



**Minutes of the Meeting of Sleaford Town Council held on
Wednesday 28th September 2022 at 7.00pm, at The Town Hall, Sleaford**

Present:

Cllr L Edwards-Shea – Chairman
Cllr J Thomas – Vice Chairman

Cllr P Edwards-Shea
Cllr T Hayat
Cllr H Lorimer
Cllr R Oates
Cllr M Offer
Cllr J Parry

Cllr M Shanahan-Kluth
Cllr S Shanahan-Kluth
Cllr Ad Snookes
Cllr Al Snookes
Cllr D Suiter

Also in attendance: Acting Deputy Clerk, the Temporary Responsible Finance Officer, and an Administration Officer as the note taker.

Prior to the commencement of the meeting, there was no public forum, due to no members of the public being present.

**Please note the Audio Recording from this meeting is available on the Town Council's
[You Tube Channel](#)**

FC.1 Chairman's Welcome

The Chairman welcomed all to the meeting, introducing staff members and reminding all to refer to them by job title and not name. She also informed members of the sad passing of a former Cllr, Paul McCallum and she will send a card and best wishes to his family.

The Chairman also reminded Cllrs of their obligations under Standing Orders and the Code of Conduct to treat others with respect, promote and maintain high standards of behaviour and abide by the Nolan Principles.

FC.2 One minute silence for Her Majesty Queen Elizabeth II

The Chairman asked for those who could, to stand to observe a minute's silence for Her Majesty Queen Elizabeth II.

Special thanks were given to the Service Team and the Administration Officers who made it possible to fulfil the strict protocol that was required during the mourning period.

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Signed: *Linda Edwards-Shea*

Date: *19th October 2022*

FC.3 Apologies for Absence

Apologies for absence were received and noted from Cllrs B Allan, D Darmon, K Fernandes and L Lowndes.

Cllr M Smith was absent from the meeting.

FC.4 Declarations of Interest

No Declarations of Interest were received at this stage.

FC.5 Minutes

a) Notes of the Council Meeting held 17th August 2022

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 17th August 2022, be approved as minutes of that meeting. Vote: for 12 – against 0 – abstained 1. The Resolution was carried.

b) Notes of the Extraordinary Council Meeting held on 7th September 2022

Amendment to page 3, to insert the pay scale point 46 not the salary of £51,334.
Amendment to page 4, to insert the word 'Financial' to read Temporary Responsible Financial Officer.

It was proposed, seconded and **RESOLVED** that the notes of the Extraordinary Council Meeting held on 7th September 2022, together with the above amendment be approved as minutes of that meeting. Vote: for 10 – against 0 – abstained 3. The Resolution was carried.

FC.6 Chairman's & Vice Chairman's Report

The Chairman and Vice Chairman's report was noted updating members of events and meetings attended since the last Full Council Meeting.

The Chairman also gave a verbal update informing members of a splendid Proclamation and reported that the Town Criers Competition is going from strength to strength.

FC.7 Temporary Proper Officer's Report (Chairman)

This report was noted.

FC.8 Acting Deputy Clerk's Report

The report was noted, including a verbal update from the Acting Deputy Clerk clarifying that advice and quotes are being sought for repairs to the Layby on Boston Road Recreation Ground. When more information is received, it will be presented to Council.

Ownership of the Layby was discussed, and investigations are ongoing.

