

Sleaford Town Council
Quayside House,
Navigation Yard
Sleaford, Lincolnshire
NG34 7TW



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**Minutes of the Meeting of Sleaford Town Council held on
Wednesday 15th December 2021 at 7.00pm, at Sleaford Town Hall, Navigation Yard, Sleaford
and electronically via Zoom**

Present:

Clr R Oates – Chairman	
Clr L Edwards-Shea – Vice Chairman	
Clr B Allan	Clr J Parry
Clr A Brand	Clr M Shanahan-Kluth
Clr P Edwards-Shea	Clr S Shanahan-Kluth
Clr T Hayat	Clr M Smith
Clr H Lorimer	Clr A Snookes
Clr L Lowndes	Clr D Suiter
Clr M Offer	Clr J Thomas

In attendance: Councillor M Allan (Lincolnshire County Council) and
Councillor A Hagues (Lincolnshire County Council) Via zoom

Officers: Town Clerk, Deputy Clerk

Public: No public were present

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

Verbal updates were received from County Councillors A Hagues and M Allan. These were recorded.

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
Clr D Darmon, Clr K Fernandes.
It was proposed, seconded and **RESOLVED** to accept the above apologies with reasons. Vote: 8 for – 4 against – 4 abstained. The Resolution was carried.

FC.3 Declarations of Interest

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15th December 2021 Meeting

Signed:

Date:

No Declarations of Interest were received at this stage.

FC.4 Minutes

Amendments and corrections were agreed as follows:

- Page 1 amend to note that Mr G Titmus and the member of public had joined the meeting via Zoom and that the County Councillor had attended the meeting in person.
- Page 5 to add that a resident had raised this issue with the Council and spoken in public session about this item.
- Page 6 to note that the recording of Cllr L Lowndes' vote was incorrect.
- Page 6 Cllr H Lorimer had requested her vote be recorded. The other recorded votes to be redacted.

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 24th November 2021, together with the above amendments, be approved as minutes of that meeting. Vote: 10 for – 0 against – 6 abstained. The Resolution was carried.

FC.5 Chairman's & Deputy Chairman's Report

A report had been circulated previously. The Chairman thanked councillors for supporting the recent mayor's fundraising event for Rainbow Stars.

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
21/1684/HOUS	2 Pavilion Gardens, NG34 7FZ	Proposed two storey rear extension
21/1685/FUL	29 Handley Street	Installation of 2 temporary single storey portacabin buildings to be used as clinical rooms for a period of 3 years
21/1771/HOUS	4 Roxburgh Drive, Greylees, NG34 8XW	Installation of swimming pool, access platform & insulated side walls (retrospective).
21/1729/LBC	Rose Cottage, 12 Holdingham, NG34 8NR	Replacement of windows and doors.
21/1852/TCA	Carres Grammar School, Northgate, NG34 7DD	T3 Holly - prune back overhanging branches to

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15th December 2021 Meeting

Signed:

Date:

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21/1853/TCA

Kesteven And Sleaford
High School, Jermyn
Street, NG34 7RS

clear building and street
light pole by 1-1.5m,
sever ivy; T4 Hawthorn -
remove low branch at
marked point, prune
back overhanging
branches to clear
building by 1-1.5m,
continue to prune to
clear footpath; T5 Birch -
prune to give parking
and path to 2-3m
clearance; T14 Beech -
crown reduce by
shortening lateral
branches by 2m on all
sides of the crown to
appropriate pruning
points, and by 1.5-2m in
height; T16 Cedrus
deodara - prune lower
branches to give 2.5m
clearance under the tree
and to clear wall; T20
Prunus species - prune to
clear light by 1-2m; T22
Black walnut - reduce
long lateral branches by
approx 2.5m to clear
building, highway and
lawn area, prune to give
2.5m of clearance under
the crown to the lawn.
T1 Evergreen Oak - prune
lateral branch to south
back by approx 2m; G5
Mixed Group - lightly
prune to clear the
covered way and
woodwork; T6 Holly -
lightly prune low
branches to clear the top
of the wall; T7 Holly -
lightly prune low
branches to clear the top

		of the wall; T8 Sycamore - remove branches at main stem to clear street light; T10 Laurel - monitor growth to public path and prune back if required.
21/1686/FUL	141 Grantham Road, NG34 7NR	Change of use from residential to office use
21/1778/FUL	25 Carre Street, NG34 7TR	Proposed change of use to beauty salon (Sui Generis)
21/1895/PNH	4 Old Farm, Mareham Lane	Single storey rear extension 7.0m in length from the original wall, eaves height of 2.5m & maximum height of 3.9m

Vote: 14 or – 0 against – 2 abstained. The Resolution was carried.

FC.7

Financial Matters

a. Council's Bank Balances

The Council's bank balances were noted.

b. Financial Transactions

In answer to queries on some items it was confirmed that:

- Payment for entertainment on the Christmas Markets had only been made to booked professionals, several non-paid volunteer groups / musicians had not been able to attend the markets as planned.
- The skips were for general waste at the allotment sites; the Council can no longer burn its waste and therefore has to buy in skips.
- Costs for building materials were for work to improve the conditions in the Council's Depot.

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

- £64,333.48

Vote: 15 for – 0 against – 1 abstained. The Resolution was carried.

