

DRAFT - Minutes of the Meeting of Market Deeping Town Council
Held on Wednesday 13 September 2023 at 7.30pm
At the Town Hall, Market Deeping

Present:	Cllr Broughton	Cllr Miss Collins
	Cllr Dr Byrd	Cllr Shelton
	Cllr Mrs Jones	Cllr Mrs Cook
	Cllr Hughes	Cllr Miss Collins
	Cllr Hanson	Cllr Nielson
	Cllr Wey	

The Clerk and Deputy Clerk were also in attendance.

At 7.30pm Cllr Broughton welcomed everyone to the meeting particularly Cllr Mrs Steel who was attending as a Councillor for the first time.

The Open Session commenced:

The Deeping and Glington Patient Participation group (PPG) introduced themselves and explained their role as a conduit between patients and Doctors. They also run a successful car scheme which offers transport to local appointments and journeys to Lincoln and Leicester.

Cllr Wey arrived at 7.33pm

The PPG produce monthly newsletters which can be found on the Deepings Practice website at www.deepingspractice.co.uk and have a Facebook page. In the future they hope to provide posters and feedback.

The PPG can be contacted by sending an email to reception.deepingspractice@nhs.net.

70. Chairman's Welcome & Introductions

Cllr Broughton asked whether members wished to close the open session and open the meeting. It was unanimously **RESOLVED** to open the meeting.

Cllr Broughton welcomed members to the meeting at 7:42pm

Cllr Dr Byrd reported that SKDC is undergoing a restructure at the top to reduce the number of Directors, there will now be 4.

A solar farm on agricultural land has been turned down.

The next in the Meet the Cabinet series will take place from 1pm-2pm on Monday 25th September in the Lionel Beck Room at the Deepings Community Centre. Members of the public are invited to come along and ask questions.

71. To note apologies and accept valid reasons for absence

Cllr Ms Reed and Cllr Mrs Sked sent apologies and these were accepted.

72. Declarations of Interest under the Localism Act 2011

There were none.

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73. Acceptance of the minutes of a meeting held on 12 July 2023

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

74. 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.

Planning & Highways

Cllr Shelton reported the following:

- A survey on Highways has been completed and returned to LCC.
- The Grass cutting agreement will be going out to tender later in the year.
- The Aldi project is progressing and legal matters are being worked through.

Deepings Neighbourhood Plan (DNP)

Cllr Dr Byrd reported the DNP met last week and reported the following:

- They are focusing on Design codes and creating a master plan
- There is concern over the survival of trees and they plan to raise public awareness
- Quiet lane status is progressing for Millfield Road and Back Lane
- The DNP will be updated when the national framework is finalised.

Amenities and Open Spaces

Cllr Broughton reported the following:

- The BMX track has been completed and is looking good
- There is a meeting with the fencing and playground equipment contractors on 14 September 2023 at 10am.
- The Queen's Jubilee tree has unfortunately died but will be replaced

Town Hall and Cemetery

Cllr Collins reported the following:

- The Town Hall door will be replaced with like for like and using the existing iron work
- Cllr Collins and the Deputy Clerk will be reviewing the Sanctum fees.

Finance and Personnel

There was nothing to report.

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Mayoral Diary

The Deputy Mayor attended a Local Economic forum meeting at Bourne Corn Exchange on 18 July 2023.

The Deputy Mayor attended the LALC Summer conference on 19 July 2023 at Bently Hotel South Hykeham.

The Deputy Mayor attended the Deeping Raft Race on 6 August 2023 and gave out prizes

The Mayor attended an event at Millfield Auto parts on 13 July 2023.

The Mayor attended the Rose Lodge classic car event on Sunday 30 July 2023.

The Mayor attended the Deeping Duck Race on 3 September and also drove the Carnival Queen to the event.

The Mayor mended a bench on the Persimmon estate

The Mayor attended a County Service of Dedication in Lincoln Cathedral on Sunday 10 September 2023.

The Mayor attended the Age Concern AGM on 11th September 2023.

The Mayor attended The Coronation Hall Committee meeting on 12 September 2023.

