

17 June 2021

Dear Councillor,

STAMFORD TOWN COUNCIL – NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Town Council to be held at the Town Hall on **Tuesday 22 June 2021 at 7 p.m** for the purpose of considering and passing such resolutions as may be necessary with respect of each item on the agenda attached.

Yours sincerely,



Town Clerk

NOTICE OF STAMFORD TOWN COUNCIL MEETING
AT STAMFORD TOWN HALL ON TUESDAY 22 JUNE 2021 AT 7pm

Members of the Public and Press are welcome to attend. Due to Covid regulations numbers are restricted.

Anyone wishing to attend in person and speak at the meeting is required to register their request with the Council 48 hours prior to the meeting date.

For ease the public may view proceeding remotely by clicking on the link [HERE](#) to join the meeting.

AGENDA

- 1. Public Participation** *(In accordance with Standing Order 3e)*
- 2. Apologies and reasons for absence** *(To receive and resolve reasons for absence in accordance with the requirement of the Local Government Act 1972)*
- 3. Declarations of Interests:** *(To receive declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests. Members may make any declarations of interest at this point and may also make them at any point during the meeting.)*
- 4. To confirm the notes of Town Council meeting held on 18 May 2021.**
- 5. Reports on Outside Bodies/Organisations**
 - a. Town Councillors on Outside Bodies*
 - b. Stamford Ward Councillors*
 - c. South Kesteven District Councillors*
- 6. Town Clerk's Report**
 - a. Action Points arising from Council Minutes:*
 - b. Update on actions raised by members of public and other organisations*
- 7. Planning Committee**
 - a. To approve the accuracy of the notes of the Committee meeting held on 01 June 2021.*
 - b. To identify any action points and items that may require further discussion:*
 - c. The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 8. Amenities Committee**
 - a. To approve the accuracy of the notes of the Committee meeting held on 08 June 2021.*
 - b. To identify any action points and items that may require further discussion:*
 - c. The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 9. Events Committee**
 - a. To approve the accuracy of the notes of the Committee meeting held on 10 June 2021.*
 - b. To identify any action points and items that may require further discussion:*
 - c. The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments*
- 10. Finance Committee Meeting**
 - a. To approve the accuracy of the notes of Committee meeting held on 15 June 2021.*
 - b. To identify any action points and items that may require further discussion:*
 - c. The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 11. Climate Action Working Group**
 - a. To approve the accuracy of the notes of the Working Group meeting held on 16 June 2021.*
 - b. To identify any action points and items that may require further discussion:*
 - c. The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 12. Accounts for Payment - To approve the schedule of payments – No. 3**
- 13. Any Other Business for future consideration**
- 14. Date of next meeting – Town Council Meeting Tuesday 27 July 2021**

Patricia Stuart-Mogg - Town Clerk, 17/06/2021

STAMFORD TOWN COUNCILMINUTES OF STAMFORD TOWN COUNCIL MEETING
HELD ON TUESDAY, 18 MAY 2021 AT 7.00PM
AT STAMFORD TOWN HALL

PRESENT Councillor Mrs G Johnson, Chairman (Mayor)
Councillor H Bisnauthsing
Councillor B Sandall
Councillor Mrs S J Sandall
Councillor J Dawson
Councillor Miss B Griffin
Councillor Mrs S Sismore
Councillor D Taylor
Councillor A Croft
Councillor S Carroll
Councillor D Dorson
Councillor Mrs M Pitt
Councillor Mrs A Wheeler
Councillor Mrs A Carter-Begbie
Councillor Mrs J Clarke
Councillor Mrs E Hooper
Councillor S Fenn
Councillor S Ford
Councillor S Doyle
Councillor J Winterbourne

ALSO PRESENT Town Clerk
Deputy Town Clerk
Rev. Peter Stephenson
Councillor Kelham Cooke, LCC Stamford East Division
Councillor Richard Cleaver, LCC Stamford West Division
0 Members of public
1 Member of Press

The Chairman Councillor Mrs Johnson wished to welcome both the newly elected Lincolnshire County Councillors to the meeting.

PUBLIC PARTICIPATION (Agenda Point 1): None

Formal meeting commenced 7.10pm

5. APOLOGIES FOR ABSENCE (Agenda Point 2)

Councillor M Exton submitted his apologies, as he is currently incapacitated.

Councillor H Bisnauthsing proposed, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the Council accepts Councillor M Exton's reason for absence for an extended period until further notice.

6. DECLARATION OF INTEREST (Agenda Point 3)

Councillors were reminded that all Councillors' Declarations of Pecuniary Interest required reviewing. All Councillors were provided with a new form for completion. It would be appreciated if the duly completed forms could be returned to the Town Clerk by the end of June as they will need to be uploaded to the Town Council's website.

H Bisnauthsing declared a Personal Interest in respect of any discussions related to planning as he is on the SKDC Development Management Committee.

Councillor D Dorson declared a Personal and Prejudicial Interest in respect of any discussion relating to personnel as his wife is Deputy Town Clerk.

7. MINUTES (Agenda Point 4)

The notes of the Town Council meeting held on Tuesday, 27 April 2021 and that 13 May 2021, excluding the Pink Paper, had been circulated to all members of the Council.

The Chairman Councillor Mrs Johnson stated that before the minutes were voted on, she considered the next item on the agenda should be discussed first.

8. TO CONSIDER NOTICE OF MOTION (Agenda Point 5)

Councillor D Taylor introduced the Notice of Motion, as outlined on the agenda, proposed by himself and seconded by Councillor J Dawson stating:

'We the undersigned would like to revisit Proposal 8 which was voted on 'In-Committee' at the full Town Council meeting held on 27 April 2021. Those involved in the debate and proposing the motion misled the Council, providing evidence which was inaccurate.'

Cllr Taylor confirmed that he was not present at that meeting, however Proposal 8 had resulted in significant consequences impacting Council administration and therefore merited review.

Councillor Bisnauthsing referred to Standing Order 7a which did not permit a resolution to be revised before six months had elapsed unless it was a special motion which required the support of three Councillors. The allegation that the Council was misled is very serious, especially as Cllr Taylor had not been present at the meeting in question.

The Town Clerk stated that the Notice of Motion proposed by Cllr Taylor and seconded by Cllr Dawson was supported unanimously by the Finance Committee and was considered sufficiently serious to be placed on this agenda for Town Council review.

The Chairman Councillor Johnson concurred that this was indeed a serious matter which needed to be resolved and consequently would proceed; but noted Councillor Bisnauthsing's objection.

Councillor Taylor appreciated Councillor Bisnauthsing's comments but wished to make observations on certain facts regarding the Council's procedures relating to Personnel. The proposal put forward in Closed Session was that *the Council's HR Advisor addresses the Council on what the Council's obligations are as employers and to state what evidence the Council needs to obtain when considering disciplinary matters.*

A meeting had already been convened with the HR Advisor and the Finance & Personnel Committee had been assured that the procedures and steps it had followed in relation to the Disciplinary Procedure were both correct and lawful.

In line with the Council's Terms of Reference and under Delegated Powers, the Finance, Personnel and Asset Committee is empowered to handle all matters related to personnel. This is general practice within larger Councils due to the sensitive data-protected information being processed. If a Council divulges such information to Council members who are not members of the Personnel Committee, it risks breaching Statutory Rights and Data Protection regulations, leading to potential claims against the Council. The services and professional advice offered by the HR Advisor have been successfully adopted and applied over the past fifteen years. During the Closed Session, the Town Clerk had alerted the Council to the inherent dangers of adopting this proposal in that it could well entail serious consequences, which has been proved correct. As a direct result of Proposal 8 being ratified, the HR Advisor considered his integrity was being put into question and has consequently withdrawn his services. The Council now finds itself without professional HR advice. Hence Councillor Taylor and Councillor Dawson wishing to recommend their Notice of Motion.

Councillor Mrs J Clarke stated that during the Closed Session at no stage was the HR Advisor's qualifications or experience called into question, nor was he asked to attend a session to discuss

a personnel matter, which would breach GDPR. She had concerns over whether the recommended disciplinary procedures being pursued were correct. Councillor Clarke confirmed that she had limited experience in respect of Personnel matters and wanted to be better informed. Proposal 8 was that the Council's HR adviser addresses the Council to answer any questions on the Council's obligations as an employer when reviewing employment matters. Councillor Clarke expressed the opinion that it was a sad indictment that the HR Advisor had declined the request to attend. Councillor Taylor reaffirmed that Personnel Advice and Solutions Ltd has informed the Town Clerk that it has withdrawn its services upon the guidance of its insurers given the Council is not prepared to follow its professional advice and recommendations.

Proposal 1 – It was proposed by Councillor D Taylor, seconded by Councillor J Dawson and RESOLVED that the Council asks the Town Clerk to approach Personnel Advice and Solutions Ltd with a view to obtaining a reconsideration of the decision to terminate the contract and to continue the relationship with Stamford Town Council provided over the past fifteen years. Failing that approach, that the Council delegates authority to the Town Clerk and Chairman of Finance to research and put forward a shortlist of three appropriately qualified companies from which the Finance Committee can select a replacement for Personnel Advice and Solutions Ltd. Two votes Against.

Proposal 2 - It was proposed by Councillor A Croft seconded by Councillor Mrs S J Sandall and RESOLVED by majority vote that the minutes of the 27 April 2021 including the Pink Paper and the Annual Town Council meeting of 13 May 2021 are an accurate reflection of the meeting and be signed by the Chairman. There were two votes Against and two Abstentions.

9. TO APPROVE AND ADOPT STANDING ORDERS (Agenda Point 6)

The Chairman advised that the members of the Council had been in possession of these papers since the 26 January 2021 and have had ample opportunity to put forward any amendments.

Proposal 3 – It was proposed by Councillor D Taylor, seconded by Councillor D Dorson and unanimously RESOLVED that the Standing Orders circulated are approved and adopted by the Council.

10. TO APPROVE AND ADOPT FINANCIAL REGULATIONS (Agenda Point 7)

The Chairman asked the Town Clerk to outline the next two items on the agenda. The Town Clerk confirmed that all members of the Council had been circulated with the Financial Regulations which outlined the Council's internal controls. As these papers had been in Members' possession since the 26 January 2021, and no comments had been received, it was recommended that these regulations be adopted.

Proposed 4 – It was proposed by Councillor J Dawson, seconded by Councillor Mrs S J Sandall and unanimously RESOLVED that the Financial Regulations circulated are approved and adopted by the Council.

11. TO APPOINT INTERNAL AUDITOR (Agenda Point 8)

The Town Clerk confirmed that the services of GP Internal Audit Services operate efficiently in scrutinising the accounting records and internal controls of the Town Council and recommends that these services are retained.

Proposal 5 – It was proposed by Councillor J Dawson, seconded by Councillor Mrs S J Sandall and unanimously RESOLVED that the services of GP Internal Audit Services are retained.

12. TO REVIEW COMMITTEE STRUCTURE, TERMS OF REFERENCE AND APPOINT COMMITTEE MEMBERS (Agenda Point 9)

The Town Clerk confirmed that all members of the Council had been circulated with the Committees' Terms of Reference confirming the Council's requirement of seven members on

each Committee. Additionally, a list detailing Councillors' preferences on which Committee they wished to serve. The two Committees which are oversubscribed are Finance and Amenities.

The Council appointed the following members to its committees and each Committee nominated their Chairman and Vice Chairman.

FINANCE COMMITTEE

It was proposed by Councillor J Dawson, seconded by Councillor D Taylor, and RESOLVED by majority vote that the Finance Committee comprises Councillors Mrs S J Sandall, J Dawson, B Sandall, Mrs S Sismore, D Taylor, A Croft and Mrs M Pitt. Three votes Against.

Councillor Mrs S J Sandall was nominated Chairman and Councillor J Dawson as Vice-Chairman.

AMENITIES COMMITTEE

It was proposed by Councillor H Bisnauthsing, seconded by Councillor Mrs S Sismore, and unanimously RESOLVED that the Amenities Committee comprises Councillors D Dorson, J. Dawson, H Bisnauthsing, M Exton, Miss B Griffin, Mrs A Carter-Begbie and Mrs E Hooper.