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

FC.8

Council Business

a. Panel Membership

Vacancies on the Panels and Groups were noted. Council approved the following memberships:

- Finance and Strategy Panel - Cllr M Shanahan-Kluth

- Services Panel - Cllr M Offer
- Castle Heritage Group - Cllr M Offer

Vote: 13 for – 0 against – 2 abstained. The Resolution was carried.

FC.9

Motions

a. Standing Orders Modification

“That Para 16 (c) of STC Standing Orders, reviewed and adopted 21 July 2021, be amended to read:

c) If, prior to a meeting, a Councillor has submitted reasons for their absences at the meeting, the Clerk will inform the meeting that reasons for the absence have been submitted. This will be noted by the meeting and shall be recorded as noted in the minutes of the meeting for which the reasons were submitted.”

Before the 6-month deadline, for any member not attending, the Clerk will request a reason for the persistent absence and ask whether the member wants an extension to the 6-month period. The Clerk would then bring that request to the Council to vote on.”

*This proposed amendment will align this section of Standing Orders with **Section 85 of the Local Government Act, Vacation of office by failure to attend meetings and Section 13 of STC Standing Orders.***

Proposed by Cllr S Shanahan-Kluth and seconded by Cllr M Shanahan-Kluth.

Cllr S Shanahan-Kluth introduced the Motion. Councillors spoke in response to the motion and comments were made as follows:

- The validity of the reason ‘attendance at external meeting’ for non-attendance at a Council meeting was queried.
- It was noted that the STC’s standing orders do not define ‘valid reasons’.
- Cllr Suiter referred to advice from NALC to minute that a valid reason for absence had been given.
- Practice at other councils was referred to.
- It was clarified that by voting to accept the apologies each meeting this re-sets the clock on the 6-month absence rule. Therefore, the Council has never had the situation of triggering a review of an absence for 6 months.

Cllr S Shanahan-Kluth responded to the comments and proposed an amendment to the Motion as follows:

Before the 6-month deadline, for any member not attending, the Clerk will request a reason for the persistent absence and ask whether the member wants an extension to the 6 month period. The Clerk would then bring that request to the Council to vote on."

He emphasised that the Motion would bring the Town Council into line with higher-level authorities, including the local district council.

It was proposed, seconded and **RESOLVED** to approve the Motion.
Vote: 10 for – 4 against – 2 abstained. The Resolution was carried.

FC.10 **Town Clerk's report**
The report was noted.

FC.11 **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:-

2 Councillors left the meeting and were absent for the vote.

Vote: 14 for – 0 against – 0 abstained. 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.12 **HR Panel**

a. HR Panel

The Panel Lead introduced the Notes from the meeting held on 23.11.21. It was noted that the draft notes had been amended following advice from the Panel Lead.

i) Deputy Clerk Contract

It was proposed, seconded and **RESOLVED** to appoint the Deputy Clerk on a permanent contract.

1 Councillor left the meeting and was not present for the vote.

Vote: 15 for – 0 against – 0 abstained. The Resolution was carried.

ii) Services Team Leader

It was proposed, seconded and **RESOLVED UNANIMOUSLY** that the Clerk rectify the pay scale for the Services Team Leader.

Vote: Unanimous. The Resolution was carried.

iii) Administrative Officer's Contract

It was proposed, seconded and **RESOLVED** to increase the employee's contract by 2.5 hours per week on business grounds.

Vote: 15 for – 0 against – 1 abstained. The Resolution was carried.

b. Formal Complaint

This item had been withdrawn from the agenda.

c. Employee Contract

It was proposed, seconded and **RESOLVED UNANIMOUSLY** to extend the temporary contract until 31st March 2022 and increase the hours to full time 37 hours per week. And to ask the HR Panel to bring a business case to Full Council to make this contract and the Services Team Leader contract permanent before 31st March 2022.

Vote: Unanimous. The Resolutions were carried.

Chairman's Closing Comments

Councillor and Employee Communications

The Chairman stated that councillors should speak to the Clerk in the first instance about any employee matter and not to discuss employment matters directly with staff; to do so could constitute a breach of councillor conduct. Councillors were asked to read the Council's constitution and standing orders on this matter.

The Chairman ended the meeting by wishing the Council a happy Christmas and New Year and thanked councillors for their cooperation over the past year. He thanked the staff for their efforts over the past year in dealing with the covid pandemic and ensuring Council's business continued and the Council ran safely and efficiently.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.13 pm



Report to: Full Council
Report from: Clerk
Subject: Planning Applications

Introduction

Sleaford Town Council is notified of planning applications, new street names, tree works and asked to comment as a statutory consultee. Decisions on Planning Applications are determined by North Kesteven District Council.

The following applications have been circulated to all Councillors and no comments have been received. Under the revised approach, Sleaford Town Council response will be no comment.

No Comments

Ref No	Location	Proposal
21/1859/HOUS	11 Ickwork Road, NG34 7LJ	Erection of single storey rear extension
21/1956/TPO	39 Stephens Way, NG34 7JN	T1 Oak – reduce back overhanging branches by 2m to clear house & roof
21/1961/TCA	The Factory Shop Ltd, Carre Street, Sleaford, Lincolnshire, NG34 7TW Sleaford	Self-set Sycamores - remove to approx fence height and eco-plug roots
21/1868/HOUS	19 Hawks Way, NG34 7UR	Erection of first floor side extension over existing garage together with conversion of garage for form additional living accommodation together with single storey rear extension & new porch to front elevation
21/1836/HOUS	Shirley House, West Banks, NG34 7QB	Proposed side extension
21/1801/FUL	Little Gems Day Nursery, Partnership House, East Road	Erection of a timber frame classroom
21/1970/TPO	6 Hawthorn Drive, NG34 7GZ	T1 Ash – remove bough overhanging garden, crown lift to 5m, reduce height by 4m
21/1798/FUL	Unit 3, 20 Southgate, NG34 7RZ	Change of use from Use Class E (a) (formerly A1 retail) to Sui Generis (Beauty Training Centre)
21/1942/HOUS	17 Mercia Close, Quarrington, NG34 8WP	Erection of a single storey side extension & timber car port & unenclosed porch to front
21/1902/HOUS	19 North Parade, NG34 8AH	Conversion of existing garage into study & guest accommodation