Clerk's Report – 13 September 2023

The pads for the defibrillator expired on 5.8.23. LIVES ordered a new set at a cost of £130 plus VAT. These were fitted on 29.7.23
New play equipment is being installed in the fenced are at John Eve Park from 14 September 2023. The fencing will be extended once the installation work is completed. This is advertised on the Town Council's website
8 litter picking kits have been received from Lincs County Council
11 British gas volunteers attended Market Deeping to pick litter as part of a volunteering day on 24 August 2023. They congregated from as far afield as Cornwall. They were provided with hot Lincolnshire sausage rolls and a bottle of water by MDTC. They collected 27 kilos of rubbish.
Resurfacing of BMX track was carried out week commencing 28 August 2023.
Road closure and TENS licence (for the entertainment stage) have been applied for Christmas Market on 3 December 2023
Road closure agreed for Remembrance parade on 12 November 2023 and Community Response Lincolnshire have been booked to assist.
The park keepers are to undertake road closure training provided by Lincolnshire County Council on 11 September 2023.
The bus shelter opposite the stage glass was broken by a delivery driver. A quote has been obtained to replace it and it will be manufactured and fitted in the next 15 working days from 25 August 2023.

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The delivery company have reimbursed the Council for the net cost of the glass.
The replacement clock mechanism will be delivered on 14 September 2023. Unfortunately, it will no longer be radio controlled as they no longer make them as they are deemed too unreliable. The new part can be altered manually.
About 10 panes of glass and leading has been broken by vandalism. A quote of £385 to repair the glass was received on 14 September 2023. It was RESOLVED unanimously to get the window repaired.

75. Correspondence to be noted and resolved upon

Correspondence to be Noted – Received up to 13 September 2023				
No.	Received from	Date Received	Subject	Committee Response
1.	NALC	19.07.2023	Newsletter	Noted
2.	TTRO	25.07.2023	Notice of resurfacing work around John Eve area	Noted
3.	LCC	27.07.2023	Town and parish council newsletter July 2023	Noted
4.	SKDC	09.08.2023	Public Spaces Protection Order survey	Noted
5.	RBL	10.08.2023	Remembrance parade 2023	Noted
5.	March Town Council	11.08.2023	Change of Mayor	Noted
6.	NALC	16.8.23	NALC newsletter	Noted
7.	The Deepings Lions	16.8.23	Wildflower meadow update – Douglas Road	Noted
8.	The Deepings Lions	13.8.23	Message regarding annual Carnival	Noted
9.	Clerk	17.8.23	BMX track repairs	Noted
10.	SKDC	24.8.23	SKDC's Community survey	Noted
11.	LCC	29.08.23	Call Connect £2 fare cap	Noted
12.	NALC	30.08.23	NALC newsletter	Noted
13.	LCC	30.08.23	Parish Council Community Newsletter August 23	Noted
14.	NALC	31.08.23	NALC events	Noted
15.	NALC	31.08.23	Chief Executive's Bulletin	Noted
16.	LCC	31.08.23	Temporary Traffic Restriction: Road Closure Millfield Road between 02.10.23 – 27.10.23 due to collapsed culvert headwall	Noted
17.	LALC	01.09.23	LALC fortnightly e-news	Noted
Correspondence to be Acted Upon – Received up to 13 September 2023				
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1.	BMX East	3.9.23	Request to use BMX track	It was RESOLVED that the BMX track should be available for the use and enjoyment of the residents of Market Deeping. The Clerk was requested to email BMX East. Cllrs Hughes and Broughton agreed to liaise.
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76. 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 for September

It was **RESOLVED** unanimously that the council pay its bills for September 2023. See appendix A.

c) For members to review Council Finances to 31 August 2023

It was **RESOLVED** unanimously that the Council Finances are in order and the Clerks were complemented on the comprehensiveness of the information provided to members.

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

It was **RESOLVED** unanimously to accept the reports for July and August.

e) For members to review EMRs

The Clerk explained the recent movements to EMRs in respect of the bus shelter and Election expenses. It was **RESOLVED** unanimously to accept the EMRs as correct.

f) For members to review detailed income and expenditure to 31/8/23

The Clerk explained that the report detailed the percentage of budget spent under all Cost Centres. Councillors reviewed and were happy with the amounts spent.

g) For members to consider the conclusion of external audit report for 2022/23

The Clerk explained that the external audit by PKF Littlejohn was completed and that everything was found to be in order. This has been advertised for the statutory time on noticeboards and Market Deeping Town Council's website.

