Stamford Town Council

Town Hall, St Mary's Hill, Stamford, Lincolnshire PE9 2DR

21 February 2018

Dear Councillor,

STAMFORD TOWN COUNCIL – NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Town Council at the Town Hall to be held on **Tuesday 27 February 2018 at 7 p.m.** for the purposes of considering and passing such resolutions as may be necessary with respect of each item on the agenda attached.

Yours sincerely,

Town Clerk

Town Clerk: Mrs. P Stuart-Mogg
Tel: 01780 753808
E-mail: townhall@stamfordtowncouncil.gov.uk
Website: www.stamfordtowncouncil.gov.uk

Stamford Town Council

ORDINARY MEETING OF THE TOWN COUNCIL TO BE HELD ON
TUESDAY 27 FEBRUARY 2018 AT 7.00 P.M
TO BE HELD IN THE COUNCIL CHAMBER AT THE TOWN HALL

Members of the Public and Press are welcome to attend.
Before the formal meeting commences there is an Open Forum to receive questions from members of the public.
As part of this process members of the public can speak for no more than 3 minutes to address the Town Council.

AGENDA

1. **Apologies and reasons for absence**

2. **Declarations of Interests**: *Members are reminded to declare any interests which may arise on matters for discussion at the meeting*

3. **To confirm the notes of the Town Council meeting held 30 January 2018**

4. **Reports on Outside Bodies/Organisations**
   a. *Lincolnshire County Councillors*
   b. *South Kesteven District Councillors*
   c. *Town Councillors on Outside Bodies*
      i. *To consider the Nominated Trustee – Browne's Hospital*

5. **Town Clerk's Report**
   a. *Schedule of correspondence which had been circulated to members*
   b. *Matters arising from Town Council Meetings:*
   c. *Update on actions raised by members of public and other council business:*

6. **<u>Mayorality 2018/19</u>**

7. **<u>Events Committee Meeting</u>**
   a. *To approve the accuracy of the notes of the Committee meeting held on 05 February 2018*
   b. *To identify any action points and items that may require further discussion and acceptance of the recommendations:*
   c. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*

8. **<u>Planning Committee</u>**
   a. *To approve the accuracy of the notes of the Committee meeting held on 06 February 2018*
   b. *To identify any action points and items that may require further discussion and acceptance of the recommendations:*
   c. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*

9. **<u>Strategic Development Committee Meeting</u>**
   a. *To approve the accuracy of the notes of the Committee meeting held on 07 February 2018*
   b. *To identify any action points and items that may require further discussion or acceptance of the recommendations:*
   c. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*

10. **<u>Amenities Committee Meeting</u>**
    a. *To approve the accuracy of the notes of the Committee meeting held on 13 February 2018*
    b. *To identify any action points and items that may require further discussion or acceptance of the recommendations:*
    c. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*

Town Clerk: Mrs. P Stuart-Mogg
Tel: 01780 753808
E-mail: townhall@stamfordtowncouncil.gov.uk
Website: www.stamfordtowncouncil.gov.uk

Stamford Town Council

11. Scrutiny & Audit Committee Meeting

a. *To approve the accuracy of the notes of the Committee meeting held on 14 March 2018*
b. *To identify any action points and items that may require further discussion and acceptance of the recommendations:*
c. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*

12. Finance Committee Meeting

a. *To approve the accuracy of the notes of meeting held on 20 February 2018 to follow*
b. *To identify any action points and items that may require further discussion and acceptance of the recommendations:*
c. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*

13. Accounts for Payment

a. *To approve the schedule of payments - No 10*

14. Date of next meeting – Town Council Meeting Tuesday 27 March 2018 at 7pm

21.02.18 Town Clerk

Town Clerk: Mrs. P Stuart-Mogg
Tel: 01780 753808
E-mail: townhall@stamfordtowncouncil.gov.uk
Website: www.stamfordtowncouncil.gov.uk

STAMFORD TOWN COUNCIL

MINUTES OF THE STAMFORD TOWN COUNCIL MEETING HELD ON TUESDAY 30 JANUARY 2018 AT 7.00PM IN THE TOWN HALL, STAMFORD

PRESENT Councillor T Story, Chairman
Councillor M Sawyer
Councillor H Bisnauthsing
Councillor B Sandall
Councillor B C Sumner
Councillor Mrs S J Sandall
Councillor J Dawson
Councillor B Griffin
Councillor Mrs B A Sumner
Councillor Ms M Couch
Councillor Mrs S Sismore
Councillor B Turner
Councillor Mrs G Johnson
Councillor D Taylor
Councillor A Hewett
Councillor A Croft
Councillor A Swan
Councillor Mrs A Billington
Councillor S Carroll
Councillor D Dorson

ALSO PRESENT Town Clerk
Deputy Town Clerk
Councillor Nick Robbins, SKDC Councillor
Ian Yates, Strategic Director of SKDC
The Very Rev. Mark Warrick, Dean of Stamford
Councillor R Foulkes, LCC Stamford East
1 members of public

Public Participation:

There was concern expressed by a resident regarding permission being granted for residential development of open amenity spaces which previously had been conditional. It is of particular concern around Lonsdale Road, where Stamford Rugby club is located. Parking is already a serious issue creating hazardous conditions. It was understood that car parking facilities were to be allocated on the N E end of the playing field subject to Section 106 funding, but no further details are available.
Another matter raised was the provision of allotment plots associated with the housing developments on Empingham and Tinwell Road. The Town Council should be made aware of where these sites are to be located.

537. APOLOGIES FOR ABSENCE

Town Councillor M Exton submitted his reasons for absence. The reason was noted and resolved to be accepted.

In addition Councillor D Brailsford, LCC Stamford West offered his apologies.

538. DECLARATION OF INTEREST

Councillors Mr B C and Mrs B A Sumner declared a Personal Interest in respect of any discussions related to planning as they are on the SKDC Development Management Committee.

DRAFT

Councillor D Dorson declared a Personal and Prejudicial Interest in respect of any Personnel issues and would not take part in the discussions.

539. MINUTES

The notes of the Town Council meeting held on 19 December 2017 had been circulated.

It was proposed by Councillor S Carroll, seconded by Councillor Mrs S Sismore and **RESOLVED** that these minutes are a true record of the meeting and be signed by the Chairman. There was one abstention.

540. REPORTS ON OUTSIDE BODIES / ORGANISATIONS

a. ***Councillor R Foulkes*** – Reported that there is to be a launch of a World of Work workshop to promote the local skills required for business development. It is an event to engage youth actively and to highlight the various proficiencies required by businesses. The Leader of Lincolnshire County Council appreciated the response to the Fairer Funding appeal for Lincolnshire. The response from the Government is looking positive. The Lincolnshire budget is to be decided in February, but although the budget is capped at 2%, Government has granted an increase of 3% plus a further 2% for Adult Social Care Services. A zebra crossing is to be installed on Green Lanes outside the Blue Coat School, which is intended to be controlled by a crossing patrol officer. The County Highways team recognise the concerns over potholes and sunken ironworks on the highways. It is hoped that these will be addressed and monthly inspections have been requested in high-usage traffic zones. Following discussion, it was considered another serious concern is the taxis which use Red Lion Square as an unauthorised taxi rank, creating a severe hazard and constriction to the access of Red Lion Street. There was further concern expressed over the very poor condition of Red Lion Square carriageway which is now considered very dangerous.

b. **Councillor Nick Robbins & Mr Ian Yates, SKDC** – It was reported that South Kesteven District Council was identifying potential sites for a new leisure centre for Stamford. A new appointment had been made for the Head of Arts who would focus on developing tourism within the District. Following the recent consultation on Council Tax, it has been agreed to increase the District budget by 3% resulting in an approximate £5 increase on a Band D property. Stamford Market is to be extended to include Star Lane. In addition, car parking charges will be frozen until May 2019, however car park tickets are to be vehicle registration linked in future and additional barriers are to be installed. The process of submitting a bid for funding has commenced in respect of events to commemorate the end of WW1 centenary around the district, barring Stamford. Following discussion considering the extensive housing developments surrounding Stamford there should be more focus on addressing parking within the Town. There was a request that the Town Council take on the Empingham Road play area to save the additional cost on Council Tax.

c. **Lincolnshire Police Report -** Appended to the minutes. Any issues which Councillors wished to raise should be directed to Councillor Sawyer who would address them with the Inspector of Police directly.

d. **Town Councillors on Outside Bodies update**:

i. *Councillor Dawson* reported that at a recent meeting of the Chamber of Commerce the need of a business hub within the centre of Stamford with a car parking facility was supported. Stamford Endowed School is now the largest employer in the Town and also recognised the value of such a facility.

ii. Councillor Bisnauthsing reported that Lakeside PPG had decided that its local surgery receptions are now to be linked to one main telephone centre. Also all prescriptions are now to be dispensed by the Lakeside pharmacy to avoid wastage. Public feedback is welcome to improve the system further.

541. TOWN CLERK'S REPORT

DRAFT

a. *Correspondence* – A schedule of correspondence had been e-mailed to all members to examine. Any queries relating to any element of such correspondence should be directed to the Officer dealing with that item.
b. *Action Points* – The status of action points relating to each committee had been circulated to members to keep them informed.
c. *Other matters related to Council business*:
   i. *Red Lion Square* – A copy of the Red Lion Square carriageway assessment report had been circulated to all members for consideration. The Working Group would welcome any feedback from Councillors prior to its meeting next week. It was noted that a special extraordinary Town Council meeting would be called following the Working Group's gathering. Councillor Dawson expressed concern that to date no consultation had been carried out with local businesses which could be impacted by any remedial work. In addition, any additional expense to repair the pavers would be a waste of money and would be a repeat of what had occurred when the Gateway Project was undertaken without first establishing the facts and costs. Councillor Taylor informed the Council that as Chairman of the Urban Group he has commissioned an independent report produced by an expert in the field of highway construction, in order to provide some facts. It was evident from previous discussions that decisions could be made based on prejudiced opinion rather than on fact and therefore were not objective. The Town Council should be fully informed on the facts before making any decisions. The circulated report provides the options available. There was opinion that the facts have not changed and the situation remains the same as when the Gateway project was being considered. The carriageway is the responsibility of the County Council and should remain its responsibility. The Chairman, Councillor Story, reminded the Council that an extra-ordinary meeting would be held within the next fortnight to consider all views and come to a final opinion which will be forwarded to the County Council. He encouraged all Councillors to read the report submitted.
   ii. *Section 106 apportionment* – Following receipt of confirmed quotes, the final apportionment of Sec. 106 funds had been identified against the three agreed projects. It was noted that the apportionment had been confirmed by both the Amenities and Finance Committees. This would be forwarded to the District Council for the release of the funding as the Town Council contribution has also been identified within the budget.
   iii. *Budget Report at the end of December 2017* - A copy was provided for each member of the Council, to examine and raise any issue or questions with the Town Clerk outside the meeting.
   iv. *Specification for a Groundsman* – A report on the specification being considered by the Amenities Committee was circulated for discussion under the Amenities item; if necessary in Closed Session.
   v. *The Shack Lease* - It was reported that a very positive meeting had been held with the Methodist Church in respect of taking on the Lease of the Shack. This item would be discussed in greater detail under the Amenities item.
   vi. *New Table and Chairs* – A summary report had been circulated regarding the potential purchase of new tables and chairs for the Court Room. It was noted that the Council had considered upgrading the current stacking tables, which were very heavy to manage, with more practical and adaptable units. This item would be discussed under Finance.
   vii. *Mid-Lent Fair Monday 12 March 2018* - All Councillors were requested to submit their response to the Mid-Lent Fair opening reception as this will assist with catering arrangements.
   viii. *Charter Day Commemoration Service Sunday 11th February 2018* – All Councillors were reminded to submit their returns as this would assist with

DRAFT

organising arrangements at All Saints Church. A special Evensong service had been arranged to commemorate the Town's Charters.

ix. *Town Hall Souvenir Guide and leaflet* - Samples of these draft pamphlets were circulated. It was noted that these were being produced by the Strategic Development Committee and the final documents would be shortly produced in-house once all photographs had been provided.

542. PLANNING COMMITTEE

a. Councillor Miss Griffin presented the notes of the meeting of 09 January 2018.
b. Matter for discussion: None raised
c. It was proposed by Councillor Miss Griffin, seconded by Councillor A Croft that the notes are a true reflection of the meeting and be **RESOLVED** and signed by the Chairman. This was agreed by majority vote with three abstentions.