21/1881/FUL	8 Market Place, NG34 7SF	Proposed change of use to tattoo, piercing & beauty treatment services (sui generis)
21/1941/FUL	Sleafordian Coaches, Sellwood Court, Enterprise Park	Erection of 3 bay cabin & relocation of existing single storey cabin
22/0021/TPO	Site of former Lincolnshire Oak Hotel, East Road, NG34 7EQ	T8 Holm Oak – remove deadwood over 15mm in diameter, overall crown reduction of 2 metres, crown lift to create 5 metres clearance from Public Highway & adjacent driveway; T7 Lime – remove deadwood over 15mm in diameter; T3 Common Lime – remove all deadwood greater than 15mm, canopy reduction of 2m; T2 Holm Oak- fell; T1 Cedar of Lebanon – reduce lateral canopy by 1.5 metres
21/1885/HOUS	21 Meadowfield, NG34 7AZ	Erection of a single storey front & rear extension

All planning applications can be viewed online <https://planningonline.n-kesteven.gov.uk/online-applications/>

Material Considerations

Councillors are reminded that Planning Applications can only be objected to on the following grounds if supported with evidence: -

- Detriment to residential amenity, e.g. loss of light, outlook, privacy, nuisance
- Adverse impact on nature conservation
- Layout and density of building design
- Highway issues, e.g. congestion, safety and access
- Capacity of physical infrastructure

Recommendation

- That Council consider the application(s) in accordance with the STC Planning Protocol
- All application(s) listed in the table are recommended for no comment or to proceed to either:-
 - a) Support application(s);
 - b) Comment on the application(s); or
 - c) Object to the application(s) on material considerations with supporting evidence.



Report to: Full Council
Report From: Clerk
Subject: Council Bank Balances Overview

Below is a list of bank balances currently held by Sleaford Town Council as of 12th January 2022 for information.

Bank Account	Balance
Current Revenue Account *****168	£57,898.52
Current Reserve Account *****452	£280,632.80
Capital Reserve Account *****544	£1,139,136.27
Dickinson Legacy Account *****876	£21,266.79
Total	£1,498,934.38

Sleaford Town Council

Expenditure transactions - approval list

Start of year 01/04/21

Bill Payments

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
17177	1-01608827	£71.44	30130/6	10/12/21	Turnbull & Co Ltd - Paint for Depot. Light fitting for Depot toilet. Door lock for Depot toilet.	£71.44
17178	436809	£683.48	30120/9/1	30/09/21	DOUBLEDAY - Works carried out to JD	£683.48
17179	DM424092	£6,483.15	10090/1	09/12/21	North Kesteven District Council - Elecetion Costs	£6,483.15
17180	109464	£34.92	30110/1	01/12/21	E.On Energy Solutions Ltd - Public Lighting Maintenance Charges	£34.92
17181	189011	£83.56		30/11/21	Water At Work (Midlands) Ltd - Utilities	£83.56
17184	15077	£120.00	10080/12	14/12/21	Paul Dunham Window Cleaning Services - Christmas Banner	£120.00
17187	LV056118	£38.21	30130/6	08/12/21	AGM - Oil for Transit Van	£38.21
17189	SL241765	£77.00	30120/7/1	16/12/21	Bush Tyres - New battery for green machine	£77.00
17198	691	£260.00	30110/8	21/09/21	Andy Priestley Vermin Control Services - Pest Control Various sites	£260.00
17199	2433	£100.84	10040/7	21/12/21	North Group - Call out	£100.84
17201	SL241817	£76.95	30120/4	21/12/21	Bush Tyres - No Tyre on Transit	£76.95
17202	603885	£223.61	30120/7/1	22/12/21	Green Machine Sweepers UK Ltd - Full inspection of the green machine and a diagnostic of the faults.	£223.61
17203	1675	£825.00	30140/5	22/12/21	One Stop Disposables - Air purifier for Covid	£825.00
17208	1-01609748	£20.23	30130/6	05/01/22	Turnbull & Co Ltd - Wood for Depot	£20.23
17209	1-01609749	£2.71	30130/6	05/01/22	Turnbull & Co Ltd - Consumables for Depot	£2.71
17211	1131423	£224.72	30090/3	31/12/21	GBSG - Monitoring Contract & Maintenance Contract for alarm at The Rec Boston Road	£224.72
17213	03.01.22	£150.00		03/01/22	Mr D Righini-Brand - Items relating to the Arboretum	£150.00
17214	15110	£163.80		31/12/21	Paul Dunham Window Cleaning Services - Window Cleaning & Bus Shelters	£163.80
17215	210804	£21.36	30140/4	31/12/21	Hargrave Agriculture - PPE gloves for service team	£21.36
17217	1997	£108.12	30130/1	01/01/22	Securistor Ltd - Storage Rent C05	£108.12
17218	1999	£108.12	30130/1	01/01/22	Securistor Ltd - Storage Rent C06	£108.12
17219	35909232	£298.80	30090/3	31/12/21	Zen Internet Ltd - Annual Fee Rec Boston Road	£298.80
17220	Drove 01.12.21	£3,500.00	30060/1	01/12/21	The Trustees of The Lambton Childrens Trust No 2 - Annual Rent for the Drove Allotments 2021/22	£3,500.00

