



Stamford Town Council

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

17 July 2019

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 23 July 2019 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,

A handwritten signature in black ink, appearing to be 'P. Stuart-Mogg', written over a white background.

Town Clerk



Stamford Town Council

TOWN COUNCIL MEETING TO BE HELD ON TUESDAY 23 JULY 2019 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 25 June 2019**
4. **Reports on Outside Bodies/Organisations**
 - a. *Lincolnshire County Councillors*
 - b. *South Kesteven District Councillors*
 - c. *Town Councillors on Outside Bodies*
 - d. *Stamford Ward Councillors*
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. **Notice of Motion to Change Standing Orders:**

That all committees consist of a maximum of seven councillors. The Committees to debate issues concerning the Council and make recommendations to the full Council. The minutes to go before full Council where any issue or any item on the agenda can be debated and changed by the majority vote then ratified by full Council. Signed by Cllr R Sandall, Cllr. H Bisnauthsing and Cllr A Croft
7. **TO APPROVE THE NEIGHBOURHOOD PLAN FOR PUBLIC CONSULTATION**

Presentation by Councillor David Taylor
8. **Events Committee Meeting**
 - a. *To approve the accuracy of the notes of the Committee meeting held on 01 July 2019*
 - 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.*



Stamford Town Council

9. **Planning Committee**

- a. *To approve the accuracy of the notes of the Committee meeting held on 02 July 2019*
- 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.*

10. **Amenities Committee Meeting**

- a. *To approve the accuracy of the notes of the Committee meeting held on 02 July 2019*
- 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.*

11. **Finance Committee Meeting**

- a. *To approve the accuracy of the notes of the Committee meeting held on 09 July 2019*
- 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.*

12. **Accounts for Payment and Subscriptions**

- a. *To approve the schedule of payments - No 4*

13. **Questions without discussion**

14. **Date of next meeting – Town Council Meeting Tuesday 27 August 2019 at 7pm**

17.07.19  Town Clerk

STAMFORD TOWN COUNCIL**MINUTES OF THE STAMFORD TOWN COUNCIL MEETING
HELD ON TUESDAY, 25 JUNE 2019 AT 7.00PM
IN THE TOWN HALL, STAMFORD**

PRESENT Councillor Miss B Griffin, Chairman (Town Mayor)
Councillor Ms M Couch, Deputy Chairman (Deputy Mayor)
Councillor H Bisnauthsing
Councillor M Exton
Councillor B Sandall
Councillor Mrs S J Sandall
Councillor J Dawson
Councillor Mrs S Sismore
Councillor B Turner
Councillor A Croft
Councillor S Carroll
Councillor D Dorson
Councillor Mrs M Pitt
Councillor Mrs A Wheeler
Councillor Mrs A Carter-Begbie
Councillor Mrs J Clarke
Councillor Mrs E Hooper
Councillor S Fenn
Councillor S Ford

ALSO PRESENT Town Clerk
Mr Stephen Graves, Project Lead, Stamford and Rutland Hospital Site Devl.
Councillor D Brailsford, LCC Stamford West
5 Members of public

PUBLIC PARTICIPATION:

Water Bottle Refill Points – A representative from Sustainable Stamford (Stamford Transition Town) reported that they were promoting water bottle refill points within Stamford where visitors and customers may refill their water bottles at a number of retail units free. This initiative is to assist and promote an eco-friendly means of reducing plastics and recycling. Cards with details of the refill points were circulated to the Council.

Stamford Hospital Site Development – Mr Stephen Graves updated the Town Council on the redevelopment of the Stamford and Rutland Hospital site. In preparation for development, a number of items of preliminary work were undertaken including – Archaeological work; a review of the relevant buildings on the site with Heritage England; reviews of land covenants together with discussions with Planners. The recent work included the consideration of all issues relating to all Trust owned sites and backlog maintenance. It was recognised that much of the site is very old, unused and not compliant with modern healthcare facility standards. Following the investigative work undertaken the Trust Board has agreed to sell off some of the excess land and focus on the East side of the site for the provision of clinical services. The Trust wishes to ensure that there is sufficient space retained for expansion of radiology services and redevelopment of the procedure rooms. A plan for car parking on site is being explored to enable the release of space of part of the site and releasing the Trust of considerable backlog maintenance risk. The Trust has appointed a team to progress the sale of the land identified, seeking interest from the public and private sector market, in line with statutory requirements to support the Trust to achieve its aims. Following a question and answer session, it was clear that Lakeside had taken the decision not to bid due to potential historic artefacts underground. There may be a need to demolish the Fever Wards in order for the creation of more procedural rooms, however the Van Geest unit is to be retained as it is a relatively

new building. The intention of the Trust is to ensure that the potential of expansion is embraced within the redevelopment of the site, however everything is finely balanced. It was agreed that the reports on the Archaeological survey and on the history of the Fever Wards would be circulated to the Town Council. The Chairman Councillor Miss Griffin thanked Mr Graves for his brief on the plans for the Stamford Hospital site.

Mr. S asked whether the initial booking he had made to use the Town Hall for the PPG could be transferred to him under 'People Matter'. The Town Clerk advised that the booking had been confirmed and paid for by the PPG and Mr. S would need to submit a new request for consideration.

Formal meeting commenced 7.30pm

72. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillors Mrs G Johnson and D Taylor submitted his reason for absence.

Proposal 1 - It was proposed by Councillor Dorson seconded by Councillor Mrs Sismore and unanimously **RESOLVED** the reasons are noted and accepted.

Councillor M Lee, SKDC Leader and Councillor R Foulkes, LCC Stamford East also submitted their apologies for absence.

73. DECLARATION OF INTEREST (Agenda Point 2)

Councillors M Exton, and H Bisnauthsing declared a Personal Interest in respect of any discussions related to planning as they are on the SKDC Development Management Committee.

Councillor Mrs Pitt also declared a Personal Interest in respect of any discussions relating to the PPG for which she is the Treasurer and Friends of Stamford Hospital on which she is a Committee member.

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

Chairman Councillor Miss Griffin declared a Personal and Prejudicial interest in respect of item 10485 relating to her travel expenses.

74. MINUTES (Agenda Point 3)

The notes of the Town Council meeting held on Tuesday, 21 May 2019 had been circulated.

Adjustment item 24 – It was noted that there had been an omission on the Events Committee which should include Councillor S Fenn.

It was proposed by Councillor Dorson, seconded by Councillor Croft and **RESOLVED** by majority vote that these minutes are a true and accurate reflection of the Town Council Meeting held Tuesday, 21 May 2019 and be signed by the Chairman. There were two abstentions.

75. REPORTS ON OUTSIDE BODIES / ORGANISATIONS(Agenda Point 4)

- a. *Lincolnshire County Council* – Councillor Brailsford reported that following the request at the last meeting to examine the leaning wall along Casterton Road an investigation has been undertaken and an order for works has been submitted. It was confirmed that Ofsted had graded Lincolnshire Children Services as outstanding and the result on Adult Services is still awaited. Remedial repairs are being undertaken along Horseshoe Lane and the resurfacing work along Sydney Farm Lane and Casterton Road will be addressed in due course. The matter of Residents Parking is being progressed with the District Council through Councillor Bisnauthsing. Any consultation would be processed and managed by the District Council. There was concern expressed over the restrictions being placed on road-side parking which impacts visitors coming to the town. There was a question

raised as to whether the double yellow lines along Barnack Road which are not being enforced encouraged cars to park on the verge. Could the double yellow line therefore be removed? It was also requested whether during the Burghley Horse Trials the traffic management could consider traffic exiting Water Street? There was a request that highway trees along the footpath be assessed as some branches are very low. The crowns need raising and risings especially along Rhyall Road need urgent attention.

b. *South Kesteven District Council* – No reports received

c. *Town Councillors on Outside Bodies:*

- i. **United Charities** - Councillor Dawson expressed concern that he had not been forwarded the meeting details for the Municipal Almshouses and Winifred Brownes despite them having been informed of his contact details. This matter is being pursued. Councillor Dawson also wished to alert members that any work in respect of the War Memorial may take some time due to the process involving English Heritage.
- ii. **Truesdale Hospital** – The Town Clerk informed the Council that in respect of this charity the current nominated Trustee had been from the District Council but a preference had been expressed that it should be from the Town Council. This has now been approved and a nomination is required from the Town Council.

Proposal 2 – It was proposed by Councillor Mrs Wheeler, seconded by Councillor Turner and unanimously **RESOLVED** that the Nominated Trustee to Truesdale Hospital is Councillor Harish Bisnauthsing.

- iii. **Youth Council** – There was discussion as to whether the Town Council would like to appoint a councillor to encourage students to be more involved and hold their youth council meetings at the Town Hall. It was recognised that this has been done in the past but the enthusiasm from the schools had waned. Councillor Mrs Wheeler was very interested in pursuing and developing this with schools.

Proposal 3 – It was proposed by Councillor Mrs Wheeler, seconded by Councillor R Sandall and unanimously **RESOLVED** that Councillor Wheeler is nominated to invite schools into the Town Hall and to develop their understanding of Council operation.

d. *Stamford Ward Councillors:*

- i. **New College Stamford** - Councillor Dorson informed the Council that recently a number of Town Councillors had attended the awards ceremony at Stamford College and it was clear that the College has moved forward developing its facilities significantly.
- ii. **Welland Academy** – The Chairman Councillor Miss Griffin stated that she had attended the award ceremony at Welland Academy which unfortunately was on the same night. The speaker on the night was the Chairman of the Model Railway Club who was inspirational. She wished both the school and students all the best in the light of the recent press reports in respect of the vandalism experienced.

76. TOWN CLERK'S REPORT(Agenda Point 5)

- 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. *Appointed Committees* - The Committee membership list has been circulated. It was pointed out that as there were some vacancies on some of the Committees some Councillors have asked whether they could be on two Committees which is in line with the Council's Terms of Reference. It was noted that Councillor Harrish Bisnauthsing has been added to the Planning Committee as well as being on the Finance Committee, Councillor Sheila Sismore has been added to the Amenities Committee as well as being

- on the Finance Committee. Councillor John Dawson has stepped down from the Finance Committee as due to business commitments he is unable to be on two Committees but would remain on the Amenities Committee. He has been replaced by Councillor David Taylor on the Finance Committee. All Councillors were reminded that they could attend any of the Committee meetings however only Committee members are able to vote.
- ii. *Mayor's Charity Account* – The final balance statement of the Mayor's Charity Account had been circulated for information. A presentation is due to be scheduled to present the funds to the three charities.
 - iii. *Longhurst Group* – Notes of the meeting held on 11 June 2019 were circulated and Councillors were reminded that the information was confidential.
 - iv. *Newsletter Editorial Team* – The draft of the Newsletter which is due for publication was circulated. It was noted that Councillors Croft and Ford are to meet with the Civic Officer to finalise the proof for publication.
 - v. *Stamford in Bloom Photographic Competition* – The Council were reminded that a member of the Council is to be nominated on the judging panel of the entries on the 8th July at 2pm in the Town Hall. Following discussion Councillor Exton and Councillor R Sandall had offered to be part of the panel. Both were accepted by the Town Council.
Action: Town Clerk
 - vi. *Festival Open Day 22 June 2019* – The Town Clerk thanked all Councillors who were able to help on the day. Unfortunately, there were again very few visitors on the day and the Town Council may wish to reconsider whether they wish to keep the Town Hall open during the Stamford Festival. Councillor Mrs S J Sandall confirmed that there were only four visitors during the whole of the day and this would be reviewed by the Finance Committee due to the cost implications.

