

Minutes of the meeting of Uppingham Town Council held at the Town Hall, High Street East, Uppingham, Rutland – 7.30pm WEDNESDAY 5th July 2017.

062/17 1 - Chairman's Opening Remarks: Alec Crombie updated members on his attendance at the Armed Forces event in Oakham, opened Uppingham Feast Day after the Mayor's Walk and welcomed the judges to Uppingham for East Midlands in Bloom

Alec Crombie proposed to suspend standing order 2.3.10 (standing to speak) and this was seconded by Richard Reeve, 8 votes in favour, 4 votes against.

063/17 2 - Attendance Register: Alec Crombie (Chair), David Ainslie, David Casewell, Christine Edwards, Sam Findlay, Miranda Jones, Peter Rees, Richard Reeve, Ian Salt, Mark Shaw, Ron Simpson and Cornelius Vincent-Enright.

064/17 3 - Apologies for Absence: Received from Lindsay Cooper and Stephen Rozak who were on holiday and Claire Crowley who had family commitments. Proposed by Christine Edwards these be accepted, seconded by Cornelius Vincent-Enright and unanimously agreed.

065/17 4 - Declaration of members' interests and requests for dispensation:

- Miranda Jones declared a pecuniary interest in item 11c as an employee of Uppingham School and as a result would not take part in the debate or vote.

066/17 5 - To confirm the minutes of the Full Council Meeting held on 7th June 2017.
Resolution: Proposed by David Ainslie, seconded by Peter Rees and unanimously agreed.

067/17 6 - Democratic 15 minutes – an opportunity for the public to speak. Nobody present.

068/17 7 - Clerk's Report and actions since last meeting.

1 - Newsletter

Distributed with positive feedback and thank you to those who did deliveries and some who did more than their fair share.

2 - Skate Park / Tod's Piece / WC / Town Hall / Cemeteries

Skate Park – the cladding has now been fully repaired and we have some small stocks to repair any further items without having to buy a pallet full. A new mound has been created and seeded to help mitigate further damage from footballs.

Tod's Piece – There has been some anti-social behaviour on the park resulting in liaising with local police to resolve the issues. This continues but is being managed with a plan via the local police.

WC – on Monday 3rd July we had dynorod fix the WC only for it to be blocked once more again today so it will remain shut until we can resolve the issue. An industrial style plunger has been quoted for at Travis Perkins which should negate in some circumstances the need to call out professionals to unblock it. Having discounted the macerator a new WC pan with different access to the soil pipe may be needed.

Town Hall – bees have been removed and the normal calendar based maintenance activities are underway for this time of year.

Cemeteries – we need to make some provision for mapping kindly produced by Norman Tomson going forward.

Allotments (Tod's Piece) – the gate has been repaired and is now secure and the picket fence is being repaired from stock.

Allotments (Leicester Road) – maintenance to be booked in with BIFFA when resource enables it.

3 - Holidays

25th July – 4th August 2017

4 - Clerk Training

None currently scheduled.

5 - Town Council Consultation – May & June 2017

The 747 Bus Survey will be closed in the next few days, there will have been in the region of 280 responses so far. A final summary pack will be made available in September for Full Council ahead of it being sent to Rutland CC.

6 - High Street East and North Street West Re-surfacing

On 3rd July we received from RCC the final programme of works for the above and I had a briefing on Tuesday at 11am with tarmac and RCC Highways. We now have a plan of the works, the road closures have been published and we invited any local business on the spur of the moment to drop in with any questions. Whilst short notice we had half a dozen visits and clarified some points and also gave RCC/Tarmac some stuff to take away and plan into the traffic management. I am now able to answer any Q about the immediate schedule or they can be directed to RCC.

7 - Heritage Lighting

A full proposal is now on the agenda for tonight and I can confirm that Uppingham School have agreed to support the project with £10,000.

8 - Priorities for July & August 2017

Set out work schedule with an annual calendar view to give members at Full Council a clear view of week to week, month to month and annual activities currently being undertaken to have it discussed in September.

Share current items on the priority schedule for committee chairs so that planning for budgets and the remaining months of the current financial year can be discussed.

Submit end of year returns to Grant Thornton with supporting information and open up statutory consultation period.

Trial Public Sector Software app with Angie Carr for risk and asset assessments.

Plan out committees and full council schedule of work to implement the Governance Health Check following committee assessments.

Review of contract of employment.

