

Minutes of the meeting of Uppingham Town Council held at the Town Hall, High Street East, Uppingham, Rutland - WEDNESDAY 4th FEBRUARY 2015.

- 277/14 Chairman's Opening Remarks:** The Chairman welcomed members.
- 278/14 Attendance Register:** Cllr's Dave Ainslie (Chair), David Casewell, Alec Crombie, Christine Edwards, Sam Findlay, Julie Lewis, Peter Rees, Richard Reeve, Robin Schlich, Ron Simpson and Cornelius Vincent-Enright.
- 279/14 Apologies for Absence:** Lindsay Cooper, Ian Salt
Resolution: Apologies accepted proposed by Christine Edwards, seconded by David Casewell and unanimously agreed.
- 280/14 Declaration of members interests and requests for dispensation:**
- Non-pecuniary interests for item agenda item 19 were declared by Peter Rees, Sam Findlay, Robin Schlich, David Casewell and Ron Simpson who all have current or prior involvement with the Twinning Association. They remained in the room for item 19.
- Ron Simpson declared a pecuniary interest in agenda item 18 and left the room as an owner of an electric powered vehicle.
- 281/14 To confirm the minutes of the meeting held on 7th January 2015:** Proposed by Sam Findlay, seconded by Julie Lewis. 9 in favour and 2 abstentions.
- 282/14 To approve the report of the Staffing Committee meeting held on Wednesday 21st January 2015 with the exception of items 7 & 8**
- Resolution:** The Staffing Committee report was approved noting the exception of items 7 & 8. Proposed by Ron Simpson, seconded by David Casewell and unanimously agreed.
- Pursuant to section 1 (2) of the Public Bodies (Admission of Meetings) Act 1960 it was proposed by Dave Ainslie, seconded by David Casewell and unanimously agreed, that because of the confidential nature of the business transacted, the public and press leave the meeting during consideration of the following items:
- Item 7 of the Staffing Committee Report and agenda item 6a
- The meeting was held in closed session.
- 283/14 Item 7 Resolution 3 of the Staffing Committee Report – 6a. Council to approve draft correspondence – Resolution:** The letter be issued on 5th February 2015 and signed by the Clerk. Proposed by Sam Findlay, seconded by David Casewell and unanimously agreed.
- The meeting came out of closed session.
- 284/14 Item 8 Staffing Committee Report- 6b. – Council to approve the proposal for the present clerk's leaving celebration. – Resolution:** Council to meet the fixed cost of the leaving celebration at The Falcon Hotel to a maximum £357.00, Clerk Designate to commence a leaving gift collection and to circulate the list of invitees to Robin Schlich and Julie Lewis. Proposed by Julie Lewis, seconded by Richard Reeve and unanimously

agreed.

- 285/14** To receive the report of the Planning Committee meeting held on Wednesday 21st January 2015. **Resolution:** With the exception of the item below the report of the planning committee was approved. Proposed by Richard Reeve, seconded by Christine Edwards, 10 in favour and 1 abstention.

An amendment is sought for application 2015/0031/CAT - **Remove 1 No. Walnut Tree, 1 No. Pine Tree and 4 No. Apple Trees. Replace Apple Trees with 4 No. ornamental Cherry Trees.**

Headmasters House, 12 Spring Back Way, Uppingham. Recommended for approval by Richard Reeve, with the exception of the removal of the walnut tree as the rationale was deemed poor. Seconded by Peter Rees and unanimously agreed. The correct walnut tree has now been identified and the view held is that the entire application should be recommended for approval without any exceptions.

Resolution: The above item was called in to be voted on again. Proposed by Peter Rees, seconded by Christine Edwards and unanimously approved.

2015/0031/CAT - **Remove 1 No. Walnut Tree, 1 No. Pine Tree and 4 No. Apple Trees. Replace Apple Trees with 4 No. ornamental Cherry Trees.**

Headmasters House, 12 Spring Back Way, Uppingham. Resolution: This was recommended for approval. Proposed by Richard Reeve, seconded by Peter Rees and unanimously agreed.