Proposal 4 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the Finance Committee review the position of opening the Town Hall during the Stamford Festival weekend and make a recommendation to the Town Council. **Action:** Town Clerk

Councillor R Sandall informed the Council that previously all members of the Council used to be invited on the balcony of Browne's Hospital during the parade of floats. It was noted that some members of the Council were present and it was requested that the Town Clerk sends a letter to the Festival Committee enquiring as to why this cannot be continued, especially as the Town Council support the Kiwanis and the Lions with substantial financial assistance during the weekend. The Deputy Town Clerk advised that she is also the Chairman of the Festival Committee and she informed the Council that the event organised at Browne's Hospital is a Judges Reception and over the past twenty years the Mayor and Deputy Mayor receive an invitation as Honorary guests. There are a couple of other Council members who are Directors and are invited automatically. The Council's support is appreciated but the funds are directed to the Kwanis and Lions and not the Stamford Festival Ltd which is a company in its own right. The Judges Reception is funded through the small budget of the Festival Committee. There was further comment by Councillor R Sandall that there has been feedback that there are very few people now in attendance on the balcony and it was considered that the Town Council should be invited as a courtesy. There was opinion that the letter should be worded in a gentle tone as not all members wished to attend

Proposal 5 – It was proposed by Councillor R Sandall, seconded by Councillor J Dawson and **RESOLVED** by majority vote that a courteous letter is sent to the Festival Committee asking whether the Town Council may be invited to the Judges Reception. There were nine votes in Favour, six votes Against and four Abstentions.

- vii. *Town Hall Tours* – The Town Clerk informed the Council that following the adjustment made to staff lunch hours, the Town Hall Tours have been adjusted accordingly. From

the end of June there will be two tours: one at 11am and one at 1.30pm. All guides are aware, and the Tourist Information Office has also been informed of the amended times. This was noted.

- viii. *Twining Reception 01 July 2019* – All Councillors were reminded that they should inform the Civic Officer whether they will be attending. The Twining Association make the arrangements using a small budget and it would be courteous to provide them with correct numbers.

77. EVENTS COMMITTEE(Agenda Point 6)

- a. Councillor D Dorson presented that the notes of the Events Committee meeting of Monday, 03 June 2019 are a true and accurate reflection of the proceedings.
- b. *Matter for discussion:* Councillor Croft enquired as to the arrangement for the Tourism Working Group. It was noted that the Events Committee members considered that the meetings should be rotated around the Events Committee members and convened once a month on a Wednesday morning. Following discussion, it was considered that the membership should be open to all members of the Town Council.

Proposal 6 – It was proposed by Councillor R Sandall, seconded by Councillor A Croft that item 32 vii within the Events Committee notes is withdrawn and discussed as part of item 11 of the Town Council agenda.

- c. It was proposed by Councillor D Dorson seconded by Councillor A Croft and unanimously **RESOLVED** that Minutes of the 03 June 2019 with the acts, proceedings and recommendations of the Events committee are approved subject to the removal of item 32vii.

78. PLANNING COMMITTEE(Agenda Point 7)

- a. **Councillor S Carroll confirmed that the notes of the Planning Committee meeting of Tuesday, 04 June 2019** are a true and accurate reflection of the proceedings.
- b. *Matter for discussion:* The Town Clerk advised that no decisions can be made on items that are not related to the agenda and no proposals should be made under 'Any Other Business'. The Chairman Councillor Miss Griffin also confirmed that the proposal would be in breach of Data Protection.
- c. It was proposed by Councillor S Carroll, seconded by Councillor Mrs M Pitt and **RESOLVED** by majority vote that Minutes of the 04 June 2019 with the acts, proceedings and recommendations of the Planning Committee are approved, subject to the removal of item 43d and proposal. There were three Abstentions.

79. AMENITIES COMMITTEE(Agenda Point 9)

- a. Councillor B Turner confirmed the notes of the Amenities Committee meeting of Tuesday, 04 June 2019 are a true and accurate reflection of the proceedings.
- b. **Matter for discussion:** The Town Clerk observed that the item related to the Tennis Club needed to be moved to correspondence item 52 civ as it was raised by Councillor Bisnauthsing who left the meeting at 8.55pm. This was noted and agreed.
- c. It was proposed by Councillor B Turner, seconded by Councillor D Dorson and **RESOLVED** by majority vote that Minutes of the 04 June 2019 with the acts, proceedings and recommendations of the Amenities committee are approved. There was one Abstention.

80. FINANCE COMMITTEE (Agenda Point 10)

- a. Councillor Mrs S J Sandall presented that the notes of the Finance Committee meeting of Tuesday, 11 June 2019 including the pink paper are a true and accurate reflection of the proceedings
- b. **Matter for discussion:**
 - i. *Attendance* - It was noted that Councillor D Taylor was present at the meeting.
 - ii. *Staff Appraisals* – Councillor Mrs S J Sandall, Chairman of the Finance Committee informed the Council that appraisals had been conducted with all staff, which had been very positive. In light of the staff adjustments – the reduction of hours by one member of staff and the appointment of a new member of staff - it was welcomed that the job descriptions be reviewed. The new recruit, Mrs Coral Johnson-Veale, has accepted the post and will commence her employment with the Town Council at the end of July 2019 and be subject to a six months' probation period.
- c. It was proposed by Councillor Mrs S J Sandall, seconded by Councillor R Sandall and **RESOLVED** by majority that Minutes with the pink paper of the 11 June 2019 with the acts, proceedings and recommendations of the Finance Committee are approved. There were two Abstentions.

81. TO CONFIRM THE WORKING GROUP MEMBERSHIP (Agenda Point 11)

Councillor R Sandall informed the Council that he considered that the membership for the two Working Groups Tourism and Policy Scrutiny should comprise three members from the members of the Town Council and not just solely from the Events Committee. However, any Councillors may participate in these meetings but the notes for the Tourism Working Groups will come back to the Events Committee and the notes of the Policy Scrutiny will come back to the Finance Committee. Following discussion, it was recognised that the Tourism Working Group would be convened on a Wednesday during the day and the Policy Scrutiny Working Group will meet as required during the year.

Proposal 7 – It was proposed by Councillor R Sandall, seconded by Councillor B Turner and unanimously **RESOLVED** that the membership of both the Tourism Work Group and the Policy Scrutiny Work Group comprise of three members from the Town Council.

Proposal 8 – It was proposed by Councillor B Turner, seconded by Councillor Mrs A Wheeler and unanimously **RESOLVED** that the Tourism Working Group would comprise of Councillors Mrs Sheila Sismore, Andrew Croft, and Mrs Angela Carter-Begbie.

Proposal 9 – It was proposed by Councillor Mrs A Wheeler, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the Policy Scrutiny Working Group would comprise Councillors Harrish Bisnauthsing, John Dawson and Bill Turner

The schedule of meetings for these two working groups will be drafted prior the next Town Council Meeting in July.

82. TO APPROVE DIGITAL CIRCULATION OF AGENDA PACK AND SUPPORTING PAPERS (Agenda Point 12)

Councillor R Sandall informed the Council that the implementation of digital agenda packs is operating well. He suggested that if any Councillor wished a paper copy that should be made available, but that they collect it from the Town Hall to save Council postage as sometimes these are hefty documents. There was a request as to whether tablets or digital devices could be brought in to the Chamber. The Chairman Councillor Miss Griffin stated it would be preferred if this was left for a couple more meetings before taking a final decision

Proposal 10 – It was proposed by Councillor R Sandall, seconded by Councillor D Dorson and unanimously **RESOLVED** that with immediate effect all agenda packs are to be circulated digitally and paper copies be made available for collection from the Town Hall.

9.00pm - It was proposed by Councillor Bisnauthsing and supported by the Chairman Councillor Miss Griffin the meeting continues in order to complete the business on the agenda. This was unanimously agreed.

83. TO REVIEW SUPPORT DEPUTY MAYORAL ROLE (Agenda Point 13)

The Chairman Councillor Miss Griffin welcomed the Deputy Mayor Councillor Ms Couch to the meeting following her recent operation. The Chairman wanted to establish a protocol to be in place in case Councillor Couch was unable to attend any scheduled occasions. Councillor Griffin advised that the agreed Civic Protocol was that any invitation would go to the next Senior Former Mayor who was Councillor Bisnauthsing. The Town Clerk advised that a Civil Protocol was in place to address any invitations in the event that the Mayor or Deputy Mayor were unable to attend an event. Following discussion, it was noted that as Councillor Exton was Consort to the Mayor any invitation would go to the next subsequent Former Mayor. This was noted.

84. ACCOUNTS FOR PAYMENT(Agenda Point 14)

Schedule no. 3 (transactions 10423. to 10512) and had been circulated for consideration.

Councillor Dawson enquired as to the level of the cost for the trade waste. The Town Clerk advised that the charge was for the cost of collection of waste not only from the Town Hall but also included that at the Cemetery, the Meadows and Recreation Ground.

Councillor Turner queried the cost for the cleaning of the Town Hall windows. The Town Clerk advised that the charge was for cleaning the inside and outside of the windows of the Town Hall on one occasion.

Proposal 11 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor R Sandall and unanimously **RESOLVED** that schedule No. 3 is agreed and approved for payment.

85. QUESTIONS WITHOUT DISCUSSION(Agenda Point 15) - None raised

86. NOTICE OF MOTION TO CHANGE STANDING ORDERS (Agenda Point 16)

That all Committees consist of a maximum of seven councillors. The Committees to debate issues concerning the Council and make recommendations to the full Council. The minutes to go before full Council where any issue or any item on the agenda can be debated and changed by a majority vote, then ratified by full Council. Proposed by Cllr R Sandall, Seconded by Cllr. H Bisnauthsing

It was observed by Councillor Turner that the Notice of Motion only had two names and not three names of Councillors. Councillor R Sandall stated that there had been three Councillors supporting the Notice of Motion but recommended that this item is deferred to the next Town Council meeting. Councillor Mrs Carter-Begbie suggested that there should be no need to exceed the agreed level of seven on any Committee. Councillor Croft supported that suggestion and it complied with the requirement of the legal quorum.

