

Minutes of Meeting: FULL COUNCIL
Date and Time: Wednesday 17 January, 2024 19.00
Venue: The Old Courthouse

Present : Cllr M Stott (Chair) G Adams, P Barron, J Berridge, R Blaney, J Bostock, P Brooker, M Brock, P Harris, J Lightwood, C Marshall, P Rainbow, K Roberts,

In Attendance : L Wright Clerk, A Brackenbury Deputy Clerk 6 members of public

AGENDA

24/01/140 Apologies for absence

24/01/141 To receive any declarations of interest.
Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 – non received.

24/01/142 Minutes of previous meetings
142.1 Minutes Wednesday 11th November 23 – Agreed unanimously
142.2 Matters arising (not covered by the agenda – for information only).

24/01/143 Opportunity for questions from Councillors and Members of the Public

To suspend standing orders to allow public questions **Agreed Unanimously**

Civic Society representative thanked STC for re instating the use of the cell for storage.

Concern raised over the closure of the swimming pool.

Cllr Martin Stott assured that As soon as [Newark and Sherwood District Council] have something to say or request of the town council I will call members to an extraordinary meeting so there are no delays with this plan.

23/01/144 Chairman's Report and Announcements
Great North Road Solar application to go to P&H for consideration

24/01/145 County Councillor Report – noted and attached

24/01/146 District Councillor Reports– noted and attached
Cllr P Rainbow gave verbal report

24/01/147 Clerk & Projects Report – noted

24/01/148 Finance Matters –
148.1 Summary Income & Expenditure and Reserves to end December 2024
148.2 Bills for Payment –
148.3 Late bills for payment
148.4 Consider request for Grant from MHA

Items.1, 2 & 3 Agreed unanimously

Item 4 deferred, Clerk to inform MHA of local charity which might support
Proposed Cllr R Blaney Seconded Cllr P Rainbow

24/01/149 To review and accept recommendation from Governance & Finance Committee – Precept, Draft Budget, and Reserves 2023/2024- previously circulated.

It was agreed to break down the above into 3 separate motions;

1. Agreement not to pay the CCTV contribution.
Proposed Cllr P Harris Seconded Cllr John Lightwood
Agreed 5 Against 6 Abstain 4 – **not carried**
2. Amendment to propose to keep 2 hours free parking
Proposed Cllr P Harris Seconded Cllr K Roberts
Agreed 3 Against 8 Abstain 2 – **not carried**
3. Correction to 2.6 figure should be £5k
Proposed Cllr p Harris Seconded Cllr P Brooker – **Agreed Unanimously**

To accept the Governance and Finance committee recommendations
Proposed Cllr R Blaney Seconded Cllr K Roberts – **Agreed Unanimously**

24/01/150 Approve Terms of Reference for the Town Forum – previously circulated
A forum for review will be set up and be agreed and set up by the next Council and will also appoint a convenor. Cllr G Adams to submit revised wording.
Proposed Cllr P Harris Seconded Cllr G Adams- **Agreed Unanimously**

24/01/151 Discuss the twinning with Cesky Brod – previously circulated
It was discussed and unanimously agreed that the Twinning collaboration should be revived Cllr P Rainbow has passed on details to the Clerk who will contact Cesky Brod.

24/01/152 Town Environment
152.1 Town Emergency Plan – verbal update Cllr L Harris
To be reviewed by smaller group and brought back to FC in March for approval
152.2 Approval of the Tree Management Plan – previously circulated.
Proposed Cllr L Harris Seconded Cllr J Berridge
Agreed Unanimously but with a footnote as to where statistics and quotes came from.

24/01/153 Update of the Skatepark Crowdfunding – verbal update Cllr J Bostock

To suspend standing orders to allow an extra 15 minutes from 21.00- **Agreed Unanimously**

24/01/154 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.

154.1 Draft Planning & Highways Meeting – 7th December & 3rd January 2024 – previously circulated - G Shaw amend to G Adams Noted

154.2 Draft Town Environment 15th November -. Noted

154.3 Draft Human Resources Minutes – 27th November - Noted

154.4 Draft Governance and Finance Minutes – 14th December- Noted

24/01/155 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential items – previously circulated.

