

Notice of Meeting: FULL COUNCIL

Date and Time: Wednesday 19th April 2023 19.00

Venue: The Old Courthouse

Members of the Public are invited to attend in person

AGENDA

22/04/209 Apologies for absence

22/04/210 To receive any declarations of interest under the provisions of sections 27-34 and Schedule 4 of the Localism Act 2021

22/04/211 Approval of Minutes of previous meeting

211.1 Full Council Meeting 15th March 2023 – previously circulated

211.2 Matters Arising (not covered in the agenda) – for information only

211.2.1 Fruit Tree Work – no further progress

211.2.2 Riverside Bridge and Walk – no further progress

211.2.3 Communications and Social Media policy – no further progress

22/04/212 Opportunity to hear questions or statements from members of the public

22/04/213 County Councillor Report

22/04/214 District Councillors Report – previously circulated

22/04/215 Chairs Report and Announcements

22/04/216 Clerks Monthly Report – previously circulated

22/04/217 Finance

217.1 Draft Income/Expenditure to 31st March 2023 – previously circulated

217.2 Draft Reserves to 31st March 2023 – previously circulated

217.3 Bills for Payment – previously circulated

217.4 Late bills for payment (to be circulated)

217.5 Payment of NCC bill for Minster Field – previously circulated

22/04/218 The Motion under Standing order 1b to amend standing orders June 2022 to include amends from model standing orders March 2023. – previously circulated

22/04/219 Governance a & Finance

219.1 To accept proposal for the Grant and Aid Strategy – previously circulated

219.2 To accept the recommendation for the new Car Park Charges- previously circulated

- 22/04/220 Planning and Highways**
220.1 Application for variation of licence – previously circulated
- 22/04/221 Approval of the following Memorial Donations as previously discussed**
221.1 Donation of a Memorial Bench from Rainbows, to be positioned on the Burgage
221.2 Acceptance of a Memorial Oak Tree to be positioned on Froggatts Field near the present memorial tree
- 22/04/222 Tree Works**
222.1 Review of Risk Assessment panel notes – Cllr Roberts- previously circulated
222.2 Tree works update and Ash Tree Spinney decision – previously circulated.
- 22/04/223 Project update** – previously circulated
- 22/04/224 Coronation Grant spend approval** – previously circulated
- 22/04/225 Removal of Brackenhurst Sign** – verbal update
- 22/04/226 Progress on Kings Street Road Closure** – verbal update
- 22/04/227 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**

227.1 Planning & Highways Meeting – 5th April 2023 – previously circulated
227.2 Human Resources Meeting – 6th March 2023 -previously circulated
- 22/02/228 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1970 as amended by Section 100 of the Local Government Act 1972 for the following confidential items:**

228.1 HR Update
228.2 Skatepark Funding
- 22/04/229 Items for discussion at next meeting**
- 22/04/230 Items for Communication**
- 22/04/231 Date of next meeting – 17th May 2023 Annual Town Council Meeting**
31st May 2023 Annual Town Meeting

Lesley Wright
Clerk to Southwell Town Council
13/04/2023

Minutes of Meeting: FULL COUNCIL

Date and Time: Wednesday 15th March 2023 19.00

Venue: The Old Courthouse

Present: Cllrs Stott (Chair), Brock (Vice Chair), Blaney, L Harris, P Harris, Martin, Perry, Rainbow, Reynolds, Roberts, Thompstone. Lightwood, Handley, Scorer & Jeffrey

In attendance L Wright, Clerk. 2 members of the public

22/03/186 Apologies for absence -none

22/03/187 To receive any declarations of interest under the provisions of sections 27-34 and Schedule 4 of the Localism Act 2021 – none declared.

22/03/188 Approval of Minutes of previous meeting

188.1 Full Council Meeting 15th February 2023

Proposed M Stott Seconded S Reynolds

To note the addition of the changes by Cllr Handley regarding his attendance and the project list

Agreed by majority I against

188.2 Matters Arising (not covered in the agenda) –

22/03/189 Opportunity to hear questions or statements from members of the public- none

22/03/190 County Councillor Report

There is possible funding for the replacement of the bridge on Riverside, there was some discussion on if the options were to replace or repair. Clerk to seek further clarification

There is still investigation work on the groundsman cottage.

No one has accepted responsibility for the Saracen Head entrance, Cllr Jackson is still investigating.

Via had not accepted responsibility for clearing the dyke on Nottingham Rd, Cllr Jackson to follow this up.

Footpath 81 – member of the Via team has received some unpleasant emails when they are only carrying out the correct procedures. This was a notification of a request for Footpath 81 to be diverted not a consultation.

Pressure is being applied to bring road repairs in Southwell forward for the Ropewalk and Nottingham Rd

Work is progressing to the enforcement of 20mph signs in the town.

A councillor asked if litter picking could be arranged for the roundabout near Oxton Hill

22/03/191 District Councillors Report – noted.

Cllr Blaney corrected the PH/MB report as it stated Tubb report 2 was the same as Tubb report 1 and not as stated in the report

22/03/192 Chairs Report and Announcements

John Robinson, an ex-councillor has died suddenly, the Council paid tribute to contribution to the council.

The Memorial Oak, supplied by N&SDC will be planted on Saturday 18th March at 1pm

The Chair is to write on the Sees Mayor to try and re start communication and revive the twinning association

A letter has been received from the Southwell Heritage Trust to request a closer working relationship with STC, a meeting is to be arranged and all councillors are welcome

A request for a memorial tree has been received from a resident to plant a tree on Froggats Field which is to be planted near the present memorial tree.

22/03/193 Clerks Monthly Report – noted

The Clerk explained the complexities and legalities of Ash Tree Spinney and the need for a further Bat Survey

22/03/194 Finance

194.1 Draft Income/Expenditure to 28th February 2023 – previously circulated

194.2 Draft Reserves to 28th February 2023 – previously circulated

194.3 Bills for Payment – previously circulated

194.4 Late bills for payment (to be circulated)

Proposed Cllr M Stott Seconded Cllr P Rainbow

To accept items 194.1 -194.4

Agreed Unanimously

22/03/195 To be tabled Motion under Standing order 1b to amend standing orders June 2022 to include amends from model standing orders March 2023. –

Agreed Unanimously

22/03/196 Proposal to appoint the Deputy Clerk as Responsible Finance Officer (RFO) and the Clerk as Deputy RFO – previously circulated

Proposed Cllr M Stott Cllr P Harris

To agree in principle but for further information to Full Council is required on any extra costs and to agree new job descriptions .

Agreed Unanimously

22/03/197 Proposed change of date of Annual Town Meeting to 31st May

Agreed Unanimously

22/03/198 Parks & Open Spaces

198.1 Spiders Net Decision Required – To accept recommendation from Town Environment to repair the Spiders net and allocate the costs up to £4500 allocated from the open spaces reserve.

Agreed Unanimously

198.2 Fruit Tree Walk – no further progress.

Agreed unanimously to suspend and subsequently reinstate standing orders for a member of the public to speak.

FOSP playpark have requested a wish to work more closely with STC in the future and for a Councillor to attend their meetings.

198.3 Riverside Path & Bridge –

The Clerk expressed concern regarding the council obligations in taking ownership of the bridge and is contacting the council insurance company

Agreed by Majority to accept the 4 proposals. 1 abstain, 1 against

22/03/199 Project update – the Council referred the priority list back to the Town Environment Committee in May

22/03/200 Proposal to adopt the following policies

200.1 Communication Policy – Communications Working Group – previously circulated.

200.2 Social & Media Policy – Communications Working Group – previously circulated.

Polices 200.1 & 200.2 to be reviewed and deferred to the next meeting

200.3 Councillor /Officer Protocol – HR Committee –

Proposed Cllr Martin Seconded Cllr Thompstone

Agreed unanimously

22/03/201 Strategy/ Business Plan 2023-26 –
Proposed Cllr Stott Seconded Cllr Reynolds
Agreed Unanimously

22/03/202 Planning Matters to be discussed :

202.1 Flood Alleviation Work to the South of Church Street ES7345

Southwell Town Council considered application NCC ES 4375 Land to South of Church Street and agreed unanimously to no objection to this application but ask that the following conditions are included : FP12 be made to the same standard and joined up to FP15 to create a suitable route around the bund The committee query the need for a fence on the northern boundary to Minster Field Any alteration of the boundary fence to follow the ownership line or get written permission from all three parties of an alteration of the line to facilitate erection, the STC Orchard land to be excluded from the fencing

Proposed Cllr D Martin

Seconded Cllr K Roberts

202.2 Letter regarding Bilsthorpe Incinerator – letter to be sent to the District Councillor thanking him for drawing this to the Councils attention and they will comment on the planning application when asked to do so

22/03/203 Removal of Brackenhurst Sign – no update

22/03/204 Proposal to live stream meetings –

Recommended to the next council and to research suitable equipment to enable clearer live streaming

Agreed by majority 1 abstain

22/03/205 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

205.1 Planning & Highways Meeting – 1st March 2023 – noted

205.2 Town Environment Meeting – 8th March 2023 -noted

22/03/206 Items for discussion at next meeting

Kings Street Road closure
Brackenhurst sign re siting.

22/03/207 Items for Communication

Grant funding

22/03/208 Date of next meeting – 19th April 2023

Meeting Closed 21.00

Signed

Chair of Southwell Town Council

Date

Agenda item 191

WARD MEMBERS' (Peter Harris & Malcolm Brock) REPORT FOR March 2023

Since our last report there has been Licensing Committee, General Purposes Committee [deals with Taxis and Polling Stations], a Planning Committee and a one meeting of the Cabinet. There will be a meeting of the Council on March 9

Saracen's Head

You will be aware that there is mounting local concern regarding the condition of the Saracen's Head. Oliver Scott (Senior Conservation Officer) reports that his team now has met with the Greene King contractors and 'work will progress in a timely fashion on the north range'. Moreover, the conservation team has made 'a thorough inspection of the interior wall paintings' and the interior in general. The Council has met with Greene King's contractors. Exterior work on the north side of the North Range [Grade 2* at risk] will start when the weather is appropriate for high quality heritage work. N&SDC officer Amy Schofield attended a pre-start meeting and work will progress in a timely fashion on the north range. The interior of the building is also on the agenda. The officer made a thorough inspection of the wall paintings and general interior, and Greene King have been made aware of concerns about the interior, including the condition of the wall paintings. Historic England remain involved in the current situation and are applying pressure to Greene King from their end. The Council is awaiting a formal response

Council Meeting

Housing rents will increase by 5% next year and proposals to increase them by 3% were rejected and suggestions for a 7% increase not taken forward. A 30 year Business Plan for housing strategy is to be developed.

The Council has accepted that the wording of a Cost of Living Challenge will be alerted to Cost of Living Crisis.

The contracting of littering enforcement to an independent company WISE is to be extended to a further three year contract.

The March meeting on March 9 will hear answers to questions about the efficacy of the bike hire scheme in Newark Town Centre. The meeting will set the Council Tax for 2024-2025. The proposed percentage increase in the District's tax of nearly 3% is not articulated in the report - but just below the Government's set trigger increase level of 3% or £5. This means for a D band house the District's tax is now proposed to be £189.16. Similarly tax increases for the County Council, Police and Fire and Rescue Service were given

as actual costs. The District Council has again proposed not to have a 'special rate' for houses in Newark. The tax for a Southwell Band D house will now total £2,356.95 a year.

Cabinet

Cabinet approved the kerbside glass collection. The approval followed a residential consultation across the District where some 95% of respondents voted in favour. However, the survey had 6315 responses which equates to 5.1% of the District's population. There were 579 responses from residents in Southwell (6%)

General Purposes Committee

It is proposed that due to the sale of Easthorpe Hall, the East Ward Polling Station is likely to be in the back outhouse of the Hearty Goodfellow. The Hockerton polling station will return to the Spread Eagle.

Policy and Performance Improvement Committee

A report on the Council's performance heard that 155 houses across the District have been supported to provide emergency housing for 244 Ukrainians. The Humanitarian Assistance Report Team [HART] continues to be in operation as an emergency community first response. The Household Support Fund is operating and the Community Support Scheme [in which the Town Council was unsuccessful this round] gave out £156k. However, much of the District's support for growth is centred on Newark with reports of the spending of £3.8m there. On June 5 the District is organising a Volunteer Thank You event. On Sept 8 a Sports Award event will be held.

Planning Committee

(i) Pear Tree Cottage Kirklington Road 22/023309/S73

This was variation of condition 11 application seeking design changes which would increase the floor area by 45 sq m.

STC Planning Committee objected unanimously. NSDC Conservation Team reported '.....amended plans address some of the concerns.....'

The application proposed some significant material changes. '.....to a black timber and metal cladding (in lieu of natural timber cladding) and from slate tiles to a black metal standing seam roof'

Officers recommended approval of this application. The committee approved the application, though the decision was not unanimous.

(ii) Sainsbury's Planning Application

It has been brought to the attention of MB that that a document I shall refer to as the 'Tubb Report 2', I understand, has been submitted to NSDC. It is of particular interest to some other parties. I understand this to be a report which further investigates retail information regarding Southwell. The outcome, seemingly, is that the author has changed his mind and now views the application favourably.

I present this as a matter of fact observation and have made no comment. I understand that the Chair of Planning (STC) is now also familiar with this document.

District Council Report March 2023

Outcome of the Consultation on a Kerbside Glass Collection Service

The results of the consultation on kerbside glass collection were presented to the NSDC cabinet meeting on 21st February.

This service was considered by the Policy, Performance Improvement Committee and was unanimously decided that a recommendation go to Cabinet and a resident's consultation/survey be undertaken to access views before implementing the service.

A short 5 question survey was available for residents between Friday 13th January and Sunday 12th February. The survey was advertised by social media, local councils and was also included in the information literature received by every household in the district.

The survey was completed by 6,315 residents.

This equates to 5.1% of the district's population.

98% of respondents gave a Newark and Sherwood postcode.

There were 579 responses from Southwell which equates to 6% of our residents.

92.7% (5,854) of respondents were in general support of the proposal to introduce a kerbside glass recycling service in Newark and Sherwood.

7.3% (461) were not in support.

Most support and positive interest came from Farnsfield, (99%)Trent ((98%) and Rainworth South and Blidworth (97%)

Southwell was joint 10th on the list, of 21, with 95% responding in support of introducing a service.

Reasons for not wanting the service -

not generating much glass waste, the cost to the Council would be too much, having insufficient space to accommodate a further bin and frequency of collection.

What happens next -

February 23 Budget confirmed

Feb/Mar 23 Order the vehicles required

Mar/May 23 Audit to establish properties with communal bins

June 23 Letter to every household

June/July 23 Households can opt out of the service

Aug 23 final numbers, bins ordered

Aug/Oct 23 Glass rounds designed

Jan/March 24 Bins delivered

Feb 24 Staff recruitment

April SERVICE COMMENCES

NSDC responses to the cost of living crisis:

Through its day to day services, the Council already provides a wide range of support to those who are most in need and at the

Cabinet meeting in December, set aside a fund of £150,000 to further help...

£20,000 on supermarket vouchers to be dispensed through food banks.

£30,000 on fuel vouchers.

£5,000 on advertising Citizens Advice etc

£40,000 on further debt advice

£4,500 on Healthy food project

£2,800 on Local food clubs

£10,000Household and hygiene packs

£10,000 energy boxes

£10,000 help for businesses

£15,000 Shop local campaign inc social media

The above also includes monies from the shared prosperity fund and the HRA.

Cllr Penny Rainbow

Ward member, Southwell

Agenda item 214

WARD MEMBERS' (Peter Harris & Malcolm Brock) REPORT FOR April 2023

Since our last report there have been very few meetings - with at least two being cancelled.

Planning

Sainsbury's application

The proposal was for 'neighbourhood hub store' approximately comparable in floor area to that of the Co-op store in Southwell.

The Planning Officers concluded that there was no policy support for the proposal and that it was contrary to the Development Plan. The Development Plan has primacy in making such decisions. This proposal was outside the urban boundary of Southwell and, in planning terms, located in the open countryside.

Officers reported that the proposal would conflict with the environmental objectives of the Development Plan. Members of the planning committee undertook a site visit and subsequently voted unanimously against the proposal. Cllrs P Scorer and P Harris addressed the meeting. The meeting devoted some 90 minutes to this proposal.