Proposal 12 – It was proposed by Councillor R Sandall, seconded by Councillor B Turner and unanimously **RESOLVED** that the Notice of Motion is deferred to the next Town Council meeting.

87. TO CONFIRM THE RESPOSIBILITIES OF THE CHAIRMAN OF COMMITTEES AND IMPORTANCE OF TRAINING FOR ALL COUNCILLORS (Agenda Point 16)

The Chairman Councillor Miss Griffin outlined the importance of training for all Councillors and refreshers for Councillors. A Training schedule would be included on the back of each Town Council agenda to ensure that all Councillors are aware of availability. It was also important for all Chairman to attend the relevant training to ensure they are aware of the responsibilities within their

roles and remit. The Town Clerk advised that all Councillors had been circulated with the latest schedule and encouraged Councillors to attend training sessions. As the Town Council is a local authority whose decisions are subject to judicial review, it is important that all Councillors and Chairman are aware of the legitimacy of their decisions.

88. TO CONSIDER GOING INTO CLOSED SESSION (Agenda Point18)

Councillor Turner asked whether this matter could be deferred to the next meeting. The Chairman Councillor Miss Griffin appreciated the lateness of the hour but considered that this was an important matter that required frank discussion.

Proposal 13 – It was proposed by Councillor Miss Griffin, seconded by Councillor Mrs Pitt and unanimously **RESOLVED** that the Council should resolve to go into closed session to allow open and frank discussion on abiding and upholding of the Council's Code of Conduct.

The Chairman Councillor Miss Griffin confirmed in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the sensitive nature of the business to be transacted, the meeting would continue in closed session during consideration of the next item to allow open and frank discussion.

The Deputy Town Clerk and the public and press left the meeting.

The meeting proceeded in Closed Session at 9.25pm.

The meeting resumed in Open Session 9.50pm

During the discussions it was noted that there had been two complaints in respect of the Co-option process and of Councillors abiding by the Code of Conduct. It was noted that consultation had been carried out with Lincolnshire Association of Local Councils and the Legal Officer of the District Council. It had been determined by the Town Council that the process was open and there was no case to answer. The Co-option procedure had been openly conducted with all Councillors having a free vote. In respect of alleged breaching of the Code of Conduct there appeared no case to answer but this was being duly investigated by the Legal Officer at the District Office. However, the lesson taken from this matter was that all Councillors need to be careful as to, in what manner, and how they express themselves. Comments made apparently in jest may be received very differently by the individuals on the receiving end of such comments.

Chairman

(The meeting closed at 9.55p.m.)

STAMFORD TOWN COUNCIL**MINUTES OF THE EVENTS MEETING
HELD ON MONDAY, 01 JULY 2019 AT 6.00PM
IN THE TOWN HALL, STAMFORD**

PRESENT Councillor Breda-Rae Griffin (Town Mayor) Arrived 6.05pm
Councillor Maxine Couch (Chairman)
Councillor Dave Dorson (Vice Chair)
Councillor Amanda Wheeler
Councillor Angela Carter-Begbie
Councillor Shaun Ford
Councillor Simon Fenn

ALSO PRESENT Mrs Sarah Dorson – Deputy Town Clerk

PUBLIC PARTICIPATION – None

90. APOLOGIES FOR ABSENCE (Agenda Point 1)

None

91. DECLARATIONS OF INTEREST (Agenda Point 2)

None made.

92. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Monday, 03 June 2019, were confirmed and signed as a true record of the meeting.

93. TO FINALISE PROGRAMME ARRANGEMENTS FOR MUSIC ON BANDSTAND, SUNDAY 14 JULY 2019 (Agenda Point 4)

- i. To consider marquee requirement* – It was noted that the marquee was not required for this event.
- ii. To confirm the booking of Entertainment* - It was confirmed that the band Mullered at the Mill would be playing at the event. This band is a cover band performing songs from the Kinks, The Beatles, The Rolling Stones, Van Morrison, Elvis, Stereophonics, Fratellis, Robbie Williams, Bon Jovi, Kings of Leon and more. The band does have a following which is expected to increase the footfall to the event. The event will be running from 2pm to 4pm with the option of the band playing longer if requested as the TENS licence is from 12pm to 8pm. It was also noted that the band will supply the PA system and only require power for the event.
- iii. To consider the food and refreshment* – It was confirmed that the bar would be supplied by James Bagley and the food would be supplied by Gordon Frisby.
- iv. To confirm publicity arrangement and poster*- A design for the event was supplied by Councillor Ford and the Mullered in the Mills own poster was supplied by Councillor Couch. Discussions ensued over the colour and style of the design and it was agreed that the poster will be on a blue background with a guitar motif and the Bandstand and crowd in the foreground. The committee agreed that the design would be approved by the chairman and sent to the Deputy Town Clerk to print. It was agreed that 30 A4 posters and 40 A5 posters would be printed in house and distributed by the committee. The Committee viewed the banner and agreed for it to be installed at the Town Hall and the Bandstand, it was confirmed this would take place on Wednesday after the Judging of Stamford in Bloom.

- v. *To confirm the members working on the day* – It was confirmed that all committee members would be required to work the full event. Councillor Wheeler stated that unfortunately due to work commitments she was unable to attend, the committee confirm that they all would be in attendance and wished for the Town Clerk to work the event and the Deputy Town Clerk would work from 2pm till the end of the event due to previous commitments.
- vi. *To confirm event plan details* – It was confirmed that the band will set up from 12pm and the other traders would be required from that point to enable the event to be set prior to the audience attending. Councillor Dorson will be responsible for the bollards and Bandstand keys for the event; he will also escort the vehicles on site. Following discussions, the committee agreed that no extra first aid provisions were required as staff members and some Councillors were already trained and as the event was expected to be below 300 people in attendance therefore, extra first aiders would not be required.

94. TO EXAMINE BUDGET 2019/20 STATUS (Agenda Point 6)

The Committee reviewed the income and expenditure of the committee so far, this financial year. The committee requested that future reports include the committee's income and expenditure against the budget and accumulative spend and show the remaining budget. The Deputy Town Clerk explained that this may be possible to print straight from SAGE and would be looked into as this has only just been taken in house and the possibilities of the system are still being learnt, if this is not possible a separate report could be drafted. **Action: DTC/TC**

95. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point7)

- i. *Sunday 27 October 2019 Stamford Spooktacular* – It was confirmed that the Chair and Deputy are in talks with Friends of Stamford and Rutland Theatre for the entertainment; a meeting is being arranged for the end of the month.
- ii. *Sunday 24 November 2019 Christmas Festival* – It was confirmed that all members of the committee are required to work the event all day, starting at 6am till the event has been completely cleared. It was noted that everything was booked for the event. Following discussions, it was agreed that fireworks would be looked into with RAF Wittering being contacted and Georgian Festival to ascertain if it is possible and the potential costings which would be reviewed by the committee. **Action: DTC/TC**
- iii. *Sunday 08 December 2019 Festive Carols on the Bandstand* – It was confirmed that the Chair and Deputy are in talks with Friends of Stamford and Rutland Theatre for the entertainment; a meeting is being arranged for the end of the month. Following discussions, it was agreed that Councillor Carter-Begbie would contact the schools and colleges to see if they would also be interested in performing at the event. It was also agreed that the event would start from 4pm so it would be starting to get dark during the event; it was advised that there is no lighting at the Bandstand and this would need to be provided. **Action: Cllr Carter-Begbie**

**96. DATE OF NEXT MEETING: (Agenda Point 7) – Monday, 05 August 2019 at 6.00pm
Chairman - (The meeting closed at 6.57pm)**

STAMFORD TOWN COUNCIL**MINUTES OF THE PLANNING MEETING
HELD ON TUESDAY, 02 JULY 2019 AT 6.00PM
IN THE TOWN HALL, STAMFORD**

PRESENT Councillor Steve Carroll (Chairman)
Councillor Breda Griffin (Town Mayor)
Councillor Julie Clarke
Councillor Shaun Ford

ALSO PRESENT Richard Tracey – Administration Officer

97. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor Bisnauthsing, Councillor Hooper, Councillor Croft and Councillor Pitt submitted their reasons for absence. The reason was noted and accepted.

98. DECLARATION OF INTEREST (Agenda Point 2)

Councillor Carroll declared a Personal and Prejudicial interest in application S19/1133 as he is the applicant and application S19/1067 as he lives adjacent to the site.

99. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on Tuesday, 04 June 2019 were confirmed and signed as a true record of the meeting.

100. PLANNING APPLICATIONS (Agenda Point 4)

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

7.00pm Cllr Carroll (Chairman) left the meeting during the discussions of application S19/1133 and Cllr Griffin (Town Mayor) was elected to take the chairmanship in the absence of the Deputy Chairman.

7.10pm Cllr Carroll (Chairman) returned to the meeting.

101. CORRESPONDENCE (Agenda Point 5)

- a. *Notification of Planning Appeal against refusal of planning permission S18/1753 for 'Erection of two storey extension following the demolition of an existing single storey extension, replacement dormer windows and alterations' and S18/2017, Listed building consent for the above, at 24 St Leonard's Street, Stamford PE9 2HL – noted by Committee.*
- b. *Notification of Planning Appeal against refusal of planning permission – S19/0159 'Erection of a single storey dwelling' at 66 Rutland Road, Stamford PE9 1UW – noted by Committee.*

- c. *Notification of Definitive Map Modification Order 1992 Stamford – Addition of a Footpath between Cherryholt Road and Priory Road via the North Bank of the River Welland – noted by Committee.*
- d. *Notification under the Electronic Communications Code (Conditions & Restrictions) Regulations 2003 (As Amended) to Utilise Permitted Development Rights at CTIL107973_TEF2327_VF4404 Stamford College, Drift Road, Stamford Lincolnshire PE9 1XG. The proposed installation comprises – The removal and replacement of 3 antennas, installation of 3 antennas – all mounted on existing support poles, thus allowing the installation to be upgraded to provide 5G services and avoids the need for an additional installation – noted by Committee.*

102. ANY OTHER BUSINESS (Agenda Point 6)

None

103. DATE OF NEXT MEETING (Agenda Point 7) Tuesday, 06 August 2019 at 6.00pm.

Chairman

(The Meeting closed at 19.24pm)

