



**Minutes of the Meeting of Sleaford Town Council held on
Wednesday 24th November 2021 at 6.00pm, at Sleaford Town Hall, Navigation Yard, Sleaford
and electronically via Zoom**

Present:

Cllr R Oates – Chairman	Cllr J Parry
Cllr L Edwards-Shea – Vice Chairman	Cllr A Snookes
Cllr P Edwards-Shea	Cllr D Suiter
Cllr H Lorimer	Cllr J Thomas
Cllr L Lowndes (joined the meeting at 6.44 pm)	

In attendance at Councillor M Allan (Lincolnshire County Council) (1)

the Town Hall:

Town Clerk and Deputy Clerk

Officers:

Two members of the public joined the meeting via Zoom

Public:

Public Forum

Prior to the commencement of the meeting, a 15-minute period was observed to allow updates from Lincolnshire County Councillors and members of the public.

- i. Mr Garry Titmus, Chairman of the Sleaford Castle Heritage Working Group, spoke in support of item 9f on the agenda.
- ii. A member of the public spoke about item 8a.
- iii. Cllr M Allan, Lincolnshire County Councillor, commented that the Town Council had failed to contact a newly-elected Town Councillor. It was noted that no formal complaint had been received by the Town Council. Cllr Allan commented on the Town Council's lack of management of road speed signs in the town. He reported that the Holdingham Roundabout work was progressing well and that he was pursuing Galley Hill Bridge accessibility for pedestrians and cyclists and possible replacement of railings.

Please note the Audio Recording from this meeting is available on the Town Council's Website.

FC.1

Chairman's Welcome

The Chairman welcomed all to the meeting.

FC.2

Apologies for Absence Cllr B Allan, Cllr A Brand, Cllr D Darmon, Cllr K Fernandes, Cllr T Hayat, Cllr M Offer, Cllr M Shanahan-Kluth, Cllr S Shanahan-Kluth,

Cllr M Smith.

It was proposed, seconded and **RESOLVED** to accept the above apologies with reasons. Vote: 5 for – 0 against - 3 abstained. The Resolution was carried.

FC.3 Declarations of Interest

No Declarations of Interest were received at this stage.

FC.4 Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 20th October 2021 be approved as minutes of that meeting. Vote: 7 for – 0 against – 1 abstained. The Resolution was carried.

FC.5 Chairman's Report

A report on the Mayor's and Deputy Mayor's civic duties had been previously circulated. The report was noted.

FC.6 Planning

a. Applications for consideration

It was proposed, seconded and **RESOLVED** that no comments be made on the following planning applications:-

Ref No	Location	Proposal
21/1531/FUL & 21/1532/LBC	The Ivy, 64 Southgate, NG34 7RL	Extension to existing ground floor kitchen
21/1611/TCA	LCC Offices, Kesteven Street, NG34 7EB	Works to trees in a conservation area
21/1627/PNH	51 Durham Avenue	Single storey rear extension 4.9m in length from the original wall, eaves height of 2.1m & maximum height of 2.6m
21/1416/FUL & 21/1417/LBC	33 Northgate, NG34 7BX	Change of use from office to residential, renovation of house & conversion of outbuilding (attached stables)
21/1552/LBC	The Old Vicarage, St. Deny's Church, Market Place	Addition of en-suite to existing box room
21/1653/PNH	70 Meadowfield	Single storey rear extension 8.00m in length from the original wall, eaves height of 2.38m & maximum height of 3.55m
21/1586/ADV	121 Grantham Road,	Proposed advertisement flag & banner

