

**Minutes of a Meeting of Market Deeping Town Council
Held on Wednesday 11th July 2018 at 7.30pm
At the Town Hall, Market Deeping**

Present:

Cllr Shelton (Chair)	Cllr Brookes
Cllr Miss Moran	Cllr Nielson
Cllr Mrs Sked	

Cllr Mrs Trollope-Bellew, the Clerk and the Deputy Clerk were also in attendance.

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

Cllr Baxter had provided the members with a report prior to the meeting which covered:

- Millfield – A public inquiry will probably take place in November
- Millfield – LCC have registered a landowner deposit scheme
- Town Centre – Meeting with SKDC's Head of Town Centres, Paul Allen and Cllr Miss Moran
- Saturday Market – 500 responses received, 85% positive
- Footpath 4 – Response given to the Planning Inspectorate in support of Market Deeping Council
- Local Plan Consultation – Opportunity for residents to respond
- Growth overview and Scrutiny Committee – meeting of 13th June
- Environment and scrutiny committee – 20th June
- Development Management meeting – 26th June
- Shareholder meeting – 3rd July
- SKDC Full Council meeting – 26th July
- Cabinet meeting to take place in the Deepings in September or October

Cllr Neilson advised that he had attended:

- A cabinet meeting
- A communities meeting
- Had visited London twice to discuss housing partnerships
- Hosted a homelessness forum
- Had visited Manchester for 3 days for a housing exhibition
- Had visited an extra care housing project in Grantham
- A Lincs armed forces conference

Cllr Mrs Trollope-Bellew advised that she had arranged a meeting for 2nd August at 3pm to discuss problems on the A15 between Thurlby and Market Deeping. She had invited Mark Jones, the Police and Crime Commissioner and the member for Road Safety and Martin Hill. Cllr Mrs Trollope-Bellew asked members to report any issues to the Clerks who will then forward details on to her. Cllr Mrs Trollope-Bellew is also arranging a Highways walkabout with Rowan Smith for 13th September. Tallington and Baston Councils have expressed interest and Mrs Trollope-Bellew will circulate details to the clerks to forward on.

There being no further business Cllr Shelton commenced the meeting at 7.34pm.

042. Chairman's Welcome & Introductions

The Chairman welcomed the members to the meeting and thanked those attending for making it quorate.

043. Apologies for Absence

Apologies were received from Cllr Lester, Cllr Fraylich, Cllr Miss Collins, Cllr Mrs Redshaw, Cllr Broughton, Cllr Hanson, Cllr Stephenson and Cllr Gamble. It was proposed by Cllr Brookes, Seconded by Cllr Mrs Sked and **RESOLVED** unanimously to accept apologies from Cllrs Lester, Fraylich and Mrs Redshaw.

044. Declarations of Interest under the Localism Act 2011

No declarations of interest were received.

045. Acceptance of minutes of meeting held on the 13th June 2018

It was proposed by Cllr Shelton, seconded by Cllr Miss Moran and **RESOLVED** unanimously to accept the notes of a meeting held on the 13th June 2018 as a true and accurate record. The Chairman duly signed the minutes.

046. Clerks Report on Matters Arising

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

- The smart television has been installed, but the laptop is not compatible with it. Cllr Stephenson and the Clerk will arrange purchasing a laptop
- SKDC have refused permission for Ground Control to reduce the height of the lime tree on the Glebe Field
- Wicksteed had queried the quote for £2,576 +VAT. The original complete quote included heras fencing to be on site whilst the repaired wet pour dries, however this is no longer needed as the play area is already fenced off and can therefore be left unused while the wet pour dries.
- the tractor insurance was paid but since they were quoting for a tractor value of £20,000 when it was purchased for £13,700 the insurance was reduced to £455.62
- The Clerk has noted to fly the Red Ensign on 3rd September
- The link to find the nearest Post Office has been added to the website
- Cllr Stephenson and the Clerk have entered the Council Cemetery into the Cemetery Awards
- Aerial Photography for Great Britain – the Clerk needs to get the Council's PSMA no. to register. This is in hand and once received the Clerk will register the Council
- A working group has been set up with DSJPC for remembrance events but as no initial meeting has taken place there is nothing to report on as yet.
- The Clerk emailed Cllr Stevens to let her know about the lack of precept for the library. A letter has been received from the library in reply(see correspondence)
- Grant Aid applications have been paid

047. Reports: Including reports from Deepings First, Neighbourhood Policing Panel, GDPR working group, Christmas market working group, Committee's, the Clerk and the Mayor's Diary

Deepings First

Cllr Shelton informed the members that there was nothing to report

Policy Working Group

Councillors had previously been presented with a report showing the Policies that the group considered satisfactory with no amendments required, and also the policies where the group had recommended changes. It was proposed by Cllr Shelton, seconded by Cllr Brookes and **RESOLVED** unanimously that the policies where no changes were required, detailing Capability, Community Engagement, Complaints procedures, Financial Management Annual Estimates and Trust Funds could be accepted.

