

Minutes of the Full Council Meeting

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

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

IN ATTENDANCE: Clerk, District Councillor Stanniland, County Councillor Ogle and one member of the public were also present.

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 C Longmore, Cllr M Richards and Cllr C Waugh and district councillor S Isard.

RESOLVED: Reasons for apologies were given and accepted.

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

FC003 Declarations of Interest

There were no declarations of interest.

FC004 Accept New Co-Opt Members and Sign Declaration of Office and Register of Interests and any new co-opt Councillor Applications.

Having had their application approved at the Full Council meeting on 20 January 2022 (folio reference FC0154) Mrs E Cupit-Atkin has not been in attendance to sign their Declaration of Office.

RESOLVED: Mrs Cupit-Atkin has retracted her councillor application at this time. Councillors all resolved to accept her reasons.

ACTION: Cllr CL to complete his Register of Interest form and return at the next meeting.

New Co-Opt Councillor Application

One councillor application had been received. This application had been electronically circulated prior to the meeting, were taken as read, prior to the meeting.

Cllr JM asked members whether there were any questions they would like to the clerk to put to the applicant. There were none.

RESOLVED: Proposed by Cllr GF, seconded by Cllr KR all in favour to accept the application.

FC005 Minutes of the previous meeting held on 17 March 2022 (folio ref 2021/175-181)

RESOLVED: Proposed by Cllr GF, seconded by Cllr KR, 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.

FC006 Action Update from previous meeting

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** Cllr's PD, JM and MR met with the Scouts and Guides at their HQ. The nature of the meeting was to gain an understanding of their aims, how the building is utilised and future aspirations. Cllr's were invited to attend the Scouts and Guides next committee meeting. They are going to contact the clerk to advise when that will be. **ACTION:** Cllr's to remain in touch with the Scouts and Guides contact.

FC138 – Cherry Blossom Trees – **ONGOING**. Cllr KR to approach Woodland Trust and can obtain trees for £25.00. Previous quote received by Clerk was £25.00 for a 10cm girth tree too. **ACTION:** Cllr DC to approach a contact she knows.

FC156 – CIL Letter to Bassetlaw District Council and *FC179* – Assistance re CIL money at Bassetlaw District Council – **ONGOING:** Cllr PD confirmed that he was unable to get a satisfactory response, Cllr Stanniland confirmed the same. Cllr PD proposed that the town council send a formal complaint to Bassetlaw District Council to register the town council's discontent with the district council's policies regarding CIL. **ACTION:** Cllr JM to draft a letter to Bassetlaw District Council and the clerk to send guidance literature too all councillors on how CIL money can be used.

FC165 – Parking/Congestion Letter to Bassetlaw District Council: **ONGOING:** photographic evidence has continued to be collected. **ACTION:** Clerk has provided Cllr SR the contact details of who to write to.

FC185 – Collate register of Community Groups in Tuxford – **ONGOING**. Clerk has collated data from the Charities Commission of community groups in Tuxford. **ACTION:** Cllr JM to also post item on social media (for those community groups that are not charities).

FC193 – Contact ECA – Councillor Application Update – **RESOLVED**.

FC195 – Register of Interest Form – to return – **ONGOING**.

FC202 – Allocation of Projects – to be discussed under item 15 below.

FC203 – Greenfield Sports Facilities -**ONGOING:** Cllr SR has spoken to his contact who is an educational estates specialist and awaits their response, and liaise with Cllr CL.

FC007 To receive, accept and resolve to approve any recommendations (if any) contained within the minutes/notes of the following meeting:

Planning Committee 17 March 2022 (folio ref: 2021/173-174)

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

Personnel Committee 12 April 2022 (folio ref: 2022/001-002)

ACTION: To be discussed under item 23 Private and Confidential below.

FC008 District Councillor and County Councillor Reports

District Council

Cllr Stanniland advised he has been successful in securing metal bins for Eldon Street that are in keeping with the conservation area, to replace the current one, with an additional one close to the takeaways to ease the litter problem.

He informed members that Bassetlaw District Council have re-opened their consultation period for the Draft Local Plan. The plan is the same as before, minus the removal of the 'Garden Village' development. Closing date for the consultation is June.

Key infrastructure proposals for Tuxford are:

- *18 affordable homes*
- *75 accessible homes*
- *Funding to improve primary and secondary schools*
- *GP surgery improvements*
- *Improvements to local open space*
- *375 trees*
- *Improvements to bus stops*
- *Improvements to public rights of way*
- *Improvements to Long Lane*

He advised that the District Council's leadership and dedicated team are work on the next 'Levelling Up' bid, advising that they are focusing on Worksop. Karen Tarburton added that a lot of research has been carried out to determine why Worksop has been chosen, including it being a main retail area.

*Cllr JM stated that it is poor that the District Council are not consulted on funding available, having found out about the 'Levelling Up' fund from reading it in the Retford Times. **ACTION:** She asked Cllr Stanniland to relay this information back to the District Council.*

Finally, Cllr Stanniland gave an update on the Queens Platinum Jubilee Bench. Cllr JM asked if he could liaise with the supplier to ask if it is possible to receive the bench by mid-May to allow the town council to instal it before the Queens Platinum Jubilee Summer Fete.

