

**Minutes of a Meeting of Market Deeping Town Council  
Held on Wednesday 10<sup>th</sup> October 2018 at 7.30pm  
At the Town Hall, Market Deeping**

Present:

Cllr Shelton (Chair)	Cllr Brookes
Cllr Mrs Sked	Cllr Miss Collins
Cllr Gamble	Cllr Lester
Cllr Miss Moran	Cllr Stephenson
Cllr Mrs Redshaw	

The Mayoress, a representative of the British Legion, a photographer, a PCSO, the Clerk and the deputy Clerk were also in attendance.

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

A representative of the British Legion presented commemorative pins to the Mayor and Mayoress in recognition of the 100<sup>th</sup> anniversary of the end of WWI, and thanked the Council for their continued support of the Legion. The Clerk was then presented with a leaving gift from all members of the Council and thanked for all her work over the last 3 and a half years. Photographs were taken of both presentations.

7.36pm The British Legion representative, the Mayoress and the photographer left the meeting.

The PCSO then advised the Council that there had been less issues with young people of late, and the main cause for concern was scam phone calls, whereby the caller would urge the home owner to dial a number at a vastly inflated rate. There was also an increase in burglaries from the rural Stamford area. Cllr Mrs Sked and Cllr Miss Moran then passed details of anti-social behaviour to the PCSO for further investigation.

7.39 The PCSO left the meeting.

Cllr Mrs Sked advised that SKDC were doing a mini clean.

Cllr Baxter (SKDC Councillor) had provided a written report on his attendance at the following meetings:

- Development Management Committee (18<sup>th</sup> September 2018)
- SKDC Full Council meeting (27<sup>th</sup> September 2018)
- Shareholder Committee meeting (02 October 2018)

There being no further business the public session was closed at 7.41pm.

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

The Chairman welcomed the members to the meeting.

**079. Apologies for Absence**

Apologies were received from Cllrs Neilson and Broughton.

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

No declarations of interest were made.

**081. Acceptance of minutes of meeting held on the 12<sup>th</sup> September 2018**

It was proposed by Cllr Shelton, seconded by Cllr Stephenson and **RESOLVED** unanimously to accept the notes of a meeting held on the 12<sup>th</sup> September 2018 as a true and accurate record. The Chairman duly signed the minutes.

**082. Acceptance of minutes of the Extraordinary meeting held on 24<sup>th</sup> September 2018**

It was proposed by Cllr Shelton, seconded by Cllr Miss Moran and **RESOLVED** unanimously to accept the minutes of a meeting held on 24<sup>th</sup> September 2018 with one amendment, that being the day of the meeting was a Monday. The minutes were amended accordingly and duly signed by the Chairman.

### **083. Clerks Report on Matters Arising**

The Clerk had issued the members with a report on matters arising from the previous meeting.

- Public session - Cllr Trollope-Bellew has rearranged the Highways walkabout meeting for 9<sup>th</sup> November.
- The Code of Conduct will be reviewed at the next policy working group
- The Clerk has enquired with Cllr Moseley as to whether SKDC are acceptable to have a ditch dug with a bund behind on the land at the end of Tattershall Drive. Cllr Moseley has replied and said not to do this as he is working on a solution with the residents of Tattershall Drive.
- The Tommy silhouette has been placed on Riverside Park as agreed
- The Deputy Clerk will arrange the first aid course at her convenience
- The Clerk is arranging for Double & Megson to sort out the handing over of the allotment land
- The collecting buckets have been purchased
- Deepings Lions have been informed they can use the John Eve Field for the Carnival on 30<sup>th</sup> June
- A meeting with DSJPC and the LCC and SKDC Councillors regarding the travellers is being arranged
- The Clerk replied to the Mayor of Walsall suggesting the Exotic Pets Refuge and the Deepings Lakes
- The NCS were unable to paint the Welland Gardens railings since it was not a social project, but they will be using the Town Hall Chambers on 25-27 October and 3<sup>rd</sup> November
- The Lincs Fire were informed that there query was placed on the Council facebook page for groups to contact them directly
- The Clerk has enquired with Cllr Moseley about connecting the proposed CCTV cameras in the cemetery and John Eve Field with the SKDC system. She will check the GDPR with regards to recording information. **Cllr Mosely advised that the CCTV team will be in touch.**
- The safeguarding policy will be looked at in the policy working group
- The agreed payment to the library is in accounts to be paid
- The Clerk has been in touch with Cllr Bowell at DSJPC regarding updating the joint emergency plan but is waiting for a response. **A date is now being arranged with DSJPC.**
- The remembrance event is no longer taking place. **It was agreed that this item would be discussed further with agenda item 14b.**
- The review date has been updated for the terms of reference

