

Selflessness, Integrity, Accountability, Objectively, Openness, Honesty, Leadership

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2023/013

Statutory Annual Meeting of Tuxford Town Council to be held The Beeches Community Centre, Birch Court, Tuxford at 7pm on Thursday 18 May 2023

Prior to the meeting all councillors signed the Declaration of Acceptance of Office

MINUTES

Members and the Public were informed that the meeting would be recorded

PRESENT: Cllrs J Moorhouse (JM), G Frost (GF), S Richardson (SR), P Downing (PD), M Richards (MR), E Betts (EB), E Cupit Atkin (ECA), K Rutherford (KR), S Leslie-Dakers (SLD), M Harris (MH), R Patman (RP), J Temple (JT), R Walker (RW), D Gray (DG)

IN ATTENDANCE: District Councils Stanniland and Griffin, 2 Members of the Public and Lynda Ogilvie, Locum Clerk

Cllr Moorhouse (Chair) welcomed those present, and opened the meeting at 7.00pm

1. To Elect a Chairman for the year 2023/24 and the signing of the Declaration of Acceptance of Office (Currently Cllr J Moorhouse)

There were two nominations for the position of Chair to the Council: Cllr J Moorhouse was nominated by Cllr Frost, and seconded by Cllr Walker. Cllr Downing was nominated by Cllr Harris and seconded by Cllr Patman. Members were invited to vote, and the result of the vote was 8 votes for Cllr Moorhouse and 6 votes for Cllr Downing. Therefore Cllr Moorhouse was duly elected Chair and signed the Declaration of Acceptance of Office for the position of Chair to the Council.

2. To elect a vice Chairman for the year 2023/24 and the signing of the Declaration of Acceptance of Office (Currently Cllr G Frost)

Cllr Rutherford nominated Cllr Richardson as Vice Chair of the Council, seconded by Cllr Richards, 13 votes in favour, 1 abstention. Therefore Cllr Richardson was duly elected

Vice Chair of the Council, and signed the Declaration of Acceptance of Office for the position of Vice Chair of the Council.

Members of the Public have a right to attend Council meetings but not an automatic right of speech

3. Co-option of Councillor to fill vacancy following Election

An application to fill the vacancy following election had been received from Ian Nicholls, former Councillor on the Council. Mr Nicholls application was accepted, and he was invited to join the Council. Mr Nicholls signed the Declaration of Acceptance of Office, and took his place on the Council.

4. To accept late acceptance of office by any non-attending Councillors (if any)

As all Councillors had signed the Declaration of Office there was no need to approve any late acceptances.

5. To resolve from 18 May 2023 until the next relevant Annual Meeting of the Council (having met the conditions of eligibility as defined in the localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012) to adopt the General Power of Competence.

6. Apologies for Absence

There were no apologies for absence, all councillors being in attendance.

7. Declaration of Interest

There were no Declarations of Interest made.

8. Appointment of Finance and Services Committee membership (seven members) and approve Terms of Reference

The following were appointed members of the Finance and Services Committee: Cllrs Cupit Atkin, Frost, Moorhouse, Richards, Richardson, Rutherford, Walker.

9. Appointment of Planning Committee membership (seven members) and approve Terms of Reference

The following were appointed members of Planning Committee: Cllrs Gray ,Frost, Moorhouse, Patman, Richardson, Rutherford, Walker

10.Appointment of Personnel Committee membership (seven members) and approve Terms of Reference.

The following were appointed members of the Personnel Committee: Cllrs Cupit Atkin, Frost, Gray, Moorhouse, Richards, Richardson, Rutherford.

11. Appointment of Representatives to other bodies:

a) Nottinghamshire Association of Local Councils (Currently Cllr Moorhouse)

Cllr Moorhouse was appointed to represent Tuxford Town Council on NALC. Additionally Cllr Cupit Atkin will be nominated, assuming that this is within the rules of the NALC Constitution.

b) Reads Exhibition Foundation (Currently Cllr Richards)

Concern was raised about the status of the person nominated by Tuxford TC on the Trustee Board. This will need to be clarified by checking the Trust Document, and will be deferred to a later meeting.

c) Police Priority Setting Meeting (Currently Cllr G Frost)

Cllr Patman was nominated to this role.

d) Rural Conference (currently Cllr J Moorhouse)

Cllr Moorhouse was nominated to this role.

12. To approve and sign Minutes of the meeting held on 20 April 2023

Cllr Cupit Atkin proposed approval of the Minutes of the meeting held on 20 April 2023, seconded by Cllr Rutherford, all in favour. Chair signed the Minutes.

13. To approve any recommendations made following meetings of

a) Planning Committee 27 April 2023

Cllr Richardson reported on his visit to the Co-op site, and updated members on matters which remain of concern. It was also noted that access to the A1 is unrestricted in some areas.

