

Minutes of Meeting: ANNUAL TOWN COUNCIL

Date and Time: Wednesday 17th May 2023 19.00

Venue: The Old Courthouse

Present: Cllrs Stott (Chair) Berridge, Bostock, Brooker, Baron, P Harris, L Harris, Blaney, Brock, Jackson

In Attendance: L Wright – Clerk to the Council, A Brackenbury – Project Manager

23/05/001 To elect the Chairman of the Council

Cllr M Stott

Proposed P Harris Seconded R Blaney

Cllr M Stott duly elected

Cllr M Stott accepted the re election as Chair and gave his thanks to fellow Councillors and staff and welcomed the new Councillors.

Cllr Blaney commended Cllr Stott for his exemplary work for the council and looks forward to the coming year - this comment was also echoed by the Clerk on behalf of the Office staff and Ground staff.

23/05/002 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

Signed Declaration

**23/05/003 To elect the Vice Chairman of the Council
Proposed Peter Harris Seconded Roger Blaney
Cllr Brock duly elected**

23/05/004 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

Signed Declaration at the meeting.

23/05/005 Apologies for absence – Cllr Roberts, Perry, Lightwood – Apologies

23/05/006 To receive any declarations of interest

Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011. – None

23/05/007 Minutes of previous meetings

7.1 Minutes Wednesday 19th April – previously circulated

Agreed Unanimously by all those in attendance

7.2 Matters arising (not covered by the Agenda – for information only).

NCC Bill for Minster Field - requested any assistant from Councillors at the time any evidence where there was an agreement to “suspend” the rent.

23/05/008 Opportunity for questions from Councillors and Members of the Public - none

23/05/009 Chairman's Report and Announcements

23/05/010 To elect Committees and Sub Committees of the Council – see attachment

- 10.1 Planning Committee – 10 members
- 10.2 Governance & Finance Committee – 9 members
- 10.3 Town Environment Committee – 9 members
- 10.4 Human Resources Committee – 5 Members

Agreed unanimously.

23/05/011 To elect members of Working Groups/Panels as below and instigate other Working Groups as appropriate – see attachment

- 11.1 Strategic Planning 2023-26 Working Group- 5 specified members
- 11.2 CIL Strategic Planning Working Group – 3 members
- 11.3 Climate Change Working Group- 3 members
- 11.4 Communications Working Group- 3 members
- 11.5 Market Working Group – 6 members
- 11.6 Neighbourhood Plan Working Group -4 members
- 11.7 Tourism Partnership – 3 members
- 11.8 Events Working Group – 5 members
- 11.9 Future Transport Working Group -3 members
- 11.10 Car Park Charging Working Group – 3 members

Agreed unanimously.

23/05/012 To elect the Council's Risk Assessment Panel 3 Members (from Governance & Finance Committee) – see attachment

23/05/013 To elect members to represent the Council to the following bodies and other organisations as appropriate. – see attachment

- 13.1 Charity for the Poor & Sick Poor 3 member, plus Non council member
- 13.2 Minster School Liaison – 1 member
- 13.3 NTU Brackenhurst Liaison Representative – 1 member
- 13.4 Safer Neighbourhood Group minimum – 1 member
- 13.5 Sports Forum Representative – 1 member
- 13.6 Friends of Southwell Playparks – 1 member
- 13.7 Friends of Ash Tree Spinney - 1 member
- 13.8 Green Southwell – 1 member- tbc

Agreed unanimously.

23/05/014 To resolve into Committees for the purposes of electing a Chairman and Vice Chairman as appropriate of

- 14.1 Planning Committee
Chair – J Berridge Vice chair Malcolm Brock
- 14.2 Governance & Finance Committee
Chair – P Harris Vice chair R Blaney

- 14.3 Town Environment Committee
Chair – L Harris Vice chair K Roberts
- 14.4 Human Resources Committee
Chair – M Stott
All above duly elected

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

23/05/015 Finance Matters – no financial reports until June due to year end closedown

- 15.1 Bills for Payment – previously circulated
- 15.2 Late bills for payment (to be circulated)

Agreed Unanimously

Cllr Rainbow and Cllr Stott will officially sign off on Monday 22 May 2023

23/05/016 Review date of the Policies as per Standing Order 2j iii/iv – previously circulated

- 16.1 Approve Standing Orders – previously circulated
- 16.2 Approve Financial Regulations – previously circulated
- 16.3 Approve Councillor Code of Conduct - previously circulated
- 16.4 Policy adoption and renewal dates – previously circulated

Agreed by majority 1 abstention.

23/05/017 General Power of Competence- previously circulated

Agreed Unanimously

23/05/018 Councillors to resolve to use only Southwell Town Council email addresses when conducting Town Council business – previously circulated

Proposed L Harris Seconded R Blaney

Agreed unanimously

23/05/019 Future Meetings

- 19.1 To agree and note dates for 2023-24 Meetings previously circulated

Agreed unanimously

23/05/020 Decision on how to fill the vacancy in West Ward.

It was agreed unanimously to take the Clerks advice and advertise the vacancies as casual vacancy with an invitation to speak at the next full council.

Agreed unanimously

23/05/021 County Councillor Report

Positive steps had been taken to get the resident in touch regarding the upgrade to the broad band.

Peppercorn rent had previously been agreed for land at Minster Field any further discussions around the bill to involve Cllr Jackson.

GTSF Road closure fee has been waived.

Harveys Field will be having board holes to test the surface layer of Calcareous Tufu, if reservoir it will need to be lined.

90% Sure that The Ropewalk re surfacing will be completed in 23/24

23/05/022 District Councillor Report

Nothing to report as no meeting held since election

23/05/023 Clerk/Project Manager Report – previously circulated

- 23/05/024** **Application for Grant from the Gate to Southwell Music Festival** – previously circulated
Agreed unanimously to Grant of £500 towards the bus link to make the festival accessible to the town. Cllr Harris agreed that G & F will agree to find the funds
- 23/05/025** **Review of the Draft Partnership Agreement with Southwell Heritage Trust** – previously circulated
- Any comments regarding the draft partnership with the Heritage Trust to the Clerk before the June meeting.
- 23/05/026** **Proposal for the Future Management of Ash Tree Spinney** – previously circulated
Unanimously agreed to the Council accepting the risk by pausing the work at Ash Tree Spinney.
The Clerk advised that there would be no insurance in place, and it would be at the Councils risk if they pause the work.
Cllr Berridge and Clerk to arrange a meeting with Sean Davies from NSDC.
- 23/05/027** **To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting.**
27.1 Draft Governance & Finance Meeting – 25th April 2023
27.2 Draft Planning & Highways Meeting – 4th May 2023
- 23/05/028** **Items for Communication**
All Councillors are invited to the new Reach Facility to have a look around.
Councillors agreed to the evening of 25/05/23 at 7pm.
Apologies received for Annual Team Meeting:
Cllrs Baron, Bostock, Stott
Cllr M Brock agreed to chair in Chairs absence.
- 23/05/029** **Items for discussion at next meeting**
- 22/05/030** **Date of next meeting** Wednesday 21st June 2023 7pm

Meeting closed 21.15

Abigail Brackenbury
Project Manager

19/05/2023