

Minutes of the Full Council Meeting

held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday
17 August 2023, commencing 7:00pm

PRESENT: Cllrs J Moorhouse (Chair) E Bett, P Downing, G Frost, S Richardson, K Rutherford, and R Walker.

IN ATTENDANCE: Two members of the public were also present and District Councillor Stanniland.

The clerk was not present, minutes are recorded from the audio recording.

FC001 Inform Members and the Public (if any in attendance) that the meeting is being recorded

Meeting is recorded for the purpose of accurate minute recording. Recordings are destroyed once minutes have been approved.

FC002 Apologies for Absence

Cllr D Gray

RESOLVED: Reasons for apologies were given and accepted.

Cllr's D Clark and C Longmore were not in attendance – no apologies were received.

FC003 Declarations of Interest

Cllr PD declared an interest in item FC183 – Grant application request.

FC004 Minutes of the previous meeting held on 20 July 2023 (folio ref 2023/038-046)

RESOLVED: Proposed by Cllr RW, seconded by Cllr GF, all in favour 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.

FC174 Action Update from previous meeting

FC156 (20.01.2022) – CIL Letter to Bassetlaw District Council and FC179 – Assistance re CIL money at Bassetlaw District Council – ONGOING: Await a reply
FC008 (21.04.2022) – Surface Flooding – Lincoln Road – Cllr Ogle – ONGOING. Cllr Ogle was not present, this was not discussed. Cllr's SR and RW had a meeting with Walks of Life Museum and Severn Trent Water. Cllr SR gave an update, in summary Severn Trent have advised that there is going to be an investment in the system. Liaising with authorities with literature and engage with the community on what can and cannot be placed down the drains. Severn Trent have brought a dosing unit that was installed 6 weeks ago and is located close to the housing development, and it

should eliminate the smell. If areas are flooded Cllr Ogle would like to know, with photographic evidence and he would take it up with Highways England.

FC018 (21.04.2022) – Newark Road Car Park – Car Park and Electric Points – Cllr JM has emailed the headmistress at Tuxford Primary Academy to ask them to obtain further clarity and ask them to re-visit that decision.

Newark Road car park – electric points. Company approached advised that the cost for installation of these points is not cost effective. Currently in talks with other companies. ONGOING.

FC061 (16.06.2022) – Sports and Leisure – Chair to trust ACTION: As Cllr CL was not in attendance an update was not available.

FC115 (18.08.2022) – Gilbert Avenue Playing Field – Cllr JM is awaiting on a response from Bassetlaw District Council. ONGOING.

FC156 (20.10.2022) – Solar Panels – EPC's – ACTION: Ongoing, Cllr Ogle not in attendance

FC156 (20.10.2022) – Traffic Warden visiting times – RESOLVED: NCC have contacted the enforcement team to request patrols outside the takeaways on a Friday and Saturday evening. The traffic warden reports are on foot patrols and the school on Newark Road is patrolled during opening and closing times by their CCTV enforcement car. They have been seen at 5:30pm on the times and days requested.

FC159 (20.10.2022) – Floral Displays ACTION: Ongoing. Contacted Town Hall, awaiting a reply from parks and gardens

FC162 (20.10.2022) – NP – Clarify structure and timeline – RESOLVED: To be discussed below.

FC163 (20.10.2022) – Cemetery Memorial Check ACTION: Clerk confirmed ICCM have been instructed to undertake the check. Confirmation from Diocese of Southwell still not been received regarding the consecrated land. Initial contact 18 October 2022 followed up 11 November 2022 for a response. ONGOING

FC175 To receive, accept and resolve to approve any recommendations (if any) contained within the minutes/notes of the following meeting:

Planning Committee 20 October 2022 (folio ref: 2022/102-103)

RESOLVED: Proposed by Cllr RW, seconded by Cllr JM, all in favour that the minutes of the meeting held above, having been circulated prior to the meeting, were noted.

To Ratify the decision made by the Clerk – Grant Awarding Policy

RESOLVED: It was proposed by Cllr KR, seconded by Cllr RW, all in favour to amended policy under the clerks' delegated powers and ratified by all at this meeting - increased to £300 and only one application per organisation per year, with a budget set at £2,000, this policy was effective immediately.

FC176 District Councillor and County Councillor Reports

District Council

Publication Amended Allocations & Development Management DPD Consultation has been emailed to all councillors. Cllr RW looking to attend.

Planning Enforcement will hopefully be improved shortly with the recruitment of more staff.

Robert Woodhead Ltd, who sub-contracted work to Woodhead Regeneration Ltd who have subsequently declared themselves bankrupt leaving a lot of district councils in the midlands (and surrounding areas) in financial uncertainty – UPDATE - there has been a meeting with the directors, and they've said that as of now they haven't lost any money as a result of the contractor going bust. It is going to cost more money to finish projects though with a new contractor.

Local Plan – an estimated £89 million pounds could be claimed from CIL for the 12,500 houses allocated in the local plan between now and 2037. This is dependent on whether the district council claim it, as their historical policy dictates that they don't claim it. In theory they can claim it legally.

