

Minutes of the Full Council Meeting

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday
17 March 2022, commencing 7:00pm**

PRESENT: Cllrs J Moorhouse (Chair) E Bett, D Clark, P Downing, G Frost, S Outram, D Preece, G Preece, M Richards, S Richardson, K Rutherford, and C Longmore.

IN ATTENDANCE: Clerk, and one member of the public were also present.

FC193 Apologies for Absence

Cllr C Waugh and district councillors S Isard and L Stanniland.

RESOLVED: Reasons for apologies were given and accepted.

Cllr T Silcock was not in attendance, but no apologies were received.

Apologies were received from ECA (newly co-opted councillor yet to sign their Declaration of Acceptance of Office) at 6:30pm.

ACTION: Clerk to contact ECA to enquire whether they still wish to be considered, as they have not attended a meeting since their co-opted councillor application was approved in January 2022.

FC194 Declarations of Interest

There were no declarations of interest.

FC195 Accept New Co-Opt Members and Sign Declaration of Office and Register of Interests

Having had their application approved at the Full Council meeting on 20 January 2022 (folio reference FC0154) Mr Longmore signed their Declaration of Office, which was subsequently counter signed by the clerk.

Clerk gave Cllr CL his new councillor email address and log in details.

ACTION: Cllr CL to complete his Register of Interest form and return at the next meeting, if not before. He was also asked to set up his email address for town council correspondence.

Cllr JM welcomed Cllr CL to Tuxford Town Council.

Mrs ECA was not in attendance.

ACTION: Item deferred to Full Council 21 April 2022.

FC196 Minutes of the previous meeting held on 17 February 2022 (folio ref 2021/157-165)

RESOLVED: Proposed by Cllr KR, seconded by Cllr GF, that the minutes of the meeting held above, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman as an accurate record.

FC197 Action Update from previous meeting

FC059 – Respiratory Information – CLOSED. Information cannot be obtained.

FC062 – Scout Hut – further to the meeting in September 2021 meeting – Cllr JM and MR met with the Scouts and Guides, who are meeting with their committees and will advise – ONGOING Clerk received information on a revised lease. This lease has not been signed. **ACTION:** Clerk to request a meeting with the Scouts and Guides. Cllr's JM, PD and MR to attend the meeting.

FC094 – Victorian Finger Post – COMPLETE. Jason Mordan (NCC) and Mike Tagg (BDC) have confirmed that the value suggested is correct. Town Council's insurance have confirmed that it is covered under the blanket value for street furniture.

FC138 – Cherry Blossom Trees – ONGOING. **ACTION:** Cllr KR to approach Woodland Trust and A Walher to enquire whether we can source them from other places too, where trees may be available free of charge. Cllr JM asked again for all councillors to consider where in the town they would like to see these Blossom trees and report back at next meeting. No action has been taken since 17 Feb meeting.

FC156 – CIL Letter to Bassetlaw District Council – ONGOING: Cllr PD is liaising with Cllr Stanniland before submitting a letter to the District Council

FC165 – Parking/Congestion Letter to Bassetlaw District Council: ONGOING: Cllr SR has collated data to be submitted. Cllr PD confirmed that Bassetlaw District Council have now installed a pollution monitor close to Tuxford Primary Academy, at a reasonable height to monitor levels. He is still in discussion with the other agencies regarding noise and pollution and will continue to provide a monthly report (copy of this report was circulated prior to the meeting and is available to members of the public on request) **ACTION:** Clerk to provide details to Cllr SR as to who to correspond with at Nottinghamshire County Council. Cllr SR then to send email and report back at next meeting. Clerk to write to takeaways regarding parking and litter.

FC179 – Assistance re CIL money at Bassetlaw District Council – COMPLETE. Bassetlaw District Council have confirmed that the expansion fund can not be used for awarding grants to the community. Clerk had previously issued literature to all councillors confirming the guidelines on spending CIL money.

FC185 – Collate register of Community Groups in Tuxford – ONGOING. Cllr PD advised the clerk to research the Charities Commission for community groups in Tuxford. Cllr JM to also post item on social media (for those community groups that are not charities).

