

Minutes of the meeting of Uppingham Town Council held remotely by ZOOM Conference Call, 3rd June 2020 at 7.45pm – DRAFT

An informal Zoom meeting was held prior to the formal meeting which involved all Councillors present at the formal meeting plus Helen Briggs, Chief executive RCC, Cllr Lucy Stephenson and Cllr Marc Oxley also from RCC. One member of the public was also present at the informal meeting. The informal meeting discussed Safer High Streets Funding for return from Covid-19 lockdown and all points were noted for consideration or action.

001/20 1 - CHAIR'S OPENING REMARKS

The Chair, David Casewell, welcomed all to the meeting.

002/20 2 - ATTENDANCE REGISTER AND APOLOGIES FOR ABSENCE

David Casewell (Chair), Stephen Rozak, David Ainslie, Alec Crombie (via audio), Sam Findlay, Ron Simpson, Christine Edwards, Lindsay Cooper, Liz Clarke, Miranda Jones, Lucy Lewin, Mark Shaw, Peter Rees. Dick Reeves joined the meeting at 7.45pm via audio but left at 8.10pm due to issues with audio interference.

Town Clerk Deborah Bettles and Deputy Clerk Kellie Sabin were also present.

Apologies: Cornelius Vincent-Enright. It was proposed by David Casewell, seconded by Stephen Rozak and unanimously agreed that apologies be accepted.

003/20 3 - DECLARATION OF MEMBERS' INTERESTS AND APPLICATIONS FOR DISPENSATION

- David Casewell declared a pecuniary interest in item 17. 2020/0479/FUL & 2020/0480/LBA
- Lindsay Cooper declared a pecuniary interest in item 17. 2020/0479/FUL & 2020/0480/LBA
- Ron Simpson declared a non-pecuniary interest in items 10 and 16
- David Ainslie declared a non-pecuniary interest in items 10 and 16
- Mark Shaw declared a non-pecuniary interest in items 10 and 16
- Lucy Lewin declared a non-pecuniary interest in item 10

004/20 4 - RECALL OF DECISIONS BY COUNCIL

Nil

005/20 5 - PUBLIC SPEAKING – AN OPPORTUNITY FOR THE PUBLIC TO SPEAK VIA ZOOM IN ACCORDANCE WITH STANDING ORDERS 2.3.4-2.3.9

One member of the public present; Geoff Thompson who asked the Council about plans for CIL funding and the future of the Town Hall. The Chair thanked Mr. Thompson for attending, noted his queries and stated that they will be discussed by Council at future meetings.

006/20 6 - RECEIVE THE NOTES OF THE 'QUASI' MEETING HELD 20 MAY 2020 AND TO APPROVE 'EN BLOC' DECISIONS MADE, AS PER SUPPORTING PAPERS.

Resolution:

- a) David Casewell proposed that Council receive the notes, seconded by Stephen Rozak and unanimously approved.
- b) David Casewell proposed Council approve decisions made, seconded by Mark Shaw and unanimously agreed.

007/20 7 – TO RECEIVE CLERK’S REPORT AND ACTIONS MADE SINCE LAST MEETING, INCLUDING SIGNIFICANT DECISIONS MADE SINCE THE LAST MEETING. AS PER STANDING ORDER 2.28.1.

Decision Made: To contact all market traders and to publish notification that the market will re-open for all traders from 5th June 2020, as per government guidance. **Noted by Council.**

Clerks Report:

Clerk needs to reschedule leave booked 8th-12th June to 16th-19th June 2020. Clerk shall still be taking leave 10th June 2020.

The Town Hall remains closed due to the Coronavirus restrictions and all bookings in the short term have been cancelled. We have received a few queries regarding when we are looking to re-open the hall and this will be according to Government guidelines around meetings of large social groups.

The Friday Market has re-opened to all traders from Friday 5th June as per Government guidelines for open markets, all non-essential traders have been notified individually via email and the website has been updated.

After repair of an electrical issue and closure due to Covid-19, the toilets on Tod’s Piece have re-opened and are being cleaned on a daily basis. The Park Attendant has reported an issue with the rubbish bins and general litter in the park. The bins are currently emptied by RCC only once weekly so the Clerk shall contact RCC regarding this. The public are urged however to avoid littering the park and to take litter home with them where possible.

The Premises Officers were furloughed until 20th May 2020, the furlough claim to the Government will be made by the Clerk. The Premises Officers have reported a number of maintenance issues with the Town Hall and as such the Clerk has asked / shall be asking the Officers to manage these issues. This includes performing a deep clean of the town hall prior to it re-opening as and when Government guidelines permit, weed control around the premises, dealing with plumbing issues and performing inspections of allotments, cemeteries and open spaces.

The Clerk has looked into whether UTC Town Hall Zurich insurance policy provides business interruption cover that would cover us financially for income loss due to Covid-19. Whilst UTC does in fact hold business interruption insurance, Zurich have advised it does not in fact include cover for pandemics such as Covid-19, but rather for named diseases in a local outbreak capacity. Cllr Alec Crombie has offered to look into the fine print of this policy and advise accordingly.