FC.9 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
22/1099/FUL	Ashdene Care Home, 89 Eastgate, NG34 7EE	Erection of two storey rear extension & alterations
22/1177/HOUS	12 Park Avenue, NG34 7JQ	Erection of single storey side & rear extension & alterations to front porch
22/1022/HOUS (amended)	46 Pentland Drive, Greylees	Erection of single storey rear extension with balcony above. Amended balcony screening design NB: FC Meeting 17.08.22 - No comment Deadline for comments 16.09.22
22/1236/HOUS	7 Wesley Close, NG34 7LX	Erection of a single storey front garage extension & first floor rear extension
22/1167/FUL	9 Ancaster Drive, N34 7LY	Erection of a single storey dwelling
22/1268/HOUS	18 Barnes Close, NG34 8BF	Fitting of velux style windows to roof of new elevation
22/1290/HOUS	59 Southfields, NG34 7LB	Removal of hedge & replace with wooden fence
22/1316/TCA	The Cut, Eastbanks, NG34 7TT	T1 Alder – trim back limb from Berkeley Court; T2 Goat Willow – remove deadwood, reduce crown & trim back from path
22/1319/TCA	Shirley House, West Banks, NG34 7QB	T1 Eucalyptus – fell
22/1335/TPO	10 Hawthorn Drive, NG34 7GZ	T1/T2 Hawthorn – reduce in height to approx. 10ft above ground level

Vote: for 12 – against 0 – abstained 1. The Resolution was carried.

It was noted that the 'Material Considerations' listed on the report have been summarised. It was requested that the office provide members with a full list of Material Planning Considerations.

FC.10 Financial Matters

a) Council's Bank Balances

It was proposed, seconded and **RESOLVED** to note the Bank Balances and Reconciliations to 31st August 2022.

Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

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b) i) Financial Transactions

It was agreed that the request from the S&D Twinning Association for an additional £852.31 be discussed under item 11g.

It was proposed, seconded and **RESOLVED** to approve all financial transactions and note the highlighted transactions within the report totalling:-

- £138,360.48

and

ii) to appoint Cllrs Ad Snookes and L Edwards-Shea to sign the paperwork and Cheque.

Vote: for 11 – against 2– abstained 0. The Resolution was carried.

As part of the RFO's Report, a **further recommendation** was made to note the revised reporting of financial transactions. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

c) Finance Policy Changes

i) Financial Regulations

It was proposed, seconded and **RESOLVED** to approve the proposed updates and amendments to the Financial Regulations. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

Cllr D Suiter left the room at 7:49 and returned shortly after.

ii) Investment Strategy

The Temporary RFO answered several questions relating to this item.

It was proposed, seconded and **RESOLVED** to create a formal Investment Strategy for 2023/24 onwards. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

d) Banking Changes

i) Bank Mandate

It was proposed, seconded and **RESOLVED** to submit a revised Bank Mandate to remove departed staff and Members and add the new Clerk and Members. Existing two-signature authorisation to remain. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

ii) Council Credit Card

It was proposed, seconded and **RESOLVED** to hold one Credit Card, with a spending limit of £1,000, in the name of the RFO. Vote: for 12 – against 0 – abstained 1. The Resolution was carried.

Cllr J Thomas left the room at 8:03pm and returned shortly after.

iii) Daily Online Banking Expenditure Limit

It was proposed, seconded and **RESOLVED** to authorise an increase of the daily online banking expenditure limit to £75,000. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

iv) Account Type Changes

The Temporary RFO answered numerous questions and reported information received earlier in the day confirming that Council does hold Money Manager Accounts.

Considering that the Council already holds Money Manager Accounts, an amendment to the recommendation was made and voted on.

It was proposed, seconded and **RESOLVED** to retain the Emergency Reserves into the Money Management Account and transfer the remaining Long-Term Capital Funds to the current Emergency Reserve Funds. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

e) Finance Update from Temporary RFO

The update included:-

AGAR 2021/22 – Public Inspections period closed on 25/08/22. No requests to inspect the Accounts were received from the Press or Public. It was reported that an email has been received from the External Auditor with regard to AGAR 2021/22, noting that our submission was after the deadline as notified to the External Auditor, in June.

It was also reported that a gambling licence for the Council will be submitted, in order to hold fund raising raffles etc. The initial cost of the application is £40.00 with an annual renewal fee of £20.00.

It was proposed, seconded and **RESOLVED** to note the finance update. Vote: for 13 - against 0 – abstained 0. The Resolution was carried.

FC.11 Council Business

a) Health & Safety

It was proposed, seconded and **RESOLVED** to agree and adopt the changes to the Health & Safety Policy and refer to the named body as Clerk, for consistency as per the Financial Regulations adopted under agenda item 10ci. Vote: for 13 – against 0 – abstained 0 . The Resolution was carried.