### **084. Reports: Including reports from Deepings First, Remembrance Working Group, Committees, the Clerk and the Mayor's Diary**

#### Deepings First

Cllr Shelton presented members with a written report detailing the submission and approval process. There would be fortnightly meetings to produce the draft plan, which is estimated to take twenty weeks. The pre-submission consultation, modifications arising and final submission and approval process may therefore take up to 12 months. The plan can only go to public referendum after this point.

#### Remembrance Working Group

Members had received the notes of the working group prior to the meeting. The next meeting was provisionally arranged for 30<sup>th</sup> October. The Clerk advised that invitations had been sent out, the service, refreshments and road closures were being organised and the poetry competition and Glebe singers were yet to be put in place. Michael Howard will be officiating at the opening service and Nigel Bacon will be officiating at the closing service.

#### Neighbourhood Policing Panel

Cllr Mrs Sked had attended a meeting with representatives of the Caravan Park who reported that a resident had been hit by a car. Cllr Mrs Redshaw noted that the caravan park was meant to install a layby as part of a

previous planning condition, but had not done so. The Planning and Highways committee were asked to chase this up. Cllr Mrs Sked had asked the caravan park residents to attend the Full Council meeting to explain matters further but they had not done so.

#### Christmas Market Working Party

Cllr Miss Moran had provided a report to members prior to the meeting. The committee was pleased with the number of stalls booked to date – 18 stalls, 26 pitches and 14 craft stalls. No discounts were being allowed for charity stalls. The curtain sider had now been booked for the stage and the stalls are being arranged. Cllr Mrs Sked is organising the tombola and asked for any donations to be passed to her.

#### Amenities and Open Spaces

Cllr Miss Collins asked the members if they had any question on the notes from the last meeting. It was agreed to discuss benches on the John Eve field later in the agenda. It was then proposed by Cllr Miss Collins, seconded by Cllr Shelton and **RESOLVED** unanimously to accept the notes of the meeting held on 19<sup>th</sup> September as a true and accurate record.

#### Town Hall & Cemetery

Cllr Stephenson told members that corresponding with bereaved families was the hardest part of the role as Chair and that one particularly difficult case had now been resolved. It important that cemetery rules are adhered to so that the pleasing appearance of the cemetery is maintained. It was proposed by Cllr Stephenson, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to accept the minutes of the meeting held on 19<sup>th</sup> September as a true and accurate record.

#### Planning & Highways

Cllr Brookes advised that the main planning issue currently was the application received from Larkfleet for new housing to the north of Towngate. The committee was concerned that as this is a main entrance into the town it must be handled carefully. There was also concern that as the building was going to start to the north of the site, residents would have to negotiate building works to be able to access the town. As there were no questions it was proposed by Cllr Brookes, seconded by Cllr Gamble and **RESOLVED** unanimously to accept the notes of the meeting held on 5<sup>th</sup> September as a true and accurate record.

