



The Town Hall, Quayside House, Navigation Yard,  
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456 / Email: [enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)

To: All Members of Sleaford Town Council

You are hereby summoned to attend a meeting of Sleaford Town Council to be held at the **Town Hall, Quayside House, Navigation Yard, Sleaford** on **Wednesday 19<sup>th</sup> April 2023** at **7:00pm** for the purpose of transacting the following business.

### AGENDA

**1. CHAIRMAN'S WELCOME**

To welcome members and others to the meeting

**2. APOLOGIES**

To receive apologies for absence and to approve reasons for absence

**3. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

(a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct.

(b) To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests

**4. PUBLIC PARTICIPATION SESSION**

To receive questions, comments, and suggestions for items for further consideration by the Town Council from Members of the Public

**5. DISTRICT AND COUNTY COUNCILLORS REPORT**

To receive updates on the work of North Kesteven District Council and Lincolnshire County Council from any district or county councillors present

**6. MINUTES OF THE PREVIOUS MEETING**

(a) To receive and confirm the minutes of the meeting of the Town Council held on Wednesday 15<sup>th</sup> March 2023

(b) To receive and note the draft minutes of the Annual Town Meeting held on Tuesday 21<sup>st</sup> March 2023

**7. CHAIRMAN & VICE-CHAIRMAN'S REPORT**

To note the report of the Chairman and Vice-Chairman

**8. TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S REPORT**

To note the report of the Town Clerk & Responsible Officer

## **9. GOVERNANCE MATTERS**

- (a) To receive an update regarding the recommendations of the Mid-Year Internal Audit report and to consider any action required
- (b) To receive an update regarding the risk register of the Council and to consider any action required
- (c) To receive an update regarding progress in accrediting under the Local Council Award Scheme and to consider any action required.
- (d) To consider nominating a representative to the board of the Witham First Internal Drainage Board
- (e) National Allotment Society Annual General Meeting and Conference, Woodland Grange Hotel, Leamington Spa, Saturday 10<sup>th</sup> June 2023 – To consider any action required

## **10. PLANNING AND HIGHWAYS MATTERS**

- (a) Central Lincolnshire Local Plan Inspectors Report – To consider any action required
- (b) Development of Sleaford Neighbourhood Plan – To receive an update and to consider any action required
- (c) Application of intended works to trees in a conservation area 23/0273/TCA, T1 Maple – remove to ground level and eco-plug due to affecting mast and encroaching on building. LCC Offices, Kesteven Street, Sleaford, NG34 7EB – To consider any response required
- (d) Planning Application 23/0312/HOUS, Erection of front porch and single storey side and rear extensions. 6 Russell Crescent, Sleaford, NG34 7JF – To consider any response required
- (e) Planning Application 23/0305/FUL, Change of use from Use Class E to Sui Generis/Class E (dog grooming and sale of pet products.) 12 Westgate, Sleaford, NG34 7PN – To consider any response required
- (f) Planning Application 23/0317/HOUS, Locksmill House, Bonemill Lane, Sleaford, NG34 8SR. Erection of a single storey rear extension – To consider any response required
- (g) Planning Application 23/0320/HOUS, Erection of front porch and two storey rear extension. 48 Finch Drive, Sleaford, NG34 7US – To consider any response required
- (h) Planning Application 23/0285/ADV, Various locations in Sleaford Town Centre. Installation of 6 no. wayfinding signs – To consider any response required
- (i) Planning Application 23/0377/PNH, Single storey rear extension 5.18m in length from the original wall, eaves height of 2.54m and maximum height of 3.50m. 10 North Parade, Sleaford – To consider any response required
- (j) Planning Application 23/0371/ADV, Proposed new business signage (Retrospective.) 15 Southgate, Sleaford, NG34 7SX – To consider any response required
- (k) Planning Application 23/0384/VARCON, Application to vary condition 2 - (Mechanical ventilation), condition 3 - (Outdoor seating), condition 5 - (Hours of operation), condition 6 - (Boundary treatments), condition 7 - (Noise mitigation), Condition 8 - (Hard & soft landscaping), condition 9 - (Parking & vehicular movements), Condition 10 - (Arboricultural method statement), condition 12 - (Approved plans) of application 20/1470/FUL - Change of use of former Chapel to restaurant with bar (Use Class E/Sui Generis). The Old Chapel, Kinross Road Greylees, Sleaford NG34 8GF – To consider any action required

(l) Planning Application 23/0388/HOUS, Erection of a single storey rear extension and conversion of garage. 26 Finch Drive, Sleaford, NG34 7US – To consider any response required