- 286/14** To receive the report of the Amenities Committee meeting held on Wednesday 21st January 2015. **Resolution:** Proposed by Julie Lewis, seconded by Ron Simpson, 10 in favour and 1 abstention.

287/14 Clerk's Report and actions since last meeting:

1. Skate Park

Stage 1 - Week commencing 19th January 2015:

- Monday to Wednesday – digging off top soil on allotment 7 and stoning the road / access in the allotments.
- Thursday – delivery of blocks and materials for the rest of structural work.

Stage 2 – Week commencing 2nd February 2015

- Starting with oversight of stone for concrete preparation
- 4 deliveries of stone (exact dates and time to be confirmed at start of the week)

Stage 3 – Week commencing 23rd February 2015 and following two weeks

- Final concrete phase for the skate park
- 3 deliveries per week for 3 weeks until all of the concrete is poured (exact dates and time to be confirmed at start of the week)

Stage 4 – Week commencing 9th March

- Installation of gym equipment and safety rails ahead of inspection

Stage 5 – Week commencing 23rd March

- Finish and remove the roadway from the allotments and re-state allotment 7
- Clear all sites

The above is subject to weather conditions – any planned changes will be advised to Uppingham Town Council.

2. Park Attendant

Adverts have been placed for 2 weeks and the closing date for applications has closed. We have one application which we are considering and interviewing Thursday 5th February 2015.

3. Market Place Agreement

All the noted amendments from 7th January full council meeting have been submitted to Judith Bayes at RCC. Legal Services in Peterborough are drafting a new agreement for signature by the Town Clerk. We anticipate receiving this in the next 10 days.

4. Barclays Bank Opening Hours

From this week Barclays Bank will close all day on a Wednesday.

5. ATM Availability in Market Place

Problems continue with the availability of the ATM and peak demand usage – the Clerk will write to the operator expressing our concern at the poor performance of the ATM and let them know about peak demand dates. Also bring to the operator's attention the question of poor lighting on the keyboard at night time.

6. External Communications & Social Media

- a) Starting to look at the website content so that we can bring our external profile to a different level and improve the site traffic figures which will in turn have an impact on the flow of simple requests into the Clerk's office.
- b) This includes integrating the use of social media into the website and building the use of social media to advise the community about Town Hall activity – becoming more transparent and potentially reaching a new demographic
- c) Draft a communications plan for the year built around key events that will draw on news from other community originated events as well as those supported by the Council
- d) Start with simple messaging for those that are an integral part of the council for example, councillors, staff, suppliers etc. Typically I'll start to look at what we can do to make the paperwork around meetings lighter and more succinct and the flow of emails more manageable.

7. Ahead of the Election

I will be looking to see what I can do to support in the recruitment of potential councillors ahead of the election.

288/14 Democratic 15 Minutes – An opportunity for members of the public to speak:
Nobody present.

289/14 To receive reports from representatives working with external bodies:

- a) To receive the report of Uppingham Town Partnership Meeting on 28th January 2015

- b) To receive the report of the Parish Forum Meeting on 26th January 2015
- c) Fire Service Meeting 3rd February 2015

Updates were provided from council members who had attended the above meetings. Clerk to ensure that invites to the Parish Councils meeting are circulated as all councillors can attend if they wish. Feedback from the Fire Service meeting will be relayed locally to representatives of Uppingham Fire Station. David Casewell advised members that an art installation is currently going through planning and subject to the necessary approval will be installed on Hog Hill.

Ron Simpson gave a verbal report on the recent Neighbourhood Forum and advised the council that there was strong public feeling about the state of the footpath between Uppingham and Preston and that this would be a key story in the press this week.