21/1381/HOUS	NG34 7NP 103 Eastgate, NG34 7EE	for beauty business Erection of a side extension
21/1459/FUL	Former Site of The Lincolnshire Oak Hotel East Road Sleaford Lincolnshire NG34 7EQ	Erection of a building for use as a builders' merchant (storage, distribution, trade counter, offices and ancillary retail) with associated external storage, access, car parking
21/1505/FUL	New Life Church Mareham Lane Sleaford Lincolnshire NG34 7JP	Proposed front extension to create new welcome area, food larder store and offices and proposed rear extension to nursery
21/1431/FUL	Handley Chase London Road Sleaford Lincs	Proposed formation of additional vehicular access to Handley Chase development
21/0767/RESM (Amended/Addi tional Information)	Land East Of London Road/Stumpcross Hill And West Of Southfields, Sleaford (‘Handley Chase’)	Erection of 14 no. dwellings (plots 30- 34 and 39-49) including a replan of plots 30-34 and 38-45 as approved through 19/0493/RESM and amended by 20/0051/PNMAT. Amendment: Submission of revised layout with amendments to landscaped square along with sales and marketing evidence and revised Design Statement. NB: Meeting of FC 16.06.21 made no comment
21/0669/RESM	Land East Of London Road/Stumpcross Hill And West Of Southfields, Sleaford (‘Handley Chase’)	Reserved matters application for the development of 270 no. dwellings and associated infrastructure (details of appearance, landscaping, layout and scale) pursuant to outline planning permission 13/0498/OUT (as revised). An Environmental Statement was submitted as part of the outline application (13/0498/OUT). Amendment: Submission of revised layout with amendments to landscaped square along with sales and marketing evidence and revised Design Statement.

NB: Meeting of FC 21.07.21 made no comment

21/1562/ADV	Main School Building, St George's Academy, Westgate	Erection of non-illuminated School logo signage
21/1608/LBC	9 Southgate, NG34 7SU	Removal of existing cement render to West facing masonry wall and replace with new monocouche render
21/1614/RESM	Land East of London Road/Stumpcross Hill and West of Southfields	Formation of strategic surface water drainage infrastructure in connection with Handley Chase development
21/1626/HOUS	42 Hampden Way, Greylees, NG34 8FS	Erection of two storey extension
21/1740/VARC ON	Boston Road Recreation Ground, Sleaford	Application to vary Condition 5 of application 13/1314/FUL & 15 of application 12/0363/VARCON (floodlight hours) and Condition 16 (lighting scheme) of application 12/0363/VARCON
21/1634/FUL & 21/1635/LBC	Westgate House, 25 Westgate, NG34 7RJ	Change of use of offices to independent school and erection of fence to front of building
21/1733/TPO	Wellbeing Health, Beauty & Hair, The Stables, Cogglesford Mill, East Road	Proposed works to trees – T37 Sycamore: crown lift 2m broadly in line with attached photographs
21/1648/HOUS	66 London Road Sleaford Lincolnshire NG34 7LH	Erection of single storey detached office/living space to the rear of the property.
21/1681/LBC	4 Parrys Court Northgate Sleaford Lincolnshire NG34 7BN	Installation of a wood burning stove (amendment to listed building consent 21/0240/LBC)

It was noted that Westgate House application (reference 21/1634/FUL & 21/1635/LBC) was still being considered.

It was reported that some residents had complained about the application 21/1586/ADV

Vote: 6 for – 0 against – 2 abstained. The Resolution was carried.

b. Sleaford Castle

It was proposed seconded and **RESOLVED UNANIMOUSLY** to accept the

application from Historic England for scheduled Monument Consent in relation to archaeological works being carried out.

Vote: Unanimous. The Resolution was carried.

FC.7

Financial Matters

a. Council's Bank Balances

The Council noted the current financial positions as set out in the papers.

b. Financial Transactions

It was noted that there are two storage containers that incur a monthly cost to the Council.

It was suggested that perennial planting schemes be favoured rather than annual planting. This was noted.

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to approve all financial transactions made retrospectively and pending from the lists totalling:- **£38,730.84**

Vote: Unanimous. The Resolution was carried.

c. Request for two members to sign paperwork – Councillor A Snookes and Councillor L Edwards-Shea volunteered.

d. Purchase of 2 laptops - The Clerk introduced the item.