Signature _____

Signature _____

Date _____

Sleaford Town Council

Expenditure transactions - approval list

Start of year 01/04/21

Bill Payments

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
17223	11437	£655.00	30090/3	31/12/21	Healthmatic Ltd - Cleaning of public toilets at Rec Boston Rd 5th Dec-4th Jan 22	£655.00
17225	SHDC	£78.00	10020/2/1	10/01/22	Sleaford Mayor's Charity Fund - Refund	£78.00
17226	Gainsborough	£78.00	10020/2/1	10/01/22	Sleaford Mayor's Charity Fund - Refund	£78.00
17238	INV-16384	£1,200.00	30060/5	07/01/22	Greenfields Removals - Removal of a Shed at the allotment site	£1,200.00
17239	Harding	£78.00	10020/2/1	10/01/22	Sleaford Mayor's Charity Fund - Refund	£78.00
17240	ELDC	£78.00	10020/2/1	10/01/22	Sleaford Mayor's Charity Fund - Refund	£78.00
17244		£119.99	10040/14	11/01/22	Lexis Nexis - Stationery	
17245	189714	£58.13		31/12/21	Water At Work (Midlands) Ltd - Utilities	£58.13
Total		<u>£16,021.14</u>				

Signature _____

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Date _____

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Sleaford Town Council

Expenditure transactions - approval list

Start of year 01/04/21

DD's SO's and Regular Bill Payment

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
17158	21.12.21	£11.93	10040/15	21/12/21	HSBC Bank - Bank Charges	£11.93
17159	DD BGL	£1,060.19	10040/4	09/12/21	BGL - Utilities for Town Hall	£1,060.19
17160	DD BGL	£60.43	30190/2	09/12/21	BGL - Utility at Moneys Yard Toilets	£60.43
17162	AW Drove	£548.01	30060/2	03/12/21	Anglian Water - Utilities at Drove Allotments	£548.01
17163	AW T/H	£261.56		15/10/21	Anglian Water - Utilities Town Hall	£261.56
17164	AW Mus	£35.11		15/10/21	Anglian Water - Utilities Museum	£35.11
17165	AW Mon	£922.95		15/10/21	Anglian Water - Utilities Moneys Yard Toilets	£922.95
17167	BGL Rec	£99.72		27/10/21	BGL - Utility at Rec Boston Rd	£99.72
17188	DD Right	£297.28	30120/10	12/12/21	Right Fuelcard - Fuel	£297.28
17191	Mth 9	£9,077.75	20010/1	23/12/21	Wages - Salaries mth 9	£9,077.75
17192	Mth 9	£10,372.58	20010/1	23/12/21	Wages - Service Team Mth 9	£10,372.58
17193	Mth 9 Cllrs	£1,045.80	10030/2	23/12/21	Wages - Cllrs Allowances Mth 9	£1,045.80
17194	LCC Mth 9	£5,878.63		20/12/21	LCC Pension Fund - LCC Pension Month 9	£5,878.63
17195	TAX & NI	£5,122.02		20/12/21	HMRC PAYE/NI Cumbernauld - TAX NI Month 9	£5,122.02
17196	Unison 3rd	£145.50	20010/6	20/12/21	Unison - Pension for 3rd quarter	£145.50
17197	GMB Mth	£14.57	20010/6	23/12/21	GMB National Administration Unit - Union Fees	£14.57
17200	DD Right	£159.85	30120/10	19/12/21	Right Fuelcard - Fuel	£159.85
17205	BGL Rec	£79.23	30090/2	27/12/21	BGL - Utilities at Rec Boston Road	£79.23
17206	2357433	£213.84	30070/1	27/12/21	BGL - Utilities at Cemetery	£213.84
17207	DD Right	£229.13	30120/10	26/12/21	Right Fuelcard - Fuel	£229.13
17210	DD Right	£97.04	30120/10	02/01/22	Right Fuelcard - Fuel	£97.04
17212	DD Photo	£64.01	10040/13	04/01/22	Photostatic Copiers (East) & Co - Coping charges	£64.01
17216	13683596	£205.20	10040/11	01/01/22	Sage (UK) Ltd - Sage Software	£205.20
17224	21.01.22	£17.60	10040/15	21/01/22	HSBC Bank - Bank Charges	£17.60
17227	DD BGL	£56.22	30190/2	09/01/22	BGL - Utility at Moneys Yard Toilets	£56.22