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
20-05-19	04-06-19	S19/0899	Erection of replacement signage consisting of 2x non-illuminated logo lettering and internally illuminated ATM surround Unit 1, St Michael's Church, High Street	Advertisement Consent	Nationwide Building Society Unit 1, St Michael's Church, High Street, Stamford PE9 2AW	No objection subject to neighbours' amenities being respected. Concerns over illuminated signage on the High Street.
22-05-19	04-06-19	S19/0920	Listed Building Consent for works relating to repositioning of downpipe 8 Bath Row, Stamford PE9 2QU	Listed Building Consent	J Armstrong C/o The Agent, Harris McCormack Architects, ArcHaus, Peterborough Road, Wansford PE8 6JN	<i>Application withdrawn 13/06/19 before STC Planning Committee held</i>
28-05-19	05-06-19	S19/0957	Proposed demolition of existing asbestos sheet pitch roof over partial area to rear of butcher's shop. Proposed replacement flat roof and refurbishment of existing flat roof and new access door to allow flat roof maintenance/repair 8 Red Lion Square, Stamford PE9 2AJ	Listed Building Consent	Mr Mick Ford Nelson's Butchers Ltd, Sandall House, Stamford Road, Barnack PE9 3EZ	No objection subject to neighbours' amenities being respected. All materials should be sympathetic with the Conservation Area. Defer to SKDC Conservation Officer.
04-06-19	06-06-19	S19/0722	Erection of single storey extensions and partial conversion of garage 3 Barnack Road	Householder	Mr & Mrs R Stoddart 3 Barnack Road, Stamford PE9 2NA	No objection subject to neighbours' amenities being respected. Materials should be in keeping with the area.
24-05-19	10-06-19	S19/0945	Approval of details reserved by condition 3 (Materials) of planning approval S18/2317 10 Tinwell Road	Discharge of Conditions (Planning)	Mr Matthew Rudkin 10 Tinwell Road, Stamford PE9 2QQ	Defer to SKDC Case Officer

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
03-06-19	11-06-19	S19/0984	Increase the size of existing window Central Tea Rooms, 7 Red Lion Square	Full Planning Permission	Mr H Octe Central Tea Rooms, 7 Red Lion Square, Stamford PE9 2AJ	No objection
04-06-19	11-06-19	S19/0999	Installation of new non-illuminated main fascia signage and hanging sign with redecoration to the existing shopfront Qs, 6 High Street, Stamford PE9 2AL	Advertisement Consent	Ms Liz Houghton Mint Velvet, St John's Place, Easton Street, High Wycombe HP11 1NL	No objection subject to neighbours' amenities being respected. All materials should be sympathetic with the Conservation Area and essential to follow the colours in the Shopfront Guide. Defer to SKDC Conservation Officer.
06-06-19	13-06-19	S19/1018	Removal of projecting casement window and replace with sliding sash windows 11 All Saint's Street, Stamford PE9 2PA	Householder	Mr Michael Ford Fordson Developments Ltd, Sandall House, Stamford Road, Barnack PE9 3EZ	Defer to SKDC Conservation Officer. Concerns over removal of projecting window with regard to Article 4.
28-05-19	17-06-19	S19/0958	Internal alterations to convert two flats to one flat 10 Red Lion Street, Stamford PE9 1PA	Listed Building Consent	Mr Alex Pistolas 8 Sheepmarket, Stamford PE9 2QZ	No objection. All materials should be sympathetic with the Conservation Area. Defer to SKDC Conservation Officer.
03-06-19	18-06-19	S19/0988	Submission of details in connection with condition 3 of S19/0019 Whincups Yard, Wothorpe Road	Discharge of Cond(s) Listed Building	Mr C Royce Whincups Yard, Wothorpe Road, Stamford PE9 2JR	Defer to SKDC Case Officer
06-06-19	18-06-19	S19/1022	Approval of details reserved by Condition 3 (Archaeology) of planning permission S18/2216 32 Adelaide Street, Stamford PE9 2EN	Discharge of Conditions (Planning)	Mr P Lambert 30 East Bank, Tallington Lakes, Barholm Road, Stamford	Defer to SKDC Case Officer

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
14-06-19	20-06-19	S19/1089	Erection of single storey extensions to side rear of dwelling following demolition to garage 15 Roman Bank, Stamford PE9 2SS	Householder	Mrs Sally Courtnade C/o The Agent, Harris McCormack Architects, ArcHaus, Peterborough Road, Wansford PE9 1QB	No objection subject to neighbours' amenities being respected.
10-06-19	21-06-19	S19/1043	Alterations to a Listed Building including in filling extension to rear, internal alterations, opening lights to existing rooflight and increasing patio area 8 Bath Row	Listed Building Consent	Ms Jill Armstrong 8 Bath Row, Stamford PE9 2QU	<i>Application withdrawn 01/07/19 before STC Planning Committee held.</i>
11-06-19	21-06-19	S19/1057	Section 73 application for variation of Condition 2 (approved plans) of S17/1228 8 Bath Row	Listed Building Consent	Ms Jill Armstrong 8 Bath Row, Stamford PE9 2QU	Defer to SKDC Case Officer
11-06-19	21-06-19	S19/1076	Section 19 application for the removal of Condition 3 (Ventilation Pipe) of Listed Building Consent S18/1545 Kings Mill, St Peter's Vale	Listed Building Consent	Mr Kester Lees Kings Mill, St Peter's Vale, Stamford PE9 2QT	Defer to SKDC Case Officer and Conservation Officer
24-06-19	25-06-19	S19/0867	Lawful development certificate for the conversion of roof space and insertion of two rooflights 18 Alexandra Road	Lawful Development (Proposed)	Ms N Moody 18 Alexandra Road, Stamford PE9 1QR	No objection subject to neighbours' amenities being respected. Materials should be in keeping with the area.
17-06-19	25-06-19	S19/1095	Erection of single storey extension and alterations 78 Elizabeth Road	Householder	Mr Mark Bryan 78 Elizabeth Road, Stamford PE9 1HY	No objection subject to neighbours' amenities being respected.

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
18-06-19	25-06-19	S19/1111	Non-material amendment to planning approval S19/0021 to alter the positioning of bi-fold doors and alter roof lantern design 14 Hereward Place, Stamford PE9 2JS	Non-material amendments (Householder)	Mr Slipper 12 North Street, Bourne PE10 9AP	No objection subject to neighbours' amenities being respected.
11-06-19	27-06-19	S19/0848	Change of use of 28A and 28B St Mary's Street to reinstate domestic use. Proposed scheme includes both internal and external alterations to 28B. Alterations which apply to 28A are minor works only, which include updating modern fittings i.e. bathrooms and kitchen, including decoration of walls and carpets to floors. Reference to the work starting refers to the minor cosmetic works to 28A only. None of the works relating to 28B have commenced. 28A & 28B St Mary's Street	Full Planning Permission	Mr John Graham 28A & 28B St Mary's Street, Stamford PE9 2DL	No objection. Materials to be in keeping with the surrounding street scene.
11-06-19	27-06-19	S19/1172	Change of use of 28A and 28B St Mary's Street to reinstate domestic use. Proposed scheme includes both internal and external alterations to 28B. Alterations which apply to 28A are minor works only, which include updating modern fittings i.e. bathrooms and kitchen, including decoration of walls and carpets to floors. Reference to the work starting refers to the minor cosmetic works to 28A only. None of the works relating to 28B have commenced. 28A St Mary's Street	Listed Building Consent	Mr John Graham 28A & 28B St Mary's Street, Stamford PE9 2DL	No objection. All materials should be sympathetic with the Conservation Area. Defer to SKDC Conservation Officer.

Date Valid	Date Received	Ref. No.	Proposed Development and Location	Type of Permission	Applicant and Address	Observations on Application
21-06-19	28-06-19	S19/1133	Two storey extensions and garage to dwelling Virginia Cottage, Uffington Road	Householder	Mr & Mrs Carroll Virginia Cottage, Uffington Road, Stamford PE9 2EX	No objection subject to neighbours' amenities being respected. <i>[Cllr Carroll left the room and did not take part in discussions or decision taken.]</i>
10-04-19	28-06-19	S19/0673	Erection of two storey extension 5 Bramble Grove, Stamford	Householder	Mr Danny Needham 5 Bramble Grove, Stamford PE9 4BL	No objections subject to neighbours' amenities being respected.
11-06-19	01-07-19	S19/1060	New centralised timber non illuminated linear 'Costa Coffee' signage to be installed to the front elevation. Existing Roundel bracket and fixing to be retained - existing both sides of the roundel to be completely re-skinned 31 High Street, Stamford PE9 2BB	Advertisement Consent	Powell Costa Coffee, Whitbread Court, Porz Avenue, Houghton Hall Park, Dunstable LU5 5XE	No objection. All materials should be sympathetic with the existing surroundings on the High Street and essential to follow the colours in the Shopfront Guide. Defer to SKDC Conservation Officer.
31-05-19	01-07-19	S19/0871	Remodelling of internal staircase 27 St Peter's Street	Listed Building Consent	Mrs Rebecca Rawlings 27 St Peter's Street, Stamford PE9 2PF	Defer to SKDC Conservation Officer.
11-06-19	02-07-19	S19/1067	Approval of details required by Condition 9 (hard landscaping) and 10 (materials) to allow for revised retaining wall and timber cladding (Land to the East of Virginia Cottage) Orchard Meadow, Uffington Road, Stamford PE9 3AA	Discharge of Conditions (Planning)	Alysia Caring Luxury Care Homes Southgate Office Village, Block F, First Floor, 288 Chase Road, London N14 6HF	Concerns over possible adjustment of boundary and levels by the developer. Case Officer should review and visit the site. <i>[Cllr Carroll did not take part in discussions or decision taken.]</i>

These observations have been submitted under delegated powers and will be presented to Stamford Town Council for ratification at the scheduled meeting on 23 July 2019.

**COPIES OF DECISIONS ISSUED BY SOUTH KESTIVEN DISTRICT COUNCIL AND
RECEIVED SINCE THE TOWN COUNCIL MEETING HELD 25 JUNE 2019**

Conditional Planning Permission

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
20-06-19	S19/0549	Seventy Four Propco. Ltd	Change of Use from bank (A2) to shop (A1) at ground level and conversion of upper floors to 6 flats (A1/C3)	52 High Street, Stamford PE9 2YH	No objections subject to neighbours' amenities being respected. Concerns over lack of parking for this change of use.
20-06-19	S19/0783	Mr Owens	Erection of first floor extension, single storey extension to principal elevation and conversion of internal garage	92 Arran Road, Stamford PE9 2XT	No objections subject to neighbours' amenities being respected.
03-07-19	S19/0515	Mrs Ann Roffe	Erection of single storey infill extension	6 Adelaide Street, Stamford PE9 2EN	Agree in principle. Defer to SKDC Conservation Officer. All materials should be sympathetic with the Conservation Area.
05-07-19	S19/0607	Mr Nazarat Mohammed	Change of Use from restaurant (A3) to takeaway (A5) including external alterations	Curry Express, 12A Green Lane, Stamford PE9 1HE	No objections
08-07-19	S19/0858	Mr & Mrs Norfolk	Internal and external alterations consisting of the erection of an entrance porch, erection of single storey rear extension to replace an existing conservatory, rendering of property and alterations to fenestration. Erection of detached annexe	Headlands, New Cross Road, Stamford PE9 1AJ	No objections subject to neighbours' amenities being respected.
08-07-19	S19/0855	Mrs S Watson	Replace existing fence with 1.8m fencing and 900 trellis (2.7m in height)	4 Marshall's Yard, Stamford PE9 2BP	No objections subject to neighbours' amenities being respected. Concerns about fence having an overbearing impact on neighbouring properties.