It is instructive to report how surrounding parishes viewed the proposal in their formal submissions. Halloughton Parish; support. Halam Parish; object. Rolleston Parish; support. Fiskerton Parish; abstain. Bleasby Parish; object. Kirklington Parish; support. Edingley Parish; object

Licensing Act 2003; Hearty Goodfellow

There is an application from Everard's Brewery Ltd to incorporate a new outdoor bar within the garden of the Hearty Goodfellow (King Street, Southwell) to operate daily between 11.00 and 22.00 hours.

Any representations regarding this should be submitted to NSDC (Licensing and Enforcement) by 01.05.23. Such representations should have regard to (i) prevention of crime and disorder (ii) public safety (iii) prevention of public nuisance (iv) protection of children from harm.

Cabinet

The March Cabinet meeting considered a new Customer Strategy. This resulted from work chaired by Peter to improve response to residents and visitors, including giving a named officer who will follow issues through to a conclusion. Times of response will also be clearer so that people contacting the Council will know when to expect a report back or conclusion. The times for opening telephone lines and webchat are to be extended on trial basis. Training will be implemented across every member of staff and there will be 'secret customer' tests to ensure that the response of the Council is what is expected.

The April Cabinet meeting was cancelled

Council

The new Council meets for the first time on May 23.

Agenda item 216

Clerks Report April 2023

Unfortunately, ground staff have been kept busy again this month with Anti-social behaviour at the WRMG with broken glass and the breaking of the Heras fencing. A crime number has been received and the insurance company have been contacted. CCTV and the Police have been informed and both are increasing the monitoring of the area.

There has also been anti-social behaviour in Church Street toilets. The toilets are now open until 6pm and on Sundays.

The WRMG toilets are now open until 6pm and the cleaner has reported problems which people using the sink to wash muddy items, therefore causing extra cleaning, this situation is being monitored.

The toilet pipe from the Football club has been leaking, this has now been repaired.

Projects – see agenda item 223

Tree Works update – see agenda item 222

Events

Coronation weekend planning with the Minster

Coronation Grant for £1000 applied for

Parks & Open Spaces

Grass cutting has started.

Squires pond play area cleaned, trips hazards filled, turf laid to cover worse areas.

Work to commence on the Spiders net repair.

The Squires Play area has been cleaned and topsoil and turf applied to trips hazard area

The skate park has had further repair, some the equipment will need removing in the near future.

Extensive work is required on the Minster Field Hedge, the ground staff have been making it safe. Further research is required on the ownership the hedge and strip of land

Priorities for next month

Recruitment

Year End Close Down

Internal Auditor

Complete Tree works

Summer in Southwell leaflet

New Councillor packages to be assembled

Skatepark funding

Renewal of Insurance policy

Neighbourhood Plan

Confirmation of Events calendar

Planning Annual Town Meeting

Watering system

Training

Abi - Community Event Management

Lesley – Filca

Ground staff in complete on line courses

Agenda item 217 Budget 2022/23 Overspends

101

Subscriptions

£1,436.44 – NALC (this relates to 2023.24 and will be adjusted at the year end closedown)

Donations

£1,000.00 – Gate to Southwell Festival

£1,162.50 – Live at Home

£2,000.00 – Ukrainian Refugees

Professional Fees

£2,959.00 – Tallents Invoice re EV Charging Points (this is the figure net of VAT)

£850.00 – Tallents Invoice re Old Court House (Frances Day Bridal)

Total – £9,407.94

102

The budget figure for 2022.23 did not include the transfers from reserves for Project Co-ordinator and groundstaff time for Humberstone Road and Dudley Doy

107

£3,303.04 – Waste Removal at the Market (this relates to 2023.24 and will be adjusted at year end closedown)

109

£4,000 – Relates to increased energy costs and also inherited costs from when Minster Building vacated

110

£3,134 – Due to change in our communications i.e. monthly article in the Bramley Newspaper

[illegible]

Reserves in 2022-23

Reserves at 1st April 2022

First Part Decorating
 Safety Surface Under Slingshot (WMRG)
 New Watering System
 Extra Hanging Basket Brackets (Install)
 Old Court House Electrical Works
 Exterior Painting Old Court House
 Project Manager Costs
 Increase Election Reserve
 Ground Staff Costs
 R Covill - Pitch Maintenance
 New Boiler - Court House Chambers
 Repairs to Back Office
 Gabion Wall
 Noticeboard Renovation
 Fish Stall Alterations
 Works to Lamp Columns
 Christmas Trees and Lights
 Norwood Gardens
 Welcome Back Fund
 Skate Park (FCC Payment)
 Spider Net
 Adjustment for carry forward 22.23
 Interior Decorating

Reserves at 31st March 2023

Notes

Committed Reserves

Norwood Gardens
 Skatepark
 Squires & Cludd Pond
 Electric Works - The Old Courthouse
 Spider Net Repair
 Decorating - The Old Courthouse
 Community Arts Project
 Ground Staff Costs
 Tree Works
 Christmas Trees/Lights
 Bike Racks
 Total Committed Reserves

GENERAL RESERVES								RESTRICTED RESERVES				TOTALS
OTHER SERVICES				DEVOLVED SERVICES								
Emergency Reserve	COMMITTED RESERVES							Infrastructure (CIL) Reserves	Devolution Dudley Doy Reserve	Devolution Adams Row Reserve	Devolution Humberstone Rd Reserve	Total Reserves
	Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns)	Toilets Reserve	Car Park Reserves					
310	313	312/334	314	332	321/322	333	316	311	330	331	329	
£ 46,136.94	£ 3,400.56	£ 18,091.14	£ 120,052.68	£ 4,249.34	£ 44,023.04	£ 3,700.00	£ 1,572.56	£ 236,744.28	£ 4,500.00	£ 756.00	£ 31,000.00	£ 514,226.54
-£ 2,600.00	£ 2,600.00							-£ 2,340.00				-£ 2,340.00
								-£ 3,574.50				-£ 3,574.50
								-£ 9,752.00				-£ 9,752.00
								-£ 1,690.00				-£ 1,690.00
								-£ 4,350.00				-£ 4,350.00
								-£ 2,400.00				-£ 2,400.00
								-£ 17,000.00				-£ 17,000.00
								£ -				£ -
								-£ 4,634.40				-£ 4,634.40
								-£ 3,350.00				-£ 3,350.00
								-£ 2,940.00				-£ 2,940.00
								-£ 2,925.00				-£ 2,925.00
								-£ 4,090.00				-£ 4,090.00
								-£ 373.96				-£ 373.96
								-£ 665.40				-£ 665.40
-£ 17,522.89								-£ 2,158.76				-£ 2,158.76
								-£ 19,816.00				-£ 19,816.00
								-£ 21,944.82				-£ 21,944.82
								£ 9,999.00				£ 9,999.00
								-£ 10,750.00				-£ 10,750.00
								-£ 575.00				-£ 575.00
								-£ 17,522.89				-£ 17,522.89
								-£ 5,097.00				-£ 5,097.00
								£ -				£ -
								£ 386,275.81				£ 386,275.81
								-£ 906.05				-£ 906.05
								-£ 30,468.00				-£ 30,468.00
								-£ 14,650.00				-£ 14,650.00
								-£ 1,100.00				-£ 1,100.00
								-£ 4,000.00				-£ 4,000.00
-£ 1,148.00	-£ 1,148.00											
-£ 500.00	-£ 500.00											
£ -	£ -											
-£ 15,212.00	-£ 15,212.00											
-£ 14,780.34	-£ 14,780.34											
-£ 555.00	-£ 555.00											
-£ 78,413.34	-£ 78,413.34											
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-£ 83,319.39	

Remaining Reserves

£ 26,014.05	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 16,597.17	£ 3,700.00	£ 1,572.56	£ 71,962.68	£ 4,500.00	£ 756.00	£ 26,365.60	£ 302,956.42	£ 302,956.42
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CASH POSITION BEFORE ANY PAYMENTS ARE MADE				£	
CCLA Deposit Account				£ 375,000.00	
NatWest Current Account				£ 30,474.02	
Natwest Direct Saver				£ 1,085.15	
Natwest Car Park Account				£ 5,022.86	
Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
3468	NSDC	23.24 RATES - KING STREET CAR PARK	£ 2,894.20	£ -	£ 2,894.20
3469	NSDC	23.24 RATES - MARKET	£ 1,397.20	£ -	£ 1,397.20
3470	NSDC	23.24 RATES - WMRG (WORKSHOP)	£ 995.51	£ -	£ 995.51
3471	NSDC	23.24 RATES - OLD COURT HOUSE	£ 8,645.18	£ -	£ 8,645.18
3472	NSDC	23.24 RATES - CHURCH STREET CAR PARK	£ 4,441.10	£ -	£ 4,441.10
3473	NSDC	DOG BIN CONTRACT - OCTOBER 2022-MARCH 2023	£ 1,950.00	£ 390.00	£ 2,340.00
3474	CAPITA/PAY 360	CARD TRANSACTION CHARGES	£ 2.09	£ -	£ 2.09
3475	SLCC	23.24 TRAINING - AB	£ 105.00	£ 21.00	£ 126.00
3476	SECURITY PLUS +	CASH PROCESSING FEE	£ 10.83	£ 2.16	£ 12.99
3477	LESLEY WRIGHT	MONTHLY ZOOM CHARGE	£ 11.99	£ -	£ 11.99
3478	LESLEY WRIGHT	MONTHLY ZOOM CHARGE	£ 12.99	£ -	£ 12.99
3479	YATES ENGINEERING LTD	ALTERATIONS TO FISH STALL	£ 665.40	£ 133.08	£ 798.48
3480	JEREMY HOWARD	YN17 AAE	£ 1,542.98	£ 308.58	£ 1,851.56
3481	CHRISTMAS PLUS	DISMANTLE CHRISTMAS TREES	£ 2,295.00	£ 459.00	£ 2,754.00
3482	OPTIQUE	GLASSES - AB	£ 380.00	£ -	£ 380.00
3483	SECURITY PLUS +	CASH COLLECTION FEE	£ 110.00	£ 22.00	£ 132.00
3484	OPUS ENERGY	UNMETERED SUPPLY 2 KING STREET CAR PARK	£ 24.69	£ 1.23	£ 25.92
3485	OPUS ENERGY	UNMETERED SUPPLY KING STREET CAR PARK	£ 11.84	£ 0.59	£ 12.43
3486	OPUS ENERGY	CHURCH ST TOILETS	£ 66.01	£ 3.30	£ 69.31
3487	OPUS ENERGY	MARKET PLACE	£ 29.54	£ 1.48	£ 31.02
3488	OPUS ENERGY	BISHOPS DRIVE	£ 33.94	£ 1.70	£ 35.64
3489	OPUS ENERGY	RECREATION GROUND	£ 13.05	£ 0.65	£ 13.70
3490	OPUS ENERGY	OLD COURT HOUSE	£ 154.37	£ 30.87	£ 185.24
3491	JAMES HALLAM	FLEET MOTOR INSURANCE	£ 533.48	£ -	£ 533.48
3492	BUCKLEY LANDSCAPE SUPPLIES LTD	TURF FOR SQUIRES POND	£ 262.50	£ 52.50	£ 315.00
3494	BE FUELCARDS	DIESEL/UNLEADED	£ 109.30	£ 21.83	£ 131.13
3495	VODAFONE	CARD PROCESSING FEE - SIM	£ 10.05	£ 2.01	£ 12.06
3496	THE FLAG SHOP	66FT BUNTING	£ 363.21	£ 72.64	£ 435.85
3497	BRANDON HIRE STATION	HERAS FENCING HIRE	£ 20.53	£ 4.11	£ 24.64
3498	BRANDON HIRE STATION	HERAS FENCING HIRE	£ 201.66	£ 40.33	£ 241.99
3499	BRANDON HIRE STATION	HERAS FENCING HIRE	£ 2.90	£ 0.58	£ 3.48
3500	BRAMLEY PUBLICATIONS	HALF PAGE ARTICLE IN BRAMLEY	£ 360.00	£ 72.00	£ 432.00
3501	T&M CLEANING	OFFICE CLEANING	£ 185.00	£ -	£ 185.00
3502	COUNTY SUPPLIES	A4 POUCHES	£ 11.98	£ 2.40	£ 14.38
3503	LUCY JOHNSON	CLEANING	£ 669.00	£ -	£ 669.00
3504	HANDICENTRE	CREW LANE GOODS	£ 79.64	£ 15.93	£ 95.57
3505	HANDICENTRE	QUEEN STREET GOODS	£ 138.95	£ 27.79	£ 166.74
3506	OPEN PLAN	NEIGHBOURHOOD PLAN CONSULTANT	£ 5,664.80	£ 1,132.96	£ 6,797.76
3507	FCC ENVIRONMENT	SKATE PARK CONTRIBUTION	£ 10,750.00	£ -	£ 10,750.00
3508	SSE	BURGADE GAS	£ 583.83	£ 116.76	£ 700.59
3509	SLCC	FILCA TRAINING - LESLEY WRIGHT	£ 120.00	£ 24.00	£ 144.00
3510	GROUNDWORKS	REPAYMENT OF UNUSED NP GRANT	£ 4,264.20	£ -	£ 4,264.20
3511	VISION ICT	HOSTED EMAIL ACCOUNTS	£ 324.00	£ 64.80	£ 388.80
3512	TURNBULL & SON	FELL LIME TREE - BURGADE	£ 1,000.00	£ 200.00	£ 1,200.00
3513	HONOR DUNKLEY	SURVEY MONKEY FEE	£ 384.00	£ -	£ 384.00
3514	STC	SALARIES	£ 11,635.20	£ -	£ 11,635.20
3514	STC	PAYE/NIC	£ 2,968.39	£ -	£ 2,968.39
3514	STC	PENSION	£ 3,880.74	£ -	£ 3,880.74
3515	UNICOM	PHONE/BROADBAND/MOBILE	£ 162.35	£ 32.47	£ 194.82
				£ -	£ -
	Total		£ 70,478.62	£ 3,258.75	£ 73,737.37
Signature 1			Date		
Signature 2			Date		

[illegible]

Southwell Town Council
FAO Tracy Broughton
The Old Courthouse
The Burgage
Southwell
Nottinghamshire
NG25 0EP

Invoice Number	Account Number
0096028930	618760
Enquiries regarding Invoice details to: Property Services Nottinghamshire County Council County Hall, NG2 7QP <u>Telephone No : 0115 977 3302</u> Nottinghamshire County Council County Hall, West Bridgford, Nottingham NG2 7QP	

Our Ref	VAT Reg No	Tax Date	Due Date
00052067	118180094	03.04.2023	17.04.2023

Page 1 of 2

DESCRIPTION	NET VALUE	VAT %	VAT AMOUNT
Contract No - 700583 52067:Southwell Playing Fields			
Rent Receivable	4000.00	0.00	0.00
Charge Period: 01.04.2020 - 31.03.2021			
Rent Receivable	4000.00	0.00	0.00
Charge Period: 01.04.2021 - 31.03.2022			
Rent Receivable	4000.00	0.00	0.00
Charge Period: 01.04.2022 - 31.03.2023			
Rent Receivable	4000.00	0.00	0.00
Charge Period: 01.04.2023 - 31.03.2024			
Rent charge -contract date adj	4000.00	0.00	0.00
For ways to pay this invoice please see reverse or our website at www.nottinghamshire.gov.uk/pay	Net Value	£	
	Total VAT	£	
	Total Due	£	<Continues>

Bank Giro Credit ABC

Reference	Credit account number	Amount Due
135	225 2627	Standard fee payable at PO counter
32		£
		Cheque acceptable

Cashier's
Stamp and Initials

Signature

Date

Barclays PLC
Automated Bulk Credit Clearing
Nottinghamshire County Council
73436535
63-36

**PLEASE RETURN THIS SLIP
WITH YOUR PAYMENT**
(For methods of payment see reverse)

CASH

CHEQUE

SORTING CODE NUMBER

25-26-27

£

Please do not write or mark below this line and do not fold this voucher

61876096028930 &7322252627 91 X

Southwell Town Council
FAO Tracy Broughton
The Old Courthouse
The Burgage
Southwell
Nottinghamshire
NG25 0EP

Invoice Number	Account Number
0096028930	618760

Enquiries regarding Invoice details to:

Property Services
Nottinghamshire County Council
County Hall, NG2 7QP
Telephone No : 0115 977 3302
Nottinghamshire County Council
County Hall, West Bridgford, Nottingham
NG2 7QP

