



ANNUAL MEETING OF THE FULL COUNCIL

7.1p.m. Wednesday 15 May 2019
The Old Courthouse, The Burgage, Southwell

This meeting commenced later than advertised due to the Annual Parish Meeting running longer than anticipated.

7.30 p.m. **Present:** P Handley, L Harris, D Martin, B Prentice, P Rainbow, P Scorer, S Thompstone, S Reynolds, K Roberts, R Blaney, M Stott, P Harris

In attendance: T Broughton Clerk to the Town Council, County Cllr R Jackson (NCC), L Wright Deputy Clerk, K Green Assistant Clerk 5 members of the public.

MINUTES

1 To elect the Chairman of the Council.

Proposed Cllr Scorer, seconded Cllr P Harris – Cllr L Harris
Proposed Cllr Prentice, seconded Cllr S Reynolds – Cllr D Martin

Cllr L Harris 7 votes

D Martin 4 votes

1 abstention

AGREED Proposed Cllr Scorer, Seconded Cllr P Harris
Elected Cllr L Harris
Unanimous

2 To receive the Chairman's Declaration of 'Acceptance of Office of Chairman' and if not now received to agree to do so before or at the next meeting of the Full Council.

Duly signed by Cllr L Harris

3 Apologies for absence

AGREED Proposed Cllr Martin, Seconded Cllr Thompstone
Cllr M Brock (Personal), Cllr M Jeffrey (Personal), Cllr S Perry (Personal)
Unanimous

4 To Receive any declarations of interest

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered

must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
None

5 To elect the Vice Chairman of the Council

AGREED **Proposed Cllr Martin, Seconded Cllr Thompstone**
Elected Cllr S Reynolds
Unanimous

6 To receive the Vice Chairman's Declaration of 'Acceptance of Office of Vice Chairman' and if not now received to agree to do so before or at the next meeting of the Full Council.
Duly signed by Cllr S Reynolds

7 Minutes of previous meetings

7.1 Wednesday 17th April 2019 & Monday 29th April 2019

One member stated that there was a resolution to ask NCC to do a presentation on the allocation of funds in relation to where the Southwell Town Council funds should be allocated. Members could not recall this being a resolution but should be minuted as a note so that it is recorded.

It was stated that NCC polices remain unchanged with the definition 'frail elderly' in the deed of variation in relation to the Moorfield Court development and the original proposer is happy with the resolution.

AGREED **Proposed Cllr L Harris, Seconded Cllr Martin**
To accept the minutes dated 17th April 2019 of those present as a true record of the meeting
8 For 4 abstaining

AGREED **Proposed Cllr L Harris, Seconded Prentice**
To accept the minutes dated 29th April 2019 of those present at the meeting
Unanimous of those present at the meeting

7.2 Matters arising -

It was requested that the Clerk note the agenda items at the top of supporting documents to make it easier to locate the relevant papers for the meeting in the correct order.

It was suggested to re name the documents for the website to make it easier to locate minutes and agenda.

Clerk has requested that all printing of meeting documents to be requested prior to meetings in order to avoid waste paper.

Clerk reminded members of ways to access council emails and to contact her if any problems occur.

8 Opportunity for questions from Councillors and members of the Public

AGREED **Proposed Cllr Martin, Seconded Cllr Prentice**
To suspend standing orders to allow the public to speak
Unanimous

AGREED **Proposed Cllr L Harris, Seconded Cllr Rainbow**

To reinstate standing orders to continue with the meeting

Unanimous

None

9 County Councillor report

County Councillor would like to congratulate the Chairman on her new office.

Work has now commenced on upgrading the Race Course Road.

Work is also on-going at the Methodist Church Youth Club.

Drop in sessions at the Admiral Rodney are taking place for the PRF schemes and these have been very successful. The work on Personal Property should be completed by mid-December 2019.

One member asked about what the technical issues were for the denial of pedestrian crossings and beacons and if this is to do with sight lines these are actually good along Newark Road and Lower Kirklington Road. It was stated that some of the land belongs to the Town Council and the council should consider allocating some of the land to NCC for the implementation of a crossing.