#### Finance and Personnel

Cllr Shelton asked if there were any queries. Some members felt that £10,000 was too much to budget for the St Guthlac's organ appeal. Cllr Shelton pointed out that this was a recommendation, not a fixed decision. It was agreed that this would be discussed as a separate agenda item at the next Full Council meeting. It was noted that £12,000 will need to be allowed for regarding the library donation - £6000 to replace what was taken from ear marked reserves for 2018/19, plus another £6000 for 2019/20. The clerk confirmed that the cost of election for one member if required was approximately £4800. It was proposed by Cllr Shelton, seconded by Cllr Miss Collins and **RESOLVED** unanimously to amend item 11b of the minutes to read 'Members agreed to keep the budgets the same as for 2018/19 apart from the following items which will be taken to Full Council to be ratified at the December meeting'. Members also agreed to ratify the decision to write a letter of support for the St Guthlac's church organ fund. It was then proposed by Cllr Shelton, seconded by Cllr Lester and **RESOLVED** unanimously to accept the notes of the meeting of 26<sup>th</sup> September, incorporating the above amendment.

#### Clerks Report

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

- The grass cutting contribution was received from LCC on 19/09/2018
- New Collecting buckets had been ordered and received.
- The deputy clerk attended the Clerks and Councillors' networking day in Lincoln on 27/09/2018
- The date for next years' Annual Town Meeting must fall between 1<sup>st</sup> March and 1<sup>st</sup> June 2019. However, due to election purdah restrictions, this date cannot be between 19<sup>th</sup> March and 2<sup>nd</sup> May. **Members agreed that the Clerk should obtain dates for venues, excluding Wednesdays, available between 1<sup>st</sup> - 18<sup>th</sup> March 2019.**
- The Town Clerk is arranging temporary cover for the period after her departure until a new deputy clerk is able to start work.

- The office will be closed on a Monday from 22<sup>nd</sup> October until the new deputy clerk starts work. However, Cllr Miss Moran has offered to cover the office on a Monday. **Councillors accepted Cllr Miss Moran's offer.**
- Cllr Baxter has informed us that he is still enquiring about the Saturday market. Cllr Miss Moran advised that Matthew Lee may have an update at the business summit scheduled for 11<sup>th</sup> October.
- Allstar have advised us that there will no longer be offering discount at Morrisons supermarket petrol stations.
- Rialtas (our accounting and cemeteries system provider) has sent a new list of fees and charges for the 2019/20, showing an increase of approx. 2%. We have requested their assistance as usual with the year end closedown in order for data to be provided to the external auditor.
- The clerks have attempted to link the old laptop to the smart TV but this has not been successful. An amount of £600 has been agreed to purchase a new laptop **and Cllr Lester suggested contacting ebay to source a suitable pc.**
- The park keepers would like a new pressure washer as the old one has broken. They have sourced one at a cost of £180. It was proposed by Cllr Stephenson, seconded by Cllr Mrs Sked and **RESOLVED unanimously to proceed with this purchase.**
- Lambert Smith Hampton visited the Town Hall to perform a landlord inspection and have reported that everything is in order.
- The Clerk's email address continues to give incorrect details and the clerks are trying to get this corrected.
- BT enquired if the Council would like to upgrade their account – BT will provide a 4g dongle that will allow the internet link to continue if it disconnects. The minimum speed would also be improved. The cost would be £46-50pm rather than £37.90 that we currently pay. **It was proposed by Cllr Brookes, seconded by Cllr Stephenson and RESOLVED unanimously to upgrade the internet account.**
- We have received a notice of review of Polling places and the returning officer has recommended Market Deeping polling stations remain the same. SKDC request any feedback on this. **Members agreed the current polling station locations and had no comments to forward.**
- The tractor has been taxed for the year (no charge)
- We have been notified that the Bootcamp on the John Eve field has finished for the season.
- Howard Callow has requested that 2 spaces outside the Town Hall are reserved for the late Dick Callow's funeral cortege on the morning of Friday 19<sup>th</sup> October. They would like to set off a rocket from the flower planter. **Members were more than happy to allow the funeral cortege to use the parking spaces but were concerned in respect of health and safety issues with respect to firing a rocket and would not approve using one. The Clerk will advise Howard Callow accordingly.**
- The park keepers would like an additional bin on the green on Tattershall Drive as the current one is regularly overflowing. The cost would be approximately £212 including post and fixings. **Members were happy to agree to this.**

