	26/06/2020
LCC	Town and parish newsletter	26/06/2020
Healthwatch	Newsletter	26/06/2020
NALC	Chief exec bulletin	26/06/2020
Neighbourhood alert	Uninsured vehicles	27/06/2020
Public sector exec	Newsletter	28/06/2020
Public sector exec	Newsletter	29/06/2020
Deepings school	Newsletter	29/06/2020
Neighbourhood alert	Burglary	29/06/2020
Rural services network	Newsletter	30/06/2020
NALC	Chief exec newsletter	30/06/2020
Public sector exec	Newsletter	30/06/2020
Active places	Newsletter	01/07/2020
Signal box	News	01/07/2020
LALC	Newsletter	01/07/2020
Public sector exec	Newsletter	01/07/2020
NALC	Coronavirus updates	01/07/2020
Deepings library	Newsletter	02/07/2020
SKDC	Parish update	02/07/2020
Public sector exec	Newsletter	02/07/2020
NALC	Newsletter	02/07/2020
Public sector exec	Newsletter	03/07/2020
Deepings library	Newsletter	03/07/2020
SKDC	Cultural strategy	03/07/2020
Healthwatch	Newsletter	03/07/2020
Deepings school	Newsletter	03/07/2020
NALC	Newsletter	03/07/2020
NALC	Chief exec bulletin	03/07/2020
Public sector exec	Newsletter	05/07/2020
Public sector exec	Newsletter	06/07/2020
Rural services network	Newsletter	06/07/2020
Neighbourhood alert	Newsletter	07/07/2020
LALC	Enews	07/07/2020

Public sector exec	Newsletter	07/07/2020
Deepings library	Update	08/07/2020
Rural services network	Monthly bulletin	08/07/2020
Public sector exec	Newsletter	08/07/2020

Correspondence to be resolved upon:

Who from	Subject	Members' Response
NALC	Dementia Guide	Cllr Mrs Sked will provide the clerk with details of the local Dementia support group to facilitate a full response.

52. 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 Davis asked for clarification on cemetery security payments and on the cost of skip hire. Cllr Hembrow felt the charge was reasonable for the mixed waste the cemetery produced. It was then proposed by Cllr Shelton and **RESOLVED** unanimously that the council pay its bills. See appendix A.

53. For members to vote on a motion to amend the meeting schedule to provide for an additional Full Council meeting in August

Members discussed the need for an additional meeting due to delays on pending works and the less efficient method of virtual meetings. It would be in respect of this year only. It was then proposed by Cllr Miss Moran and **RESOLVED** unanimously to hold an additional Full Council meeting on Wednesday 12th August.

54. For members to approve the issuing of tender documents as prepared by Cllr Hembrow in respect of the groundworks required for the installation of the sanctum

Cllr Yarham thanked Cllr Hembrow on behalf of the council for his work in preparing the tender documents. The clerk had provided all councillors with a copy of the documents prior to the meeting and it was agreed that she should sign them. Cllr Hembrow asked if all councillors had read the documents and were happy for them to be issued. It was then proposed by Cllr Miss Moran, seconded by Cllr Hembrow and **RESOLVED** with 8 in favour and one abstention for the tender documents to be issued as seen.

8.38pm Cllr Mrs Trollope-Bellew left the meeting.

55. For members to vote on a motion to release precepted funds to the library

The clerk had provided members with a report from the librarian prior to the meeting. Cllr Shelton gave members a brief history of the library funding situation and noted that both Market Deeping and Deeping St James had precepted to contribute the same amount in support. Members agreed that the library was a very important facility for the town, and Cllr Neilson pointed out that the library is used by a greater catchment area of villages than pay towards the precept. Cllr Shelton noted this point. It was then proposed by Cllr Miss Collins and **RESOLVED** with 10 in favour and one abstention to release the funds to the library.

56. For members to vote on a motion to authorise payment for the hire of a mini digger and roller to maintain the surface of the BMX track

It was proposed by Cllr Broughton and **RESOLVED** unanimously to allow for the above payment.

57. Digital Council – for members to receive a report on the provision of email domains and to decide how to proceed

The clerk had prepared a report on three different providers and what they were able to offer, and had presented it to all members prior to the meeting. Members discussed the options available and it was then proposed by Cllr Miss Moran, seconded by Cllr Miss Collins and **RESOLVED** unanimously to use Visionict as the chosen provider. The clerk will contact the company to progress this.

58. For members to discuss progress on the repairs to the play equipment on the John Eve field

CLlr Yarham advised members that as an August Full Council meeting had been approved and a date of 31st July had been given to the companies providing additional quotes, then the work on the play park should be able to proceed. There are ample funds within the Ear Marked reserves to cover the repairs needed.

9.11pm Cllr Baxter left the meeting.

59.For members to decide how to proceed with forthcoming Civic Events – Opening and Closing of the Remembrance Gardens, Remembrance Day Parade, Christmas Market

Cllr Miss Moran reminded members that a thirteen week lead time was required for road closures. With current restrictions in force it is unlikely that the Christmas market can take place, but a final decision can be taken in August. Members felt that the Opening and Closing of the Remembrance gardens could take place with the outside service only, following the guidance in place at the time, but not the indoor reception afterwards. The clerk will contact RBL regarding the Remembrance day parade.

60.For members to consider applications for the casual vacancy

Following Mr Dolan’s letter of introduction and address to the council in the open session, Cllr Yarham proposed that Mr Dolan be co-opted onto the council and this was **RESOLVED** unanimously. The clerk will contact Mr Dolan tomorrow with respect to acceptance of office, DPI forms and a new councillor’s pack.