It was asked whether the bus service particularly for people from Norwood Gardens who have to walk a distance to pick the bus up is channelling trade away from Newark.

10 District Councillor report

No report – The Chairman welcomed the new District Councillors.

11 To elect Committees and Sub Committees of the Council

11.1 Planning Committee -10 members

Cllr Scorer proposed Cllrs Perry, L Harris, M Brock, K Roberts, Scorer, Martin

Cllr Rainbow proposed Cllrs Jeffrey, Reynolds,

AGREED

Proposed Cllr Martin, Seconded Cllr Reynolds

All members elected as above

Unanimous

11.2 Finance and Scrutiny Committee-7 members

Cllr Rainbow proposed Cllrs Handley and Blaney,

Cllr Scorer proposed Cllrs Stott, P Harris, Thompstone, Brock

Cllr Reynolds proposed Cllr Prentice

AGREED

Proposed Cllr Martin, Seconded Cllr Blaney

All members elected as above

Unanimous

11.3 Operations Committee -10 members

Cllr Scorer proposed Cllrs P Harris, Prentice, Stott, Scorer, Roberts, Thompstone, L Harris

Cllr Prentice proposed Cllr Rainbow

Cllr Reynolds proposed Cllr Martin

Cllr L Harris proposed Cllr Blaney

AGREED

Proposed Cllr Martin, Seconded Cllr Thompstone

All members elected as above

Unanimous

11.4 Highways Sub-Committee

Cllr Rainbow proposed Cllr Jeffrey
Cllr Scorer proposed Cllrs P Harris, Perry, Roberts, Scorer

AGREED **Proposed Cllr Blaney Seconded Cllr martin**
All members elected as above
Unanimous

12 To elect members of Working Groups/Steering Groups as below in instigate other Working Groups as appropriate:

12.1 Southwell Tourism Partnership - 3 STC members
Cllr Rainbow proposed Cllr Rainbow
Cllr Reynolds proposed Cllr Prentice
Cllr Scorer proposed Cllr Perry,

AGREED **Proposed Cllr Martin, Seconded Cllr Reynolds**
All members elected as above
Unanimous

12.2 Flooding Working Group - 3 members

Cllr Reynolds proposed Cllr Martin
Cllr Prentice proposed Cllrs Handley and Cllr P Harris

AGREED **Proposed Cllr Reynolds, Seconded Cllr Thompstone**
All members elected as above
Unanimous

12.3. Way Forward Steering Group - 10 members –

Cllr Martin proposed Cllrs Prentice, Martin and Cllr Jeffrey
Cllr Rainbow proposed Cllrs Handley and Cllr Rainbow,
Cllr Scorer proposed Cllrs Stott, Scorer, Perry, Roberts, Reynolds

AGREED **Proposed Cllr Martin, Seconded Cllr Reynolds**
All members elected as above
Unanimous

12.4 Communications Working Group 3 from the Way Forward Committee

Cllr Martin proposed Cllr Reynolds
Cllr Reynolds proposed Cllrs Roberts and Cllr Prentice

AGREED **Proposed Cllr Handley, Seconded Reynolds**
All members elected as above
Unanimous

13 To elect Trustees of:

13.1 Leisure Centre - 3 members

Cllr Prentice proposed Cllr Martin
Cllr Scorer proposed Cllrs Perry and P Harris

AGREED **Proposed D Martin, Cllr P Handley**
All members elected as above
Unanimous

13.2 Easthorpe Common Lands Foundation, 1 non- members
Cllr Martin proposed Cllr Blaney

AGREED **Proposed Cllr Martin, Seconded Cllr Rainbow**
Mr R Dobson, Cllr Blaney elected
Unanimous

Clerk to write to Mr Robinson and Mr Dobson to thank them for all their work.