To suspend standing orders to allow an extra 15 minutes from 21.15- **Agreed Unanimously**

155.1 Review of Ecological Survey for 2.9 Acre Field of Memorial Drive
DEFFERED Until Business plan received and reviewed.

155.2 Proposal for the Tourist Information Centre

Proposed Cllr Lyn Harris Seconded Cllr P Harris

Agreed 8 Against 4 Abstain 3 Motion Carried

155.3 Proposal for Use of Office and Garage Space

Proposed Cllr L Harris Seconded Cllr M Stott

Agreed 14 Against 1

24/01/156 Items for Communication
Budget

24/01/157 Items for Agenda at next meeting - Scheme of Delegation Policy, Emergency Plan, Business Plan for Land on Memorial Drive , Town Forum Election

24/01/158 Date of next meeting Wednesday 21st February 2024

Signed Chair of Council

Date

DISTRICT COUNCIL REPORT FEBRUARY 2024

Public speaking at NSDC Planning Committee

At the next NSDC Full Council meeting on February 13th, a report is being considered to allow for public speaking at the Planning Committee.

Currently, only representatives of Parish and Town Councils, members of the planning committee and NSDC officers are allowed to speak at the meeting. Members of the planning committee attended a workshop where we ran through a number of differing scenarios and looked at options as to who and how many representatives can speak and for how long. NSDC is only one of a handful of planning authorities in England and Wales who don't allow public participation.

Applicants themselves find it very frustrating that whilst watching and listening to their application being discussed, they cannot contribute.

The Council's Constitution includes provision for public speaking at Full Council but it has no mention of public speaking at committee meetings.

The report before Council will seek approval of updates to the Constitution to enable the Planning Committee to revise the protocol to allow for public participation at its meetings.

Council Tax Empty Homes

The empty homes premium report was presented to Cabinet members at their meeting on January 23rd.

The proposal was for Cabinet to agree and recommend to Full Council that a change is made on which the council tax long-term empty homes premium becomes due from 2 years to 1 year. This proposal supports both the Council and Government policy in helping to reduce the number of empty homes by giving the highest incentive to owners to bring properties back into use, by either selling or renting the property.

On 1st October 2023, 748 properties in the Newark and Sherwood area were empty for between 1 and 2 years.

New Policy on NSDC Tenants Management of X-LARGE Bullies

In the light of recent reports of X-L Bully dog's behaviour, a new policy has been developed by the Council.

The policy applies to existing tenants only, as new tenants moving into NSDC property will not be given permission to keep the breed.

The policy aims to encourage responsible dog ownership by tenants and minimise concern surrounding these dogs.

Dog owners wishing to keep their XL Bully must comply with new legislation and provide a certificate of exemption.

The tenancy agreement clearly sets out the Council's stance on the keeping of dog breeds banned under the dangerous dogs act 1991

The Council will allow tenants who owned an XL Bully prior to the 31st January 2024 to keep their dogs providing -

Permission is sought.

Compliance with Government requirements.

That the Council upholds no complaints relating to behaviour.

Permission will be withdrawn after incidents involving XL Bullies are reported.

CLLR PENNY RAINBOW

Ward member for Southwell

District Cllrs Karen Roberts and Peter Harris Report for February 2024

Full Council Feb 13

Council rents are to be increased by 7.7% next year. This will generate a surplus of around £3m that will be used to implement new legislation with enhanced regulations on social housing etc.. The housing stock is in good condition but further spending will be required. The reserves now stand at £13.36m. 40% of the money from right-to-buy is being used to support more social housing building - the rest is returned to the Government. A question requested the Council to look at introducing short term permanent shelters to help homeless people in the District. This was supported and a plan to do so is being developed.

Council Tax for houses that are left empty for more than one year will now be set at 200% to encourage every building to be brought back into residential use. However, the Council will have discretion for this to be relieved due to issues such as probate delays and recruitment for tied houses etc.

The council is looking at introducing public statements to be made - more than the current Town Council's representations - at Planning Committee and this will be debated at a future Planning Committee meeting.

