

STAMFORD TOWN COUNCIL

**MINUTES OF THE STAMFORD TOWN COUNCIL MEETING
HELD ON TUESDAY, 30 APRIL 2019 AT 7.00PM
IN THE TOWN HALL, STAMFORD**

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

ALSO PRESENT Town Clerk
Deputy Town Clerk
Rev Andy Fyall, Methodist Church
Councillor D Brailsford (LCC Councillor Stamford West)
2 Members of public

Formal meeting commenced 7.00pm

805. APOLOGIES FOR ABSENCE (Agenda Point 1)

Councillor Mrs B A Sumner, Councillor Ms M Couch and Councillor D Taylor submitted their reasons for absence. The reasons were noted and accepted.

Councillor R Foulkes was not present at the meeting.

806. DECLARATION OF INTEREST (Agenda Point 2)

Councillor M Exton and Councillor B C Sumner declared a Personal Interest in respect of any discussions related to planning as they are on SKDC's Development Management Committee.

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

Councillor Miss B Griffin declared a Personal and Prejudicial Interest in respect of payment item 9819 as it related to her Mayoral Allowance.

807. MINUTES (Agenda Point 3)

The notes of the Town Council meeting held on Tuesday, 26 March 2019 had been circulated.

It was proposed by Councillor A Croft, seconded by Councillor Mrs A Billington and **RESOLVED** by majority vote that these minutes are a true record of the meeting and be signed by the Chairman. There was 1 abstention.

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

- a) *Councillor David Brailsford (Lincolnshire County Council, Stamford West)* – Reported that due to the period of Purdah there are only a few matters to mention to the Town Council. The low metal ‘bell’ protector on the corner of St. Paul’s Street and North Street has been replaced with a traditional style upright bollard. LCC intends to resurface Horseshoe Lane in the coming weeks. It was confirmed that a one-way system along St. Johns Street would be in operation for a minimum of two weeks commencing 5th May. A few questions were posed in respect of the Lincoln Road roundabout which appears to be sinking yet again; the sensory crossing could be replaced with proper pedestrian crossings as they force the traffic to stop for pedestrians. The new re-adjustment of the traffic signals along Rhyall Road and Drift Road are causing significant tail backs resulting in rat-running. Councillor Brailsford explained the situation is being monitored, nevertheless he would take these points to the Highways Portfolio Holder at the meeting when highway networking in Stamford will be examined in the coming months.
- b) *Councillor Exton (South Kesteven District Councillor)* – Confirmed the District Council had officially purchased the Cummins site on Barnack Road. At present the future plans for the site had not been determined. The cost for the site will be made public in due course; however, the purchase of this location will be for the benefit Stamford.
- c) *Councillor Bisnauthsing* - Informed the Council that on Monday 20th May there is a PPG meeting open to the public and will be held at the Sheep Market Surgery at 6.15pm. Questions may be put directly to the doctors and the surgery management. The Town Clerk informed the Council that the Anglia NHS Foundation Trust wished to brief the Council on the developments at Stamford Hospital. This date will be confirmed following the elections.

809. TO CONSIDER THE UN-CONTESTED 2019 ELECTION RESULTS AND 2019 MAYORALITY (Agenda Point 5)

The Chairman Councillor Miss Griffin asked the Town Clerk to update the Council on the outcome of some of the election results. The Town Clerk confirmed that the All Saints; St. Georges and St. John’s Wards had resulted in un-contested results. The exception was St. Mary’s Ward. This outcome means that there are vacancies on the Council which may be filled through co-option by the 24th June 2019. It was reported that a number of people had already come forward wishing to be considered for co-option. However, for transparency it was suggested that a notice should be placed in the local press and on the Town Council website inviting people to come forward for selection at the meeting on Tuesday 21 May 2019. Candidates should submit a resumé to the Town Clerk which would be circulated to the Council for consideration. All Councillors on the new Town Council, and candidates wishing to be considered for co-option, are asked to attend an Induction Session on Wednesday 8th May at 6pm to run through an up-date of the operation of the Town Council. This would enable those who are co-opted to sign their declaration and participate in the Town Council meeting on the 21 May.