The Code of Conduct policy was then considered. Some Councillors were concerned that current sanctions were not effective in kerbing poor behaviour and there had been instances when Councillors had been asked to apologise for their behaviour and had not done so. The Clerk advised that the District Council used to apply sanctions but this has now been delegated to the Parish Councils. Issues can be referred to the Monitoring Officer, but as the officer normally recommends talking to try and reach a resolution it was felt that there were no effective sanctions available. It was also felt that some problems were reflected in the Cllr being sanctioned and that sanctions could therefore be divisive. Cllr Neilson advised that whilst SKDC has no jurisdiction over Town Councils, the Town Council can amend its Code of Conduct as it wishes to include, for example, exclusion from Council meetings. As there was mixed feeling in the group it was proposed by Cllr Shelton, seconded by Cllr Neilson and agreed by 4 Councillors with 1 against, that the policy would be sent back to be re-reviewed with a view to including more specific sanctions.

The Financial Management Internal/External policy was then considered. It was proposed by Cllr Shelton, seconded by Cllr Miss Moran and **RESOLVED** unanimously to accept the changes proposed.

The Social Media policy, which had been prepared by LALC for adoption, was then considered. It was proposed by Cllr Shelton, seconded by Cllr Brookes and **RESOLVED** unanimously to accept the changes proposed.

The Standing Orders were then considered. Cllr Shelton explained that they had been adjusted to amend the month of election of the deputy Chair to May, as recommended by LALC. This would coincide with the election of the Chair, and would avoid the previously elongated process of electing a deputy Chair in April and then having to ratify the decision in May. It was proposed by Cllr Shelton, seconded by Cllr Brookes and **RESOLVED** unanimously to accept the proposed changes.

The Freedom of Information Act was then considered. It had been recommended by LALC that specific Acts should not be mentioned in policies as they are subject to change. LALC had provided the ICO (Information Commissioners Office) model scheme that could then be adapted for our purposes and it was found to be similar to the existing policy. It was proposed by Cllr Shelton, seconded by Cllr Miss Moran and **RESOLVED** unanimously to accept the changes proposed.

The following policies have not been reviewed and will be considered at the meeting on 17th October 2018:

- Grant Aid
- Keyholder Policy & list
- Lone worker
- Staff uniform

Planning & Highways

Cllr Brookes advised that the Conservation area was being reviewed with a view to modifying the boundaries. Once Councillors had agreed details of this it would be submitted to SKDC for approval. As regards footpath 4, the Statement of Case had been agreed by the P&H committee and submitted to the planning inspectorate following the extraordinary meeting on 20th June. Cllr Brookes advised members of a letter that had been received from Bidwells, who own the land to the east of the housing development detailed in the local plan, in support of MDTC. It was proposed by Cllr Brookes, seconded by Cllr Shelton and **RESOLVED** unanimously to accept the notes of the meeting held on 4th July as a true and accurate record.

The second request of the Planning & Highways committee was to agree the 'Proof of Evidence' drafted by Cllr Brookes. This had been circulated to all members prior to the meeting and required approval at the Full Council meeting due to the imminent Planning Inspectorate deadline of 26th July. Cllr Brookes explained that this is a summary of the evidence that will be used for the inquiry (set out in detail in the Statement of Case) and touches on 2 items of correspondence, a letter from Cllr Baxter supporting MDTC, and the letter from Bidwells mentioned above. It was proposed by Cllr Brookes, seconded by Cllr Miss Moran and **RESOLVED** unanimously that Cllr Brookes should represent the Council at the forthcoming inquiry, and that the draft 'Proof of Evidence' be approved and submitted to planning inspectorate.