Consent to Display Advertisement(s)

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
11-07-19	S19/0899	Nationwide Building Society	Erection of replacement signage consisting of 2x non-illuminated logo lettering and internally illuminated ATM surround	Nationwide Building Society Unit 1, St Michael's Church, High Street, Stamford PE9 2AW	No objection subject to neighbours' amenities being respected. Concerns over illuminated signage on the High Street.

Notification of Withdrawal / Non Determination / Permitted Development

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
26-06-19	S19/0805	Mr J Gray	Proposed Change of Use from Financial Services (Class A2) to Coffee Shop/ Café (Class A3)	52 High Street, Stamford PE9 2YH	No objections. Essential to follow the colours in the Shopfront Guide. All materials should be sympathetic with the Conservation Area. Defer to SKDC Conservation Officer.
01-07-19	S19/1043	Ms Jill Armstrong	Alterations to a Listed Building including in filling extension to rear, internal alterations, opening lights to existing rooflight and increasing patio area	8 Bath Row, Stamford PE9 2QU	<i>Application withdrawn 01/07/19 before STC Planning Committee held.</i>

Refusal of Works to Trees Protected by a Tree Preservation Order

Decision Date	Ref. No.	Applicant	Proposal	Location	STC Comments
04-07-19	S19/0757	Mr Thomas Udale	Fell and remove T1 & T2 (Sycamores)	34 Station Road, Stamford PE9 2WB	Defer to SKDC's Arboriculturist. No documents available to view online.

Stamford Town Council - Correspondence from LCC Highways- Traffic Orders

Please contact LCC Customer Service Centre on 01522 782070 for further information or email: roadclosures@lincolnshire.gov.uk

Date Received	Content & Location of Restriction	Reason for Restriction	Period of Restriction
17-Jul-19	<p>Ref: TTRO/RB/935/2019 Amendment Temporary Road Closure: Stamford Location: Priory Road (Between Brazenose Lane & Pinfold Lane)</p> <p>Alternative Route: Local diversion routes & access arrangements will be signposted. This information is also available in map form at https://roadworks.org/</p>	Essential maintenance works by Anglian Water	<p>Originally 09/07/19 to 11/07/19 Closure now re-scheduled: 24/07/2019 to 26/07/2019 (Closures to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance).</p>

STAMFORD TOWN COUNCIL**MINUTES OF THE AMENITIES MEETING
HELD ON TUESDAY, 02 JULY 2019 AT 7.00PM
IN THE TOWN HALL, STAMFORD****PRESENT**

Councillor B Griffin (Town Mayor) (Arrived 7.59pm)
Councillor B Turner (Vice Chairman)
Councillor M Exton
Councillor J Dawson
Councillor Mrs S Sismore
Councillor D Dorson
Councillor S Fenn

ALSO PRESENT

Deputy Town Clerk
Mr H – Rock Tennis

PUBLIC PARTICIPATION – Mr H- Reported on the concerns he has regarding the Grass Tennis Courts. It was stated that Rock Tennis have been using the courts for 20 years and due to the hot weather last year and the issues with the previous contractor, no winter maintenance was carried out, what looks like a pleasant surface is actually erratic and has caused a loss in some membership. Mr H inquired on what can be done with the new contractor to improve the surface. It was explained that winter maintenance will take place once Rock Tennis' season is over. Elements in the contract were highlighted to Mr H. Mr H questioned if the contractor is a specialist and it was confirmed that they are. Cllr Dorson inquired if the Tennis Court element of the contract could be sent to the group, the committee were informed the contract could not be sent to the group, but it may be possible to send some of the details, but this would be confirmed with the Town Clerk.

104. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor Mrs G Johnson (Chairman) had submitted apologies; these were noted and accepted.

105. DECLARATIONS OF INTEREST (Agenda Point 2)

None

106. TO CONFIRM THE MINUTES PROCEDURE (Agenda Point 3)

It was confirmed that the draft minutes of the Amenities meetings will be sent to all members of the committee four working days after the meeting (Monday). Members will be required to read and respond with any amendments and confirm that the draft minutes are a true record of the meeting by the Friday. Any amendments will be sent to the chairman prior to being included in the Town Council agenda.

107. ST. MICHAEL'S CHURCHYARD (Agenda Point 4)

Cllr Turner reported a broken paving slab outside of the Skells Trust area and if this could be reported to the owners. It was confirmed that the owners had previously been made aware and this is a historic damage to the stone and not under the Skells Trust area of responsibility.

108. GROUND MAINTENANCE CONTRACT (Agenda Point 5)

The committee were circulated the notes from the ground maintenance contract with the contractor for the Cemetery and Grass Tennis Courts. It was reported that the photos and concerns were noted, and it was explained, where it appears that strimming has been too close to the headstone this is in fact where the concrete foundations have been cleared of debris. Cllr

Turner commented that all areas are looking really good and there has been a significant improvement across all areas.

109. MEADOWS (Agenda Point 6)

a. *Feedback on action points*

- i. *Update on bird feeders and dog bag dispensers* – It was advised that the stickers will be with Burghley Vets on Friday. Once the stickers have been received the units will be installed.
- ii. *Greening of the Millstream*- It was confirmed that the greening would commence from 3rd July and the installation of the coils with bird protection would be installed as part of the millstream project.

b. *To consider Management & Maintenance Report*

Nothing to report

110. CEMETERY (Agenda Point 7)

a. *Feedback on action points*

- i. *X&Y plot holders* – It was reported that appropriate wording to comply with the arrangements under schedule 3 of the Local Government Act 1972 has been requested from Buckles Solicitors to allow the council to progress further. No further communications have been received from the solicitor.
- ii. *Landings*- It was reported that works are now complete.
- iii. *Memorial Bench for David Nalson*- It was confirmed that the family wish for a memorial bench to be placed in either the Recreation Ground or the Meadows. The committee agreed that the bench could be installed on the Recreation Ground as it was felt that the location would benefit with more benches; this would be looked at during the inspection at the next meeting.
- iv. *Memorial Stone* – It was noted that an installation date is awaited.
- v. *Cemetery Wall* – It was advised that a meeting with the contractors is awaited.
- vi. *Cemetery Extension* – It was confirmed that meetings are to be convened with the contractors in the coming days. Cllr Exton inquired of the plans for the landscaping the area and a professional specialist is involved. The Deputy Town Clerk informed the committee that the plan is to have the infrastructure completed within the term of this council then landscaping would be examined. The committee were updated on works already in-hand with numerous wildlife, plant and tree specialists due to the range of flora and fauna within the Cemetery. It was noted that the Cemetery has a rare species of wild flower which is protected under section 8 of the Wildlife Act. The Cemetery is the location for the largest and most northerly collection of Meadow saxifrage and other less common species of fungus such as Earthen Stars. Cllr Dorson commented that litter blows from the park and could a mesh screen be added to prevent this as part of the landscaping. It was advised that the hedgerow was being looked into to encourage the songbird population currently at the cemetery. This would provide natural screening to prevent litter blowing on to the Cemetery.

- vii. *Secure bin holding area and lodge repairs* – It was confirmed that the quote from Orchard Builders for the final elements required for the toilet project have been received. The cost of the new lockable gate to prevent public access to the recessed area is £525 plus VAT, a new lockable toilet roll holder for the cemetery toilet is being installed, as the current unit is being part of the disabled grab rail, at a cost of £54 plus VAT and to remove an old rotten timber frame around an existing PVC window in the lodge and to make good with PVC trims at a cost of £295 plus VAT.

Proposal 1- On the proposal of Councillor D Dorson, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council approves the quote from Orchard Builders for the cost of the new lockable gate to prevent public access to the recessed area at a cost of £525 plus VAT, a new lockable toilet roll holder for the cemetery toilet is being installed, as the current unit is being part of the disabled grab rail, at a cost of £54 plus VAT and to remove an old rotten timber frame around an existing PVC window in the lodge and to make good with PVC trims at a cost of £295 plus VAT. Subject to the window not requiring to be wooden due to the new Victorian quarter conservation area.

b. *To consider Management & Maintenance Report*

- i. *Feedback on Cemetery public toilets-* The committee was advised that a meeting was held with the contractor, Chairman and Deputy Town Clerk and it was deemed that the issues with the baby changing unit were due to somebody sitting on the unit, the issues have since been repaired free of charge. It was confirmed that the cost due to vandalism would have been £350 plus VAT.
- ii. *Cemetery Office roof repair* - It was noted that a meeting date is awaited with the contractors to gain quotes.
- iii. *Report on dropped graves-* The committee were informed that during the recent high level of rainfall, a number of graves had sunk due to the rising water level. One grave sunk by 2 foot and the area was cordoned off and since been topped up by the grave diggers. It was explained that graves usually settle over a twelve-month period slowly as the air pockets in the soil compress, however, weather condition can speed up the process causing a sudden drop in soil level.

c. *Any correspondence*

Nothing to report

111. RECREATION GROUND (Agenda Point 8)

a. *Feedback on action points*

- i. *Bandstand Planting* – It was noted that the planting is now complete.
- ii. *Goal Post* – It was noted that the funding outlet being explored, no longer supports the installation of new goal posts only replacement goal posts. Other sources are now being examined.
- iii. *Annual ROSPA inspection* – It was reported that the annual inspection will be carried out during August at a cost of £190 plus VAT the committee were advised that this is a health and safety requirement.

Proposal 2- On the proposal of Councillor S Fenn, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council approves the cost of £190 plus VAT for the annual ROSPA inspection.

- iv. *Replacement doors for the public toilets-* It was confirmed that the PO has been issued and a start date is awaited. It was also noted that a report, as requested by the committee, on the cost of the toilets is circulated. The report outlined most of the cost of the toilets had been due to blocked drains and poor design and workmanship.
- v. *Duck Springer and Mulch Repair -* It was confirmed that the PO has been issued and a start date is awaited.
- vi. *Press Release on Vandalism –* It was confirmed that this was being developed with the Town Clerk.
- vii. *Update on Web Swing –* It was confirmed that the manufacture stated that the weld had failed. The repair cost was estimated at £400. There was question over the ISO standard of the weld, the company has offered to undertake the repair free of charge.

b. To consider Management & Maintenance Report

Nothing to Report.

c. Any correspondence

- i. Cllr Griffin reported that after talks with members of Rock Tennis, they would like electricity and water installing in their pavilion hut. The group currently use a gas stove to make teas and coffees and obtain water from the public conveniences. It was noted that the chairman of Rock Tennis didn't mention this matter during his presentation to the Committee during the meeting. This matter would be discussed with the club. It was also advised that the hut they have is a standard size shed which belongs to the club not the council. Following discussion, it was agreed that quotes for the installation of water connection, a slave water meter and drinking water point, plus electric connection, slave electric meter and electrical points would be obtained. A full report would be presented to the committee.