*Cllr KR asked if there was CIL available on industrial developments. Cllr Stanniland did not believe that there is but Cllr JM advised that she had asked the planning department to look into this and awaits a response. **ACTION:** Cllr Stanniland to chase this up with Mr Wilson, in the planning department.*

Council Tax – potentially the district council will increase it by 5%.

County Council

Cllr Ogle was not in attendance.

The meeting was adjourned to allow questions from the public at 7:28pm.

One member of the public asked if there was any progress on the old Tuxfordian (now to be named The Clays, as this area used to be called the Forest of Clays). Cllr PD advised that it is hopeful that the first edition will be in January 2023.

There were no further comments from the other members of the public present.

Cllr JM reconvened the meeting at 7:44pm.

FC177 Councillor Applications – co-opt vacancies

- Mr Ian Nicholls

Cllr JM welcomed Mr. Nicholls to the meeting, she suggested that he may wish to attend a few meetings before signing the Declaration of Office paperwork.

RESOLVED: Proposed by Cllr KR, seconded by Cllr RW, all in favour to accept Mr. Nicholls application. Register of Interest and Declaration of Office forms were given to Mr. Nicholls.

FC178 To Receive Councillor Reports

Transport – Nothing to report

Housing – Nothing to report

*Roads – Cinder Path – make a recommendation that it becomes a bridleway but that it gets incorporated into the Neighbourhood Plan and speak with the County Council footpath department. **ACTION:** Cllr RW to make initial enquiries.*

Leaves – Newark Road – Cllr GF advised that there is an issue with the leaves in the gutter. Issue with parked cars. Bassetlaw District Council only come twice a year. Cllr RP has already been in touch with them.

Green Tuxford – Nothing to report

Infrastructure – Nothing to report

Health and Social Care – Cllr RW discussed the scouts. Looking for volunteers and this has been advertised on social media. Cllr JM advised that Tuxford Community Events have offered to help them with funding applications too.

Sports and Leisure – Nothing to report

Village Hall Grounds – Nothing to report

Jobs and Businesses – Nothing to report

FC179 Finance

All following paperwork was sent electronically to all members prior to the meeting and paper copies were given to the Chair to authorise in the presence of members and any public present.

To approve invoices for payment

Payments on the report attached at Appendix 'e' were approved and signed
Bank Transfers totalling £14,268.02
Direct Debits totalling £612.78
Debit Card payments totalling £289.91
Cheque payments totalling £0.00
Income received totalling **£1012.00**

RESOLVED: Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr KR, seconded by Cllr PD, all members approved. Chair authorised.

Bank Account Balance of £97,650.05 was approved and Chair authorised

Bank Reconciliation/Budget Variation

Bank Account Balance at 15.11.2022 of £97,650.05 Co-op Bank,
£37,161.75 Hampshire Trust Bank and £100.00 Petty Cash float.

Clerk gave all members an up-to-date report on the expenditure, receipts, variances up to and including 15 November 2022, which was sent in advance of the meeting.

RESOLVED: Cllr GF advised she had checked through the above and agreed with the totals. Proposed by Cllr RW seconded by Cllr JM, all members approved. Chair authorised.

2023.24 – Precept (Full Council 2nd Draft)

All relevant paperwork was sent electronically to all members prior to the meeting.

Option 4 – 1.95% was the preferred increase from the original proposed options.

Cllr GF advised she felt that it should be around 3% due to national living wage, energy prices capping is different to domestic. Fuel and services will go up.

ACTION: Clerk to revise the draft precept paper for the approval at the next Full Council meeting. (initial agreement was proposed by Cllr KR, seconded by Cllr JM, all in favour to revise the precept)

Final amount in monetary terms will be determined at the Full Council meeting in January 2023 once the Tax Base figure for 2023/24 has been received from Bassetlaw District Council.

Appoint 2022.23 Internal Audit

Clerk had approached three internal auditors from the The Internal Audit Forum (IAF), only one replied, so she approached the existing internal auditor for a quote too (for a comparison). Cllr JM advised that it is best practice to use a new internal auditor (having used the existing one for the last 4+ years due to covid-19).

RESOLVED: Proposed by Cllr KR, seconded by Cllr GF, all in favour to appoint Clark's Clerical Service.

2023.24 Insurance Quotation

Clerk electronically circulated the renewal for the general insurance for 2023.24 (does not include the vehicle policy). Annual cost of £1,354.06, an increase of 5.3%. This is to note, as the town council is tied in until January 2024. (This will be the last policy before going out to re-quote).

ACTION: Clerk to notify BHIB of the town council decision.

FC180 To review and approve the following policies:

- Financial Regulations

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

- Social Media

ACTION: Cllr JM proposed to defer it to the next Full Council meeting when Cllr SO will hopefully be in attendance.

FC181 Air Pollution

Cllr PD updated members on a recent article on linking air pollution, particularly air particulate matter and cancer. Since the meeting over a year ago with Bassetlaw District Council, Highways England, Nottinghamshire County Council and MP Jenrick. Cllr PD went on to add that the district council do not even record particulate matter, regardless of the fact that Tuxford is in a black spot.

