

Minutes of the meeting of Uppingham Town Council held at the Town Hall, High Street East, Uppingham, Rutland – 7.30pm WEDNESDAY 6th December 2017.

154/17 1 - Chairman's Opening Remarks:

Alec Crombie reminded everyone present that this meeting will be recorded and that the recording will be subsequently available for public listening.

Alec Crombie advised members that since we last met I have represented Council about half a dozen events. Memorable was the Armistice Service after which I was privileged to lay a wreath to the fallen and I'm glad to say that service was well attended by members of this council. Subsequently Caroline and I were pleased to be guests at the Uppingham in Bloom Ball at which the Town was presented with a very fine trophy which you can see behind me, plus a couple of certificates as proof of their marvellous achievements in 2017.

Ron Simpson and Lindsay Cooper joined the meeting at 7:31pm.

Alec Crombie proposed to suspend standing order 2.3.10 (standing to speak) and this was seconded by Peter Rees, 9 votes in favour, 3 votes against.

155/17 2 - Attendance Register:

Alec Crombie (Chair), David Ainslie, David Casewell, Lindsay Cooper, Christine Edwards, Sam Findlay, Miranda Jones, Peter Rees, Richard Reeve, Ian Salt, Mark Shaw and Ron Simpson.

In the public gallery - Rachel Burkitt.

156/17 3 - Apologies for Absence:

Received from Cornelius Vincent-Enright has a hospital appointment, Claire Crowley is unwell and Stephen Rozak was on holiday. Proposed these be accepted by Christine Edwards, seconded by Peter Rees and unanimously agreed.

157/17 4 - Declaration of members' interests and requests for dispensation:

- David Casewell declared a non-pecuniary interest in relation to item 7a) 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 7a) 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 7a) as a representative of the Council on the Uppingham Town Partnership and would not take part in the debate or vote.
- Miranda Jones declared a non-pecuniary interest in relation to item 7a) as a director of the Uppingham Town Partnership and would not take part in the debate or vote.
- Miranda Jones declared a pecuniary interest in item 16c as an employee of Uppingham School.
- Lindsay Cooper declared a pecuniary interest in item 16c as an employee of Uppingham School.
- Alec Crombie declared a non-pecuniary interest in item 14 as he holds strong views on the topic and wished to make these known through Rutland Access Group and as such would not vote on the matter.

158/17 5 - To confirm the minutes of: The Full Council Meeting held on Wednesday 1st November 2017. **Resolution:** Proposed by Richard Reeve these be approved subject to a

minor change in wording to item 141/17 (7c) substituting ‘ awarded’ to ‘pay’, seconded by Sam Findlay, 11 in favour and 1 abstention.

159/17 6 - Democratic 15 minutes – an opportunity for the public to speak.

Rachel Burkitt made a short statement in support of the Grant Aid Application from The Uppingham Partnership.

Cllrs. Casewell, Rees, Jones and Reeve left the meeting at 7:57pm

160/17 7 - Consider the following applications for Grant Aid which if approved will be made under the General Power of Competence;

- a) The Uppingham Partnership for Christmas in Uppingham Event – Provision of funds to meet the cost of the ‘reindeers’ attraction and ‘face painter’ for children. Seeking £720 grant aid. **Resolution:** Proposed by Sam Findlay that The Uppingham Partnership be awarded £720 under the General Power of Competence, seconded by Alec Crombie, 4 in favour and 4 abstentions.

Cllrs. Casewell, Rees, Jones and Reeve re-joined the meeting at 8:04pm

- b) Uppingham Fete, Flower & Produce Show – Provision of funds to meet the cost of the produce tent together with rental of tables and chairs. Seeking £1,000 grant aid. **Resolution:** Proposed by Alec Crombie that this item be deferred until the May 2018 grant aid submissions, seconded by Christine Edwards and unanimously agreed.

161/17 8 - Clerk’s Report and actions since last meeting.

1 - Recreation Land – Leicester Road

Awaiting a response from Hegarty’s with points to respond to which have been received from Bloor Homes legal representatives. Anticipate these being received this week.