543. STRATEGIC DEVELOPMENT COMMITTEE

a. Councillor M Sawyer presented the notes of the meeting of 10 January 2018.
b. Matter for discussion: None raised
c. It was proposed by Councillor Sawyer, seconded by Councillor Mrs Sismore that the notes are a true reflection of the meeting and be **RESOLVED** and signed by the Chairman. This was agreed by majority vote with one abstention.

544. AMENITIES COMMITTEE

a. Councillor B Sandall presented the notes of the meeting of 16 January 2018.
b. Matter for discussion:

i. Councillor Swan was not present at the meeting and had submitted his apologies. This was noted.

ii. *Groundsman Specification* - The Chairman of the Amenities advised that the Committee had examined this subject. The Town Clerk reminded the Council that this was part of the consideration of the review of the ground maintenance arrangements by the Town Council. The specification circulated had been previously agreed by the Council and this was solely a further reconfirmation of the process which is being monitored closely by the Council's HR advisor. It was confirmed that the ground maintenance role would exclude the Park Attendant duties.

Proposal 1 – It was proposed by Councillor Bisnauthsing seconded by Councillor Dawson and unanimously **RESOLVED** that the Groundsman specification is accepted and approved for processing.

iii. *The Shack Lease* – Councillor B Sandall reported that a very positive meeting had been held with the Methodist Church in respect of taking on the Lease of the Shack. They had requested whether the Council would consider reducing the £1000.00 p.a. rent for the first 3year Lease to £800.00 per annum to enable them establish a structure on a community-style cafe hub.

Proposal 2 – It was proposed Councillor Dawson seconded by Councillor Bisnauthsing and unanimously **RESOLVED** that the first 3year lease is granted to the Methodist Church on a fixed rate of £800.00 per year plus utilities.

c. It was proposed by Councillor B Sandall, seconded by Councillor Ms M Couch that the notes are a true reflection of the meeting and be **RESOLVED** and signed by the Chairman. This was unanimously agreed.

545. FINANCE COMMITTEE

a. Councillor Mrs S J Sandall presented the notes of the meeting of 23 January 2018.
b. Matter for discussion:

DRAFT

i. *Tables and Chairs* – The Chairman Councillor Story informed the Council that the round tables were borrowed. The logistics of movement was arduous and not advisable in terms of long-term practicalities. If the Town Council is serious about expanding the use of the Town Hall facilities, it does need to upgrade the current furniture provision in the Court Room. The cost and images of the replacement furniture being considered was circulated. It was suggested that square tables rather than round tables would be more flexible and adaptable to the occasions being arranged at the Town Hall. The costs circulated would be for 100 chairs and 10 x 5ft square tables to accommodate a total of 80 persons comfortably. It was recognised that the Finance Committee had not examined the subject but it was appreciated that there is a Civic Dinner approaching and it would be helpful to have these items in place before then. It was noted that the cost circulated included the 10 tables, 100 chairs, storage and transportation trolleys amounted to £2,344.00 + VAT.

Proposal 3 – It was proposed by Councillor Ms. Couch seconded by Councillor S Carroll and **RESOLVED** that the Council proceed with the purchase of new tables and chairs for the Court Room. There was one vote against.

Proposal 4 – It was proposed by Councillor Mrs Johnson, seconded by Councillor S Carroll and **RESOLVED** that the colour of the chairs considered should be black. There were five abstentions.

ii. *Town Hall Hire Tariff* - Councillor Mrs S J Sandall outlined the reasons for the review of the Town Hall tariff. It was understood that the Finance Committee would discuss the level of reduction for charities and societies at its next meeting. The Town Clerk reminded the Council that in the interest of best regulatory practice, no permission or agreement to utilise Stamford Town Council assets may be given or entered into with any third party without clear and unequivocal consent having been obtained from the appropriate Committee and then ratified by the Town Council. This regulation applies to every Councillor and equally to all members of staff, without exception. Failure to adhere to this ruling puts the Council's Insurance Liability at risk.

iii. *Town Hall Cleaning Contract* – Councillor Mrs S J Sandall informed the meeting that this is being discussed with the current contractor and the benefits examined by the Finance Committee.

c. It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs Sismore that the notes are a true reflection of the meeting and be **RESOLVED** and signed by the Chairman. This was agreed by majority vote with one abstention.

546. <u>ACCOUNTS FOR PAYMENT</u>

Schedule no. 9 (transactions 5550 to 5617) and had been circulated for consideration.

Proposal 6 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor B C Sumner that schedule No 9 is agreed and approved for payment, this was **RESOLVED** and unanimously agreed.

547. <u>QUESTIONS WITHOUT DISCUSSION</u> – None raised.

Chairman

(The meeting closed at 9.40p.m.)

DRAFT

STAMFORD TOWN COUNCIL

EVENTS COMMITTEE

MONDAY 05 FEBRUARY 2018 AT 5PM

PRESENT Councillor T Story (Town Mayor)
Councillor Ms M Couch (Chairman)
Councillor A Croft (Vice Chair)
Councillor Miss B Griffin
Councillor D Taylor

ALSO PRESENT Town Clerk

548. APOLOGIES FOR ABSENCE

Councillor Mrs S J Sandall and Councillor Mrs B Sumner submitted apologies which were noted.

549. DECLARATIONS OF INTEREST

None made.

550. MINUTES

The Minutes of the meeting held on the 04 December 2017 were signed as a true record of the meeting.

551. ACTION POINTS

a. *Royal British Legion Armistice Centenary Commemorative programme* – This was circulated to the Committee and noted. No further action is required.

552. 2018 SENIOR CITIZENS CONCERT (SCC)

The Committee considered the diary of event and following discussion it was the consensus that this year should follow the Armistice Centenary theme. A poster is to be produced possibly to include Lord Kitchener. The catering arrangements would follow the same format as last year as it had been successful. Union flags should be considered for the event.

PROPOSAL 1 – It was proposed by Councillor Story, seconded by Councillor Miss Griffin and unanimously **RESOLVED** that the 2018 Senior Citizens Concert is scheduled on Friday 13 April 2018.

The draft poster and the final details will be discussed at the next meeting. In the interim the Councillors Ms M Couch and A Croft will meet with the Royal British Legion Group at the Corn Exchange to obtain ideas to reflect in the 2018 SCC event. Councillor Croft confirmed a meeting with the conductor of Handful of Harmonies is in hand to identify their availability to perform on Friday 13 April 2018. **Action-** MC/AC

553. RED LION SQUARE TRADERS

The Town Clerk reported that contact had been made with all the traders who signed up for using Red Lion Square on Fridays during the Spring – Summer season. All had expressed an interest in continuing and anticipated further details together with booking form. Following discussion, it was recognised that the arrangements last year were not

DRAFT

compromised by the introduction of the new furniture in Red Lion Square. The attendance of the traders was nearly 100% and attracted several positive comments from visitors and residents alike. The nominal charge should remain unchanged an operated on the same basis as last year.

PROPOSAL 2 – It was proposed by Councillor Miss Griffin, seconded by Councillor Ms Couch and unanimously **RESOLVED** that the tariff for trading in Red Lion Square on Fridays between 6th April to 26th October 2018 inclusive should be £10 per stall per occasion attended.

554. FRENCH MARKET – SUNDAY 14 OCTOBER 2018

The Town Clerk reported that the organiser of the French Markets remains interested in holding an event in Stamford on Sunday 14 October. Following discussion, it was noted that it had been a challenge to attract additional craft stalls to support and grow the event. It was noted that contact had been received from an organiser wishing to introduce a Continental Market in Stamford but this it was considered that this could conflict with the French Market arrangements. It was noted that the enquiry had been forwarded to the District Council's Market Supervisor to see whether such an event could be included within the calendar of events for the district and possibly for the town. It was suggested that the Stamford Artisan Guild could be approached. **Action:** Administration Officer

PROPOSAL 3 – It was proposed by Councillor Miss Griffin, seconded by Councillor Taylor and unanimously **RESOLVED** that the costs for the 2018 French Market the charge applied to the French Market should be £10.00 per market stall, £70.00 administration charge plus the cost of traffic management.

555. STAMFORD CHRISTMAS FESTIVAL – SUNDAY 25 NOVEMBER 2018

a. *Festive Lighting* – It was recognised that although there were no major incidents in respect of the installation of the festive scheme for 2017, the issue with the synchronicity of the timers needed to be addressed. The Chairman Councillor Ms Couch advised that this matter had been discussed with Lite the contractors, they had confirmed that the timers would be checked and checked prior to the installation of the scheme in 2018.
b. *Consider the feedback from the debrief meeting* – The notes were recognised and areas will be re-examined to ensure improved management of this successful event. It was understood that enquiries were already being received for bookings for the 2018 event. Further discussion on this matter would be deferred to the next meeting.

556. MATTERS FOR CONSIDERATION AT NEXT MEETING

557. NEXT MEETING – Monday 05 March 2018 at 5.00pm.

Chairman
(The meeting closed at 6.00pm)

DRAFT

STAMFORD TOWN COUNCIL

MINUTES OF THE PLANNING MEETING
HELD ON TUESDAY, 06 FEBRUARY 2018 AT 6.00PM
IN THE TOWN HALL, STAMFORD

PRESENT Councillor T Story (Town Mayor)
Councillor Miss B Griffin (Chair)
Councillor A Croft (Vice Chairman)
Councillor S Carroll

ALSO PRESENT Administration Officer

558. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor D Dorson submitted the reasons for absence. The reasons were noted and accepted. Councillor Mrs A Billington and Councillor H Bisnauthsing were not present.

559. DECLARATION OF INTEREST (Agenda Point 2)

Cllr Story declared a Personal interest in application S18/0057 as he is acquainted with the applicant. Cllr Carroll declared a Personal and Prejudicial interest in application S17/2496 as he lives adjacent to the site.

560. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Tuesday, 09 January 2018 were confirmed and signed as a true record of the meeting.

561. PLANNING APPLICATIONS (Agenda Point 4)

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

562. CORRESPONDENCE (Agenda Point 5)

a. *SKDC Council approval of recommendations from SKDC Constitution Committee that no amendment is made to Article 9.1.9 a)(viii) and agrees that the proposed change with regard to public speaking at Development Management Committee be undertaken on a trial basis for six months* – decision noted by Committee.
b. *Public Speaking at Development Management Committee regarding Application S17/1101 Fell Sycamore Trees (T2, T3, T4, T5, T6, T7, T8, T9 and T10) at Rock House, Scotgate, Stamford PE0 2YQ* - emailed to all Councillors 23 January 2018 and noted by Committee.
c. *Email from SKDC Principal Planning Officer regarding the sending of copies of major planning applications to Parish and Town Councils* – Councillors were informed that the Town Clerk has replied to this email and is in favour of obtaining paper copies for larger planning applications only – noted by Committee.

563. ANY OTHER BUSINESS (Agenda Point 6)

DRAFT

Parking barriers - Councillor Story asked if a letter could be sent to SKDC Councillor Nick Robins asking to clarify his comments made at the Town Council Meeting on 30 January 2018 regarding the installation of car parking barriers in the Town. The Chairman agreed that she would write to him. **Action:** Cllr Griffin

564. DATE OF NEXT MEETING (Agenda Point 7)

Tuesday, 06 March 2018 at 6.00pm.

