

**Minutes of the Full Council Meeting**

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

**PRESENT:** Cllrs F Frost (Vice Chair) P Downing, S Richardson, K Rutherford, and R Walker.

**IN ATTENDANCE:** Clerk and six members of the public were also present

**FC077 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.

**FC078 Apologies for Absence**

Cllrs D Clark, J Moorhouse, C Longmore and M Richards, District Councillors S Isard and L Stanniland.

**RESOLVED:** Reasons for apologies were given and accepted.

There were no apologies received from Cllr Bett and Cllr C Waugh.

**FC079 Declarations of Interest**

There were declarations of interest in item 21 (MOI) from Cllr G Frost.

**FC080 Minutes of the previous meeting held on 16 June 2022** (folio ref 2022/032-039)

**RESOLVED:** Proposed by Cllr KR, seconded by Cllr RW, 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.

**FC081 Appoint Committee Members on the following:**

Following the resignations of David Preece and Gillian Preece there is now vacancies on the following committees.

- Planning Committee (2 members required)

**RESOLVED:** Proposed by Cllr SR, seconded by Cllr GF, all in favour to appoint Cllrs JM and RW as the sixth and seventh members of the committee

- Finance and Services Committee (2 members required)

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr RW, all in favour to appoint Cllr RW but with only five councillors present, the remaining place will be added to the August 2022 agenda to appoint the seventh member to the committee.

- Personnel Committee (1 member required)

**ACTION:** With only five councillors present, the remaining place will be added to the August 2022 agenda to appoint the seventh member to the committee.

### **FC082 Action Update from previous meeting**

*FC138 – Cherry Blossom Trees – ONGOING. ACTION:* As Cllr DC was not in attendance an update was not available

*FC156 – CIL Letter to Bassetlaw District Council and FC179 – Assistance re CIL money at Bassetlaw District Council – ONGOING: RESOLVED:* Proposed by Cllr PD, seconded by Cllr GF, all in favour for Cllr JM to draft a letter to Bassetlaw District Council to ask how the capital expenditure has been allocated for the top 5 towns/villages within Bassetlaw District Council boundary. **ACTION:** Cllr JM to write letter on behalf of the town council.

*FC165 – Parking/Congestion Letter to Bassetlaw District Council: ONGOING:* Cllr SR has drafted a letter, clerk to collate all photographic evidence and send to NCC for action. **ACTION:** Clerk to send letter.

*FC185 – Collate register of Community Groups in Tuxford – ONGOING. ACTION:* Cllr JM to also post item on social media (for those community groups that are not charities). Update provided that this is still ongoing

*FC203 – Greenfield Sports Facilities -ONGOING: UPDATE: UPDATE:* Cllr SR advised getting no response but will look into this through his involvement with the Neighbourhood Plan. Cllr CL was not in attendance an update was not available

*FC008 – District Council Report – relay funding request information is known and chase Asset of Community Value response – Cllr Stanniland – ONGOING:* Cllr JM chased them, hope to receive completion information w/c 25.05.2022 – Cllr JM still awaiting a response from Bassetlaw District Council regarding the completion of the registration. **ACTION:** Cllr LS was not present. No update available.

*FC008 – Surface Flooding – Lincoln Road – Cllr Ogle – ONGOING.* Cllr Ogle was not present, this was not discussed.

*FC012 – Newark Road Car Park – ONGOING: ACTION* Cllr JM has written to the head of Tuxford Primary Academy but to date no response has been received. Cllr JM to follow up

*FC018 – Newark Road Car Park – Electric Points – To be discussed under item 14 of the agenda.*

*FC029 – Register of Interest and Declaration of Office forms RESOLVED:* Signed by Cllr RW prior to this meeting

*FC058 – Police – Community Speedwatch – Social Media ACTION:* Cllr JM is awaiting an abbreviated version of the advertisement from PC Mitchell before posting on social media.

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

Cllr PD asked for approval to research further glass recycling options. All approved.

**FC083 To receive, accept and resolve to approve any recommendations (if any) contained within the minutes/notes of the following meeting:**

Planning Committee 16 June 2022 (folio ref: 2022/030-031)

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr KR, all members noted the minutes with no further comments.