FC186 – Walks of Life land – ONGOING. Clerk advised that grounds maintenance supervisor believes it could be mowed in two hours using the toro. Brash is now being disposed of locally.

FC191 – Spirit of Best Practice review – COMPLETE. Clerk collated information for the review and it was agreed that the town council are working within best practice.

FC198 To receive, accept and resolve to approve any recommendations (if any) contained within the minutes/notes of the following meeting:

Planning Committee 17 February 2022 (folio ref: 2021/155-156)

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour to approve.

Finance and Services Committee 03 March 2022 (folio ref: 2021/169-172)

Recommendation to Full Council is to approve Finance and Services Committee meetings to be scheduled quarterly (currently monthly).

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour to approve.

Personnel Committee 16 February 2022 (folio ref: 2021/153-154)

ACTION: To be discussed under item 19 Private and Confidential below.

FC199 District Councillor and County Councillor Reports

District Council

Cllr Stanniland was not in attendance but provided a report. A copy of the report was distributed to all councillors at the meeting.

investigate this and report back.

County Council

Cllr Ogle was not in attendance.

The meeting was adjourned with Cllr JM asking the one member of the public present whether they had any questions, they confirmed they didn't so the meeting was re-convened.

FC200 Internal Audit – Discuss and Approve Interim Report

The report was sent electronically to all members prior to the meeting. Interim Year End Report in good order, with two points to note (amendment to adoption date – to include on front page of Financial Regulations and to report apologies for absence as 'given and accepted'.

The final auditor is scheduled to be undertaken on 13 April 2022.

RESOLVED: Proposed by Cllr JM seconded by Cllr GF, all members approved.

FC201 To Review and Approve the following policies

All policies were sent to members electronically prior to the meeting, in preparation of the meeting. Paper copies were sent to Cllr JM prior to this meeting and to be authorised in the presence of members at the meeting.

- Grant Awarding Policy

It was proposed by Cllr PD that the policy needed to include social regeneration, to offer more support to the community and encourage existing and new groups to develop in the town.

Clerk to provide a list of current community groups and the Finance and Services Committee to reshuffle the budgets after the 1st quarter of 2022.23 when more information is available.

ACTION: Clerk to put on August 2022 agenda.

- Financial Regulations (revised)

The following amendments have been made to the current policy:

4.1 – amended from £500 to £2,500

4.5 – amended from £500 to £2,500

5.2 – amended to show copy of payments will be made available upon request (unless you want to start putting them at the end of the minutes each month?)

5.4 – amended to show payments under £2,500 can be made by the RFO, to be ratified at the next meeting

5.6 – amended to include £2,500 payments

6.5 – amended to include payments under £2,500

6.18 – amended to £1000 for the Clerk

RESOLVED: Proposed by Cllr KR, seconded by Cllr GF, all in favour to approve the Financial Regulations

- Code of Conduct

Councillors were asked to consider:

- Keep the existing code
- To replace the existing code with the new LGA Code
- To adopt the Principal Authority's Code (when they eventually update it)
- To devise a totally new code

RESOLVED: Proposed by Cllr GF, seconded by Cllr DP, all in favour to replace the existing code with the new LGA code.

FC202 Allocation of Projects

Cllr DC and PD suggested that the council adopt more of a portfolio structure by channelling individual councillors' expertise in the right areas, undertaking areas of importance to them, like Planning, Transport and Environment, Education, Health etc. to drive the council forward.

ACTION: Clerk to send categories to all councillors to enquire whether they wish to volunteer.

FC203 Greenfield Sports Facilities

Cllr PD advised there is only 8.5 years left on the Gilbert Avenue Playing Field lease between Bassetlaw District Council and the town council.

The town council had approached the district council in 2019 and he proposed that the town council do so again to enquire about extending the lease for a minimum of 25 years, as there is limited green space in Tuxford. Other possibilities suggested was the green space on the village hall site and land on Walks of Life Museum to enable the community to utilize more of the green space available.

The member of the public present was at the meeting to represent Tuxford Football Club. He advised that they currently use Gilbert Avenue Playing Field, a field at Walkers and during the winter they've used Tuxford Academy. Cllr CL advised that facilities are available at the academy from 6pm but that it is managed by BPL.