The trees formerly situated outside the Town Hall have died due to the pots housing them breaking during recent storms and the plants themselves being left exposed to the elements for a period of time. This shall be addressed once the Town Hall re-opens.

The Clerk and Assistant Clerk continue to work from home with limited resources and are working on keeping the UTC/Love Uppingham websites / social media up to date with regular updates on the current situation and with advice where we are able.

RCC are holding weekly Coronavirus update Zoom conference meetings, in which the Assistant Clerk participates. The notes from this continue to be distributed weekly to all Councillors.

The Clerk has been focussing efforts on year end accounts, bank reconciliations and accounts errors notified in earlier reports. Accounts errors pertaining to the June/July/August 19 period have now been corrected, credit adjustments for Covid-19 made and Year end accounts have now been completed. The

Clerk has completed an internal audit via Zoom on 26th May 2020 and we await the final report. It became apparent during this process that some documents from the 18/19 FY were missing from the website and some comms relevant to this period had not reached the Clerk, but this has been addressed. The Clerk has worked 12 hours overtime in addressing all these matters as agreed in a previous meeting, as well as dealing with Covid-19 related matters, and shall look to claim this as extra pay for May 2020.

The Council is taking back ownership of unpaid for / unused allotments and these will be allocated to those on a waiting list on a first come / first served basis. Some queries relating to allotments have been mildly aggressive and the Clerk urges patience in this regard, we have to be fair to everybody. It has been reported to the Council that there is 'sunken grave' issue at the Leicester Road Cemetery. The Clerk has asked Ed Dorman funeral business to have a look and report back / rectify.

The Clerk's office received a request to permit a banner to be displayed in the Market Place over the weekend 29th – 1st June 2020 in support of the Twinning Association. Our French counterparts were due to be visiting during the pertinent weekend but did not do so due to Covid-19. The Clerk exercised delegated powers to permit exhibition of the banner in the market place.

Focus next month will be on

- assisting with re-opening the high street in the wake of Covid-19 lockdown
- parking issues outstanding
- the town hall cellar consultation and possible loan application
- re-assignment of allotments
- transfers of monies in the main Lloyds bank account to other UTC bank accounts according to LRALC advice
- the Annual Council Meeting
- continued accounts work
- publication of AGAR and external auditor instruction
- any other outstanding matters

Resolution: David Casewell proposed that the Clerk's Report be received, seconded by Stephen Rozak and unanimously agreed.

008/20 8 – TO CONSIDER FINANCIAL ISSUES:

a) TO APPROVE A FINANCIAL REPORT BY THE CLERK TO 31 MAY 2020.

Resolution: Sam Findley proposed Council approve the financial report to 31 May 2020, seconded by David Ainslie and unanimously agreed.

b) TO APPROVE THE ACCOUNTS FOR PAYMENT FOR MAY 2020.

Resolution: Sam Findley proposed Council approve accounts for payment to the value of £1931.37 ex VAT (**£2198.61 incl. VAT**). Seconded by David Ainslie and unanimously agreed.

c) TO APPROVE EXPENDITURE OF £13,717.18 PAYABLE TO RUTLAND COUNTY COUNCIL IN RELATION TO ALL SALARIES PAID FOR Q4 19/20 (ACCRUED EXPENDITURE).

Resolution: Sam Findlay proposed Council approve expenditure in relation to salaries, seconded by David Ainslie and unanimously agreed.

d) TO APPROVE THE RELEASE OF FUNDS FROM EMR 319 CIL/S106 OF £1000 (EX VAT) IN RESPECT OF PAYMENT OF PROFESSIONAL FEES TO EDDISONS FOR INSPECTION OF THE MARKET PLACE TOILETS IN MARCH 2020.

Resolution: Sam Findlay proposed Council approve release of £1,000 from EMR 319, seconded by Peter Rees and unanimously agreed.

- e) **TO RECEIVE DRAFT YEAR END 19/20 ACCOUNTS AND DRAFT AGAR 19/20.**
Resolution: Peter Rees proposed these be received, seconded by Stephen Rozak and unanimously agreed.
- f) **TO RECEIVE A REPORT RE: INTERNAL AUDIT CONDUCTED ON 26 MAY 2020.**
Resolution: Sam Findlay noted that the Council had received the top grade possible for an audit and thanked the Clerk, he also proposed Council receive the report. This was seconded by Peter Rees and unanimously agreed.
- g) **TO RECEIVE A NOTIFICATION OF AN INCREASE IN MARKET PLACE LICENSE FEE COSTS FOR FY 2020/21**
and going forward.
Resolution: Sam Findlay proposed Council receive the notification, seconded by David Casewell and unanimously agreed.