Councillor D Dorson was nominated Chairman and Councillor J Dawson as Vice-Chairman

PLANNING COMMITTEE

It was proposed by Councillor D Taylor, seconded by Councillor H Bisnauthsing, and unanimously RESOLVED that the Planning Committee comprises Councillors S Carroll, Mrs M Pitt, Mrs A Carter-Begbie, Mrs E Hooper, S Ford, Mrs J Clarke and S Doyle

Councillor S Ford was nominated Chairman and Councillor Mrs J Clarke as Vice-Chairman

EVENTS COMMITTEE

It was proposed by Councillor Mrs S J Sandall, seconded by Councillor H Bisnauthsing, and unanimously RESOLVED that the Events Committee comprises Councillors A Croft, D Dorson, A Wheeler, A Carter-Begbie, S Fenn and J Winterbourne.

Councillor A Croft was nominated Chairman and Councillor D Dorson as Vice-Chairman

It was noted that this Committee was one member short, but it was hoped that all members of the Council would support this Committee which delivers very important events on behalf of the Council.

CLIMATE ACTION WORKING GROUP

It was proposed by Councillor H Bisnauthsing, seconded by Councillor A Croft and unanimously RESOLVED that the following four members of the Council serves on this Working Group – Councillors D Dorson, Mrs A Wheeler, S Ford and Mrs J Winterbourne.

13. TO APPOINT MEMBER TO SERVE ON OUTSIDE BODIES AND WORKING GROUPS (Agenda Point 10)

- i. Browne's Hospital - Councillors J Dawson & A Croft
- ii. Stamford United Municipal Almshouse Charities & The Winifrede Browne Charity - Councillors J Dawson & A Croft
- iii. Stamford & District Citizens Advice Bureau – Councillor Ms J Winterbourne
- iv. Sir Malcolm Sargent Birthday Concert Committee – Councillor A Croft
- v. Stamford Hospital Development Advisory Committee – Councillors Mrs M Pitt & M Exton
- vi. Stamford Festival – Councillor G Johnson (Mayor)
- vii. LALC Representative – Councillor H Bisnauthsing
- viii. Newsletter Editorial Working Group – Councillors A Croft & S Ford
- ix. Stamford First Working Group (Neighbourhood Plan) – Councillors D Taylor & J Dawson

Proposal 6 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor D Taylor and unanimously RESOLVED that the above nominations to Outside Organisations are accepted.

14. CONFIRM LEGAL AND AGENCY AGREEMENTS AND PAYMENTS (Agenda Point 11)

It was noted that the Town Council has standing contracts with the following organisations to deliver Council services which have either Standing Orders or Direct Debits in place:

- a. South Kesteven District Council – Trade Waste Collection
- b. Lincolnshire County Council – Highways Verge cutting
- c. Pitney Bowes – Postal Franking
- d. Stamford Telephone Company – Telephone and Broadband Services

Proposal 7 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor A Croft and unanimously RESOLVED that these standing contracts are agreed to remain in place until such time as they require reviewing.

15. TO EXERCISE THE GENERAL POWER OF COMPETENCE (Agenda Point 12)

The Town Clerk confirmed that at present the Town Council has not undertaken any project under the General Power of Competence Sec. 1 to 8 of the Localism Act 2011. Stamford Town Council satisfies the required conditions and may, should it so wish, pass a resolution to exercise this Power. The General Power of Competence enables the authority to do anything that individuals generally may do for a commercial purpose for the benefit of the authority, its area, or its residents, or person present in its area.

Proposal 8 – It was proposed by Councillor B Sandall, seconded by Councillor H Bisnauthsing that Stamford Town Council agrees to exercise the General Power of Competence having satisfied the required conditions.

16. TO REVIEW COUNCIL'S ASSET REGISTER (Agenda Point 13)

The Town Clerk informed the Council that an Asset Register is held, and any Councillor may make an appointment to view the Register held at the Town Hall.

17. CONFIRM INSURANCE COVER ARRANGEMENTS (Agenda Point 14)

The Town Clerk confirmed that the Council currently has a long-term agreement with Zurich Insurance for Liability cover. This was noted.

18. TO CONSIDER COUNCIL'S ANNUAL SUBSCRIPTIONS (Agenda Point 15)

It was noted that the Town Council has annual subscriptions to the following bodies:

- a. *Lincolnshire Association of Local Councils (LALC)* – Provides best practice guidance, policy, and training.
- b. *Institute of Cemetery and Crematorium Management (ICCM)* – Provides policy, best practice guidance and training for Burial Authorities.
- c. *Society of Local Council Clerks (SLCC)* – Delivers professional advice for the Town Clerk.
- d. *Town Criers Guild* – Supports the Town Crier.
- e. *National Association of Civic Officers* – Provides advice and training for Civic Officers.
- f. *Field and Trust* – Supports the Council to protect and develop its parks and green spaces.

Proposal 9 – It was proposed by Councillor D Taylor, seconded by Councillor B Sandall and unanimously RESOLVED that the annual subscriptions to these bodies continue until a further review is necessary.

19. TO REVIEW COUNCIL'S POLICIES, PROCEDURES AND PRACTICES (Agenda Point 16)

It was noted that several Policies are due for review. Policies will be reviewed by Working Groups appointed by the relevant Committees and then presented to the Council for ratification.

Proposal 10 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs A Carter-Begbie and unanimously RESOLVED that the Policies of the Town Council are reviewed by Working Groups appointed by the relevant Committees which then present the policies to the Council for consideration for ratification.

20. TO REVIEW POLICY FOR HANDLING PRESS/MEDIA (Agenda Point 17)

It was note that this Policy would be reviewed by the Events Committee and presented to the Council for consideration and ratification.

Proposal 11 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor A Croft and unanimously RESOLVED that the Events Committee reviews the Press / Media Policy and then presents the policy to the Council for consideration and ratification.

21. TO REVIEW COUNCIL'S EMPLOYMENT POLICY AND PROCEDURES (Agenda Point 18)

It was note that this Policy would be reviewed by the Finance Committee and presented to the Council for consideration and ratification.

Proposal 12 – It was proposed by Councillor Mrs A Carter-Begbie, seconded by Councillor Mrs S J Sandall and unanimously RESOLVED that the Finance Committee reviews the Employment Policy and Procedures for presentation to Council for consideration and ratification.

22. TO FIX DATES AND TIMES OF COUNCIL AND COMMITTEE MEETINGS (Agenda Point 19)

The schedule of Council and Committee meetings were circulated for consideration. Following discussion, it was noted that the June Town Council meeting required altering to the 22nd June 2021.

Proposal 13 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor A Croft and unanimously RESOLVED that the schedule of meetings is agreed subject to the above amendment and that all Town Council meetings are scheduled at 7pm. Committee meeting times are to be confirmed by the relevant Committees at their first meeting.

23. PLANNING COMMITTEE (Agenda Point 20)

- a. Councillor S Carroll confirmed on behalf of the Committee that the notes of the Planning Committee meeting held on 04 May 2021 are a true and accurate reflection.
- b. Matter for discussion: None raised
- c. It was proposed by Councillor S Carroll seconded by Councillor S Ford and RESOLVED by majority vote that the minutes of the Planning Committee meeting held on Tuesday 04 May 2021 with the acts, proceedings and recommendations are approved by the Council. There was one abstention.

24. CLIMATE ACTION WORKING GROUP (Agenda Point 21)

- a. Councillor Mrs A Wheeler confirmed on behalf of the Working Group that the notes of the Climate Action Working Group meeting held on 05 May 2021 are a true and accurate reflection.
- b. Matter for discussion:
 - i. Tree Charter & South Bank Memorial Woodland - The Chairman Councillor Mrs G Johnson suggested that adopting a Tree Charter and the south bank site along the Welland River as a memorial woodland should be deferred at this moment in

time until a feasibility study has been undertaken to assess the risks and suitability of such a location. Councillor Mrs A Wheeler considered that these were separate issues. It was observed that the Queen's Green Canopy project is to plant trees to mark Her Majesty's Platinum Jubilee in 2022. The Government has also announced a Tree Action Plan to reduce carbon emissions, with grants available to support such tree planting initiatives and woodland development. Councillor Wheeler is proposing the Town Council signs up to a Tree Charter promoted by the Woodland Trust in association with the National Association of Local Councils (NALC). There is no cost to the Council. The Council will become a branch which commits to providing a future for trees and woods for the people in Stamford. It is understood that more information is required and could be presented at the next meeting when a feasibility study for the Woodland Memorial Garden would be available. However, it is hoped that the Town Council would support signing up to the Tree Charter.

Proposal 14 – Councillor Mrs A Wheeler proposed, seconded by Councillor H Bisnauthsing and unanimously RESOLVED that the Town Council signs up to the Woodland Trust Tree Charter.

- c. It was proposed by Councillor Mrs A Wheeler seconded by Councillor S Ford and unanimously RESOLVED that the minutes of the Climate Action Working Group meeting held on Wednesday 05 May 2021 and recommendations are approved by the Council.

25. APPROVAL OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021 (Agenda Point 22)

- i. *Internal Auditor's Report* – The Town Clerk confirmed that all Councillors had been circulated with the Internal Auditors Report for Year Ending 31 March 2021. It was noted that the Council's accountancy documentation and records for the year 2020/21 had been made available for examination and evaluation, together with the Council's internal control systems. The Internal Auditor's report was noted.

Proposal 15 - It was proposed by Councillor Mrs S J Sandall, seconded by Councillor A Croft and unanimously RESOLVED the Internal Auditor's report is noted and accepted.

- ii. *Section 1 Annual Governance Statement* – The Chairman Councillor Mrs G Johnson confirmed with the Council that they were satisfied that the Council had put in place arrangements for effective financial management during the Financial Year 2020/2021.

Proposal 16 – It was proposed by Councillor B Sandall, seconded by Councillor J Dawson and unanimously RESOLVED that a positive response should be made to the assertions on the Annual Governance Statement, except for question four relating to not complying adequately with Accounts and Audit Regulations regarding the exercise of electors' rights.

- iii. *Section 2 Accounting Statement 2020/2021* – The Chairman Councillor Mrs G Johnson confirmed that all Councillors had been circulated with the Statement of accounts and had adequate time to raise any matters with the Responsible Finance Officer.

Proposal 17 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs A Carter-Begbie and unanimously RESOLVED that the Council has assured and agrees with the Statement of Accounts together with the Earmarked Reserves presented.

- iv. *Public Rights Notice* – The Town Clerk confirmed that the Public Rights Notice would be displayed on 24 May 2021 informing the public that between the period of 14 June and 23 July 2021 could make an appointment to inspect the unaudited accounts. This was noted.

26. ACCOUNTS FOR PAYMENT (Agenda Point 23)

The Council had been circulated with Schedule No 2 for consideration. There were not matters raised.

Proposed 18 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and unanimously RESOLVED that Schedule No. 2 is approved for payment.

27. ANY OTHER BUSINESS FOR FUTURE CONSIDERATION (Agenda Point 24)

None Raised.

28. DATE OF NEXT MEETING (Agenda Point 25) – Tuesday 22nd June 2021 at 7pm

Chairman
(The meeting closed at 20.45 p.m.)

STAMFORD TOWN COUNCILMINUTES OF THE PLANNING MEETING
HELD ON TUESDAY, 01 JUNE 2021 AT 7.00PM

PRESENT Councillor S Ford (Chairman)
Councillor Mrs J Clarke (Vice Chairman)
Councillor S Carroll
Councillor Mrs A Carter-Begbie
Councillor Mrs M Pitt
Councillor S Doyle

ALSO PRESENT Richard Tracey (Administration Officer)
1 Member of public

It was confirmed that no decisions or predeterminations are made at Pre-Planning sessions. During this Planning Committee meeting, all applications prepared for consideration will be examined in open session for the sake of transparency.