Following the three significant weather events in the last few months, including surface water flooding in villages in the area worse than seen for many years, the Council has agreed to propose to work with Districts and Counties upstream to reduce the peak flows of water into the Trent and its tributaries- and investigating flood mitigation measures in the District.

Cabinet

In December the Cabinet heard that fly tipping is reducing and fixed penalties for littering and illegal waste carrying are having an effect at reducing - but sadly not eliminating the issue across the District. The government has provided a £19m Fund for Ollerton Town Centre and development will include a new library, cinema and further business and commercial spaces, together with a transport hub. This has meant that significant money has now been allocated to both Ollerton and Newark town centres. There has not been similar funding for Southwell.

Following the continuing of the swimming pool at the Leisure Centre, a new swimming pool building for Southwell, with options for a wider development of a new leisure centre 'in conjunction with partners and relevant landowners' was agreed. A capital borrowing budget of £5.5m was approved with further reports to be taken to the Cabinet as the feasibility project progresses. The Playing Pitch Strategy - that is expected to show a continuing significant short fall of spaces in Southwell - is expected to be published shortly.

The CCTV system is to be replaced and project to examine the case for bringing CCTV monitoring back in house agreed.

Active for Today the wholly owned Company of the N&SDC made a loss of £450k last year. The position for this year will be impacted by the closure of the Southwell Pool but total is unclear but expected to cost £20k per month. Last year membership at the SLC was around 2100 adults and 1500 children [at Newark the numbers are under 4000 adults and 1600 children, Dukeries 1300 and 500]

In January the Cabinet heard that the biodiversity net gains in the Environment Act 2021 is now implemented. This requires a net 10% gain. It agreed that there should be 'significant enhancements' will be made in the area, but these may be 'off-site'. This is a complicated area and Councillors are recommended to read the whole January 23 Cabinet Report on pages 33-64 on the NSDC website. Southwell and the villages is encompassed by 'The Dumbles' region for biodiversity designation. Much of the landscape is shown as having 'high' distinctiveness with our lowland meadow areas and woodland pasture with parkland 'high distinctiveness'.

February 2024

Clerk and projects report

General Maintenance

The new skate park is well underway and an update meeting was held between Betongpark, STC and Friends of Southwell Playpark. The 1st application for the grant funding has been applied for from FCC communities. Plans are being put in place for an official opening

The first phase of Beryls meadow work has been delayed and will start in the next few weeks

Preserva have submitted a breakdown of the quote and this will be included in the TE agenda in March

The Christmas tree have been removed, this was delayed due to the flooding and storms earlier in the year. Southwell is one of the last to have the trees installed due to the remembrance parade and therefore one of the last to be removed.

The old workshop at WMRG has now been closed and the old toilet block is being used as storage and also the 4th garage behind the OCH.

Archaeology have now moved in the back office

Anti social behaviour is still ongoing in Church Street toilets

Work is ongoing on the finances and Jo is chasing outstanding invoices to reduce write off costs . Many are from occasional market stall holders. The market operator now has a receipt book to collect monies from new traders.

Stakeholder Meetings

We are committed to continuing the relationship with the minster school and we are now on our 4th term of pupils who come with staff on a Monday afternoon. This term they have mapped the trees on the Burgage, tidied the notice boards and had a skatepark visit. We also have a separate small group of young people who are volunteering for us as part of their DofE and have also mapped trees Both groups have updated the leaflets at the TIC.

Wash up Christmas market meeting with NSDC

Meeting with Flood Forum

Meeting with Via/NSDC and

Work Completed

Potwell Dyke Cleared of fallen trees – on going.

Groundstaff continuing the survey of all the estate trees working alongside the tree management policy.

Pruning and tidying of Humberstone road, Dudley Doy and Brook Walk - Removal of 2 dead willows and sapling

Ash tree Spinney work to be finalised and completed 07/02/23.