009/20 9 - TO RECEIVE A VERBAL REPORT REGARDING 'BUS SHELTER PROGRESS'
Resolution: Update provided from Stephen Rozak on a new bus shelter for Queens Road/Leicester Road. Stephen Rozak proposed that UTC write to RCC to ask for confirmation that the bus shelter will be installed this year independently of the Uppingham School footpath. Seconded by David Ainslie and unanimously agreed.

010/20 10 - TO CONSIDER NECESSARY ACTIONS REQUIRED IN RESPECT OF CENTRAL GOVERNMENT ALLOCATION OF FUNDS TO RUTLAND COUNTY COUNCIL TO SUPPORT SAFE OPENING OF RETAIL OUTLETS IN HIGH STREETS ON JUNE 15 2020.
Resolution: David Casewell proposed to appoint a working group consisting of Stephen Rozak, Ron Simpson, Lucy Lewin, Miranda Jones, Liz Clarke and David Casewell to work on the safe opening of the High Street, to discuss the central allocation of funds from RCC and to consider the potential for a UTC COVID-19 fund to be established from available grant funding. Seconded by Miranda Jones and agreed with four abstentions due to dispensations.

011/20 17 – Item 17 brought forward. TO CONSIDER ANY CURRENT PLANNING APPLICATIONS AND MAKE RECOMMENDATIONS TO RUTLAND COUNTY COUNCIL.

- **2020/0479/FUL Resolution:** Mark Shaw proposed to recommend the application for approval. Seconded by Stephen Rozak and approved with three abstentions, two of these due to dispensations.
- **2020/0480/LBA Resolution:** Mark Shaw proposed to recommend the application for approval. Seconded by Stephen Rozak and approved with three abstentions, two of these due to dispensations.
- **20200406/FUL Resolution:** Peter Rees proposed to reject the application and the grounds of loss of mature trees, overlarge footprint, over-development, and being too close to existing properties on Chestnut Close. Seconded by Stephen Rozak and agreed to reject with one abstention.
- **2020/0505/FUL Resolution:** David Casewell proposed to recommend the application for approval. Seconded by Liz Clarke and approved with three abstentions.

012/20 11 - TO CONSIDER AN UPDATE ON THE UPPINGHAM FRIDAY MARKET AND CONSIDER ARRANGEMENTS FOR FULL OPENING FROM 5TH JUNE 2020 AS PER GOVERNMENT GUIDANCE.
Resolution: David Ainslie proposed Uppingham Town Council welcomes the full return of the Friday Market and that the Council looks forward to working with stall holders to ensure that it is safe and profitable experience for all. Seconded by Stephen Rozak and unanimously agreed.

- 013/20 12 - TO CONSIDER RE-OPENING THE PUBLIC LAVATORIES ON TOD'S PIECE AND TO ENSURE SUITABLE CLEANING PROCEDURES ARE IN PLACE.**
Resolution: David Ainslie noted that the lavatories have already opened and proposed that UTC monitor the situation to ensure where possible that COVID-19 appropriate safety measures are followed for all staff and users. Seconded by David Casewell and unanimously agreed.
- 014/20 13 - TO CONFIRM GRANT AID PROCEDURES AND DATES 2020/2021.**
Resolution: David Casewell proposed the Council accept the revised date of 12th June 2020 for deadline of receipt of grant applications, seconded by Peter Rees and unanimously agreed.
- 015/20 14 - TO RECEIVE REPORTS FORM MEETING AND WORKING PARTIES:**
- **Emergency Committee** - Ron Simpson reported that minutes of this working group are published on Uppingham Online. Cllr Simpson also advised the Hopper will be resuming normal service on 15th June 2020.
 - **NPAG** – Next meeting scheduled 18th June 2020.
- 016/20 15 - TO BE ADVISED AS TO PRELIMINARY ARRANGEMENTS TO SIMPLIFY ANNUAL COUNCIL MEETING SCHEDULED 1 JULY 2020.**
David Casewell advised Council about procedures for the Annual Council Meeting in July 2020 and advised that nominations and suggestions for Council positions, including Committee positions, be sent to the Clerk.
- 017/20 16 - TO APPROVE THE MOUNTING OF A PLAQUE ON THE FRONT OF THE TOWN HALL IN MEMORY OF EJ TOON.**
Resolution: Ron Simpson proposed the plaque be displayed on a temporary basis in the foyer of the Town Hall until a long-term location is found. Seconded by Christine Edwards and approved with three abstentions due to dispensations.
- 018/20 17 – CORRESPONDENCE.**
Item regarding large amounts of motorbikes in the town and nuisance of noise / speeding
Resolution: David Casewell proposed that the Clerk's office forward correspondence received to Rutland County Council and to the police for their comments and action. Seconded by Mark Shaw and unanimously approved.

The meeting closed at 9.45pm.

The next meeting scheduled is the Annual Council Meeting on 1st July 2020.

The next Full Council meeting is scheduled for 5th August 2020.