

**Minutes of the meeting of Uppingham Town Council held at the Town Hall, High Street East, Uppingham, Rutland – 7pm, Tuesday 4 April 2019 DRAFT**

**050/19 1 - Chair's opening remarks:**

The Chair reminded members of the public and Councillors that the meeting would be recorded and made available on the Council website at some point in the future.

The Chair welcomed everyone to the meeting. He outlined how the Council's activity would proceed during the interregnum between permanent Town Clerks, and thanked outgoing mayor Miranda Jones for her service in that role. He also congratulated all the newly-elected County Councillors who will represent Uppingham.

**051/19 2 - Attendance register and apologies for absence:**

David Casewell (Chair), David Ainslie, Liz Clarke, Lindsay Cooper, Alec Crombie, Christine Edwards, Sam Findlay (from 7.25pm), Miranda Jones, Lucy Lewin, Richard Reeve, Mark Shaw, Ron Simpson, Cornelius Vincent-Enright.

**Apologies:** Peter Rees, Stephen Rozak. **Resolution:** Unanimously agreed that these be accepted.

One member of the public and Locum Parish Clerk Peter Leppard were also present.

**052/19 3 - Declaration of members' interests and applications for dispensation:**

- David Casewell, Miranda Jones, Richard Reeve and Cornelius Vincent-Enright declared a non-pecuniary interest in agenda item 7a.
- Liz Clarke declared a non-pecuniary interest in agenda item 7b.
- David Ainslie, Alec Crombie and Christine Edwards declared a non-pecuniary interest in agenda item 7c.
- David Ainslie, Mark Shaw and Ron Simpson declared a non-pecuniary interest in agenda item 7h.

In each case, councillors would not vote on the respective item.

**053/19 4 - Recall of decisions by Council: None**

**054/19 5 – Minutes of previous meetings:**

- a. **Full Council Meeting on 3 April 2019. Resolution:** Proposed by Cornelius Vincent-Enright, seconded by Miranda Jones, that the minutes are approved. Agreed with 2 abstentions
- b. **Annual Council Meeting on 15 May 2019. Resolution:** Proposed by Miranda Jones, seconded by Mark Shaw, that the minutes are approved. Agreed unanimously.

**055/19 6 - Democratic 15 minutes – an opportunity for the public to speak:**

A representative from Uppingham Indoor Bowls Club spoke in support of their grant application (agenda item 7d).

**056/19 7 – Consideration of grant applications received:**

- a. Proposed by David Ainslie, seconded by Mark Shaw, that Uppingham Town Partnership be granted £1500. Agreed with 4 abstention.
- b. Proposed by David Ainslie, seconded by Miranda Jones, that Root and Branch Out CIC be granted £1000. Agreed with 1 abstention.
- c. Proposed by David Casewell, seconded by Richard Reeve, that Limes, Firs & Spurs Residents Assn be granted £350. Agreed with 3 abstentions.
- d. Proposed by David Ainslie, seconded by Christine Edwards, that Uppingham Indoor Bowls Club be granted £1000. Agreed unanimously.

- e. Proposed by David Ainslie, seconded by Richard Reeve, that Uppingham Fete, Flower & Produce Show be granted £1000. Agreed unanimously.
- f. Proposed by David Ainslie, seconded by Ron Simpson, that Rutland Community Ventures be granted £1000. Agreed unanimously.
- g. Proposed by David Ainslie, seconded by Miranda Jones, that Uppingham Scout Group be granted £1500, subject to them first agreeing with the Town Council a plan for their proposed works. Agreed unanimously.
- h. Proposed by David Casewell, seconded by Cornelius Vincent-Enright, that Uppingham First be granted £983. Agreed with 3 abstentions.
- i. Proposed by David Ainslie, seconded by Mark Shaw, that Citizens Advice Rutland be granted £1500. Agreed with 2 abstentions.

Payment of the above grants is subject to, where required, receipt by the Town Council of the relevant safeguarding documentation.

It was noted that the above grants almost exhaust the Council's grants budget for the year 2019/20, so there will be almost no scope to make grants for the rest of this year.

**057/19 Resolution:** It was unanimously agreed to suspend, for the remainder of this meeting, the requirement (in Standing Order 2.3.10) to stand when speaking.