Proposal 1 – It was proposed by Councillor Bisnauthsing, seconded by Councillor B Sandall and unanimously **RESOLVED** that the notice of co-option should be displayed, with selection for co-option taking place on Tuesday 21 May 2019. An induction session should be held on Wednesday 8th May at 6pm at which all Councillors forming the new

Council and candidates who wish to be co-opted should attend the Induction session scheduled on Wednesday 8th May 2019. All new Councillors are reminded that they must sign their Declaration of Office as soon as possible after 7th May but before the 16th May 2019.

Members of the Town Council further considered the position of the 2019 Mayoralty. The Town Clerk informed the Council that the Deputy Mayor Councillor Miss Griffin had been returned unopposed in the recent election. Councillors agreed that in line with the current Council Civic Protocol, Councillor Griffin should be considered as Mayor-Elect, subject to the consent of the new Council at the Annual General Meeting of the new Town Council on Thursday 16 May 2019.

Proposal 2 – It was proposed by Councillor Exton, seconded by Councillor Dawson, and **RESOLVED** by majority vote, that Councillor Miss Griffin is considered as Mayor-Elect, subject to the consent of the new Council at the Annual General Meeting of the Town Council on Thursday 16 May 2019. There was one abstention.

810. INSTALLATION OF WWI COMMEMORATIVE BENCHES (Agenda Point 6)

Councillor Mrs S J Sandall reminded the members of the Council that in January 2019 the Town Council had agreed to fund the full purchase of the ‘Lest We Forget’ Commemorative seat on behalf of the Town, and resolved that its location should be at the War Memorial. The decision to select this seat was because it depicted and recognised all elements of service which supported the war effort. It was noted that benches representing all sectors of the Armed Forces were already located at the War Memorial and the Royal British Legion had therefore supported this outcome. Councillor Story recognised this decision but it had been found that the size of the benches were not all the same. In view of this it was felt that the ‘Poppy’ bench and the ‘Lest we forget’ bench may be better suited at Castle Dyke with the RAF bench at the War Memorial as it was slightly bigger. Photos of the benches were circulated to all members. The Town Clerk advised the Council that according to Standing Order 7a the decision cannot be reversed for a six month period. Councillor Turner stated that at the time the British Legion were unaware of the size differences, but in his personal opinion it made sense to have the larger seat at the War Memorial, although it would mean reversing the decision of the Council. This view point was supported by Councillor Swan.

Proposal 3 – It was proposed by Councillor Turner, seconded by Councillor Bisnauthsing to reverse the decision of the Town Council’s so the ‘Lest We Forget’ bench is located at Castle Dyke with the Poppy bench, and the RAF blue bench is now located at the War Memorial.

Proposal 4 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore that the Town Council’s decision stands and the ‘Lest We Forget’ bench is located at the War Memorial with the other two benches at Castle Dyke.

The Chairman ensured that there was full debate on this subject and the differences between the benches, together with how the names of the donors were to be recognised. Councillor Story stated that a plaque would be placed on the benches and all contributors were invited to attend a photo session and a press release would be submitted to the Mercury. The Council were reminded by Councillor Exton that in line with Standing Order 1s there were two motions on the table and it had to be determined which was the Substantive Motion.

The Chairman took a vote on **Proposal 4** and it was resolved that that was the substantive motion with eight votes in Favour, six votes against and two abstentions; **Proposal 3 fell**. A vote was then taken on the substantive motion.

Proposal 5 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs S Sismore it was **RESOLVED** by majority voted that the Town Council's decision stands and the 'Lest We Forget' bench is located and the War Memorial. There were five votes against and two abstentions.

811. TOWN CLERK'S REPORT (Agenda Point 7)

- a) *Correspondence* – A schedule of correspondence will be e-mailed to all members to keep them informed. 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. *Confidential Pink Paper, Internal Auditor's Report together with the Annual Governance Statement and 2018/19 Accounting Statement* – The Town Clerk reminded Councillors it was important that they had fully familiarised themselves with the documentation which had been previously circulated with their agenda pack. The Town Clerk emphasised that the Council as a whole is ultimately responsible for the management of all Council business.
 - ii. *SKDC Cultural Strategy Questionnaire* – All members of the Council had been circulated with details of this circular and the deadline for responses is 31 May 2019. Councillors were encouraged to submit their individual responses. The Chairman stated that this would be placed on the next agenda for the new Council for a formal decision to be submitted on behalf of the Town Council.