Thanks was given to Cllrs M Smith and D Darmon for their knowledge and help with this Policy.

b) Appointment of Town Clerk

There was a discussion regarding the start date of the Clerk and it was recognised that due to times scales, the HR Committee have not been able to meet prior to

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this meeting. The HR Committee to produce a debrief of the recruitment process and report to Council.

Taking into consideration the point raised under agenda item FC.5b, it was agreed to amend no, 1 of the listed terms to state "They have agreed to the salary SCP 46.

It was proposed, seconded and **RESOLVED** to amend no.2 of the listed terms to state 'Their first day of employment will be 15th October 2022. Vote: for 10 – Against 3 (including Cllr Lorimer) – abstained 0.

1. They have agreed to the salary of SCP 46.
2. Their first date of employment will be 15th October 2022
3. Satisfactory references have been received.
4. The contract is being finalised by Council's HR Advisor.
5. The induction process will be agreed by the HR Committee.
6. The relocation package will be agreed with the HR Committee.
7. The post is subject to a six-month probationary period with progress reports to Full Council at the three-month and six-month stages.

It was proposed, seconded and **RESOLVED** to accept the substantive motion that Sleaford Town Council ratifies the appointment of the chosen candidate to the role of Proper Officer and Clerk to the Town Council and the Responsible Financial Officer, according to the term listed above. Vote: for 10 – against 2 (including Cllr Lorimer) – abstained 1. The Resolution was carried.

The Chairman announced that Mr Chris Pilkington has been appointed as Clerk/RFO.

c) HR Committee Membership

It was proposed, seconded and **RESOLVED** to:-

- 1) To formally appoint Councillor S Shanahan-Kluth and M Shanahan-Kluth as members of the HR Committee
- 2) To note the current membership of the HR Committee, as follows: Cllrs H Lorimer, R Oates, A Snookes, D Suiter, P Edwards-Shea, S Shanahan-Kluth and M Shanahan-Kluth (7 members)

Vote: for 12 – against 0 – abstained 1. The Resolution was carried.

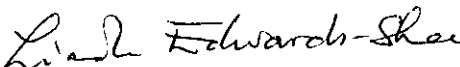
d) Handley Chase

The Acting Deputy Clerk confirmed that all the saplings on the site will be added to the 2025 Triennial Tree Survey.

It was proposed, seconded and **RESOLVED** that: _

- 1) That Council accepts the advice of the NKDC Planning Officer and adopts the POS as shown in green on the developer's map.

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2) The Temporary Proper Officer to confirm with the developer that the Council has adopted the POS.

Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

e) Payroll Consultation

The report from NKDC's Payroll Services Manager was noted. A comprehensive report will be submitted to Council in October 2022.

f) Repair of Playground Item

It was proposed, seconded and **RESOLVED** to accept the quote of £5,371.94 and instruct the Services Team Leader to organise the repairs. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

Cllr P Edwards-Shea left the room at 9:07pm and returned shortly after.

g) Request for Twinning Association Coffee Morning at the Town Hall

It was reported that the S&D Twinning Association have requested an additional £852.31 to cover the shortfall in funds to cover the recent Twinning Visit. With any grant request a copy of their current financial status was requested via the Association Chairman, by the Temporary RFO.

At this stage, Cllr D Suiter declared a personal interest in this item as he sits on the Twinning Association in his own right.

It was proposed, seconded and **RESOLVED** to defer the request for the shortfall of £852.31 until more information has been sought (ie. what will the money be spent on). The Chairman of STC has met with the Chairman of the Twinning Association. Vote: for 12 – against 1 – abstained 0. The Resolution was carried.