Our Ref	VAT Reg No	Tax Date	Due Date
00052067	118180094	03.04.2023	17.04.2023

Page 2 of 2

DESCRIPTION	NET VALUE	VAT %	VAT AMOUNT
Charge Period: 01.04.2019 - 31.03.2020			
For ways to pay this invoice please see reverse or our website at www.nottinghamshire.gov.uk/pay	Net Value	£	20000.00
	Total VAT	£	0.00
	Total Due	£	20000.00

Bank Giro Credit ABC

135
32

Reference

61876096028930

Credit account number

225 2627

Amount Due
Standard fee payable at PO counter

£

Cheque acceptable

Cashier's
Stamp and Initials

Signature

Date

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61876096028930 &7322252627 91 X

Agenda item 218

It is recommended that, in the interests of effective meeting operation and administrative efficiency, the following changes be made to the Council's Standing Orders

Proposed Cllr Martin Stott, Seconded Cllr M Brock

Supported by Cllrs S Thompstone, P Handley, D Martin, R Blaney & S Reynolds

Draft Amended Standing Orders adopted at the July 2022 Full Council Meeting – revised March 2023

1 Standing Order Generally

- a. All or any part of any Standing Order **except one that incorporates mandatory statutory requirements of the Local Government Act 1972, written in bold below**, may be suspended in relation to any specific item of business by a resolution agreed by a vote without dissent of the Members of the Council present. Such resolution shall state the reason for such suspension
- b. A proposal to permanently add, vary or revoke a Standing Order shall, when proposed and seconded and supported by three other Members, be adjourned without discussion to the next ordinary meeting of the Council where it shall be voted on. It shall be passed by a two thirds majority of Councillors present.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

2 Ordinary Council Meetings including the Annual Meeting

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council decides.**
- c. Meetings of the Council shall be at 7pm. **If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair who shall not be designated 'Town Mayor' and Vice-Chair, if there is one of the Council.**
- f. **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

- g. **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a Member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a Member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting or Annual Meeting of the Council.
 - iii. Review and adoption of the Council's Standing Orders and Financial Regulations
 - iv. Confirmation that during the previous year the following have been reviewed by the Council:
 - the Terms of Reference for the standing committees,
 - the delegation arrangements to committees, sub-committees, staff and other local authorities, and review of the Scheme of Delegation.
 - the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - the representation on or work with external bodies and arrangements for reporting back.
 - the inventory of land and other assets including buildings and office equipment.
 - a confirmation of arrangements for insurance cover in respect of all insurable risks.
 - the Council's and/or staff subscriptions to other bodies.
 - the Council's complaints procedure.
 - the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation [see also standing orders 11, 20 and 21]
 - the Council's policy for dealing with the press/media.
 - the Council's employment policies and procedures.
 - the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.
 - v Appointment of any new committees and sub-committees in accordance with Standing Orders
 - vi Appointment of members to existing and new committees and sub-committees
 - vii Appointment of Members to external bodies

- viii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

- k. The business of the other meetings of the Full Council shall include:
 - i. To receive apologies for absence.
 - ii. To receive Declarations of Members' interests for items on the Agenda
 - iii. To receive presentations from individuals and organisations as agreed by the Chair at the pre-agenda meeting.
 - iv. Confirmation of the accuracy of the minutes of the last meeting of the Council and signing as such by the Chair
 - v. To receive and answer questions from Members of the public.
 - vi. To consider referring issues raised by Members of the public under standing order 6h to a committee of the Council.
 - vii. To dispose of business, if any, remaining from the last meeting.
 - viii. To deal with business expressly required by statute to be done.
 - ix. To receive and consider reports, information, presentations, resolutions, recommendations, on the strategic direction of the Council
 - x. To receive and consider financial reports and authorise expenditure,
 - xi. To receive, note and raise questions in relation to the minutes and draft minutes of the last meeting of a committee.
 - xii. To receive such communications as the person presiding may wish to lay before the Council.
 - xiii. To answer questions from Councillors.
 - xiv. To receive tabled briefings and orally in exceptional circumstances from the Southwell division County Councillor; and Southwell ward District Councillors and enable questions to be asked of those County and District Councillors.
 - xv. To receive tabled briefings from Town Councillors, Sub Committees and Working Groups.
 - xvi. To receive correspondence.
 - xvii. To consider referring issues raised under standing order 4k[xvi] to a committee of the Council.
 - xviii. Confirm the date of the next meeting of the Full Council.

3 Extraordinary Meetings of the Council,

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.** The time and place of the meeting will be subject to Standing Order 6. Less than four days' notice may be given with the written consent of the Vice-chair and the Chair of each Standing Committee.
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.** The agenda will contain details and motions to be considered by the extraordinary meeting
- c. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time, subject to Standing Order 6.
- d. If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within five clear days of having been requested by to do so by two Members of the committee or the sub-committee, any two Members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee, subject to Standing Order 6.

- e. Extraordinary meetings of the Council are subject to Standing Order 6 except in extraordinary circumstances such as civil emergencies and shall take place at 7pm in the Town Council offices.

4a Motions for a Meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. A motion can be tabled at a meeting of the relevant Committee.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **six** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 4c above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing orders 4c above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least four clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. Subject to standing order 4e above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- i. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

4b Motions at a meeting that do not require written notice

The following motions may be moved at a meeting without written notice to the Proper Officer.

- i. to correct an inaccuracy in the draft minutes of a meeting.
- ii. to move to a vote.
- iii. to amend the motion.
- iv. to defer consideration of a motion.
- v. to refer a motion to a particular committee or sub-committee.
- vi. to appoint a person to preside at a meeting.
- vii. to change the order of business on the agenda.
- viii. to proceed to the next business on the agenda.
- ix. to require a written report.
- x. to appoint a working group or task and finish group and its members.
- xi. to extend the time limits for speaking.
- xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xiii. to not hear further from a Councillor or a Member of the public.

- xiv. to exclude a Councillor or Member of the public for disorderly conduct.
- xv. to temporarily suspend the meeting.
- xvi. to suspend a particular standing order [unless it reflects mandatory statutory requirements].
- xvii. to adjourn the meeting; or
- xviii. to close a meeting

5 Committees and sub-committees

- a. The Standing Committees, and other Committees as the Council deems appropriate, of the Council shall be

	Number of Members	Quorum	Indicative Number of times p.a.	Usual timing
The Council	15	5	10	Monthly, 3 rd Wednesday; excl Aug & Dec
Planning and Highways Committee	10	4	12	Monthly. 1 st Wednesday of the month
Governance and Finance Committee	9	4	6	Bi-monthly 2 nd Wednesday of the month to alternate with Town Environment Committee
Town Environment Committee	9	4	6	Bi-monthly 2 nd Wednesday of the month to alternate with Governance and Finance Committee
Human Resources Committee	5	3	4	Quarterly
Subcommittees & Working Groups	5	3	variable	to be agreed for Subcommittees by the Council and for Working Groups by the appointing Committee

- b. Any Member may attend any meeting, and shall have speaking rights, but only an elected Member of that Committee, Sub Committee, or Working Group will have voting rights.
- c. **Unless the Council determines otherwise, a committee may appoint a sub-committee or Working Group whose terms of reference and Members shall be determined by the committee** at the time of its appointment. The Council has determined that Committees shall not appoint or establish sub-committees or advisory committees. A working group shall not have delegated powers or authority.
- d. **The Members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.** Non-Councillors will not form a majority on any Committee or Sub-Committee of the Council.
- e. **Unless the Council determines otherwise** by suspending Standing Order 5b or 5d, **all the Members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- f. The Council will appoint standing committees as in Standing Order 5a and any Advisory Committee and/or Sub-Committee[s] as may be necessary, and:
- shall determine their terms of reference.
 - shall, subject to standing orders 5a above, determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council.
 - shall, subject to standing orders 5b, 5c and 5d above, appoint the Members of such a committee for the year until the next annual meeting.

- iv. shall, after it has appointed the Members of a standing committee and sub-committees, appoint the Chair of the committee.
- v. shall establish when they shall report back and to which meeting of the Council.
- vi. may dissolve a committee.

6 Meetings Procedure

- a. Unless the Council determines otherwise, all meetings of the Council, its committees and sub-committees will be held in the Council offices and commence at 7pm. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. Working group meetings may be held at other times and places as agreed by Members of the working group.
- c. The Chair of the Council and the Chairs of a Committee on the advice of the Proper Officer may conduct the Council or Committee meeting virtually using appropriate software, having first ensured that such software is generally available free of charge to Councillors. Such meetings will be recorded and published on the Council's website. Meetings may be 'hybrid' if allowed by legislation i.e., in a mix of face-to-face and virtual, providing that all Members of the Council and any members of the public can be part of the meeting. The Chairs of virtual meetings will ensure equality of access to the meeting as in Standing Order 8.
- d. The usual notice for a notice of a meeting will be three clear days. Notice will be sent to all Councillors, any non-Councillors who are members of the Committee or Sub-Committee and posted on the Council's notice board and website. To avoid 'drip-feeding' of papers and meeting confusion the notice of a meeting shall normally include all papers, reports, etc, that are to be considered at the meeting, but late papers shall be included in a complete set of papers to be sent out, electronically one clear day before the meeting.
- e. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.** (For the avoidance of doubt: for a meeting on a Wednesday, Notice is therefore normally required to be issued the previous Thursday; should there be an intervening day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning, then notice would be required to be issued the previous Wednesday). Notice will be sent to all Councillors, any non-Councillors who are members of a Committee, Sub-Committee, or working party, and shall be posted on the Council's notice board and website.
 - i. Late Papers. The notice of a meeting shall normally include all papers, reports, etc, that are to be considered at the meeting. On exception when papers are not available, the agenda item in the notice of meeting will be annotated 'papers to follow'. Such late papers should be sent to the office no later than Monday lunchtime for a Wednesday meeting (ie 36 hours minimum before a meeting. The Chair and the Clerk will jointly determine whether any late paper may/may not be considered. The late papers may then be issued as a complete set at least 1 clear day before the meeting. Late papers can only be considered for agenda items on the notice of meeting; they cannot introduce new items/subjects.
- f. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- g. Members of the public and press are permitted to attend all meetings of the Council, committees and sub-committees of the Council. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- h. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, and any other local matters that they wish to raise, in a specifically allocated time on the agenda. The Council or Committee may vote on Standing Order 2k[vi] for the matter to be taken at other times in the meeting, to facilitate discussion.
- i. The period of time designated for public participation at a meeting in accordance with standing order 6f shall not exceed twenty minutes unless directed by the Chair of the meeting.
- j. Subject to standing order 6g, a single Member of the public shall not speak for more than three minutes.
- k. A Member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council. Supplementary questions may be put.
- l. In accordance with standing orders 2k[v] and 2k[xiii], a question shall not require a response at the meeting nor start a debate on the question. A person to whom a question has been put may decline to answer immediately but after doing so must present a written response within five working days of the question being put.
- m. A person shall raise his hand when requesting to speak and remain seated when speaking
- n. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- o. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- p. **Subject to standing order 6(q), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later of to report or to provide oral or written commentary about the meeting takes place or later to persons not present.**
- q. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- r. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- s. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council**
- t. **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- u. **Subject to a meeting being quorate, all questions, motions and decisions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- v. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he/she/they gave an original vote.** Standing orders 2h and 2i above show the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- w. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- x. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting.
 - ii. the names of Councillors present and those apologising for absence.
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights.

- iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered.
- v. if there was a public participation session.
- vi. the resolutions made. and
- vii. the result of a recorded vote, where this is required under Standing Order 6u
- y. **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- z. **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- aa. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- bb. **A meeting shall not exceed a period of two hours, unless at any time during the meeting the Members present resolve by a majority of those voting, to extend the meeting for any reason, by 15 minute periods. The Chair of the meeting is entitled to a casting vote.**
- cc. The Openness of Local Government Bodies Regulations 2014 provides that **a person may** not orally report or comment about a meeting as it takes place if the person is present at the meeting of the Council or its committees but otherwise may:
 - I. **film, photograph or make an audio recording of a meeting.**
 - II. **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.**
 - III. **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**

7 Rules of Debate at Meetings

- a. A Councillor may place a proposal or recommendation on the agenda of the next meeting of the Council or committee by submitting it in writing with the names of the proposer and seconder or recommendation to the Clerk within six clear days of the meeting.
- b. Every proposal or recommendation shall be relevant to some subject over which the Council has power or duties, or which affects Southwell.
- c. The Clerk shall date every written notice of proposals or recommendation when received by them, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of Members of the Council and the public.
- d. Motions on the agenda shall be considered in the order that they appear unless the order is changed with the agreement of the meeting.
- e. If the subject matter of a proposal comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report. If the Chair considers it to be a matter of urgency, they may allow it to be dealt with at the meeting at which it was moved.
- f. A motion [including an amendment] shall not be progressed unless it has been moved and seconded.
- g. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- h. If a motion [including an amendment] has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- i. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

- j. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment[s] may be moved.
- k. An amendment shall not be considered unless early verbal notice of it is given during the discussion of the motion.
- l. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- m. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- n. Subject to standing order 7k above, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- o. One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- p. A Councillor may not move more than one further amendment to an original or substantive motion.
- q. The mover of an amendment has the right of reply at the end of debate on it.
- r. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply at the very end of debate on the final substantive motion immediately before it is put to the vote.
- s. Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor since the Member last spoke.
 - ii. to make a point of order.
 - iii. to give a personal explanation; or
 - iv. in exercise of a right of reply.
- t. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- u. When a motion is under debate, no other motion shall be moved except those in Standing 4b:
- v. The contributions or speeches by a Councillor shall relate only to the motion under discussion or a motion under standing order 7u and shall not exceed three minutes without the consent of the Chair of the meeting.
- w. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- x. Any matter raised by a proposal by a Member or by a committee of the Council that, in the opinion of the Chair of the Council or the Chair of the Governance and Finance Committee has an impact of the finances, either positively or negatively, of the Council shall be referred to the Governance and Finance Committee for its recommendation to the Council, before it is enacted.

8 Conduct and dispensations

- a. No person shall obstruct the transaction of business, be offensive or act improperly at a meeting. The Chair shall request such person[s] to improve their conduct.
- b. If person[s] disregards the request of the Chair, any Councillor may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 4b xiii above is ignored, the Chair of the meeting may temporarily suspend or move an amendment under 4b xvii to adjourn the meeting to a specified date and time under standing order 6.

- d. A Councillor not attending a committee meeting for six consecutive months shall only continue in office after a specific motion extending a leave of absence is approved, prior to the end of the six months absence.
- e. All Members with voting rights shall observe the code of conduct and adhere to policies adopted by the Council.
- f. Unless authorised by a resolution, no Councillor shall: Incur cost, issue orders, instructions or directions on behalf of the Council.
- g. Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall report this to the Council.
- i. **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what action to take. Such action excludes disqualification or suspension from office.**
- h. Upon receipt of a complaint relating to the Proper Officer, the Proper Officer shall notify the Council Chair and the Chair shall nominate another staff Member to assume the duties of the Proper Officer until it has been determined and the Council has agreed what action to take.
- i. The Council may:
 - i. provide information or evidence to progress an investigation of the complaint or as required by law.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- j. Unless they have been granted a dispensation, Members with voting rights shall withdraw from a meeting when it is considering a matter in which they have a pecuniary interest or other interest set out in the Councils code of conduct. They may return to the meeting after the matter has considered.
- k. **Dispensation requests shall be in writing and submitted to the Proper Officer** before the meeting or requested verbally at the start of the meeting for which the dispensation is required.
- l. A decision to grant a dispensation shall be made by the Proper Officer, that decision is final.
- m. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - ii. whether the dispensation is required to participate in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period for which the dispensation is sought
 - iv. and the reason why the dispensation was granted.
- n. **A dispensation may be granted in accordance with standing order 8(l) if having regard to all relevant circumstances, any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area.**
 - iii. **it is otherwise appropriate to grant a dispensation.**

9 Previous Resolutions

- a. A resolution of the Council shall not be reversed within six months except by a special motion. This requires written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 4.
- b. A delegated decision by a committee can be reversed or negated by a minimum of five Councillors and the decision or report referred to the next meeting of the Council. This must be sent to the

Clerk of the Council within three days of the delivery of the minutes of the committee or sub-committee.

- c. When a motion moved pursuant to standing order 7 has been disposed of, no similar motion may be moved within a further six months.