Remembrance Working Party

Cllr Shelton advised that following the request from Deeping St James Parish Council to have more involvement in the Remembrance events, and the agreement at the last Full Council meeting to set up a working party, he was trying to arrange the first meeting towards the end of July. It was felt that there should be equal numbers of councillors attending from both Councils. DSJ have 4 representatives, and the 4 representatives from MDTC who were the first to respond to the Clerk's email were Cllrs Shelton, Broughton, Hanson and Stephenson. If any of these councillors do not wish to be on the working party then Cllrs Miss Collins and Mrs Redshaw had also made it known they would like to be part of the group.

Clerks Report

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

- The tractor insurance was reduced to £455.62 since the broker had it valued at £20,000 when it was purchased for £13,700. This has been paid.
- The Council has received a donation of £800 from the Deepings First World War Commemoration Project
- There has been a problem with drains smelling and the Bull public house believed it to be coming from the public toilets. The Clerk has reported this to SKDC and on inspection it is not from there. It is believed to be from Dominoes and the Bull has been informed

- There was an incident on the night of 22nd June when a section of the fencing on John Eve field was damaged. It is thought that a vehicle crashed into it. Cllr Broughton and the park keeper went and straightened it. The same weekend a vehicle reversed into the flower box at Riverside Park. This only damaged the brackets and the park keepers have repaired it.
- The electricity bills for the Town Hall appear to be quite high and have been estimates. The Clerk has read the metre, sent a reading to Opus Energy and will check this up further if nothing is heard.
- The Clerk has updated the information on 'death of a senior figure' and printed out hard copies for the office and the park keepers. The Mayor's copy is held in the office.
- Cllr Stephenson and the Clerk have entered the Council into the Cemetery Awards 2018
- The judges for the SK Best Kept Neighbourhood Award were in the town on 29th June.
- The Clerk's emails were down for 48 hours w/c 25th June. The passwords have been changed and everything is working again.
- The Clerk has received a thank you from the Raft Race committee for the grant aid
- Deepings Library has written enquiring as to whether the Town Council have set aside any precept for them. The Clerk has replied as discussed at June FC meeting.
- It has been brought to the Clerk's attention that banners have been placed on the John Eve Field railings without permission being sought through the office. If Councillors are asked whether it is ok for banners to be erected can they please direct the enquiry to the Clerks since there are highways rules and regulations that must be adhered to.
- Request from the Raft Race Committee to have use of the electricity box in the Market Place. The Committee have also been let down with parking and request whether the JE field could be used. It was proposed by Cllr Miss Moran, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to allow the Raft Race Committee use of the electricity box. It was proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and **RESOLVED** unanimously to allow the John Eve field to be used for parking if it is in good enough condition to take the vehicles. It was furthermore proposed by Cllr Brookes, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to allow the raft race committee to place a banner on the John Eve field and another on the Town Hall to advertise the Raft Race.
- A possible internal auditor has been in touch. However, the clerk had spoken to her on the day of the meeting and she had decided not to apply for the post. Cllr Miss Moran suggested advertising the post on facebook before paying for an advertisement and the clerk will arrange this.

Mayors Diary

Mayor and Deputy Mayor's Diary: up to 11th July 2018

Cllr Shelton attended the following events:-

Date	Location	Event Details
17/6/18	Peterborough	Civic Service
20/6/18	Grantham	Inspire Mini Olympics
24/6/18	Stamford	Civic Service & Parade
26/6/18	Hickling Patures	East Midlands Food & Drink Heroes
1/7/18	Market Deeping	Deepings Lions Carnival
4/7/18	Wisbech	Rose Fair Gala
5/7/18	Market Deeping	70 years of the NHS
10/7/18	Market Deeping	Age Concern Deepings AGM

048. 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 deputy clerk advised that the end of year return had been completed and sent off to the external auditors, PKF Littlejohn, by recorded delivery at the end of June. We are awaiting any feedback. There were no questions.

049. Accounts to be paid

It was proposed by Cllr Shelton, seconded by Cllr Miss Moran and **RESOLVED** unanimously that the Council should pay its bills. Furthermore, it was proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and **RESOLVED** unanimously that the bills were to be paid in August, as the Council is now in recession until September.