Plan holiday cover across Town Hall / Tod's Piece for Summer 2017

9 - Priorities to 31st December 2017

Succession plan to be started to ensure any future handover between incoming Clerk can be achieved without the need for lengthy handover periods.

Refresh of Heritage Trail Website incorporating it into a new website and domain name – appoint contractor having obtained quotes.

Progress plans around a maintenance programme for the Town Hall.

Look to start work to understand potential hours and workload for support assistant to be validated by HR Consultant.

Accumulate resolutions back to Jan 2015 to publish a decision record for use by members and in meetings going forward.

Contact exemplar Gold+ Councils ahead of compiling Local Council Award Scheme submission.

Commence review of Market and Town Hall user agreements and terms and conditions.

Present a clear view of town forums back to council.

Start to prepare for tender process for CORY contract (now Biffa) and factor in RCC maintained areas as part of Open Space Review.

10 - Meetings scheduled:

John Dawson Associates – risk assessment to be rearranged.

11 - Additional support:

Ongoing – Correspondent for The Parochial Charity

12 - HR Consultant Initial Meeting:

An initial meeting was held with Chris Moses looking at the following items:

- Contracts of employment – all contracts to be reviewed and to be made consistent
- Various items that constitute a ‘staff handbook’
- Performance Review draft documentation ideas
- Holiday entitlement / time off in lieu / flexible working / overtime – in relation to model contracts

Meeting to take place with Mayor and Chair of Staffing to look my contract of employment to bring it up to date ahead of reviewing it at Staffing Committee.

069/17 8 - To receive a budget report to 30th June 2017. Resolution: Proposed by Sam Findlay this be accepted, seconded by Mark Shaw and unanimously agreed.

070/17 9 - To receive the following reports from committees of Uppingham Town Council:

a) The Amenities Committee Meeting held on 21st June 2017 at 6:45pm

- i. Consider the draft terms of reference for the Open Space Working Group ahead of their first meeting.
- ii. Consider the release of EMR – Heritage Trail Website earmarked reserves (£2,000) to meet costs of work establishing ‘Love Uppingham’ website and empowering or otherwise the Clerk to progress the works with nominated contractor.

Resolution i & ii: Proposed by Miranda Jones that the minutes be received and that the item relating to the new website should be deferred until all quotes were received. Seconded by Peter Rees, 11 in favour and 1 abstention. *[Action for Clerk to provide Cllr. Simpson with a copy of the website specification – completed 14.7.17]*

b) The Finance & General Purposes Meeting held on 21st June 2017 at 7:30pm

- i. Consider the recommendation from Finance & General Purposes Committee to accept the report and recommendations from Redwood Pryor Ltd following the recent internal audit undertaken. **Resolution:** Proposed by Sam Findlay that the minutes and report from Redwood Pryor Ltd be received, seconded by Cornelius Vincent-Enright and unanimously agreed. *[Action for Clerk to establish cloud based back up and hard drive copies too]*
- ii. Consider the draft charging schedule for Freedom of Information requests to Council. **Resolution:** Proposed by Alec Crombie that the charging schedule for Freedom of Information requests be adopted, seconded by Peter Rees and unanimously agreed.

c) The Local Plan Review Task Group meeting held on 29th June 2017 at 1pm.

Resolution: Proposed by David Ainslie that the minutes for the Local Plan Review Task Group be received, seconded by Peter Rees and unanimously agreed. *[Action for Clerk to include link to [Local Plan Review Task Group Minutes](#) which relate to the upcoming consultation].*

071/17 10 - To receive reports from representatives working with external bodies (all reports emailed or in pack):

- a) Meeting with residents of Linnet Court in June 2017

- b) Any notified on the evening

Resolution: Proposed by David Ainslie that these be received, seconded by Christine Edwards and unanimously agreed.

072/17 11 - To consider the approach to costs for the Heritage Street Lighting Project such that an order can be progressed with Rutland County Council who will be responsible for managing the procurement process, with the aim of starting the installation in Autumn 2017.

- a) Consider the use of allocated earmarked reserves (£42,090 in EMR Heritage Street Lighting) to provide part or full payment as Uppingham Town Councils contribution to the overall project and empower or otherwise the Clerk to progress matters. Clerk to confirm order approval if appropriate on 6th July 2017 to Rutland County Council.
- b) Consider a payment of £30,000 by 31st July 2017 to be made to Rutland County Council to support order approval confirm in a) above.
- c) Consider the receipt of a contribution from Uppingham School towards the project which will be then paid in full with the Councils contribution to the project to Rutland County Council and empower or otherwise the Clerk to progress matters. Consider any next steps should the offer not materialise.