10 Voting on appointments

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

11 Handling confidential or sensitive information

- a. The agenda or papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information. The agenda shall refer to a motion under Standing Order 11[b]. This shall be voted on by the Council. If this motion agreed, separate confidential minutes shall be circulated to Councillors and shall be treated as such.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12 Draft minutes

- a. Draft minutes of a meeting of the Council, committee and sub-committee shall be circulated to Councillors and published within seven working days of the meeting, unless an extension to this time is agreed by the Chair of the Council and the relevant Committee.
- b. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 4b i above.
- d. The accuracy of draft minutes, including any amendment[s] made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Chair of this meeting does not believe that the minutes of the meeting of the [] held on [date] in respect of [] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- f. **Upon a resolution which confirms the accuracy of the minutes of a meeting, the notes of the meeting for which approved minutes exist shall be destroyed**

13 Proper Officer

- a. The Proper Officer shall be either [i] the Clerk or [ii] other staff Member[s] nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:

- i. **at least three clear days before a meeting of the Council, a committee, sub-committee and working or task and finish group, serve on Councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons, confirming the time, place and the agenda (provided the councillor has consented to service by email) and** [See standing order 6e for the meaning of clear days for a meeting of the full Council and meetings of a committee.]
- ii. **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them** [See standing order 6e for the meaning of clear days for a meeting of the full Council and meetings of a committee];
- iii. subject to standing order 4, include on the agenda all motions in the order received unless a Councillor has given written notice at least three days before the meeting confirming his withdrawal of it.
- iv. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office.**
- v. **facilitate inspection of the minute book by local government electors.**
- vi. **receive and retain copies of byelaws made by other local authorities.**
- vii. retain acceptance of office forms from Councillors.
- viii. retain a copy of every Councillor's register of interests.
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same.
- x. facilitate and support the inspection of documents, held by the Council, by Councillors
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form.
- xiii. arrange for legal deeds to be executed; see also standing order 19.
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xvi. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council and the Chair or in their absence Vice-Chair of the Planning Committee within two working days of receipt, to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee.
- xvii. manage access to information about the Council via the publication scheme; and retain custody of the seal of the Council [if any] which shall not be used without a resolution to that effect. See also standing order 19.

14 Responsible Financial Officer

The Council shall appoint a Responsible Financial Officer [RFO] and if required an appropriate staff Member[s] to undertake the work of the RFO when the RFO is absent.

15 Scheme of Delegation

The Council will maintain a Scheme of Delegation that determines the powers and extent of all decisions and financial matters that are delegated, with appropriate procedures and limits. For the avoidance of doubt, where there may be conflict between Terms of Reference of Committees, individuals, Finance Regulations, etc, the Scheme of Delegation will take precedence.

16 Accounts and Accounting Statements

- a. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices [as defined in the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide] and the Council’s financial regulations.
- b. The Responsible Financial Officer shall supply, as soon as practicable, after 30 June, 30 September and 31 December in each year a statement to each Councillor:
 - i. the Council’s detailed receipts and payments for that quarter and the year to date.
 - ii. the Council’s detailed current income and expenditure comparison with budget.
 - iii. a report explaining any variance with current the budget year to date.
 - iv a statement of the Council’s reserves, by classification, and movements of reserves.and which includes a comparison with the budget for that financial year, highlighting any actual or potential overspends.
- c. As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement detailing the Council’s receipts and payments for the last quarter and the year to date; and
 - ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for approval.

The year-end accounting statements shall be prepared in accordance with proper practices [as defined in the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide] and applying the form of accounts determined by the Council [receipts and payments, or income and expenditure] for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

17 Financial Controls and Procurement

Financial Regulations shall be reviewed and approved annually by the Full Council. Financial Regulations form part of the Standing Orders of the Council and are appended to this document.

- a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the Council’s receipts and payments for each quarter.
 - ii. the Council’s aggregate receipts and payments for the year to date.
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- b. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing orders is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- c. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

18 Human Resource Matters

- a. A matter personal to a member of staff that is being considered by a meeting of Council or any committee of the Council is subject to standing order 11.
- a. The Human Resources Committee will deal with matters relating to the recruitment of staff and the staffing of the Council based on advice from the Clerk and Governance and Finance Committee. The Human Resources Committee will make recommendations to the Full Council on these matters for a decision by the Council.
- b. There will be a Staff Handbook drawn up by the Human Resources Committee in consultation with the staff and recommended to the Council for adoption on an annual basis.
- c. Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair of the Council or in the Chair's absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Human Resources committee. Sufficient Members of the Council shall be asked by the Chair of the Committee to recuse themselves from the Committee's discussion to allow sufficient Members of the Council to attend and chair any Grievance or Disciplinary Panels [usually 2 Members required for each]
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a Member of staff relates to the Chair or Vice-Chair of any committee or sub-committee, this shall be communicated to the Chair of the Council and shall be reported back and progressed by resolution of that committee or sub-committee.
- e. Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chair of the Council of absence occasioned by illness or other reason. That person shall report such absence to Council at its next meeting.
- f. The Chair of the Council, or in the Chair's absence, the Vice-Chair of the Council, and the Chair of the Human Resources Committee shall review the Clerk's annual appraisal of the work of the staff.
- g. The Chair or in the Chair's absence, the Vice-Chair of the Human Resources Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal, in writing, is subject to approval by a resolution of the Human Resources committee and shall be reported to the Council.
- h. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential to the Council and securely stored.
- i. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked. Electronic records shall be password protected and encrypted.
- j. Only persons with line management responsibilities and Members of the Council shall have access to staff records referred to in standing orders 18g and 18h.
- k. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19g and 19h shall be provided only to the Proper Officer, and the Chair of the Council and the Chair of the Human Resources committee.

19 Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 19a above, any two delegated Councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

Standing order 13 applies to this Order.

20 Requests for information

- a. **Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.**
- b. **Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council.** Chair shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21 Correspondence with the Press and Media

- a. Requests from the press or other media for a verbal or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media. Any responses shall be sent to all Councillors at the same time

22 Communicating with District and County Councillors

- a. An invitation to attend a meeting of the Council shall be sent to the Southwell ward Councillors of the District and the Southwell division Councillor of the County Council. The invitation will include a request to submit a written briefing for the Council, to be included in the Council's agenda. The agenda for each Council meeting shall be sent to the Southwell ward Councillors of the District and Southwell division Councillor of the County Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council will be sent to the ward and division Councillors representing the area of the Council.

23 Restrictions on Councillor Activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect.
 - ii. or issue orders, contracts, instructions or directions.
 - iii. No Councillor other than a Chair shall act as a spokesperson for the Council, the Chair representing the Council or Committee shall only speak on matters that have been agreed by the Council or Committee which they represent unless so authorised by the Council

24 Southwell Town Council's Policies

- a. The Council will list its current Policies and their Review Date as an Appendix to this document and will be reviewed annually, and form an integral part of the Council's Standing Orders

25 Code of Conduct Complaints

- a. Upon notification by the District Council that it has received or the receipt by the Proper Officer of an allegation that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13 above, report this to the Council.
- b. Where the notification in standing order 15a relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact. The Chair shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 8.
- c. The Council will:
 - i. provide information or evidence where such disclosure is necessary, to progress an investigation of the complaint or is required by law.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
 - iii. **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

26 Responsibilities to Provide Information

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. *[if gross annual income or expenditure (whichever is the higher) exceeds £200,000]* The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

27 Responsibilities Under Data Protection Legislation

(below is not an exclusive list)

- a. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e. **The Council shall maintain a written record of its processing activities.**

28 Definitions

- a The following definitions are provided to assist interpretation of these Standing Orders by the Chair of the Council

Chair	The Chair conducts the meeting and must be elected annually by the Annual Meeting of the Council,
Vice-Chair	Deputises for the Chair in line with rules in the Standing Orders
Clerk to the Council	The normal title for the Council's Proper Officer.
Proper Officer	The officer of the Council who runs the Council. The Proper Officer may have some powers allocated to them as shown in the Council's rules.
Responsible Financial Officer	Also referred to as the RFO. The RFO deals with the finances in according to the law and the rules of the Council
Standing Orders,	The rules of the Council. [These should be reviewed every year.]
Council	Some of the rules are laid down in law and cannot be altered. The properly conducted meeting of the Councillors elected or co-opted onto the Council and its policies
Committee	A properly conducted meeting of the Councillors as shown in the rules. A committee will have specific duties as defined by the Council's Terms of Reference for the Committee. Any Member of the Council can attend and speak but may not vote.
Standing Committee	An alternative name for a Committee
Sub-Committee	A properly conducted meeting of the nominated Councillors with specific duties and terms of Reference as defined by the establishing Committee, but any Member of the Council can attend and speak.
Working Group	A meeting convened by a nominated Councillor with a specific task and reporting date to the Council or establishing Committee
Annual Meeting	The meeting of the Council as defined in the rules. It must be held annually in May
Ordinary Meeting	A properly called meeting of the Council as defined in the rules on the third Wednesday of the month except in August and December
Extraordinary Meeting	Other meetings of the Council or Standing Committee as defined above
'days'	A period of time between 08h00 and 17h00 used for example in the timing of sending in motions and sending out agendas and minutes of the meetings
'Working days'	Days between Monday and Friday. It excludes days of the Christmas break, Easter break, bank holidays or days appointed for public thanksgiving or mourning.
'clear days'	An alternative term for 'working days'

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Agenda item 218

It is recommended that, in the interests of effective meeting operation and administrative efficiency, the following changes be made to the Council's Standing Orders

Proposed Cllr Martin Stott, Seconded Cllr M Brock

Supported by Cllrs S Thompstone, P Handley, D Martin, R Blaney & S Reynolds

Draft Amended Standing Orders adopted at the July 2022 Full Council Meeting – revised March 2023

1 Standing Order Generally

- a. All or any part of any Standing Order **except one that incorporates mandatory statutory requirements of the Local Government Act 1972, written in bold below**, may be suspended in relation to any specific item of business by a resolution agreed by a vote without dissent of the Members of the Council present. Such resolution shall state the reason for such suspension
- b. A proposal to permanently add, vary or revoke a Standing Order shall, when proposed and seconded and supported by three other Members, be adjourned without discussion to the next ordinary meeting of the Council where it shall be voted on. It shall be passed by a two thirds majority of Councillors present.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

2 Ordinary Council Meetings including the Annual Meeting

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b. In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council decides.
- c. Meetings of the Council shall be at 7pm. If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chair who shall not be designated 'Town Mayor' and Vice-Chair, if there is one of the Council.
- f. The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

- g. **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a Member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a Member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting or Annual Meeting of the Council.
 - iii. Review and adoption of the Council's Standing Orders and Financial Regulations
 - iv. Confirmation that during the previous year the following have been reviewed by the Council:
 - the Terms of Reference for the standing committees,
 - the delegation arrangements to committees, sub-committees, staff and other local authorities, and review of the Scheme of Delegation.
 - the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - the representation on or work with external bodies and arrangements for reporting back.
 - the inventory of land and other assets including buildings and office equipment.
 - a confirmation of arrangements for insurance cover in respect of all insurable risks.
 - the Council's and/or staff subscriptions to other bodies.
 - the Council's complaints procedure.
 - the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation [see also standing orders 11, 20 and 21]
 - the Council's policy for dealing with the press/media.
 - the Council's employment policies and procedures.
 - the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.
 - v Appointment of any new committees and sub-committees in accordance with Standing Orders
 - vi Appointment of members to existing and new committees and sub-committees
 - vii Appointment of Members to external bodies

- viii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

- k. The business of the other meetings of the Full Council shall include:
- i. To receive apologies for absence.
 - ii. To receive Declarations of Members' interests for items on the Agenda
 - iii. To receive presentations from individuals and organisations as agreed by the Chair at the pre-agenda meeting.
 - iv. Confirmation of the accuracy of the minutes of the last meeting of the Council and signing as such by the Chair
 - v. To receive and answer questions from Members of the public.
 - vi. To consider referring issues raised by Members of the public under standing order 6h to a committee of the Council.
 - vii. To dispose of business, if any, remaining from the last meeting.
 - viii. To deal with business expressly required by statute to be done.
 - ix. To receive and consider reports, information, presentations, resolutions, recommendations, on the strategic direction of the Council
 - x. To receive and consider financial reports and authorise expenditure,
 - xi. To receive, note and raise questions in relation to the minutes and draft minutes of the last meeting of a committee.
 - xii. To receive such communications as the person presiding may wish to lay before the Council.
 - xiii. To answer questions from Councillors.
 - xiv. To receive tabled briefings and orally in exceptional circumstances from the Southwell division County Councillor; and Southwell ward District Councillors and enable questions to be asked of those County and District Councillors.
 - xv. To receive tabled briefings from Town Councillors, Sub Committees and Working Groups.
 - xvi. To receive correspondence.
 - xvii. To consider referring issues raised under standing order 4k[xvi] to a committee of the Council.
 - xviii. Confirm the date of the next meeting of the Full Council.

3 Extraordinary Meetings of the Council,

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.** The time and place of the meeting will be subject to Standing Order 6. Less than four days' notice may be given with the written consent of the Vice-chair and the Chair of each Standing Committee.
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.** The agenda will contain details and motions to be considered by the extraordinary meeting
- c. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time, subject to Standing Order 6.
- d. If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within five clear days of having been requested by to do so by two Members of the committee or the sub-committee, any two Members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee, subject to Standing Order 6.

- e. Extraordinary meetings of the Council are subject to Standing Order 6 except in extraordinary circumstances such as civil emergencies and shall take place at 7pm in the Town Council offices.

4a Motions for a Meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. A motion can be tabled at a meeting of the relevant Committee.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **six** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 4c above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing orders 4c above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least four clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. Subject to standing order 4e above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- i. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

4b Motions at a meeting that do not require written notice

The following motions may be moved at a meeting without written notice to the Proper Officer.

- i. to correct an inaccuracy in the draft minutes of a meeting.
- ii. to move to a vote.
- iii. to amend the motion.
- iv. to defer consideration of a motion.
- v. to refer a motion to a particular committee or sub-committee.
- vi. to appoint a person to preside at a meeting.
- vii. to change the order of business on the agenda.
- viii. to proceed to the next business on the agenda.
- ix. to require a written report.
- x. to appoint a working group or task and finish group and its members.
- xi. to extend the time limits for speaking.
- xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xiii. to not hear further from a Councillor or a Member of the public.

- xiv. to exclude a Councillor or Member of the public for disorderly conduct.
- xv. to temporarily suspend the meeting.
- xvi. to suspend a particular standing order [unless it reflects mandatory statutory requirements].
- xvii. to adjourn the meeting; or
- xviii. to close a meeting

5 Committees and sub-committees

- a. The Standing Committees, and other Committees as the Council deems appropriate, of the Council shall be

	Number of Members	Quorum	Indicative Number of times p.a.	Usual timing
The Council	15	5	10	Monthly, 3 rd Wednesday; excl Aug & Dec
Planning and Highways Committee	10	4	12	Monthly. 1 st Wednesday of the month
Governance and Finance Committee	9	4	6	Bi-monthly 2 nd Wednesday of the month to alternate with Town Environment Committee
Town Environment Committee	9	4	6	Bi-monthly 2 nd Wednesday of the month to alternate with Governance and Finance Committee
Human Resources Committee	5	3	4	Quarterly
Subcommittees & Working Groups	5	3	variable	to be agreed for Subcommittees by the Council and for Working Groups by the appointing Committee

- b. Any Member may attend any meeting, and shall have speaking rights, but only an elected Member of that Committee, Sub Committee, or Working Group will have voting rights.
- c. **Unless the Council determines otherwise, a committee may appoint a sub-committee or Working Group whose terms of reference and Members shall be determined by the committee** at the time of its appointment. The Council has determined that Committees shall not appoint or establish sub-committees or advisory committees. A working group shall not have delegated powers or authority.
- d. **The Members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.** Non-Councillors will not form a majority on any Committee or Sub-Committee of the Council.
- e. **Unless the Council determines otherwise** by suspending Standing Order 5b or 5d, **all the Members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- f. The Council will appoint standing committees as in Standing Order 5a and any Advisory Committee and/or Sub-Committee[s] as may be necessary, and:
- shall determine their terms of reference.
 - shall, subject to standing orders 5a above, determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council.
 - shall, subject to standing orders 5b, 5c and 5d above, appoint the Members of such a committee for the year until the next annual meeting.