- 290/14** To receive the report of ‘Inaugural Meeting of Town Centre and Business Zone Plan Task Group’ on 13th January 2015 - Draft Supplementary Planning Document – Shop Fronts including Signs and Shop Security. . It was noted with regret that it had not been possible to gain an extension from RCC to the response period for the Shop Fronts consultation and so no formal UTC response would therefore be made on this occasion. **Resolution:** It was recommended the report be received from the Town Centre and Business Zone Plan Task Group. Proposed Ron Simpson, seconded by Julie Lewis, 8 in favour and 3 abstentions.
- 291/14** **Neighbourhood Plan – Update:** No significant news available for the meeting since 7th January 2015 as we were still awaiting the outcome of the latest legal process by Larkfleet Homes Ltd to stop RCC from making the plan.
- 292/14** To approve the use of the Market Place for the annual fair between 1st and 8th March 2015 – written request received from Holland Amusements 27th January 2015: **Resolution:** Council approved the use of the Market Place for the annual fair. Proposed by Robin Schlich, seconded by Christine Edwards, 10 in favour and 1 abstention.
- 293/14** To receive an update on the Town Hall re-development plans: **Update** – Feedback received during consultation with the community was provided to the Project Manager, architect and planning adviser. Amended plans drawn up to incorporate the feedback which are available in the Clerk’s Office to view. Planning application fee submitted to complete the final stage of the feasibility phase. A Quantity Surveyor has been engaged to provide a high level estimate for the project.
- 294/14** To approve expenditure from reserves for a replacement to the Scribe finance software currently in use. The new system needs to be in place by the end of February 2015: **Resolution:** Council approved the recommendation from the Clerk to proceed with new finance software having secured two quotations. RBS to be the supplier of the software at a first year cost of £1,743.00 plus VAT and taken from earmarked reserves. Proposed by Peter Rees, seconded by Richard Reeve and unanimously agreed.
- 295/14** To approve the Q3 2014 bank reconciliations and income and expenditure against budget: **Resolution:** It is recommended council approve the Q3 2014 bank reconciliations and income and expenditure report against budget, Proposed by Sam Findlay, seconded by Cornelius Vincent-Enright and unanimously agreed.

Ron Simpson left the room at 8.50 pm.

296/14 To receive an update on the electricity charges for the car charging point and consider the following questions:

a) Should the council levy a charge or not?

Resolution: It was proposed that Uppingham Town Council should levy a charge for the car charging points. Proposed by Peter Rees, seconded by Dave Ainslie and unanimously agreed (10).

b) If a charged is levied, how much should this be?

Resolution: The Clerk's recommendation of a £1.50/hour charge for the first year be implemented subject to understanding any notice periods of the change in charging that require posting. Clerk delegated to progress charging as soon as feasibly possible. Proposed by Richard Reeve, seconded by Sam Findlay and unanimously agreed (10).

Ron Simpson re-joined the meeting at 8.56 pm

297/14 To consider a grant application for funding under the General Powers of Competence from Uppingham & District Twinning Association: No councillors were asked to leave the room. **Resolution:** It was proposed that council grant £1,000 to the Twinning Association under its general powers of competence. Proposed by Dave Ainslie, seconded by Cornelius Vincent-Enright, 4 in favour and 7 abstentions.

Robin Schlich left the meeting at 9.02 pm

298/14 To receive the report from Wicksteed Leisure and approve the expenditure detailed in the quote from Russell Play: **Resolution:** This item be deferred until next meeting. Proposed by Richard Reeve, seconded by Christine Edwards, 9 in favour and 1 abstention.

299/14 To consider an amendment to the Communications Policy (approved 5th June 2013) to reflect the use of Social Media for council business: **Resolution:** Clerk's recommended changes to the Communication Policy be accepted to include reference to social media. Proposed by David Casewell, seconded by Julie Lewis and unanimously agreed (10).

300/14 APPLICATIONS FOR PLANNING PERMISSION:

2015/0013/FUL – Erection of new detached 3 bedroom dwelling within the land to the rear of No. 17 High Street utilising existing store. **Rear of 17 High Street East, Uppingham, Rutland. (Mr Nicolas Grindley). Resolution: Recommended for approval subject to use of roller mechanism on garage door and availability for easement for access over adjoining land. Proposed by David Ainslie, seconded by Cornelius Vincent-Enright, 8 in favour, 1 against and 1 abstention.**

2015/0014/LBA – Erection of new detached 3 bedroom dwelling within the land to the rear of No. 17 High Street utilising existing store. **Rear of 17 High Street East, Uppingham, Rutland. (Mr Nicolas Grindley). Resolution: Recommended for approval subject to use of roller mechanism on garage door and availability for easement for access over adjoining land. Proposed by David Ainslie, seconded by Cornelius Vincent-Enright, 8 in favour, 1 against and 1 abstention.**

2015/0018/CAT – Fell 1 No. Cypress Tree. Beech Tree reduce height by 3.5m, reduce lateral branches to balance and shape, to clear telephone cable, boundary wall and conservatory. Fell No. 1 Silver Birch Tree. **15 Spring Back Way, Uppingham, Rutland**

LE15 9TT (Mrs S Price). Resolution: Recommended for approval. Proposed by Richard Reeve, seconded by Christine Edwards, 9 in favour and 1 abstention.