Finance and Services Committee 14 July 2022 (folio ref: 2022/040-045)

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr KR, all members noted the minutes with no further comments. Recommendation to Council to be made under item 21 below (Private and Confidential)

Extra Ordinary Full Council 14 July 2022 (folio ref: 2022/046-047)

The chairman of this meeting does not believe that the draft minutes of the Extra Ordinary Meeting held on 14 July 2022 were not a true reflection and that clarification was required. An amended version was issued with the clarification marked in red to see the amendment.

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr KR, that the minutes of the meeting held above, having been circulated prior to the meeting and the amendment at the meeting, were taken as read, approved, and signed by the chairman as an accurate record. One councillor did express that it is not town council business whether Tuxford Community Events group do their due diligence and wished for this to be noted.

## **FC084 District Councillor and County Councillor Reports**

### *District Council*

*Cllr Stanniland was not in attendance at the meeting and no report was sent to the clerk prior to the meeting.*

### *County Council*

*Cllr Ogle was not in attendance at the meeting and no report was sent to the clerk prior to the meeting.*

*The meeting was adjourned to allow questions from the public at 7:25pm.*

*One member of the public representing the Tuxford Community Events group expressed their desire for fluidity between their group and the town council, to show mutual respect to each other and to work together as both organisations are there to support the community. They also enquired as to whether the town council could promote their events on our social media, and they would promote the town council on theirs. The clerk also advised that there is a page on the town council website for groups to post events on the calendar and this could be promoted, as well as paper literature that can be placed in the four noticeboards around the town for those who do not access social media. **ACTION:** Tuxford Community Group to send literature to the clerk to advertise.*

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

*Cllr GF resumed the meeting at 7:45pm*

### **FC085 To Receive Councillor Reports**

*Transport* – Cllr JM sought approval to set up a survey monkey survey on social media to create a petition on traffic.

**RESOLVED:** Proposed by Cllr JM, seconded by Cllr KR, all in favour for Cllr JM to create. **Update:** Survey has been created and the petition is still active.

*Housing* – Nothing to report

*Roads* – Cllr PD advised that A1 fencing request is still ongoing. The application is going through an evaluation.

*Transport* – Clerk advised that the staff have been cutting back hedgerows whilst the weather is dry and there isn't a lot of grass cutting. Cllr GF also reported that NCC have been doing the same along the highway.

*Green Tuxford* – Nothing to report

*Infrastructure* – Nothing to report

*Health and Social Care* – Cllr SR advised that GP practices have been awarded 3% GMS dispensing reduction which will put financial pressure on them.

An update on Cllr SR request for information regarding Emergency Clothing has still not had a response. This is ongoing.

*Sports and Leisure* – Nothing to report

*Village Hall Grounds* - Nothing to report

*Jobs and Businesses* – Nothing to report

### **FC086 To review and approve the following policies**

- Lone Working

**RESOLVED:** Proposed by Cllr RW, seconded by Cllr GF, all in favour to approve the Lone Working Policy

- Use of Green Spaces

**RESOLVED:** Proposed by Cllr RW, seconded by Cllr KR, all in favour to approve the Use of Green Spaces Policy

- Bereavement Policy

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr PD, all in favour to approve the Bereavement Policy

### **FC087 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 'i' were approved and signed

Bank Transfers totalling £13,325.02

Direct Debits totalling £5,074.15

Debit Card payments totalling £233.77

Cheque payments totalling £0.00

Income received totalling **£1,109.13**

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

Bank Account Balance of 64,534.49 was approved and Chair authorised

#### *Bank Reconciliation/Budget Variation*

Bank Account Balance at 27.07.2022 of £64,534.49 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 27 July 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 RW, all members approved. Chair authorised.

### **FC088 Walks of Life Museum**

The Walks of Life Museum are looking to create regular farmers markets in association with the Farmers Market Association. The Farmers Market have asked the museum to seek the town council's support.

**RESOLVED:** All councillors present support this new venture and wish them well.

### **FC089 Cemetery**

#### **Removal of soil and surplus grass**

The current cemetery rules state that the grave diggers are responsible for the removal of excess soil. On speaking with a funeral director, they believe there has got to be an alternative method.