Members were reminded that the Planning Committee's Terms of Reference includes dealing with the Neighbourhood Plan, and it was suggested that keeping track of CIL monies should also be included within the Planning Committee Terms of Reference.

b) Finance and Services Committee 11 May 2023

Cllr Frost reported that the Council's finances are in good order. There were no issues raised.

14. District Councillor and County Councillor Reports

a) District Council

Cllr Griffin commented on the delay in getting work on the war graves undertaken. This is primarily due to the need to obtain a faculty for any work within the Church perimeter.

She also said that Bassetlaw DC is considering a roadside glass collection, but no decision has been made to date.

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Cllr Stanniland said that Robert Jenrick MP is arranging a House of Commons trip on 16 June, and those who wish to join the trip are invited to contact his office.

b) County Council

There was no report, as Cllr Ogle was not present

15. To review and Approve the following policies:

a) Financial Regulations (Appendix 1)

Financial Regulations were reviewed, and no amendments tabled.

b) Standing Orders (Appendix 2)

Standing Orders were reviewed, and no amendments tabled.

c) Code of Conduct (Appendix 3)

Code of Conduct was reviewed, and no amendments tabled

The above documents, together with other policy documents, will be circulated to new members of the Council

16. Finance

a) To approve invoices for payment to be presented at Council

Cllr Frost confirmed that all invoices for payment had been checked, and were all in order. Members unanimously approved all payments.

b) Bank reconciliation/Budget

Noted, and no comments were made.

c) To approve annual direct debits and standing orders

Noted, and approved.

d) Approve budget of £750 for an additional laptop for new member of staff, as recommended by Personnel Committee

The purchase of a second laptop was approved.

17. Gilbert Avenue – Update (Cllr JM)

Chair invited Karen Tarburton, Community Development and Funding Manager, Harworth and Bircotes Town Council to discuss Gilbert Avenue lease. TTC had asked Bassetlaw DC for an extension to the lease, but this was not considered by Bassetlaw DC as it had not been presented properly by the officer involved. Ms Tarburton will put together a business case for Tuxford TC to take this forward.

18. The Beeches Community Centre – Update (Cllr JM)

JM confirmed that a letter had been sent to Bassetlaw District Council (Martin Hudson) tabling questions which Tuxford TC would like answered to enable an informed decision on taking over The Beeches Community Centre to be made.

JM has spoken to Martin Hudson, and he indicated that he could see no problem with TTC taking over running The Beeches for a year prior to a final agreement on its future. He is also open to attending a meeting with TTC at a date to be arranged.

He also indicated that he was not aware of the possibility of asbestos being present in the roof, but will investigate.

19. Neighbourhood Plan – Update (Cllrs RW and KR)

KR said that many hours had been spent on preparing questionnaires, but these are now approved. An open meeting will take place on 23 May in the Church.

RW said that two questionnaires had been prepared – one for members of the public and another for Tuxford Academy pupils. Questions have been framed to be open, and those completing the questionnaires are asked for their top three priority areas of concern. A door to door survey will be conducted for the elderly.

20. CIL – Update

KR said that an Excel spreadsheet has been prepared of CIL monies due to Tuxford TC, and this has been forwarded to Bassetlaw DC for comment. The spreadsheet will be updated by Clare.

Several matters were raised, including the legality of Bassetlaw DC's policy on CIL, and the percentage which is set aside for the parish/town councils.

This will be put on the next Planning Committee Agenda for further consideration.

21. Outdoor Exercise Equipment (Cllr RP)

RP had submitted a proposal to provide outdoor exercise equipment for adults. This was considered an excellent proposal, but it will not be possible to make an application to meet the current deadline for NCC grant support. It would need to have evidence of community support, actual costings, and location plans. This can be considered for further funding streams once the outcome of arrangements at Gilbert Avenue have been clarified. To be pursued at a later date.

22. To receive items for information, and further Agenda items

ECA suggested that re-lining the football pitch should be added to next Agenda, but it was agreed that this could be undertaken by the handymen without further approval. SLD raised concerns about the football nets being left in place because of the possibility of wildlife becoming trapped in the netting. ECA will investigate alternatives.

Traffic issues – setting up of working group to look at traffic issues, including slip road from the A1, parking and speed limits.

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23. Private and Confidential

To receive, accept and resolve to approve any recommendations contained within the Minutes of the following meeting:
Members of the public left the meeting due to the confidential nature of the following item.

Personnel Committee 11 May 2023

Council accepted the recommendation of the Personnel Committee in relation to changes to the Clerk's hours and contract, and Job Description. Council further approved the appointment of another member of staff to take on the role of Clerk to the Council.

24. Date of next meeting: 15 June 2023

There being no further business, Chair thanked those present for their attendance, and closed the meeting at 9.20 pm.