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

Skate Park – no current issues.

Tod’s Piece – Some tree work will be undertaken in the next 4 weeks and the new litter bins are in place with one being held back pending a decision on the meeting point installation.

WC – The toilets are now open having been repaired.

Town Hall – the gas boiler has now been replaced serving hot water to the rear. The ceiling lights have been ordered for the main hall having tested one panel for suitability. Floorboards previously loose have been replaced in the Council Chamber.

Cemeteries – no current issues.

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

Allotments (Leicester Road) – No current reported issues and BIFFA carrying out maintenance works.

3 - Holidays

None scheduled.

4 - Clerk Training

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

4th July 2018 at LRALC – Contracts & Procurement

5 - Town Council Consultation – Nov/Dec 2017

Spring Back Way – Meeting to view first draft of potential solution on Thursday 7th

December 2017. Plan will be formulated to share this with residents and members thereafter.

6 - Heritage Lighting

Installation should be complete by the end of w/c 11th December – some minor snagging issues but generally installation has been successful with positive feedback.

7 - Open Space Review (Sub-Committee)

The meeting on 16th Nov at RCC with their property officer didn't produce any documentation to share, but this is anticipated to be issued by RCC before the year end. I was able to run through all the pieces of land that we had received feedback on and would like to know more about in terms of ownership, obligations and maintenance. In turn the officer flagged some land and buildings that RCC were keen to talk about further, one being the WCs in the Market Place. Awaiting RCC response.

8 - Uncertified Annual Return – Update

No further information received from Grant Thornton.

9 - Recording of Meetings for the Council Website - Update

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 as soon as I have an opportunity to attend some training and understand fully communications from NALC / LRALC on the topic.

10 - Disabled Access to the Town Hall

A meeting was held with the planning officer assigned to the case who had sought feedback from the conservation officer on the plans shared at 1st Nov Full Council. Local neighbours have been engaged too with the same designs for feedback and information.

Next steps to formulate the planning application to RCC.

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

Submission to Peterborough Diocese for permission was made on time (27th November 2017).

Await outcome and will start to draft planning submission to Rutland CC in two weeks.

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 which has now been concluded. It is hoped the content will be developed enough for a launch before the end of 2017. Social Media accounts have been established and launched in the lead up to the website going live.

Content testing is taking place now with some dummy data – any members who would like to have a short demonstration of the site can call into the Town Hall.

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.

Cllrs' Ainslie and Jones have expressed a desire to review some of the plans and links have been sent out. Outline plan headings is being worked up currently to be shared in committees for feedback.

15 - Priorities for December 2017

Continue to populate the budgeting section on Omega to run reports for 2018/19 budgeting rounds.

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.

Populate data on to new website ahead of going live and engage participants in town for their content.

Start to edit and upload meeting recordings to the Town Council website.

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 including specific H&S actions.

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

Continue to 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:

16th Nov 2017 – Andrew Edwards from RCC about land transfers in Uppingham
TBC – Chris Moses with Lindsay Cooper and Alec Crombie to review job description.

18 - Additional support:

Ongoing – Correspondent for The Parochial Charity.

162/17 9 - Consider the financial budget report to 30th November 2017.

Resolution: Proposed by Peter Rees this report is received, seconded by Sam Findlay and unanimously agreed.

163/17 10 - To receive the following reports from committees of Uppingham Town Council:

- a) Amenities Committee held on 15th November 2017. **Resolution:** Proposed by Miranda Jones these be received, seconded by David Casewell and unanimously agreed.
- b) Finance & General Purposes Committee held on 15th November 2017. **Resolution:** Proposed by Sam Findlay that the report is received and rescind the decision*, seconded by Alec Crombie, 4 in favour and 8 abstentions.

**In relation to 141/17 (7c) at Full Council 1st November 2017*

164/17 11 - To receive reports from representatives working with external bodies (all reports emailed or in pack):

- a) 747 Centrebus Report by Stephen Rozak. Proposed by David Ainslie that the report is received, seconded by David Casewell and unanimously agreed.