- iv. shall, after it has appointed the Members of a standing committee and sub-committees, appoint the Chair of the committee.
- v. shall establish when they shall report back and to which meeting of the Council.
- vi. may dissolve a committee.

6 Meetings Procedure

- a. Unless the Council determines otherwise, all meetings of the Council, its committees and sub-committees will be held in the Council offices and commence at 7pm. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. Working group meetings may be held at other times and places as agreed by Members of the working group.
- c. The Chair of the Council and the Chairs of a Committee on the advice of the Proper Officer may conduct the Council or Committee meeting virtually using appropriate software, having first ensured that such software is generally available free of charge to Councillors. Such meetings will be recorded and published on the Council's website. Meetings may be 'hybrid' if allowed by legislation i.e., in a mix of face-to-face and virtual, providing that all Members of the Council and any members of the public can be part of the meeting. The Chairs of virtual meetings will ensure equality of access to the meeting as in Standing Order 8.
- d. The usual notice for a notice of a meeting will be three clear days. Notice will be sent to all Councillors, any non-Councillors who are members of the Committee or Sub-Committee and posted on the Council's notice board and website. To avoid 'drip-feeding' of papers and meeting confusion the notice of a meeting shall normally include all papers, reports, etc, that are to be considered at the meeting, but late papers shall be included in a complete set of papers to be sent out, electronically one clear day before the meeting.
- e. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.** (For the avoidance of doubt: for a meeting on a Wednesday, Notice is therefore normally required to be issued the previous Thursday; should there be an intervening day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning, then notice would be required to be issued the previous Wednesday). Notice will be sent to all Councillors, any non-Councillors who are members of a Committee, Sub-Committee, or working party, and shall be posted on the Council's notice board and website.
 - i. Late Papers. The notice of a meeting shall normally include all papers, reports, etc, that are to be considered at the meeting. On exception when papers are not available, the agenda item in the notice of meeting will be annotated 'papers to follow'. Such late papers should be sent to the office no later than Monday lunchtime for a Wednesday meeting (ie 36 hours minimum before a meeting. The Chair and the Clerk will jointly determine whether any late paper may/may not be considered. The late papers may then be issued as a complete set at least 1 clear day before the meeting. Late papers can only be considered for agenda items on the notice of meeting; they cannot introduce new items/subjects.
- f. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- g. Members of the public and press are permitted to attend all meetings of the Council, committees and sub-committees of the Council. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- h. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, and any other local matters that they wish to raise, in a specifically allocated time on the agenda. The Council or Committee may vote on Standing Order 2k[vi] for the matter to be taken at other times in the meeting, to facilitate discussion.
- i. The period of time designated for public participation at a meeting in accordance with standing order 6f shall not exceed twenty minutes unless directed by the Chair of the meeting.
- j. Subject to standing order 6g, a single Member of the public shall not speak for more than three minutes.
- k. A Member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council. Supplementary questions may be put.
- l. In accordance with standing orders 2k[v] and 2k[xiii], a question shall not require a response at the meeting nor start a debate on the question. A person to whom a question has been put may decline to answer immediately but after doing so must present a written response within five working days of the question being put.
- m. A person shall raise his hand when requesting to speak and remain seated when speaking
- n. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- o. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- p. **Subject to standing order 6(q), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later of to report or to provide oral or written commentary about the meeting takes place or later to persons not present.**
- q. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- r. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- s. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council**
- t. **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- u. **Subject to a meeting being quorate, all questions, motions and decisions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- v. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he/she/they gave an original vote.** Standing orders 2h and 2i above show the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- w. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- x. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting.
 - ii. the names of Councillors present and those apologising for absence.
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights.

- iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered.
- v. if there was a public participation session.
- vi. the resolutions made. and
- vii. the result of a recorded vote, where this is required under Standing Order 6u
- y. **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- z. **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- aa. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- bb. **A meeting shall not exceed a period of two hours, unless at any time during the meeting the Members present resolve by a majority of those voting, to extend the meeting for any reason, by 15 minute periods. The Chair of the meeting is entitled to a casting vote.**
- cc. The Openness of Local Government Bodies Regulations 2014 provides that **a person may** not orally report or comment about a meeting as it takes place if the person is present at the meeting of the Council or its committees but otherwise may:
 - I. **film, photograph or make an audio recording of a meeting.**
 - II. **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.**
 - III. **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**

7 Rules of Debate at Meetings

- a. A Councillor may place a proposal or recommendation on the agenda of the next meeting of the Council or committee by submitting it in writing with the names of the proposer and seconder or recommendation to the Clerk within six clear days of the meeting.
- b. Every proposal or recommendation shall be relevant to some subject over which the Council has power or duties, or which affects Southwell.
- c. The Clerk shall date every written notice of proposals or recommendation when received by them, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of Members of the Council and the public.
- d. Motions on the agenda shall be considered in the order that they appear unless the order is changed with the agreement of the meeting.
- e. If the subject matter of a proposal comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report. If the Chair considers it to be a matter of urgency, they may allow it to be dealt with at the meeting at which it was moved.
- f. A motion [including an amendment] shall not be progressed unless it has been moved and seconded.
- g. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- h. If a motion [including an amendment] has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- i. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

- j. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment[s] may be moved.
- k. An amendment shall not be considered unless early verbal notice of it is given during the discussion of the motion.
- l. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- m. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- n. Subject to standing order 7k above, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- o. One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- p. A Councillor may not move more than one further amendment to an original or substantive motion.
- q. The mover of an amendment has the right of reply at the end of debate on it.
- r. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply at the very end of debate on the final substantive motion immediately before it is put to the vote.
- s. Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor since the Member last spoke.
 - ii. to make a point of order.
 - iii. to give a personal explanation; or
 - iv. in exercise of a right of reply.
- t. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- u. When a motion is under debate, no other motion shall be moved except those in Standing 4b:
- v. The contributions or speeches by a Councillor shall relate only to the motion under discussion or a motion under standing order 7u and shall not exceed three minutes without the consent of the Chair of the meeting.
- w. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- x. Any matter raised by a proposal by a Member or by a committee of the Council that, in the opinion of the Chair of the Council or the Chair of the Governance and Finance Committee has an impact of the finances, either positively or negatively, of the Council shall be referred to the Governance and Finance Committee for its recommendation to the Council, before it is enacted.

8 Conduct and dispensations

- a. No person shall obstruct the transaction of business, be offensive or act improperly at a meeting. The Chair shall request such person[s] to improve their conduct.
- b. If person[s] disregards the request of the Chair, any Councillor may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 4b xiii above is ignored, the Chair of the meeting may temporarily suspend or move an amendment under 4b xvii to adjourn the meeting to a specified date and time under standing order 6.

- d. A Councillor not attending a committee meeting for six consecutive months shall only continue in office after a specific motion extending a leave of absence is approved, prior to the end of the six months absence.
- e. All Members with voting rights shall observe the code of conduct and adhere to policies adopted by the Council.
- f. Unless authorised by a resolution, no Councillor shall: Incur cost, issue orders, instructions or directions on behalf of the Council.
- g. Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall report this to the Council.
- i. **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what action to take. Such action excludes disqualification or suspension from office.**
- h. Upon receipt of a complaint relating to the Proper Officer, the Proper Officer shall notify the Council Chair and the Chair shall nominate another staff Member to assume the duties of the Proper Officer until it has been determined and the Council has agreed what action to take.
- i. The Council may:
 - i. provide information or evidence to progress an investigation of the complaint or as required by law.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- j. Unless they have been granted a dispensation, Members with voting rights shall withdraw from a meeting when it is considering a matter in which they have a pecuniary interest or other interest set out in the Councils code of conduct. They may return to the meeting after the matter has considered.
- k. **Dispensation requests shall be in writing and submitted to the Proper Officer** before the meeting or requested verbally at the start of the meeting for which the dispensation is required.
- l. A decision to grant a dispensation shall be made by the Proper Officer, that decision is final.
- m. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - ii. whether the dispensation is required to participate in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period for which the dispensation is sought
 - iv. and the reason why the dispensation was granted.
- n. **A dispensation may be granted in accordance with standing order 8(l) if having regard to all relevant circumstances, any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area.**
 - iii. **it is otherwise appropriate to grant a dispensation.**

9 Previous Resolutions

- a. A resolution of the Council shall not be reversed within six months except by a special motion. This requires written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 4.
- b. A delegated decision by a committee can be reversed or negated by a minimum of five Councillors and the decision or report referred to the next meeting of the Council. This must be sent to the

Clerk of the Council within three days of the delivery of the minutes of the committee or sub-committee.

- c. When a motion moved pursuant to standing order 7 has been disposed of, no similar motion may be moved within a further six months.

10 Voting on appointments

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

11 Handling confidential or sensitive information

- a. The agenda or papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information. The agenda shall refer to a motion under Standing Order 11[b]. This shall be voted on by the Council. If this motion agreed, separate confidential minutes shall be circulated to Councillors and shall be treated as such.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12 Draft minutes

- a. Draft minutes of a meeting of the Council, committee and sub-committee shall be circulated to Councillors and published within seven working days of the meeting, unless an extension to this time is agreed by the Chair of the Council and the relevant Committee.
- b. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 4b i above.
- d. The accuracy of draft minutes, including any amendment[s] made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Chair of this meeting does not believe that the minutes of the meeting of the [] held on [date] in respect of [] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- f. **Upon a resolution which confirms the accuracy of the minutes of a meeting, the notes of the meeting for which approved minutes exist shall be destroyed**

13 Proper Officer

- a. The Proper Officer shall be either [i] the Clerk or [ii] other staff Member[s] nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:

- i. **at least three clear days before a meeting of the Council, a committee, sub-committee and working or task and finish group, serve on Councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons, confirming the time, place and the agenda (provided the councillor has consented to service by email) and** [See standing order 6e for the meaning of clear days for a meeting of the full Council and meetings of a committee.]
- ii. **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them** [See standing order 6e for the meaning of clear days for a meeting of the full Council and meetings of a committee];
- iii. subject to standing order 4, include on the agenda all motions in the order received unless a Councillor has given written notice at least three days before the meeting confirming his withdrawal of it.
- iv. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office.**
- v. **facilitate inspection of the minute book by local government electors.**
- vi. **receive and retain copies of byelaws made by other local authorities.**
- vii. retain acceptance of office forms from Councillors.
- viii. retain a copy of every Councillor's register of interests.
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same.
- x. facilitate and support the inspection of documents, held by the Council, by Councillors
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form.
- xiii. arrange for legal deeds to be executed; see also standing order 19.
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xvi. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council and the Chair or in their absence Vice-Chair of the Planning Committee within two working days of receipt, to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee.
- xvii. manage access to information about the Council via the publication scheme; and retain custody of the seal of the Council [if any] which shall not be used without a resolution to that effect. See also standing order 19.

14 Responsible Financial Officer

The Council shall appoint a Responsible Financial Officer [RFO] and if required an appropriate staff Member[s] to undertake the work of the RFO when the RFO is absent.

15 Scheme of Delegation

The Council will maintain a Scheme of Delegation that determines the powers and extent of all decisions and financial matters that are delegated, with appropriate procedures and limits. For the avoidance of doubt, where there may be conflict between Terms of Reference of Committees, individuals, Finance Regulations, etc, the Scheme of Delegation will take precedence.

16 Accounts and Accounting Statements

- a. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices [as defined in the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide] and the Council’s financial regulations.
- b. The Responsible Financial Officer shall supply, as soon as practicable, after 30 June, 30 September and 31 December in each year a statement to each Councillor:
 - i. the Council’s detailed receipts and payments for that quarter and the year to date.
 - ii. the Council’s detailed current income and expenditure comparison with budget.
 - iii. a report explaining any variance with current the budget year to date.
 - iv. a statement of the Council’s reserves, by classification, and movements of reserves.and which includes a comparison with the budget for that financial year, highlighting any actual or potential overspends.
- c. As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement detailing the Council’s receipts and payments for the last quarter and the year to date; and
 - ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for approval.

The year-end accounting statements shall be prepared in accordance with proper practices [as defined in the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide] and applying the form of accounts determined by the Council [receipts and payments, or income and expenditure] for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

17 Financial Controls and Procurement

Financial Regulations shall be reviewed and approved annually by the Full Council. Financial Regulations form part of the Standing Orders of the Council and are appended to this document.

- a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the Council’s receipts and payments for each quarter.
 - ii. the Council’s aggregate receipts and payments for the year to date.
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- b. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing orders is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- c. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

18 Human Resource Matters

- a. A matter personal to a member of staff that is being considered by a meeting of Council or any committee of the Council is subject to standing order 11.
- a. The Human Resources Committee will deal with matters relating to the recruitment of staff and the staffing of the Council based on advice from the Clerk and Governance and Finance Committee. The Human Resources Committee will make recommendations to the Full Council on these matters for a decision by the Council.
- b. There will be a Staff Handbook drawn up by the Human Resources Committee in consultation with the staff and recommended to the Council for adoption on an annual basis.
- c. Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair of the Council or in the Chair's absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Human Resources committee. Sufficient Members of the Council shall be asked by the Chair of the Committee to recuse themselves from the Committee's discussion to allow sufficient Members of the Council to attend and chair any Grievance or Disciplinary Panels [usually 2 Members required for each]
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a Member of staff relates to the Chair or Vice-Chair of any committee or sub-committee, this shall be communicated to the Chair of the Council and shall be reported back and progressed by resolution of that committee or sub-committee.
- e. Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chair of the Council of absence occasioned by illness or other reason. That person shall report such absence to Council at its next meeting.
- f. The Chair of the Council, or in the Chair's absence, the Vice-Chair of the Council, and the Chair of the Human Resources Committee shall review the Clerk's annual appraisal of the work of the staff.
- g. The Chair or in the Chair's absence, the Vice-Chair of the Human Resources Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal, in writing, is subject to approval by a resolution of the Human Resources committee and shall be reported to the Council.
- h. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential to the Council and securely stored.
- i. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked. Electronic records shall be password protected and encrypted.
- j. Only persons with line management responsibilities and Members of the Council shall have access to staff records referred to in standing orders 18g and 18h.
- k. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19g and 19h shall be provided only to the Proper Officer, and the Chair of the Council and the Chair of the Human Resources committee.

19 Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 19a above, any two delegated Councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

Standing order 13 applies to this Order.

20 Requests for information

- a. **Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.**
- b. **Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council.** Chair shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21 Correspondence with the Press and Media

- a. Requests from the press or other media for a verbal or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media. Any responses shall be sent to all Councillors at the same time

22 Communicating with District and County Councillors

- a. An invitation to attend a meeting of the Council shall be sent to the Southwell ward Councillors of the District and the Southwell division Councillor of the County Council. The invitation will include a request to submit a written briefing for the Council, to be included in the Council's agenda. The agenda for each Council meeting shall be sent to the Southwell ward Councillors of the District and Southwell division Councillor of the County Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council will be sent to the ward and division Councillors representing the area of the Council.