77. For members to consider arrangements for forthcoming events: For members to consider Remembrance, Autumn walk and Christmas events for 2023

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Remembrance

An update was provided on remembrance events. The Community Centre has been booked for after the opening and closing services on 5th and 19th November 2023.

St Guthlacs church have organised the number of places available to groups for their Service on 12 November 2023. MDTC have been allocated 15 places for Councillors which must be returned if necessary. The service will also be streamed from the Green School if the event is oversubscribed. Road closure notices have been granted and the Park keepers have successfully completed their Road Closure training.

Autumn Walk (Walking the footpaths)

Cllr Shelton offered to organise this event which will consist of a walk and refreshments in The Bull.

Christmas

The Clerk presented Councillors with a full breakdown of income and expenditure on the Christmas market for 2022. It was **RESOLVED** unanimously to allocate a budget of £2,500 towards the cost of the stage and other expenses. It is to be allocated from EMR 347 – Digital Council.

The Road closure has been requested and a TENS license has been applied for from SKDC in respect of the entertainment stage.

Cllr Byrd explained that there were already lots of stall holder applications and that organisation is progressing well. More performers, sponsorship, tombola and raffle prizes are needed. As many Councillors as possible will be required to help on 3 December 2023.

The Christmas tree and lights are already organised.

78. For members to consider the appointment of Cllr Mrs Reed to the Amenities and open Spaces Committee

It was **RESOLVED** unanimously that Councillor Ms Reed would join the Amenities and Open Spaces committee.

79. For members to receive an update on the premises licence

The Clerk explained that after a meeting with Lincolnshire police it had been decided that a premise licence was not the best option for John Eve/Glebe Field and High Street. It was felt that as this would require MDTC to submit paperwork to the Police 3 months in advance and set up MoU's with the organisers this would remove any spontaneity. The Clerks are looking at a new application process for hiring the field and lessons have been learnt regarding areas of due diligence. A TENS licence has been applied for from SKDC in respect of the Christmas Market stage.

80. For members to receive an update on Citizen's Advice Bureau (CAB) provision

Cllrs Neilson and Hughes attended a meeting with Deeping St James United Charities on 21 August 2023 regarding CAB provision for residents of Market Deeping.

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Currently Deeping St James United Charities (DSJUC) hold fortnightly sessions mainly for the residents of Deeping St James in their building in the Institute.

There is a need for CAB more assistance in the Deepings. It is hoped at a cost of £8,000 a weekly session can be provided in the Community Centre at Douglas Road. The DSJUC will contribute £4,000, CAB will cover the cost of the room hire. It was **RESOLVED** that Cllr Broughton will approach Deeping St James Parish Council to cover half the remaining £4,000 between them and Market Deeping Town Council. The £8,000 is to cover staff wages.

81. For members to receive an update on Phone box

Cllr Hanson reported that not the Lions have decided not to continue with the phone box project but that Rotary and Round Table will be continuing with it.

Cllrs are happy that the project will continue and would like the phone box to continue to be red as it is in a Conservation area.

82. For members to consider the decision made by Finance and Personnel committee regarding TOR for Committees increasing to £10,000

It was **RESOLVED** to ratify the decision made by Finance and Personnel committee regarding TOR for Committees to increase spending amounts from £5,000 to £10,000

83. For members to consider updates to the Financial Regulations

It was **RESOLVED** to ratify the decision made by Finance and Personnel committee updating the Financial Regulations.

84. For members to consider the arrangements for photocopier hire

The Clerk presented a paper giving a comparison of photocopier contract costs. At present there is a lot of paper being issued every quarter and the time taken to deliver summons by hand is increasing.

A discussion took place regarding the electronic issue of summons and accompanying supporting documents. The Clerk was asked to email Councillors to get their agreement or otherwise to the issuing of meeting paperwork electronically.

It was **RESOLVED** to keep the existing photocopier contract and to try and make the contract cheaper in the future by the reducing the amount of printing.

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

There were none.

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

A staffing issue was discussed.

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69. 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 11 October 2023

The Chairman thanked all members for attending and declared the meeting closed at 9.11 pm. The next scheduled meeting of the Full Council will be held on Wednesday 11 October 2023.

Chairman's signature.....

Date.....

Attachments: Appendix A