165/17 12 - 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 and the recommendation by Amenities Committee to contribute towards a slightly larger installation, if approved.

Resolution: Proposed by Richard Reeve Council accept the kind offer from the Lions Club of Rutland of a contribution towards the meeting point installation. This Council contributes £1300 to make it a 3 cell meeting point structure and that it is installed close to the skatepark which is covered by CCTV. Seconded by David Casewell and unanimously agreed.

166/17 13 - Consider the second round of budgets for 2018/19 following feedback from the Finance & General Purposes Committee. Feedback provided by members:

- *Lindsay Cooper suggested one planned maintenance cost code.*
- *David Ainslie suggested that Council should move from reactive budget setting to align budgets to a 5 year plan.*
- *Ron Simpson said that CIL statement in the Neighbourhood Plan should be reviewed as part of the Neighbourhood Plan refresh for the community to approve.*
- *David Ainslie made the point about the fact there isn't a cap currently and whilst that is the case there is an option to increase precept where required.*
- *Ron Simpson made the point that we should consider increasing earned income and reducing precept in the future.*

167/17 14 - Consider the 'Rutland Signs Guidance & Street Furniture Policies' issued in draft by Rutland County Council and provide feedback. Feedback provided by members:

- *David Casewell provided comment and support for the section on 'A Boards' but wanted to understand how this could be made operational.*
- *David Ainslie commented on the number of swinging 'A Boards' but questioned how it would be policed.*
- *Ron Simpson commented that this is about making money. Has any comment been made about a final version and when this might be seen?*
- *Ron Simpson added that this will be on the next Business Forum agenda – a view is it has moved in the right direction but would like further input.*
- *Miranda Jones made reference to the Neighbourhood Plan and the fact that signs should be wall mounted.*
- *David Ainslie asked that we write with the feedback and ask for details on how this will be policed.*
- *Miranda Jones highlighted the small size of banners permitted for community events.*
- *Ron Simpson mentioned the huge signs on buildings for sale / rent – these aren't mentioned in the policy and some of them are too large and impact the heritage appearance of the town.*

168/17 **15** - Consider the installation of a plaque in the Market Place in recognition of Uppingham in Blooms achievements in 2017. **Resolution:** Proposed that we purchase and install the Uppingham in Bloom 2017 plaque, seconded by Richard Reeve, 11 in favour and 1 abstention.

169/17 **16 - To consider the following Planning Applications and make recommendations to Rutland County Council:**

- a) 2017/1013/LBA – Proposal: Internal alterations to allow conversion of existing office to 2 flats (previously approved scheme 2017/0264/LBA). Mrs Gill Farmers, 4-5 Chapel Walk, Adderley Street, Uppingham, Rutland. **Resolution:** Recommended for approval. Proposed by Richard Reeve, seconded by Mark Shaw and unanimously agreed.
- b) 2017/1089/FUL – Proposal: Single storey extension, connection to existing garage and garage conversion. Mrs Karen Walker, 6 Finch Close, Uppingham, Rutland LE15 9RG. **Resolution:** Recommendation the application is rejected. Proposed by Mark Shaw, seconded by Ron Simpson, 2 in favour, 5 against and 5 abstentions. Recommended for approval. Proposed by Richard Reeve, seconded by Ian Salt, 5 in favour, 1 against and 6 abstentions.
- c) 2017/1058/LBA – Proposal: Install satellite dish on chimney. Uppingham School, Merion House, 50 High Street West, Uppingham, Rutland LE15 9QD. **Resolution:** Recommended for approval. Proposed by Mark Shaw, seconded by Ian Salt, 9 in favour, 1 against and 2 abstentions.