Signature _____

Signature _____

Date _____

Date _____

Sleaford Town Council

Expenditure transactions - approval list

Start of year 01/04/21

DD's SO's and Regular Bill Payment

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
17228	DD BGL	£1,124.18	10040/4	09/01/22	BGL - Utilities for Town Hall	£1,124.18
17229	NKDC C/P	£769.00	30150/1/1	15/02/22	North Kesteven District Council - Business Rates	£769.00
17230	NKDC Dep	£129.00	30130/2	15/02/22	North Kesteven District Council - Business Rates	£129.00
17231	12.02.22	£120.00	10040/16	12/02/22	Siemens Financial Services Ltd - Lease Rental on Franking Machine	£120.00
17232	PAS	£240.00	20040	21/02/22	Personnel Advice & Solutions - Personnel Advice	£240.00
17233	01.02.22	£289.60	30130/7	23/02/22	Business Mobiles .Com - Mobile Phones	£289.60
17234	SO Prow	£286.00	10040/21	01/02/22	Prowebs - IT Support	£286.00
17235	SSE DD	£7.62	30110/1	05/01/22	SSE - Utilities	£7.62
17236	SSE DD	£161.98	30110/1	05/01/22	SSE - Utilities	£161.98
17237	DD	£186.66	10040/12	01/01/22	Carter Utilities - Telephone and internet	£186.66
17246	DD Right	£79.85	30120/10	09/01/22	Right Fuelcard - Fuel	£79.85
Total		£39,470.04				

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Date _____

Date _____

Sleaford Town Council

Expenditure transactions - approval list

Start of year 01/04/21

Reporting Payments Retrospectively

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
17086	109143	£120.00	10080/12	24/11/21	E.On Energy Solutions Ltd - Assist with Installation of the Christmas Tree	£120.00
17161	09.12.21 Ellerby	£28.00	10080/3	09/12/21	Sleaford Christmas Market Refund - Refund	£28.00
17175	10.12.21 Pay 20.12	£350.00	10080/12	10/12/21	The Band From County Hell - Christmas Entertainment Pay 20.12	£350.00
17176	10.12.21 Blake	£28.00	10080/3	10/12/21	Sleaford Christmas Market Refund - Refund	£28.00
17182	13.12.21	£1,100.00	10080/12	13/12/21	The Solo Bar & Restaurant - Use of utilities for the Christmas Market	£1,100.00
17183	108886	£2,520.00	30110/1	03/11/21	E.On Energy Solutions Ltd - Replacement of 6 old 35 Watt sox lanterns with new 19 Watt LED Lanterns at Boundary Pastures	£2,520.00
17185	1225916	£2.93	10040/14	14/12/21	Amazon.Co.Uk - consumables	£2.93
17186	68622588 14.12.21	£310.61	30090/3	18/10/21	PHS Group Plc - Nappy bin & 2 Hygine Bin at Moneys Yard	£310.61
17190	367 Pd 17.12.21	£669.85	30110/3	14/12/21	Memorial Benches UK - Marden Memorial Bench, Engraving, Fixings & Delivery	£669.85
17204	ATSS492 07.01.22	£1,200.00	30070/8	24/12/21	Aurora - Security Patrol and lock up for December 2021	£1,200.00
17241	Various CC15.12.21	£158.62	10040/7	25/11/21	Amazon.Co.Uk - Covid Signs for Office x 1 pack 4 Wireless Mice for Office Tower Extension Lead for office x 3 Extension Cable for office x 1	£158.62
Total		<u>£6,488.01</u>				

Signature _____

Signature _____

Date _____

Sleaford Town Council
Quayside House,
Navigation Yard
Sleaford, Lincolnshire
NG34 7TW



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Sleaford Town Council

Notes of the Extraordinary Finance & Strategy Panel Meeting held on Monday 10th January 2022 at 12:00pm, electronically via Zoom

Present:

Cllr T Hayat – Panel Lead
Cllr K Fernandes
Cllr D Suiter

Cllr M Smith
Cllr M Shanahan-Kluth
Cllr S Shanahan-Kluth

Officers: Town Clerk & Deputy Clerk for the start of the meeting

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

1. **Panel Leads Welcome:**
The Chairman welcomed everyone to the meeting and wished members a happy new year.
2. **Apologies for Absence:** To be noted by the Finance and Strategy Panel
No apologies were received
3. **Members Declarations of Interests:**
 - a) Declarations of interest were made by the following members:
Councillors Hayat, Fernandes, Suiter, Smith, M Shanahan-Kluth and S Shanahan-Kluth declared a Disclosable Pecuniary Interest for agenda items 4 & 5 because they live in the town.
 - b) Dispensations: It was resolved to grant dispensation to Councillors Hayat, Fernandes, Suiter, Smith, M Shanahan-Kluth and S Shanahan-Kluth in relation to DPI, Appendix A, for the duration of the term of office, if members were prohibited from taking part in the meeting it would impede the transaction of business.
4. **Proposed Budget: To discuss and approve a proposed budget for 2022/2023:**
Councillor Hayat stated the meeting would be split into three parts. To review the draft budget report for 2022-2023, to consider Appendix A – Precept Calculator and a review of the precept request. Councillor Hayat read through the report highlighting the key areas. Members then reviewed the precept calculator income and expenditure, two amendments were made. The Clerk to contact NKDC to confirm the amount of the Litter picking grant amount for 2022-2023. The figure of £9,000 to be increased to £9,800. A STC Task & Finish group

Page 1 of 2

Signed:

Date:

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have previously requested additional funding from NKDC, Clerk to establish outcome.

Museum rent is set at £0, to be increased to £1.00 (peppercorn rent).

The Clerk to establish how STC market would operate in future. The market is to be reviewed to ensure STC are offering the best service to the traders and the public.

It was recommended that the allotment rents and cemetery fees are increased by 3%. All were in favour.

It was resolved to approve the proposed budget of £725,100.26, this was an increase of £34,445.11. This was proposed by Councillor Hayat, seconded by Councillor Smith and all were in favour. The panel make recommendations to full council for its approval.