1. PUBLIC REPRESENTATIONS (Agenda Point 1) –

A local resident provided a presentation on the application for licence of a five tenant House of Multiple Occupation (HMO) at 8 Moray Close, Stamford. The resident is a close neighbour to the property and stated that the house could have up to 6 rooms with 2 people staying in each room. His reasons for objection are 1. Public safety with much more traffic in and out of the Close; 2. Public nuisance with too many cars blocking driveways, more traffic noise and cars parking on the pavement; Protection of children with more traffic there is an increased risk of a road traffic accident; 3. An excessive number of occupiers, even with a 5 room small HMO, SKDC have informed him that up to 10 people could live legally in the HMO and it is expected that the developer will apply to increase this from 5 to 6 rooms shortly. He stated that SKDC have refused a similar development quoting both the National Planning Policy Framework (Para. 127) and the adopted South Kesteven Core Strategy (EN1). The Moray Close community would ideally like this development to be stopped. If not, then they would like SKDC to follow many other councils and exercise its powers and Article 4 directive to take the Change of Use required for an HMO conversion out of the category of Permitted Development thus requiring planning permission to be obtained before conversion can go ahead. The SKDC Local Plan should therefore be modified to clearly show how such a change of use to HMO should be granted. The resident informed Members that conversion has not yet been granted for an HMO but it is in the category for Permitted Development. He stated that SKDC have said that there are too few HMOs for the problem to be looked at but he thinks that the problem should be urgently addressed now. An extension of the Article 4 area of the town to include residential areas would force developers to require planning permission should they propose a change of use to HMO. Councillor Ford replied that the Committee were only an advisory body and a recommendation could be made to SKDC. He recommended that the matter go to Town Council for discussion and an invite extended to the petitioning resident.

Member of Public left the meeting. The formal meeting commenced.

2. APOLOGIES FOR ABSENCE (Agenda Point 2)

Councillor Mrs G Johnson and Councillor Mrs E Hooper submitted their reasons for absence. The reasons were noted and accepted.

3. DECLARATION OF INTEREST (Agenda Point 3) – None were made

4. MINUTES (Agenda Point 4)

The Minutes of the Committee Meeting held on Tuesday, 04 May 2021 were confirmed as a true record of the meeting at the Town Council meeting of 18 May 2021 and would be signed by Councillor Carroll at the earliest opportunity.

5. UPDATES ON ACTIONS RELATING TO PLANNING (Agenda Point 5) - None

6. PLANNING APPLICATIONS (Agenda Point 6)

The Committee's observations are shown on the attached schedule.

Application S21/0938 Erection of 213 dwellings with associated infrastructure and landscaping, Land To The North Of Uffington Road, Stamford, PE9 1TX.

It was proposed by Councillor S Ford seconded by Councillor S Carroll and RESOLVED by majority vote that the Planning Committee object to this application. There was one vote against. Refer to attached schedule for Committee's observations.

7. PUBLIC SPEAKING NOTIFICATION FROM SKDC ON 03 JUNE 2021 (Agenda Point 7)

Demolition of existing pavilion, erection of new sports centre, change of use of agricultural land to sports pitch, installation of 2 replacement sports pitches and floodlights, and alteration to access at Stamford Junior School, Kettering Road, Stamford, Lincolnshire, PE9 2LR. Full Planning Permission (Major) – Noted by Members.

8. REFERENDUM ON BARNACK NEIGHBOURHOOD PLAN SCHEDULED ON THURSDAY 1 JULY 2021 (Agenda Point 8) – Noted by Members.

9. APPEAL DECISION - S19/2236 APP/E2530/W/20/3257088: LAND BETWEEN ORCHARD MEADOW AND TOLLBAR, PE9 2EX (Agenda Point 9) – Noted by Members.

10. APPROVALS AND REFUSALS OF APPLICATIONS (Agenda Point 10)

Members were informed that the latest Approvals and Refusals information including the statistics on the decisions had been circulated on 13 May 2021.

11. TO CONFIRM PLANNING COMMITTEE MEETINGS START TIMES (Agenda Point 11)

After discussion, Members decided that future Planning Committee meetings should commence at 7.00pm.

12. ANY OTHER URGENT BUSINESS RELATIVE TO PLANNING (Agenda Point 12)

The Administration Officer reported that a letter from a resident had been circulated in respect of planning application S18/0773, 2no. semi-detached dwellings at Land off Melrose Close which received approval in June 2018. After discussion it was agreed that, as the application has already been approved, the resident should contact SKDC Planning Enforcement. *Action: Administration Officer.*

13. NEXT MEETING (Agenda Point 13) - Tuesday, 06 July 2021 at 7.00pm.

Chairman - (The Meeting closed at 8.40pm)

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
22/04/21	04/05/21	S21/0807	Erection of a two storey side extension 51 Lonsdale Road	Householder	Mr and Mrs Stockley-Cullimore 51 Lonsdale Road, Stamford PE9 2RW	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
23/04/21	07/05/21	S21/0810	Discharge of condition 3 of planning permission S20/0537 1-4, 6, 7 Stamford Walk, 16 St Mary's Street, Stamford PE9 2DF	Discharge of Conditions (Planning)	S Broadbent Burmor Construction Burmor House, Sunderland Road, Northfields Industrial Estate, Market Deeping PE6 8FD	<i>Previous comments 19/04/20 - No objection subject to neighbours' amenities being respected. Materials to be in keeping with the Conservation Area and Listed Building Regulations. Defer to SKDC Conservation Officer. Contractors to make good damage to verge or kerbing associated with this development.</i> Unable to view documents online. Defer to SKDC Case Officer.
09/05/21	10/05/21	S21/0667	Non material amendment to S20/2046 for the addition of double doors and a WC 29 Brooke Avenue	Non-material amendments	Mr And Mrs Forster 29 Brooke Avenue, Stamford PE9 2RU	<i>Application already approved 05/05/21 by SKDC prior to Planning Committee meeting.</i>
06/05/21	10/05/21	S21/0827	Single storey rear extension and conversion of garage Park View, New Cross Road	Householder	Alan Hayes Park View, New Cross Road, Stamford PE9 1QZ	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.

23/04/21	12/05/21	S21/0814	Internal works including removal of partitioning and overboarding ceilings (retrospective), and proposed replacement rear door and relocation of gates 10 Barn Hill	Householder	Mr & Mrs Minall 10 Barn Hill, Stamford PE9 2AE	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
23/04/21	17/05/21	S21/0815	Listed Building Consent for internal works including removal of partitioning and overboarding ceilings (retrospective), and proposed replacement rear door and relocation of gates 10 Barn Hill	Listed Building Consent	Mr & Mrs Minall 10 Barn Hill, Stamford PE9 2AE	Defer to SKDC Conservation Officer. Materials should be in keeping with the Stamford Conservation Area and Listed Building Regulations. Contractors to make good damage to verge or kerbing associated with this development should this application be given approval.
10/05/21	12/05/21	S21/0901	Two storey side and rear extension with associated decking 22 Kesteven Road	Householder	Mr and Mrs Morrison 22 Kesteven Road, Stamford PE9 1SQ	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
07/05/21	13/05/21	S21/0895	T1 - Horse-Chestnut - re-pollard back to previous points. T2 - Sycamore tree - Reduce to previous reduction points approx 3m overall reduction Lambert House, 2 Wheatleys Yard, Stamford PE9 1GE	Tree Preservation Order	Marcus Whitwell Gary's Gardens Tree Care, 20 St. Gilberts Road, Bourne PE10 9XB	Defer to SKDC Arboriculturist. There are no objections as this is considered routine maintenance.

04/05/21	13/05/21	S21/0868	Single storey extension to side of dwelling, and alterations to boundary wall 1 Stockwell Avenue	Householder	Mr & Mrs D Richardson 1 Stockwell Avenue, Stamford PE9 2WH	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
13/05/21	14/05/21	S21/0888	Erection of single storey conservatory to rear The Annexe, 11 Ermine Close	Householder	Mr C Wilson The Annexe, 11 Ermine Close, Stamford PE9 2XW	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
13/05/21	14/05/21	S21/0886	Two storey extension to side 20 Lyndon Way	Householder	Mr & Mrs M Wilkinson 20 Lyndon Way, Stamford PE9 2RX	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
12/05/21	14/05/21	S21/0909	Section 73 Application to vary Condition 2 (Approved Plans) and Condition 3 (Conservation Rooflights) of S21/0223. Removal of 5 x rooflights and insertion of dormer window 4 Casterton Road	Householder	Mr Hickey 4 Casterton Road, Stamford PE9 2YL	<i>Previous comments 09/03/21 - Objection. The site is in the Conservation Area boundary. The rooflights are not in keeping with the character of the surrounding Conservation Area contrary to Local Plan Policies DE1: Promoting Good Quality Design and EN6: The Historic Environment.</i> No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
06/05/21	14/05/21	S21/0889	Replacement joinery to extension Spires View, North Street	Householder	Mr Andrew Jones Spires View, North Street, Stamford PE9 2YN	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.

18/05/21	21/05/21	S21/0993	Listed Building Consent for replacement joinery to the extension Spires View, North Street	Listed Building Consent	Mr Andrew Jones Spires View, North Street, Stamford PE9 2YN	Defer to SKDC Conservation Officer. Materials should be in keeping with the Stamford Conservation Area and Listed Building Regulations. Contractors to make good damage to verge or kerbing associated with this development should this application be given approval.
14/05/21	17/05/21	S21/0855	Erection of first floor extension including dormer, erection of car port and external alterations including addition of flat roof and roof lanterns, rendering and cladding of external wall 23 Exeter Gardens	Householder	Mr and Mrs R Joyce 23 Exeter Gardens, Stamford PE9 2RN	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
19/04/21	21/05/21	S21/0602	Change of use from beauty salon (Sui Generis) to a cafe / restaurant / hot food takeaway (Class E), without alterations Unit 4, 7 St Pauls Street, Stamford PE9 2BE	Full Planning Permission	Joanna Kemp The Blonde Beet, 31 Sutherland Way, Stamford PE9 2TB	Unable to view floor plans online. Strong objection. The building is unsuitable for a café/ takeaway business with poor access that is a communally shared entrance with other businesses potentially having different opening hours and therefore security issues. There would be noise and nuisance problems and health and safety issues with parking on this already busy street. Contrary to SKDC Local Plan Policy DE1 (Promoting Good Quality Design).

12/05/21	21/05/21	S21/0958	Subdivision and change of use of Unit 21, alongside external alterations and provision of additional car parking spaces Unit 21, Gwash Way,	Full Planning Permission	Legal & General Property Partners (Industrial Fund) Ltd, 1 Coleman Street, London, EC2R 5AA	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
04/03/21	21/05/21	S21/0418	Car Park Valeting within existing superstore car park Morrisons, 2 Uffington Rd, Stamford PE9 2EX	Full Planning Permission Amended Information	WM Morrisons Supermarkets PLC, Hilmore House, Gain Lane, Bradford BD3 7DL	<i>Previous comments 13/04/21 - Objection to the application regarding the proximity of this proposal to the adjacent care home. In addition there was concern over the noise and environment pollution involving the chemical wash.</i> No objection subject to neighbour's amenities being respected.
04/03/21	21/05/21	S21/0419	Advertisements on proposed hand car wash Morrisons, 2 Uffington Rd, Stamford PE9 2EX	Advertisement Consent Amended Information	WM Morrisons Supermarkets PLC, Hilmore House, Gain Lane, Bradford BD3 7DL	<i>Previous comments 13/04/21 - Objection to the application regarding this proposal due to its proximity to the adjacent care home. In addition there was concern over the noise and environment pollution involving the chemical wash.</i> No objection subject to neighbour's amenities being respected.
Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
11/05/21	24/05/21	S21/0938	Erection of 213 dwellings with associated infrastructure and landscaping Land To The North Of Uffington Road, Stamford, PE9 1TX	Full Planning Permission (Major)	Vistry Partnerships, Cross Keys Developments, Wm Morrison Supermarkets and NewRiver Retail, C/o The Agent, Miss Olivia Morris, Harris Lamb Property Consultancy, 75-76 Francis Road, Edgbaston, Birmingham	See observations below (page 11)

