STAMFORD TOWN COUNCIL

MINUTES OF THE STAMFORD TOWN COUNCIL MEETING HELD ON TUESDAY, 29 MAY 2018 AT 7.00PM IN THE TOWN HALL, STAMFORD

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

ALSO PRESENT Town Clerk
Deputy Town Clerk
Ian Yates, Strategic Director of SKDC
Councillor D Brailsford, LCC Stamford West
Rev. Andy Fyall - Superintendent Minister, The Stamford Methodist Circuit
5 members of public

PUBLIC PARTICIPATION: None

Formal meeting commenced 7.00pm

14. APOLOGIES FOR ABSENCE(Agenda Point 1)

Councillor J Dawson, Councillor D Taylor and Councillor A Billington submitted their reasons for absence. The reasons were noted and accepted.

15. DECLARATION OF INTEREST (Agenda Point 2)

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

Councillor B Turner declared a Personal Interest in respect of any discussions relating to the grant fund to the Royal British Legion, within the Finance minutes, as he is a member and on the Committee submitting the application.

Councillor A Croft declared a Personal and Prejudicial Interest in respect of any discussions related to payment V.36 as it related to personal expenses relating to him.

Councillor M Sawyer declared a Personal Interest in respect of planning applications S18/0286, S18/0679 and S18/0773 as he is acquainted with the applicants.

16. MINUTES (Agenda Point 3)

The notes of the Town Council meeting held on Tuesday, 17 April 2018 and Thursday 17 May 2018 had been circulated.

It was proposed by Councillor Mrs B A Sumner, seconded by Councillor Mrs G Johnson and unanimously **RESOLVED** that these minutes are a true record of the meetings and be signed by the Chairman.

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

a. *Lincolnshire County Council* – Councillor D Brailsford informed the meeting that LCC Community Engagement Team has commenced their work in respect of the road surfacing in Red Lion Square. Contact has already been made with the Town Council and members of the Civic Society. The outcome of any community engagement will be advised in due course. In respect of the Museum Collection, Councillor Brailsford reported that he has recently had a meeting with the senior officer of LCC's Property Services and details of that meeting will be communicated to the Town Clerk. The issue of potholes is a concern and is being addressed. There was a question relating to the evening patrols of the Parking Enforcement Team and to whether LCC Policy has changed. It was confirmed that if any cars are parked illegally and causing disruption on the highway they will be issued with a ticket. Any revenue gained from such activity is reinvested in the improvement of the highway.

b. *South Kesteven District Council* – Mr Ian Yates reported that SKDC's Food Waste trials have proved successful and will eventually be rolled out throughout the District. There was a question raised as to how District Councillors were distributing their individual funds of £1000.00. Some Councillors had already allocated funding towards local projects and some were still assessing the volume of requests received. The subject of Sec. 106 support funding in respect of the work on the Recreation Ground was raised. It was noted that work had now been completed and the invoices would be submitted to SKDC for reimbursement. It was requested whether it could be confirmed whether Sec. 106 funding had been allocated towards the provision of a footpath from Morrisons Car Park to Stamford Hospital. Mr Yates would investigate this matter and report back.

c. *Town Councillors On Outside Bodies* –

i. Cllr Mrs Sandall reported on a recent Strategic Health meeting which was trying to introduce pathways to assist individuals leaving hospital with their recovery programme at home.

ii. Cllr Croft reported it was disappointing to read that the request for grant funding towards the Malcolm Sargent Concert had been turned down. It was confirmed that the request had been submitted because the usual venue at Peterborough Cathedral is proving unsustainable. Hence the alteration of the venue to De Montford Hall in Leicester. Following discussion it was suggested that the Finance Committee reconsider the request at their next meeting.

18. 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. *Matters related to Council business*:

i. *Meeting Schedule* - Town Councillors were reminded that the new schedule of meetings will now be implemented. This will result in Planning and Amenities Committee meetings being held simultaneously.

ii. *Twinning Invitation* – Town Councillors were invited to attend the welcome reception of the Vence visitors on Friday 20 July 2018 at 7.30pm in the Town Hall.

19. TOWN COUNCIL VACANCY CO-OPTION

The Town Clerk reported that following the resignation of Cllr Allen Hewett the Town Council had a legal duty to advertise the vacancy. As no election was called, the Town Council could fill the vacancy by co-option. Two individuals present had expressed an interest in joining the Council and their profiles had been circulated to the Council. The Chairman Councillor Sawyer welcomed them to the meeting and requested them to present their cases as to why they would like to join the Council individually without the other present. Both candidates left the Chamber while the vote was cast.

Mrs Marion Pitt presented her case and Mr Robin Morrison presented his case. Following a period of questioning a ballot was taken and the vote was tied. The Chairman used his casting vote and Mrs Marion Pitt was duly elected.

Both candidates were asked to return to the Chamber to hear the result. The Chairman congratulated Mrs Pitt on being the duly co-opted member of the Town Council and invited Mr Morrison to maintain his interest possibly in one of the Working Groups.

20. APPROVE AND ADOPT STANDING ORDERS

These had been circulated for consideration and duly adopted.