It was then proposed, seconded and **RESOLVED** to allow the Twinning Association to use the Community Room once a month, free of charge for Community Coffee Mornings. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

h) Register of Interest Forms

It was proposed, seconded and **RESOLVED** to note the report and it is requested that all outstanding forms are completed and returned no later than **Friday 7th October 2022**, in order to be submitted to NKDC, as per their instructions. (All forms to be submitted to Office who will then submit to NKDC). Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

i) Council Meeting Schedule & Priority Business

It was proposed, seconded and **RESOLVED** that Council resolves to approve the proposed schedule of priority business at the allocated meetings. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

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FC.12 Council Committee, Panels, Task & Finish Groups and Outside Bodies

a) Internal Audit Task & Finish Group

i) Meeting Notes (9th & 19th August & 6th & 21st September 2022)

It was proposed, seconded and **RESOLVED** to note the Meeting records. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

Cllr D Suiter left the room at 9:37pm and returned shortly after.

b) S106 & CIL Funding Task & Finish Group

i. **Meeting Notes (10th August & 7th September 2022)** – It was proposed, seconded and **RESOLVED** to note the Meeting records. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

At this stage, Cllr M Offer declared an interest in this item due to living in the proximity of George Street Play Area.

ii. **H&S Matters** - – It was proposed, seconded and **RESOLVED** to prioritise the required works to address the H&S matters highlighted. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

iii. **Delegated Spending Authority for leaflet printing and purchase of additional street furniture** - It was proposed, seconded and **RESOLVED** to grant delegated authority to the S106 & CIL T&F Group to spend up to a maximum of £500+VAT on the purchase of flyers and advertising to seek comments and feedback from neighbouring residents on the proposed improvements at the George Street and Woodside play areas. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

It was proposed, seconded and **RESOLVED** to grant delegated authority to the S106 & CIL T&F Group to purchase of 6 additional litter bins of the same style and design as the existing Council bins (3 for George St, 2 for Woodside, and 1 for Castlefield). Approx. £400+VAT each. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

iv. **Tamar Road Play Area adoption request and S106 income** - It was proposed, seconded and **RESOLVED** for Council to note the transfer request for the Tamar Road Play Area from NKDC but defer any decision until the inspection reports and maintenance details have been received. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

FC.13 County Councillors Report

There were no update reports.

Cllr M Shanahan-Kluth left the room at 9:52pm and returned shortly after.

FC.14 Motion

Night-time cover -Sleaford Fire Station

Cllr H Lorimer reported that she had received an email from a member of the public about this item and she read out the content to members.

At this stage, it was proposed, seconded and **RESOLVED** to extend the meeting to 10:10pm, in order to conclude the remaining items on the agenda. Vote: for 13 – against 0 – abstained 0. The Resolution was carried.

It was suggested that if Cllrs have concerns about the night time cover, they should raise concerns as individuals, as it is not the role of the Council.

The Chairman asked Cllr Lorimer for clarification regarding her Motion and how she would like Council to decide on a suitable recommendation. Therefore, Cllr Lorimer accepted an amendment to her original proposal and this was voted upon. Amendment is 'Communicate STC's concerns by sending them to the County Council, Chief Fire Officer and local media. Vote: for 11 – Against 0 – Abstained 2. The Resolution was carried.

It was further proposed, seconded and **RESOLVED** to accept the substantive motion together with the amendment as follows:

"That following recent communications with representatives from both Lincolnshire Fire Services and the County Council, that Sleaford Town Council acknowledges its support for the continuation of night-time cover at Sleaford being provided by the whole-time fast response firefighters and to communicate STC's concerns by sending them to the County Council, Chief Fire Officer and the local media". Vote: for 10 – against 0 – abstained 3. The Resolution was carried.

Closed Session

It was proposed, seconded and **RESOLVED** 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: for 13 – against 0 – abstained 0. The Resolution was carried.

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

FC.15 HR Committee Minutes**

Council **RESOLVED** to defer accepting the HR Committee notes of 6th September 2022. Vote: for 13 – against 0 – abstained 0.

Council **RESOLVED** to accept the minutes of the HR Committee meetings on 22nd August and 30th August 2022. Vote: for 13 – against 0 – abstained 0.

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There being no further business, the Chairman thanked all for attending and closed the meeting at 10.11pm

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