Chairman

(The Meeting closed at 8.45pm)

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
15-01-18	17-01-18	**S18/0067**	Erection of a detached bungalow with attic accommodation 14A Highlands Way, Stamford PE9 2XJ	Full Planning Permission	Mr & Mrs T Salt 20 Tilia Way, Bourne PE10 0QR	We object to the narrow width of the access to the property and the infringement of privacy and amenities of existing properties due to the overdevelopment of the site.
15-01-18	17-01-18	**S18/0079**	Internal and external alterations to building to provide 4no. one bedroom flats and 4no. two bedroom flats, including extensions to rear, insertion of dormer windows, alterations to roof and erection of gates and railings 3-4 Brownlow Terrace, Back Lane, Stamford PE9 2EH	Full Planning Permission	Easternrose Ltd PO Box 9873, Oakham LE15 0EY	Previous comments & strong objections remain. *Previous comments 02/10/17: There are Health and Safety implications due to the street location and fire safety.* *05/09/17: Objection due to overdevelopment. No parking provision and adversely affects the privacy of neighbours. There are Health and Safety implications due to the street location.*
17-01-18	18-01-18	**S18/0057**	Demolition of the existing dwelling and tattoo shop and proposed construction of a replacement dwelling 8 Barn Hill, Stamford PE9 2AE	Full Planning Permission	Mr & Mrs Story Matthias House, Stibbington, Peterborough PE8 6LP	*Cllr Story declared a Personal Interest as he is acquainted with the applicant.* No objection to the design subject to conservation area regulations e.g. original Town Wall and archaeological findings
10-01-18	22-01-18	**S18/0051**	Application for approval of details reserved by Condition 4 and 5 of S17/0099 1-2 Newtown Court, Stamford PE9 2NL	Discharge of Conditions (Planning)	Mrs Sarah Laing 2 Water Street, Stamford PE9 2NJ	Defer to SKDC Case Officer
05-01-18	22-01-18	**S17/2309**	Erection of a single and two storey extension 43 Roman Bank	Householder	Mr & Mrs M Butler 43 Roman Bank, Stamford PE9 2ST	No objection subject to neighbours' amenities being respected

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
28-12-17	22-01-18	**S17/2505**	Erection of single and two storey extensions 15 Worcester Crescent	Householder	Mr Dan Featherstone 15 Worcester Crescent, Stamford PE9 1LF	Objection to a flat roof as it is not in keeping with the local street scene
02-01-18	22-01-18	**S17/2455**	Fell and remove Acacia (T1), Sycamore (T2) and Field Maple (T3) 10 Newcomb Court, Stamford PE9 1DW	Trees in CA - Section 211 Notice	Mr James Shackell C/o Willow Tree Services, The Barn, Easton Lodge, Old Oundle Road, Wansford PE8 6NP	Objection to the felling of trees. Defer to SKDC Arboriculturalist
05-01-18	22-01-18	**S18/0015**	Reduce Robinia (T1) to 4m and reduce lateral branches, reduce height of Cherry tree (T2) by 1.5m, reduce height of Birch tree (T3) by 1.5m and reduce Liquidambar (T4) by 1m The Barn, 8 Barons Way	Trees in CA - Section 211 Notice	Mr Featherstone The Barn, 8 Barons Way, Stamford PE9 2RQ	Defer to SKDC Arboriculturalist
11-01-18	23-01-18	**S18/0030**	Erection of single storey and two storey rear extensions 53 Exeter Gardens	Householder	Mrs Donna Dunseath 53 Exeter Gardens, Stamford PE9 2RN	No objection subject to neighbours' amenities being respected
10-01-18	23-01-18	**S18/0035**	Erection of two storey side and single storey rear extension 10 Sutherland Way	Householder	Mr & Mrs Hammond 10 Sutherland Way, Stamford PE9 2TA	No objection subject to neighbours' amenities being respected

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
23-01-18	24-01-18	**S18/0104**	Section 73 application to remove Condition 13 of S11/2300 L Twr 1m from Stamford Football Club, Wothorpe Road, 35m from Kettering Road, Hereward Place,	Outline Planning Permission (Major)	Morris Homes (North) Ltd C/o The Agent Mr Richard Bailey Gateley plc, Ship Canal House, 98 King Street, Manchester M2 4WU	A feasibility study is still required as per condition 13 to determine the outcome. Refer also to letter sent to the Case Officer directly from Councillor David Taylor dated 27/01/18.
02-01-18	25-01-18	**S17/2133**	Demolition of existing and replacement of existing rear extension 7 Harcourt Terrace, Radcliffe Road	Householder	Miss Gemma Rogerson 7 Harcourt Terrace, Radcliffe Road, Stamford PE9 1AZ	No objection subject to neighbours' amenities being respected and that materials are in keeping with the surrounding buildings.
04-01-18	25-01-18	**S17/2426**	Erection of aluminium greenhouse and creation of patio area incorporating raised ground levels 25 Culpepper Way	Householder	Mr & Mrs Stephen and Debbie Collins 25 Culpepper Way, Stamford PE9 3WL	No objection subject to neighbours' amenities being respected
09-01-18	25-01-18	**S18/0020**	Alterations to dwelling frontage and garage conversion Charnwood, 2 Emlyns Street	Householder	Mrs Alison Voyle Charnwood, 2 Emlyns Street, Stamford PE9 1QP	No objection subject to neighbours' amenities being respected

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
17-01-18	25-01-18	**S18/0022**	Demolition of existing Garage/shed and construction of outbuilding 48 Conduit Road	Householder	Mr Jonathan Evans 48 Conduit Road, Stamford PE9 1QQ	No objection subject to neighbours' amenities being respected
19-01-18	25-01-18	**S18/0054**	Erection of a first floor rear extension, single storey rear extension, new pitched roof to garage and alterations Stratheam, 70 Roman Bank	Householder	Mr & Mrs Grieve Stratheam, 70 Roman Bank, Stamford PE9 2ST	No objection subject to neighbours' amenities being respected
19-01-18	25-01-18	**S18/0046**	Erection of single storey rear extension 9 Bradshaw Close	Householder	Mr J Brewell 9 Bradshaw Close, Stamford PE9 2NH	No objection subject to neighbours' amenities being respected
22-01-18	25-01-18	**S18/0128**	Repollard Lime trees (T3, T4, T5 and T6) and reduce Magnolia (T1) by 1.5m 1 Pinfold Lane	Trees in CA - Section 211 Notice	Mr Allen Auchterlonie 1 Pinfold Lane, Stamford PE9 2ET	Defer to SKDC Arboriculturalist
25-01-18	25-01-18	**S18/0086**	Construction of Swimming Pool Stukeley House, 9 Barn Hill	Householder	Mr James Chew Stukeley House, 9 Barn Hill, Stamford PE9 2AE	No objection subject to neighbours' amenities being respected
25-01-18	25-01-18	**S18/0087**	Construction of Swimming Pool Stukeley House, 9 Barn Hill	Listed Building Consent	Mr James Chew Stukeley House, 9 Barn Hill, Stamford PE9 2AE	Defer to SKDC Conservation Officer, should be sympathetic to the Conservation Area.

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
25-01-18	26-01-18	**S17/2496**	Residential development of 41 dwellings and associated works Uffington Road, Stamford PE9 2HA	Full Planning Permission (Major)	Mr I Jowett William May Developments Ltd 14 Devonshire Avenue, Beeston, Nottingham NG9 1BS	*Cllr Carroll declared a Personal and Prejudicial interest as he lives adjacent to the site and did not take part in this decision.* *Previous comments S15/1477, 04/08/15 -* There were serious concerns with the proposal as it would overdevelop the area. There is already approval for a significant development on the opposite side of the road. Both sites will therefore exit on to a very busy road which will increase the current issue of congestion. There is a lack of infrastructure associated with schools and medical services. There was apprehension expressed over building on a known flood plain. It was the view that this application would create serious impact on the environmental surrounding. It is recommended that the Ward Councillor requests that this application is referred to the Development Control Committee and a site visit conducted. Previous comments still stand plus – Objection due to contamination of the land has not been resolved satisfactorily. Concern that there is no social housing or S106 Agreement.

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
09-01-18	29-01-18	**S17/2394**	Prior notification of proposed larger rear extension, extending beyond the rear of the original dwelling by 4m, with a maximum height of 3.9 metres and an eaves height of 2.4 metres 1 Haddon Road	Prior Notification Under Part 1 Class A	Mr Garry Smith 1 Haddon Road, Stamford PE9 2UW	No objection subject to neighbours' amenities being respected
21-12-17	29-01-18	**S17/2484**	Non-material amendment to planning approval S16/2785 to enlarge first floor rear window 75 Arran Road	Non-material Amendments	Mrs Caroline Boyden 75 Arran Road, Stamford PE9 2XT	Defer to SKDC Case Officer
22-12-17	29-01-18	**S17/2488**	Lawful development certificate for a loft conversion consisting of dormer windows 21 Exeter Gardens	Lawful Development (Proposed)	Mr & Mrs I Kellie 21 Exeter Gardens, Stamford PE9 2RN	Concerns over the size of North facing dormer window
24-01-18	29-01-18	**S18/0124**	Lawful development certificate for a replacement conservatory with sun room 28 Oak Road	Lawful Development (Proposed)	Mr John Clifford 28 Oak Road, Stamford PE9 2JG	No objection subject to neighbours' amenities being respected
22-01-18	29-01-18	**S18/0131**	Approval of details reserved by conditions 3 (Rooflights), 4 (Large Scale Details), 6 (Joinery Details) and 7 (Samples) of listed building consent S17/1859 1 Casterton Road, Stamford PE9 2YL	Discharge of Conditions (Planning)	Mr Wright 2 Cobblestone Yard, Bath Row, Stamford PE9 2RD	No objection

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
09-10-17	29-01-18	**S17/1923**	Installation of air condition unit to rear of property 1-2 St Paul's Street	Full Planning Permission	Mr B Roberts, Fairfax Saddles Ltd, 1-2 St Paul's Street, Stamford PE9 2BE	No objection subject to suitability and sound levels for the Conservation Area
25-01-18	29-01-18	**S17/2414**	Alteration of listed building (renovating existing render and paint with masonry paint) Digby House, 10 Maiden Lane	Listed Building Consent	Mrs Anne Emerson Digby House, 10 Maiden Lane, Stamford PE9 2AZ	No objection subject to conservation regulations for materials and colour. Defer to SKDC Conservation Officer
25-01-18	31-01-18	**S18/0156**	Change glazed conservatory roof to slate tiles 67 High Street, St Martins	Listed Building Consent	Mrs T Cousins 67 High Street, St Martins, Stamford PE9 2LA	No objection subject to adhering to conservation area regulations
29-01-18	31-01-18	**S18/0179**	Provision of ramped and stepped access to main entrance of the church Stamford Methodist Church, 11 Barn Hill	Full Planning Permission	Managing Trustees Stamford Methodist Church, 11 Barn Hill, Stamford PE9 2AE	As previous comments see * comments below
10-01-18	01-02-18	**S18/0010**	Demolition of existing garage and erection of new car port Deva, Casterton Road	Householder	Mrs Gaynor Morris Deva, Casterton Road, Stamford PE9 2YL	No objection subject to neighbours' amenities being respected
29-01-18	05-02-18	**S18/0146**	Submission of details reserved by Conditions 3 and 4 of S16/1906 2 St Mary's Hill, Stamford PE9 2DW	Discharge of Conditions - Planning	ED & AD Cooke Bourne (Farms) Ltd Larkfleet House, Falcon Way, Bourne PE10 0FF	There is strong objection that the access which has been regularly used as a Public Right of Way through the archway has been blocked which means there is now no footpath access. This will result in no safe pedestrian footway available to the St. Mary's Surgery. Access is now shared with vehicles entering and exiting the car park. Not enough detail on the plans provided regarding the siting of refuse bins.

DRAFT

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
24-01-18	05-02-18	**S18/0168**	Submission of details reserved by conditions 3 (cables and pipework) and 4 (treatment of compartment walls and floods for sound and fire spread) of S16/1907 2 St Mary's Hill, Stamford PE9 2DW	Discharge of Conditions - Listed Building	ED & AD Cooke Bourne (Farms) Ltd Larkfleet House, Falcon Way, Bourne PE10 0FF	As above
15-01-18	05-02-18	**S18/0116**	Alterations to existing side extension forming pitched roof and erection of orangery Whincups Yard, Wothorpe Road	Householder	Mr & Mrs Chris Royce Whincups Yard, Wothorpe Road, Stamford PE9 2JR	No objection defer to Conservation Officer
15-01-18	05-02-18	**S18/0120**	Listed Building consent for alterations to existing side extension forming pitched roof and erection of orangery Whincups Yard, Wothorpe Road	Listed Building Consent	Mr & Mrs Chris Royce Whincups Yard, Wothorpe Road, Stamford PE9 2JR	Materials should be sympathetic to the Conservation Area
17-01-18	05-02-18	**S17/2126**	Proposed dropped kerb 2 Dundee Drive	Householder	Mrs Rowshona Rahman 2 Dundee Drive, Stamford PE9 2TR	No objection subject to neighbours' amenities being respected
02-02-18	06-02-18	**S18/0164**	Internal alterations to a Listed Building, removal of existing exterior door and window replacement 54 St Leonard's Street	Listed Building Consent	Mr Stephen Gates 54 St Leonard's Street, Stamford PE9 2HN	Defer to Conservation Officer, materials should be sympathetic to the Conservation Area
29-01-18	06-02-18	**S17/2264**	Erection of detached garage to rear 109 Casterton Road	Householder	Mrs M Baines 109 Casterton Road, Stamford PE9 2UF	No objection subject to neighbours' amenities being respected

DRAFT

* **S18/0179 Stamford Methodist Church** *[Previous comments from S17/0994 Application Withdrawn 01/08/17]*
It was resolved to strongly object to this application because the proposal will spoil the historic street scene within which a high concentration of Grade II* Listed Buildings are evident. Barn Hill represents a large proportion of 18th-19th Century unspoilt townscape. It is strongly recommended that this application is not decided under officer delegation but referred to the Development Control Committee for refusal of this planning application S17/0994.
Stamford Town Councillors voted against this proposal, with the District Councillors on the SKDC Development Committee abstaining.
The following points of objection are to be considered in this application -
a. Dominant and oppressive environment created by this proposal as it takes up the majority of the front footage of said building.
b. The design is out of keeping with the character of the area and especially as there is a car park at the rear of the church with disabled access already provided.
c. Visually intrusive as to the nature of the design and positioning in a 18th-19th Century Conservation Area of Stamford.
d. Highway safety - if disabled vehicles are letting out disabled persons, there is not enough room on the road at such a narrow point of the road and no vehicles would be able to pass. The front access to the Methodist Church is currently adjacent to the narrow cobbled street of Barn Hill itself. The rear access is gained from North Street into a car park area and investigation into a disabled access in this area first should be encouraged.