**058/19 8 – Clerk's Report and actions since last meeting:**

1. **Skate Park / Tod's Piece / WC / Town Hall / Cemeteries**  
**Skate Park** – the graffiti has been pressure washed off and we have been approached about some planned / funded artwork to the skate park. It's in its early stages and Council will be updated to gather views at some point in the future.  
**Tod's Piece** – no current issues although we are approaching the busiest period of footfall on the park.  
**WC** – the toilets have been flooded in the last two weeks with the sinks being blocked resulting in the floor being submerged in water. This takes a few days to dry out. The opening and closing of the WCs may be impacted due to resource availability – a sign will be added to advise members of the public.  
**Town Hall** – Planned maintenance programme items to be progressed resource time permitting.  
**Cemeteries** – We have removed the grass cuttings store at London Road and these will now be moved to Leicester Road.  
**Allotments (Tod's Piece)** – currently fully allocated  
**Allotments (Leicester Road)** – BIFFA are currently preparing a number of plots for allocation. The number of allotment enquiries has surged to its highest level in the last 4 years.
2. **Holidays**  
None scheduled
3. **Clerk Training**  
Assistant Clerk training booked for September
4. **Town Council Consultation – March & April 2019 (both 'open')**  
**Gainsborough Road** – This has now been submitted to RCC Transport Working Group for review.  
**Stockerston Road** – consultation out with the broader community so that feedback can be sent to Rutland CC to look at options or Council to consider. On hold subject to work commitments.
5. **Event Planning & Risk Assessments**  
26<sup>th</sup> May to 2<sup>nd</sup> June - Circus Tyanna/Circus Savanna on Tod's Piece (postponed)  
16<sup>th</sup> June 2019 – Uppingham Feast  
4<sup>th</sup> August 2019 – Uppingham Flower, Fete & Produce Show  
2<sup>nd</sup> & 3<sup>rd</sup> November 2019 – Food & Drink Event  
27<sup>th</sup> November 2019 – Uppingham Fatstock Show  
5<sup>th</sup> December 2019 – Christmas in Uppingham  
A single road closure submission has been submitted to Rutland CC to include the above (except the circus) plus the erection of the Christmas Tree on 23<sup>rd</sup> November 2019. All event plans, risk assessments and up to date certification are being reviewed as they come in. The road closure notice for all events in 2019 has now been published by Rutland CC.  
Post event evaluation undertaken with Holland Amusements for the 2019 Fair – one action to engage Rutland CC about for 2020.  
Dates for all events in 2019 are now on the Town Council website.
6. **Priorities for June 2019**  
Gainsborough Road consultation on parking restrictions and road markings.

Ensure all event plans from 2018 are reviewed ahead of the 2019 and organisers use the new documents for the forthcoming events.

Administer recruitment process for new Town Clerk and RFO plus locum cover to commence for the transition period.

Submission of year end 31<sup>st</sup> March 2019 to PKF Littlejohn and exercise public rights notice.

**7. Priorities from July to September 2019**

Progress plans around a planned maintenance programme for the Town Hall including specific H&S actions.

Appoint Clerk & RFO.

Ideas still on the plan to progress include, a hearing loop for the main hall, the cellar improvements to increase storage capacity and create a cleaning materials area.

**8. Meetings scheduled / other commitments:**

None scheduled.

**9. Spring Back Way (SBW)**

There has been a steady trickle of positive feedback on social media about the changes made. Additionally, there have been some concern and these have been logged with Rutland CC. Important that RCC undertake some traffic data to understand any trial changes to speed of vehicles and volume of users.

**10. Town Hall Projects**

Cellar – PWLB application to be submitted and the preferred contractor appointed via Barker Storey Matthews.

**11. Additional support:**

Ongoing – Correspondent for The Parochial Charity

Arising from this Report, it was resolved that:

- a. the Assistant Clerk will act as Correspondent for the Parochial Charity until further notice, and
- b. the Clerk will arrange initial consultation on proposed parking restrictions on Stockerston Rd, and it was noted that a couple of allotments are now in need for allocation to new tenants.