14 To elect members to represent the Council to the following bodies and other organisations as appropriate:

14.1 Charity for Poor and Sick Poor:- 5 members and this is a continuation post of the 4 years

Cllr Scorer proposed Cllrs Perry, P Harris and Thompstone
Cllr Rainbow proposed Cllr Rainbow and Mr MacAndrew

Mr MacAndrew is prepared to continue and clerk to send a thank you for his continued service

This is a four year term.

AGREED **Proposed Cllr L Harris, Seconded Cllr Rainbow**
All members elected as above
Unanimous

14.2 Fairtrade Foundation, 2 members elected:-

Cllr Martin proposed Cllrs L Harris and Rainbow

AGREED **Proposed Cllr Martin, Seconded Cllr Prentice**
All members elected as above
Unanimous

14.3 Minster School Liaison, 1 member elected –

Cllr Thompstone proposed Cllr Roberts

AGREED **Proposed Cllr Thompstone, Seconded Cllr Stott**
Cllr Roberts elected
Unanimous

14.4 Safer Neighbourhood Group, 1 member elected:-

Cllr Reynolds proposed Cllrs Rainbow and Prentice

AGREED

Proposed Cllr Reynolds, Seconded Cllr Martin

All members elected as above

Unanimous

14.5 NTU Brackenhurst Liaison Representative –

Cllr Reynolds proposed Cllrs Martin and Thompstone

AGREED

Proposed Cllr Reynolds Seconded Cllr P Harris

All members elected as above

Unanimous

15 To elect the Council's Risk Assessment Panel. 3 Members (from Finance & Scrutiny Committee)

Cllr Prentice proposed Cllr Handley

Cllr Thompstone proposed Cllr Stott

Cllr Blaney proposed Cllr Blaney

AGREED

Proposed Cllr Reynolds Seconded Cllr Prentice

All members elected as above

Unanimous

16 To elect the Council's Human Resources Panel. 3 Members (Chairman, Chairman of Finance & Scrutiny, plus 3 other Councillors and Clerk. Both genders to be represented)

Cllr Rainbow proposed Cllr Prentice and Cllr Rainbow

Cllr Martin proposed Cllr Martin

AGREED

Proposed Cllr Martin Seconded Cllr Handley

All members elected as above

Unanimous

17 To resolve into Committees for the purposes of electing a Chairman and Vice Chairman as appropriate of:

17.1 Planning Committee.

Cllr Martin proposed, Cllr Roberts seconded Cllr Scorer - 4 in favour

Cllr Reynolds proposed Cllr L Harris seconded Cllr Martin - 2 in favour

Chairman – elected

AGREED

Proposed Cllr Martin, Seconded Cllr Roberts

Cllr Scorer to be elected as Chairman of Planning Committee

Unanimous

Vice Chairman –

Cllr Scorer proposed Cllr Martin as Vice Chairman Planning Committee

AGREED

Proposed Cllr Scorer, Seconded Cllr Reynolds

Cllr Martin to be elected as Vice Chairman of Planning Committee

Unanimous of those Planning Committee members present

17.2 Finance and Scrutiny Committee.

Chairman –

Cllr Blaney proposed Cllr Handley as Chairman of Finance & Scrutiny Committee

AGREED

Proposed Cllr Blaney, Seconded Cllr P Harris

Cllr P Handley to be elected as Chairman of Finance & Scrutiny Committee

Unanimous

Vice Chairman –

Cllr Thompstone proposed Cllr Stott

AGREED

Proposed Cllr Thompstone, Seconded Cllr P Harris

Cllr M Stott to be elected as Vice Chairman of Finance & Scrutiny Committee

Unanimous of those Finance & Scrutiny Committee members present

17.3 Operations Committee

Chairman

Cllr Scorer proposed Cllr P Harris Cllr Thompstone seconded – 8 votes For

Cllr Martin proposed Cllr Prentice Cllr Rainbow seconded – 2 For

Proposed Cllr Scorer , Seconded Cllr Thompstone

Cllr Harris – to be elected as Chairman of Operations Committee

8 For 2 abstain

Proposed Cllr Blaney , Seconded Cllr Martin

Cllr Prentice Vice Chairman to be elected as Vice-Chairman of Operations Committee

Unanimous

Note the Chairman/ of other Working Group/ Panels will be elected at their first meeting.