The following evidence supports our objections and has been forwarded to the SKDC Conservation Officer -

Barn Hill Methodist Church is part of Stamford's Conservation Area and is sited in the historic Barn Hill area of the town where the majority of the buildings are Grade II* listed and the current Methodist Church is considered to provide a positive contribution to the character and appearance of the area. Opposite the church is Barn Hill House a large detached dwelling with a classical facade standing in its own grounds (Design & Heritage Statement submitted planning document S17/0994).
The view to the south towards All Saints Church is identified as important (Analysis Map of Medieval Core Character Area) although the on street parking is considered to be intrusive upon the views along the street (Design & Heritage Statement submitted planning document S17/0994).
The high concentration of Grade II* listed buildings in Barn Hill comprise mainly of large town houses and represent unspoilt pieces of 19th and 19th century townscape (Stamford Conservation Appraisal Document - SKDC website).

These observations have been submitted under delegated powers and will be presented to Stamford Town Council for ratification at the scheduled meeting on 27 February 2018.

DRAFT

COPIES OF DECISIONS ISSUED BY SOUTH KESTEVEN DISTRICT COUNCIL AND RECEIVED SINCE THE TOWN COUNCIL MEETING HELD 30 JANUARY 2017

Conditional Planning Permission

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
29/01/2018	**S17/2374**	Mr & Mrs W Morris	Erection of rear extension	5 Kings Road, Stamford PE9 1HD	No objection subject to neighbours' amenities being respected
29/01/2018	**S17/2378**	Mrs Claire Bayliss	Erection of single storey extensions	21 Clapton Close, Stamford PE9 2DD	No objection subject to neighbours' amenities being respected
30/01/2018	**S17/2386**	Mr J Naylor	Erection of front, side and rear extension including removal of existing garage (revisions to S17/1149)	10 Cedar Road, Stamford PE9 2JJ	No objection subject to neighbours' amenities being respected. Refer to previous comments.
30/01/2018	**S17/2347**	Mr S Brunton	Erection of conservatory	27 Essex Road, Stamford PE9 1LG	No objection subject to neighbours' amenities being respected
02/02/2018	**S17/2360**	Mr & Mrs M Hudson	Erection of single storey extension and wall	3 Police Houses, Cliff Road, Stamford PE9 1AB	No objection subject to neighbours' amenities being respected
02/02/2018	**S17/2361**	Mr & Mrs E Daniels	Erection of single storey rear extension	2 Police Houses, Cliff Road, Stamford PE9 1AB	No objection subject to neighbours' amenities being respected
05/02/2018	**S17/2395**	Mr Tony Wild	Alterations to Listed Building comprising of works to ground floor bay window and adjacent window	St Mary's Vaults, 19 St Mary's Street, Stamford PE9 2DG	No objection subject to materials are sympathetic to the Conservation Area
07/02/2018	**S17/2230**	Mr Chris Royce	Conversion of store to living accommodation, insertion of window and alterations	3 The Granary, Church Street, Stamford PE9 2JX	No objection subject to neighbours' amenities being respected and materials being sympathetic to the Conservation Area.
08/02/2018	**S17/1673**	Mr Mark Davies	Raising of boundary wall by 0.5m	Stornaway, Albert Road, Stamford PE9 2EA	No objection subject to materials matching the existing wall
09/02/2018	**S17/2377**	Mr and Mrs Jenkinson	Erection of single storey extension and removal and existing conservatory	75 Drift Road, Stamford, PE9 1XB	No objection subject to neighbours' amenities being respected

DRAFT

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
09/02/2018	**S17/2202**	Mr and Mrs Carroll	Erection of proposed garage	6 Fox Dale, Stamford PE9 2UZ	No objection subject to neighbours' amenities being respected. Materials should be sympathetic to the area.
09/02/2018	**S17/2203**	Mr Mark Bird	Erection of two storey side extension and single storey rear extension	49 Highlands Way, Stamford PE9 2XH	No objection subject to neighbours' amenities being respected
12/09/2018	**S17/2355**	Miss Honor Ireland	Drop kerb to enable off road parking	17 Little Casterton Road, Stamford PE9 1BE	No objection subject to neighbours' amenities being respected and subject to LCC Highways.
13/02/2018	**S17/2434**	Mr Mark Goodacre	Replacement garage, erection of porch and single storey rear extension and window alterations	6 Beverley Gardens, Stamford PE9 2UD	No objection subject to neighbours' amenities being respected
21/02/2018	**S17/2309**	Mr & Mrs M Butler	Erection of a single and two storey extension	43 Roman Bank, Stamford	No objection subject to neighbours' amenities being respected
15/02/2018	**S17/2376**	Mr & Mrs Foyzur Rahman	Section 73 application for the variation of condition 2 (Approved Plans) of planning approval S16/1837 to increase garage length and increase porch extension	2 Dundee Drive, Stamford	No objection subject to neighbours' amenities being respected
15/02/2018	**S17/2422**	Mr Paul Hudson	Erection of two storey and single storey extensions	11 West Street Gardens	No objection subject to neighbours' amenities being respected

Listed Building Consent

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
02/02/2018	**S17/2198**	QKS Home Improvements Ltd	Listed Building Consent for the erection of a single storey rear extension	22 St Mary's Street, Stamford PE9 2DG	Materials should be sympathetic to the Conservation Area. Defer to SKDC Conservation Officer
05/02/2018	**S17/2396**	Mr Tony Wild	Alterations to Listed Building comprising of works to ground floor bay window and adjacent window	St Mary's Vaults, 19 St Mary's Street, Stamford PE9 2DG	Defer to SKDC Conservation Officer

DRAFT

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
14/02/2018	**S17/2371**	Mr & Mrs Lees	Renovation of lower ground floor, replacement of existing floor, insertion of new internal stair well. Insertion of glass balustrade around mill workings to prohibit children from climbing in and around the mill workings. Insertion of estate rail fencing to protect inhabitants from falling into stream.	King's Mill, St Peter's Vale, Stamford PE9 2QT	No objection subject to neighbours' amenities being respected and materials are sympathetic to the Conservation Area. Defer to SKDC Conservation Officer.

Notification of Withdrawal / Non Determination / Permitted Development

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
15/02/2018	**S17/2394**	Mr Garry Smith	Prior notification of proposed larger rear extension, extending beyond the rear of the original dwelling by 4m, with a maximum height of 3.9 metres and an eaves height of 2.4 metres	1 Haddon Road	No objection subject to neighbours' amenities being respected

Trees in Conservation Area

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
13/02/2018	**S18/0128**	Mr Allen Auchterlonie	Repollard Lime trees (T3, T4, T5 and T6) and reduce Magnolia (T1) by 1.5m	1 Pinfold Lane, Stamford PE9 2ET	Defer to SKDC Arboriculturalist
14/02/2018	**S17/2455**	Mr James Shackell	Fell and remove Acacia (T1), Sycamore (T2) and Field Maple (T3)	10 Newcomb Court, Stamford PE9 1DW	Objection to the felling of trees. Defer to SKDC Arboriculturalist
14/02/2018	**S17/2055**	Miss Daniels	Fell Sycamore tree (G1)	Rock Filling Station, Scotgate, Stamford PE9 2YQ	Defer to SKDC Arboriculturalist

DRAFT

Approval of Works on Trees Protected by a Tree Preservation Order

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
14/02/2018	**S17/2470**	Mr Armstrong	Sycamore (T1) - reduce height by 2.5m and spread by 2m	24 Station Road, Stamford PE9 2WB	Defer to SKDC Arboriculturalist
14/02/2018	**S17/1101**	Mr Neil Keenan	Fell Sycamore trees (T2, T3, T4, T5, T6, T7, T8, T9 and T10)	Rock House, Scotgate, Stamford PE9 2YQ	Defer to SKDC Arboriculturalist and Environmental Officer. A detailed report regarding the soil is required. We disagree with the felling of these trees as it will detract from the established street scene.

Approval of details Reserved by Condition

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
29/01/2018	**S17/2222**	Mr Ben Kruger-Jones	Submission of details in relation to the discharge of condition 3 (materials), 4 (mortar mix), 7 (conservation rooflights) and 11 (rainwater goods) of planning approval S16/0385	The Punch Bowl, 21 Scotgate, Stamford PE9 2YQ	Defer to SKDC Case Officer and Conservation Officer

DRAFT

STAMFORD TOWN COUNCIL

MINUTES OF THE STRATEGIC DEVELOPMENT MEETING HELD ON WEDNESDAY, 07 FEBRUARY 2018 AT 10.00AM IN THE TOWN HALL, STAMFORD

PRESENT Councillor Anthony J. Story (Town Mayor)
Councillor M Sawyer (Chairman)
Councillor Mike Exton
Councillor Mrs S Sismore
Councillor Allen Hewett

Also in attendance: Civic Officer
Mary Davies – Tourist Information Centre
Leah Rickard – Library Services
Christine Bearne – Town Hall Guide
Chris Hunt – Town Hall Guide
Penny Rowley– Town Hall Guide
Ann Ellis – Stamford in Bloom
Jill Collinge – Stamford Blue Badge Guide

Public Participation – None

565. Apologies for Absence

Councillor Alan Swan, Graham Burley (Tourist Information Centre), John Davies (Town Hall guide) and David Norton had submitted apologies; these were noted and accepted.

566. Declarations of Interest

Councillor Anthony J. Story (Town Mayor) and Councillor M Exton declared an Personal Interest in respect of any discussion relating to Browne's Hospital as they are Trustees.

567. Minutes

The Minutes of the Committee Meeting held on Wednesday, 10 January 2018, were confirmed and signed as a true record of the meeting.

568. Tourism

a. Tourists / Visitors

The Stamford Blue Badge Guide informed the meeting that she had shown 1289 tourists around the town last year, 926 were staying and eating in Stamford which was a very encouraging 72% of visitors.

b. Town Hall Activity Sheet for Children

DRAFT

The Civic Officer reported that he had now received the relevant guidance from Malcolm Sargent school regarding two activity sheets which would be produced to fall in line with the national curriculum. Key Stage 1 aged between 4 - 7 would be made up of a treasure hunt with clues, questions and answer session, odd one out picture game etc, and Key Stage 2 ages 7-11 which would be based on an escape room type experience whereby students would answer questions to enable them to unlock the next room.

Proposal 1- On the proposal of Councillor Sawyer, seconded by the Councillor Hewett, it was unanimously **RESOLVED** that the Civic Officer produce these activity sheets, working with Michelle Feasey (Tour Guide). The Chairman also pointed out that this exercise shows good engagement by Samford Town Council with the community. **Action** – Civic Officer

c. <u>Town Hall Guide Pamphlet</u>

The draft pamphlet had been finalized. The Town Hall were waiting on the 100 and 120 GSM paper for producing these in-house.