Apple Tree pruning completed

Stall rearranged for Wheatsheaf opening

Lowes Wong School trees roved/pruned

Footings in place for donated bench on WMRG

All seat checked in the Courtroom

Jobs To Do

Beryls meadow – clear thistles and nettles, crown lift trees
The Rotating Cup in Squires remains closed awaiting parts.
Norwood Garden play equipment to be repainted.
Riverside Nature reserve status to be started.
Following the TE Abi will investigate quotes for the painting of the rear of the OCH and replacement sills.
All Trees to be mapped and tagged – ongoing.
The TIC noticeboard to be renovated.
Revisit bench audit
Clean market covers
Several reports to MY Notts app re lights out, potholes and sink holes reported.
Clerk and Deputy Clerk had meetings with Brian Rawlinson re potential cost saving and options for car parks.
Website updated with previous minutes.
Norwood Garden hedge being cut back

Events

TOB – TBA
D Day celebrations 6th June – Council to decide STC involvement
Community Garden Party 09/06/24
Remembrance 10/11/24
Christmas Market 28/11/24
Lantern walk -TBA
Southwell Community Walk – TBA
Skate Park Launch – TBA

Prepared L Wright & A Brackenbury

SOUTHWELL TOWN COUNCIL									Agenda item 167.1			

									26,750	17,736		18915
108	CAR PARKS											
1802	CIVIL ENFORCEMENT OFFICER											
1803	TRIBUNAL REPRESENTATION											
1804	METRIC MACHINE MAINTENANCE	2,250	1,788	83%	2,154		1820	TICKET MACHINE SALES CH ST	19000	19,061	88%	21660
1805	CCTV SLA						1821	TICKET MACHINE SALES KG ST	3500	3,770	88%	4284
						Under review @NSDC	1855	CHURCH STREET PERMITS	400			0
		5,796	299	100%	6,796					-	100%	
1807	REPAIRS AND MAINTENANCE	250	-	83%	-		1823	KING STREET PERMITS	2300	705	100%	705
1809	ELECTRICITY	600	1,250	83%	1,506	Query	1824	BRAMLEY STREET SALES	2500	2,686	88%	3052
1810	RATES	8,733	7,335	100%	7,335		1825	BRAMLEY STREET PERMITS				
1811	SEWAGE AND WATER CHARGES	3,000	1,667	83%	2,008							
1812	COST OF TICKETS	500	1,398	83%	1,684	No advertiser						
1814	Collection charges	1,325	2,545	83%	3,066	Credit received £250 month from April 24						
	INSPIRE PAYMENT	-			900							
	TOTAL CAR PARKS	22,454	16,282		24,550							
									27,700	26,222		29702
109	THE OLD COURTHOUSE											
1901	RATES	10,859	7,944	100%	7,944							
1902	GAS, ELECTRICITY & REFUSE	9,000	11,592	83%	13,966	22/23 costs taken on previous incorrect reading	1977	ROOM HIRE	2000	661	83%	796
1903	WATER	2,000	2,744	83%	3,306		1978	RENT FROM POLICE	1800		100%	1800
1904	STATUTORY INSPECTIONS	1,750	1,082	83%	1,750		1979	COURTHOUSE CHAMBERS	12000	9,000	75%	12000
1905	MAINTENANCE	3,000	2,020	83%	2,434		1980	GARAGE				
1906	CLEANING	2,000	1,720	83%	2,072							
1907	PUBLIC WORKS LOAN BOARD	9,162	10,688	100%	9,162	Last payment Feb 25						
1908	SUNDRY OFFICE COSTS	800	917	83%	1,105							
	TOTAL COURTHOUSE	38,571	38,707		41,739							
									15,800	11,461		14596
110	TOURISM & COMMICATIONS											
2001	TIC RENT	1,000	-	100%	1,000							
2002	COMMUNICATIONS	5,000	4,743	75%	6,324		2021	EVENT GRANT AID	500	2,000	100%	2000
2003	OFFICE COSTS						2022	EVENT INCOME	1500	190	100%	190
2004	CIVIC CHAMPIONS						2023	THEATRE INCOME	0			
2005	VOLUNTEER EXPENSES											
2006	PROMOTIONS & ADVERTISING											
2007	TOWN EVENTS	1,900	2,577	90%	2,863							
2009	TOURISM SAT COVER											
	TOTAL TOURISM & COMMS	7,900	7,320		10,187							
									2,000	2,190		2190
111	LAND											
	TOTAL LAND											
	TOTAL EXPENDITURE	346,784	292,061		351,867			Total Income	350,649	342,790		355153

