

Minutes of the meeting of Uppingham Town Council held at the Town Hall, High Street East, Uppingham, Rutland – 7.30pm WEDNESDAY 1st November 2017.

135/17 1 - Chairman's Opening Remarks:

Alec Crombie advised members of a successful presentation at Uppingham Community College followed by a Q&A which he had attended with Cllr. Rozak. He further advised that he and Lindsay Cooper had met with Jake Atkinson as part of the job evaluation work being done by LRALC. He had also attended the biennial Justice Service in Oakham which had been a very fine occasion followed by the court sitting at Oakham Castle.

He advised members of the upcoming Armistice Service Sunday 12th November 2017 and stressed the importance of this occasion.

Lindsay Cooper joined the meeting at 7:32pm.

Alec Crombie proposed to suspend standing order 2.3.10 (standing to speak) and this was seconded by Richard Reeve, 10 votes in favour, 3 votes against.

136/17 2 - Attendance Register:

Alec Crombie (Chair), David Ainslie, David Casewell, Lindsay Cooper, Claire Crowley, Christine Edwards, Sam Findlay, Mark Shaw, Peter Rees, Richard Reeve, Stephen Rozak, Ron Simpson and Cornelius Vincent-Enright.

In the public gallery; Marc Oxley, Rachel Burkitt, Caroline McCabe (Rutland Foodbank), Janet Reynolds (Rutland Foodbank), Mark Draper (Governor, Uppingham C of E Junior School).

137/17 3 - Apologies for Absence:

Received from Miranda Jones and Ian Salt whom both had work commitments. Proposed these be accepted by Christine Edwards, seconded by Peter Rees and unanimously agreed.

138/17 4 - Declaration of members' interests and requests for dispensation:

- David Casewell declared a non-pecuniary interest in relation to item 7c) as a member of the Uppingham Town Partnership and would not take part in the debate or vote.
- Richard Reeve declared a non-pecuniary interest in relation to item 7c) as a director of the Uppingham Town Partnership and would not take part in the debate or vote.
- Peter Rees declared a non-pecuniary interest in relation to item 7c) as a representative of the Council on the Uppingham Town Partnership and would not take part in the debate or vote.

139/17 5 - To confirm the minutes of: The Full Council Meeting held on Wednesday 4th October 2017. **Resolution:** Proposed by Cornelius Vincent-Enright these be approved, seconded by Sam Findlay and unanimously agreed.

140/17 6 - Democratic 15 minutes – an opportunity for the public to speak.

Marc Oxley made a short statement congratulating Uppingham in Bloom on their recent success at Britain in Bloom Awards.

Mark Draper made a statement in support of the grant aid application by Root and Branch

Out.

Caroline McCabe introduced the manager of the Uppingham Foodbank, Janet Reynolds and made a statement in support of the grant aid application by the Rutland Foodbank.

141/17 7 - Consider the following applications for Grant Aid which if approved will be made under the General Power of Competence;

- a) Root and Branch Out Community Interest Company - Before school community café at Uppingham C of E. Seeking £1,000 grant aid. **Resolution:** Proposed by David Ainslie that under the general power of competence £1,000 be awarded, seconded by Cornelius Vincent-Enright, 12 in favour and 1 abstention.
- b) Rutland Foodbank – Providing 3 days of food for households who find themselves in a crisis situation whereby they have no food. Seeking £500 grant aid. **Resolution:** Proposed by Peter Rees that under the general power of competence the award requested be increased to £600, seconded by Cornelius Vincent-Enright and unanimously agreed.
- c) The Uppingham Town Partnership for Christmas in Uppingham Event – Provision of funds to meet the cost of the ‘ice’ skating rink in the Market Place. Seeking £1,320 grant aid. **Resolution:** Proposed by David Ainslie that the full amount of £1,320 be paid and that it be taken from the budgetary participation cost centre and that the ice rink carries a banner stating ‘sponsored by Uppingham Town Council’. Seconded by Ron Simpson, 10 in favour and 3 abstentions.

142/17 8 - Clerk’s Report and actions since last meeting.

1 - Spring Back Way Traffic & Parking Scheme

Paul Slater from RCC is just gathering scheme ideas currently ahead of an engagement activity with residents and the community at the Town Hall. A date is to be confirmed and draft plans/ideas sent over to UTC. No further update currently.