170/17 **17 – Accounts for payment in November 2017 including the Clerk's Expenses for the year:**

Date	Chq. No. / DD	Payee	Description	£
01/11/17	DD	Rutland County Council	Business rates Printers Yard	8.00
01/11/17	DD	Rutland County Council	Business rates Leic Rd cemetery	19.00
01/11/17	DD	Rutland County Council	Business rates London Road Cemetery	22.00
01/11/17	DD	Rutland County Council	Business rates Market Place	130.00
01/11/17	DD	Rutland County Council	Business rates Town Hall	166.00
01/11/17	001198	JMG Amenity	Cemetery grass treatment	132.00
01/11/17	001199	Shreddall (East Mids) Ltd	Secure shredding and disposal	158.40
01/11/17	001200	Stamford & Rutland Pressure W	Pressure wash fire escape at Town Hall	50.00
01/11/17	001201	PRS for Music	Annual music license for Town Hall	517.85
01/11/17	001202	Amanet Ltd	Cloud back up monthly charge	33.60
01/11/17	001203	Rutland County Council	New waste management charge	795.20
03/11/17	001204	Rutland County Council	Monthly Payroll Charge - Sept 17	3,574.47
03/11/17	001205	Rutland County Council	Monthly Payroll Charge - Oct 17	3,574.47
06/11/17	DD	True Potential	Auto-enrolment pension payments	31.48
07/11/17	DD	Wealthtime	Pension contributions	325.99
07/11/17	001206	ESPO	H&S signs, non slip patches and paints	219.18
08/11/17	001207	Design & Play Ltd	Installation of litter bins on Tod's Piece	1,320.62
08/11/17	001208	Root & Branch Out	Grant Aid payment under GPoC	1,000.00
08/11/17	001209	Rutland Foodbank	Grant Aid payment under GPoC	600.00
08/11/17	001210	E.ON	Electricity supply car charging point	33.84
10/11/17	001211	Quality Office Supplies	Plain paper, visitor book and laminating	76.61
10/11/17	001212	Cambridge Audio Visual	Portable PA system	530.40
10/11/17	001213	Frank Johnson Fire & Safety	Fire and safety inspection for the Town H	289.00
10/11/17	001214	Wybone Ltd	6 x heritage style litter bins for TP	2,363.83
14/11/17	001215	BIFFA	Allotment site maintenance	467.59
15/11/17	001216	BIFFA	Monthly maintenance contract	927.90
15/11/17	001217	LRALC	2 x Training costs - code of conduct	100.00
17/11/17	DD	E.ON	Gas supply Town Hall	84.48
19/11/17	001218	ESPO	H&S Signs for lift and first floor	23.02
20/11/17	DD	Lloyds Bank Plc	Monthly account charge	5.00
20/11/17	DD	E.ON	Elec supply Town Hall	510.08
20/11/17	001219	Weston Allison Wright	Initial project management and drawings	1,200.00
21/11/17	001220	Water Plus Ltd	Water rates / supply Leic Rd Cemetery	14.00
22/11/17	ATM	Petty Cash W/D	Top up of petty cash float	100.00
22/11/17	DD	HR Personnel & Advice	Monthly contract charge	120.00
23/11/17	001221	M D Green	Carpentry in Council Chamber	150.00
24/11/17	001222	N Wedge	Expenses for 2017	248.05
27/11/17	DC	Low Cost Names	Website domain name extension 2 yrs	10.74
29/11/17	001223	Welland Vale Nursery	Allotment weed membranes	1,106.02
30/11/17	DD	Bulley Davey Wealth Man.	Auto-enrolment admin charge	20.00
30/11/17	DC	Survey Monkey	Annual Subscription	336.00
30/11/17	001224	Bourne Elec & Plumb Supplies	Xmas tree checks and installation	3,600.00

The above items have been paid in between meetings from the Lloyds Bank main account and in cases where noted deducted from earmarked reserves. **Resolution:** Proposed that these be approved by Sam Findlay, seconded by Christine Edwards, 11 in favour and 1 abstention.

- 171/17** **18** – Correspondence:
- a) Andrew Griffin on behalf of the Royal British Legion
 - b) LRALC Newsletter
 - c) Holland Amusements

Meeting closed at 9:09p.m.