Accounts to be paid July 2018

Expenditure				
<u>Supplier</u>	<u>Ex VAT</u>	<u>VAT</u>	<u>Inc VAT</u>	<u>Item</u>
Opus Energy	38.75	1.94	40.69	Park Keepers Electricity
Opus Energy	114.53	5.73	120.26	Town Hall Electricity
Personnel Advice & Solutions	100.00	20.00	120.00	HR support
HMRC	1492.34	0.00	1492.34	Tax/NI
West Yorks	960.74	0.00	960.74	Pension
B & CE	145.84	0.00	145.84	Pension
Employees	6324.94	0.00	6324.94	Salaries
Pennisula	94.00	18.80	112.80	H & S support
Everflow	27.49	0.00	27.49	Town hall water
Everflow	9.16	0.00	9.16	Cemetery water
AMS	10.00	2.00	12.00	Vehicle tracking
Chess	31.20	6.24	37.44	Telephones
Green School	37.50	0.00	37.50	Hire of hall for Civic Service
Metro Bank	1322.30	0.00	1322.30	Transfer to Mayors charity account
Ricoh	185.30	37.06	222.36	photocopying rental
M Bissell	54.50	10.90	65.40	timetable perspex
Allstar	43.57	8.71	52.28	fuel
BHIB Insurance Brokers	455.62	0.00	455.62	tractor insurance
Grant Aid	500.00	0.00	500.00	Priory Players
Grant Aid	450.00	0.00	450.00	Raft Race
ICO	35.00	0.00	35.00	Data Protection Fee
Petty Cash	200.00	0.00	200.00	Petty Cash top up
PVS	1048.50	209.70	1258.20	smart television
Allstar	104.70	20.94	125.64	fuel
PGM Ltd	9.63	1.93	11.56	Veil/cutter
Set in Stone	135.00	27.00	162.00	Memorial Plaques
Contact Cleaning Services	15.00	0.00	15.00	Town Hall Windows
Branch Bros	105.20	21.05	126.25	paint/wheelie bin liners
BT	99.18	19.84	119.02	BT internet
LALC	35.00	0.00	35.00	LCR magazine
M G Skip Hire	330.00	66.00	396.00	Skip hire x 3

Mrs J Blades	47.50	0.00	47.50	Town Hall Cleaning
Glendale Grounds	534.16	106.83	640.99	Grass Cutting
Andrews Building Supplies	90.00	18.00	108.00	Top Soil
	<u>15186.65</u>	<u>602.67</u>	<u>15789.32</u>	

<u>Income</u>	<u>Amount</u>		<u>Item</u>
C20	236		scattering of ashes WINTER
C26	110		headstone for Clynych
C27	164		interments WELBY & SELBY
C28	800		donation from WW1 group
C29	10		spinney plant
C30	110		memorial AUSTIN
C31	54		add inscription BLOOMFIELD
C32	110		memorial FARRUGIA
C33	110		memorial MANN
C34	110		memorial PITHEY
C35	297		scattering of ashes PAYNE
C36	231		burial DAVIES
C37	264		interment & reservation KNOWLES
C38	594		2 x cremated remains HIBBINS
C39	462		burial & reservation MILLS
Total	3662		

050. Correspondence to be Noted and Resolved upon

Correspondence to be noted

Who from	Subject	Date
UK Parliament	The report on Treating Students Fairly: The Economics of Post-School Education	13/6/18
Community Lincs	News & Updates	13/6/18
Public Sector Today	What's New	15/6/18
Healthwatch	Newsfeed	15/6/18
Deepings School	Newsletter	15/6/18
Lincs Alert	Courier Fraud	15/6/18
Lincs Alert	New Ways To Protect You This National Neighbourhood Watch Week 2018	16/6/18
Friends of Deeping Library	Check out your library happenings this week!	17/6/18
Rural Services Network	Weekly Email News Digest	18/6/18
Friends of Deeping Library	Corrected version of this weeks' diary, with apologies....	18/6/18
Lincs Alert	Watch Out For These Fake Texts About Your Ee Bill	19/6/18
SKDC	Parish Update	19/6/18
Rural Services Network	Spotlight on Older People	20/6/18
Lincs Alert	Follow Up Calls Computer Software Service Fraud	20/6/18
NALC	Newsletter	20/6/18
Healthwatch	Your Invitation for 2020 Vision event 6th July 2018	21/6/18
Healthwatch	Newsfeed	22/6/18
Deepings School	Newsletter	22/6/18
NALC	Chief Executives bulletin	22/6/18
Friends of Deeping Library	Your library news for this week	24/6/18