Resolution for 11a & 11c: Proposed by Alec Crombie that Council use the allocated earmarked reserves of £42,090 in addition to the sum offered by Uppingham School of £10,000 and the residual amount from reserves of £2,787.24. Seconded by Sam Findlay, 11 in favour and 1 abstention.

Resolution for 11b: Proposed by Alec Crombie that the Clerk is empowered to make a payment of £30,000 to Rutland County Council to confirm the order for the Heritage Street Lighting Project. Seconded by Richard Reeve and unanimously agreed.

073/17 12 - Consider a request from Bloor Homes to agree to maintain and uphold any Natural England requirements in connection with the recreation land to the south of the development site when the land is transferred into Council ownership; ahead of passing any ongoing obligation on to a future lessee if that is the desired outcome.

Resolution: Proposed by David Casewell that the Clerk is empowered to write to Bloor Homes to confirm Council will ensure any obligations to Natural England are maintained after the transfer of the recreation land on Leicester Road and are passed on to any future lessee. Seconded by Richard Reeve and unanimously agreed.

074/17 13 - Consider the pilot provision of 'free' advice for Councils on their VAT circumstances by LRALC to agree the next steps to ensure Council complies with current obligations for local councils on VAT charging and reclaims.

Resolution: Proposed by David Casewell that the Clerk contact LRALC to be included in the pilot work to seek advice on VAT, seconded by Sam Findlay and unanimously agreed.

075/17 14 - Consider a request to open a suitable account with Barclays Bank plc in Uppingham to provide alternative banking arrangements to those currently in place through NatWest and HSBC.

- a) Approve or otherwise the Clerk to progress opening a Barclays Bank account locally in Uppingham. **Resolution:** Proposed by David Ainslie that the Clerk progress this matter, seconded by Christine Edwards and unanimously agreed.

- b) Approve or otherwise a list of councillors to fulfil signatory obligations with a new account if approved. **Resolution:** Proposed by David Ainslie that the following list of members be used to form the signatories for the new account at Barclays, seconded by Alec Crombie and unanimously agreed. [Action: Clerk to approach Barclays and then draw from the following members to establish signatories; Richard Reeve, Christine Edwards, Peter Rees, Miranda Jones, Cornelius Vincent-Enright, David Ainslie and Mark Shaw].

076/17 15 - Consider a change to meeting dates for Full Council in August and September, with August Full Council being cancelled and September Full Council being moved to 13th September 2017.

Resolution: Proposed by David Ainslie that due to the feedback on the consultation with the Local Plan it was important for Council to meet in August and recommended that dates be set of 16th August and 13th September 2017 with the August date being a single item meeting. Seconded by Ron Simpson and unanimously agreed.

077/17 16 - To consider the following Planning Applications and make recommendations to Rutland County Council:

- a) **2017/0523/FUL & 2017/0525/LBA** – Proposal: The alteration of the front of the single storey stone built store building in the car park to the rear of the Falcon to reduce its projection across the entrance route. Mr Robert Wills, Falcon Hotel, 7 High Street East, Uppingham, Rutland LE15 9PY. **Resolution:** Recommended for approval. Proposed by Richard Reeve, seconded by Cornelius Vincent-Enright and unanimously agreed.
- b) **2017/0549/FUL** – Proposal: Single storey rear extension to provide enlarged kitchen and snug with associated internal alterations. Ms. Stephanie Logue, 11A Johnson Road, Uppingham, Rutland LE15 9RY. **Resolution:** Recommended for approval. Proposed by Richard Reeve, seconded by Christine Edwards and unanimously agreed.
- c) **2017/0542/FUL** – Proposal: (Fives Cottage) Proposed alterations and extension; renovation of existing ancillary outbuildings; construction of detached garage. (Old Constables) Internal alteration to existing apartments; including new staircase/lift entrance, change of use to revert gallery room back to extended residential unit. Externally: hard and soft landscaping; provision of dustbin store; parking and turning areas and alteration to existing boundary wall along Orange Street. Variation of Condition 2 of application 2014/0201/FUL in order to allow a revised dormer design to the one already consented on the North elevation. Mr T Hazelton, Hazelton Homes Ltd. Old Constables, 2A High Street West, Uppingham, Rutland LE15 9QD. **Resolution:** Recommended for approval. Proposed by Richard Reeve, seconded by Christine Edwards, 7 in favour, 4 against and 1 abstention.
- d) **2017/0555/CAT** – Proposal: 1 No. Alder (T1) fell. Mr M Strangeway 4 Chapel walk, Adderley Street, Uppingham, Rutland LE15 9NE. **Resolution:** Recommended for approval. Proposed by Richard Reeve, seconded by Christine Edwards and unanimously agreed.