Proposal 3- On the proposal of Councillor D Dorson, seconded by the Councillor Mrs S Sismore and **RESOLVED** with one abstention, the Council approve that quotes would be obtained for the installation of water connection, a slave water meter and drinking water point, plus electric connection, slave electric meter and electrical points.

Cllr Exton mentioned the poor condition of the area behind the Grass Tennis Courts Toilet. It was advised that this is the collection point for the green waste and the committee agreed to look at the area on the site inspection.

112. PROGRAMMED EVENTS (Agenda Point 9)

a. Feedback on action points

- i. *Garden Show possible change of date-* It was reported that the Garden show have requested for a possible change of date for their 2020 event due to the change in the May Bank Holiday they are now looking at 3rd May.
- ii. *Children's Centre session-* It was confirmed that the group will be holding their early year's sessions on 1st and 22nd August 2019.

b. To consider Management & Maintenance Report

- i. Request for 2020 Events-* A request was received for the Antiques Fair to be held on 23rd to 25th May 2020 and 18th to 20th September 2020.

Proposal 4- On the proposal of Councillor D Dorson, seconded by the Councillor J Dawson, it was unanimously **RESOLVED** the Council agrees for the Antiques Fair to be held on 23rd to 25th May 2020 and 18th to 20th September 2020.

- ii. Feedback on King Ramps Ltd potential event on Monday 5th August 2019 –* The committee were informed that the date had been booked with King Ramps Ltd for the 5th August 2019, the event will run from 12pm to 5pm. It was reported that MKS had donated £100 towards the event and Cllr Johnson had secure around £1000 towards the cost of the event and is still sourcing further funds. Cllr Dorson reported that he is in talks with a few other potential sponsors for the event. Following discussions, the committee agreed for the event to take place with any remaining balance covered through the budget.

Proposal 5- On the proposal of Councillor B Turner, seconded by the Councillor D Dorson, it was **RESOLVED** with one abstention the Council agrees the King Ramp event takes place with any remaining balance covered through the budget.

113. TREE WORK ALL SITES (Agenda Point 10)

It was confirmed that a meeting is being arranged with a contractor for a third quote.

114. ALLOTMENTS (Agenda Point 11)

a. Feedback on action points

- i. New Water Connection at Uffington Road New-* It was reported that contact has been received from Inflow regarding the proposed new water connection installation to the main supply to the site. Location details have been provided.
- ii. Best Kept Allotment Competition -* It was confirmed that judging would take place on Wednesday 17th July with the awards evening held on Tuesday 1st October 2019 at 7.30pm in the Court Room. The committee were advised of the current allocated fund towards the event. Following discussions, it was felt that the budget should be increased from £400 to £500. Cllr Fenn offered to help with the requesting of prizes for the event.

Proposal 6- On the proposal of Councillor D Dorson, seconded by the Councillor S Fenn, it was unanimously **RESOLVED** the Council approves the budget to be increased from £400 to £500 for the event.

b. To consider Management & Maintenance Report

The Deputy Town Clerk presented the report on the status of the allotment waiting list and current vacancies. The Committee was informed that there were 5 vacant plots across the allotment sites, 2 of which needed to be completely cleared.

- i. Consideration of the quote for clearance of allotment plots and car parks-* The committee were issued a report comparing the quotes received for the works required to clear plots PR8 & PR9, the car parks and waste land on Uffington Road Allotment sites together with cutting the grass at Priory Road site. Following discussions, it was agreed that Inside & Out would be contracted for all these works at a cost of £940 it was noted that the contractor has provided good work for the council before on the allotments.

Proposal 7- On the proposal of Councillor D Dorson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council approves that Inside & Out is contracted for clearing plots PR8 & PR9, the car parks and waste land on Uffington Road Allotment sites together with cutting the grass at Priory Road site all these works at a cost of £940.

c. Any correspondence

- ii. *Shed Request from US01* – A request has been received for the installation of a large shed on plot US01 this plot is let to the charity MindSpace. The group are developing the site with 1m square plots and require a wooden structure (1303cm x 445cm x 360cm) with temporary foundations, to enable individuals to work and develop. There is further need of two storage sheds (2200mm x 950mm x 2110mm each) for their tools. Following discussions, it was agreed that all the units could be installed on the site

Proposal 8- On the proposal of Councillor J Dawson, seconded by the Councillor D Dorson, it was unanimously **RESOLVED** the Council agrees to a wooden structure (1303cm x 445cm x 360cm) with temporary foundations plus two storage shed (2200mm x 950mm x 2110mm each) be installed on the site.

- iii. *Request for return of deposit* – It was advised that a request to terminate tenancy had been received from the tenant of US13, the plot has been inspected and the chairman felt that the deposit should not be returned as the area has not been maintained.

Proposal 9- On the proposal of Councillor D Dorson, seconded by the Councillor Mrs S Sismore, it was unanimously **RESOLVED** the Council agreed that the deposit is not returned for the plot US13.

115. PERSONNEL MATTERS (Agenda Point 12)

The committee were issued with copies of the schedule of works for both Amenities Operatives. The committee is encouraged to make spot checks on the Operatives and their work, reporting their findings to the Town Clerk and not to challenge the Operatives directly if any issues are found. **Action: All Cllrs**

116. ANY OTHER MATTERS OF CONCERN RELATED TO AMENITY AREAS FOR CONSIDERATION AT THE NEXT MEETING (Agenda Point 13)

- i. *Improving the allotment facilities-* Cllr Dorson suggested that improving the allotment site with an off-grid office/tea room that the tenants could all use with a compost toilet would be of benefit to the tenants. The committee requested that Cllr Dorson examine this further and report back to the committee with costings and a proposal **Action: Cllr Dorson**
- ii. *Visit to Ryhall allotments-* Cllr Fenn reported that he is involved with Ryhall Allotment Association and suggested arranging a visit for Stamford Council Amenities members. It was advised that the Ryhall allotments already have a compost toilet and hut which could be viewed during the visit. It was agreed that Cllr Fenn should arrange the meeting. **Action: Cllr Fenn**
- iii. *Seats outside Tesco's-* It was enquired as to who is responsibility for the benches outside Tesco in the High Street; as they are in need of some remedial maintenance works. It was agreed this would be investigated. **Action: DTC**

117. DATE OF NEXT MEETING: (Agenda Point) – Tuesday, 06 August 2019 at 7pm at the Shack with a site inspection of the Recreation Ground taking place at 6.30pm

Chairman
(The meeting closed at 8.54pm.)

STAMFORD TOWN COUNCIL**MINUTES OF THE FINANCE, PERSONNEL AND ASSETS MEETING
HELD ON TUESDAY, 09 JULY 2019 AT 7.00PM
IN THE TOWN HALL, STAMFORD**

PRESENT Councillor Miss B Griffin (Town Mayor)
Councillor Mrs S J Sandall (Chairman)
Councillor B Sandall (Vice Chair)
Councillor Mrs S Sismore
Councillor D Taylor
Councillor Mrs J Clarke
Councillor Mrs E Hooper (substituting for Councillor A Croft)

ALSO PRESENT Town Clerk
Mr. R - Representative of Stamford Methodist Church

PUBLIC PARTICIPATION – Mr. R presented an application for financial assistance towards the organisation of the Stamford Dog Show which is being held on the Meadows. The Committee had been circulated with the details of the application for consideration and there were no questions.

118. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor A Croft had submitted apologies; these were noted and accepted.

Councillor H Bisnauthsing did not attend the meeting and no apologies had been received.

119. DECLARATIONS OF INTEREST

None declared.

120. MINUTES (Agenda Point 3)

The Minutes of the Committee Meeting held on 11th June 2019 were confirmed and signed as a true record of the meeting.

121. UPDATE ON ACTION POINTS (Agenda Point 4)

- i. *Regalia Cabinet* – This matter remains in hand with Councillors Griffin & Dawson
- ii. *Mayor's Charity Account* – It was noted that cheques had been presented to the former Mayor's Charities. Once the cheques have been cleared the account will be closed and a new account will be opened at Lloyds Bank, as had been previously determined by the Town Council.
- iii. *Transfer of Open Space to Town Council* – This matter is being progressed with Buckles solicitors.
- iv. *Passenger Lift Auto-Dialer* – A date for the reprogramming is awaited.

- v. *Fire Risk Assessment* – Implementation of the report has commenced. The lightning conductor and up-grading of the glazing to the staff kitchen window is being progressed in association with the building work at the Town Hall.
- vi. *Defibrillators* – The replacement unit and a new unit for the Town Hall were on order and it was noted that the cost for the replacement unit would be covered by the Town Council's insurance policy, subject to the appropriate Excess.
- vii. *Carpet of Attic Rooms* – The first phase of this initiative would commence this week and is anticipated to be completed within the week. The second phase would commence once the lintel work had been completed. It was noted that ten doors needed to be removed so they could be resized and replaced when the carpet was in place this would be at a cost of £40 per door. There was approval for this work to proceed in line with the phased work. **Action:** Town Clerk
- viii. *Conservation of the Historic Panel* – A grant award is being sought to support the conservation work.
- ix. *Conservation of Historic Scrapbook* – This matter is in hand and grant awards are being sought to support the conservation work.

122. FINANCE

- a. *Consider the list of Accounts for Payment Schedule* – It was noted that the payment scheduled is incomplete as a number of routine invoices were imminently anticipated. However, it was reported that the contract for the major work at the Town Hall has now been completed and the retention of £1,600.68 is due to be released. It was noted that following an inspection by Harris McCormack Architects the snagging has been completed. The accounts for payment schedule would be circulated with the Town Council's agenda pack.
- b. *To consider the best use of the General Power of Competence* – All members of the Finance Committee had been circulated with the document outlining the General Power of Competence which empowered Councils to make a difference within their community. Councillor B Sandall had examined the document and suggested that there were several opportunities for the Town Council to support and enhance the Parish of Stamford using the specific Powers provided for a qualified council. A number of examples were cited of how other councils had used this Power innovatively bringing direct benefit to businesses, schools and inhabitants. One of the initiatives suggested by Councillor R Sandall was to provide a grant of £1,000.00 to thirteen Town Councillors to provide them with a similar platform as District Councillors on the Town Council who receive a similar level of grant provided by the District Council. There was considerable discussion in respect of how this would be funded and disbursed. It was suggested that it could be applied in a similar manner as the District Ward Member Grant Scheme. An application would be created for Councillors to use to support grassroot projects in their ward. The applications would need to be submitted to the Finance Committee to monitor. The funding would be identified through reviewing the current budget, so no additional strain is placed on residents by increasing the Precept. There was concern expressed over the details of how this initiative would be managed both now and in the future. There was also a suggestion that another way of providing a level playing field for all Councillors is for the District Councillors on Stamford Town Council not to accept the District Grant and be awarded the £1,000.00 by the Town Council.