#### Mayors Diary

#### **Mayor and Deputy Mayor's Diary: up to 10<sup>th</sup> October 2018**

Cllr Shelton attended the following events:-

Date	Location	Event Details
13/09/2018		Highways – Rowan Smith
14/09/2018	Fenland DC	Civic Reception
16/09/2018	Stamford	Battle of Britain service
02/10/2018	PCC	Opening of Bridge Fair
07/10/2018	SKDC	Civic Service

07/10/2018	NHTC	Civic Service
10/10/2018	SKDC	Summit

#### 085 a) Council Finances

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

#### b) Update on the year end

The Clerk informed the members that notification from the external auditor had been received stating that the Council accounts were in order and no additional work needed to be done. The inspection report is now being displayed outside the Town Hall.

#### 086. Accounts to be paid

It was proposed by Cllr Shelton, seconded by Cllr Gamble and **RESOLVED** unanimously that the Council should pay its bills.

#### Accounts to be paid October 2018

Expenditure				
Supplier	Ex VAT	VAT	Inc VAT	Item
Opus Energy	38.89	1.94	40.83	Park Keepers Electricity
Opus Energy	114.82	5.74	120.56	Town Hall Electricity
Opus Energy	9.29	0.46	9.75	Feeder pillar - July
Personnel Advice & Solutions	100.00	20.00	120.00	HR support
HMRC	1209.59	0.00	1209.59	Tax/NI
West Yorks	800.98	0.00	800.98	Pension
B & CE	146.38	0.00	146.38	Pension
Employees	5955.33	0.00	5955.33	Salaries
Pennisula	94.00	18.80	112.80	H & S support
Everflow	26.61	0.00	26.61	Town hall water
Everflow	8.87		8.87	Cemetery water
AMS	10.00	2.00	12.00	Vehicle tracking
Chess	34.93	6.99	41.92	Telephones
LALC	8.50	0.00	8.50	Burials training
Allstar	70.24	14.05	84.29	Diesel
Ricoh	186.84	37.37	224.21	photocopier rental
ECL Plastics	27.50	5.50	33.00	Collecting buckets
Bourne TC	54.00	0.00	54.00	Civic Dinner
Peterborough Grass Machinery	280.00	56.00	336.00	Telescopic Hedgetrimmer
CLH Environmental Solutions	30.00	0.00	30.00	Internal Audit
A Murray	70.00	0.00	70.00	Public Toilets Cover
PG&C Nottingham	17.34	3.47	20.81	gloves/cloths
SLCC	147.00	0.00	147.00	Deputy Clerk renewal
PKF Littlejohn	600.00	120.00	720.00	External audit conclusion
Market Rasen TC	60.00	0.00	60.00	Civic Dinner
Kettering TC	60.00	0.00	60.00	Charity Ball
Deepings Library	6000.00	0.00	6000.00	Donation
Viking	53.80	10.76	64.56	A4 Copier paper
S Lydford	47.70	0.00	47.70	Travel Expenses for course

A&M Print Ltd	49.50	9.90	59.40	Job advert
Branch bros	327.53	65.51	393.04	various hardware
LALC	10.00	0.00	10.00	local council's networking day
MG Skip hire	420.00	84.00	504.00	cemetery skip hire
GBSG	61.00	12.20	73.20	CCTV annual maintenance
B&R Fabrication and welding	60.00	12.00	72.00	plates for perspex sheets
BT	117.47	23.49	140.96	Broadband
Mrs J Blades	45.00	0.00	45.00	Town Hall cleaning
Contact cleaning services	15.00	0.00	15.00	Town hall window cleaning
Deeping United Football Club	500.00	0.00	500.00	Grant aid
T Beck	40.00	0.00	40.00	Cemetery Security
PG&C Nottingham	36.10	7.22	43.32	bin bags and paint
PG&C Nottingham	188.30	37.66	225.96	tractor repair
Fentons of Bourne	534.16	106.83	640.99	Grass cutting for September
Glendale Grounds				