2015/0023/FUL – Ground floor extension to existing cottage to form Garden Room and rear Porch. 1 Shields Yard, Uppingham, Rutland LE15 9ND (Mr & Mrs D Kinder and Mr Nick Marshall). Resolution: Recommended for approval subject to any objections from neighbours. Proposed by David Casewell, seconded by Richard Reeve, 9 in favour and 1 abstention.

2015/0024/CAT – Removal of 7 No. Apple Trees and 4 No. Espalier Apple Trees. Reduce group of Leylandii to 10 meters in height. Uppingham School, Lorne House, 27 High Street West, Uppingham, Rutland LE15 9QB (Uppingham School). Resolution: Recommended for approval. Proposed by Richard Reeve, seconded by Peter Rees, 9 in favour and 1 abstention.

2015/0025/CAT – Cut back 30cm below hedge tops of 1 No. Beech Tree. Fell 1 Chestnut Tree. Reduce 1 No. Ash Tree by 5m. Uppingham School, Meadhurst, 11 Ayston Road, Uppingham, Rutland LE15 9RP (Uppingham School). Resolution: Recommended for approval. Proposed by Richard Reeve, seconded by Ron Simpson, 9 in favour and 1 abstention.

2015/1124/CAT – Reduce 1 No. Conifer Tree by 1/3 and shape. Reduce 1 No. Malus Tree by approx. 1 metre and from 7 No. trunks remove 2 or 3. 17 South View, Uppingham, Rutland (Ms Stella Warburton). Resolution: Recommended for approval. Proposed by Richard Reeve, seconded by Christine Edwards, 9 in favour and 1 abstention.

301/14 ACCOUNTS FOR PAYMENT: Resolution: The payments below were approved for payment. Proposed by Julie Lewis, seconded by Christine Edwards and unanimously agreed (10).

Payment Schedule – 4th February 2015.

Cheque (Lloyds)

No. / DD	Payee	Description	Code	Amount
000550*	Cory	Grounds maintenance (£909.30 and Christmas in Uppingham bins provision (£36.00 – re-charged to UTP). Monthly bins collection (£14.53)	Open Spaces	£959.83
000551*	UppFirst	Street Light switch off	WW1	£221.94
000552*	RCC	Salaries	Gen Admin	£3824.33
000553*	Quality Office	USB memory sticks	Gen Admin	£23.98
000554*	Eon	Car charge (£73.41) and public lighting (£117.70)	Public lighting	£191.11
000555*	LRALC	1:1 with Jake Atkinson (£159.80) and CiLCA training courses (£190.00)	Miscellaneous	£349.80
000556*	Robinson	Architectural services for	Feasibility	£5071.67

	Lloyd Architecture	Town Hall redevelopment	Study	
000557*	Weston Allison Wright	Project management of Town Hall redevelopment project	Feasibility Study	£2400.00
000558*	RCC	Heritage Artwork for Hogs Hill – planning application fee	Heritage Trail	£97.50
000559	RCC	Parking Fees	Parking Subsidy	£100.00
000560	Bourne Elec & Plumb Supplies	Dismantle Christmas lights	Christmas Lights	£600.00
000561	Wicksteed Leisure	Play equipment inspection	Open Spaces	£54.00
000562	RCC	Planning application payment for the Town Hall redevelopment	Feasibility Study	£770.00
000563	CiLCA	Registration Fee for CiLCA qualifications for Town Clerk Designate	Training	£250.00

*Paid between meetings

302/14 CORRESPONDENCE: None

Meeting closed at 9.15 p.m.