County Council

Cllr Ogle advised members that there had been a highways review, where it was determined that it is better to repair areas rather than filling in potholes. There are currently 14 teams, increasing by an additional 4 teams by the end of May, stating that the public should see an improvement in the quality of the roads as a result.

He stated that there is a £500k budget for highway drainage and he is working closely with Matt Duckworth (Highways Drain Officer. Cllr EB asked Cllr Ogle to investigate why the work scheduled on repairing drainage at Walks of Life Museum is not now going ahead. He was also asked to investigate the problems with surface flooding on Lincoln Road, junction with Faraday Avenue (opposite Costcutters). Cllr Ogle advised that if there are issues seen that there is an online portal on the Nottinghamshire County Council website to report problems, advising to always try to take photographic evidence to support the fault.

ACTION: *Cllr Ogle to report back at the next meeting he can attend.*

Cllr PD asked Cllr Ogle, in his capacity as the vice-chairman of the Transport and Environment Committee why Tuxford is not being considered when there is £12 million available for road improvements in the county.

Cllr Ogle stated that Tuxford has not been considered. When asked what Tuxford needs to do to some get of the capital money we need to create a petition in the first instance, including an online petition.

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.

FC009 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.

- Health and Safety Policy

RESOLVED: Proposed by Cllr KR, seconded by Cllr DP, all in favour to approve the Health and Safety Policy

- Internal Control Statement Policy

RESOLVED: Proposed by Cllr KR, seconded by Cllr DP, all in favour to approve the Internal Control Statement Policy

FC010 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 'A' were approved and signed

Bank Transfers totalling £19,730.93

Direct Debits totalling £973.66

Debit Card payments totalling £1,232.68

Cheque payments totalling £21.00

Income received totalling **£74,227.21**

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

Bank Account Balance of £49,522.95 was approved and Chair authorised

Bank Reconciliation/Budget Variation

Bank Account Balance at 19.04.2022 of £111,411.84 Co-op Bank,
£37,069.08 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 19 April 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 KR seconded by Cllr DP, all members approved. Chair authorised.

To discuss Final Auditor Interim Report for year end 2021.22

The report was sent electronically to all members prior to the meeting. Final Year End Report in good order.

RESOLVED: Proposed by Cllr KR seconded by Cllr DP, all members approved.

Asset Register – to approve total assets (from register) 2021.22

RESOLVED – Proposed by Cllr KR, seconded by Cllr DP, all in favour that the Asset Register, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman as an accurate record.

FC011 Annual Governance & Accountability Return (AGAR) 2021/22

- Approval of the Annual Governance Statement

RESOLVED: Proposed by Cllr KR, seconded by Cllr DP, all in favour that the Annual Governance Statement, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman.

- Approval of Statement of Accounts

RESOLVED: Proposed by Cllr KR, seconded by Cllr DP, all in favour that the Statement of Accounts, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman.

- Approval for Chairman and Clerk to sign the Annual Return

Notice of Public Rights and Publication dates given as 13 June – 22 July 2022

RESOLVED: Proposed by Cllr KR, seconded by Cllr DP, all in favour that the Annual return be approved that the Chairman and Clerk to sign the Annual Return.

It was agreed to charge 20p per sheet for anyone requesting a copy of the AGAR.

FC012 Tuxford Football Club – Funding Request

- A grant application from Tuxford Youth Football Club for £1,000 to grass seed Gilbert Avenue Playing Field football pitches.

RESOLVED: Proposed by Cllr JM, seconded by Cllr KR. All in favour to approve grant application.

- Cllr PD made a proposal to sponsor U8's football strip, for a 2-year commitment of £400 per year.

ACTION: No councillors seconded Cllr PD's proposal, with Cllr PD asked to contact who requested the sponsorship and ask them to write to the clerk with their request.

Clerk to look into creating a 'sponsorship' policy.

FC013 Tuxford Masterplan

Karen Tarburton presented data to the council regarding the recent consultation days in Tuxford. The draft Masterplan will be sent to the clerk shortly (who will send to all Councillors).

Once the masterplan has been created it will feed into Tuxford's Neighbourhood Plan.

With regards to the Neighbourhood Plan she advised that she had put forward Tuxford Town Council to be involved in a pilot project and that it is advisable to delay doing anything with the Neighbourhood Plan until she has heard back from Bassetlaw District Council. She will liaise with Cllr's DC and KR (and potentially the new co-opted councillor) when she has further information.

Cllr JM thanked Karen for all her advice, hard work and commitment in supporting the Tuxford Masterplan and for attending the meeting to give an update.

FC014 Levelling Up Fund

Discussed under item FC008.

FC015 Development Plan

Cllr PD discussed the councillor's taking responsibility for different areas of the town, a proposal was created and put to Councillors to consider different categories.

Councillors agreed to support different areas, with the agreement that the chairman would not take a category but oversee and potentially be involved with all of them.

This is a work in progress and will be publicised once the final version has been approved.