812. PLANNING COMMITTEE (Agenda Point 8)

- a. Councillor Dorson presented the notes of the meeting of Tuesday, 02 April 2019
- b. *Matter for discussion:*
 - i. *Planning Application 19/0185* – The Town Clerk observed that the declaration of Personal Interest by Councillors was erroneous as this application made no reference to the Museum Store building. This was noted.
 - ii. *Planning Application S18/1376* – Councillor Bisnauthsing believed there were material concerns related to environmental issues which could impact on the new dwellings and was subject to Listed Building Regulations. Councillor Dorson confirmed that these points were included in the strong concerns expressed, and had requested that the application is referred to the SKDC Development Committee.
- c. It was proposed by Councillor Dorson, seconded by Councillor Mrs Pitt and **RESOLVED** by majority vote that the notes are a true reflection of the meeting held on Tuesday, 02 April 2019 and actions with recommendations of the Planning Committee be approved and signed by the Chairman. There were three abstentions.
- d. Councillor Carroll presented the notes of the meeting 16 April 2019
- e. *Matters for Discussion:* None
- f. It was proposed by Councillor Carroll, seconded by Councillor Dorson and **RESOLVED** by majority vote that the notes are a true reflection of the meeting held

on Tuesday, 16 April 2019 and actions with recommendations of the Planning Committee be approved and signed by the Chairman. There were three abstentions.

813. AMENITIES COMMITTEE (Agenda Point 9)

- a. Councillor B Sandall presented the notes of Tuesday, 02 April 2019 meeting.
- b. *Matter for discussion:*
- c. It was proposed by Councillor B Sandall, seconded by Councillor Mrs Johnson and **RESOLVED** by majority vote that the notes are a true reflection of the meeting held on Tuesday, 02 April 2019 and actions with recommendations of the Amenities Committee be approved and signed by the Chairman. There was one Abstention.

814. STRATEGIC DEVELOPMENT COMMITTEE (Agenda Point 10)

- a. Councillor Croft presented the notes of Wednesday 03 April 2019 meeting.
- b. *Matter for discussion:* None.
- c. It was proposed by Councillor Croft, seconded by Councillor Turner and **RESOLVED** by majority vote that the notes are a true reflection of the meeting held on Wednesday 03 April 2019 and actions with recommendations of the Strategic Committee be approved and signed by the Chairman. There was one Abstention.

815. EVENTS COMMITTEE (Agenda Point 11)

- a. Councillor Mrs Johnson presented the notes of Monday, 08 April 2019 meeting.
- b. *Matters for discussion:* None.
- c. It was proposed by Councillor Mrs Johnson, seconded by Councillor Dorson and unanimously **RESOLVED** that the notes are a true reflection of the meeting held on Monday, 08 April 2019 and the actions with recommendations of the Events Committee be approved and signed by the Chairman.

816. FINANCE COMMITTEE (Agenda Point 12)

- a. Councillor Mrs S J Sandall presented the notes of the meeting of Tuesday 09 April 2019 together with the Pink Paper.
- b. *Matter for discussion:*
 - i. *Civil Ceremony* – The Town Clerk reported that the first Civil Ceremony had been held at the Town Hall and the newly-weds had stated it was a huge success. A message of the thanks and appreciation from the couple was read out to the Council.
 - ii. *To consider the Internal Audit Report 2018/19* – The Town Clerk drew attention to the Internal Auditor's report. In line with the Town Council's objectives, staff have become very familiar with the SAGE accounting package and thus reduced the input offered by the Town Clerk of Bourne Town Council. From year 2019/20 full financial management and financial reports would be undertaken in-house under the Town Clerk, who is also the Responsible Finance Officer, supported by the administration team. The Internal Auditors report was noted and would be referred to the new Council to study and execute.
 - iii. *To confirm the Annual Governance Statement 2018/19* – The Council considered each element of the Governance Statement and reviewed the risk management arrangement in place. It was noted that all fiscal aspects of the accounts had been properly administered throughout the year and were robust. The Town Clerk

reminded the Council that question 9 referred to the charitable Skells Trust for which it is sole managing trustee. The Chairman Councillor Miss Griffin confirmed that all elements of the document had been circulated in good time for all Councillors to study. Following discussion, it was confirmed that the assurances are not only based on the Auditor's Report but that throughout the year each Councillor and the Town Council, as a body corporate, had examined, reviewed and managed the risks of its operations.