21. APPROVE AND ADOPT FINANCIAL REGULATIONS

These had been circulated for consideration and duly adopted.

22. TO APPOINT INTERNAL AUDITOR

The Chairman Councillor Mrs Sandall advised that this had been considered by the Finance Committee and recommended that the services of GP Internal Audit Services is retained. This was duly unanimously **RESOLVED** by the Council.

23. TO REVIEW COMMITTEE STRUCTURE, TERMS OF REFERENCE

The Committee Structure and Terms of Reference were circulated for consideration.
Councillor R Sandall suggested that the numbers in certain of the committees alter to ensure that there are sufficient members on each Committee, viz:

Finance, Personnel and Assets Committee – 7 members
Amenities Committee – 7 members
Planning Committee – 5 members
Strategic Development Committee – 6 members
Events Committee – 6 members
Scrutiny & Audit Committee – 4 members

Proposal 1 – It was proposed by Councillor R Sandall, seconded by Councillor Ms M Couch and was **RESOLVED** by majority vote that the formation of the Committees alters to the above membership numbers and the Terms of Reference adopted. There were 2 Abstentions.

a. **Finance Committee**:
Town Mayor (Ex Officio)
Councillor Susan J Sandall (Chairman)
Councillor John Dawson (Vice Chairman)
Councillor Brian C Sumner
Councillor Tony Story
Councillor Sheila Sismore
Councillor Bill Turner
Councillor Gloria Johnson

b. **Planning Committee**:
Town Mayor (Ex Officio)
Councillor Steve Carroll (Chairman)
Councillor Breda Griffin (Vice Chairman)
Councillor David Dorson
Councillor Marion Pitt

c. **Amenities Committee**:
Town Mayor (Ex Officio)
Councillor Bob Sandall (Chairman)
Councillor Gloria Johnson (Vice Chairman)
Councillor John Dawson
Councillor Maxine Couch
Councillor David Taylor
Councillor Alan Swan
Councillor Amelia Billington

d. **Strategic Development Committee**:
Town Mayor (Ex Officio)
Councillor Andrew Croft (Chairman)
Councillor Bill Turner (Vice Chairman)
Councillor Harrish Bisnauthsing
Councillor Mike Exton
Councillor Tony Story
Councillor Sheila Sismore

e. **Scrutiny & Audit Committee**:
Town Mayor (Ex Officio)
Councillor Bill Turner (Chairman)
Councillor Alan Swan (Vice Chairman)
Councillor Brenda A Sumner
Councillor Sheila Sismore

f. **Event Committee**:
Town Mayor (Ex Officio)
Councillor Maxine Couch (Chairman)
Councillor Andy Croft (Vice Chairman)
Councillor Brenda A Sumner
Councillor Breda Griffin
Councillor Gloria Johnson
Councillor David Dorson

Proposal 2 – It was proposed by Councillor Mrs B A Sumner, seconded by Councillor Mrs G Johnson and RESOLVED by majority vote that the above standing Committees be approved and accepted. There were two abstentions.

24. TO APPOINT MEMBERS TO WORKING GROUPS AND OUTSIDE BODIES

a. *Browne's Hospital* – Town Mayor (*ex officio*). It was agreed that Councillor J Dawson, and Councillor B C Sumner continue as Town Council's appointed members on the Board and Councillor M Sawyer is ex-officio to the Board. It was noted that Councillor Mike Exton is a member in his own right.

b. *Police Neighbourhood Panel* – Councillor M Sawyer offered to continue as representative for the Town Council to attend future Panel meetings and engage with the Lincolnshire Police.

c. *Stamford United Municipal Charities* – It was noted that there were two Councillors interested in being appointed. Councillors Mrs B A Sumner and J Dawson agreed to be re-appointed to attend the meetings for both the Stamford Municipal Almshouse and The Winifred Browne Charities. **This appointment was superceded by a proposal at the STC meeting on 26 June 2018**

d. *Stamford and District Citizens Advice Bureau* – Councillor B Turner agreed to continue as representative to attend meetings on behalf of Stamford Town.

e. *Sir Malcolm Sargent Concert Committee* – Councillor A Croft agreed to continue on the committee as a representative of the Town Council.

f. *Stamford Hospital Development Advisory Committee* – Councillors Mrs S J Sandall and M Exton agreed to continue to attend these meetings on behalf of the Town Council.

g. *Stamford Festival* – Town Mayor (*ex officio*) & Deputy Mayor (Observer)

h. *Twinning Association* – Councillor H Bisnauthsing agreed to continue as representative of the Town Council to the Association.

i. *Newsletter Editorial Team* – Councillors Mrs S J Sandall and A Croft agreed to support the Civic Officer to produce the Town Council's quarterly Newsletter.

j. *Neighbourhood Working Group (Stamford First)* – Following discussion it was suggested that the representatives involved in the Stamford Neighbourhood Plan are Councillor David Taylor, Councillor H Bisnauthsing and Councillor S Carroll. **This appointment was superceded by a proposal at the STC meeting on 26 June 2018**

Proposal 3 – It was proposed by Councillor B Sandall, seconded by Councillor Ms M Couch and RESOLVED by majority vote that the above appointments are accepted. There was one abstention.