Proposal 2- On the proposal of Councillor Sawyer, seconded by the Councillor Hewett, it was unanimously **RESOLVED** that once approved by the Town Council copies would be initially be circulated to the Tourist Information and the Library. A distribution list will be revised for the Town Hall Pamphlet. This would be hard copied locally and digitally supplied further afield. **Action** – Deputy Town Clerk

d. <u>Town Hall Guide Souvenir Booklet</u>

Penny Rowley informed the members that there were some minor changes to be made. Copies could be made available for Charter Day on Friday 9th February and also when Town Hall tours commence on Friday 16th February.

Proposal 3- On the proposal of Councillor Sawyer, seconded by the Councillor Story, it was unanimously **RESOLVED** that subject to minor changes the booklet be offered for sale at £1.00 on Charter Day. **Action** – Deputy Town Clerk

e. <u>Advertising</u>

i. *Discover Rutland*: An opportunity to advertise with this publication had arisen at a cost of £360.

Proposal 7 - On the proposal of Councillor Sawyer, seconded by Councillor Story, it was unanimously **RESOLVED** to decline the offer.

f. <u>Stamford in Bloom</u>

A request had been received from Stamford in Bloom to place an additional temporary planter on Castle Dyke area to enhance the floral display in the summer.

Proposal 8 - On the proposal of Councillor Sawyer, seconded by Councillor Sismore, it was unanimously **RESOLVED** that Ann Ellis install a temporary free-standing planter in Castle Dyke as part of the Stamford in Bloom initiative. **Action** – Town Clerk

569. <u>Feedback on Defibrillators</u>

The Chairman informed the Committee that the defibrillators will be fitted on the walls of Johnsons cleaners and the Broad St. Dental Practice. However, there are listed building difficulties over the site on the wall of the Rohan shop.

DRAFT

570. Stamford Health Working Group

The Chairman stated that he had received no new notifications. Cllr. Exton informed the Committee of the imminent opening of a new clinic at Stamford Hospital.

571. Lincolnshire Policing

The Committee expressed disappointment that there has been no police representation at recent Town Council meetings.

Proposal 4 - On the proposal of Councillor Sawyer, seconded by Councillor Story, it was unanimously **RESOLVED** that the Chairman invites Inspector Martin to attend the next Town Council meeting and to invite the new PCSOs. **Action** – Civic Officer

572. Car Parking issues in Stamford

The Chairman had noted that there are only 780 off street parking spaces in Stamford. He had also asked for Lincolnshire County Council to confirm costs for removing Traffic Regulation Order's from certain areas within the town. Finally, he was waiting on clarification regarding the use of Morrison's car park.

It was noted by the Tourist Information Centre that the signs at The William Cecil had deterred people parking on the grass verge but this had now caused motorists to double park on the road instead.

An email from Councillor Steve Carroll was circulated about the proposed barriers for South Kesteven District Council car parks. Concern was expressed about the reasons for this proposal.

The Committee was informed that the Chairman of Town Council's Planning Committee would be sending a letter to South Kesteven District Council asking for clarification. **Action** – Cllr Miss Griffin

573. Browne's Hospital

No update yet on Browne's Hospital opening more frequently for visitors. This item is deferred to next meeting.

574. To re-vamp the Malcolm Sargent Displays

Three new display cabinets had been installed in the Malcolm Sargent Room for the display of artifacts.

Proposal 6 - On the proposal of Councillor Sawyer, seconded by Councillor Story, it was unanimously **RESOLVED** that Penny Rowley be placed in charge of reorganising the Malcolm Sargent collection once the cataloguing of all item has been completed. **Action** – Town Clerk

575. Purchasing additional Mannequins for the Gaol

The Chairman is investigating opportunities of purchasing additional mannequins and will report back at the next meeting.

576. Update report on upgrading website

The outline website had been circulated to all councillors, content is still being updated from both internal and external sources. An estimated date of April 2018 is scheduled for the website to be fully operational.

DRAFT

577. <u>Update on next Newsletter publication</u>

The Civic Officer informed the members that the deadline for articles was 14th February 2018, with publication the following week.

578. <u>Any Other Business for Consideration</u>

a. *Dog Poo*: Particular problem areas were St Leonard's Street, Brazenose Lane and Station Road. The Chairman would email South Kesteven District Council to highlight this issue. Cllr Exton also pointed out that there would be an enforcement order update issued by the District Council shortly.

b. *Committee Protocol:* Councillor Story stated that this Committee meeting should confine its discussions to its Terms of Reference. Inappropriate discussions relating to Town Council issues should be avoided to prevent wasting time and duplication of actions. The Chairman agreed that this was indeed the case and accepted full responsibility for "committee drift".

Proposal 9 - On the proposal of Councillor Story, seconded by Councillor Sawyer, it was unanimously **RESOLVED** that discussions with the Tourism Working Group have a separate agenda and its meeting will precede the SSDC meeting, as in the past.

579. <u>Date of Next Meeting</u>– Wednesday, 07 March 2018 at 10am

Chairman

(The meeting closed at 11.25am.)

DRAFT

STAMFORD TOWN COUNCIL

MINUTES OF THE AMENITIES MEETING
HELD ON TUESDAY, 13 FEBRUARY 2018 AT 7.00PM
IN THE TOWN HALL, STAMFORD

PRESENT
Councillor T Story (Town Mayor)
Councillor B Sandall (Chairman)
Councillor Mrs G Johnson (Vice Chair)
Councillor H Bisnauthsing
Councillor J Dawson
Councillor Ms M Couch
Councillor A Swan
Councillor Mrs A Billington

ALSO PRESENT
Town Clerk
Deputy Town Clerk

PUBLIC PARTICIPATION – None

580. APOLOGIES FOR ABSENCE (Agenda Point 1)

None

581. DECLARATIONS OF INTEREST (Agenda Point 2)

Councillor Ms M Couch declared a Personal Interest in respect of discussions relating to Orchard Building Contractors Ltd as she is an employee and took no part in the discussion or the decision.

582. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Tuesday, 16 January 2018, were confirmed and signed as a true record of the meeting.

583. CGM GROUND MAINTENANCE CONTRACT REPORT (Agenda Point 4)

The committee was informed that the CGM ground maintenance meeting did not take place and therefore the tender contract for April 2018 -2022 is yet to be signed. It was noted that TUPE arrangements were being discussed and final details are to be confirmed.

584. ALLOTMENTS (Agenda Point 5)

a. Feedback on action points

i. ***Car park on plots 51 & 52 to extend the parking*** – The Deputy Town Clerk gave a verbal report confirming the appointed contractor is progressing with the approved works. A meeting is to be arranged for 14th March 2018 to inspect the completed works.

ii. ***Water Troughs*** – The Deputy Town Clerk gave a verbal report confirming that quotes are being obtained for the two locations at Uffington Road South site for water trough installations.

iii. ***Purchase of planings for allotments.*** - The Deputy Town Clerk gave a verbal report confirming that the additional planings for Uffington Road would be ordered once the car park preparation is complete.

iv. ***Boundary consideration re Planning Application No. S12/2356*** **–** The Town Clerk reported that the resident of 74 Roman Bank had erected scaffolding on Town Council land without

DRAFT

permission. Photographs were circulated to the committee, it was recommended that a further solicitor letter is sent by Buckles Solicitors to reaffirm the Council's position.

Proposal 1- On the proposal of Councillor Ms M Couch, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council instructs Buckles to send a letter reaffirming the Council's position.

b. To consider Management & Maintenance Report

The Deputy Town Clerk presented the report on the status of the allotment waiting list, current vacancies, deposits held, confirmation of the next site visit and Site Representative meeting.

The committee was informed that a Health & Safety visit has been arranged with Councillor A Swan to assess all allotment sites.

A meeting had been held with a resident from 45 Queens Walk with regards to overgrown shrubs and debris which has accumulated. The resident is installing a new fence and wishes for tree roots to be removed to prevent future damage to the new fence. It is recommended that the roots could be killer using weed killer. The resident should be informed, that the roots can remove and sever which transgress her boundary, in accordance with Common Law. However, a quote is to be obtained for removal of the roots by hand, as it is unlikely that a digger will be able to gain access due to health and safety implications.
It was also reported that allotment WF41b on Water Furlong had been left in a poor condition which the tenant on the WF41a was attempting to clear free of charge with no success, WF41b requires some clearance works before the plot can be let out.

Proposal 2 - On the proposal of Councillor T Story, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council poisons the roots of the bushes as a management control measure on the boundary fence to the housing resident of 45 Queens Walk and Queens Walk allotments.

Proposal 3- On the proposal of Councillor T Story, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council accepts that the plot WF41b be cleared and works are approved and can commence provided the cost is no more than £100.

i. Request for allotment from applicant outside of Stamford Electoral Roll – The Deputy Town Clerk reported that requests had been received from residents from neighbouring villages. Currently the rules for Stamford allotments are principally for residents of Stamford. There are several vacancies on Uffington Road which could be offered. Discussions ensued regarding Terms and Conditions and requirements to have an allotment.

Proposal 4- On the proposal of Councillor Mrs A Billington, seconded by the Councillor H Bisnauthsing, it was unanimously **RESOLVED** the Council agrees the Terms and Conditions and requirements to have an allotment be reviewed.

ii. Update on PR21a and former tenant request- The Town Clerk reported that the previous tenant of PR21a enquired whether there was a possibility of him reacquiring his previous allotment, as he had observed that the plot had not been worked. The committee was informed that 5 people are currently looking at plots on Priory Road, discussions ensued regarding the reasoning and enforcement of the committee's decision.

Proposal 5- On the proposal of Councillor J Dawson, seconded by the Councillor Ms M Couch, the proposal **FELL** that the Council agrees the previous tenants request to reacquire PR21a or to join the waiting list is refused.

DRAFT

Proposal 6- On the proposal of Councillor A Swan, seconded by the Councillor T Story, it was agreed by majority and **RESOLVED** the Council agrees the previous tenant is granted permission to be added to the bottom of the waiting list, upon receipt of an allotment application form being submitted to the council and the same conditions will apply to the former tenant as any other new applicant on the waiting list.

585. PROGRAMMED EVENTS (Agenda Point 6)

a. To consider Management & Maintenance Report together with any correspondence

i. Request for use of Recreation Ground from Horticultural Society- It was reported that the Society has requested to use the Recreation Ground for parking their vehicles for the horticultural show held at the United Reform Church Hall on 7th April & 18th August 2018.

Proposal 7 - On the proposal of Councillor A Swan, seconded by the Councillor T Story, it was unanimously **RESOLVED** the Council allows the Horticultural Society to use the Recreation Ground for parking with the condition that they must have their own parking attendant and will be required to pay the standard deposit of £250 for consequential loss and damage and £50 for the key, plus a peppercorn rent of £1 to satisfy the requirements for the creation of a legal contract for use of the grounds.

ii. Request to use the Meadows from PetFace Parlour- It was reported that a request had been received from PetFace Parlour to use the Meadows on specific days and special events for their dog grooming business. Following discussions, it was felt that this was not appropriate for the area however with PetFace Parlours consent their details could be passed to organisations who may wish to include them within their events

Proposal 8- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor Ms M Couch, it was agreed by majority and **RESOLVED** that the Council refuses the request to use the Meadows but with PetFace Parlours consent their details could be passed to organisations who may wish to include them within their events.

iii. Request for use of Recreation Ground from Pinders Circus for 2019 - It was reported that the Circus has requested for Pinders Circus to use the Recreation Ground from Thursday 28th February to Sunday 3rd March 2019.

Proposal 9- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor T Story, it was unanimously **RESOLVED** the Council accepts the request for Pinders to hire the Recreation Ground from Thursday 28th February to Sunday 3rd March 2019

586. RECREATION GROUND (Agenda Point 7)

a. Feedback on action points

i. Tree Survey- The Deputy Town Clerk gave a verbal report confirming the tree survey has commenced and the surveyor has indicated that so far there has been no serious issues have been identified with the trees assessed. However, there are some minor maintenance elements to be undertaken.

ii. Fencing panel had been removed from the Skate Park- It was confirmed that a quote had been received for installing a gate instead of the two posts. This would allow for access near to the north side of the skate park and may reduce the amount of vandalism to the fence. The

DRAFT

quote for the replacement gate infilled with mesh hanging on two posts from Custom Fencing at the cost of £540 plus VAT.

Proposal 10- On the proposal of Councillor H Bisnauthsing, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council accepts Custom Fencing quote for the replacement gate infilled with mesh hanging on two posts at the cost of £540 plus VAT.

iii. ***Anti-climb paint to Shack roof-*** It was reported that the invoice had been received for the works which took place last year to the shack building at the cost of £60 from Inside Out, the committee confirmed they were happy for this to be paid.