Proposal 1 – It was proposed by Councillor B Sandall, seconded by Councillor Mrs S Sismore and **RESOLVED** by majority vote to investigate the potential of the initiative to provide a fund of £1,000.00 to each of the thirteen Town Councillors who do not receive a grant of £1000.00 from District Council, and for the Chairman, Vice-Chairman and the Town Clerk are to examine the budget to identify how to provide the resource of £13,000.00 to support this initiative this year. There were five votes in Favour, one vote Against and one Abstention. **Action:** Cllrs Sandall / Town Clerk

There was further discussion on other projects which could be developed to provide support for educational establishments suffering from lack of funding and to introduce plans such as solar power panels on the roof of the Town Hall to reduce energy costs. Councillor R Sandall suggested that this could be achieved through the apportionment of the New Home Bonus received by the District Council from the Government. Debate ensued over whether any greater benefit could be achieved by a further apportionment of this fund to the Town Council. There was belief that the District Council is already benefiting Stamford and other areas within the District through this fund.

Proposal 2 – It was proposed by Councillor R Sandall, seconded by Councillor Mrs S Sismore and **RESOLVED** by majority vote that the Town Clerk investigates whether South Kesteven District Council would consider providing Stamford Town Council a percentage of the Stamford apportionment of the New Home Bonus fund received from the Government. There were four votes in Favour, one vote Against and two Abstentions.

Proposal 3 – It was proposed by Councillor R Sandall, seconded by Councillor Mrs E Hooper and unanimously **RESOLVED** that the Town Clerk investigates and prepares a business case for installing solar panels on the roof of the Town Hall.

- c. *Introduction of Card Payment System at the Town Hall* – The Town Clerk reported that several card systems had been examined and the most cost effective identified was iZettle. It was noted that this particular card payment unit is being used by a number of Councillors and it was verified as being a simple and affordable system in comparison to bank cards and other payment types. Following discussion, it was agreed that an effective fire-wall would be required, and this is being investigated. It was hoped to have the card payment system up and running by September 2019. **Action:** Town Clerk
- d. *To consider the replacement of the Chandeliers in the Court Room* – The Chairman Councillor Mrs S J Sandall informed the Committee that this is being investigated and quotes are to be obtained to ascertain the cost and style of chandeliers best suited for the Court Room. **Action:** Town Clerk
- e. *Grass Verge Cutting* – It was reported that the contractor had now completed the strimming and cutting of the verges. All Councillors were asked to examine their Wards and to inform the Town Clerk of any areas that still required addressing. Following discussion, it had been observed that the verge outside the Bottle Lodges could do with further attention. It was noted that this area is outside of Lincolnshire and covered by Peterborough City Council, however, appropriate organisations would be contacted to address the situation. **Action:** Town Clerk
- f. *Investment Fund* – It was confirmed that the £200,000.00 had been invested as agreed by the Town Council for a period of 6months.

123. MAJOR BUILDING WORKS**a. Renovation work at Town Hall:**

- i. *Inspection of the attic room window lintel* – The Committee were circulated with the findings of the inspection and photos taken of the defective area of the roof. It was noted that the stone work around and above the three third floor windows was sound and in good order. However, the coping stones on the parapet along the windows are in a poor state with substantial cracking and pitting. The edge of some of the stones are broken and eroded as clearly seen in the photos. It is recommended by Harris McCormack Architects that approximately 10m of coping stones are replaced with like-for-like and re-bed upon a damp-proof course. Isolated areas where lead flashing has also come away from the parapet will require addressing. The area needs to be cleared of debris and dirt, with the stonework repointed in some locations. Scaffolding would be required to provide a safe working platform when undertaking the repairs. A quote for the work is being obtained from Orchard, who are currently undertaking work at the Town Hall. Discussion ensued that at the same time as when the roof work is in progress the removal of the two floodlights on the roof which are obsolete could be effected. It could also be established whether the building is fitted with a lightning conductor. It was noted that the present inspection had been agreed as part of the initial renovation work at a cost of £1,298.00 + VAT and would now be treated as a separate piece of work. A quote would be obtained for undertaking the repairs to the lintel and the replacement of the coping stones.

124. ASSETS

- a. *To consider the bookings for the hire of the Town Hall* – The list was circulated and it was noted that there were no new booking requests this month. However, the latest wedding booking had confirmed details of which room was required and the deposit had been received. The Town Clerk reported that Vintage Love Affairs had requested the use of the Town Hall for their Christmas Fayre on Sunday 24 November. It was recognised that last year this event had caused a number of issues which should not be repeated. Following further discussion, it was considered that the ‘Tea Room’ should be incorporated in the Court Room with the use of the kitchen embraced in the pricing. The Town Clerk and Civic Officer should establish a potential suitable pricing and report back at the next meeting. **Action:** Town Clerk / Civic Officer
- b. *Civil Ceremonies advertising* – The Town Clerk reminded the Committee that last financial year an agreement had been made with Pride Magazine for two issues and a refreshed article is needed following the recent ceremonies held at the Town Hall. It was appreciated that two quotes had been received in respect of the printing of one fixed banner and one pull up banner, the third quote was still awaited. Following discussion, it was agreed that designs should be pursued so the advert is ready for the next publication. **Action:** Civic Officer

125. MAYOR'S CHARITY

It was appreciated that the cheques had been issued to the former Mayor's three charities – Marie Curie; Stamford Young Peoples Charity (Florence Desforges Fund) and Three Counties Dog Rescue, each receiving £658.19. It was confirmed that as soon as the cheques had been cleared the current account at HSBC would be closed and a new account opened at Lloyds Bank. **Action:** Civic Officer

126. GRANT/DONATION REQUEST TO BE CONSIDERED

The Chairman Councillor Mrs S J Sandall stated should the two applications for consideration be successful they would be awarded assistance from the Town Council's grant budget of £7,000.00.

- a. *Stamford Methodist Church (Dog Show)* – An application for grant assistance had been received from the Stamford Methodist Church to support the popular annual Dog Show. The grant would be utilised to pay for provision of public conveniences on site and the services of St. John Ambulance for first aid. Following discussion, it was agreed that the award of £250.00 should be granted.

Proposal 4 – It was proposed by Councillor Mrs S Sismore, seconded by Councillor R Sandall and unanimously **RESOLVED** the Council awards grant assistance of £250.00 to the Stamford Methodist Church for the provision of public conveniences and the services of St. John Ambulance during their Dog Show.

- b. *Stamford Junior Netball Club* – It was noted that an application had been received from Stamford Junior Netball Club to support the club purchasing floodlighting. However, the first set of floodlighting trialled proved to be unsuitable and expensive. Alternative more cost-effective systems are being considered. The Club is actively fund raising but is canvassing support to enable the lights to be installed at the Stamford Welland Academy. Following discussion, it was noted that this application is for the Skells Trust, but more information is required in respect of the value of the lighting system being considered before it is directed to the Skells Trust for consideration. There was concern expressed that no financial support appears to be provided from the Cambridge Academy Trust which will ultimately benefit from the installation of these permanent floodlights. **Action:** Town Clerk

127. NEIGHBOURHOOD PLAN

Councillor Taylor informed the Committee that the Stamford Neighbourhood Plan is due to be signed-off by the Neighbourhood Plan Committee next week. Following this it will be presented to the Town Council for approval to go forward for consultation. This consultation would take place on-line, through the Stamford Mercury and there would also be specific engagement sessions around Stamford. The final budget is being prepared which will include the cost of the consultation and the delivery of the final document to the District Council for examination by the Planning Inspector. Following discussion, it was suggested that one of the engagement sessions should be conducted near Malcolm Sargent School as this was an area where there is the greatest impact of housing development.

128. PERSONNEL MATTERS

The Chairman Councillor Mrs Sandall confirmed that Mrs Coral Johnson-Veale had accepted the post as Administration Officer and following her notice period would be commencing her role at the Town Hall at the end of July 2019. It was also noted that a meeting is due to be convened with the Town Clerk to examine and review the job descriptions. The Appraisals had also been conducted with the current staff which had been positive, and all staff were willing to have their job descriptions reviewed to embrace the increasing number of duties and initiatives being implemented by the Town Council.

Councillor Mrs Sandall raised the matter of opening the Town Hall on the day of the Festival. This year no more than four people visited the Town Hall during the entire day, although the Recreation

Ground was very busy there was no excessive footfall through the town. It was considered that the cost of having the building staffed is not cost effective and she therefore suggested that the Town Hall is not open during the Festival. However, it was recognised that the Heritage Day and Georgian Festival weekends had always proved very busy,

Proposal 5 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore and unanimously **RESOLVED** that the Town Hall does not open during the Stamford Festival weekend.

129. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point)

- a. *Stamford in Bloom* – The Mayor Councillor Miss Griffin informed the Committee that judges had been very positive with the effort made this year. The involvement of the Community is of importance and gains additional points. It was very interesting how far reaching the involvement had been during this year and it was hoped that a good score could be attained. The Town Clerk explained that this year there was a new route along which the judges were guided. There were three categories – best residential gardens, best hotel garden and the best retail premises. The result is expected in September when the awards are made.
- b. *Photographic Competition* – The Competition had now closed, and the entries judged with a shortlist made. The images will now be produced and displayed in the Town Hall for viewing during July. The final selection would be made on the 29 July when the prizes will be awarded.
- c. *Map of Stamford* – An old map of Stamford had recently been reproduced on a synthetic fabric-like material as a gift. It was considered that this could be reproduced and sold during the forthcoming Open Days. Following discussion, it was considered to be a positive initiative and quotes should be obtained for 5 prints each of A4, A3 and note pads. **Action:** Town Clerk
- d. *Land Registry Application* – The Town Clerk reported that an application had been received to register Brownes Hospital, but it included the War Memorial. Following discussion, it was confirmed that the Town Clerk should object to the inclusion of the War Memorial in the land registration application. **Action:** Town Clerk
- e. *Malcolm Sargent Collection* – A letter had been received from Miss Sylvia Darley in respect of the Malcolm Sargent Memorabilia she has donated to Stamford Town Council. The letter officially confirms her as the Chief Executor of Sir Malcolm Sargent's Will and that these items have been given for public display at the Town Hall. This was noted.
- f. *Mayor's Sunday* – Councillor Mrs Sismore raised concern that some of the Mayor's guests believed that they were entitled to take away any remaining food at the end of the event. Especially unfortunate, as Town Hall staff who had been working that day had not had the opportunity to have any refreshment being on duty and as was normal after such events had ended and guests had left. The Mayor Councillor Miss Griffin said she was unaware of the situation as no one had brought the matter to her attention.
- g. *Stamford Representation at Arnhem* – Councillor Mrs Hooper enquired as to whether there was any one going to Arnhem to represent the fallen from Stamford. Following discussion, it was understood that there were a number of local memorial services to commemorate D Day, but it was unclear whether any representative from Stamford would be attending services at Arnhem. Councillor Mrs Hooper would investigate further with the Royal British Legion.