25. REVIEW OF COUNCIL ASSET REGISTER, DEEDS AND TRUST INSTRUMENTS

The Chairman informed members of the Council that they could view the above documents subject to an appointment with the Town Clerk.

26. STRATEGIC DEVELOPMENT COMMITTEE(Agenda Point 8)

a. Councillor M Sawyer presented the notes of the meeting of Wednesday, 02 May 2018.
b. Matter for discussion:
c. It was proposed by Councillor Sawyer, seconded by Councillor Mrs S Sismore that the notes are a true reflection of the meeting and be **RESOLVED** and signed by the Chairman. This was unanimously agreed.

27. PLANNING COMMITTEE(Agenda Point 7)

g. Councillor Miss B Griffin presented the notes of the meeting of Tuesday, 08 May 2018.
h. Matter for discussion:
i. It was proposed by Councillor Miss Griffin, seconded by Councillor A Croft that the notes are a true reflection of the meeting and be **RESOLVED** and signed by the Chairman. This was agreed by majority vote with three abstentions.

28. EVENTS COMMITTEE(Agenda Point 6)

a. Councillor Ms M Couch presented the notes of the meeting of Monday, 14 May 2018.
b. Matter for discussion: Councillor Couch encouraged members to support the coming Town Council community event on the Bandstand between 2pm-4pm.
c. It was proposed by Councillor Ms Couch, seconded by Councillor Miss B Griffin that the notes are a true reflection of the meeting and unanimously **RESOLVED** and signed by the Chairman.

29. AMENITIES COMMITTEE(Agenda Point 9)

a. Councillor B Sandall presented the notes of the meeting of Tuesday, 15 May 2018.
b. Matters for discussion:
    i. There was question raised in respect of the Ground Maintenance contract and the cost of the additional grass cut and collect machine for the Cemetery.
    ii. Councillors commented on the negative feedback received from residents in respect of the grass cutting of the amenity spaces including the Cemetery.
    iii. The Town Clerk reported that within the notes there is an intention to produce the Cemetery grants on vellum. As this would not be possible to produce with the current photocopier, could an appropriate, special paper be used instead? Councillor R Sandall stated this could be reviewed.

The Chairman Councillor Sawyer confirmed that as the Council needed to discuss contractual arrangements the meeting needed to go into closed session. Any decision would be placed in the public domain.

Proposal 4 – It was proposed by Councillor Sawyer, seconded by Councillor Couch that in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the meeting would continue in closed session during consideration of the next item which relates to personnel matters.
It was resolved to exclude the public and press.

The meeting proceeded in Closed Session 8.45pm
The meeting resumed in Open Session 9.10pm

During the discussion in Closed Session it was unanimously resolved that a letter is sent immediately to CGM providing one month's notice to terminate the ground maintenance contract. The Amenities Committee is delegated to engage two new contractors: one for the Cemetery and one for the Recreation Ground and Meadows.

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

30. FINANCE COMMITTEE(Agenda Point 10)

a. Councillor Mrs S J Sandall presented the notes of the meeting of Tuesday, 22 May 2018.
b. Matter for discussion:
    i. *2017/18 External Audit Notification* – This had been noted and that the date of the external Audit had been called on 11 June 2018
    ii. *Internal Auditor's Report* – This had been circulated and the comments noted and implemented.
    iii. *Annual Governance Statement 2017/18* – All responses were positive as all duties and assurances were in place
    iv. *Accounting Statement 2017/18* – These were examined and approved.

v. *Period for the Exercise of Public Rights* – This was approved and will be displayed from 1st June 2018.

vi. *LCC Grass Cutting* –Certain Councillors raised concern raised over the proposal to take on the LCC's grass cutting due to the fact that at the Annual Town Meeting two of the three Stamford residents present voted against the proposal. The Town Clerk informed Members that the Annual Town Meeting is a forum to listen to the electorate, but any proposals at that meeting are not binding on the Town Council. It had been agreed for this matter to be properly examined by the Finance Committee and a recommendation made to the Town Council. Following extensive discussion strong views were presented against the Town Council committing to the cut LCC verges.

Proposal 6 – It was proposed by Councillor M Sawyer, seconded by Councillor S J Sandall that a recorded vote is taken on whether the Town Council should commit to cut the verges within Stamford on behalf of LCC.

Those in Favour 5: Councillors M Sawyer, B Sandall, S J Sandall, B A Sumner and B Turner.

Those Against 8: Councillors B Griffin, H Bisnauthsing, M Exton, B C Sumner, T Story, S Sismore, A Croft and S Carroll

Those Abstained 3: Councillors M Couch, G Johnson and D Dorson

The proposal fell.

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

31. <u>ACCOUNTS FOR PAYMENT(Agenda Point 11)</u>

Schedule no. 2 (transactions 6339 to 6586.) and had been circulated for consideration.

Proposal 7 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor M Sawyer and **RESOLVED** that schedule No. 2 is agreed and approved for payment.

32. <u>QUESTIONS WITHOUT DISCUSSION (Agenda Point 12)</u> - None raised

Chairman
(The meeting closed at 9.50p.m.)