Income	Amount	Item
C56	54.00	add inscrip PORTER
SKDC	105480.32	2nd half of precept
C58	52.50	hire of Chambers
C59	231.00	interment of late GIBBS
C60	198.00	interment of late COOPER
C61	600.00	Grays Fair
	106615.80	

#### 087. Correspondence to be Noted and Resolved upon

Correspondence to be noted

Who from	Subject	Date
NALC	Newsletter	13/9/18
Lincs Alert	Scam Alert - Fake Netflix Emails	14/9/18
Deepings School	Newsletter	14/9/18
NALC	Chief Executives Bulletin	14/9/18
Healthwatch	Newsfeed	14/9/18
Friends of Deeping Library	There's something almost every day this week at Deeping Library	16/9/18
Raft Race Committee	Thank you letter	16/9/18
NALC	Newsletter	19/9/18
Lincs Alert	Neighbourhood Panel Meeting	19/9/18
Lincs Alert	Fake TV licencing	21/09/18
Deepings School	Newsletter	21/09/18
Healthwatch	HWL priorities	21/09/18
Neighbourhood Alert	Fake TV licence Refund offers	21/09/18
NALC	Chief Executives Bulletin	21/9/18
Friends of Deeping Library	Book sale	23/09/18
Community Lincs	News & Updates	24/9/18
Rural Services Network	The Rural Bulletin	25/9/18

Lincs Alert	HMRC Refund Fraud	25/9/18
NALC	Newsletter	26/9/18
Deepings Library	Invitation to celebration of revised opening hours	26/9/18
UK Parliament	Have your say in the online abuse inquiry, free publications and more!	27/9/18
Deepings School	Newsletter	28/9/18
Healthwatch	Newsfeed	28/9/18
NALC	Chief Executives Bulletin	28/9/18
Friends of Deeping Library	It's Good News for October....	29/9/18
Friends of Deeping Library	Deepings Library Update to start October	30/9/18
Rural Services Network	The Rural Bulletin	2/10/18
Rural Services Network	RSN Rural Funding Digest - October 2018 Edition	3/10/18
Lincs Alert	MNRC impersonation	04/10/18
Lincs Alert	Rise In Phone Scam Reports	4/10/18
R Gray	Notification that the Boot Camp has stopped using the John Eve Field for the winter	5/10/18
Deepings School	Newsletter	7/10/2018
Healthwatch	Newsfeed	7/10/2018
Friends of Deepings Library	What's on this week	7/10/2018
NALC	Newsletter	05/10/2018
Rural services Network	Newsletter	09/10/2018

Correspondence to be resolved upon:

Who from	Subject	Members Response
Rotary	Banners on Town Hall and John Eve railings	Agreed
Lions	Bench on John Eve Field . The Lions are prepared to have a metal bench but cannot find one that they can afford so would like to install a wooden one. How do members wish to proceed?	Members agreed, that if Cllr Broughton is in agreement, he could speak to the Lions with a view to pooling the Lions' budget together with an amount from Cllr Broughton's SKDC Councillor grant to provide a metal bench.
Network Resilience Team	Winter Self-Help and Mutual Aid. Offer of 1 tonne pre-packed salt bags for Councils to use on public highways not gritted.	Members agreed that they are interested and the Clerk will reply with a holding email. The AOS committee can then supply the required information regarding location/nominated snow warden etc.
Chris and Gabs World Cycling Tour	Request for funding	Members agreed to share the request on facebook.
Resident	Request for use of John Eve Field and Glebe field for Santa Stroll on 23 <sup>rd</sup> December	Agreed. 50% of the proceeds will go to the Mayor's charity.