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

Skate Park – damage has been done to the information stand for the UiB garden. All the constituent parts have been gathered and will be held pending re-installation.

Tod’s Piece – Some tree work will be undertaken in the next 4 weeks to the area to the side of the Scout Hut. New litter bins are being installed in next 10 days having been delivered.

WC – The toilets remain closed and I’m waiting one further quote before approving the work to be done.

Town Hall – the gas heater in the main hall has been replaced and quotes for repairs to ceiling lights in the main hall have been received and an order has been placed.

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

Allotments (Tod’s Piece) – No current reported issues.

Allotments (Leicester Road) – quotes obtained from BIFFA and work will commence in the next 10 days. Currently holding 11 new allotment applicants pending any current allotment holders who do not renew.

3 - Holidays

None scheduled.

4 - Clerk Training

2nd November 2017 at LRALC – Code of Conduct (member attending Stephen Rozak)

5th December 2017 – First Aid Training via Uppingham First

31st January 2018 at LRALC – Data Protection and FoI updates

5 - Town Council Consultation – Nov/Dec 2017

Spring Back Way – Rutland CC Highways are looking at ideas currently to tackle the issues on Spring Back Way and when the first draft ideas are available these will be shared with the community and residents. Awaiting update on item 1 above.

6 - Heritage Lighting

Just prior to the installation window we were informed that the bulk of installations (those requiring columns) were to be delayed due to a supplier issue. This means installation will be put back 5/6 weeks. Wall mounted lighting all the units have been delivered and will gradually be installed. Two have been fitted above 40 High Street East and Bilsdons shop. Unfortunately due to missing paperwork installation was suspended, hopefully to re-start imminently.

I am currently liaising with stakeholders about new installation dates.

7 - Open Space Review (Sub-Committee)

Since the establishment of a sub-committee guiding terms of reference have been drafted and supporting information has or is being sought on the following:

- Schedule of potential land transfers from RCC (meeting in early November)
- Schedule of works and associated costs with potential subsidy to take ownership of the grounds maintenance from RCC
- Feedback was sought via LRALC from other parish and town councils who have considered taking on more responsibility in terms of grounds maintenance and also the different approaches of contracting out or recruiting staff.

Item to be added to Amenities Committee in December to kick off the sub-committee work – those members on the sub-committee may like to advise the Clerk of the best time to convene meetings. (David Ainslie, Christine Edwards, Miranda Jones, Ron Simpson and Cornelius Vincent-Enright)

8 - Uncertified Annual Return – Update

In an attempt to provide members with an update on timescales and outcome of this additional review following an objection, I contacted Grant Thornton and received the reply which is attached to this report.

If there are any further updates I will advise in due course.

9 - Recording of Meetings for the Council Website - Update

In the last 10 days the office PC has been ‘serviced’ and had added memory to be able to save and process the recordings and also help with other projects too. Also added is some editing software that will enable the meeting files to be ‘topped and tailed’ ready for uploading.

We have been advised that it is not suitable to add these files to our YouTube Channel and have re-approached the website hosts to understand if adding the files direct to the site rather than via a link compromises the site and our agreement. Previously they had suggested we do it via YouTube. They have responded and said that the file limit for uploads is 32mb which in practical terms means our meetings (ranging from 45mb to 120mb for each one) will have to be edited and broken into sub 32mb file sizes. They have also said that they will monitor the data usage and reserve the right to possibly charge us an additional amount as part of our annual agreement.

The work on the recordings will start before Christmas once a suitable window appears given the current demand on my time. Given also the recent announcements in relation to data protection and advice recently obtained on the same subject – we may need to consider revising our meeting recordings policy at some point soon. More information will come out to you in due course and will proceed through committee and into full council.

10 - Disabled Access to the Town Hall

We have been working with Weston Allison Wright to draft some drawings for a further meeting with planners and conservation officer ahead of considering the next steps. The guidance given was to ensure a symmetrical frontage is maintained when including a ramped access.

To comply with building regulations there is enough space, but it is difficult to ensure a symmetrical view from roadside given the two key challenges were to achieve wheelchair access from High Street East and also enable level access to the front door. This requires some clever gradients to make sure we maintain equal access from the front and rear. This is still being worked on and I will update committee and full council ahead of any next steps. Draft visuals attached to show the latest thinking.