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
17/05/21	24/05/21	S21/0982	Vent at side of building 1 Sheepmarket, Stamford, PE9 2RB	Listed Building Consent	Cufi/Note 1 Sheepmarket, Stamford PE9 2RB	<i>Previous comments 09/03/21 - Strong objection. The proposal to install cabling and extraction units on the Sheepmarket elevation will be visually harmful to this historic Grade II listed building located in the Medieval Core of the town and is likely to cause harm to the setting and architectural significance of a heritage asset contrary to Policy EN6 of Local Plan and NPPF Sec. 16 especially pts 193, 194 & 196, and contrary to Article 4 Directives in the Stamford Conservation Area. The proposal will cause noise and odour pollution to nearby residents contrary to Policy EN4 of Local Plan.</i> No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
21/05/21	27/05/21	S21/0949	Replacement windows and reinstatement of stone arches above windows 18 Austin Street	Householder	Mr Rob Henchy 18 Austin Street, Stamford PE9 2QP	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application

09/03/21	01/06/21	S21/0450	<p>Discharge of conditions 3 (scheme of archaeological investigation), 4 (completion of archaeological investigation) and 5 (drawings of existing and proposed levels) of Planning Permission ref. S18/1376</p> <p>Condition Number(s): 3, 3, 5</p> <p>Conditions(s) Removal: Just to explain I have answered yes to previous question as work to Blenheim Court extension has been started, however work to 7 additional plots has not been started yet. Please find email attached. We would like to discharged condition 3, 4, and 5 to start work on site on additional 7 plots. condition 3 - please find Written Scheme of Investigation attached to this application</p> <p>condition 4 - please find Written Scheme of Investigation attached to this application</p> <p>condition 5 - please find plans showing the existing and proposed levels attached to this application</p> <p>Blenheim Court 51 Scotgate Stamford PE9 2YQ</p>	Discharge of Conditions (Planning)	RCR Group Ltd Scotgate Blenheim Court PE9 2YQ	<p><i>Previous comments 04/09/18 - Stamford Town Council's Planning Committee wish to repeat their previous comments that it strongly objects to this application and recommence that Ward Councillor Brian Sumner refers this application to the Development Control Committee for consideration and a site visit conducted.</i></p> <p><i>STC's Planning Committee wish to draw attention to the Inspectorate's comments for dismissing the applicant's Appeal. STC's Planning Committee further request should the Planning Authority decide to grant approval a request for a Sec. 106 contribution is made towards the improvements of the local infrastructure of Stamford.</i></p> <p>Defer to SKDC Case Officer</p>
Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application

14/05/21	01/06/21	S21/0966	Discharge of condition 4 (materials) of permission S20/0955 Land Off Uffington Road, Stamford	Discharge of Conditions (Planning)	Aldi Stores Ltd C/O Agent Mr William Rogers Planning Potential, 14-15 Regent Parade, Harrogate HG1 5AW	Defer to SKDC Case Officer
19/05/21	01/06/21	S21/0996	Erection of single storey rear extension and two storey front, side and rear extensions. Erection of a detached car port, study and store. Rendering and reroof dwelling 1 Vence Close, Stamford PE9 2LZ	Householder	Mr C Ford 5 Jackson Way, Stamford PE9 1FG	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
24/05/21	01/06/21	S21/1019	Erection of two dwellings, consisting of a mid and end terrace connected to the existing dwelling (7 Gloucester Road) 7 Gloucester Road Stamford PE9 1LH	Full Planning Permission	Mr William McCormack 1 Church Lane, Warrington PE8 6TE	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.
28/05/21	01/06/21	S21/1024	Erection of two storey side extension 53 Cedar Road, Stamford PE9 2JJ	Householder	Mr & Mrs Tyers 53 Cedar Road, Stamford PE9 2JJ	No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development.

Planning Application S21/0938 - Erection of 213 dwellings with associated infrastructure and landscaping, Land To The North Of Uffington Road, Stamford, PE9 1TX

Objection. The site will be over-developed with no communal space, play areas or pedestrian crossings contrary to SKDC Local Plan Policy OS1 (Open space). Consideration is required for the Rights of Way on this site. The overall design is poor and the layout extremely condensed contrary to SKDC Local Plan Policy DE1 (Promoting Good Quality Design). The site is located between the entrances to two large supermarkets and opposite a large newly-built care facility, and there will be poor access onto the busy major road (Uffington Road) contrary to Stamford Neighbourhood Plan Policy 2 (paragraphs 1e and 2f).

The Planning Committee is in favour of new housing on brownfield sites but more consideration to access and layout is needed for this development. Any future planning application for this site should take the following points into account:

- 1.) All the issues outlined above in the Objection.
- 2.) A recommendation that the existing 30mph zone should be extended so it includes Uffington Road from the town boundary to Morrison's roundabout.
- 3.) Suggestion that a S106/Cil contribution is made towards healthcare provision in the Town, pedestrian crossings, access to shops and the Gwash Way countryside walk.

Please see accompanying letter below.

Dear Sir or Madam

Planning Application S21/0938 - Erection of 213 dwellings with associated infrastructure and landscaping, Land To The North Of Uffington Road, Stamford, PE9 1TX

After a protracted discussion, the Stamford Town Council Planning Committee felt it important to clarify its main reasons for making an objection to the application.

While we have no objection to the building of new houses – particularly on brownfield sites (our previous support of the St Martin’s Park development points to this), we do have very serious reservations regarding issues of access into and exit out of this development and its potential contribution to town congestion problems. As you are no doubt aware, traffic in Stamford is already constrained by two bottlenecks; the Town Bridge and Ryhall roundabout. Previous objection to the neighbouring Aldi development showed the strong degree of local concern over congestion and road safety on this part of Uffington Road and those conditions remain. Suggestions from residents on the night of our meeting included a link road though the development joining Uffington Road with Ryhall Road via the road that runs past Stamford Business Park to improve access. Equally, we received objections to that idea as it would cause further congestion on Ryhall Road and turn the development into a rat-run.

Moving forward, it is hard to see how any future large development north of Stamford town centre will receive the support of residents or STC whilst congestion persists and is likely to get worse. As such, we hope that the proposed Stamford/Tallington bypass will be supported by SKDC.

We would like to emphasise that we appreciate the need for new housing in and around Stamford, but believe it must be proportionate to the infrastructure.

Would you please be so kind as to include this letter with supporting documents when the application is next reviewed by SKDC Planning Committee.

Yours faithfully

**These observations have been submitted under delegated powers and will be presented to Stamford Town Council for ratification
at the scheduled meeting on 22 June 2021.**

STAMFORD TOWN COUNCIL

MINUTES OF THE AMENITIES MEETING
HELD ON TUESDAY, 08 JUNE 2021 AT 7.00PM
IN THE TOWN HALL, STAMFORD

PRESENT Councillor Mrs G Johnson
Councillor D Dorson (Chairman)
Councillor J Dawson (Vice Chair)
Councillor H Bisnauthsing – Arrived 7.07pm
Councillor Mrs S Sismore (Substituting for Cllr Exton)
Councillor Mrs A Carter-Begbie
Councillor Mrs E Hooper

ALSO PRESENT Deputy Town Clerk
1 Member of Public

1. TO RECEIVE PUBLIC REPRESENTATION IN RESPECT OF BUSINESS ON THE AGENDA – None

2. APOLOGIES AND REASONS FOR ABSENCE

Proposal 1- On the proposal of Councillor Mrs G Johnson seconded by the Councillor Mrs A Carter-Begbie it was unanimously RESOLVED the Council approves the apologies and reasons for absence for Councillor M Exton & Councillor B Griffin

3. DECLARATIONS OF INTEREST

Councillor Mrs G Johnson declared a Personal Interest in respect of Memorial plaque request

4. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Committee Meeting held on Tuesday, 06 April 2021, were confirmed and signed as a true record of the meeting.

5. TO RECEIVE REPORTS FROM COMMITTEE MEMBERS ON MATTERS RELEVANT TO THE COMMITTEE'S TERMS OF REFERENCE

- i. Williamson Cliff Memorial – Councillor Mrs E Hooper reported that the Williamson Cliff Memorial at the cemetery requires repair. ACTION- DTC to obtain quotes for next meeting.

6. TO CONFIRM FUTURE START TIMES FOR AMENITIES COMMITTEE MEETINGS

Proposal 2 - On the proposal of Councillor H Bisnauthsing seconded by the Councillor J Dawson it was unanimously RESOLVED the Council approves all future meetings of the committee will begin at 7pm

7. TO PROVIDE UPDATE ON PROJECTS IN-HAND, ACTION POINTS, RESPONSIBILITIES, AND PROCEDURES - Reports on action points are included in their prospective areas.

The committee were issued prior to the meeting the Amenities Booklet a collection of all documents relating to the Amenities Committee, to be used and reviewed throughout the forthcoming meetings. The committee were updated on the content of the booklet and the Responsibilities and procedures of the committee. Councillor D Dorson advised the committee to bring the booklets to each meeting as the documents included will be used at forthcoming meetings.

8. COMMITTEE TO REVIEW THE CURRENT 5-YEAR PLAN.

The committee reviewed the 5-year plan. ACTION - DTC to draft a schedule of projects for the next meeting and to obtain quotes for Allotment numbers and the next phase of the trough roll out.

9. TO CONFIRM TWO WORKING GROUP MEMBERS FOR REVIEWING POLICIES AND PROCEDURES.

The committee were informed of the policies and procedures relating to the Amenities Committee which require to be reviewed. Following discussions, it was agreed that Mrs A Carter-Begbie represents the Amenities Committee on the working group to review the policies and procedures.

Proposal 3- On the proposal of Councillor Mrs A Carter-Begbie seconded by the Councillor D Dorson it was unanimously RESOLVED the Council approves Councillor Mrs A Carter-Begbie to represent the Amenities Committee on the working group to review the policies and procedures.

Proposal 4- On the proposal of Councillor D Dorson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves to continue the meeting after 9pm

It was further discussed and agreed that Councillor Mrs S Sismore represents the Amenities Committee on the working group to review the policies and procedures.

Proposal 5- On the proposal of Councillor Mrs S Sismore seconded by the Councillor Mrs G Johnson it was unanimously RESOLVED the Council approves Councillor Mrs S Sismore to represent the Amenities Committee on the working group to review the policies and procedures.

10. ALLOTMENTS**a. *Update on action points relating to the Allotments.***

i. Update on allotment vacancies - It was reported that there are currently 17 vacant plots. 29 people on the waiting list with, Water Furlong – 21, Queens Walk – 13, Priory Road - 8

32 People have been removed from the waiting list since 20/3/21.

17 plots have been offered.

235 Let plots 25 new tenants 2020/21 season.

18 Unlettable plots with, Priory Road – 10, Queens Walk – 2, Uffington Road – 2, Water Furlong - 4

ii. Shed and greenhouse request agreed under delegated powers. - the committee were informed that the tool shed and greenhouse for plot WF47a had been approved under delegated powers (AC07082018 P13)

iii. Priory Road allotment clearance update – It was reported that the clearance work is still ongoing. The committee were informed that correspondence had been received from the site rep stating the plots should be let immediately with the new tenants waiting until the plots are ready. The site rep was informed that this is not the councils process for letting allotments and would be unfair to charge a new tenant rent with no date for completion known. Following discussions, it was agreed that a deadline for completion of 16th July 2021 is to be issued to the contractor as this work was approved in November 2020 and very little work has been completed.

Proposal 6- On the proposal of Councillor Mrs G Johnson seconded by the Councillor H Bisnauthsing it was unanimously RESOLVED the Council approves the deadline for completion of 16th July 2021 is to be issued to the contractor for the clearance of the plots on Priory Road Allotment site.

Furthermore, the committee were informed the site rep had also stated that the council should write to the housing resident of 29 Priory Road regarding the overhanging tree. The

committee were informed that this may be difficult as the resident has recently become deceased.

b. Any correspondence received.

i. Committee to receive and consider any correspondence received.