078/17 17 - Accounts for payment – June 2017. Resolution: Proposed by Christine Edwards that the payments be approved, seconded by Mark Shaw and unanimously agreed.

Date	Chq. No. / DD	Payee	Description	£
01/06/17	DD	Rutland County Council	Business rates Printers Yard	8.00
01/06/17	DD	Rutland County Council	Business rates Leic Rd cemetery	19.00
01/06/17	DD	Rutland County Council	Business rates London Road Cemetery	22.00
01/06/17	DD	Rutland County Council	Business rates Market Place	130.00
01/06/17	DD	Rutland County Council	Business rates Town Hall	166.00
01/06/17	DD	Public Works Loans Board	PWLB Loan for Leic Rd Cemetery	3,089.49
06/06/17	001103	Rutland County Council	April Payroll	3,574.47
06/06/17	001104	Rutland County Council	May Payroll	3,574.47
06/06/17	001105	Abel Alarm Company	CCTV maintenance Town Hall	112.80
06/06/17	001106	Redwood Pryor Ltd	Internal audit fees for 2016/17	534.00
07/06/17	DD	Wealthtime Trustees	Pension contributions N Wedge	325.99
10/06/17	001107	Bulley Davey WM Ltd	Auto enrolment charges to launch	700.00
10/06/17	001108	E.on	Public lighting elec supply	218.72
10/06/17	001109	E.on	Elec car charging point elec supply	38.86
10/06/17	001110	Cathedral Leasing Ltd	Hygiene services Town Hall	93.60
10/06/17	001111	Rutland & Belvoir Ltd	Alarm maintenance charge	125.34
10/06/17	001112	Workflow Imaging Systems	Photocopier quarterly service charge	108.00
13/06/17	001113	D F Stewart Services Ltd	Dyno rod for WCs at Tod's Piece	90.00
13/06/17	ATM	Petty Cash	Top up to petty cash	80.00
14/06/17	001114	Rutland County Council	Bin collection for Town Hall	39.35
16/06/17	001115	BIFFA	Monthly contract	927.90
19/06/17	DD	Lloyds Bank	Monthly service charge	5.00
20/06/17	001116	Quality Office Supplies	Archiving folders for UTC records	234.36
20/06/17	001117	Quality Office Supplies	Stationery and small noticeboard	89.89
21/06/17	DD	Personnel Advice & Solutions	HR support (Earmarked Reserve)	120.00
21/06/17	001118	Hampshire Flag Co	GB Flag for Town Hall	132.18
23/06/17	ATM	Petty Cash	Top up to petty cash (second clas stamps)	100.00
23/06/17	001119	BNP Paribas Leasing Ltd	Lease for photocopier	238.06
23/06/17	001120	Gartec Ltd	Annual service contract for lift	514.64
23/06/17	001121	Rutland County Council	June Payroll	3,574.47
23/06/17	001122	ESPO	Cleaning materials town hall and TP WCs	126.57
23/06/17	001123	Anchorprint Group Ltd	Newsletter Summer 2017	970.01
27/06/17	001124	Tormax UK Ltd	Town Hall disbaled access repair	186.00
27/06/17	001125	Rutland County Council	White lining for Gainsborough /Seaton Rd	229.00
29/06/17	001126	2Commune Ltd	domain name renewals for .gov.uk	180.00
29/06/17	001127	Design & Play	Maintenaance to TP and skatepark	960.00
29/06/17	001128	E.on Energy Solutions Ltd	Installation of LED column Ayston Rd	1,620.00

The above items have been paid in between meetings from the Lloyds Bank main account and in cases where noted deducted from earmarked reserves.

- 079/17** **18 - Correspondence:**
a) LRALC Newsletter 2017 No.3

Meeting closed at 9:25p.m.