Proposal 11- On the proposal of Councillor Mrs A Billington, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council accepts to pay the invoice at the cost of £60 from Inside Out for the anti-climb paint added to Shack roof

iv. ***Resurfacing and lining of the ball park –*** It was confirmed that correspondence had been received from AMG stating the pooling of water occurs sometimes with tarmac overlays, as the new surface camber is dictated by the existing falls of the existing surface underneath. As it is a dense tarmac, it tends to hold water for the first season until all the oils fully wash out of the tar, they have offered to drill so holes in if the committee wishes. Following discussions, it was confirmed that AMG is made aware that the situation is being monitored and may have to re-examine the standard of their installation.

b. To consider Management & Maintenance Report

i. ***To confirm the Skate Park Management Plan as per Planning Application conditions-*** It was reported that the management plan is being drafted in the same style as other Skate Park management plans approved within the District and will be submitted by March.

ii. ***To approve the final cost for projects funded by Sec. 106 resources-*** The final schedule identifying the apportionment of the Section 106 fund for the agreed three projects was circulated to the Committee. The schedule identified the Town Council match funding contribution which would now unlock the Sec. 106 funds.

Project one - The committee was presented with the 4 options for the fencing around the grass tennis courts and Shack area. Following discussions, it was confirmed that Quote B at the cost of £26,810.00 from Custom Fencing for a 3m high fence around whole of Grass tennis court area including interior fencing and 3 gates and 2m high fence from tennis courts to Shack including 2 gates and interior fence, would be the most cost-effective use of funds. This would enable the future development of the former bowling area for outdoor fitness equipment, which could be moved forward once additional funding had been sourced.

Proposal 12- On the proposal of Councillor T Story, seconded by the Councillor H Bisnauthsing, it was unanimously **RESOLVED** the Council accepts Quote B at the cost of £26,810.00 from Custom Fencing for a 3m high fence around whole of Grass tennis court area including interior fencing and 3 gates and 2m high fence from tennis courts to shack including 2 gates and interior fence.

Project Two- It was reported that quotes had been received for the Shack extension as per the agreed specification given to all applicants.

8.30pm - Councillor Ms M Couch left the room when this item was being discussed.

DRAFT

Discussions ensued to consider the quotes received in respect of the extension and alterations to the Shack.

Proposal 13- On the proposal of Councillor J Dawson, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council accepts the quote for the extension and alterations to the Shack from Orchard Building Contractors Ltd at a cost of £22,363.00.

8.37pm - Councillor Ms M Couch re-joined the meeting.

Project Three- It was reported that the third project to enhance outdoor play equipment for all abilities will consist of resin mulch and wetpour pathway within the toddler area at a cost of £16,756, install a Train Springer to replace the damaged spinner removed last year at a cost of £1,850 and introduce four nature trail play elements at the cost of £1901 from AMG at a total of £20,507

Proposal 14- On the proposal of Councillor J Dawson, seconded by the Councillor H Bisnauthsing, it was unanimously **RESOLVED** the Council accepts the quotes for the third project of enhancing outdoor play equipment for all abilities will consist of resin mulch and wetpour pathway within the toddler area at a cost of £16,756, installation of a Train Springer at a cost of £1850 and introduce four nature trail play elements at the cost of £1901 from AMG at a total of £20,507

Proposal 15- On the proposal of Councillor Mrs A Billington, seconded by the Councillor H Bisnauthsing, it was unanimously **RESOLVED** the Council accepts the Sec. 106 Schedule which will be presented to Finance, Personnel and Assets Committee and Full Town Council for approval before being sent to SKDC.

i. ***To consider any requests that may clash with Family Fun Day Sunday 01 July 2018 -*** It was reported that correspondence had been received from the organisers of the Family Fun Day, they wished no other event to be held on either the Meadows or Band Stand to detract from the Family Fun Day events which has been supported by Council funding.

Proposal 16- On the proposal of Councillor H Bisnauthsing, seconded by the Councillor Mrs G Johnson, it was unanimously **RESOLVED** the Council will not have any additional events on the Meadows or Band Stand on Sunday 01 July 2018.

ii. ***To be aware of potential requests to use Recreation Ground for Centenary Commemoration programme-*** It was reported that the British Legion has requested to use the Recreation Ground to hold the Children's Peace Party on 14th June 2018.

Proposal 17- On the proposal of Councillor Ms M Couch, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council allows the British Legion to use the Recreation Ground to hold the Children's Peace Party on 14th June 2018. There will be the requirement to pay the standard deposit of £250 for consequential loss and damage and £50 for the key, plus a peppercorn rent of £1 to satisfy the requirements for the creation of a legal contract for use of the grounds.

iii. ***Update on agreement with Showman's Guild for the use of the Recreation Ground for the Mid Lent Fair-*** It was confirmed that all the arrangements were in place and the Showman's Guild have accepted the costs for the use of the Recreation Ground between 11th March to 18th March 2018 as follows:

Accommodation vehicles on Recreation Ground 40 vehicles @ £30.00
IBC container est. £404 + VAT
RLS furniture removal £1,100.00

DRAFT

Plus metered utilities (water / electricity) usage

It was confirmed that One Touch Football would be using the Recreation Ground as previously agreed. Following discussions, it was agreed that they would be required to pay the standard deposit of £250 for consequential loss and damage and £50 for the key, plus a peppercorn rent of £1 to satisfy the requirements for the creation of a legal contract for use of the grounds. All other events previously free of charge will also be require too pay the deposit and peppercorn rent of £1.

Proposal 18- On the proposal of Councillor Mrs A Billington, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council agreed One Touch Football would be required to pay the standard deposit of £250 for consequential loss and damage and £50 for the key, plus a peppercorn rent of £1 to satisfy the requirements for the creation of a legal contract for use of the grounds. All other events previously free of charge will also be require too pay the deposit and peppercorn rent of £1.

587. <u>MEADOWS (Agenda Point 8)</u>

a. Feedback on action points

i. ***Necessary Tree Work -*** The Deputy Town Clerk gave a verbal report confirming a purchase order had been issued for the works (willows over hanging Bath Row Carpark and along Millstream). A start date is to be confirmed. This area was included in the planning application for pervious tree works on the Meadows.

ii. ***Ground repairs in respect of the sunken ground to the entrance of Meadows at Lammas Bridge access-*** The Deputy Town Clerk gave a verbal report confirming a purchase order had been issued for the works which will commence from 3rd April 2018.

b. To consider Management & Maintenance Report

i. Update on use of Meadows by Mellors Group for Mid Lent Fair- it was confirmed that no correspondence had been received from Mellors Group regarding the use of the Meadows this year. This is the final year of the contract for use of the meadows and any further use would be decided upon by the committee if a request is made

588. <u>CEMETERY (Agenda Point 9)</u>

a. Feedback on action points

i. ***New Lodge Tenancy Agreement -*** The Deputy Town Clerk reported the tenant confirmed the damp is still present within the Lodge and former Office. The damp course work would now be carried out and once completed the new tenancy contract would be signed.

ii. ***X&Y plot holders -*** The Deputy Town Clerk reported the legal advisor is currently looking at all the documentation. An update is awaited.

iii. ***Funds allocated to the Cemetery Office project should not exceed £500 -*** The Deputy Town Clerk confirmed the works to decorate the storage room at the Cemetery had been completed.

iv. ***Shelving for service area -*** The Deputy Town Clerk confirmed that the decoration is completed the required shelving unit will be now be purchased ready for installation.

v. ***Tree works to the conifers-*** The Deputy Town Clerk confirmed the PO170140 has been issued and a start date is awaited.

DRAFT

vi. ***Memorial repairs -*** The Deputy Town Clerk confirmed that PO 170141 has been issued and a start date is awaited subject to weather conditions.

b. To consider Management & Maintenance Report

i. Agree New Cemetery Forms and format- The documents had been circulated and it is understood that they have been read. Following discussions, it was agreed that the forms be accepted with the revision of making the boxes larger where possible and the amendments to data protection clause in line with GDPR.

Proposal 19- On the proposal of Councillor J Dawson, seconded by the Councillor Ms M Couch, it was unanimously **RESOLVED** the Council agreed that the forms be accepted with the revision of making the boxes larger where possible and the amendments to data protection clause in line with GDPR.

ii. Agree repair works to Cemetery Toilets - It was reported that the toilets at the cemetery need some restoration. The toilets currently have no lighting and have been damaged recently. Following discussions, it was agreed that quotes for developing the toilets into 1 unisex toilet would be sort.

iii. Update on Lodge repairs- It was reported that the works to the lodge guttering and Damp proofing have been agreed by the Finance Committee and the PO will now be issued for the works.

It was reported that a request had been received from a resident to purchase a burial plot at Stamford Cemetery on an instalment basis. Following discussions, it was agreed that the resident would be allowed to pay by instalments and an agreement and pay schedule be drawn up with a call off invoice in place. No grant would be issued until the full amount had been paid.

Proposal 20- On the proposal of Councillor T Story, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council it was agreed that the resident would be allowed to pay by instalments and an agreement and pay schedule would be drawn up with a call off invoice in place. No grant would be issued until the full amount has been paid.

It was reported that a request for memorials for persons not buried within the Stamford Cemetery had been made. These would be installed on family plots and our records would state memorial only. Following discussions, it was agreed that the memorials would be allowed to be installed with the correct fees being paid.

Proposal 21- On the proposal of Councillor Mrs A Billington, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council agreed that the memorials would be allowed to be installed with the correct fees being paid.

The Town Clerk reported that the signs installed in St Michaels Churchyard, requesting dog owners to respect the area and not permit their animals defecating on graves, appears to have been effective. Following discussion, it was suggested that 4 signs could be purchased at the cost of £66 each to be installed at the Stamford Cemetery. In association with a publicity campaign consulting the public regarding banning dogs from the cemetery if the fouling persists.

Proposal 22- On the proposal of Councillor Mrs G Johnson, seconded by the Councillor A Swan, it was unanimously **RESOLVED** the Council agrees that 4 signs are purchased at the cost of £66 each

DRAFT

to be installed at the cemetery, together with a publicity campaign consulting the public regarding banning dogs from the cemetery if the fouling persists.

.

589. ST. MICHAEL'S CHURCHYARD - UPDATE ON MAINTENANCE (Agenda Point 10)

i. Confirmation of additional maintenance hours for Community Cleaner- It was confirmed that the extra hours for maintaining St Michaels Church Yard had been approve by the Skells Trust and these would start from Monday 5th March 2018**.**

590. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 11)

i. It was reported that a meeting is to be held on 26th February 2018 at 3pm regarding the Millstream and Freeman's Meadow projects committee members are welcome to attend.

591. DATE OF NEXT MEETING: (Agenda Point 12) – Tuesday, 13 March 2018 at 7pm

Chairman
(The meeting closed at 9.13pm.)

DRAFT

STAMFORD TOWN COUNCIL

SCRUTINY AND AUDIT COMMITTEE

WEDNESDAY 14 FEBRUARY AT 10AM

PRESENT Councillor T Story (Town Mayor)
Councillor B Turner (Chairman)
Councillor M Sawyer
Councillor A Swan

ALSO PRESENT Town Clerk

592. APOLOGIES FOR ABSENCE

Councillor Mrs B A Sumner and Councillor A Hewett submitted their apologies. The reasons were noted and accepted.

There was discussion in respect of the position of Vice Chair as Councillor Sumner had informed the Chairman that due to District commitments there is a clash of meeting schedules. It was noted that Councillor A Swan, had offered, and remains willing to stand as Vice Chairman.

PROPOSAL 1 – It was proposed by Councillor Story, seconded by Councillor Sawyer and unanimously RESOLVED that Councillor Swan is elected as Vice Chairman.

593. DECLARATIONS OF INTEREST

None made.

594. POLICY / REGULATIONS REVIEW AND UPDATE

a. *To examine the Health and Safety Audit of Town Council Facilities*: The Chairman Councillor Turner and Councillor Swan were reviewing the floor plans of all areas and investigating whether they could be converted to electronic copies. A meeting to include the Deputy Town Clerk and Councillors Turner and Swan is to be scheduled to examine the COSHH Sheets and Risk Assessments.

b. *To Review the Data Protection Policy* – The current policy was examined. The Town Clerk reported that she had discussed the policy with Councillor Mrs Billington and advised what was required to bring it into line with the new General Data Protection Regulations (GDPR). The policy was adjusted; however, it was the consensus that the amended draft document should be studied again before final submission to the Town Council. In view of the new regulations it is important that Councillors consider isolating their Council business communications from their personal e-mail system. This would be investigated by the Town Clerk. **Action**: Town Clerk

c. *To examine and agree the Social Media Policy*: It was observed that this was a new policy which was required within its own suite of documentation. The draft policy was examined and adjusted to reflect Town Council working practices. The draft will be circulated to all members of the Council for consideration and approval.