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

There were none other than the co-option of Mr Dolan.

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

Staff issues

The member of the public left the meeting.

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 ratify the clerk and deputy clerk’s increment, effective from 1st April 2020, as per the NALC/SLCC agreement. It was further **RESOLVED** to allow the volunteer to work with the park keepers for a limited period. It was then **RESOLVED** unanimously to come out of Closed Session.

The Chairman thanked all members for attending and declared the meeting closed at 9.55pm. The next scheduled meeting of the Full Council will be held on Wednesday 12th August 2020, virtual meeting details will be given when the agenda is published.

Chairman’s signature.....

Date.....

Attachments: Appendix A

Accounts: Income - July(Full Council) 2020

Description	Amount
Interest from Public Sector Deposit Fund	
SKDC Small Business grant	£ 10,000.00
Zoom US refund	£ 143.88
Cemetery Fees	£ 1,457.00
Total	£ 11,600.88

Accounts: To be Paid - July (Full Council) 2020

Staff Related...	Ex VAT	VAT	Inc VAT	Description	Payment Type
Employees		£ -	£ 7,201.70	Salaries estimate	BACS
West Yorks PF		£ -	£ 2,131.57	Pension Contributions estimate	BACS
HMRC & NI		£ -	£ 1,987.84	Tax & NI Contributions estimate	BACS
			Subtotal		
			£ 11,321.11		

Direct Debits...	Ex VAT	VAT	Inc VAT	Description
Opus Energy	£ 17.84	£ 0.89	£ 18.73	Park Keepers Electricity
Opus Energy	£ 32.42	£ 1.62	£ 34.04	Town Hall Electricity
Opus Energy	£ 6.71	£ 0.34	£ 7.05	Feeder Pillar - account in credit
Opus Energy	£ 9.15	£ 0.46	£ 9.61	JE Field Box
Everflow				Town Hall Water - Account in credit
Everflow				Cemetery Water - Account in credit
OneCom	£ 90.35	£ 18.07	£ 108.42	Telephone & Broadband (Feb)
AllStar (Fuel)	£ 34.07	£ 6.81	£ 40.58	Fuel
AllStar (Fuel)	£ 57.73	£ 11.55	£ 69.28	Fuel
AllStar (Fuel)	£ 58.61	£ 11.72	£ 70.33	Fuel
AMS Vehicle Tracking	£ 10.00	£ 2.00	£ 12.00	Park Keepers Vehicle
Personel Advice & Solutions	£ 100.00	£ 20.00	£ 120.00	HR Support
Peninsula	£ 101.18	£ 19.11	£ 120.29	H&S Support
			Subtotal	
			£ 610.33	

Accounts to be Paid - July (Full Council) 2020 (cont...)

Bacs Transactions...	Ex VAT	VAT	Inc VAT	Description
Fentons of Bourne	£ 48.75	£ 9.75	£ 58.50	mower repair
ClIr Hembrow	£ 59.99		£ 59.99	Reimbursement microsoft 365
Mrs J Blades	£ 17.50		£ 17.50	Town Hall cleaning
Set in Stone	£ 120.00	£ 24.00	£ 144.00	memorial - Coleman and Webb
Howsafe	£ 162.15	£ 32.43	£ 194.58	PPE cemetery keeper
PG&C Nottingham	£ 13.70	£ 2.74	£ 16.44	AOS supplies
ICO	£ 40.00		£ 40.00	subscription 28/07/2020-27/07/2021
Zoom US	£ 119.90	£ 23.98	£ 143.88	One Year Subscription
Mitsubishi close	£ 454.95	£ 83.00	£ 537.95	Accounts Package and Annual Support Fee
Branch Bros	£ 299.10	£ 59.83	£ 358.93	Compost and Hardware
Howsafe	£ 55.45	£ 11.09	£ 66.54	PPE park keepers
Viking	£ 47.88	£ 9.58	£ 57.46	Stationery
Viking	£ 24.98	£ 5.00	£ 29.98	A4 paper
Deeping Direct Ltd	£ 60.00	£ 12.00	£ 72.00	Storage Crate for AOS (wks commencing 02/07/20 - 23/07/20)
MG Skip hire	£ 435.00	£ 87.00	£ 522.00	cemetery skip hire May
Peterborough Grass Machinery	£ 34.03	£ 6.81	£ 40.84	Repairs to Brushcutter
Andrews Building Supplies	£ 184.00	£ 36.80	£ 220.80	4 tons of Top Soil
Waterside Garden centre	£ 15.98		£ 15.98	plant food
Towngate tyres	£ 146.00	£ 29.20	£ 175.20	2 tyres for vehicle
Peterborough Grass Machinery	£ 33.33	£ 6.67	£ 40.00	AOS supplies
Peterborough Grass Machinery	£ 11.90	£ 2.38	£ 14.28	recoil starter
BT Business	£ 14.97	£ 2.99	£ 17.96	symantec protection April to June
Mole	£ 112.70	£ 22.54	£ 135.24	Rosate 40l (weed killer)
MG Skip hire	£ 315.00	£ 63.00	£ 378.00	skip hire June
T Beck	£ 144.00	£ -	£ 144.00	cemetery security May and June
CLH consulting	£ 30.00	£ -	£ 30.00	internal audit (May)
Peterborough Grass Machinery	£ 37.42	£ 7.48	£ 44.90	strimmer cord and hose nozzle
Peterborough Grass Machinery	£ 5.99	£ 1.20	£ 7.19	clamping lever
Environment SK	£ 533.18	£ 106.64	£ 639.82	Grass scutting June
		Subtotal	£ 4,223.96	