23 Restrictions on Councillor Activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect.
 - ii. or issue orders, contracts, instructions or directions.
 - iii. No Councillor other than a Chair shall act as a spokesperson for the Council, the Chair representing the Council or Committee shall only speak on matters that have been agreed by the Council or Committee which they represent unless so authorised by the Council

24 Southwell Town Council's Policies

- a. The Council will list its current Policies and their Review Date as an Appendix to this document and will be reviewed annually, and form an integral part of the Council's Standing Orders

25 Code of Conduct Complaints

- a. Upon notification by the District Council that it has received or the receipt by the Proper Officer of an allegation that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13 above, report this to the Council.
- b. Where the notification in standing order 15a relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact. The Chair shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 8.
- c. The Council will:
 - i. provide information or evidence where such disclosure is necessary, to progress an investigation of the complaint or is required by law.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
 - iii. **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

26 Responsibilities to Provide Information

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. *[if gross annual income or expenditure (whichever is the higher) exceeds £200,000]* The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

27 Responsibilities Under Data Protection Legislation

(below is not an exclusive list)

- a. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e. **The Council shall maintain a written record of its processing activities.**

28 Definitions

- a The following definitions are provided to assist interpretation of these Standing Orders by the Chair of the Council

Chair	The Chair conducts the meeting and must be elected annually by the Annual Meeting of the Council,
Vice-Chair	Deputises for the Chair in line with rules in the Standing Orders
Clerk to the Council	The normal title for the Council's Proper Officer.
Proper Officer	The officer of the Council who runs the Council. The Proper Officer may have some powers allocated to them as shown in the Council's rules.
Responsible Financial Officer	Also referred to as the RFO. The RFO deals with the finances in according to the law and the rules of the Council
Standing Orders,	The rules of the Council. [These should be reviewed every year.]
Council	Some of the rules are laid down in law and cannot be altered. The properly conducted meeting of the Councillors elected or co-opted onto the Council and its policies
Committee	A properly conducted meeting of the Councillors as shown in the rules. A committee will have specific duties as defined by the Council's Terms of Reference for the Committee. Any Member of the Council can attend and speak but may not vote.
Standing Committee	An alternative name for a Committee
Sub-Committee	A properly conducted meeting of the nominated Councillors with specific duties and terms of Reference as defined by the establishing Committee, but any Member of the Council can attend and speak.
Working Group	A meeting convened by a nominated Councillor with a specific task and reporting date to the Council or establishing Committee
Annual Meeting	The meeting of the Council as defined in the rules. It must be held annually in May
Ordinary Meeting	A properly called meeting of the Council as defined in the rules on the third Wednesday of the month except in August and December
Extraordinary Meeting	Other meetings of the Council or Standing Committee as defined above
'days'	A period of time between 08h00 and 17h00 used for example in the timing of sending in motions and sending out agendas and minutes of the meetings
'Working days'	Days between Monday and Friday. It excludes days of the Christmas break, Easter break, bank holidays or days appointed for public thanksgiving or mourning.
'clear days'	An alternative term for 'working days'

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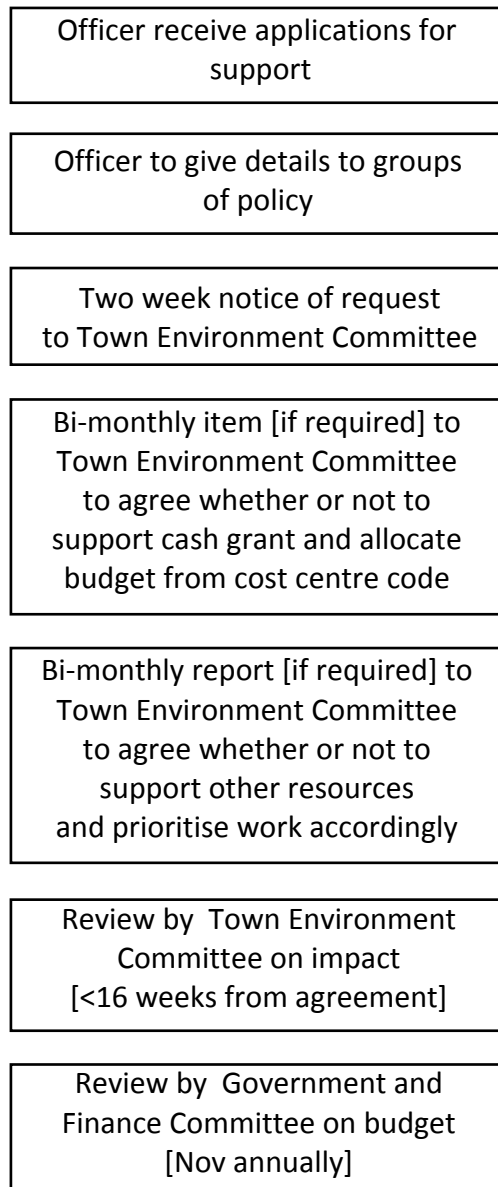
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Diagram for grant donations by the Council



AGENDA ITEM 219.1

Aid strategy for supporting volunteer groups in Southwell

Background

In 2022-23 the Town Council donated nearly £6000 to support groups in Southwell. There is no additional budget for this, and in 2023-24 the budget for additional grants is very limited. The Council has already agreed that it cannot make continuing revenue support, but will consider 'pump priming' resources to establish community events and support etc.. The council encourages, and if required, sponsor, applications that it supports to other external grant making organisations

Proposal

1. Any requests for support will be considered by the Town Environment Committee from existing cost centres - the budgets for which are already established
2. Additional support for resources ie staff time, rooms etc. with no revenue requirement will be supported and considered by the Town Environment Committee.
3. Applications should be made at least two weeks before the subsequent Town Environment meeting, so that applications can be circulated as part of the Committee's agenda



The Old Courthouse
Burgage
Southwell
Nottinghamshire
NG25 0EP

Notes from: Car Park Charging Working Group

Date: Tuesday 21st March 2023 at 11.00am

Present: Cllrs P Harris, Blaney. Deputy Clerk & Project Manager

1. Machine Breakdowns

When the parking meters display 'NOT IN USE' this could also mean that the machine has run out of tickets. Monday-Saturday this is resolved quickly by either office staff or Ivan.

It was proposed to check ticket levels in all parking machines on a Friday to ensure sufficient to cover Saturday use.

When residents/visitors report faulty machines office staff to request but not insist that the PayByPhone app is used instead. Log all faults in the diary.

PERMITS – one allocated per household.

2. King Street Only Permit

It was proposed to reduce the cost of a King Street only permit from £100 to £75 from April 2023 and then increase to £100 from April 2024.

Residents from Queen Street (Mayfield Cottage) and Shepherds Row to be offered King Street only permits – potentially 4/5 residences.

3. Church Street Only

There will not be any permits allocated for Church Street car park only.

4. Interchangeable Permit – Church Street and King Street

It was proposed to provide 6 interchangeable permits for the residents whose properties back onto Church Street car park.

Cost from April 2023 – £100

Cost from April 2024 – £150

Tel: 01636 816103
admin@southwell-tc.gov.uk
southwelltowncouncil.com
Lesley Wright Clerk to the Town Council

5. Car Park Reserves

The car park reserves are currently £1,572. To cover future maintenance costs, these will need to be increased from 2024.25.

All above proposals to go to Full Council for approval.

Agenda item 219.2

Comments from Residents re Car Park Charges

Dear Peter

Further to my email of 9th March (below), I gather that the Car Parks working group has now written a proposal to go to Full Council on 19th April. As I haven't heard anything in response to my earlier message, I am hoping that the proposal includes the 3 strands I mentioned (interchangeable passes, a review/rationale for the cost increase, the introduction of visitor permits). Given that affected residents have not been consulted I would very much like to have sight of the proposal before the Full Council meeting so that I am able to share my views with council members for their consideration.

Kind regards

Alex Byrne

Dear Peter

I gather that the car parks working group is due to meet next week. I would like to apologise for not contacting you sooner, but I know that Rachel Thackray has been advocating for us and our neighbours on various issues, for which I am extremely grateful.

Like the other King St residents whose back gardens abutt the Church St carpark, we would find a transferable pass for both King Street and Church Street car parks really useful, particularly when we are needing to load/unload during evenings and weekends when the loading bays are effectively used as car park spaces by people and are very rarely accessible to residents. We were offered the transferable facility when the original scheme was introduced, but there was no benefit to us in taking the offer up as we did not have any access to the Church Street carpark at the time. As you know, this situation has now been rectified (and has already been of tremendous use to us - and enabled us to keep the King St loading bays operational - when we needed to hire a skip and for our current building work). I hope this issue can be resolved in the near future but if there are any further areas of concern I would welcome a meeting with the working group to discuss a way forward.

I would also like to raise our concern at the 100% cost increase of our permits this year. When the scheme was originally designed, it was proposed to charge us a 'peppercorn' rent of £1 per week and we were also asked to pay for raising bollard installation in King Street Carpark (which we did, but these were quickly removed as they were deemed to be dangerous). The scheme reflected the fact that we had lost the amenity of being able to park/load outside our houses when the one-way system was introduced and that there is an ongoing issue of on-street parking/congestion in the town which we were keen not to add to. The doubling of the cost of our permits, without any consultation with us, seems extreme. If the administrative cost of the scheme has increased then it would seem fairer to increase by the rate of increase of our local precept or the percentage increase in the staff cost needed for admin. Would it be possible to share the rationale of the cost increase with us? It feels otherwise like a revenue raising measure by the council at the expense of a small number of residents; another cost increase putting undue pressure on family finances out of proportion with our other cost increases (even our fuel bills have not increased by 100%) and out of proportion with the cost increases of other residents in the town.

Finally, I would like to request that the working group investigate whether books of visitor permits could be sold to members of the King Street scheme to allow (normally weekend) visitors to park in the car parks rather than using on street parking. I have experienced similar schemes in London, Brighton and Oxford and all seem successful - it does seem to be the norm that visitors permits are available. This would generate more revenue for the town while reducing on street parking. As you know, I have a background in transport planning and would be happy to work with the working group to look at options for a scheme to be developed.

As I said before, please do get in touch if you need to discuss anything further. I would be grateful if this email is shared with other members of the car parks working group and would be happy to meet them if that would be useful.

Many thanks

Alex and Tony Byrne

Comments on CCWG proposal

1. Interchangeable permit

After many months of communication with the Town Council (18 months), I'm pleased to see that the CCWG is recommending that those households on King Street (who are currently part of the King Street permit scheme) whose gardens also abut Church Street car park should be offered an interchangeable car parking permit, allowing parking in both King Street and Church Street car parks. Thank you. This honours the original intention of the permit scheme as we were offered interchangeable permits for these two car parks but, at the time, we had no rear garden gate, so it wasn't practical. I hope that the Council will commend these to NSDC and that they will agree with this suggestion.

2. Increase in permit charge

I'm concerned that this proposal recommends a 100% increase in permit costs this year, followed by a further 50% increase on top of that for 2024. This seems astronomical as a percentage increase and has been recommended without any consultation whatsoever with the permit holders. This is hard to understand given that the permit scheme was set up with the principle of a 'peppercorn rent' of £1 per week.

Whilst I understand that costs are increasing, and that the CCWG is looking to increase revenue, it seems disproportionate to land all of the increase on permit holders - particularly the three requesting an interchangeable pass - and not spread the cost across other residents or visitors to the town who pay to use the car park. I think that there would be objections by many if the car park charges were to increase across the board and it seems unfair that a 100% increase for permit holders is being used to help to plug the funding gap. I'm also concerned that this price increase may set a precedent for future years of year-on - year % increases which are way above any other price increases we are seeing in other areas eg utilities. Currently the proposal recommends the following: 2023 100% and 2024 at 50%.

If the Council votes through these price rises, could there at least be some consideration of limiting price increases in future years? Could there be some assurance that the price increases will not continue at this alarming rate? I know that, at this rate of increase, I will have to forgo the permit and to take pot luck parking on the streets, clogging up on-street parking spaces outside homes of other residents eg on Burgage Lane, the Burgage, Church Street, Lower Kirklington Road, or on the Ropewalk - causing a nuisance to homeowners on those roads and adding to the congestion on these roads in the town.

3. Visitor permits

Many towns and cities with resident parking schemes offer Visitor permits to those residents who are part of a parking permit scheme. These seem to be very successful in several towns I visit and I would like to ask the Council to consider introducing those to current permit holders. Currently any other family members or friends with a car who are visiting us have to park on the road or in the car parks and have to then keep moving their car or renewing their ticket - often impractical when staying overnight or for a couple of days. The Visitor permit scheme would allow advance purchase of a block of tickets and would be an additional income-generating scheme for the Council. It might also help to offset the proposed 100% increase in permits for current permit holders.

Thank you.

If any Councillor would like to discuss this further I can be contacted on 07973 618304.

Rachel Thackray



LICENSING ACT 2003

NOTICE OF NEW PREMISES LICENCE/CLUB PREMISES CERTIFICATE APPLICATION RECEIVED BY NEWARK AND SHERWOOD DISTRICT COUNCIL

Name of applicant	<i>Everards Brewery Ltd</i>
Postal address of premise or club	<i>Hearty Goodfellow 81 Church Street Southwell NG25 0HQ</i>

The proposed variation is:
<i>Briefly describe the proposed use:</i> New plan incorporating outdoor bar within the garden that will operate between 11:00 and 22:00 daily.

Any representations must be made in writing to: The Licensing and Enforcement Section, Newark & Sherwood District Council, Castle House, Great North Road, Newark on Trent, NG24 1BY.

Representations must be received no later than **1st May 2023**

The application record and register may be viewed during normal office hours at the above address.

It is an offence under section 158 of the Licensing Act 2003 knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is up to level 5 on the standard scale (£5,000)



Newark and Sherwood
Application to vary a premises licence
Licensing Act 2003

For help contact
request@nsdc.info
Telephone: 01636 650000

* required information

Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

Hearty

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

licensing@everards.co.uk

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

319261

Business name

Everards Brewery Limited

If your business is registered, use its registered name.

VAT number

GB

334736592

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 18

APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable
value of premises (£)

8,000

Section 3 of 18

VARIATION

Do you want the proposed
variation to have effect as
soon as possible?

☒

Yes

☐

No

Do you want the proposed variation to have effect in relation to the
introduction of the late night levy?

☐

Yes

☒

No

You do not have to pay a fee if the only
purpose of the variation for which you are
applying is to avoid becoming liable to the
late night levy.

If your proposed variation
would mean that 5,000 or
more people are expected to
attend the premises at any
one time, state the number
expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

To substitute the current trading plan with a new plan incorporating an outdoor bar within the garden of the premises. It is proposed that the outdoor bar can operate between the hours of 11:00 to 22:00 Sunday to Monday.

Section 4 of 18

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to
vary is successful?

☐

Yes

☒

No

Section 5 of 18

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to
vary is successful?

☐

Yes

☒

No

Section 6 of 18

Continued from previous page...

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 7 of 18

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 8 of 18

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 9 of 18

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 10 of 18

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 11 of 18

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 12 of 18

Continued from previous page...

PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 13 of 18

SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☐ Yes ☒ No

Section 14 of 18

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

n/a

Section 15 of 18

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

As existing

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As existing

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

☒ I have enclosed the premises licence

☐ I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

Continued from previous page...

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

In addition to the existing conditions, it is proposed that the outdoor bar will stop serving at 22:00. The bar will be supervised when open and the outdoor area will be regularly patrolled whilst the bar is in use.

b) The prevention of crime and disorder

In addition to the existing conditions, it is proposed that the outdoor bar will stop serving at 22:00. The bar will be supervised when open and the outdoor area will be regularly patrolled whilst the bar is in use.

c) Public safety

In addition to the existing conditions, it is proposed that the outdoor bar will stop serving at 22:00. The bar will be supervised when open and the outdoor area will be regularly patrolled whilst the bar is in use.

d) The prevention of public nuisance

In addition to the existing conditions, it is proposed that the outdoor bar will stop serving at 22:00. The bar will be supervised when open and the outdoor area will be regularly patrolled whilst the bar is in use.

e) The protection of children from harm

In addition to the existing conditions, it is proposed that the outdoor bar will stop serving at 22:00. The bar will be supervised when open and the outdoor area will be regularly patrolled whilst the bar is in use.

Section 17 of 18

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The fee payable depends on the rateable value of the premises which are prescribed/set nationally

* Fee amount (£)

190.00

DECLARATION

* I understand it is an offence, liable on summary conviction to a fine not exceeding level 5 on the standard scale, under section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application.

* I understand that I must now advertise my application.

* I understand that if I do not comply with the requirements my application will be rejected.



Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Rebecca Draper

* Capacity

Business Support Administrator

* Date

03

dd

/

04

mm

/ 2023

yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/newark-and-sherwood/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

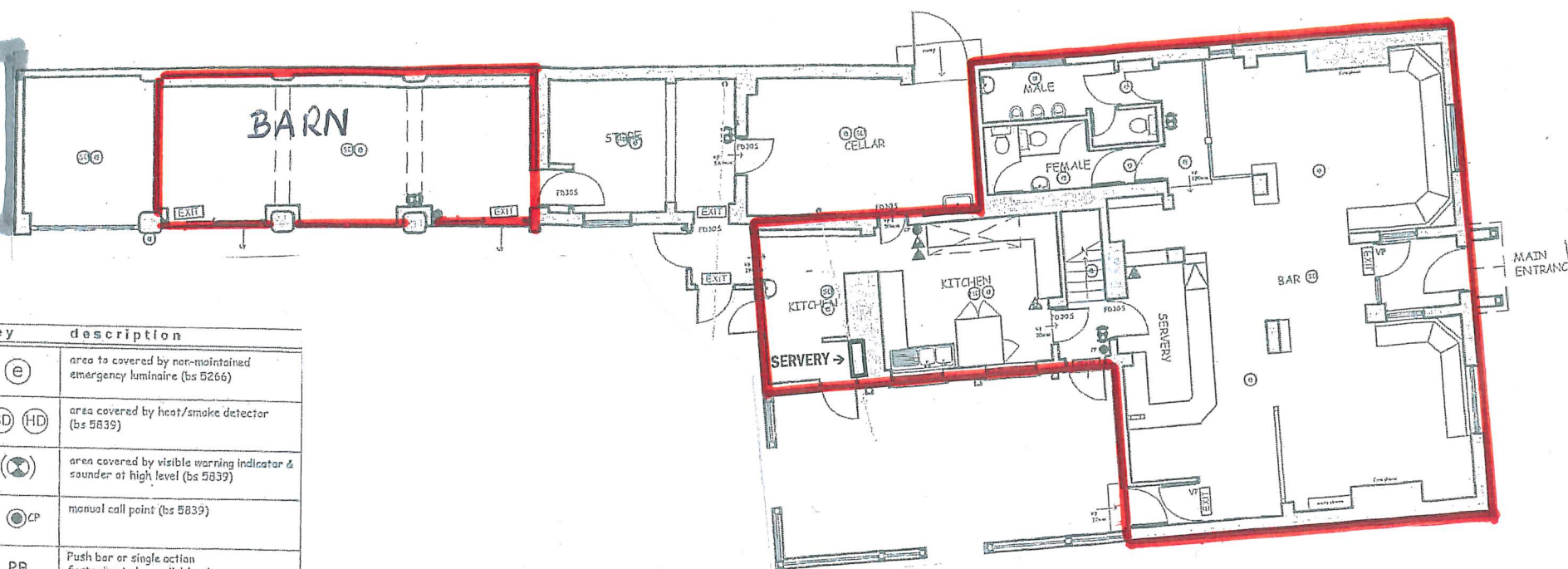
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Hearty"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

Pop
OUTSIDE
BAR

Covered
Area
EXISTING



BRIDGE HOUSE • STATION ROAD • LICHFIELD
• STAFFORDSHIRE • WS13 6HX
TEL: 01543 258 600 FAX: 01543 258 611
E-MAIL:
DESIGN@HUNTERPATELCREATIVEGROUP.COM

Client
EVERARD'S BREWERY LTD

Job
THE HEARTY GOODFELLOW
CHURCH STREET
SOUTHWELL

Drawing Title
EXISTING & PROPOSED LICENSING PLANS

Date
APRIL 2023

Scale
1:100 @ AO

key	description
(e)	area to covered by non-maintained emergency luminaire (bs 5266)
(SD) (HD)	area covered by heat/smoke detector (bs 5839)
(X)	area covered by visible warning indicator & sounder at high level (bs 5839)
(CP)	manual call point (bs 5839)
PB	Push bar or single action fastening to be available when the premises are in use
VP	vision panel
(X)	area covered by visible warning indicator & sounder at high level (bs 5839)
EXIT	internally illuminated 'fire exit' or graphic equivalent - 75mm high letters (bs 5499) arrow indicates directional
FD30S	30 min fire resistant doorset with intumescent strip, smoke seal & self closer; upgrade/replace existing if required
SC	self closing - opening force limited to 20 newtons to comply with Building Regulations Doc. M
(A)	fire alarm panel
(D)	fire extinguisher: water type
(P)	fire extinguisher: dry powder
(G)	fire extinguisher: carbon dioxide gas
(B)	fire extinguisher: fire blanket
SS22	door to be securely fixed open whilst members of the public are on the premises

denotes 'Area of Licensable Activity'



STC Risk Assessment Panel Working Group
Thursday 23rd February 2023 2pm – The Old Courthouse

Notes

Present Cllr M Stott, R Blaney, S Thompstone, L Wright, A Harper, I Venkov & A Oldham

Apologies for absence - Cllr P Harris

- 1 **General Tree Works**
The Clerk had received advice from NSDC Tree officer and assurance from the tree contractor that all trees would be assessed for Bird nesting before any work commenced and work would be stopped if any were present.
The contractor had also confirmed there would be a written assessment before starting work.
It was agreed to continue to carry out the tree works providing the Wildlife and Countryside Act was not contravened.
The Clerk to contact a further independent tree surveyor to ask for a second opinion on Ash Tree Spinney, a quote to be obtained for an extra report.
The Bat survey was discussed, it was agreed this was necessary.
- 2 **Burgage Tree Works**
The two trees on the Burgage have had difference opinions of their safety, a 5 day exemption certificate has been issued but the council had asked for this to be delayed
The Lime was 3 to 1 for removal. Due to its positioning the risk panel agreed to its removal. Clerk to inform the contractor.
The Rowan is small and not in a dangerous position, the opinions were split on this, the risk panel agreed to leave this tree and reassess at a later date.
- 3 **Riverside**
NSDC Tree officer has advised the same as the Tree Surveyor, the tree is not a danger and should not be taken down. The risk assessment panel agreed. They also agreed that it is the homeowner's responsibility to prove any damage to their property. NSDC Tree Officer also advised that should a tree order be sort then potentially the tree could be subject to a TPO. Cllr Stott advised, the council could be causing a statutory nuisance.
- 4 **Potential Defamation**
The clerk informed the panel of potential defamation claim due to adverse comments being received from members of the public.

Lesley Wright – Clerk

Agenda item 222.2

Tree Works Update

All works on the, apart from Ash Tree Spinney should now be complete.

Ash Tree Spinney

The initial Bat Survey has highlighted 6 trees which potentially could be Bat Roosts, therefore a further survey is required, before work can commence. Maplebeck Tree services are arranging this.

The TWCA and Felling licence are in place.

Due to the Ash Die back present in the wood, all logs need to be removed from site. Maplebeck are arranging this and have been given permission from a nearby property to enter their garden to remove them.

Additional costs will be

Bat Survey £595.00

Wood Removal £1800.00

Total £2395.00

The work will be carried out as soon as possible, once Bat Survey is complete.

Proposal

To agree the above costs, to be paid from the 2023-24 tree budget and for the work to be carried out as scheduled.

To agree to appoint a qualified arborist to survey the Council trees as per legislation, Clerk to obtain 3 quotes for a Full council to consider.

L Wright – Clerk

Agenda item 222.2

Tree Works Update Updated 18/04/23

All works on the, apart from Ash Tree Spinney should now be complete.

Ash Tree Spinney

The initial Bat Survey has highlighted 6 trees which potentially could be Bat Roosts, therefore a further survey is required, before work can commence. Maplebeck Tree services are arranging this.

The TWCA and Felling licence are in place.

Due to the Ash Die back present in the wood, all logs need to be removed from site. Maplebeck are arranging this and have been given permission from a nearby property to enter their garden to remove them.

Additional costs will be

Bat Survey	£445.00
MEWP plus Operator	£715
Wood Removal	£1800.00
Total	£2960

The work will be carried out as soon as possible, once Bat Survey is complete.

Proposal

To agree the above costs, to be paid from the 2023-24 tree budget and for the work to be carried out as scheduled.

To agree to appoint a qualified arborist to survey the Council trees as per legislation, Clerk to obtain 3 quotes for a Full council to consider. The arborist will work with STC ground staff to enable in house staff to survey trees and call in an arborist when required. Once appointed the arborist will complete the next tree survey due later this year. This will comply with the legislation that, trees in high risk areas are to be surveyed every 2 years both in and out of leaf

L Wright – Clerk

For councillors to review and prioritise.
Submit priorities to Full Council

TE/GF/MWG/ ET/Comms/H R/NP/FC	Cllr Lead	Agenda item if applicable	Description	STATUS	PM	Comment	Budget	Approved BY	Priority
FC	KR	FC 22/01/131	Skate Park	Awaiting grant	AB	Grant application in. Grant awarded of £47k. FC to agree if STC will cover quarentee the final £47 if funds shortfall		Full Council	
TE	KR	TE 22/05/136	Noticeboards renovation	In progress	AB	renovations all complete. New board at the OCH and Market sq to complete			
TE	KR	Complete	Benches renovation	In progress	AB	renovations well underway - Minster Field Bench and remaining metal benches left to do when workload allows			
FC	KR	TE 22/07/011	Community Art Gallery	In progress	AW	AW putting plan together for curation, quotes received £495	£500 from Cll	Full Council	
TE	KR	TE 22/07/016	Cludd & Spires Pond renovation	In progress	AB	Risk assesment on Dipping Platform and Pond Safety. AB to assess status move fo forward. AB in touichg wityh ROSPA for water safety advice and Risk assesment			
TE	KR	TE 22/11/32.2	Norwood Gardens PLAY Upgrade	In progress	AB	Signs and bike to be completed . Extra inspection required on trim trial - removal recommended. AB to enquire about sineage. AB has instructed the Groundstaff to paint old equipment whrne time allows.	£900 remaining	TE	
MWG	LH	FC 22/02/175	Fish man stall	In progress	AB	Quote received and agreed. Owen has agreed to pay £100 towards the new stand and remove his old equipment	£600	Full Council	
FC	MS	n/a	Upgrade electrical systems in workshop	In progress	AB	Steve Cook quoted and works scheduled for Feb 2023 SIEVE Cook rescheduled for May 09, 2024.			
FC	PS	FC 20/0916/12	Neighbourhood plan	In progress	LW/AB	Once finalised AB/LW to plan consultation etc. Library booked, email contacts lists ready 1 July 1st public consultation on the Market 4 July Consultation evening – Library 15 July Weekend Consultations – Library			
FC	MS		Office Renovations	In progress	AB	Painter to return to complete external of rear and Court Room AB to chase. AB chased 15/03/23 and 13/04/23			
			Burgage War Memorial Repairs	In progress	AB	Repair/Replacment front slab			
MWG	LH	FC 22/02/175	Noticeboard Market Square	In progress	AB	To be renovated		Full Council	
TE	KR	TE 22/11/30	Notice Board outside OCH	In progress	AW	Planning permission needed			
TE	KR	TE 22/11/36	Football storage requirement at WMRG	In progress	AB	Ongoing			
TE	KR	FC 22/02/177.2	Spider Net replacement or repair	In progress	AB	Approve investigation, before proceding. Net replace ment agreed and approved by FC. Should be installed mid May. AB still negotiating with Insurers.			
TE	KR		Cycle racks	In progress	AB	Completed all excpet Minster and Bull Yard due to discrepencies in Positioning			
FC	MB		King St Road Closure	In progress	LW	Further consultations required			
TE	PH	TE 22/07/015	Riverside path renovation	No progress	AB	Quote recived for 48k decsion required on if this project is to be funded			
TE	KR	n/a	Halloughton road clearance-lengthsman	No progress	AB	Ongoing Discussions with Via			
TE	KR	TE 22/0309/117	Hedgehog Friendly Southwell	No progress	AB	Ongoing			
GF	PH	n/a	IT upgrade	No progress	AB	AB requested quote from Giles, AB to circulate. AB circulated.			
TE	ST	TE 22/11/32.4	Trees at Norwood gardens verges	No progress	AB				
FC	KR	FC 22/2809/83	Riverside to Nature Reserve Application	No progress	AB				
FC	PH	FC 21/10/093	HVO fuel conversion	Not planned	AB	AB given hand over and previous notes			
						AB to contact Planning dept. Then need a quote to install in Archway.Swift boxes should ideally be positioned at least 5m above ground, under an overhand or eaves for protection. Take appropriate precautions when working at height, especially with a heavy nest box. Boxes should face in a North Westerly or North Easterly direction to shelter them from the glare of the sun. Swifts fly straight into their nesting areas, so there should be a clear adjacent airspace. Predators (mainly cats, magpies, crows, squirrels and rodents) should not be able to access the boxes, so they need to be kept away from branches, climbing plants and aerials. Swifts leave very few droppings externally, and their nests should not need to be cleaned unless used by another species. However, over the winter you might want to check that any fixings are still. Remember that swifts are protected by the Wildlife and Countryside Act 1981, making it illegal to damage an active nest site.			
TE	KR	TE 22/0309/118	Swift boxes	Not planned	AB				
GF	PH	Complete	Christmas Trees & Lights 2023/24	Not planned	AB	Need to get battery lights ordered for 2023 with refund from 2022 trees no alternatively increase electrical supplies to number of trees paper for TE in May			
MWG	LH	MWG	Market trolley	Not planned	AB	AB to lase with groundstaff on appropriateness of a trolley for boards. Market staff don't requite this now the stalls are left in situ			
FC	MS	n/a	WM War Memorial Repairs	Not planned	AB	WMRG war memorial with insurance company - Alice is disputing £200 excess.			
TE	KR	TE 22/11/33	Sprayng Alternatives Pesticide free	Research	LW	Research and price up de-weeder		Full Council	
FC	MS	n/a	Ash Tree Spinney management plan	Research	LW	An ecological survey complete. Quote required for tree replanting			
TE	PH	TE 22/07/007	WMRG toilets	Research	AB	Quote requested from D&H, Newark Interior Solutions and Nick Coupe.Additional qutoe tp be obtained Derrys @ Newark AD/AB applied for Grant funding 5K. Grant funding rejected. PH proposing to extend work shop so on hold until decision is made.			
TE	PH	TE 22/05/135 TE 22/07/008	Church Street Toilets	Research	AB	Quote requested from D&H, Newark Interior Solutions and Nick Coupe. Funding from SPF applied for by "SPF Grant Fund Comittee". Grant funding rejected. On hold until FC decide.			
FC	SP	TE 22/11/35	Fruit Tree Walk	Research	AB	AB and SP working on plan Quote received and further quotes to bew obtained. Grafted trees approved. SP ordered the grafts.	TBC	Full Council	

Agenda item 224

Coronation Expenditure

Grant (not yet received) from NSDC	£ 1,000.00
Bunting (230m for market)	£ 145.00
Flags (replacement + coronation flags)	£ 136.95
Contribution to Minster	£ 500.00
Shop Southwell Voucher	£ 50.00
2 x Banners	£ 155.00
Yarn Bombing	<u>£ 15.00</u>
	£ 1,001.95

To approve Expenditure to £1000 grant for the Coronation

L Wright

Final Summary of Local Business Saturday Road Closure Survey

Prepared by: Abi Brackenbury 13/04/2023

All business were emailed via Sarah Payne (NSDC Town Projects Officer, Economic Growth and Visitor Economy).

The survey is now closed, and the results have been integrated into this summary.

We received a total of 7 businesses who responded.

Question 1. Are you a Business of Southwell?

100% of respondents are Southwell Business Owners

Question 2. Do you shop in Southwell on a Saturday?

100% of respondents Shop in Southwell on Saturdays

Question 3. Do you support the closure of King Street on Saturdays between 9am and 3pm to all but emergency vehicles?

100% Of respondents do support the Closure of King Street on Saturdays

Comments:

free text comments were as below:

- This is such a good idea. And so necessary.
- I would suggest even further and fully pedestrianising King Street outside of these hours, on a permanent basis. 7 days a week.
- Further to this, I would also include Queen Street along with these plans. Queen Street is so often overlooked and forgotten about when there are shops up Queen Street as well, including the Post Office. The pavements are so narrow, and non-existent for a short distance outside The Handicentre as it is in fact a loading bay. I have seen many times where pedestrians have tripped, collided, and struggled with each, trying to pass on the narrow pavement. Especially when a huge bus or lorry is trying to pass often with a wheel on the pavement to get up the street.
- On top of this, I think that the last thing I would consider Queen Street to be, especially on the opposite side of the street to The Post Office, is accessible for those who struggle with mobility. If you are a wheelchair user, you would purposefully avoid the road all together!
- We are in the 21st century. Cars no longer rule the roost, and pedestrians, their access, and their safety, should be considered above all else.