(m) Planning Application 23/0389/HOUS, Proposed single storey rear and side extension, conversion of garage and demolition of stone porch with erection of oak framed porch, change of tiles, windows, doors and roof trims and internal alterations. 1 Richmond Close Sleaford Lincolnshire NG34 7RD – To consider any action required

(n) To receive an update regarding a request for parking restrictions on Eastgate and to consider any action required

(o) To note footpath improvement works to Sleaford Riverside and to consider any action required

(p) Lincolnshire County Council, Consultation on Proposed Limited Waiting Bay for Local Bus Services, Southgate, Sleaford – To consider any response required

(q) To note a forthcoming presentation about the Beacon Fen Energy Park and to consider any action required

## **11. FINANCIAL MATTERS**

(a) To consider revisions to the Financial Regulations of the Council

(b) To note the bank balances of the Council

(c) To consider and vote upon all financial transactions made retrospectively and pending

(d) To authorise the following item of expenditure:

(i) Mrs Debbie Scott, Minute taking services, £320

(e) To note authorisations of expenditure made under financial regulation 4.6

(i) Harco, Additional expenditure on Boston Road Layby, £2,520

(ii) Cardinus, Insurance valuations of properties, £2,520

(iii) One Stop Disposables, Pallet of refuse sacks, £2,403.96

(iv) NFU Mutual, Vehicle Insurance, £1,992.59

(v) SRP Hire Solutions, Toilets for Coronation Day events, £1,428

(vi) Mountain Skip Hire, Skips for allotments, £1,224

(viii) Charles H Hill, Service of tools, £1,185.46

(ix) Gallagher Insurance Brokers, Engineering insurance, £444

(x) EON, Maintenance of street lights, £81

(xi) Bush Tyres, Repair of puncture, £50

(f) To note fund transfers within the Council's banking arrangements since the last meeting of the Council

(g) To request two members to sign paperwork

(h) To receive an update regarding options for IT support to the Council and to consider any action and expenditure required

(i) To receive a report regarding parking fine income from the Eastgate Car Park and to consider any action required

(j) To consider a request for a financial donation to Citizens Advice Mid Lincolnshire

## **12. COUNCIL AND TOWN MATTERS**

- (a) To consider a request to use Boston Road Recreation Ground for a family fun day on Sunday 14<sup>th</sup> April 2024 from 11:30am to 5:30pm
- (b) To note the changes to the opening hours of the Nationwide Building Society's Sleaford Branch
- (c) To receive a report on the UK Shared Prosperity Funding (UKSPF) projects and to consider any action required – update from Clerk
- (d) To consider a request to hold The Loyal Company of Town Criers British Championships in Sleaford in 2024
- (e) To consider arrangements for the Coronation Year Sleaford Town Awards Event 2023 and any action required

**13. COUNCIL COMMITTEES, PANELS, TASK & FINISH GROUPS AND OUTSIDE BODIES**

- (a) To receive the draft minutes of the meetings of the Human Resources Committee held on 10<sup>th</sup> February and 3<sup>rd</sup> March 2023
- (b) To receive the minutes and consider the recommendations of the Coronation Event Task and Finish Group meeting held on 21<sup>st</sup> February, 7<sup>th</sup> March and 28<sup>th</sup> March 2023
- (c) To receive the notes and consider the recommendations of the S106 and CIL funding Task & Finish Group meeting held on 23<sup>rd</sup> February 2023 and an report from the Chairman of the group
- (d) To receive the notes and consider the recommendations of the Sleaford Castle Heritage Group meetings held on 1<sup>st</sup> March and 5<sup>th</sup> April 2023

**14. DATES AND VENUES OF MEETINGS**

- (a) To agree that the Annual Meeting of the Town Council will take place on Wednesday 24th May 2023 at 7pm at the Town Hall, Sleaford
- (b) To agree that the next meeting of the Council will take place on Wednesday 31st May 2023 at 7pm at the Town Hall, Sleaford.

**CIRCULATION**

Councillors L Edwards Shea (Chairman of the Council), J Thomas (Vice-Chairman of the Council), B Allan, D Darmon, P Edwards-Shea, K Fernandes, T Hayat, H Lorimer, L Lowndes, R Oates, M Offer, J Parry, M Shanahan-Kluth, S Shanahan-Kluth, M Smith, A Snookes, A Snookes and D Suiter.

Chris Pilkington PSLCC



Town Clerk & Responsible Financial Officer  
Sleaford Town Council  
13<sup>th</sup> April 2023