Accounts 23/24 Projected Outturn

EXPENDITURE	A	B	Projected	Projected
	23/24 Budget	23/24 Actual	Out Turn	%
Admin	£ 15,125	£ 12,603	£ 14,979	99%
Staff	£ 205,000	£ 172,844	£ 205,008	100%
Town Centre	£ 14,437	£ 6,620	£ 11,647	81%
Parks	£ 24,503	£ 19,521	£ 23,185	95%
Toilets	£ 10,875	£ 11,236	£ 13,214	122%
Markets	£ 7,919	£ 6,928	£ 7,357	93%
Car Parks	£ 22,454	£ 16,282	£ 24,550	109%
Courthouse	£ 38,571	£ 38,707	£ 41,739	108%
Tourism & Comms	£ 7,900	£ 7,320	£ 10,187	129%
Land	£ -	£ -	£ -	
TOTALS	£ 346,784	£ 292,061	£ 351,867	101%

Agenda item 167.1

INCOME	A	B	Projected	Projected
	23/24 Budget	23/24 Actual	Out Turn	%
Precept & Interest	£ 264,374	£ 271,503	£ 272,962	103%
Staff	£ -	£ -	£ -	
Town Centre	£ 5,450	£ 5,678	£ 7,488	137%
Parks	£ 8,575	£ 8,000	£ 9,300	108%
Toilets	£ -	£ -	£ -	
Markets	£ 26,750	£ 17,736	£ 18,915	71%
Car Parks	£ 27,700	£ 26,222	£ 29,702	107%
Courthouse	£ 15,800	£ 11,461	£ 14,596	92%
Tourism & Comms	£ 2,000	£ 2,190	£ 2,190	110%
Land	£ -	£ -	£ -	
TOTALS	£ 350,649	£ 342,790	£ 355,153	101%

Projected Income 23/24 £ 355,153

Projected Expenditure 23/24 £ 351,867

Projected Excess Income Expenditure £ 3,286

Please note this expenditure does not include disputed SSC bills totalling £6400

Reserves in 2023/24

Reserves at 31st December 2023

Received
Skatepark Grant moved from 312/334
CIL Received
Project Staff costs
Groundstaff costs
Bridge Repair costs
Skatepark Initial Costs
Skatepark 2nd Invoice
Skatepark Tarmac Removal

Long Stay Car Park Lights
New Lamp Post

Reserves at 31st January 2024

- Norwood Gardens
- Skatepark
- Squires & Cludd Pond
- Electric Works - The Old Courthouse
- Staff costs
- Groundstaff costs
- Tree Works
- Christmas Trees/Lights next year
- Allocated Project Reserve

Total Committed Reserves

Remaining Reserves

GENERAL RESERVES								RESTRICTED RESERVES				TOTALS
OTHER SERVICES				DEVOLVED SERVICES					S106	S106	S106	
Emergency Reserve	COMMITTED RESERVES							Infrastructure (CIL) Reserves	Devolution Dudley Do	Devolution Adams Row	Devolution Humberstone	Total Reserves
	Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns) S106	Toilets Reserve	Car Park Reserves		Reserve S106	Reserve S106	Rd Reserve	
310	313	312/334	314	332	321/322	333	316	311	330	331	329	
£ 21,497.00	£ 6,000.56	£ 11,123.64	£ 120,052.68	£ 12,644.98	£ 15,833.84	£ 3,700.00	£ 470.06	£ 86,632.82	£ 4,500.00	£ 756.00	£ 22,890.70	£ 308,039.41
								£ 15,000.00				
								£ 16,410.02				
								-£ 9,000.00				
								-£ 2,317.20				
								-£ 48,700.81				
								-£ 15,582.97				
								-£ 2,800.00				
£ 21,497.00	£ 6,000.56	£ 11,123.64	£ 120,052.68	£ 10,509.98	£ 15,833.84	£ 3,700.00	£ 470.06	£ 39,641.86	£ 4,500.00	£ 756.00	£ 22,890.70	£ 256,976.32
								£ -				
								-£ 14,172.50				
								-£ 1,100.00				
								-£ 5,000.00				
								-£ 3,685.00				
								-£ 5,860.00				
								£ -				
£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	-£ 29,817.50	£ -	£ -	-£ 2,316.00	-£ 32,133.50
£ 21,497.00	£ 6,000.56	£ 11,123.64	£ 120,052.68	£ 10,509.98	£ 15,833.84	£ 3,700.00	£ 470.06	£ 9,824.36	£ 4,500.00	£ 756.00	£ 20,574.70	£ 224,842.82