5. Precept Request: To review the precept for 2022/2023:

The Precept Requirement upon the Billing Authority (being North Kesteven District Council) of £725,100.26 (seven hundred and twenty-five thousand, one hundred pounds and twenty six pence) be requested.

It was resolved to approve the precept request of £725,100.26, proposed by Councillor Smith seconded by Councillor M Shanahan-Kluth and all were in favour. The panel make recommendations to full council for its approval.

6. Date of next meeting: 27th January 2022

Councillor Hayat thanked everyone for their time and closed the meeting at 1:13pm.



Report to: Full Council
Report From: Clerk
Subject: Recommendation from F & S Panel - Budget for the Year End 31st March 2023

Introduction

This report presents the base operational budget for 2022/23 to deliver the Council's current planned service levels. Finance and Strategy Panel are asked to consider the draft budget and propose any changes for future consideration.

The budget must be finalised by Full Council at the meeting on 19th January 2022 in time for the precept request to be sent to North Kesteven District Council by 28th January 2022.

A precept calculator showing income & expenditure was considered in detail.

The RFO has indicated below, specific considerations in relation to the budget.

Employee costs: Represent the largest single budget within the Council's expenditure.

NJC are currently negotiating pay scales and it is anticipated that these will increase by at least 2.75%. For this reason a 3% increase has been budgeted.

In addition the Government have indicated increases in national insurance for both employees and employers. An increase of 1.5% has been budgeted to accommodate this.

STC are reviewing their service demands which may alter the budget in this area.

Supplies and Services: The cost of consumables and materials and labour which is outsourced is increasing. This may affect the capital cost of projects, with the major one being the resurfacing of the car park. Council maintain a healthy capital reserve, and costing of the project is monitored by the Finance & Strategy Panel. It is anticipated that additional costs for this project could be met from capital reserves.

Play area equipment: Is in constant use and has been used heavily throughout the past 12 months. Play equipment parts are increasingly harder to obtain and have increased significantly in cost. The previous clerk had increased the estimated budget for 2022/2023 to £5,000. I have now removed the £5,000 from the original budget line and added it to the 7-year capital programme contribution.

Public Toilet: Maintenance and cleaning is increasing in cost. The Council currently pay over £1000 a month to ensure the toilets are maintained and cleaned at Boston Road Recreation Ground. This has resulted in a significant increase in the budget for maintenance.



The service of the **Market** requires investment. It is becoming increasingly popular in a crowded space. Perhaps dedicated staff to manage the marketplace should be considered which will require additional cost. On this basis the previous Clerk has included £10,000 in the budget.

Councillor Allowances: Two years ago, Council approved that **Councillor allowances** would rise with inflation. On this basis a 1% increase has been budgeted for.

Christmas Celebrations and Other Events: Council have already agreed to host a 1940's event next year with an agreed budget of £5000. It is likely that it will be possible to return to having a full Christmas market in 2022 and this has been accommodated for with £5000. It has been agreed by full council that the town criers event budget should increase to £2,500. It is also anticipated that the Council will want to hold more events throughout the year with the Queen's platinum jubilee and the possible return of other events. For this reason, there is a proposed increase to the budget, which includes the installation of the Christmas lights.

Tree surveys and inspection: The deputy Clerk has carried out some extensive work with the NKDC Tree Officer and a tree survey of all STC owned trees should be carried out in August 2022, at an approximate cost of £1,800.

General Reserves: STC general reserves budget line was set at £0, recommendations from Joint Panel on Accountability & Governance (JPAG) states a larger authority should calculate for 3 months equivalent general reserve. In light of this I have added £25,000 to general reserves.

Recommendation

That Full Council approve the proposed budget of £725,100.26 for 2022/2023, this is an increase of £34,445.11, which equates to a 3% increase.



AGENDA ITEM: 7g

Meeting Date: 19.01.2022

Report to: Full Council
Report From: Town Clerk
Subject: Purchase of Desktop computers x 5

The officers working at Sleaford Town Council are currently using computers that were originally purchased in April 2012, they had a hard drive upgrade to improve speed and performance in 2018, so are approximately 10 years old.

As technology progresses rapidly, these computers are extremely outdated:

- The screens/monitors do not have cameras or microphones/speakers, so we are not able to attend zoom meetings or watch online tutorials.
- The towers are large and unsightly so are placed on the floor.
- Access to the tower is limited (under the desk) so switching the machine on or using a USB is difficult.
- The overall performance is slow, and we encounter issues when multi-tasking.

Desktop computers have a lifespan of three to five years. For continuity of the council, it is essential the officers have the equipment to carry out our roles.

I requested a quotation from our IT specialist for the following:

- All in one desktop computers with webcam to include Setup Office 365
- Prowebsonline recommendation: HP All In One PC with 24" screen (same size as current screens). This also has a webcam built into the top of the screen for Zoom etc. These are currently £899.00 each. The next jump would be above the £1,200 price mark.

Install Office and setup with existing Apps etc at an approximate cost of (£180.00) for a day on site.

I would therefore recommend that five desktop computers are purchased to enable the officers to carry out our duties.

Recommendation

That council approve the purchase x5 desktop computers.



Report to: Full Council
Report From: Deputy Clerk
Subject: Sleaford Festival and use of Town Council Sites

1 Purpose of Report

To outline the Sleaford Festival in March 2022 and requests from the organisers for use of Sleaford Town Council sites and assets.