11 - Town Council Payroll

I have been advised that Rutland CC will be outsourcing payroll services and that naturally involves the parishes and us too. This will result in an increase in payroll administration costs from circa £360 pa to £550/600. The final figures and timeline information will be sent to us shortly. This will be factored into the budget round.

12 - WW1 Memorial Project

The key date for submission to gain church approval is 27th November 2017 and architect drawings via Weston Allison Wright are being prepared along with a project specification and the planned cleaning by a specialist company. These will come back into committee and then into a subsequent meeting with the church ahead of submission. Weston Allison Wright has been tasked with pulling the costings together too. Following the submission to the Church Faculty a planning application will also be sent into Rutland CC.

13 - Love Uppingham Website

The structure and hierarchy of the website is now under construction and a holding page has been posted. Associated social media accounts have been established and the trawl for content has begun in earnest starting with a re-write of the heritage trail content and images. It is hoped the content will be developed enough for a launch before the end of 2017.

14 - Draft Strategic Plan

One of the Governance Health Check action points is for Council to establish a 5 year strategic plan. It is also a requirement of the top tier Local Council Award Scheme. With this in mind some desk based research has started using those already accredited as a useful reference point. A number of plans have been run off as a reference source ahead of taking a first draft through F&GP Committee soon.

Any member interested in reviewing and looking at some of the exemplar Council plans please let me know and if you are interested in providing feedback and thoughts ahead of the first draft that would be helpful. [*Cllr David Ainslie expressed interest in providing feedback – Clerk to send information on Gold+ Accredited Councils*].

15 - Priorities for November 2017

Issue allotment renewals for coming year and look to place 10 or so new allotment enquiries during November and allocate waiting list as soon as possible.

Start planning the Christmas Tree and light installation programme ahead of Christmas in Uppingham – for your information this is the plan:

- w/c 20th Nov - Install lights in Market Place and High St East
- Christmas Tree is erected on Sat 25th Nov
- Lights in Market Place / tree on Monday 27th Nov

Continue to populate the budgeting section on Omega to run reports for 2018/19 budgeting round.
Finalise the paper to go to HR Personnel & Advice summarising Council activities.
Continue to action urgent items through on actions following the health and safety assessment audit and visit.
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.
Write out to organisation with UTC representation asking for confirmation of reps going forward.
Write to organisations in receipt of grant aid for the last 2 years to follow up on use of funds
Trial Public Sector Software app with Angie Carr for risk and asset assessments.
Refresh of Heritage Trail Website incorporating it into a new website and domain name – appoint contractor having obtained quotes.

16 - Priorities to 31st March 2018

Succession plan to be started to ensure any future handover between incoming Clerk can be achieved without the need for lengthy handover periods.
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.
Start to edit and upload meeting recordings to the Town Council website.
Accumulate resolutions back to Jan 2015 to publish a decision record for use by members and in meetings going forward.
Draft a succession and action plan ahead of the 2019 election to enable Council to retain the General Power of Competence and where appropriate attract potential new members to serve their community.
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.

17 - Meetings scheduled / other commitments:

27th October 2017 – The Justice Service, Oakham
31st October 2017 – Chris Moses from HR Personnel & Advice
TBC – Andrew Edwards & Judith Bayes from RCC about land transfers in Uppingham

18 - Additional support:

Ongoing – Correspondent for The Parochial Charity

Members received copies of correspondence from Grant Thornton and also drawing of disabled access for the front of the Town Hall (drafts).

143/17 9 - Consider the financial budget report to 31st October 2017 and;

- a) Receive or otherwise the report;
- b) Confirm the bank reconciliations to 30th September 2017

Resolution for a): Proposed by Sam Findlay this report is received, seconded by Cornelius Vincent-Enright and unanimously agreed.

Resolution for b): Proposed by Sam Findlay that the bank reconciliations be received to 30th September 2017, seconded by Christine Edwards and unanimously agreed.