[illegible]

Date:

CASH POSITION BEFORE ANY PAYMENTS ARE MADE										Budget Remaining after January	Notes
NatWest Current Account	£ 44,201.18										
Natwest Direct Saver	11,782.05										
Car Park Account	11,377.82										
CCLA	255,000.00										
	Total	322,361.05									
Code	BILLS FOR PAYMENT	Description	£	VAT	Cost	Code					
	Supplier	Description	£								
4132	WATERPLUS	Burgage	197.07	0	13.72	1908	800	917	-130.72		
4133	INSPIRE	Hire of desk and stand TIC- awaiting credit	800	0	800.00		#N/A	#N/A	#N/A		
4134	BETONGPARK	Skate park	57,097.61	9,516.27	47,581.34	CIL	#N/A	#N/A	#N/A	CIL	
4135	WATERPLUS	77-85 King St	116.42	0	116.42	1612	1475	731	627.58		
4136	WATERPLUS	Church St Car Park	194.73	0	194.73	1612	1475	731	549.27		
4137	WATERPLUS	Scout Hut	158.66	0	158.66	1414	1050	846	45.34		
4138	OPUS ENERGY	Final Bill Query	1,851.02	88.14	1,762.88		#N/A	#N/A	#N/A	Query	
4139	SECURITY PLUS	January collections	10.49	1.76	8.73	1414	1050	846	195.27		
4140	CAPITA	January Collections	9.72	0	9.72	1414	1050	846	194.28		
4141	MAPLEBECK	removal of trees 176&177	4,200.00	700	3,500.00	CIL	#N/A	#N/A	#N/A	CIL	
4142	CAPITA	collection Charges	2.33	0	2.33	1414	1050	846	201.67		
4143	SCREW FIX	Oregon Gloves and trousers	-94.98	-15.83	-79.15	1439	2000	1593	486.15		
4144	UNICOM	communications	262.28	43.71	218.57	1121	1600	1215	166.43		
4145	UPC	site visits Jan/Mar 2024	222	37	185.00	1905	3000	1458	1,357.00		
4146	VISION ITC	Annual Hosted email Account	21.6	3.6	18.00	1161	1500	1005	477.00		
4147	SCREW FIX	chainsaw clothing	240.94	18.49	222.45	1439	2000	1593	184.55		
4148	IVAN VENKOV	Gloves & Glass cutter	53.25	8.87	44.38	1439	2000	1593	362.62		
4149	IVAN VENKOV	Chainsaw trousers	67.49	11.25	56.24	1439	2000	1593	350.76		
4150	IVAN VENKOV	latch for WMG Loo	16.34	2.72	13.62	1439	2000	1593	393.38		
4151	CHRISTMAS PLUS	Dismantle christmas trees	2,754.00	459	2,295.00	CIL	#N/A	#N/A	#N/A	CIL	
4152	LESLEY WRIGHT	Feb Zoom	12.99	0	12.99	1161	1500	1005	482.01		
4153	PSM	Filter for chainsaw	9.44	1.57	7.87	1439	2000	1593	399.13		
4154	WATERPLUS	Church St Loos	178.6	0	178.60	1612	1475	731	565.40		
4155	WATERPLUS	Church St toilets	161.88	0	161.88	1612	1475	731	582.12		
4156	WATERPLUS	Burgage	14.6	0	14.60	1908	800	917	-131.60		
4157	WATERPLUS	The Burgage	85.96	0	85.96	1908	800	917	-202.96		
4158	Vodafone	Jan	13.72	2.29	11.43	1814	1325	2545	-1,231.43		
4159	NSDC	Election Charges	7648.61	1274.77	6,373.84		#N/A	#N/A	#N/A	Reserves	
	Total		76,306.77	12,153.61	63,969.81						