DRAFT

d. *To examine and agree the Information and Communication Policy*: The current policy was reviewed and adjustment made to ensure that it was updated to reflect legal requirements and alterations in Town Council working practices. The amended policy will be circulated to all members of the Town Council for consideration and approval.

595. REVIEW OF STATUS OF ALL ACTION POINTS

All action points were examined and noted. Following discussion, it was observed that the new telephone system is operating well, but lacked the facility to record calls. It was suggested that this could be investigated as a possible add-on feature. In addition, considering the consideration being given to publicise the use of Town Hall facilities, it would be prudent to upgrade the current projector and possibly invest in obtaining an additional unit. It was considered that the matter of the 'Darby and Joan' funding investigation needs to be drawn to a close. Councillor Story advised that he had received two enquiries in respect of the fund and both these individuals required a status update. **Action**: Town Clerk

596. MATTERS FOR CONSIDERATION AT THE NEXT MEETING

a. Town Council Standing Orders
b. Town Council Finance Regulations
c. Data Protection Policy

597. DATE OF THE NEXT MEETING – Wednesday 11 April 2018

Chairman
(The meeting closed at 11.40am)

DRAFT

STAMFORD TOWN COUNCIL

Social Media Policy

1. **Introduction**

The objective of this policy is to provide Councillors and staff an overview of Social Media and outline the Council's position on various aspects of their use. In addition, it includes guidelines on Officer and Councillor responsibilities when using such channels of communication.

2. **Definition of Social Media**

Social media is a term for websites based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Social media has the following characteristics:

a. Covers a wide variety of formats, including text, video, photographs, audio
b. Allows messages to flow between many different types of device; PCs, phones and tablets (e.g. IPad)
c. Involves different levels of engagement by participants who can create, comment or just view information
d. Speeds and broadens the flow of information
e. Provides one-to-one, one-to-many and many-to-many communications
f. Allows communication to take place in real time

Examples of popular social media tools include: Twitter, Facebook, Wikipedia, You Tube, Pinterest, Snip.It, Linked In and Google Plus. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

3. **Pitfalls**

Whilst these tools are very useful to share information quickly with other people, there are some pitfalls to be aware of:

a. The information in most cases is shared in the public domain and can be viewed by anyone in the world. You do not even need to register in many cases to view the content. Registering is only required should you wish to participate and post to the site.

b. Groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard. There is no guarantee of truth and ill-informed comment and gossip is as likely to be found there as useful information.

c. The nature of these tools is that information is shared immediately and it is very easy to respond instantaneously resulting in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience. ***Friends of Friends may not be our Friends.***
d. It is also very easy to spend excess time viewing and responding to messages that outweigh any value in the first place.

DRAFT

4. **Purpose of the Policy**

Social media provides the Town Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates, news, information and retweeting relevant information from other sources. It also provides an opportunity to communicate with younger age groups, the business community and hopefully the harder to reach groups.

The Town Council will make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks as stated above. In the first instance this will include Facebook and Twitter.

5. **Aims and Objectives**

Social media can be used by the Town Council as an effective and measurable way to achieve resident engagement and attract publicity.

The aim of this Policy is to ensure:

a. Engagement with individuals and communities and successful promotion of Town Council- based services through the use of social media
b. A consistent approach is adopted and maintained in the use of social media
c. That all Town Council information remains secure and is not compromised through the use of social media
d. That users operate within existing policies, guidelines and relevant legislation
e. That the Town Council's reputation is upheld and improved rather than adversely affected
f. That communication by use of social media is effective, timely, appropriate and useful ensuring the Town council engages with a wider audience and utilises cross-promotion of other Council communication tools (e.g. Website, quarterly magazine, linking Facebook to twitter account etc.)

Social media activity isn't something that stands alone, to be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be plugged in to social media platforms to increase reach and exposure. *Please refer to the Town Council's Communications Policy for further information.*

6. **Policy Statement**

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Members.

This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Town Council information or computer systems/networks.

All users (including Councillors) must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Town Council's reputation and credibility or otherwise violate any Town Council policies.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Stamford Town Council:

a. Be aware of and recognise your responsibilities identified in the Social Media Policy.
b. Remember that you are ***personally responsible*** for the content you publish on any form of social media.
c. Never give out personal details of others such as home address and telephone numbers.
d. Ensure that you handle any personal or sensitive information in line with the ***Data Protection Act***.
e. Use a disclaimer. When using social media for personal purposes, you ***must not imply*** you are speaking ***for or on behalf of*** the Town Council.

DRAFT

f. ***Do not*** use the Town Council ***e-mail address***, ***logo***s or ***any other*** Town Council identification.
g. ***Make it clear*** that what you say is ***representative of your personal views*** only.
h. Where possible, you should include the Town Council's adopted disclaimer: ***"Statements and opinions here are my own and don't necessarily represent Stamford Town Council's policies or opinions".***
i. ***Know your obligations;*** You must comply with other Town Council policies when using social media (e.g. do not breach Town Council confidentiality and proprietary information policies).
j. Show ***respect to all***.
k. Be ***respectful of the Authority*** (the Town Council) elected Members, contractors and employees.
l. Derogatory comments are ***always wrong***.
m. Use of the Town Council's Twitter or Facebook accounts (by staff members) ***must always accurately reflect*** the Council's position / decisions on any matter and in ***no circumstances*** must it be used to ***express personal opinion.***
n. ***If unsure, say nothing*** and ***seek clarification*** from the Town Clerk.

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Town Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

7. **Responsibilities**

The Town Clerk is the designated 'Council' owner of the Council Twitter feed and any other Social Media channels agreed by the Council.

Councillors may be officially appointed from time to time by the Council to assist the Town Clerk to disseminate information on the Town Council's Twitter feed during busy times or when the Clerk is absent to ensure the best use of the Twitter account. However, all must ensure they follow this policy. No account details may be changed without the permission of the Town Clerk.

The Town Clerk, Admin Support and Selected Councillors are permitted to operate a Stamford Town Council Twitter and Facebook account but must adhere to this policy.

Individual Councillors and Officers are at liberty to set up their own accounts but they should ensure they comply with this policy and ensure the 'personal view' disclaimer is used.

8. **Guidance for Councillors**

The Town Council encourages Councillors to keep residents informed of issues within the parish covered by Stamford Town Council and the use of social media can help with this, especially during official Council meetings.

Twitter is a quick and direct way of feeding concise updates about a meeting - these principles for members are aimed at the use of Twitter but are equally applicable to other forms of social media.

Below are some extra guidelines for councillors to consider for the use of social media during meetings:

a. Handheld devices and laptops are permitted (indeed encouraged) for use during meetings to allow environmentally friendly and effective communication. The use of such devices is intended to improve communication during meetings and must not interrupt or distract anyone taking part. Please ensure the volume on all electronic devices is turned to 'mute'.
b. Councillor's tweets / blogs during Council meetings should refer to the discussions which are taking place at the meeting; Tweeting / blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting.

DRAFT

c. Communications to Town Clerk for inclusion of items on social media.
d. Councillors have a responsibility to take Council business seriously and it is not appropriate for members to use social media to tease or insult other members. Parish residents expect debate and to be informed about council business, not witness petty arguments.
e. Remember that if you break the law using social media (for example by posting something defamatory), you will be personally responsible.

9. **Facebook Strategy**

Social networks are rapidly growing in popularity and are used by all ages in society. The most popular social networks are web-based, commercial, and not purposely designed for Town Council use and include sites like Facebook, MySpace and Bebo.

For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family. Such web sites provide a modern alternative means to communicate with residents of the town for the Town Council.

Facebook offers a rich platform allowing you to share unlimited content, including images and videos.

Example activity:

a. Share articles / blog posts / expertise
b. Start discussions and ask questions to encourage interaction
c. Create surveys to encourage participation from visitors
d. Upload images and videos
e. Generic news – what's happening in the area

One of the hallmarks of online networks is the ability to "friend" others – creating a group of others that share interests and personal news. Care should be exercised when accepting invitations to friend others within personal social networking sites. Friends will gain access to the Town Council's network of contacts on the site.

Good practice guidelines for the use of Facebook by the Town Council as a body or Councillors as individuals are:

a. As a Quality Town Council, Councillors and staff have a corporate professional image to uphold and how we individually conduct ourselves online impacts this image.
b. Remember that people classified as "friends" have the ability to download and share your information with others.
c. Post only what you want the world to see. It is not like posting something to your personal web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may continue to be available, even after it is removed from the site.
d. Do not disclose confidential matters or criticise Town Council policies or personnel.
e. Select and establish your profile's security and privacy settings carefully. At a minimum, all privacy settings should be set to "only friends". "Friends of friends" and "Networks and Friends" open the content to a large group of unknown people.
f. All activity on the Town Council Facebook page must follow the Town Council's agreed statement of purpose and outcomes for the use of the networking tool.
g. Do not post images that include young people without parental permission.
h. Pay close attention to the site's security settings and allow only approved personnel full access to the site.
i. Only add statements approved by either Full Council, a committee, the Mayor or the Town Clerk.
j. Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous at any time (even in a humorous or anecdotal manner).
k. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
l. Evaluate whether a particular posting puts your effectiveness at Stamford Town Council at risk.
m. To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programs and games.

DRAFT

n. Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
o. Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
p. If you find information on the social networking site that falls under the mandatory reporting guidelines then you must report it as required by law.
q. Ensure you keep yourself informed and cautious in the use of all new networking technologies.

10. Twitter Strategy

Twitter is a 'microblogging' platform which allows users to post short messages and converse with other users. Unlike email or text messaging, these conversations take place in the open and engage audiences in discussions about services, products and issues– connecting a vast amount of likeminded people in an often targeted and purposeful way.

Example activity:

a. Share relevant articles / blog posts / expertise
b. Start discussions and ask questions to encourage interaction
c. Link to Facebook content / surveys / pictures / videos
d. Follow and participate in discussions with other related tweeters
e. Comment on tweets and re-tweet other posts to build community
f. Offer relevant Q&A sessions
g. Provide information and news updates on Council activities
h. Disseminate information in emergency situations

Stamford Town Council's account will be set up to inform followers of related news, events, online facilities and other matters that may be of interest to residents of the community, local businesses and visitors to the area.

People following Stamford Town Council can expect tweets covering some or all of the following:

i. Updates on Council activities
j. Announcements about matters of importance to Stamford Parish residents and those who may be visiting or moving to the Stamford Parish
k. Requests for information and assistance
l. News about our online facilities
m. Re-tweets from organisations that we are following which meet our Twitter Policy

Following Twitter:

If you follow The Town Council on Twitter it will not automatically follow the person back and the right is reserved to block that person from following the Town Council. Being followed by us does not imply endorsement of any kind.

Stamford Town Council is unable to monitor Twitter 24/7, however it will endeavour to answer all sensible tweeted questions. Please be aware that due to privacy it may not be possible to answer all tweet questions.

Councillors are at liberty to set up their own accounts subject to following the guidelines. Key questions when tweeting are:

n. What do the followers really want to know?
o. When do they need to know it?
p. Why is the information you're sharing relevant?
q. Am I the most appropriate person to be responding to queries/commenting on tweets if it is a Council-related matter?

Keep the content valuable!

Negative comments should only be responded to with factual information and on-line arguments must always be avoided. In all cases of negative tweets, please remember it is the responsibility of the Town Clerk, Admin Support or Selected Councillors to respond (or otherwise)

DRAFT

11. **Other Social Media**

At this stage it is not intended to use any other forms of social media for official use by Stamford Town Council.

Councillors are entitled to use any form of social media they wish to but must abide by this policy at all times when so doing.

I hereby confirm that I have received this policy which forms part of the terms of my employment / code of conduct

Name	
Date Received	
Signature	
Counter Signature	

DRAFT

STAMFORD TOWN COUNCIL
INFORMATION AND COMMUNICATION
TECHNOLOGY POLICY

1. What is Information and Communication Technology?

Information and Communication Technology (ICT) is loose a term which is used to describe a wide range of tools and techniques, usually electronic in nature, which speed up and/or aid communication.