- Committee to consider request for Greenhouse and Shed on plot C5a- Correspondence have been received requesting a Shed 8’x6’ (4m2) and greenhouse 12’x8’(8m2) to be erected at the west end of the allotment nearest the border with Roman Bank. The shed falls within the 25% allocation for non-cultivated area and the green house is classed as cultivated area (plot size is 329m2, 25% allocation for non- cultivated area is 82m2) Following discussions the committee agreed the request for a shed and greenhouse.

Proposal 7- On the proposal of Councillor D Dorson seconded by the Councillor Mrs G Johnson it was unanimously RESOLVED the Council approves the Shed 8’x6’ (4m2) and greenhouse 12’x8’(8m2) to be erected at the west end of the allotment nearest the border with Roman Bank on plot C5a.

c. Any other Allotment business items for consideration

i. Committee to confirm response from allotment inspection. - It was reported that an inspection was carried out by Cllr G Johnson and the Deputy Town Clerk on 19th May 2021.

- D26 Queens Walk – It was reported that no improvement has been made after the issue of the 2nd notice letter. The notice period ends on the 16th of June 2021 Photos of the condition of the plot taken on 7th June 2021 were presented to the committee. Following discussions, the committee agreed that no improvement had been made following the 2nd letter and the tenancy agreement would be terminated for breach of rules 6.2, 6.4, 11.2 and tenancy agreement rule 9a.

Proposal 8- On the proposal of Councillor Mrs G Johnson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves the termination of the tenancy agreement on plot D26 on Queen Walk for breach of rules 6.2, 6.4, 11.2 and tenancy agreement rule 9a.

- D20a&b –Photos of the condition of the plot D20 a&b were taken on 7th June 2021 and were presented to the committee. Following discussions, the committee agreed that a 1st notice letter is issued to the tenant for breach of rules 6.1, 6.2 and tenancy agreement rule 9a.

Proposal 9- On the proposal of Councillor J Dawson seconded by the Councillor Mrs G Johnson it was unanimously RESOLVED the Council approves the issue of a 1st notice letter to the tenant of plot D20 a&b on Queens Walk for breach of rules 6.1, 6.2 and tenancy agreement rule 9a.

- D24 - Photos of the condition of the plot D24 were taken on 7th June 2021 and were presented to the committee. Following discussions, the committee agreed that a 1st notice letter is issued to the tenant for breach of rules 6.1, 6.2 and tenancy agreement rule 9a.

Proposal 10- On the proposal of Councillor Mrs A Carter-Begbie seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves the issue of a 1st notice letter to the tenant of plot D24 on Queens Walk for breach of rules 6.1, 6.2 and tenancy agreement rule 9a.

- H08 - It was reported that no improvement has been made after the issue of the 2nd notice letter. The notice period ends on the 26th of April 2021 Photos of the condition of the plot taken on 27th May 2021 were presented to the committee. Following discussions, the committee agreed that no improvement had been made

following the 2nd letter and the tenancy agreement would be terminated for breach of rules 6.1, 6.2, and tenancy agreement rule 9a.

Proposal 11- On the proposal of Councillor Mrs G Johnson seconded by the Councillor Mrs E Hooper it was agreed by majority with 1 against and RESOLVED the Council approves the termination of the tenancy agreement on plot H08 on Uffington Road New for breach of rules 6.2, 6.4 and tenancy agreement rule 9a.

- H78 - Photos of the condition of the plot H08 were taken on 27th May 2021 and were presented to the committee. H78 tenancy began on 30th March 2021 the plot has not been worked and is in worse condition that when taken on. The tenant is in the probation period and as stated in rule 1.4

Within the first three months the tenant is within a probationary period if the tenant chooses to return the allotment to the council during this period the tenant will have rental returned minus a £20.00 administration fee. If the tenant undertakes no significant work (no less than 40% cultivation) to a plot within the first three months of receiving the plot, then the tenancy will be terminated, and the plot returned to council for re-letting.

Following discussions, the committee agreed that tenancy is terminate as per the rules and regulations for breach of rules 1.4, 6.1, 6.2 and tenancy agreement rule 9a.

Proposal 12- On the proposal of Councillor Mrs S Sismore seconded by the Councillor J Dawson it was unanimously RESOLVED the Council approves the termination of the tenancy agreement on plot H78 on Uffington Road New for breach of rules 1.4, 6.2, 6.4 and tenancy agreement rule 9a.

- Items of Concern – it was reported that excessive amounts of material are being store n plots D18 & C4. Photos of the condition of the plot D18 & C4 were taken on 19th May 2021 and were presented to the committee. Following discussions, the committee agreed a 1st notice letter is issued to the tenants for breach of rules 9.1, 9.2, 9.3, 9.4 and tenancy agreement rule 9a.

Proposal 13- On the proposal of Councillor D Dorson seconded by the Councillor Mrs G Johnson it was unanimously RESOLVED the Council approves the issue of a 1st notice letter to the tenant of plot D18 & C4 on Queens Walk for breach of rules 9.1, 9.2, 9.3, 9.4 and tenancy agreement rule 9a.

- ii. Committee to confirm responses for return of deposit – It was reported that a termination request had been received from the tenant of plot C9a on Queens Walk due to health reasons. The plot has been left in a better condition than taken on and photos of the condition of the plot were presented to the committee. Following discussions, it was agreed that the deposit of £50 is return to the tenant in accordance with rule 5 of the tenancy agreement.

Proposal 14- On the proposal of Councillor D Dorson seconded by the Councillor H Bisnauthsing it was unanimously RESOLVED the Council approves the deposit of £50 is return to the tenant of plot C9a on Queens Walk in accordance with rule 5 of the tenancy agreement.

- iii. Committee to consider request for Greenhouse and Shed on plot UN1. - Correspondence have been received requesting a Shed 10'x12' (11m2) to be erected at the end of the allotment nearest the border with Moles to replace the old structures. The shed falls within the 25% allocation for non-cultivated area and (plot size is 340m2, 25% allocation for non- cultivated area is 85m2.) Following discussions, the committee agreed the request for a shed.

Proposal 15- On the proposal of Councillor D Dorson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves the Shed 10'x12' (11m2) to be erected at the end

of the allotment nearest the border with Moles to replace the old structures on plot UN1 on Uffington Road North site

11. CEMETERY

a. Update on action points relating to the Cemetery.

- i. Cemetery Wall – The committee were updated on progress of the Cemetery Wall. Currently all work has stopped, the contactor has reported that they are having issues with obtaining a date for their stonemason to continue the work started prior to the Covid19 pandemic.

b. Any correspondence received.

- i. Committee to receive and consider any correspondence received.
 - Memorial request - Correspondence have been received requesting a standing stone slate memorial without a base. The memorial is not a style which has previously been installed in the cemetery and due to the nature of the material could present a risk of the slate shedding its skin and becoming unstable. Following discussions, the committee denied the memorial as this is not one of the approved designs and could potentially become a health and safety risk in the future.

Proposal 16- On the proposal of Councillor J Dawson seconded by the Councillor Mrs G Johnson it was unanimously RESOLVED the Council denies the memorial request as this is not one of the approved designs and could potentially become a health and safety risk in the future.

- Spraying at the Cemetery – It was reported at correspondences had been received regarding spraying at the cemetery. It was advised that this was the area is sprayed with Glyphosate which is used in common household weed killer. Furthermore, it was advised that the protected wildflower is no longer present, and this could be due to the brambles in the area, it was advised to spray them to improve the conditions of the area.
 - Thankyou Card – The committee were informed that a thankyou card had been received regarding the Cremated Remains committal service which is provided by the Bereavement Services Officer. The family were very please with the service and the care and support at such a difficult time.
- ii. *To consider correspondence regarding grass cutting at the Cemetery.* - It was reported that correspondence had been received regarding the debris left on pathway after the grass at the cemetery has been cut. The contractor has been informed of the expectations as set out in the ground maintenance contract and informed that any incidents that arise from their negligence will be directed to the contractor, this issue will be monitored.

c. Any other Cemetery business items for consideration

- i. Committee to review request from Funeral Director to amend interment form declaration. – It was reported that one of the Funeral Directors is refusing to sign the declaration on the interment form. The committee were informed that the declaration states.

I can confirm that I have given an copy and explained the rules and regulations pertaining to the Lawn Cemetery areas (R&R 10.9.6) and have given the Stamford Town Council Cemetery Privacy Notice Information Sheet to the person stated above. I have confirmed that all applicable Cemetery fees, including resident/non-resident fees have been fully explained and understood by our client and confirm that the fees to be applied for this burial are: (please tick below)

The Funeral Director felt that it is not their responsibility to inform the family of the rules and regulations, or to explain them. They also felt that it is the council's responsibility to inform the plot owner when the plot is purchase. The committee were advised that the plot holder on most occasions is the person being buried therefore, their client would not have had the rules and regulations explained to them, which is why the declaration is included to ensure that the information has been passed to their client. The Funeral Director feels it should read "I can confirm that we have brought to the attention of the plot owner that the rules and regulations pertaining to the lawn cemetery areas can be found at Stamford Town Councils website". The committee were further informed that no other Funeral Director has an issue with signing the declaration and furthermore, ICCM have stated that council is entitled to refuse any burial until it complies with the council's procedure under the Local Authorities Cemeteries Order 1977. ICCM also advised one option would be for all of their clients wishing for an interment to meet with the Bereavement Services Officer, before any interment is accepted to explain the rules and regulations, which would increase the workload for the officer and also would put additional turmoil on the families who are grieving. The second option is to contact SAFE which they are a member and discuss the matter with them. Following discussions, it was agreed that the declaration would not be changed furthermore, SAFE would be contacted to discuss the matter with them. Following contact with SAFE correspondence will be issued to the Funeral Director stating that no other Funeral Director has a problem with complying and no interments will be accepted until they comply in accordance with the Local Authorities Cemeteries Order 1977.

Proposal 17- On the proposal of Councillor J Dawson seconded by the Councillor H Bisnauthsing it was unanimously RESOLVED the Council approves the declaration is not changed furthermore, SAFE would be contacted to discuss the matter with them. Following contact with SAFE correspondence will be issued to the Funeral Director stating the response from SAFE and that no other Funeral Director has a problem with complying and no interments will be accepted until they comply in accordance with the Local Authorities Cemeteries Order 1977.

- ii. Committee to review request for collection of fall branches at Cemetery and Recreation Ground – It was reported that correspondence had been received regarding the collection of fallen branches to be recycled into wild bird feeders on both the Cemetery and the Recreation Ground. Following discussions, the committee agreed for the collection of the branches.

Proposal 18- On the proposal of Councillor D Dorson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves the collection of Fallen branches to be recycled into wild bird feeders on both the Cemetery and the Recreation Ground.

12. RECREATION GROUND & MEADOWS

a. *Update on action points relating to the Recreation Ground & Meadows.*

- i. Skate Park Electric Cage - It was reported that the electric cage is still outstanding. Following discussions, it was agreed that a deadline for completion of 16th July 2021 is to be issued to the contractor as this work was approved in January 2021 no work has started.

Proposal 19- On the proposal of Councillor D Dorson seconded by the Councillor Mrs E Hooper it was unanimously RESOLVED the Council approves the Council approves the deadline for completion of 16th July 2021 is to be issued to the contractor for the electric cage.

- ii. Former putting green on Recreation Ground – Cllr D Dorson recommended to the committee that consultation with the public on ideas for this section would be of benefit for deciding the future use of the area. ACTION: Cllr D Dorson to draft a form to collect data from the public for future use of the area, to be presented at the next meeting.
- iii. Memorial Bench on Meadows – It was reported that the quote has been received for the memorial bench which has been issued to the family. Team Stamford have offered to install the bench free of charge for the family and Jewson have offered to supply the materials free of charge. Following discussions it was agreed that a presentation thankyou would be organised once Covid19 restrictions have eased.

Proposal 20- On the proposal of Councillor D Dorson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves a presentation thankyou would be organised once Covid19 restrictions have eased.

b. Any correspondence received.

- i. Committee to receive and consider any correspondence received.