2 Sleaford Festival

The Deputy Clerk attended the festival launch meeting at the Hub on the evening of 23rd November along with representatives from community groups, businesses, and other organisations.

The festival is an NKDC event, funded from the Government's Welcome Back Fund. Sleaford Hub has been commissioned to organise and run the event. The festival will run from Sunday 13th March to Saturday 19th March and involves community-led events throughout the town, with the focus on the final Saturday. (See Appendix 1 Sleaford Festival for more details.)

The timescale is short for organising a town festival on this scale. The organisers are in the process of contacting artists and performers to take part.

3 Request for Use of Sites and Assets

The Hub have requested the use, free of charge, of various Town Council sites and assets. Because they have very limited time to organise the festival's schedule and confirm bookings, they will need a quick answer from the Council on their requests. It is therefore suggested that the Clerk be given delegated decision-making on these requests in order to expedite the decision and ensure the festival organisation runs smoothly.

The organisers will complete the usual booking forms and supply proof of their Public Liability Insurance.

The organisers have requested use of the following Town Council sites. The events or activities to take place there are not yet known in full.



Site or Asset	Purpose
Town Hall	Welfare and hospitality Rooms for artists and performers.
Castlefield	Events and activities
Boston Road Recreation Ground	Events and activities
Eastgate Green	Events and activities
Eastgate Car Park	Events and activities Areas of car park to be coned off for use possibly on more than one day.
Boat	Use of the rowing boat on the River Slea. This would be working with the River Clean up volunteers.

4 Request for Free Car Parking

The organisers have requested that the Council consider making Eastgate Car Park free parking on Saturday 19th March.

5 Implications for STC

The Town Council is not delivering any aspect of the festival nor is it contributing financially. It is suggested that the requests for the free-of-charge use of sites and free car parking could be considered as the Council's contribution to the success of this major town festival.

There will be opportunities for civic involvement from the Town Council and more details on this will be shared as the festival programme develops.

The following are considerations for the Council in terms of costs / impact on service provision.

	Service Area	Impact
1	Staffing <ul style="list-style-type: none"> A decision-maker will need to work on Saturday 19th March Service Team Operative may be required Arrangements for opening and closing the Town Hall possibly out of hours 	Overtime payments
2	Professional cleaning of the Town Hall post event	Additional cost estimate £100
3	Eastgate Car Park <ul style="list-style-type: none"> Staffing – setting out cones and barriers on to section of areas for events 	Time out of usual daily tasks for Service Team



		Pressure on car park if on busy days
4	Loss of income from car park if free car parking is agreed.	
5	Loss of income from free of charge use of sites.	

6 Staffing

Council is asked to note the impact on staffing. The Council has agreed its calendar of events for 2022 and there are three key events (1940s Day, Town Crier Competition and Christmas Market) taking place at weekends. There will be a need for management, office staff and service operatives to work during these events. The Sleaford Festival is an additional event which will require staff to work outside of their normal hours. There is a risk that staff may not be willing to volunteer for this additional event. Councillors may want to consider how the Council would cover the work required in this scenario.

Recommendation 1

That Council delegate decision-making powers to the Town Clerk to agree the use of sites, buildings and assets within the parameters outlined above to the organisers of the festival.

Recommendation 2

That Council offer free car parking on Eastgate Car Park on Saturday 19th March.

Appendix 1
Report to Full Council – Sleaford Festival – 19.01.22

Welcome Back - Sleaford Festival

Draft Story of Change

WHO	WHY	WHAT	HOW	VISION
NKDC	Funding criteria met Sleaford flourishing Budget spent on time according to conditions	A festival event running from Sun 13 – Sat 19 March 2022	£40k investment from Welcome Back Fund	Everyone has a good time, feels happy and enjoys a really memorable experience. People glad to be in Sleaford.
Hub	Continued investment in culture and creativity Funders see value of our work and what we can offer New local partnerships Model for future working	Inspired by the River Slea and its history, nature & bridges, colours & the senses Launched with community-led events in the town throughout the week in the lead up to a grant finale on Sat 19 March which will run from day-evening, including professional artists performances and installations alongside community events and celebrations. Finale completes with event and performance on/by the River Slea around Eastgate Green.	In-kind venue hire Working group made up of funders, Hub team, creatives, businesses, community groups Core principles: - People feel safe and confident to take part and attend - Town feels 'alive' - Event is joyful and uplifting - Collaborative approach - Diverse artforms - Inclusive and accessible - Sustainable and eco-friendly - Reaches out to wide range of target audiences - Event is delivered safely and peacefully	
Sleaford businesses	Increased footfall / trade New local partnerships Model for future working Increased knowledge of event management Attract visitors to Sleaford	Four zones of activities around the town (North, South, East and West), each associated with a colour and led by a different team – with the Hub co-ordinating and overseeing the festival as a whole Includes music, visual art, theatre, dance, comedy and food. Celebrates what we've already got (eg mosaics and trails) as well as new (to Sleaford) performances and installations Schools and community groups contribute, participate and perform.		
Community groups	Opportunities to promote their services Opportunities to perform Increased / new opportunities for active engagement New members / new groups New local partnerships Model for future working			
Artists, performers, creative practitioners	Employment opportunities Raise profile of offer New connections Feeling part of something Create new work?			
Sleaford residents, families, young people,	People try new things / learn new skills			