Stamford Town Council recognises the importance of embracing ICT in order to ensure that its customers benefit from efficient levels of service delivery.

The Council supports the Government's aim of improving electronic access to public services.

2. Aims

The aims of this policy are to:

a. facilitate the ongoing development of the efficient management and delivery of the Council's services;

b. provide opportunities for staff to acquire and develop core ICT competencies;

c. ensure that the Council's ICT systems are reviewed regularly and adjusted to meet new or changing need.

3. Management

The Town Clerk has overall responsibility for ICT and the implementation of this policy.

4. Technical Support

The Town Council shall appoint an independent and competent ICT support provider (currently SCIS, Lincoln) and will be subject to a 3 year review in order to confirm the service they provide meet service delivery needs.

5. Security

a. Individuals shall:

i. be responsible for the Town Council's user names and passwords;
ii. protect user credentials against misuse;
iii. not share or disseminate any user credentials with another person; only attempt to access ICT where permissions have been given;
iv. not misuse or alter the configuration or settings of any ICT;
v. not attempt to bypass or subvert ICT security controls;
vi. not leave a computer system open if it is unattended;
vii. operate a clear screen policy when you leave ICT unattended, for example by temporary "locking" the computer;

DRAFT

viii. protect all ICT portable media and devices at all times, when not in use they are to be secured within the fire proof storage within the Town Council offices;

b. All ICT media and portable devices used to process Council information shall be password protected and encrypted.

c. Staff will seek to prevent inadvertent disclosure of personal or sensitive information by avoiding being overlooked when working

d. Take care when printing information and by carefully checking the distribution list for any material to be transmitted.

e. Staff shall securely store or destroy any printed material which contains private information, sensitive disclosures or identifiable records or which is not for public circulation.

f. Staff and elected Members shall not introduce unofficial software, hardware, removable media or files without appropriate authorisation.

g. Staff and elected Members shall report any security incident or suspected security incident to the Town Clerk or Deputy as soon as is reasonably possible.

6. Hardware

Computers and peripherals
The Town Council's computer systems and computer peripherals will be subject to annual review in order to confirm that they are meeting service delivery needs.
All computers and computer peripherals will be listed and revisions / deletions will be assessed for replacement or upgrade over a maximum of a 3-year period.

7. Telephones and related systems

The Town Council currently utilises the telephone system supplied by Stamford Telephone Company within the office leasing agreement; this practice will be subject to annual review by the Finance Committee in order to confirm that this meets service delivery needs.

Facsimile and / or answer machines (or such combined units, where supplied) will be maintained within the Town Council office. Any information contained in outgoing messages (conveyed by the latter machine) will conform to national minimum standards with messages being clear and concise.

The Town Clerk has the discretion to engage providers of more cost-effective telephone network services.

Except in exceptional circumstances, use of the telephone, related and electronic communication systems for personal use must be authorised by the Town Clerk.

There is no foreseeable requirement to issue staff (other than the Town Clerk) with mobile phones.

All telephone and related systems will be assessed over a 3-year period and assessed for replacement / repair where necessary.

8. Audio-visual Equipment

The projector equipment is and remains the property of Stamford Town Council. The service and repair of such equipment is the responsibility of Stamford Town Council.

DRAFT

Any equipment service or breakdown issues must be reported to Stamford Town Council at the earliest opportunity.
Information pertaining to the operation of this equipment is displayed within the Town Hall

9. Software

The Town Council's Microsoft Office 365 Enterprise E5 computer software will be subject to annual review in order to confirm that it is meeting service delivery needs and demand.
In order to ensure adequate maintenance and development support, the Council shall normally avoid bespoke software packages.
The Town Council approved applications are:

a. word processing: Microsoft Word
b. spreadsheets: Microsoft Excel
c. database: Microsoft Access
d. publications: Microsoft Publisher
e. accounting: Sage

10. Internet access

The Town Council recognises that the Internet is a valuable information resource with the potential to improve the delivery of its services.

It is the Council's intention that its web site delivers its services within the spirit of the Government's 'E-Government Strategy'.

a. Access to the Internet must be approved by an authorised user - as appropriate, usually the Town Clerk or Deputy Town Clerk.
b. Access to the Internet for 'leisure' purposes is permitted during authorised break times.
c. Access for personal reasons is permitted in certain circumstances, however it is the responsibility of the 'user' to ensure no illegal or prohibited sites are accessed; should this happen by error a report should be immediately submitted to the Town Clerk / Chairman of the Council.

11. E-mail

The Council recognises that email is an increasingly popular, speedy and cost-effective method for communication and data transfer.

The Council requires that the Town Council office, has the capability of sending/receiving email messages and data.

Members of staff and authorised users shall ensure:

a. e-mail use must be lawful and inoffensive - and in accordance with the standards set out in this document;
b. they do not send personal or sensitive data over public networks such as the Internet unless an approved method of protection or encryption has been applied to it;
c. they check that the recipients of e-mail messages are correct so that personal, or sensitive information is not accidentally released into the public domain;
d. that personally owned email accounts are not be used to conduct Council business;
e. personal use of the Internet shall be reasonable, proportionate and occasional and shall not interfere with the performance of your role or the performance of the system;
f. they do not use Town Council e-mail address(es) to send personal emails unless the item is marked as 'personal' and the sender clearly identifies that such communication.

DRAFT

12. Unacceptable Use

Members of staff and authorised users shall ensure:

i. any security incident or suspected security incident to the Council as soon as is reasonably possible;

ii. they do not send personal or sensitive data over public networks such as the Internet unless an approved method of protection or encryption has been applied to it; they check that the recipients of e-mail messages are correct so that personal, or sensitive information is not accidentally released into the public domain; personally, owned email accounts shall not be used to conduct Council business;

iii. they do not communicate information via an ICT system knowing it or suspecting it to be unacceptable within the context and purpose for which it is being communicated;

iv. they do not process or access racist, sexist, defamatory, offensive, illegal or otherwise inappropriate material;

v. they do not carry out illegal, fraudulent or malicious activities;

vi. they do not store, process or displaying offensive or obscene material, such as pornography or hate literature;

vii. they do not annoy or harass another individual, for instance by sending chain letters, uninvited e-mail of a personal nature or by using lewd or offensive language;

viii. they do not break copyright;

13. Remote Access

The Town Council recognises that staff may need to work from remote locations from time to time. To address this issue, provision for remote access is available. Log on and password information will be issued to staff members. Staff members shall report any security incident or suspected security incident to the Town Clerk and the Council as soon as is reasonably possible.

14. Personal Data

Any member of staff processing personal data must comply with the eight enforceable principles of good practice (Data Protection Act 1988 & 2003).
These stipulate that data must be:

i. fairly and lawfully processed;

ii. processed for limited purposes;

iii. adequate, relevant and not excessive;

iv. accurate;

v. not kept longer than necessary;

vi. processed in accordance with the data subject's rights;

vii. secure;

viii. not transferred to countries without adequate protection.

15. Data Protection

a) Confidentiality

DRAFT

Passwords are to be used to restrict access to personal and/or confidential data. If there is any doubt about whether access to certain data should be restricted, guidance should be sought from the Town Clerk.

b) Viruses

All computers used to send/receive emails or to access the Internet must have recognised anti-virus software installed - such as Norton Anti-Virus or McAfee.

No disk, drive or memory stick from any external source shall be opened until it has been checked for viruses.

c) Back-ups

Three times a week, at least one back-up shall be taken of all current data files and taken off-site.

No data shall be stored in any internet storage areas (i.e. Cloud, Drive HQ, Drop Box, Spide Oak, Conclusions)

16. Training

The Council recognises that training staff using new technology products is essential. Therefore:

i. all users of IT office productivity facilities (such as word processing and spreadsheets) shall be given appropriate training;

ii. adequate training in the use of specialised or bespoke software packages will be given to all users of that software;

iii. training will be given to users of any new software as part of the implementation programme.

17. Awareness

Individuals shall make themselves aware of, and comply with, requirements and legislation regarding information security and data protection along with any other legal, statutory or contractual obligations identified by the Town Council.

18. Monitoring

The Town Council reserves the right to monitor or record all communication systems including email, electronic messaging and internet use. Records of activity may be used by the organisation for the following purposes

i. quality assurance
ii. conduct
iii. discipline
iv. performance
v. capability and/or criminal proceedings and any other purpose compliant with the regulatory and legislation framework in force and useful to support the Council's business activities.

19. Breaches of Policy

All Council employees have a contractual responsibility to be aware of and conform to the Council’s values, rules, policies and procedures. Breaches of policy may lead to disciplinary proceedings.

Individuals who fail to comply with the Councils policies and who are not Council employees may have their access to Council information and ICT revoked and such action could have impacts on contracts with third party organisations.

DRAFT

Date: 12/02/2018
Time: 13:12:44

Stamford Town Council

Page: 1

Day Books: Supplier Invoices (Summary)

PAYMENT SCHEDULE NO 10

Transaction From: 5618
Transaction To: 5753

Tran No.	Item	Type	Date	Supplier	Inv Ref	Details	Net Amount	Tax Amount	Gross Amount
5700	1	PI	01/01/2018	South Kesteven District Council	V. 416	Prade Waste Bin Qtr 4	32.50	0.00	32.50
5701	1	PI	31/01/2018	Restore Datashred	V. 417	Confidential Waste	64.63	12.93	77.56
5702	1	PI	31/01/2018	Lincolnshire County Council	V. 418	HS project to replace T/Bridge lanterns	3011.00	0.00	3011.00
5703	1	PI	24/01/2018	Harris McCormack Architects	V. 419	Architect Fees	761.10	152.22	913.32
5704	1	PI	03/01/2018	NPower	V. 420	Cemetery Elec.	12.32	0.62	12.94
5705	1	PI	30/01/2018	Hill-Fort Tree Care Ltd	V. 421	Removal of RLS X'mas Tree	120.00	24.00	144.00
5706	1	PI	01/02/2018	Patricia Stuart-Mogg	V. 422	Travel Expenses	147.50	0.00	147.50
5707	1	PI	29/01/2018	Custom Fencing Ltd	V. 423	Kissing gate	780.00	156.00	936.00
5708	1	PI	31/01/2018	Harrison and Dunn	V. 424	Hiviz Jacket, oil & Locks	67.29	13.46	80.75
5709	1	PI	01/02/2018	Custom Joinery Services	V. 425	Refurbishment of internal Stairs	3089.59	617.92	3707.51
5710	1	PI	01/02/2018	Daisy Updata Communications Limited	V. 426	Rec. Mobile	9.00	1.80	10.80
5711	1	PI	01/02/2018	EON	V. 427	Cec. Bandstand	7.97	0.40	8.37
5712	1	PI	22/01/2018	CGM Group (East Anglia) Ltd	V. 428a	Contract payment Cemetery	2899.42	579.88	3479.30
5713	1	PI	22/01/2018	CGM Group (East Anglia) Ltd	V. 428b	Contract payment Allotment	304.16	60.83	364.99
5714	1	PI	22/01/2018	CGM Group (East Anglia) Ltd	V. 428c	Contract payment Meadows	1801.37	360.27	2161.64
5715	1	PI	22/01/2018	CGM Group (East Anglia) Ltd	V. 428d	Contract payment Rec. Grd	6906.84	1381.37	8288.21
5716	1	PI	30/01/2018	CGM Group (East Anglia) Ltd	V. 429	Tree Work Rec	380.00	76.00	456.00
5717	1	PI	31/01/2018	Total Computers Networks Ltd	V. 430	Office 365 software update	114.24	22.85	137.09
5718	1	PI	30/01/2018	Smart Electrical Contractors Ltd	V. 431	Electrical Safety work - Shack	200.00	40.00	240.00
5719	1	PI	23/01/2018	Personnel Advice	V. 432	HR Advice	100.00	20.00	120.00
5740	1	PI	07/02/2018	Beebys Limited	V. 433	Town Hall Cleaning	457.50	91.50	549.00
5741	1	PI	05/02/2018	Stratus Hosting Ltd	V. 434	Broadband & Telephones	351.27	70.25	421.52
5752	1	PI	05/02/2018	South Kesteven District Council	V.435	SCF17 RLS toilets	30.00	0.00	30.00
5753	1	PI	09/02/2018	Broxap	V. 436	Replacement Tennis court nets	122.50	24.50	147.00
						Totals	21770.20	3706.80	25477.00

DRAFT