Proposal 21- On the proposal of Councillor J Dawson seconded by the Councillor H Bisnauthsing it was agreed by majority with one abstention and RESOLVED the Council deny the request to install a memorial plaque on an existing memorial tree. However, a request for the installation of a new memorial tree and plaque could be investigated.

- ii. Committee to consider donation for waste bins on the Meadows. – The committee were informed that correspondence had been received from Pride of Stamford Litter pickers offering £1000 to sponsor some large capacity bins for the Meadow. The committee were informed that 3 large capacity bins of the councils selected style at a cost of £1367.82 inc VAT and Delivery. Pride of Stamford Litter Pickers have offered to install the bins free of charge and wish to include their logo on the bins. Following discussions, Cllr J Dawson stated he will pay the difference of £204.85, and the committee agreed to install the 3 large capacity bins on the Meadows with the Pride of Stamford Litter pickers logos on the bins at no cost to the council.

Proposal 22 - On the proposal of Councillor J Dawson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves to accept the donation of £1000 from Pride of Stamford Litter Pickers for 3 large capacity bins to be installed on the Meadows with the Pride of Stamford Litter pickers logos on the bins at total cost of £1367.82 inc VAT and Delivery, with the difference of £204.85 being paid by Cllr J Dawson with no cost to the council.

- iii. Committee to consider request to renovate bins on Vence Walk. – The committee were informed that correspondence had been received regarding the renovation of the bins along Vence walk and railings. The committee were informed that these bins were installed by the Urban Group and are the responsibility of SKDC along with the railings. Following discussions, it was agreed that a letter is sent to SKDC on the matter.

Proposal 23- On the proposal of Councillor J Dawson seconded by the Councillor H Bisnauthsing it was unanimously RESOLVED the Council approves the letter to be issued to SKDC on the renovation of the bins along Vence walk and railings.

c. Any other Recreation Ground & Meadows business items for consideration

- i. Committee to consider setting annual dates for the use of the Grass Tennis Courts by Rock Tennis – It was reported that Rock Tennis had been permitted

to begin play on 3rd July 2021 by the Chair of Amenities and Chair of the Council after receiving the Covid19 risk assessment and insurance documents. Following discussions, it was agreed that the rental charge for Rock Tennis will be pro rata this season due to the delay in opening the courts due to Covid 19 restrictions.

Proposal 24- On the proposal of Councillor Mrs G Johnson seconded by the Councillor H Bisnauthsing it was unanimously RESOLVED the Council approves the rental charge for Rock Tennis will be pro rata this season due to the delay in opening the courts due to Covid 19 restrictions.

It was recommended to the committee that a fixed season date for hire to Rock Tennis and the Public would prevent future issues with opening the grass tennis courts and it from 1st May to 31st October annually would allow for the maintenance of the court prior to the season. Following discussions, it was agreed the Grass Tennis Court season will commence from 1st May to 31st October annually to be hired out by Rock Tennis and the Public to allow for the maintenance of the court prior to the season.

Proposal 25- On the proposal of Councillor D Dorson seconded by the Councillor Mrs G Johnson it was unanimously RESOLVED the Council approves the Grass Tennis Court season will commence from 1st May to 31st October annually to be hired out by Rock Tennis and the Public to allow for the maintenance of the court prior to the season.

It was further recommended that fixed days for the Hard Tennis courts to be open to the public for uses without charge from 1st April to 31st October annually. Following discussions, it was agreed the Hard Tennis Court season will commence from 1st April to 31st October annually with the courts being open for play without charge during this period.

Proposal 26- On the proposal of Councillor D Dorson seconded by the Councillor Mrs A Carter-Begbie it was unanimously RESOLVED the Council approves the Hard Tennis Court season will commence from 1st April to 31st October annually with the courts being open for play without charge during this period.

- i. Committee to consider replacement tennis posts and nets for future season. - The committee were circulated a report prior to the meeting for the replacement of the tennis posts and nets on a 5 tennis courts.
- ii. Committee to approve Programmed Events requests.
 - Showman's Guild Fair on Meadows 7th – 11th July 2021- The committee were informed a request had been received by the Showman's Guild on 9th April 2021 for hire of the Meadows between the 7th – 11th July 2021 for fairground rides on the Meadows. The event is expected to be visited by 800 people daily with the event ending at 10pm and 8pm on a Sunday. The committee were informed two letters of complaint and one letter of support had being received and these were verbally reported to the committee. Discussions ensued regarding the council previous decision regarding fairs on the Meadows, following the previous issues with the Showman' Guild not closing the rides when the Meadows were flooded, and they were requested to close and failed to do so. Also, the serious impact to Stamford shops and traders who have been required to close throughout the pandemic, who annually suffer significant drops in trade during fair week. It was felt the council should be supporting these local people.

Following discussions, Councillor H Bisnauthsing proposed the Council approves the request from the Showman's Guild for a fair on the Meadows this proposal was not seconded and fell and the Showman's Guild fair on the Meadows would not be approved.

- Kidzmania on Recreation Ground – 6th to 11th July 2021 - The committee were informed a request had been received by Kidzmania on 26th March 2021 for hire of the Meadow for a small wrist band event for Primary school aged children. The event would involve wrist bands being sold at £6.99 per child for unlimited rides in a two-hour period. Each session would cater for a maximum of 80 people to comply with covid regulations and will involve small rides, inflatables, and bungee trampolines. Following discussions, the majority of the committee agreed the programmed events request to hire the Recreation Ground from 6th July 2021 to 11th July inclusive of set up by Kidzmania and the Amenities Committees process of no additional programmed events on other sites will be maintained.

Proposal 27- On the proposal of Councillor Mrs S Sismore seconded by the Councillor J Dawson it was approved by majority with 1 abstention and RESOLVED the Council approves the programmed events request to hire the Recreation Ground from 6th July 2021 to 11th July inclusive of set up by Kidzmania and the Amenities Committees process of no additional programmed events on other sites will be maintained.

- Flash mob Rehearsal on Recreation Ground/Bandstand – 4th July 2021- The committee were informed a request had been received by Diversity Festival to hire the bandstand to hold a rehearsal for their flash mob for the forthcoming event. Following discussions, the committee agreed the programmed events request to hire the Recreation Ground/Bandstand on 4th July 2021 inclusive of set up by Diversity Festival and the Amenities Committees process of no additional programmed events on other sites will be maintained.

Proposal 28 - On the proposal of Councillor J Dawson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves the programmed events request to hire the Recreation Ground/Bandstand on 4th July 2021 inclusive of set up by Diversity Festival and the Amenities Committees process of no additional programmed events on other sites will be maintained.

- Garden show on Meadows – 8th May 2022 -The committee were informed a request had been received by The Rotary Club 3rd May 2021 to hire the Meadows to hold their annual Garden Show, this event has been historically held on the Meadows and is well supported by the public. Following discussions, the committee agreed the programmed events request to hire the Meadows on 8th May 2021 inclusive of set up by The Rotary Club for the Garden Show and the Amenities Committees process of no additional programmed events on other sites will be maintained.

Proposal 29 - On the proposal of Councillor J Dawson seconded by the Councillor Mrs S Sismore it was unanimously RESOLVED the Council approves the programmed events request to hire the Meadows on 8th May 2021 inclusive of set up by The Rotary Club for the Garden Show and the Amenities Committees process of no additional programmed events on other sites will be maintained.

13. DATE OF NEXT MEETING: (Agenda Point) – Tuesday, 13 July 2021 at 7pm

Chairman
(The meeting closed at 9.50pm.)

STAMFORD TOWN COUNCIL

MINUTES OF THE EVENTS MEETING HELD ON THURSDAY, 10 JUNE 2021 AT 6.00PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Gloria Johnson (Town Mayor)
Councillor Andrew Croft (Chairman)
Councillor Dave Dorson (Vice Chair)
Councillor Amanda Wheeler
Councillor Angela Carter-Begbie - arrived 6.43pm
Councillor Sheila Sismore (substituting for Cllr Winterbourne)

ALSO PRESENT Mrs Patricia Stuart-Mogg - Town Clerk
Mrs Coral Johnson-Veale – Administration Officer

PUBLIC PARTICIPATION – None

1. APOLOGIES FOR ABSENCE (Agenda Point 2)

Councillor J Winterbourne submitted the reasons for absence. These were noted and accepted.

Proposal 1 – On the proposal of Councillor D Dorson, seconded by Councillor A Wheeler it was unanimously **RESOLVED** the Council accepts the apologies from Councillor J Winterbourne.

Councillor S Fenn was absent from the meeting.

2. DECLARATIONS OF INTEREST (Agenda Point 3)

None were made.

3. MINUTES (Agenda Point 4)

The Minutes of the Committee Meeting held on Monday, 12 April 2021 had already been confirmed in the Stamford Town Council Meeting held on Tuesday, 18 May 2021.

4. UPDATE ON ACTION POINTS (Agenda Point 5)

a) *SKDC Head of Arts and the Cabinet Member of Arts and Culture* – The Chairman apprised the committee of the background and future aims of the proposed Joint Cultural Strategy Working Group, the introductory meeting of which, to be held virtually, is anticipated to be on the 17 June 2021.

5. BUDGET 2021/22 STATUS (Agenda Point 6)

The Town Clerk confirmed that all payments scheduled have now been made.

6. SCHEDULE FOR FUTURE POTENTIAL EVENTS IN 2021 (Agenda Point 7)

a) *Senior Citizens Concert Sunday 27 June 2021 – Proposed Event Plan*

A copy of the draft Event Plan and draft Budget for the Senior Citizens concert was circulated to the committee for perusal and discussion. The requirements of the Lincolnshire Event Safety Partnership for the event were also considered and quotations are to be obtained for alternative

first aid assistance. Further discussions were postponed until after the next Covid-19 Government announcement to be made on Monday 14 June 2021. **Action: AO**

- b) ***Spooktacular Sunday 31 October 2021 – Progress report***
Pending Government advice this event would be deferred to the next meeting.
- c) ***Christmas Lights switch-on Thursday 25 November 2021 – set up arrangements***
Shop Stamford are making their own arrangements for entertainment during which at some point, the lights will be switched on. It is anticipated that the actual switch-on will be a low-key event to comply with any Government Guidance in place at the time in respect of Covid-19.
- d) ***Christmas Festival Sunday 28 November 2021***
This item is deferred until the 5 July Events Committee Meeting
- e) ***Carols on the Bandstand Sunday 12 December 2021 – set up arrangements***
This item is deferred until the 5 July Events Committee Meeting
- f) ***Carols in Red Lion Square Sunday 19 December 2021 – set up arrangements***
This item is deferred until the 5 July Events Committee Meeting

7. **UPDATE ON RED LION SQUARE CRAFT MARKET (Agenda Point 8)**

It is anticipated that the Red Lion Square Craft market will recommence on Friday, 2 July 2021 and all the crafters have shown an interest in attending. The layout is to be determined to ensure Covid-19 compliance and a Risk Assessment is to be completed. The temporary licences granted for food outlets to set-up in Red Lion Square does not include Fridays, so will not impact on the market. The Booking Form for the market was discussed, and it was agreed that the costs should remain the same.

Action: TC/AO

Proposal 2 - On the proposal of Councillor A Wheeler, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council accepts the Red Lion Square Craft Market recommences on Friday 2 July 2021 and that there is no change to the fees charged to the stall holders.