**088. For members to receive the report from the internal auditor.**

The Clerk had given members a copy of the report prior to the meeting and asked if Full Council wished to see this each month or if it should be passed to the Finance and Personnel Committee. Members agreed that it should be passed to the Finance and Personnel committee.

**089. For members to receive quotes for the hanging baskets and to decide next steps.**

The Clerk had provided a report prior to the meeting detailing quotes from 3 different companies, including the current provider. It was felt the current provider had not supplied baskets of a high enough standard this year, and that, although more costly, when B&G plants had previously supplied the hanging baskets they were of a

much superior quality. It was therefore proposed by Cllr Miss Collins, seconded by Cllr Gamble and **RESOLVED** unanimously to change the supplier to B&G plants for a period of one year, and then to review the situation.

**090. Newsletter: update on the production of a newsletter (Cllr Miss Moran)**

Cllr Miss Moran explained the Newsletter she had drafted and items for inclusion, which would include the opening of the police station and a contribution from Cllr Stephenson about the cemetery, as well as forthcoming events. The newsletter is due for publication on 1<sup>st</sup> November. It was agreed it would have greater impact if it was printed in colour and it was noted that this would use all of the remaining budget for this year. Members therefore agreed to increase the precepted amount for the Newsletter for the forthcoming year. Cllr Brookes requested that the newsletter be circulated for proof reading.

**091. a) For members to consider how to spend the remaining Heritage donation amount of £550**

Cllr Mrs Redshaw explained that the Deepings Remember group had donated excess funds from the exhibition mounted 4 years ago. The committee had suggested 3 methods of using this funding:

- 1) To include 3 names on the War Memorial that had been discovered missing in recent years. It was noted that there is only room for one name on the memorial, and as it is a lengthy process to have additional names added, the committee had looked at the option of a separate smaller memorial for all 3 names.
  - 2) A professionally bound book of remembrance with a full roll of honour, to be left in the Church
  - 3) 'There but not there' silhouettes placed in the Town Hall or the Church.
- All members were in agreement that there should be a separate plaque purchased to include the names of all 3 additional war veterans, that the additional wording should be included on the Tommy Silhouette and also that investigations should be undertaken regarding adding the names of the additional 3 war veterans to the main memorial.

**b) For members to consider the request for an Armistice display in the Town Hall porch (Cllr Mrs Redshaw)**

All members agreed that this was in order.

**c) For members to decide, following a complaint, whether to attach a sign to the Tommy silhouette to state that funding was made from the Deepings Remember fund**

This was agreed by all members.

It was confirmed that the bonfire event previously planned for 11<sup>th</sup> November had had to be cancelled due to lack of volunteers and Grasmere Farm have been informed.

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

There were none.

**093. Forthcoming events: Grays Fair 7th-14th October, Opening of Remembrance Gardens 4<sup>th</sup> November, Remembrance Sunday Service 11<sup>th</sup> November, Closing of the Remembrance Gardens 18<sup>th</sup> November, Christmas Market 25<sup>th</sup> November, Carols round the Christmas Tree 20<sup>th</sup> December**

**094. Personnel Matters: Consideration to go into Closed Session to discuss: Appointment of Deputy Clerk**

It was proposed by Cllr Lester, seconded by Cllr Mrs Redshaw and unanimously **RESOLVED** to take agenda item 094 into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to receive updates on items that contained information of a confidential nature; appointment of a deputy clerk, the resignation of Cllr Fraylich and a personnel issue. It was then proposed, seconded and unanimously **RESOLVED** to come out of Closed Session.

The Chairman thanked all members for attending and declared the meeting closed at 9.35pm. The next scheduled meeting of Full Council will be held on Wednesday 14<sup>th</sup> November 2018, in the Town Hall, Market Deeping.

Chairman's signature.....

Date.....