**059/19 9 – Financial Report to 31 May 2019, and associated matters:**

**Resolution:** Proposed by Sam Findlay, seconded by Miranda Jones and unanimously agreed that the Financial Report be accepted.

**Resolution:** Proposed by Sam Findlay, seconded by Cornelius Vincent-Enright and unanimously agreed that the Internal Auditor's Report for FY2018/19 be accepted.

**Resolution:** Proposed by Sam Findlay, seconded by Lindsay Cooper and unanimously agreed that the bank reconciliations to 31 March 2019 be accepted.

**Resolution:** Proposed by Sam Findlay, seconded by Christine Edwards and unanimously agreed that the accounts for payment for April (£79,388.54) and May (£12,703.16) be approved [appendix 1].

**060/19 10 - Reports from committees or meetings of Uppingham Town Council:**

**Resolution:** Proposed by Miranda Jones, seconded by Christine Edwards and unanimously agreed that the minutes of the Annual Town Meeting on 24 April 2019 be received.

**Resolution:** Proposed by Richard Reeve, seconded by Cornelius Vincent-Enright and unanimously agreed that the minutes of the Planning Committee on 1 May 2019 be received.

**Resolution:** Proposed by Cornelius Vincent-Enright, seconded by Christine Edwards and unanimously agreed that the minutes of the Neighbourhood Planning Advisory Group on 8 May 2019 be received.

**Resolution:** Proposed by Lindsey Cooper, seconded by David Ainslie and unanimously agreed that the minutes of the Staffing Committee on 29 May 2019 be received.

**061/19 Resolution:** Proposed by David Casewell, seconded by Cornelius Vincent-Enright and unanimously agreed, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item.

**062/19 11 – Recommendations from Staffing Committee meeting of 29 May:**

**Resolution:** Proposed by David Ainslie, seconded by Lindsey Cooper and unanimously agreed that the Council confirms the Committee’s proposed process and timeline re recruitment of the new Town Clerk. The Locum Clerk will advise the candidates for interview accordingly.

**Resolution:** Proposed by David Ainslie, seconded by Cornelius Vincent-Enright and unanimously agreed that (1) Peter Leppard be appointed Locum Town Clerk & Responsible Financial Officer (and the Council’s Proper Officer) on a temporary basis with immediate effect and (2) Susan Awcock be given a temporary contract (initially for 3 months) to assist with Finance activities.

**063/19 Resolution:** It was unanimously resolved that the meeting be reopened to the public and press.

**064/19 12 – Town Twinning**

**Resolution:** Proposed by David Casewell, seconded by Mark Shaw and unanimously agreed that “this Council wishes the June town-twinning visit to Caudebec en Caux all success, and notes that Cllrs Ainslie, Casewell, Rees and Simpson will be attending. It further notes with pride that, as part of the twinning ceremonies, a Caudebec street will be named Rue d’Uppingham as a further act of friendship between the 2 towns”.

**065/19 13 – Planning Applications:**

- a) 2019/0432/FUL (6, Tods Terrace) **Resolution:** Recommended for approval. Proposed by Richard Reeve and seconded by Mark Shaw. Agreed with 2 abstentions.
- b) 2019/0470/FUL (22, Ash Close) **Resolution:** Proposed by David Casewell and seconded by Mark Shaw that the proposal is recommended for rejection, because of (1) its unreasonable size and effect on the streetscape, (2) its apparent suitability for business rather than domestic use (unacceptable on a residential street), and (3) the considerable opposition of neighbours. Recommendation agreed with 1 abstention.

**066/19 14 – Reports from representatives working with external bodies:** None

**067/19 15 – Changes to Committee membership**

**Resolution:** Proposed by Ron Simpson, seconded by Christine Edwards, and unanimously agreed that Liz Clarke will cease to be a member of Staffing Committee, and will become a member of the Amenities Committee.

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**068/19 16 - Correspondence:**

- 1. Personnel Advice & Solutions Ltd’s May 2019 newsletter was noted.
- 2. **Resolution:** Arising from a communication from the Lord Lieutenant about youth volunteering, it was proposed by David Ainslie, seconded by Cornelius Vincent-Enright and unanimously agreed to place Youth Volunteering on a future Town Council agenda.

Meeting ended at 8.20pm