8. **ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 9)**

None

9. **DATE OF NEXT MEETING: (Agenda Point 9)** – Monday, 05 July 2021 at 6.00pm

Chairman
(The meeting closed at 7.10 pm)

STAMFORD TOWN COUNCILMINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY, 15 JUNE 2021 AT 6.00PM

PRESENT Councillor Mrs Gloria Johnson (Mayor)
Councillor Mrs Susan J Sandall - Chairman
Councillor Bob Sandall – Vice Chairman
Councillor Mrs Sheila Sismore
Councillor Andrew Croft
Councillor Mrs Angela Carter-Begbie substituting for Councillor John Dawson
Councillor Mrs Elaine Hooper substituting for Councillor David Taylor

ALSO PRESENT Town Clerk, Patricia Stuart-Mogg
Representative of Team Stamford
1 member of public

Public Participation (Agenda Point 1):

The representative from Team Stamford presented the feasibility study for a proposed Memorial Garden on the South Bank of the River Welland abutting the Cattle Market Carpark. The location is on land managed by South Kesteven District Council (SKDC), who supports the initiative subject to the Town Council adopting the land and taking on the future management of the Memorial Garden once it is delivered. So far, the clearance of the area has been undertaken by SKDC and the volunteers of Pride of Stamford Litter Pickers. This project will be led by Team Stamford who has collected donations from local businesses towards this initiative. A number of professional bodies – Forestry Commission and The Welland Rivers Trust on how best to clear, plant and landscape the area. A proposed design was circulated to members of the Committee. It was confirmed that considerable effort has been made to cover the cost of the project with the aid of volunteers and donation of trees from the Woodland Trust, local businesses pledging support with the provision of materials and professional advice and guidance. It is intended to secure further funds through grants from SKDC, LCC Skells Trust and Lottery Funding. It was hoped that the Town Council would consider supporting the project by agreeing to adopt the area being considered and provide a suitable name for the project.

Following discussion there was great concern expressed over yet another project where the Council is being asked to commit to accepting blind maintenance costs on a proposed project which is not yet clearly defined. The Council is regularly burdened with extensive expenditure following similar community projects which start most earnestly and are then neglected so the Town Council bears the on-going costs. There was concern over the safety of the unfenced rivers edge, especially as it would be attracting visitors possibly with children.

The Chairman Councillor Mrs S J Sandall thanked the representative from Team Stamford for his presentation, which would be considered by the Committee later on the agenda.

Formal meeting commenced at 6.20pm.

1. APOLOGIES FOR ABSENCE (Agenda Point 2)

Councillor John Dawson and Councillor David Taylor submitted their apologies. These were noted and agreed.

2. DECLARATIONS OF INTEREST (Agenda Point 3)

None made.

3. MINUTES (Agenda Point 4)

The minutes of the meeting held on 20 April 2021 which had been ratified at the Town Council meeting of 27 April 2021 had been signed by the Chairman as a true record of the meeting.

4. UPDATE ON ACTION POINTS (Agenda Point 5)

- a. *Sec. 106 Fund relating to Empingham Road Playing Field, Stamford* - The Chairman advised that this is being discussed by SKDC Cabinet with a view of distributing the proposed fund of £308,484.23 between various eligible Clubs that are already located on the site. Following discussion, the Town Clerk was requested to inform SKDC that the sums allocated to each Club was noted. However, the Town Council remain resolute in its wish to have all the Stamford Special Expense area transferred to the Town Council. Action: Town Clerk
- b. *Town Hall Solar Power Project* – It was note that this matter remained in hand awaiting a third contractor to quote.
- c. *Memorial for HRH Prince Philip, Duke of Edinburgh* - It was noted that all the educational establishments had been approached inviting students to design a commemorative plaque design reflecting the Duke of Edinburgh's armorial. Action: Civic Officer
- d. *Stamford in Bloom* – It was noted that Stamford-in-Bloom group would not be entering Stamford in the 2021 competition due to Covid Pandemic having devastated their working arrangements. However, the enthusiastic team will continue to look after the floral displays around the town centre. It was recognised that the bushes in the planters in Red Lion Square had rejuvenated and it would be a shame to disturb them. But it was hoped to bring some floral colour to the square. Action: Town Clerk
- e. *Red Lion Square furniture refurbishment* – The Town Clerk confirmed that HMP Peterborough had confirmed that the would be able to refurbish the seats in Red Lion Square. It was anticipated that the first two benches would be removed this week. Action: Town Clerk
- f. *Disposal of obsolete computer towers* – The Town Clerk confirmed that the obsolete computer towers of the Administration team had been collected by Restore for secure disposal. It was confirmed that the cost was £152.00.

Proposal 1 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor Mrs G Johnson and unanimously RESOLVED that the invoice for £152.00 is approved for payment.

5. FINANCE (Agenda Point 6)

- a. *External / Internal Audit for 2020/2021* – The Town Clerk confirmed that all documentation for external audit had been dispatched to PK Littlejohn the appointed auditor.
- b. *Review of Budget Status Year 2021 / 2022* - The Chairman Councillor Mrs S J Sandall advised that there were items to consider for budget expenditure:
 - i. *Neighbourhood Plan* – It was note that the Stamford Neighbourhood Plan is now with the Independent Examiner some clarification on some elements on the submitted Plan. This is being provided with the assistance of the professional services of L.A.B Planning at the cost of £800.00. Following discussion it was noted that there had been funding left in the earmarked reserves which would be allocated to cover this expenditure.

Proposal 2 – It was proposed by Councillor Mrs G Johnson, seconded by Councillor A Croft and unanimously RESOLVED that the quote from L.A.B. Planning for £800.00 is accepted.

- ii. Newsletter – The Committee considered the report from the Civic Officer in respect of the three ‘blind’ quotes received for the design and printing of the Town Council Newsletter. The quotes were all like for like based on 600 and 800 quantities of four, six or eight pages. Following consideration of the quotes the Committee opted to accept Quote B.

Proposal 3 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor A Croft and unanimously RESOLVED that quote B at the cost of £267.00 (4page) or £416.00 (8 page) + VAT is accepted.

Following the vote the Town Clerk informed the Committee that the selected printer was Classic Printers based in Crowland.

- iii. Telephone Line – It has been brought to the attention of the Town Council that the ISDN telephone lines provided by Openreach, over which broadband runs are being switched off. This will impact on the administration operation at the Town Hall. However, this has highlighted to our service provider that they have not been invoicing the Town Council over the past 24 month for two lines. The outstanding value £699.54 + VAT [(£14 x 24 = £336 + 13.77) x2]. Following discussion there was mixed opinion as to whether the Town Council should be liable for this oversight.

Proposal 4 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and RSOLVED by majority vote that the Town Clerk informs the Service provider that the Committee is not happy to pay their oversight but would like to resolve this matter amicably. There was one vote Against. Action: Town Clerk

- c. HR and Employment Advice – The Chairman Councillor Mrs S J Sandall informed the Committee that discussion had been held with Personnel Advice and Solutions Ltd and that the company had agreed to continue to constructively work with Stamford Town Council. The Terms and Conditions were reviewed, and it was noted that the revised monthly cost would be £150.00 + VAT.

Proposal 5 – It was proposed by Councillor B Sandall, seconded by Councillor Mrs G Johnson and unanimously RESOLVED that the revised Terms & Conditions for the services of Personnel Advice and Solutions at a cost of £150.00 + VAT is accepted.

The Town Clerk reminded Councillors of the virtual Employment Training session which had been organised specifically for Councillors to attend on 29 June 2021 at 5pm.

- d. Town Council’s Thank You Event – The Mayor Councillor Gloria Johnson informed the meeting that there is a National Day for celebrating and recognition of all those who had gone above and beyond to help their community during the present Pandemic. A Thank you Event is being organised on 4th July in the Court Room between 11am and 12.30pm. At present there are 30 organisations that have been identified and one representative from each organisation will be invited due restricted numbers.
- e. *LCC Verge Cutting 2021/2022* - The Chairman Councillor Mrs S J Sandall confirmed that the appointed contractor had commenced cutting but there was still a large area of the Town uncut which is leading to complaints being received. The Town Clerk confirm that quotes had also been received to cut the private Open Spaces which landowners had requested to be cut and would reimburse the Town Council accordingly. Discussion ensued and it was noted that the request to maintain the corner of Wharf Road opposite St. Mary’s Surgery would be £269.26 + Vat for a one-off tidy plus £11.33 + VAT for four occasions of grass cutting. To crown lift the tree

in the Town Hall rear garden and remove cuttings at cost of £43.83 + VAT and weed kill gravel area on four occasions per year at cost of £11.33 + VAT. The Town Council Open Spaces off Casterton Road would be cut at £93.04 +VAT per cut.

Proposal 6 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor Mrs A Carter-Begbie and unanimously RESOLVED that the following quotes are accepted:

Quote to maintain the corner of Wharf Road opposite St. Mary's Surgery would be £269.26 + Vat for a one-off tidy plus £11.33 + VAT for four occasions of grass cutting; To crown lift the plum tree in the Town Hall rear garden and remove cuttings at cost of £43.83 + VAT and weed kill gravel area on four occasions per year at cost of £11.33 + VAT; To cut the Town Council Open Spaces off Casterton Road at £93.04 +VAT per cut.

f. *Town Hall and Town Bridge floral displays* – The Town Clerk reported that Waterside Nursery had offered to plant up the tubs. Team Stamford had kindly offered to deliver the tubs to Waterside Nursery. Action: Town Clerk

g. *Schedule for Payment* – Schedule No 3 had been circulated to the Committee for examination. It was agreed that the schedule is presented to the Town Council for approval.

h. *EM Law Share* – The Chairman Councillor Mrs S Sandall reported that the matter of residents encroaching on Town Council land is being pursued with Geldards as had been previously discussed. However, it had been recommended that the Town Council may wish to sign up to EM Law Share handle many Local Council legal matters. This is being pursued by the Chairman and the Town Clerk.

i. *Review of Policies relating to Committees Terms of Reference* – Following discussion it was agreed that Councillors A Croft; Mrs M Pitt and Mrs A Carter-Begbie would form the Working Group to review the Policies and Procedures relating to Personnel Handbook.

Proposal 7 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor Mrs A Carter-Begbie and unanimously RESOLVED that Councillors A Croft; Mrs M Pitt and Mrs A Carter-Begbie would form the Working Group to review the Policies and Procedures relating to Personnel Handbook

6. ASSETS (Agenda Point 7)

a. *Museum Accreditation Application* – The committee had been circulated with the final application for Eligibility together with the supporting documentation. The appointment of seven Museum Committee members was required and following discussion, Councillors Mrs M Pitt, Mrs E Hooper and J Dawson had expressed a wish to serve on the Committee. It was noted that this matter would be raised at the forthcoming Town Council meeting when it was hoped the remaining four members could be appointed.

Proposal 8 - It was proposed by Councillor Mrs S J Sandall, seconded by councillor Mrs S Sismore and unanimously RESOLVED that Councillors Mrs M Pitt, Mrs E Hooper and J Dawson serve on the Museum Committee.

b. *Town Council video conference and Streaming facility* – The Town Clerk had presented a quote which had been received to provide a fixed video conference and streaming facility in the Council Chamber. On considering the quote, the Town Clerk

was asked to investigate whether the Council is legally required to continue with further streaming of meetings once all restrictions are lifted. Action: Town Clerk
It was considered that a fixed system would be prudent in the Council Chamber but a further two quotes would be required in line with Standing Orders before a decision could be made.

- c. *Confirm booking form for Town Hall Meeting Rooms & Civil Ceremonies:* The Licence for Civil Ceremonies had been prepared and the Town Clerk enquired as to whether the Committee may consider also including the Malcolm Sargent Room as a further Licenced Premises at an additional cost of £50.00.

Proposal 9 – It was proposed by Councillor Mrs G Johnson, seconded by Councillor Mrs M Pitt and unanimously RESOLVED that the Malcolm Sargent Room is added to the Civil Ceremonies Licence at an additional cost of £50.00. Action: Town Clerk

- d. *Town Hall Remedial Work* – The Chairman Councillor Mrs S J Sandall reported that there had been a significant damp patch identified in the front office of the Town Hall which required investigation. It was also noted that the Entrance Hall doorway had been scheduled for some remedial work which need now to be progressed as restrictions were gradually being lifted.

Proposal 10 – It was proposed by Councillor Mrs A Carter-Begbie, seconded by Councillor Mrs E Hooper and unanimously RESOLVED that the Town Clerk is delegated to make arrangement to have the damp in the front office investigated and obtain quoted to refurbish the front doors and entrance porch. Action: Town Clerk

- e. *Management of the Cemetery Lodge* – It was reported that the Lodge had suffered some significant roof damage and some emergency work was required in light of the thunderstorms. The Town Clerk has arranged for Orchard Building Services to carry out a temporary cover to protect the building from further damage. During discussions it was considered that this was third occasion that the roof had been repaired and there was concern that there could be a more significant problem. The Town Clerk would arrange for a Structural survey to be carried out.