Date:

Agenda item 167.4

For the period covering the rest of the financial year until 31st March

- There will be no ordering of any item that is not essential to the running of the Council as judged by the Chair of Council and the Chair of G&F.
- Delegated authority will be reduced to £250 per item
- No cost code can be overspent
- Every ordered item must have a cost code allocated both at the time of ordering and when agreed by Council

Proposed by Peter Harris Seconded by Karen Roberts

S137 Grant FUNDING

APPLICATION FOR GRANT AID

Section 1 About your organisation

Name of Organisation	Gate to Southwell Festival
Location	Kirklington and Southwell
Purpose of Organisation	To provide an annual international roots music and dance event
Total Number of Members	8
% of Members in the Town	62.5
Age Profile of Organisation	30-70
Contact Name	Mike Kirrage
Contact Address	Rose Cottage, Normanton Road, Southwell,
Telephone Number	01636 816678
Email Address	m.kirrage@gmail.com

Section 2 About the Grant Aid

Amount of Grant Applied for	£1000
What will the Grant be used for	£500 contribution towards the road closure needed for the dance procession and dance displays in the centre of town on Saturday 6th July. £500 contribution towards a shuttle bus between the site and Southwell throughout the weekend.
How will the grant aid benefit the residents living in Southwell?	The grant will enable us to continue the links we have always had with the town, which benefits the residents culturally and financially throughout the year. The festival is recognised as one of the top events of its type and attracts visitors to the town over the weekend of the festival and by association, throughout the year.
Give details of funds your organisation has raised in recent years	We have received sponsorship from Lowdhams as main sponsor, for the last few years (currently £2000)
What other organisations have you	We have not applied to anyone else for this specific request

Please send with your application a copy of your last accounts and any other supportive documents you wish to include to:- The Clerk, Southwell Town Council, The Old Courthouse, Burgage, Southwell, NG25 0EP.
Tel 01636 816103 email admin@southwell-tc.gov.uk

applied to in respect of this request and what was the outcome?	but we have contacted Newark and Sherwood District Council to request any funding they have available, suitable for our organisation.
--	--

**Please send with your application a copy of your last accounts and any other supportive documents you wish to include to:- The Clerk, Southwell Town Council, The Old Courthouse, Burgage, Southwell, NG25 0EP.
Tel 01636 816103 email admin@southwell-tc.gov.uk**

Southwell Town Council Scheme of Delegation January 2024

- a. This Scheme of Delegation authorises the Clerk/Proper Officer/Responsible Financial Officer and Committees, Sub Committees and Working and Task and Finish - Groups of the Council to act with delegated authority as detailed.
- b. The Town Council's Standing Orders were adopted March 2023 and will be reviewed annually; this scheme is in addition to Standing Order 15
- c. The Terms of Reference for each Committee will state the extent of their delegated authority.
- d. No Town councillor may act independently; all Town Council actions must be by way a decision of the full council, a committee, or the clerk.
- e. Delegation for urgent business is a necessity in this fast-changing age and is included below.
- f. The Clerk is the council's 'Proper Officer', The Council will also appoint the Responsible Financial Officer [RFO].
- g. The Southwell Town Council will appoint another member of staff who will be delegated to act on the Clerk's behalf in their absence or if the Clerk is an interested party.
- h. This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council's Standing Orders, Financial Regulations, and Information Governance Regulations.

Service area Function [delegation to the Clerk, and, where identified, consultation with appropriate Chairs]

1. Audit

- a. Clerk to maintain a continuous internal audit that is to be available for members of the Governance and Finance Committee to review on a quarterly basis.