Cllr PD went on to add that he has been trying to do something regarding this for many years but can't do it alone and asked the council whether they wish to pursue it further or as a council to drop the matter.

Cllr SR, along with Cllr RW agreed that pollution in general should be covered under the Neighbourhood Plan.

ACTION: Cllr JM to contact Bassetlaw District Council to obtain the latest reads from the pollution monitor.

FC182 Warm Hub

Cllr JM updated members on the warm hubs in Tuxford, Mondays at The Beeches Community Centre and Wednesdays at St Nicholas Church. Commenced week commencing 07 November 2022 at the church.

£800 funding has been received from Bassetlaw District Council towards the initial set up of the hub. It is anticipated to offer a free hub for four weeks then a subsidised hub after that. Cllr JM thanked Tuxford Community Group volunteers for their help in getting it initially set up and their ongoing support in volunteering for the warm hub.

Dial-a-trip are offering to collect people around the town to bring them to the warm hub free of charge too. Cllr JM expressed thanks to them too.

Cllr JM asked Cllr Stanniland to keep her informed if any more funding would become available.

FC183 Grant Application Request

The Clays Magazine CIC

Cllr PD requested £300 towards the cost of the first edition. He advised that it is anticipated that for the first couple of months they'll be a loss whilst they obtain advertising. This money is to help with those costs. Initially it will be a paper version and hopefully an online version, at a later date.

Cllr GF suggested that they did some fund-raising events to raise money towards this free magazine.

RESOLVED: Can't accept any more grant applications this year. More money than what has been budgeted for in the 2022.23 precept has been issued to applicants and funds from other budgets have been used to cover this. There was an underspend on the precept at the end of 2021.22 and some of this money has been allocated to good causes (in the form of grant applications) during the year as a result but with the latest NALC announcement of the salary increase of £1.00 per hour (which was unforeseen and not budgeted for) and the increase in energy costs and fuel, there needs to be some reserve to cover these additional costs.

Cllr PD was advised to apply again next year when the next budget becomes available.

FC184 The Beeches Community Centre

Cllr JM advised that a meeting was scheduled for Wednesday 16 November 2022 but needed to be cancelled as one of the other councillors could not attend. It has been re-scheduled for Monday 21 November 2022, over Zoom.

FC185 Clerk Report

NOTED: All Councillors noted the contents of the report.

Christmas Lights – Lincoln Road.

Cllr JM stated that she felt that it is not financially viable to install the 5 lamp post mounted Christmas lights along Lincoln Road, as these costs in excess of £600 to erect and remove each time, the lights are not suitable for a timer so are on 24hrs a day which will increase the electricity costs. Clerk had suggested that the up-cycled old wall mounted Christmas trees (that she had decorated with battery operated timed fairy lights and baubles) be used along the stretch of Lincoln Road to replace the ones not being installed this year.

It was also suggested by Cllr KR that the Christmas lights in the centre of the town are switched on for a shorter time period. It was suggested this be 7:30am to 9am and 4pm to 10pm.

RESOLVED: Proposed by Cllr JM, seconded by Cllr KR, all in favour.

ACTION: Clerk to advise grounds maintenance supervisor to alter the timers.

FC186 Update on Regeneration Group

Cllr KR advised that there is nothing to update on at the moment. Cllr SR asked for clarification on the group. Cllr KR advised that it is a charity, or a trust and the status is being determined at the moment by the charity commission. Trustees are Cllr KR, Reverend G Price, and Janet Nyland.

FC187 Update on Town Plan and Neighbourhood Plan

Cllr RW – Bassetlaw District Council suggested that we apply to Locality for a technical package. The other package was a housing needs assessment. The town council already has one from the 2011 census, and to update it on the 2021 census when it is released next month. It does not take employment into account.

It was agreed that a design guide is imperative. Support for businesses was omitted from the previous Neighbourhood Plan, as it was not allowed to go in the last plan – it now is.

Cllr RW updated members that the next meeting is scheduled for Thursday 24 November 2022 at 2pm, with Helen Metcalfe in attendance, together with Bassetlaw District Council.

Information from Locality regarding funding had been received with them sending an EOI soon regarding the funding opening early 2023.

Cllr RW asked the Planning Committee at the meeting preceding the Full Council meeting, that he be authorised to reply to the draft town plan, asking that the town council's first input to be incorporated and then come back to the town council. This was approved.

FC188 To receive items for information and future agenda items

Capital Projects – Cllr RW

Cinder Path – Cllr RW

The Beeches Community Centre – Cllr JM

Pollution – Cllr PD

Parking/Traffic - SR

FC189 Private and Confidential – Salary Scales

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 “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”

RESOLVED: Councillors noted the increased salary scales provided by NALC that all staff members are contracted to.

FC190 Date of next meeting

RESOLVED: Proposed by Cllr JM, seconded by Cllr KR, all in favour to cancel the next advertised meeting scheduled for Thursday 15 December 2022. Next meeting will be Thursday 19 January 2023.

The Chair thanked Councillors for their contributions to the meeting.

With there being no further business, the meeting closed at 9:02pm.

CHAIRMAN'S SIGNATURE..... DATE