144/17 10 - To receive the following reports from committees of Uppingham Town Council:

- a) Amenities Committee held on 18th October 2017 **Resolution:** Proposed by David Casewell these be received, seconded by Cornelius Vincent-Enright and unanimously agreed.
- b) Finance & General Purposes Committee held on 18th October 2017 and;
 - i. Receive or otherwise the report. **Resolution:** Proposed by Sam Findlay these be received, seconded by Christine Edwards, 12 in favour and 1 abstention.
 - ii. Consider the recommendation from committee that the revised Financial Regulations be adopted. **Resolution:** Proposed by Sam Findlay these are adopted as reviewed by the F&GP Committee, seconded by Christine Edwards, 12 in favour and 1 abstention.
 - iii. Consider the recommendation from committee that the revised Standing Orders to align with the revised Financial Regulations be adopted. **Resolution:** Proposed by Richard Reeve these are adopted as reviewed by the F&GP Committee, seconded by Cornelius Vincent-Enright, 12 in favour and 1 abstention.
 - iv. Consider the recommendation from committee that the decision record for council be adopted. **Resolution:** Proposed by Sam Findlay the 'decision record' is adopted as reviewed by the F&GP Committee, seconded by Christine Edwards and unanimously agreed.
 - v. The committee recommendation that Standing Orders be reviewed by the Clerk in January each year and brought forward to committee and Full Council when updates are required. **Resolution:** Proposed by Sam Findlay that the Clerk review standing orders each January, seconded by Richard Reeve and unanimously agreed.

145/17 11 - To receive reports from representatives working with external bodies (all reports emailed or in pack):

- a) Any made known by members

Ron Simpson provided a brief update from the NALC national conference.

146/17 12 - Consider a request from the Cottesmore Hunt to meet and depart from Uppingham Market Place on 1st January 2018 between 10:30am and 11:30am.

Resolution: Proposed by Richard Reeve that approval be given on the basis the Market Place is cleared and tidied after the meet, seconded by Cornelius Vincent-Enright, 10 in favour and 3 abstentions.

147/17 13 - Consider the support from the Lions Club of Rutland towards a meeting point structure to be installed on Tod's Piece by the skate park. Resolution: Proposed by David Ainslie that Uppingham Town Council thanks the Lions Club of Rutland for its offer and indicates it is very keen to find a way to provide facilities for the youth of the town. In order to do this it authorises our Clerk to undertake some research as he sees appropriate and return to this council at the December meeting. Seconded by Ron Simpson and unanimously agreed.

148/17 14 - Consider the updated draft Complaints Policy & Approach document to replace the Complaints Procedure adopted on 27th October 2004.

Resolution: Proposed Alec Crombie that the updated Complaints Policy and Approach is adopted by Council to replace the Complaints Procedure adopted on 27th October 2004, seconded by Richard Reeve, 12 in favour and 1 abstention.

Ron Simpson declared a non-pecuniary interest in item 15 as a member of the Uppingham Neighbourhood Forum Executive. Cllr. Simpson would present the item but abstain from the vote.

David Ainslie declared a non-pecuniary interest in item 15 as a member of the Uppingham Neighbourhood Forum Executive.

Christine Edwards declared a non-pecuniary interest in item 15 as a member of the Uppingham Neighbourhood Forum Executive.

Mark Shaw declared a non-pecuniary interest in item 15 as a member of the Uppingham Neighbourhood Forum Executive.

149/17 15 - Consider the adoption or otherwise of Uppingham Neighbourhood Forum's 'Uppingham Community Emergency Plan' to satisfy actions 15 and 65 in the Governance Health Check.

Resolution: Proposed by Alec Crombie that the Uppingham Community Emergency Plan be adopted by Council as set out, seconded by Sam Findlay, 9 in favour and 4 abstentions.

150/17 16 - Consider the Health & Safety Report and actions from John Dawson Associates with a view to;

- a) adopting or otherwise the recommended policies, checklists and risk assessments (items 1-26) in the action plan dated 28th September 2017
- b) receiving the report and other recommendations detailed.

Resolution for a) & b): Proposed by Richard Reeve that Council adopt the policies, checklists and risk assessments and receives the report and recommendations set out by John Dawson Associates. Seconded by Peter Rees, 12 in favour and 1 abstention.

151/17 17 - To consider the following Planning Applications and make recommendations to Rutland County Council:

- a) 2017/0961/FUL – Proposal: Internal alterations to existing apartments, including new staircase/lift and entrance. Change of use from 'nil use' to Coffee Shop (mixed A1/A3 use) within part of the ground floor. Externally: hard and soft landscaping; provision of dustbin/A/C enclosure; parking and turning areas and alteration to existing boundary wall along Orange Street. Hazelton Homes Ltd, Old Constables, 2A High Street West, Uppingham, Rutland LE15 9QD.