Rural Services Network	Weekly Email News Digest	25/6/18
UK Parliament	Celebrate Equalities, new Your Story Our History film and more!	26/6/18
Rural Services Network	Rural Vulnerability Service - Rural Transport	27/6/18
NALC	Newsletter	27/6/18
Healthwatch	Healthwatch Lincolnshire Annual Report 2017-18	28/6/18
Healthwatch	Newsfeed	29/6/18
NALC	Chief Executives Bulletin	29/6/18
Deepings School	Newsletter	29/6/18
LCC	Local Bus Updates	29/6/18
Public Sector Today	What's New	29/6/18
Friends of Deeping Library	It's Summer at the Library and July is full of activity...	29/6/18
Friends of Deeping Library	Your library news for the week	2/7/18
LALC	Volunteering for the John Egging Trust	2/7/18
LALC	Health and Social Care Services in Lincolnshire are Changing	2/7/18
LALC	LALC News	2/7/18
Rural Services Network	The Rural Bulletin - 03 July 2018	3/7/18
Rural Services Network	Rural Funding Digest	4/7/18
Friends of Deeping Library	Request for help	4/7/18
Active Places Newsletter	Newsletter July 2018	6/7/18
Friends of Deeping Library	Summer Reading Challenge	6/7/18
Neighbourhood alert	Fake Argos Texts	6/7/18
Healthwatch	Newsfeed	6/718
Deepings School	Newsletter	6/7/18
Friends of Deeping Library	Your library news for this week	8/7/18
Rural Services Network	The Rural Bulletin	10/7/18
Parliament Education and Engagement Service	Fourth Industrial Revolution: Share your views	10/7/18

Correspondence to be resolved upon:

Who from	Subject	Members Response
Deepings First World War Commemoration Project	The Council has been donated £800 to be used to mark this year's commemoration. How do Councillors wish to use it?	Members considered whether to arrange a barbeque for attendees of the Beacon Lighting in November. After some discussion it was proposed by Cllr Mrs Sked, seconded by Cllr Miss Moran and RESOLVED with four in favour and one abstention, to use the money for this purpose, with the food to be supplied and cooked by an external provider such as Grasmere.
Utility Wise	An enquiry has been made as to whether the Council would like to use this company's services. Would the Council like to look into using their services?	After a brief discussion it was proposed by Cllr Shelton, seconded by Cllr Miss Moran and RESOLVED unanimously not to progress this further.
SK Community Fund	The Community Fund is available for community projects. Would the Council like to apply for this to fund the CCTV at the cemetery and John Eve Field?	After some discussion it was proposed by Cllr Brookes, seconded by Cllr Mrs Sked and RESOLVED unanimously to request a grant of £5000 towards the cost of the CCTV on the John Eve field and in the cemetery.

		Furthermore, it was proposed by Cllr Shelton, seconded by Cllr Mrs Sked and RESOLVED with four in favour and one against, to request a second grant of £5000 towards the cost of the Beacon Lighting event in November.
British Legion Community Fundraiser	It has previously been agreed by Council to purchase a silhouette, but there is a choice of design. Which silhouette would the Council like to purchase?	It was felt that the silhouette of the soldier was an iconic war image and would be the best recognized of those on offer, and it was therefore proposed by Cllr Brookes, seconded by Cllr Mrs Sked and RESOLVED unanimously to purchase one soldier at a cost of £250.

051. For members to consider the purchasing of a lawnmower for the cemetery keeper and decide the next steps.

A discussion took place regarding the lawn mower and it was agreed that as the Town Hall and Cemetery committee would not be able to bring a request for funds to Full Council before September that a decision would be made now. It was agreed that we must provide equipment fitting to the worker's ability and it was therefore proposed by Cllr Neilson, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to purchase the Virtue 46 SMP self propelled mower at £519 including VAT. The clerk confirmed that the money could be moved from contingency funds to cover the cost.

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

No members of the public were in attendance so there were none.

053. Forthcoming Events: Chris and Gabs World Cycling Tour 12th July; St Guthlac's Church Fete 14th July; Raft Race 5th August; Duck Race 2nd September.

054. Personnel Matters: Consideration to go into Closed Session

Nothing to discuss.

The Chairman thanked all members for attending and declared the meeting closed at 8.35pm. The next scheduled meeting of Full Council will be held on Wednesday 12th September 2018, in the Town Hall, Market Deeping.

Chairman's signature.....

Date.....