Proposal 6 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Dawson and unanimously **RESOLVED** that the all responses to the 2018/19 Annual Governance Statement should be confirmed in the affirmative.

The Town Clerk reported that the External Auditors PKF Littlejohn has stressed that in future they wished to see evidence that the full Council has reviewed the risk and its operational management, even if it has delegated this to a committee or an officer. The Town Clerk also informed the Council that to further comply with the Transparency Code 2015, the Mayoral allowance will be administered via the Finance Committee to ensure that the agreed level of funding is effectively used in respect of mayoral duties.

- iv. *To certify the 2018/19 Accounting Statement* – The Council has examined the 2018/19 Accounting Statement and confirmed that it mirrors the end of year report circulated. The Council noted the Notice of Public Rights to Examine the Unaudited Annual Governance & Accountability Return.

Proposal 7 – It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs Johnson and unanimously **RESOLVED** that the 2018/19 Accounting Statements as certified by the Responsible Finance Officer be approved and should be signed by the Chairman of the Town Council.

- v. *Personnel matter of the Finance meeting held on 09 April 2019 related on the confidential Pink Paper*

The Chairman proposed 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 element of which relates to Personnel.

It was resolved to exclude the public and press.

Public and Press left the Chamber together with Councillor Swan, Councillor Dorson and the Deputy Town Clerk.

The meeting proceeded in Closed Session 8.30pm

The meeting resumed in Open Session 9.05pm

Members of the public with Councillor Swan, Councillor Dorson and the Deputy Town Clerk rejoined the meeting.

Following discussion it was agreed that the Town Council supports the reduction in hours of the Administration Officer from the 1st June 2019; the recruiting of an additional full time Administrative Assistant from the 1st June 2019; a trial in the operational hours of the Town Hall - Monday to Friday being 9am to 1pm and 2pm till 4pm. It will be closed between 1pm and 2pm. A Work Experience student should be granted a three week session in May 2019.

- c. It was proposed by Councillor Mrs S J Sandall, seconded by Councillor J Dawson and agreed by majority vote and **RESOLVED** that the notes together with the Pink Paper

of the meeting of Tuesday 09 April 2019 are a true reflection of the meeting and signed by the Chairman. There were two abstentions.

817. SCRUTINY AND AUDIT COMMITTEE (Agenda Point 13)

- a. Councillor Turner presented the notes of Wednesday, 10 April 2019 meeting.
- b. *Matters for discussion:* None.
- c. It was proposed by Councillor Turner, seconded by Councillor Mrs Sismore and unanimously **RESOLVED** that the notes are a true reflection of the meeting held on Wednesday, 10 April 2019 and policy documents therein with the actions with recommendations of the Scrutiny & Audit Committee be approved and signed by the Chairman.

The Town Clerk reaffirmed that with the ratification of both the Finance and Scrutiny minutes, the Committee Structure will be implemented as agreed.

818. ACCOUNTS FOR PAYMENT (Agenda Point 14)

Schedule no. 12B / No.1 (transactions 9793 to 10040) had been circulated for consideration. Councillor Mrs S J Sandall drew attention to payments No. 10028, 9837 and 9838 which had been inspected by the Finance Committee and approved.

Proposal 9 - It was proposed by Councillor Mrs S J Sandall, seconded by Councillor Mrs Johnson and unanimously **RESOLVED** that schedule No. 12B / No.1 is agreed and approved for payment.

819. QUESTIONS WITHOUT DISCUSSION (Agenda Point 15)

- i. Cllr Exton enquired on the current position of the Local Plan. The Town Clerk stated that the Stamford Neighbourhood Plan is still awaiting one more piece of work to make it more robust. Councillor Dawson stated, as Vice-Chairman of the Neighbourhood Plan, he understood the SKDC Local Plan is due to be submitted to the Planning Inspector but due to the period of Purdah no further information is available.
- ii. Cllr Johnson wished to thank all the councillors who have retired from the Council and thanked them for all their time and service to Stamford. The Chairman Councillor Miss Griffin wished to add her thanks to all those retiring and wished those standing for election all the very best of luck.

Chairman
(The meeting closed at 9.20pm)