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to purchase the two laptops for officers' use at a cost of £750.00 each.

Vote: Unanimous. The Resolution was carried.

e. AdvantEDGE Playgrounds and InpectEDGE

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to purchase the tablet and software together with the Playgrounds module, Cemetery and Allotment Apps at a cost of £950.20.

Vote: Unanimous. The Resolution was carried.

f. Financial Regulations - The Clerk introduced the Report.

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to amend the Financial Regulations to authorise the Clerk to purchase essential items up to a maximum of £2,000.

Vote: Unanimous. The Resolution was carried.

FC.8

Council Business

a. Request the use of Eastgate Car Park from Blankney Hunt

A resident had raised this issue with the Council and spoken in public session about this item. Comments were made about the safety of the event. The strength of public feeling against the proposal was noted.

It was proposed, seconded and **RESOLVED** to refuse the use of Eastgate car Park on Monday 27th December 2021 for the Blankney Hunt meet.

Cllr Lorimer requested a recorded vote for her vote.

Vote: 8 for – 0 against – 1 abstained

The Resolution was carried.

b. Request the use of Boston Road Recreation Ground from Burt Holland's Fun Fair

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to allow the request from Burt Holland's Annual Fun Fair to use the Boston Road Recreation Ground, subject to the usual requirements regarding deposit, hire charge, risk assessment, insurances, site usage and the Casual Hire Agreement.

Vote: Unanimous. The Resolution was carried.

c. Request the use of Boston Road Recreation Ground from Jim's Gym

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to allow the request from Jim's Gym to use the Boston Road Recreation Ground, subject to the usual requirements regarding deposit, hire charge, risk assessment, insurances, site usage and the Casual Hire Agreement.

Vote: Unanimous. The Resolution was carried.

d. Covid Safety Measures in relation to hire of the Town Hall to external bodies

The Clerk reported verbally. The Chairman advised that NKDC were not hiring out rooms to the public until January at the earliest. The Chairman asked whether the Council had a written risk assessment on room hire and a protocol on covid compliance, which Councillors had had sight of. The Clerk confirmed that she was waiting for confirmation from the Council's insurer's that the Council's procedures on room hire were compliant.

i. It was proposed, seconded and **RESOLVED** to suspend all future additional room bookings pending feedback from the Council's insurer and / or NKDC advice with immediate effect and until January 2022. Vote: 7 for – 1 against – 1 abstained. The Resolution was carried.

ii. It was proposed, seconded and **RESOLVED** to cancel existing room bookings until clarification from the Council's insurer and / or NKDC advice with immediate effect and until January 2022. Vote: 7 for – 1 against – 1 abstained. The Resolution was carried.

FC.9

Council Panels and Working Groups

a. Services Panel – Date of meeting 2nd November 2021

Cllr D Suiter spoke about the Notes and Recommendations in the absence of

the Panel Lead.

i. Asbestos Report

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to accept the Services Panel recommendation of agreeing to option 4 in the Asbestos Options Appraisal Report, authored by GHD, to cap the area of the 'brick pit' area of the Cemetery in order to manage the asbestos risk.

Vote: Unanimous. The Resolution was carried.

For the record, the option was to:

'Apply a layer of clean soil over the existing surface to cover any exposed pACM. The incorporation of a geotextile4F5 marker layer to mark the boundary between 'clean' and 'dirty' materials would be recommended. The greater the depth of the capping layer the greater the robustness. However, depth would also be dictated by current site levels and the available budget; the depth would need to be sufficient to minimise the chances of it being penetrated or displaced and sufficient to support subsequent plant growth. The Site could potentially then be seeded with an appropriate seed mix (possibly including meadow or woodland mix) or tree planting may be possible. Subject to risk assessment, the paths at the site could potentially be opened to the public'

ii. Noticeboards

It was proposed, seconded and **RESOLVED UNANIMOUSLY**

To accept the Service Panel's Recommendation as follows:

- Buy one notice board (green) to replace the one at Boston Road Recreation Ground, due to a matter of urgency
- Defer the purchase of 2 further notice boards until officers in consultation with the Panel Lead revisit the three quotes received and agree the specification together with costings for the purchase of 2 further notice boards.
- Further notice boards will be dealt with by officers in consultation with the Panel Lead until all Sleaford Town Council green spaces have a notice board, as per past Full Council decisions.