ACTION: Clerk to make amendments and put on 21 May 2022 agenda.

Cllr PD had also prepared a report on Traffic and Pollution in Tuxford, which was sent electronically to all councillors prior to the meeting.

An initial application (process gate 0) has been approved for funding towards noise and pollution mitigation along the A1, Highways England are now actively working on submitting our application for funding (gate 1). If accepted at that stage, we will be allocated a project manager who will take over to handle project design etc.

FC016 Scout Hut

Discussed under item FC006.

Cllr SR briefly left the meeting at 8:42pm

FC017 Communications

It was proposed that the town council create a monthly report, in the absence of the Tuxfordian and Spotlight on Tuxford.

RESOLVED: It was agreed that Cllr SO will start creating a monthly report giving a resume of what is happening at the town council, which will be published on the town council website, noticeboards, and social media.

Paper copies will be made available to be distributed in CHINK and the Post Office (if possible).

FC018 Newark Road Car Park

Cllr PD asked for an update on the car park, after Cllr JM visited Tuxford Primary Academy last year regarding parking.

ACTION: Cllr JM to investigate this further.

There was a suggestion of looking to install electric charging points, with the possibility of obtaining grants of up to 75%.

ACTION: Clerk to contact Karen Tarburton to obtain more information.

FC019 Update on Regeneration Group

Cllr KR confirmed that they are in the final stages of setting up the charity. They are still awaiting confirmation from the Charity Commission.

Members NOTED this update

ACTION: Clerk asked Cllr Stanniland to make enquiries as to why the District Council have not responded to the town council's application to register the Old Grammar School as an Asset of Community Value (even after several ignored emails. He advised he will report back when he has more information.

FC020 Update – Neighbourhood Plan

Cllr DC confirmed that it is on hold until information has been received from Bassetlaw District Council to confirm whether the town council qualify for the pilot scheme.

Members NOTED this update.

FC021 Update – Queens Platinum Jubilee Working Group

Cllr JM informed councillors that district councillors Isard and Stanniland had kindly agreed to judge the Queens Platinum Jubilee Shop Window Display competition. She gave an update on proceedings and asked again for volunteers for the event.

Cllr DC advised that she is approaching the residents of Capps Place and Woodhouse Road to ask if they are interested in having their own 'Best Queens Platinum Jubilee Garden' Competition. She is doing this independently to the town council.

Cllr Stanniland agreed to judge this too.

Cllr SR returned to the meeting at 8:54pm

Cllr JM proposed to the council to give an additional £2,000 towards supporting the event.

RESOLVED: It was proposed by Cllr JM, seconded by Cllr DP, with a vote of 9 in favour and 1 abstaining it was agreed to give an additional £2,000

FC022 To receive items for information and future agenda items

Cllr JM reminded all councillors to ask for future agenda items at the Full Council meeting for the following meeting and to not contact the Clerk part way through the month to request items to be included.

Members NOTED this request.

Cllr PD asked for glass recycling to be added to the next agenda.

ACTION: Clerk to action. Cllr GP to provide information on a company that visits locally to collect glass recycling from residents in a nearby village and advise the clerk.

Clerk advised that she had received information on the following, which was sent electronically to all councillors prior to the meeting:

- Traffic Warden Report
- Nottinghamshire Police Crime Statistic Report for March 2022
- Quarter 4 VAT reclaim

Clerk advised that she required the councillors vote on the following, which was sent electronically to all councillors prior to the meeting and which she will action under her delegated powers, to be ratified at the next meeting.

- Memorial Request for a marble surround, memorial bench and memorial tree.

RESOLVED: All Councillors agreed to allow the surround and memorial bench but rejected the family's requested choice of tree, citing it was too big for the cemetery and asked for the family to reconsider their choice of tree.

ACTION: Clerk to contact family

- Tuxford Working Men's Club

RESOLVED: Proposed by Cllr DP, seconded by Cllr KR that the staff are not to undertake work in the car park or surrounding areas of Tuxford Working Men's club with immediate effect. It was agreed that the staff can continue to empty the litter bin located in the car park, if required.

- NRN Seed Corn Fund 2022-2023

Funding application information had been received.

ACTION: It was agreed by all councillors that the clerk apply for funding for the wildlife pond at the allotments and to make enquiries with Bassetlaw District Council whether permission would be granted to create a wildlife area on Gilbert Avenue Playing Field, as it's currently leased to the town council.

Clerk to also send the information to Walks of Life Museum.

FC023 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 12 April 2022 (folio ref 2022/001-002)

RESOLVED: Proposed by Cllr DP, seconded by Cllr KR, all in favour to approve.

Seasonal Grounds Maintenance Operative Vacancy

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour for the town council to offer the position to a recent applicant, to commence 09 May 2022 if they accept.

ACTION: Clerk to contact applicant.

FC024 Date of next meeting: Scheduled for Thursday 19 May 2022 – Annual Meeting of the Town Council

The Chair thanked Councillors for their contributions to the meeting.

With there being no further business, the meeting closed at 9:27pm.

CHAIRMAN'S SIGNATURE..... DATE