Resolution: Recommended for approval as this supports the assertion in the Neighbourhood Plan that this part of High Street West is considered primary retail. Proposed by David Ainslie and seconded by Richard Reeve and unanimously agreed.

152/17 18 – Accounts for payment, October 2017:

Date	Chq. No. / DD	Payee	Description	£
02/10/17	Transfer	Uppingham TC	Residual balance moved	0.02
02/10/17	DD	Rutland County Council	Business rates Printers Yard	8.00
02/10/17	DD	Rutland County Council	Business rates Leic Rd cemetery	19.00
02/10/17	DD	Rutland County Council	Business rates London Road Cemetery	22.00
02/10/17	DD	Rutland County Council	Business rates Market Place	130.00
02/10/17	DD	Rutland County Council	Business rates Town Hall	166.00
02/10/17	DD	Bulley Davey Wealth Man.	Auto-enrolment admin charge	20.00
03/10/17	001179	Amanet Ltd	Cloud back up monthly charge	33.60
03/10/17	001181	Vulcana Gas Appliances Ltd	Replacement heater for the main hall	2,188.80
04/10/17	ATM	Cash	Petty cash float top up	100.00
05/10/17	DD	True Potential	Auto-enrolment pension payments	31.48
09/10/17	DD	Wealthtime	Pension contributions	325.99
10/10/17	001182	Quality Office Supplies	USB Flash Drive for FOI requests	16.78
10/10/17	001183	BIFFA	Grounds maintenance monthly contract	927.90
10/10/17	001184	E.ON	Electricity charge for car charging points	32.42
10/10/17	001185	Amanet Ltd	Anti-virus protection renewal	45.60
11/10/17	DC	Low Cost Names	Domain name transfer	18.00
11/10/17	001186	ESPO	New litter picking sticks	51.26
13/10/17	DC	Low Cost Names	Renewal of domain name for 9 years	46.74
16/10/17	001187	ESPO	Refuse sack holders for litter picking	38.74
17/10/17	001188	IncHouse	Replacement order for Heritage T Leaflet	698.00
17/10/17	DD	Lloyds Bank Plc	Monthly account charge	5.00
17/10/17	001189	Water Plus Ltd	Water charges TP Allotments	32.06
19/10/17	001190	Quality Office Supplies	Plastic wallets	4.79
19/10/17	001191	Quality Office Supplies	Ring binder pack	41.62
20/10/17	001192	Amanet Ltd	Office PC Repair and memory upgrade	177.12
20/10/17	001193	Workflow Imaging Systems Ltd	Black and white print costs	36.30
20/10/17	001194	Workflow Imaging Systems Ltd	Colour print costs	183.71
21/10/17	001195	Rutland Electrical Ltd	Replace emergency lighting in WCs	432.00
23/10/17	DD	HR Personnel Advice & Solution	HR Support	120.00
23/10/17	DD	BT	Telephone line and monthly charges	85.70
23/10/17	DD	BT	Telephone line and monthly charges	166.60
24/10/17	001196	Amanet Ltd	Telephone support with back up & rec Sof	18.00
24/10/17	001197	ESPO	Cleaning materials	123.73

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

Resolution: Proposed that these be approved by Mark Shaw, seconded by Sam Findlay and unanimously agreed.

Ron Simpson declared an interest in item 19 b) as a member of CPRE

Ron Simpson declared a pecuniary interest in item 9 d) as a director of Uppingham First.

David Ainslie declared a non-pecuniary interest in item 9 d) as a director of Uppingham First.

Christine Edwards declared a non-pecuniary interest in item 9 d) as a committee member of Uppingham First.

Mark Shaw declared a non-pecuniary interest in item 9 d) as a director of Uppingham First.

153/17 19 – Correspondence

- a) Email from Adrian Haigh reference the Hopper Bus and reply correspondence
- b) Circular from Campaign to Protect Rural England in relation to Neighbourhood

Planning (for member info)

- c) LRALC correspondence received 19th October 2017
- d) Uppingham First correspondence received
- e) Parish Forum Minutes – emailed out 20th October 2017
- f) LRALC Newsletters on Data Protection and Councillor Disqualification (emailed 26.10.17 – hard copies can be obtained from the Clerk on request)

Meeting closed at 9:20p.m.