Appendix 1
 Report to Full Council – Sleaford Festival – 19.01.22

<p>older people</p>	<p>Celebration of and for Sleaford People have a memorable, cultural experience People feel part of something – together (forget about COVID) Creating champions for future events People feel proud and glad to live in Sleaford</p>			
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NOTICE OF MOTION IN ACCORDANCE WITH STANDING ORDERS PARAGRAPH 18

Motion to: Full Council (next meeting on 17th January 2022).
Subject: Effective Councillor Accessibility to Council Information
Proposer: Councillor B Allan
Seconder: Councillor D Suiter

The Motion

That:

1. Subject to items 2 to 7 below, the Council will replace the Councillor iPads or other digital device in use as a policy with new operative iPad or other digital devices at the beginning of each new Council period following elections (ie a replacement every 4 years). This will operate from the next but one elections planned for May 2027.
2. The existing iPads used by Councillors now are replaced with new iPads or other digital device for use from April 2022 and will continued to be used by existing / newly elected Councillors until the elections planned for May 2027 (ie for a 5 year period).
3. A small Councillor Working Group (the IT Working Group) is immediately set up to determine the type of iPad or other digital device to be purchased for use from April 2022 until May 2027. The IT Working Group will:
 - take account of the comments in this motion
 - take account of other comments obtained from Councillors
 - Have access to the Council's IT Adviserto determine the type of iPad or other digital device to be purchased by the Council that will best serve Councillors needs for the period from April 2022 onwards to May 2027.
4. The IT Working Group also recommend how the current iPads are to be disposed of post April 2022 (for instance by way of part exchange, for use of by schools, the digitally disadvantaged, via a joining of any relevant NKDC disposal process, etc) once information has been transferred to the new devices and the old devices have been securely cleared of Council / Councillor data.
5. The IT Working Group meets in advance of each election, starting with the election planned for May 2027, to determine the type of iPad or other digital communication device that will best serve Councillor needs for the 4 years following that election. At the end of the 4 year period, there will be an assumption that there will be a better digital communication device available for Councillor use following an election that will provide new benefits in the responsiveness in how we interact with the Council and our communities. However, the IT working Group may take a justified view that the existing digital communication device is suitable for use for a further 4year period without any disbenefit to Councillors communication abilities.

6. The IT Working Group incorporate the above into a "Councillor's Digital Device Policy Document". The Council to determine whether this "Councillor's Digital Device Policy Document" should be expanded to cover Councillor IT training, etc and the incorporation of other Council related IT issues or policies so that there is a single document and a possible new Chapter in the Council's Constitution dealing with all aspects of the Council's digital systems and effective digital communications.
7. Replacement of the devices by those recommended by the IT Working Group for use from April 2022 is budgeted by making a virement against underspend in FY 2021/22. A budget line is introduced in future budgets to allow the devices to be replaced every 4 years from elections and new Councils from May 2027 onwards.

Background to the Motion

Digital Communication - Every Member is provided with a device - e.g. currently - an iPad, which enables us to carry out our Councillor roles. This not only supports the reduction in use of paper but also provides quick access to important information, making us more responsive in how we interact with the Council and our communities and saving Councillor and staff time, paper and postage.

The Current iPads in use by Councillors have been in use since 2019 as the prime use device for emails and for accessing information in relation to the Council panels and the Council meetings. They were early generation devices that were purchased from NKDC at that time - but had already been in use by Councillors at NKDC for a number of years, having been purchased by NKDC in 2011.

The current iPads are now frustrating an effective delivery of Council communications, because:

1. They operate slowly being devices purchased in 2011 by NKDC and provided 2nd hand to STC in 2019.
2. The screen is not of the clarity that is now available on more up-to-date devices – particularly important for uses with less than optimal eyesight and for instance when accessing NKDC planning information
3. It is difficult to read emails and type replies at the same time using the on-screen typing function.
4. The holder is not conducive to ergonomic use and accessibility
5. There is no keyboard to overcome some of the practical operational difficulties
6. Battery life is poor compared to more up-to-date devices
7. The current set-up is not ideal for Zoom and Team meetings, which are likely to be a growing form of communication for Council business



AGENDA ITEM: 10

Meeting Date: 19/01/2022

Report to: Full Council
Report From: Town Clerk
Subject: Town Clerk's Report

1. **Money's Yards Toilets:** Money's Yards toilets were descaled in December 2021 by Dyno, this was paid for by NKDC and the men's toilets were reopened after this work. The services team are closely monitoring the use and state of the toilets for health and safety reasons. The Clerk is setting up a meeting with the Neighbourhood Policing Team and ASB team. The Deputy Clerk is exploring cleaning and maintenance contractors.

2. **Sleaford Tennis Club:** Have recently introduced wheelchair tennis and have a regular session on a Wednesday afternoon. STC received a request from the tennis club to install an access path from the bridge to the site from Park Crescent. The tennis club have secured funding for the work and a quotation has been obtained. A report will be compiled, so this can be a future agenda item.

3. **Crumbling wall in Eastgate car park:** NKDC informed STC of a potential issue with the stone wall located to the west of the car park near Oakdene Care Home. The NKDC Building control officer surveyed the wall and stated the wall is not dangerous however, he is suggesting some remedial works. As owners of the car park, I need to establish who the wall belongs to.

4. **Lincolnshire Road Safety Partnership speed signs:** The services team have been asked to remove any damaged or severely faded signs. A request has been made to LRSP for new highly visible passive speed limit reminder notices.

Sharon Stafford - Town Clerk
12/01/2022