ACTION: Cllr SR to speak with a contact.

Tuxford Football Club asked for the town council to consider offering the club £1,000 to help towards seeding and feeding the playing field football pitches and in return they will continue to mow and maintain the area. Cllr JM did thank Tuxford Football Club for all the work they have done on the playing field.

ACTION: Clerk to put the request on 21 April 2022 agenda and calculate the costs for the town council to maintain the playing field. Clerk to contact Bassetlaw District Council to inquire about extending the lease on Gilbert Avenue Playing Field by another 30 years again.

FC204 Spirit of Best Practice

RESOLVED: It was proposed by Cllr JM, seconded by Cllr GF that the town council are already following best practice. All approved to not adopt this policy, advice from Notts ALC is that the legislation is for higher tiers of the Government, not parish level.

FC205 Update on Regeneration Group

Cllr KR confirmed that are still awaiting confirmation from the Charity Commission.

Cllr JM advised that the first consultation for the Tuxford Master Plan had been conducted today with further dates scheduled.

- Thursday 17th March 10am – 12.30pm - outside the museum of the horse
- Monday 21st March 12:00 - 3.30pm - outside Sun Inn

- Wednesday 23rd March 11am – 1pm - outside Chilli Petals
- Wednesday 23rd March 1pm – 2.30pm - Market Place
- Thursday 24th March 6pm – 8pm – Beeches Community Centre

Members NOTED this update

FC206 Update – Neighbourhood Plan

Cllr DC confirmed that they will be liaising with Karen Tarburton and the Masterplan for Tuxford on consultation days. See FC205 above.

Members NOTED this update.

FC207 Update – Queens Platinum Jubilee Working Group

Cllr JM asked councillors if they wished to purchase a beacon to light, to celebrate the Queens Platinum Jubilee.

RESOLVED: It was proposed by Cllr JM, seconded by Cllr GF, all in favour to not purchase a beacon – as this should be lit on 02 June 2022 to follow protocol, would need to be manned whilst lit and the event the town council are organising is on 04 June 2022.

Cllr JM also asked for all councillors to consider volunteering to help at the event, as there are a lot of activities requiring volunteers. She asked that they emailed the clerk to offer their help (if they can volunteer on the day).

Members NOTED this update.

FC208 Clerk Report

Clerk sent her report electronically prior to the meeting, in preparation of the meeting.

Members NOTED the contents.

FC209 To receive items for information and future agenda items

Clerk advised that she had received information on the following:

- Allotments – amendment to tenants agreement to include an additional rule of no vehicles on the allotment gardens, apart from emergency vehicles without prior approval of the clerk.
- Emergency Food Bank – Cllr KR advised that the food bank is running out of food and asked for information to be posted on social media requesting assistance from the community. ACTION: Cllr JM to post on social media.

- Home for Ukraine Scheme – Cllr CW had asked if the town council could support housing Ukrainians (in an email when he gave his apologies). Cllr KR confirmed that he had been in touch with Bassetlaw District Council and that they are currently not doing anything to support Ukraine. **RESOLVED:** It was agreed that the clerk and Cllr JM would update the website and social media with the link to the official scheme.

FC210 Private and Confidential

Cllr JM read out the following statement

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED: "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw"

To approve the private and confidential minutes of 16 February 2022 (folio ref 2021/153-154)

RESOLVED: Proposed by Cllr JM, seconded by Cllr DC, all in favour to approve.

Salary Increase – 1.75% pay rise has been approved by Local Government, to be back-dated to 01 April 2021. This will be reflected in March salaries.

Members NOTED this update.

Clerk – Business Case for adjustable working

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour for the town council to reduce the frequency of committee meetings and for the clerk to not attend working groups.

ACTION: To be reviewed in July 2022.

FC211 Date of next meeting: Scheduled for Thursday 21 April 2022

The Chair thanked Councillors for their contributions to the meeting.

With there being no further business, the meeting closed at 8:49pm.

CHAIRMAN'S SIGNATURE..... DATE