130. DATE OF NEXT MEETING: (Agenda Point) – Tuesday, 13 August 2019 at 7pm

Chairman (The meeting closed at 8.25pm.)

Date:		16-07-19		Stamford Town Council						Page: 1	
Time:		14:21:51		Day Books: Supplier Invoices (Summary)							
SCHEDULE NO. 4											
Transaction From:		10681		Transaction To:		10715					
Tran No.	Item Type	Date	Supplier	Inv Ref	Details	Net Amount	Tax Amount	Gross Amount			
10681	1	PI	17-06-19	KONE plc	V.102	Passenger Lift Smoke detector servicing	391.92	78.38	470.30		
10682	1	PI	21-06-19	A&K Associates	V. 103	A & K Associates Payroll Management Qtr 1	312.00	62.40	374.40		
10683	1	PI	24-06-19	TMS	V. 104	Stamford Festival - Kiwani Traffic Management	1785.00	357.00	2142.00		
10684	1	PI	14-06-19	LexisNexis	V. 105	New Edition of Arnold Baker Council Administration	110.99	0.00	110.99		
10685	1	PI	11-06-19	Lloyds Bank	V. 106	Bank Service Charge	5.00	0.00	5.00		
10686	1	PI	11-06-19	Lloyds Bank	V. 107	Bank Service Charge	5.00	0.00	5.00		
10687	1	PI	14-06-19	NPower	V. 108	Electricity bill Cemetery Office	6.73	0.30	7.03		
10688	1	PI	14-05-19	Pride Magazines Ltd	V. 109	Advertisement of Civil Ceremonies	512.00	102.40	614.40		
10689	1	PI	25-06-19	NPower	V. 110	Rec. Grd Elec.	189.05	9.45	198.50		
10690	1	PI	19-06-19	ESPO	V. 111	Stationery & Cleaning Supplies	73.60	14.72	88.32		
10691	1	PI	03-07-19	Barker Sign Services Ltd	V. 112	Updating Mayoral Board	145.00	29.00	174.00		
10692	1	PI	30-06-19	Harrison & Dunn	V. 113	Misc items for Rec. Grd. eg. keys locks, washers etc.	13.53	2.70	16.23		
10693	1	PI	19-06-19	Marks & Spencers Online	V. 114	Mayor's Sunday Food	383.40	0.00	383.40		
10694	1	PI	01-07-19	EON	V. 115	Bandstand Elec. Charge	17.43	0.45	17.88		
10695	1	PI	02-07-19	EON	V. 116	Skatepark Elec. bill	287.34	14.37	301.71		
10696	1	PI	24-06-19	Personnel Advice	V. 117	Personnel Advice	100.00	20.00	120.00		
10697	1	PI	08-07-19	Don Lambert	V. 118	Mayor's Photo	80.00	0.00	80.00		
10698	1	PI	07-07-19	MKS Groundcare Ltd	V. 119	Ground Maintenance - Rec & Meadows	1196.33	239.27	1435.60		
10699	1	PI	04-07-19	Orchard Building Contractors Ltd	V. 120	Town Hall Attic Room repair Insp.	1298.00	259.60	1557.60		
10700	1	PI	04-07-19	Harris McCormack Architects	V. 121	Architect Services & Retrospective Application for RG hrails	738.90	147.78	886.68		
10701	1	PI	02-07-19	Orchard Building Contractors Ltd	V. 122	Release of Retention fund	1600.68	320.14	1920.82		
10702	1	PI	02-07-19	Cllr H Bisnauthsing	V.123	Cllr Bisnauthsing Tvl Expenses	26.10	0.00	26.10		
10703	1	PI	27-06-19	Value Products Ltd	V. 124	H & S Signs	29.95	5.99	35.94		
10704	1	PI	28-06-19	BJ's Print & Design Ltd	V. 125	Mayoral Stationery & Postage	102.98	12.20	115.18		
10705	1	PI	10-07-19	Wothorpe Nurseries	V. 126	Bandstand Floral plants	305.94	61.19	367.13		
10706	1	PI	01-07-19	Stratus Hosting Ltd	V. 127	Telephone & Broadband	319.86	63.97	383.83		
10707	1	PI	13-07-19	SMV Contract Services	V. 128	Cutting & Marking of Tennis Courts	7190.00	1438.00	8628.00		
10708	1	PI	13-07-19	SMV Contract Services	V. 129	Cutting St. Michael's Churchyard	120.00	24.00	144.00		
10709	1	PI	13-07-19	SMV Contract Services	V. 130	Hedge Cutting Cemetery/ Allot/Rec Grd	750.00	150.00	900.00		
10710	1	PI	16-07-19	R Harrison & Co	V. 131	Grave Digging	1160.00	0.00	1160.00		
10711	1	PI	06-07-19	Beebys Limited	V. 132	Contract Cleaning	457.50	91.50	549.00		
10712	1	PI	15-07-19	Orchard Building Contractors Ltd	V. 133	Removal of 7 doors to Attic rooms	280.00	56.00	336.00		
10713	1	PI	15-07-19	Billy James (Bagpipes)	V. 134	Bagpipes for Mayor's Sunday	150.00	0.00	150.00		
10714	1	PI	12-07-19	Screwfix Direct Ltd	V. 135	Wall brackets for Extinguishers	10.77	2.15	12.92		
10715	1	PI	15-07-19	Lincolnshire Association of LC	V. 136	Councillor Training 110719	18.00	3.60	21.60		
						Totals	20173.00	3566.56	23739.56		

Stamford Town Council					
Mayor's Diary ~ Year 2019/2020					
Covering 12th July 2019 ~ 11th August 2019					
Day	Date	Time	Event	Location	Hosted by
FRI	Friday, July 12, 2019				
SAT	Saturday, July 13, 2019	6.30pm	Caribbean Night	Afro-Caribbean-Millennium-Centre	Mayor of Peterborough
SUN	Sunday, July 14, 2019	10am	Memorial service	Tinwell Church	George Woolf Lt.Col
MON	Monday, July 15, 2019				
TUE	Tuesday, July 16, 2019				
WED	Wednesday, July 17, 2019				
THU	Thursday, July 18, 2019	11.45am	Celebration Event for mental health	New College-Stamford	Sarah Wallace
		6.30pm	Launch Night	Savoy Cinema, Grantham	
FRI	Friday, July 19, 2019				
SAT	Saturday, July 20, 2019				
SUN	Sunday, July 21, 2019				
MON	Monday, July 22, 2019				
TUE	Tuesday, July 23, 2019	7pm	Town Council	Town Hall	
WED	Wednesday, July 24, 2019				
THU	Thursday, July 25, 2019				
FRI	Friday, July 26, 2019				
SAT	Saturday, July 27, 2019				
SUN	Sunday, July 28, 2019	11am	Civic Service & Reception	St Mary's Church, Rushden	The Mayor of Rushden
		2.30pm	Fundraising Afternoon Tea	Huntingdon Town Hall	The Mayor of Huntingdon
MON	Monday, July 29, 2019	7.30pm	SiB Photographic Competition		
TUE	Tuesday, July 30, 2019				
WED	Wednesday, July 31, 2019				
THU	Thursday, August 1, 2019				
FRI	Friday, August 2, 2019				
SAT	Saturday, August 3, 2019				
SUN	Sunday, August 4, 2019				
MON	Monday, August 5, 2019	6pm	Events Committee	Town Hall	
TUE	Tuesday, August 6, 2019	6pm	Planning Committee	Town Hall	
		7pm	Amenities Committee	Town Hall	

TRAINING

COUNCILLORS' TRAINING DAY In-depth all day course for councillors Please see LALC website for course details	Boston Borough Council Office, Boston, PE21 6QR	Weds 4 th Sept 2019	10:00-16:00
	Welbourn Village Hall Welbourn, LN5 0LZ	Weds 8 th Sept 2019	10:00-16:00
	Mablethorpe & Sutton TC Offices Mablethorpe, LN12 1DP	Weds 2 nd Oct 2019	10:00-16:00
CLERKS TRAINING DAY (for new Clerks) Please see LALC website for course details	Carlton Scroop & Normanton Village Hall NG32 3AR	Weds 11 th Sept 2019	9:30-16:30
FINANCIAL MANAGEMENT (Session) Please see LALC website for course details	St Andrews Community Centre Saxilby, LN1 2LP	Weds 13 th Nov 2019	13:30-16:00
FREEDOM OF INFORMATION & DATA PROTECTION Please see LALC website for course details	The Bourne Corn Exchange, Bourne PE10 9FF	Tues 24 th Sep 2019	18:00-21:00
IT SKILLS – BASIC WORD	LALC Office Dunholme, LN2 3QR	Thurs 3 rd Oct 2019	10:00-16:00
IT SKILLS – BEYOND THE BASICS WORD	LALC Office Dunholme, LN2 3QR	Thurs 14 th Nov 2019	10:00-16:00
PLANNING / NEIGHBOURHOOD PLANS Please see LALC website for course details	Finchbeck Library 48 Knight Street Finchbeck, PE11 3PU	Thursday 10 th October 2019	18:00-21:00
PLAYGROUND INSPECTION COURSE— NO EXAM Please see LALC website for course details	The Allan Barker Sports Pavilion, Coningsby LN4 4RA	Weds 5 th June 2019	9:30-16:00
PLAYGROUND INSPECTION COURSE— WITH EXAM Please see LALC website for course details	The Allan Barker Sports Pavilion, Coningsby LN4 4RA	Thurs 6 th June 2019	9:30-16:00
RISK MANAGEMENT Please see LALC website for course details	Legbourne & Little Cowlharpe Community Centre, Legbourne LN11 8LW	Weds 17 th July 2019	10:00-12:30
PLAY AREAS Please see LALC website for course details	Legbourne & Little Cowlharpe Community Centre, Legbourne LN11 8LW	Weds 17 th July 2019	13:30-16:00

**This is not an exhaustive list of training courses and dates,
 additional dates may be added throughout the year.**

Please keep an eye on the website and future LALC News editions for:

- updates to the training schedule
- further details about course content
- full training venue addresses