Vote: Unanimous. The Resolution was carried.

b. Culture, Events & Markets Panel - Date of meeting 10th November 2021

The Panel Lead introduced the Notes and Recommendations.

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to accept the Panel's recommendations as follows:

- i. purchase the Marden teak three seater memorial bench with engraving at a cost of £544.90
- ii. to increase the budget for the Town Crier event for 2022 to £2,500.00
- iii. to approve the list of annual events

Vote: Unanimous. The Resolutions were carried.

c. Finance & Strategy Panel - Date of meeting 11th November 2021

Cllr D Suiter introduced the Notes and Recommendations.

i. Fire Risk Assessments

It was proposed, seconded and **RESOLVED** to task the Clerk to identify the urgent works to be carried out with regard to the Fire Risk Assessment.

Vote: 8 for – 0 against – 1 abstained. The Resolution was carried.

ii. Purchase of Land

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to use the CIL monies on the investigation and purchase of land for new toilets and the Clerk to investigate the cost of refurbishment of the current toilets at Boston Road Recreation Ground.

Vote: Unanimous. The Resolution was carried.

iii. SLCC membership

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to take up the membership of the Society for Local Council Clerks.

Vote: Unanimous. The Resolution was carried.

d. Christmas Market Notes - Date of meeting 12th November 2021

The Deputy Clerk introduced the Notes. The notes were accepted and noted. Councillors were invited to attend the Christmas Markets on the Saturdays and on the days when the Neighbourhood Plan would be promoted. The Chairman thanked the officers for their work on the event.

e. Sleaford Castle Heritage Group - Date of meeting 18th November 2021

The notes of the meeting were accepted and noted.

f. Sleaford Castle Heritage Group Summary Report

Cllr L Edwards-Shea introduced the Report.

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to support in principle the continuation of the Castle project.

Vote: Unanimous. The Resolution was carried.

FC.10

Town Clerk's Report

It was proposed seconded and **RESOLVED UNANIMOUSLY** to change the agenda to move the Clerk's report to item 10. Vote – Unanimous

a. Plastic Free Sleaford

The Clerk reported on changes made to reduce the Council's use of single-use plastic and options for reducing the use of plastic by the Council's market traders and suppliers; these changes had resulted from a meeting between the previous Clerk and Plastic Free Sleaford. The Culture Events

and Markets Panel would consider organising a future eco / climate event.

b. Money's Yard Men's Toilets

The Clerk reported that the Men's toilets had been closed for several weeks due to anti-social behaviour and drug taking. A meeting with the police and the NKDC anti-social behaviour team would take place. The Council's security firm were aware of the situation.

FC.11 Representatives on Outside Bodies

a. Plastic Free Sleaford

CLlr P Edwards-Shea volunteered to represent the Council on the Plastic Free Sleaford Group.

FC.12 Closed Session

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters:- Vote: Unanimous. The Resolution was carried.

The Clerk, being the host of the Zoom Meeting, ensured members of the public were no longer participating and confirmed the recording had been stopped.

FC.13 HR Panel

a. HR Panel Notes

The Panel Lead introduced the notes.

- i. It was proposed to change item 5 to read 'it was noted that the Clerk take forward the change' etc since the Panel did not have the delegated authority to make a resolution.
- ii. The probationary panel for the Clerk had been agreed and the two councillors would bring a report to Council at the end of the probationary period.

There being no further business, the Chairman thanked all for attending and closed the meeting at 8.37 pm.