2022/055

**RESOLVED:** It was proposed by Cllr GF, seconded by Cllr SR, all in favour for the clerk to amend the cemetery rules to remove the clause where the funeral director is responsible for the removal of excess soil.

**ACTION:** Clerk to obtain quotes to remove the excess soil and grass in the cemetery. There is to be a future agenda item (on October 2022 Finance and Services Committee to explore options of disposing of excess soil in the future)

A funeral director was present at the meeting asked the councillors to re-consider the clause in the cemetery rules of the latest burial time being 1pm. Clerk advised that this is because the town council are responsible for the cemetery and the grounds maintenance staff need to check the cemetery is safe after a grave digger has been and completed their work. They do not work beyond 3pm and it is not practical to assume they will be willing to work over-time to cater for later services.

**ACTION:** Cllr SR advised that this needs to be looked at in more detail. Clerk to add to the October Finance and Services Committee agenda.

#### Memorial Safety Checks

The clerk advised that there is a requirement every 5 years to check the memorial stones in the cemetery. Safety checks are to be carried out by a qualified practitioner. Notice of intention needs to be advertised on the website, social media and in the cemetery giving sufficient notice of when the checks will be carried out.

**ACTION:** Clerk to obtain quotes to either train up a member of staff or have a contractor undertake the work.

#### FC090 Electric Charging Points

Clerk is waiting on a response from the company regarding electric points on Newark Road, they are contacting DNO.

Cllr GF passed on the company's information to the co-op to liaise with them directly regarding having electric points on site when it is developed.

**ACTION:** Clerk to put on future agenda when further information is available

#### FC091 Queens Platinum Jubilee Bench – Location

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr KR, all in favour for the bench to be placed to the left-hand side of the entrance to the Old Grammar School.

**ACTION:** Clerk to seek permissions to do this and arrange with the Muslim Charity for the installation.

### **FC092 Planting Daffodils**

Cllr KR enquired whether the town council could consider planting more daffodils.

**ACTION:** Cllr KR to obtain quotes, to be planted deep in the planters around the town, to come up when the winter flowers are planted and for around the entrance millennium stones.

### **FC093 The Tuxfordian**

Cllr PD believes this was an invaluable source and would like to see it revived.

**ACTION:** Cllr PD to undertake some research in creating a town community magazine again.

### **FC094 Capital Funding Ideas**

A representative on behalf of the town council will be carrying out further market research in the town to ascertain what people would like to see for the town during the school holidays. Once this data is collated it will give the town council a better idea of where to utilise the capital funding available in the budget.

**ACTION:** Cllr GF to request this to be added to a future agenda when the information is available.

### **FC095 Update on Regeneration Group**

Cllr KR advised that the bank has now finally opened an account for them and now they are looking to finalise things with the Charity Commission.

### **FC096 Update on Neighbourhood Plan**

The town council have been approved to be part of a pilot scheme (one of 5 parishes awarded).

**ACTION:** Clerk to contact Bassetlaw District Council to chase up the agreement and put on August Agenda.

### **FC097 Private and Confidential**

Cllr GF 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”

Members of the public that were present left the meeting.

- Finance and Services Committee 14 July 2022 (folio ref: 2022/044-045)

**RESOLVED:** Proposed by Cllr GF, seconded by Cllr PD to alter the salary scale for the ground's maintenance supervisor role and the clerk role, as recorded in the private and confidential minutes of the Finance and Services Committee, held on 14 July 2022. All in favour.

- MOI

**NOTED:** An update on Rights of Way across the ex-village hall land were given to the councillors. A deed of easement is awaiting to be approved by MOI at their solicitors.

**ACTION:** Cllr RW to look at the deed in more detail to ensure public access is correct and advise Clerk.

### **FC098 To receive items for information and future agenda items**

#### *Items for Information:*

Traffic Warden Report – Quarter one

Bassetlaw Local Plan – Notice of Submission

#### *Future Agenda Items*

The Beeches Community Centre – Cllr GF

New Tuxfordian – Cllr PD

Nottinghamshire Events – Cllr KR

**FC099 Date of next meeting:** Scheduled for Thursday 18 August 2022

The Chair thanked Councillors for their contributions to the meeting.

With there being no further business, the meeting closed at 9:04pm.

CHAIRMAN'S SIGNATURE..... DATE .....