Proposal 11 – It was proposed by Councillor Mrs A Carter-Begbie, seconded by Councillor E Hooper and unanimously RESOLVED that the Town Clerk is delegated to obtain a structural report on the roof and quotes for the repair of the Collyweston slate roof. Action: Town Clerk

- f. *Management of the Shack* – The Chairman Councillor Mrs S J Sandall informed the Committee that the Methodist Church had relinquished the Lease of the Shack. The Town Clerk confirmed that a final inspection of the property had been carried out and meter readings taken. There is significant equipment which has been bestowed to the Town Council which will be useful. Councillor Mrs S J Sandall reported that there had been a couple of organisations that had expressed interest in taking on the Lease. After due consideration the Finance Committee considered that it may be prudent for the present to retain the building and manage the bookings for the use of the Shack. It was noted that a Toddler Group had expressed a wish to hire the Shack on the 23 June 2021 at a rate of £10phr.

Proposal 12 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and unanimously RESOLVED that the Toddler Group is approved to

hire the Shack on 23 June at a rate of £10phr. A key deposit would be required of £50.00

g. *Structural Report on Cemetery Chapel* – The Town Clerk reported that Smithers Purslow had investigated the repairs and the costs would not be far off £3,500 + VAT. It was suggested that the repairs to the Chapel would be completed first to enable that building to be returned to service.

Proposal 13 – It was proposed by Councillor Mrs G Johnson, seconded by Councillor A Croft and unanimously RESOLVED that Smithers Purslow proceed with the building repairs to the Chapel.

h. *War Memorial* – The Town Clerk advised that the contractor had confirmed that they were now scheduling the work to the Stamford War Memorial and anticipated a start date in September 2021. This was noted.

7. TEAM STAMFORD MEMORIAL WOODLAND PROJECT (Agenda Point 8)

The Committee considered the project and considered that there were drawbacks, and it should be thoroughly investigated with SKDC as to the transfer of the land. It was recognised that the Queen would be celebrating her Platinum Jubilee, and this could mark that celebration. However, there was a serious matter of the liability of the water's edge.

Proposal 14 – It was proposed by Councillor B Sandall, seconded by Councillor A Carter-Begbie and unanimously RESOLVED that the Town Council supports Team Stamford's project, but the transfer of the land should be thoroughly investigated with SKDC. The name of the project should be related to the Queen's Platinum Jubilee and that an appropriate safety fence is installed along the water's edge.

8. GRANT/DONATION REQUEST TO BE CONSIDERED (Agenda Point 9)

None submitted.

9. PERSONNEL MATTERS (Agenda Point 10)

8.10pm – The Chairman confirmed in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be discussed, a side meeting would continue in closed session during consideration of the next item, which relates to personnel matters.

It was noted that during discussion in Closed session that one of the Amenities Operatives had resigned and has left the employment of Stamford Town Council. The vacancy will be advertised in due course.

It was considered in view of Step 3 restrictions being the extended, it was suggested that the Town Hall doors remain closed until August and the appointment system continues. The Town Clerk was instructed to advise Beebys accordingly.

It was also resolved that Officers assigned to Committees commence work in the afternoon at 12.30pm on the day of their committee meeting day, to include the meeting during their working hours and are allowed protected time to completed draft notes of the Committee meeting the following day so minutes are circulated two days of the meeting.

8.20 – The meeting resumed in Open Session.

10. MATTERS FOR CONSIDERATION AT THE NEXT MEETING (Agenda Point 11)
None.
11. DATE OF NEXT MEETING: (Agenda Point 12) –
It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and unanimously RESOLVED that the Finance Committee meetings would commence at 6pm. The date of the next meeting is scheduled on Tuesday 20 July 2021 at 6pm

The Chairman closed the meeting at 8.25pm

DRAFT

Date: 17/06/2021
Time: 09:51:55

Stamford Town Council

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Day Books: Supplier Invoices (Summary)

SCHEDULE NO. 3

Transaction From: 16040
Transaction To: 99999999

<u>Tran No.</u>	<u>Item</u>	<u>Type</u>	<u>Date</u>	<u>A/C Ref</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
16205	1	PI	19/03/2021	HARRIS02	V. 51	Grave Digging - various interments	2850.00	0.00	2850.00
16040	1	PI	19/04/2021	HMRC001	BP	March NI Contributions	2702.22	0.00	2702.22
16206	1	PI	30/04/2021	LINCS_01	V. 52	Meadows Pest Control	120.00	0.00	120.00
16207	1	PI	29/05/2021	LINCS_01	V. 53	Meadows Pest Control	120.00	0.00	120.00
16208	1	PI	01/05/2021	SAGE001	V. 54	Monthly Accounting Software subscription	89.50	17.90	107.40
16209	1	PI	01/05/2021	VISION01	V. 55	Website Hosting and Support July 2021-June 2022	225.00	45.00	270.00
16210	1	PI	11/05/2021	LLOYDS01	V. 56	Bank Service Charge	7.00	0.00	7.00
16211	1	PI	16/05/2021	BT0001	V. 57	Contracted mobile phones (Admin. Team)	132.75	26.55	159.30
16212	1	PI	11/05/2021	LLOYDS01	V. 58	Bank Service Charge	7.00	0.00	7.00
16213	1	PI	17/05/2021	LALC_01	V. 59	2 x CILCA Training	400.00	80.00	480.00
16214	1	PI	26/04/2021	PERSON01	V. 60	HR Advice	100.00	20.00	120.00
16215	1	PI	24/05/2021	PERSON01	V. 61	HR Advice	100.00	20.00	120.00
16216	1	PI	07/05/2021	MKS001	V. 62	Grd Maintenance for Meadows and Rec. Grd	1196.33	239.27	1435.60
16217	1	PI	28/05/2021	AWOOD001	V.63	Refund due to overpayment for interment - Plowman	517.00	0.00	517.00
16218	1	PI	01/06/2021	SLCC001	V. 64	Society of Local Clerks Annual Subscription	289.00	0.00	289.00
16219	1	PI	01/06/2021	SAGE001	V. 65	Monthly Accounting Software subscription	89.50	17.90	107.40
16220	1	PI	07/06/2021	MKS001	V. 66	GM Contract for Meadows & Rec. Grd	1196.33	239.27	1435.60
16222	1	PI	01/04/2021	STRA001	V. 68	Telephones & Broadband	338.50	67.70	406.20
16223	1	PI	01/05/2021	STRA001	V. 69	Telephones & Broadband	342.57	68.51	411.08
16224	1	PI	01/06/2021	STRA001	V. 70	Telephones & Broadband	366.50	73.30	439.80
16225	1	PI	04/06/2021	PO0001	V. 71	Debit Card Courier - Laptop to Cloudy for updating	17.60	0.00	17.60
16226	1	PI	22/06/2021	LCC_01	V. 72	Civil Ceremonies Licence renewal	1600.00	0.00	1600.00
16227	1	PI	02/06/2021	EON_01	V. 73	Rec. Toilets elec. street lights	35.10	7.02	42.12
16228	1	PI	17/05/2021	HARRIS02	V. 74	Grave Digging - various interments	940.00	0.00	940.00
16229	1	PI	17/05/2021	HARRIS02	V. 75	Topping up graves	1072.00	214.40	1286.40
16230	1	PI	01/06/2021	CLOUDY01	V. 76	Computer Services	364.30	72.86	437.16
16231	1	PI	10/05/2021	SKDC_01	V. 77	Town Hall Trade Waste bags	40.00	0.00	40.00
16232	1	PI	10/05/2021	SKDC_01	V. 78	Trade Waste Collection - Meadows, Rec. Grd and Cemetery	140.83	0.00	140.83
16233	1	PI	16/05/2021	SMV001	V. 79a	GM Contract for Cemetery and Grass Tennis Crts	8240.00	1648.00	9888.00
16234	1	PI	16/05/2021	SMV001	V. 79b	Allotments Strimming and spraying	140.00	28.00	168.00
16235	1	PI	16/05/2021	SMV001	V. 79c	Grass Tennis Crts	1550.00	310.00	1860.00

16236	1	PI	26/05/2021	STARKI01	V. 80	STC Meeting Conference set-up	90.00	0.00	90.00
SCHEDULE NO. 3 CONT'D									
16237	1	PI	10/05/2021	ANGLIA01	V. 81	Water Charge - UFF Allot.	1135.20	0.00	1135.20
16238	1	PI	01/06/2021	EON__01	V. 82	Bandstand Elec. Bill	7.95	0.40	8.35
16239	1	PI	16/05/2021	ANGLIA01	V. 83	Water Charge - WF Allot.	102.84	0.00	102.84
16240	1	PI	05/06/2021	ANGLIA01	V. 84	Water Charge - Town Hall	78.76	0.00	78.76
16241	1	PI	17/06/2021	TOWNSW01	V. 85	Chronicle Lite Renewal	408.00	81.60	489.60
16242	1	PI	17/06/2021	TOWNSW01	V.86	Chronicle Lite Renewal book viewing	96.90	19.38	116.28
16243	1	PI	17/05/2021	LITE001	V.87	STC 2021 Payment 1 of 3 Christmas lights RLS upgrade	363.75	72.75	436.50
16244	1	PI	17/05/2021	LITE001	V. 88	STC 2021 Payment 1 of 3 Christmas lights Install & Dism	6957.50	1391.50	8349.00
16245	1	PI	12/05/2021	LITE001	V. 89	Installation of timers	1500.00	300.00	1800.00
16246	1	PI	01/06/2021	RESTO01	V. 90	Confidential Waste	77.13	15.43	92.56
16247	1	PI	07/06/2021	KONE_01	V. 91	Lift Service contract	512.04	102.41	614.45
16255	1	PI	06/06/2021	RICOH_01	V. 92	Confidential Waste	400.94	80.19	481.13
16256	1	PI	08/06/2021	SOUTH_01	V. 93	Trade Waste Collection - Meadows, Rec. Grd and Cemetery	140.84	0.00	140.84
16257	1	PI	10/06/2021	SOVER01	V. 94	Playground Inspection	149.00	29.80	178.80
16258	1	PI	11/06/2021	LLOYDS01	V. 95	A/C xx485	7.00	0.00	7.00
16259	1	PI	11/06/2021	LLOYDS01	V. 96	Bank Service Charge XXX19	9.85	0.00	9.85
16260	1	PI	16/06/2021	SEC_01	V. 97	PAT Testing - Town Hall	245.83	49.17	295.00
16261	1	PI	20/05/2021	BULB001	V. 98	Rec Ground - Shack Elec Bill	8.31	0.42	8.73
16262	1	PI	20/05/2021	BULB001	V. 99a	Town Hall Gas bill	99.16	4.96	104.12
16263	1	PI	20/05/2021	BULB001	V. 99b	Town Hall Elec. Bill	115.44	5.77	121.21
16264	1	PI	11/06/2021	BULB001	V. 100	Chapel and Lodge Elec. Bill	122.34	24.47	146.81
16265	1	PI	11/06/2021	BULB001	V. 101	Rock Tennis Elec. Bill	12.04	0.60	12.64
16266	1	PI	11/06/2021	BULB001	V. 102	Cemetery -Office Elec Bill	39.90	2.00	41.90
16267	1	PI	18/05/2021	LCC__01	BP	April Pension contributions	3605.04	0.00	3605.04
16268	1	PI	18/05/2021	HMRC001	BP	April NI contributons	2866.50	0.00	2866.50
16269	2	PI	04/05/2021	SOUTH_01	DD	May T/Hall Rates	2163.00	0.00	2163.00
16271	1	PI	24/05/2021	VODPHN01	V. 103	AO Mobile phone contract	30.08	6.02	36.10
16272	1	PI	13/05/2021	ARTP001	GA02	Art Pop-up grant	468.00	0.00	468.00
Totals							44292.37	5382.55	49674.92

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Salaries 2021/2022
 April £9,998.32
 May £10,104.91