Cllr Rainbow left the meeting at 20.13

18 Proposal – to create a Town Council Climate Change Working Group to develop an Action plan for Southwell

An additional Working Group is suggested to look at Climate Change and Environmental issues with a view to look at a strategy for the town.

It was suggested that this should be a task and finish group that reports back to the Operations Committee within six months to decide whether to continue.

One member already works with students on Green Southwell. It was also suggested that this Working Group would be better placed with Way Forward Steering Group.

It was asked what pressures this would bring on the staff as they are already over loaded.

It was stated that it will be a strategy group and no pressures on staffing.
Clerk advised that the working group should initially report to Full Council.

AGREED

Proposed Cllr Reynolds, Seconded Cllr Prentice

To establish Town Council Climate Change Working Group to develop an Action Plan for Southwell as a Task and Finish Group to report to Full Council

Unanimous

- 19** Update on CCTV costs. **Proposal:** To resolve for Clerk to sign CCTV agreement with NSCD – previously circulated -

AGREED

Proposed Cllr Scorer Seconded Cllr Prentice

Clerk to sign the CCTV agreement

Unanimous

- 20** **Proposal:** To resolve for the Clerk to sign TIC Licence to occupy agreement for one year on the foyer of Southwell Minster Centre - £1833.33

AGREED

Proposed Cllr Prentice Seconded Cllr Reynolds

Clerk to sign the Minster TIC Licence

Unanimous

- 21** **Chairman's Report and Announcements.**

Welcome to the Council and looking forward to working with all members

- 22** **Town Councillors' and Working Group Reports** – Next Flood Delivery Board Meeting is on 5th June 2019 – Clerk to the Town Council attends.

- 23** **Operations Matters -**

To note the Minutes of the Operations Committee meeting of 10th April 2019

Cllr Scorer was present at the 10th April meeting. It was requested that minutes are to be more precise in order for better understanding to members who have not attended the meeting.

- 24** **Planning Matters**

24.1 To note the Minutes of the Planning Committee meeting dated 1st May 2019 – previously circulated

24.2 Planning Application Ref: 18/01363/FULM Land off Lower Kirklington Road – proposed residential dwelling for 80 dwellings

Chairman of Planning raised this at the previous planning meeting. Amendments are difficult to understand. Chairman of Planning gave an overview of the application.

Cllr Scorer proposed object in strongest possible to the implementation of traffic lights for the development.

It was stated that the distribution of social housing is distributed as outlined in the Neighbourhood Plan. One member felt that the District Council were not adhering to the District Council plan. It was suggested that comments are aligned to specific SNP policies.

AGREED

Proposed Cllr Scorer , Seconded Cllr Martin

To repeat the previous objections and to include issues with community involvement.

11 For 1 Abstention

25 Finance Matters – Bills for payment and Late Bills for payment

AGREED

Proposed Cllr L Harris, Seconded Martin

To extend the meeting beyond 21.00

11 For 1 Against

25.1 To note the Minutes of the Finance & Scrutiny Meeting dated 24th April 2019

25.2 Bills for payment and Late Bills for payment – Cllr L Harris & Cllr P Scorer to be Council signatories.

25.3 Grant Applications received – Gate to Southwell grant application – Chairman of Finance & Scrutiny suggested to request the accounts – and it be referred to Finance & Scrutiny. It was stated that it should not be given to a profit making company.

AGREED

Proposed Cllr L Harris , Seconded Cllr Blaney

Approved the bills for payment

Unanimous

AGREED

Proposed Cllr Reynolds, Seconded Scorer

To write to the organisers of Gate to Southwell that the Council cannot donate £500 but can continue officer support and free room hire.

Unanimous

26 Correspondence

Outlaw Half Triathlon 19th May 2019 is due to take place with some road closures in place.

27 Date of next meeting. Wednesday 19th June 2019

The meeting ended at 21.09

Signed Date:.....
Chairman, Southwell Town Council