- The argument that Queen Street is a main thoroughfare for cars does not hold water. As it is already a one-way street. If it is not considered a main thoroughfare in one direction, where cars happily go via Allenby Road or The Ropewalk (which are not one-way), then this must also be true in the opposite direction.
- The town centre of Southwell, for such a lovely, picturesque, and historic place, for residents and tourists alike, is being left behind by the times. Town centres are modernising, pedestrianising and welcoming environments. Unfortunately, this is no longer the case for Southwell and we need to play catch up.
- This proposal should just be the beginning. I look forward to the future proposals to see where the town goes from here.
- Access for residents will also be required. Businesses may need access for unloading/loading - e.g. Florists for deliveries etc, Post Van, General deliveries that we are not in control of the day they choose to deliver.....
- Great idea to get cyclists to dismount.
- PLEASE include the closure of Queen St in your considerations - as we see on Late Night Shopping, pedestrians wander in and around Market Place and up Queen St in the road as they feel the 'roads are closed'. The main comment we got that night was 'why on earth is this road not closed - it's an accident waiting to happen!'
- Why not pedestrianise the whole town on a Saturday? How lovely would that be?
- The closure of King St often pushes MORE traffic up Queen St, and with 20 businesses on the street - why are we ALWAYS ignored regarding closures - there are TWO main shopping streets in the town, yet Queen St is never considered. Why not? Are we not as important? As much as I support the King St closure, it can often have a negative effect on Queen St, as if people see traffic coming up here, they think - 'aah - can't be anything up there then ' and don't bother.

- I did raise this at the recent meeting and the councillor who was talking actually turned away from me and dismissed it - it was like being told 'we'll see' by a parent!
- It seems sensible to me (and others!) - people must turn left at the top of Church St onto Westgate, right over Allenby and right onto Halam Road to come back to Ropewalk where they can access the car parks. There seems to be a concern over 'increased traffic' on that route.....but it's fine to push it all up another shopping street in the town.....
- I fully expect all these comments to fall on deaf ears, but at least I have responded and made my feelings known.
- I'm sure if they are read, the answer will be 'oh, it's just too difficult' - and god forbid we try and do anything difficult.
- If this is not the case, and STC feel like including Queen St in the plans for once, feel free to drop in and have a chat with me or any of my fellow business owners on Queen St
- Does this still allow for Saturday deliveries? This is important as we do receive deliveries.

Minutes of Meeting: PLANNING & HIGHWAYS COMMITTEE
Date and Time: Wednesday 5th April 2023 19.00
Venue: The Old Courthouse Burgage Southwell NG25 0EP

Questions and planning responses from Members of the Public – none

Present: Councillors D Martin, M Jeffrey, K Roberts, S Perry, M Brock

In Attendance: L Wright – Clerk. 3 members of public, 1 member of the press

PH22/04/112 Apologies for absence- Cllr S Reynolds, L Harris & P Scorer

PH22/04/113 To receive any declarations of interest.
Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001
Cllr M Brock no vote on item 1, 10 & 14

PH22/04/114 Approval of Minutes of previous meetings:
114.1 Planning Committee Minutes 1 March 2023
Proposed M Jeffrey Seconded S Perry
With the addition of the Double-Glazing letter
Agreed Unanimously
114.2 Matters arising – none

PH22/04/115 Planning applications – click to the NSDC ref below and it will link to the relevant application.

STC Ref	NSDC ref	Location	Details	Decision	Observations
115.1	23/00312/FULM	Land At High Gables Lower Kirklington Road	Demolition of a property known as 'High Gables' and the erection of 56 residential dwellings with associated access, landscaping and infrastructure (resubmission)	Objection Proposed M Jeffrey Seconded S Perry	See attachment below
115.2	23/00402/HOUSE	6 Nursery End	Single storey rear extension and single storey replacement of existing garage to create ground floor bedroom. Installation of solar panels timber pergola to rear	No Objection Proposed M Jeffrey Seconded S Perry	Southwell Town Council considered 23/00402/HOUSE 6 Nursery End and agreed unanimously to no objection to this application on the condition that the potential flooding issue is addressed and the new surface on the driveway is porous
115.3	23/00387/HOUSE	37 Silvey Avenue	Demolition of existing garage, new single storey side extension, loft conversion with 4 No. rooflights, detached garage and boundary wall	No Objection Proposed M Jeffrey Seconded M Brock	Southwell Town Council considered 23/0038 37 Silvey Avenue and agreed unanimously to no objection to this application on the condition that the potential flooding issue is addressed and the new surface on the driveway is porous

115.4	23/00422/FUL	Mobile Classroom Brackenhurst Campus Hicking Lane	Relocation of existing timber single-storey building to create new classroom.	No objection Proposed D Martin Seconded K Roberts	Southwell Town Council considered application 23/00422 Mobile Classroom Brackenhurst and agreed by majority to no objection to this application
115.5	23/00355/AGR	Thorney Abbey Farm, Oxtan Road	Application to determine if prior approval required for proposed internal farm road.	No comment	
115.6	23/00118/FUL	17 And 19 Newark Road	Alterations to 2 drop kerbs and associated tarmac.	No objection Proposed K Roberts Seconded M Jeffrey	Southwell Town Council considered application 23/00118/FUL 17 And 19 Newark Road and agreed unanimously to no objection to this application
115.7	23/00299/CPRIOR	Weldon Farm Pollards Lane	Notification for Prior Approval for a proposed change of use of one agricultural building to one dwelling house and for associated operational development.	No objection Proposed M Brock Seconded S Perry	Southwell Town Council considered application 23/00299/CPRIOR Weldon Farm Pollards Lane and agreed unanimously to no objection to this application
115.8	23/00457/HOUSE	1 Dudley Doy Road	Single storey rear extension	No objection Proposed S Perry Seconded M Brock	Southwell Town Council considered application 23/00457/HOUSE 1 Dudley Doy Road and agreed unanimously to no objection to this application
115.9	23/00453/HOUSE	1 Norwood Gardens	Proposed two storey rear extension	No objection Proposed S Perry Seconded M Jeffrey	Southwell Town Council considered application 23/00453/HOUSE 1 Norwood Gardens and agreed unanimously to no objection to this application
115.10	23/00393/DISCON	Land at Coghill Court	Request for confirmation to discharge condition 10 (hard and soft landscaping) attached to planning permission 21/00535/FUL Erection of four two bed semi-detached bungalows	No comment	
115.11	23/00463/ADV	Well Pharmacy, King Street	New fascia and hanging signage	Objection Proposed D Martin Seconded K Roberts	Southwell Town Council considered application 23/00463/ADV Well Pharmacy, King Street and agreed unanimously to object to this application for the following reasons : does not comply with NSDC Shopfront and Advertisements SPD..... -Illuminated box signs are inappropriate in Conservation areas and on listed buildings" -Fascia illumination will normally be resisted. -Internally illuminated signs are always inappropriate".

115.12	23/00458/DISCON	110 Westgate	Request for confirmation of discharge of conditions 03 (Materials), 04 (Sample Panel) and 06 (Tree Protection) attached to planning permission 22/01576/HOUSE; Single storey rear extension, replacement windows and door to rear of house.	No comment	
115.13	23/00353/LBC	Brackenhurst College	Removal of Mart Glasshouse to external perimeter of Victorian walled garden.	No objection Proposed K Roberts Seconded M Jeffrey	Southwell Town Council considered application 23/00353/ Brackenhurst College and agreed unanimously to no objection to this application and look forward to a planning application for a similar replacement building
115.14	23/00464/OUT	188 Norwood Gardens	Detached dwelling with new access and amenity space.	No objection Proposed D Martin Seconded K Roberts	Southwell Town Council considered application 23/00464/OUT 188 Norwood Gardens and agreed by majority to no objection to this application
115.15	23/00545/HPRIOR	3 Riverside	Householder prior approval for proposed single storey rear extension The length that the extension extends beyond the rear wall of the original house	No objection Proposed M Brock Seconded K Roberts	Southwell Town Council considered application 23/00545/HPRIOR 3 Riverside and agreed unanimously to no objection to this application

PH22/04/116

Planning Applications Decided

116.1	Applications Approved	STC Decision
	23/00535/FUL – Land at Coghill Court	Objection
	23/00066/HOUSE – Popely's Piece, Bishops Drive	
	23/00141/LDCP – Badgers, Fiskerton Road	No Objection
	23/00094/DISCON – 90 Kirklington Road	
	23/00013/LBC – 63 King Street	
	22/02254/FUL – Holy Trinity School	No Objection
	23/00196/LDCP – Rowan View Home Farm	
	23/00206/HOUSE – Oak Tree Cottage	No Objection

116.2	Applications Refused	STC Decision
	23/00163/LDCP – 23 Woodland Drive	
	23/00001/LDCP – 4 Burgage Lane	
	23/00189/FUL – 17 Market Place	No Objection
	22/02381/HOUSE – 32 Riverside	
	21/02043/FULM – Land off Nottingham Road	Objection

116.3 Tree Works Applications - noted

23/00378/TWCA	Bishops Manor, Bishops Drive	Removal of deadwood from 1 no. cedar tree		
23/00359/TPO	Hardwick House, Queen Street	Undertake works to trees protected by TPO N267 T1: Fell 1 no. sycamore tree		
23/00405/TWCA	The Minster Refectory	Remove stem at source to give clearance from building		
23/00477/TWCA	Cedar Lodge, Burgage Lane	T1 Sycamore, Shortening of laterals by 2m to reduce overhang T2 Ash, Shortening of laterals by 2m to		

		reduce overhang T3 Ash, shortening of laterals by 2m to reduce overhang		
<u>23/00530/ TWCA</u>	Yew Tree Cottage, Westhorpe	G1 3no yews - Crown lift to 4m all around; remove deadwood over 20mm diameter T1 Sycamore - Reduce to give 2m clearance from phone line; remove deadwood over 20mm diameter H1 Leylandii - Remove to ground level G3 25no damson - remove 10 of the lesser specimens, selecting the specimens with poor form to thin out the group G4 2no self-set ash – remove		The committee ask why the crown lift is to 4 metres
<u>23/00544/ TWCA</u>	54 Westhorpe	T£ Ash – Remove T4 Prunus – Remove TG1 Hazel Remove		

116.4 Tree Works Approved – noted

<u>23/00344 /TWCA</u>	32c Westgate	T1 Cypress dying and diseased require removal T2 Unidentified species totally dead require removal T3 Malus (Apple) crown reduction 1meter thin balance take dead wood T4 and T5 Cypressus Leylandii (conifers) Crown lift to maximum of 4meters, deadwood and target prune crown reduction and general balance no more than 2meters T6 Ilex (Holly) Crown reduction by two meters crown lift no more than 4meters thin and balance		No Objection
23/00194 /TWCA	2 Farthingate	T1 Sorbus, Sectional fell to ground level due to proximity to highway. Planting condition to be favourable as client would like to replant.		No Objection
23/00133 /TWCA	112 Westgate	T1 Prunus Species - All round reduction of 4m; 10% crown thin T2 Prunus Species - All round reduction of 1.5m; Crown lift to give 2m clearance above ground level; Crown thin of 30%		No Objection
23/00042 /TWCA	24 Nottingham Road	Reduce 2no Cherry Trees by approximately 2m all round.		No Objection
23/00210 /TWCA	45 Westgate	Removal of mixed Conifers - Impinging on neighbours outbuilding and over shadowing.		No Objection
23/00197 /TWCA	The Coach House, Church Street	Removal of limb from conifer		No Objection
23/00294 /TWCA	Burgage Manor	T1 Yew - Re-trim all round by 20cm H1 Laurel - Reduce height by no more than 3ft and trim garden side by 30cm T2 Holme Oak - Trim all round by 60cm T3 Holme Oak - Trim all round by 50cm T4 - Crataegus Species - Fell T5 - Prunus - Reduce from street light to give 1.5m clearance and no more than 4m clearance above neighbouring properties T6 - Acer Species - remove limb back to main union as shown in photograph		No Objection

23/00378 /TWCA	Bishops Manor	Removal of deadwood from 1no cedar tree		No Objection
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PH22/04/117 **Highways Report** – Clerk to write to Cllr Jackson re the 20 to plenty speed signs. Clerk confirmed that the reply to the STMP had been sent to Via and a meeting is to be set up.

PH22/04/118 **Speeding on Halam Road-** To be included in the next meeting with Via. The interactive signs on Halam Road need to be moved nearer the edge to the town.

PH22/04/119 **Neighbourhood Plan update – *noted***

PH22/04/120 **Date of next meeting: 3 May 2023**

PH22/04/121 **Items for discussion at next meeting-** UPVC double glazing letter

Meeting Closed **20.15**

Signed

Chair of Planning

Date

Southwell Town Council considered application 23/00312/FULM Land at High Gables Lower Kirklington Road and agreed unanimously to object to this application for the following reasons:

It is not compliant with the Southwell Neighbourhood Plan as follows:

Layout.

The layout is still very regimented with straight roads and a straight row of houses with similar roofs is presented to the NW facing boundary, albeit fairly well inside the site and shorter than before. It would give a very suburban feel to the development which is a gateway site between a rural environment and the town.

There is no evidence that Southwell Design guide SD1 and DH1 have been considered,

It doesn't retain the "important landscape feature" of the hedge in the centre of the site.

The affordable housing is still not scattered in accordance with NSDC Affordable Housing SPD paragraphs 3.14-3.16.

The play area is now a linear feature on the NW side of the site. There is no central open space to give a "sense of Place" to the development. (Policies DH1 & SS5 (ix).)

The District Council criticised tandem parking in the previous developer's application and in this layout, we have triple banked parking if we include the garage. This is likely to lead to on-street parking which the Town Council hopes to avoid as much as possible.

The garages are not large enough to take additional bicycle storage in accordance with the NSDC Residential Cycle and Car Parking Standards SPD? NCC Highways comment that some are not even big enough to count as car parking!

There are no bin storage areas marked (Southwell Design Guide Section 4)?

Concur with some NCC Highways criticism of aspects of the layout although I think that a footpath on the side of the road alongside the play area seems to be unnecessary.

NB NCC Highways object to the current situation due to traffic speeds but suggest traffic calming measures as a solution.

Finally, the access to the site will be a narrow cutting between high fences, a most unpleasant arrival point.

Built form.

House Sizes

Although the percentage of affordable housing is correct, the percentages of different house sizes does not conform to Neighbourhood Plan Policy HE1, *nor the more up to date NSDC HNA 2020*.

The comparison table is below. It is accepted that the Neighbourhood Plan policy HE1 was derived from a Housing Needs Assessment (HNA) completed in 2013. A new HNA has recently been done to inform the Review of the NP which is on-going. It is stressed that this is not yet agreed policy but is illustrated here for comparison purposes.

	Neighbourhood Plan	Redrow Proposal Market	Redrow Proposal Affordable	AECOM HNA 2022	NSDC HNA 2020 Market need	NSDC HNA 2020 Affordable need	NSDC HNA 2020 Intermediate need
1 or two bedrooms	40%	0%	14%	30%	6.6%	0%	6%
1 or 2 bedroom bungalows	20%	0%	3.6%		14.8%	23.6%	10.3%
3 Bedroom	15%	32% (3.5%)	12.5%	70%	48.5%	42.3%	35.8
4+ Bedroom	25%	37.5% (66%)	0%		24%	0%	35.8%

NCC Highways have identified that Harrogate and Cambridge 3 bed houses have a Home Office” upstairs. They are actually marketed as four bedroom houses on Redrow’s website so the above figures are incorrect. 3 bed “market houses” are actually 3.5% and 4+ bed are 66%

Flooding

In the flood risk assessment, the planners have used the data from the Department of Environment River and Sea risk assessment, which reflects in a zone 1. However, Southwell is only flooded by surface water and this results in low to medium. but there is a flood path flowing right through the middle of this site. This means the flood risk assessment is to a large extent erroneous and does not reflect the reality of the situation.

The Council concur with the comment of E Walker who is a senior member of Southwell Flood Forum

Traffic

The traffic assessment states the majority of trips from the development will be carried out by pedestrians and normally it is assumed that any distances by walking are up to 1000metres.

The problem is the distances quoted are erroneous by up to 60%, eg Lowes Wong claimed 1000 metes actual measurement 1450 mts. Town Centre (Kings ST) claimed 1000mts actual 1600 mts, Co-op stores actual is 1200 mts, in addition the Minster School and Leisure centre are in excess to 2000mts. These figures are used for traffic assumptions which are therefore inherently erroneous

The traffic assessment further states that the site is accessible by modes other than the car. This is true but the car will be the dominant mode for journeys to the town centre, schools and wider destinations

Any additional increase in the traffic around Southwell will be hugely detrimental and journeys to the south,(Nottingham etc ,) will use either Queen Street or Newark road/Church Street . Both of these are problematical due to the already high volume of cars and buses and the parking on both sides of Church Street.

NCC highway say in their comments say that the traffic assessment does not address many issues raised on previous applications in particular access to and from Lower Kirklington Road and the speeds which are inherent in that area. This is a crucial as regards road safety, there need to be further discussion surrounding the access to and from the development.