2. Communications

- a. In accordance with Standing Orders 20 and 23a iii and in consultation the Chairs of the Council and relevant Committee and with members of the Communications Sub-Committee to deal with press and public relations.

3. Consultations

- a. Clerk to notify the Council of all planning application consultations received. In the event of the consultation end-date falling before the date of the next Committee meeting to discuss with the Chair and Vice Chair of the Planning Committee and either call an Extraordinary Meeting to agree the Committee's response or collate members' individual comments by email and take the majority view to respond to the Planning Authority and inform the District Councillors of the Ward of this decision to inform District Councillors for them to consider calling decisions to the Local Planning Authority's Committee..
- b. Other material consultations received will be communicated to all members of the Council. The Clerk and the Chair of the Council will determine whether the consultation will be taken to a meeting of the Council, the relevant Committee as an agenda item, or to all individual members. In the latter, the Clerk will collate members' individual comments by email and take the majority view to respond to the originating Authority.

4. Contractors

- a. Clerk to liaise with, and be the first point of contact for, all contractors appointed by the Council, and ensure that contracts are properly agreed and ordered.

5. Data Protection and Freedom of Information

- a. Clerk to have overall responsibility for the Council's publication scheme.
- b. Clerk to be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act, General Data Protection Regulation, Health and Safety Acts and the Council's Information Governance Regulations.

6. Decisions

- a. Clerk to take all necessary action, including signing any document, necessary to give effect to all decisions of the Council or its Committees within the scheme of delegation and their Terms of Reference.

7. Elections

- a. Clerk to notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with the District Council's officers regarding any statutory notices, electoral arrangements, and co-option.

8. Emergency planning

- a. Clerk to lead, with the Chairs of the Council and the Town Environment Committee, the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county & district councils and emergency services.
- b. Clerk to report to the Town Environment Committee issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency.
- c. Clerk to provide the Chair the Council with the keys to the Town Council filing systems and a list of passwords for use only in an emergency when the Clerk is unavailable for a prolonged period due to sickness or other reasons. Both the keys and the list of passwords will be provided in a sealed envelope which is only to be opened in the presence of the Chair, Vice Chair and at least one Chair of a Standing Committee.

9. Finance

- a. If required, and dependent on banking arrangements, in consultation with the Chair of the Governance and Finance Committee, Clerk to manage timely transfer of funds between the Council's bank accounts to maintain adequate cash-flow and in accordance with the Council's investment policy.
- b. Clerk to maintain adequate insurance cover for the Council's activities and assets.
- c. Clerk to act as Responsible Finance Officer for the purposes of the Accounts & Audit Regulations.
- d. Clerk to prepare accounts and bills for payment and subsequent payment following Council sanction at a Full Council meeting.
- e. Clerk to support the Chairs of the Committees to draft a budget to the Council in accordance with the Council's Finance Regulations for the forthcoming year and forecast for future years.

- f. Clerk is delegated to take other decisions relating to finances within the approved budget heads in accordance with financial regulations.
- g. Clerk to arrange for payments to be made when it is not possible to sanction them at a scheduled Council meeting or an extraordinary meeting, following the Urgent Business provisions below.
- h. Clerk to provide the Chair of the Council with bank account details for use only in an emergency when the Clerk and Deputy Clerk is unavailable for a prolonged period of time due to sickness or other reasons. These details will be provided in a sealed envelope which is only to be opened in the presence of the Chair or Vice Chair if the Chair is unavailable and at least two other members.

10. Health, safety, and wellbeing

- a. Clerk to arrange for and keep the Council's schedule of risk assessments up to date.
- b. Clerk to take all necessary action to implement actions identified to mitigate risks in the workplace and on Council property.
- c. Clerk to be the responsible officer for all safety purposes prescribed by law.

11. Information and Communications Technology

- a. Clerk to be responsible for the provision and management of information and communication technology provided throughout the Council.
- b. Clerk to report on need for replacement of out-dated equipment and the purchase of new equipment to the Governance and Finance Committee for decision.
- c. Clerk to be responsible for the maintaining and ensuring the accuracy of the Council's website and any other online presence.

12. Land and property

- a. Clerk to purchase necessary goods and supplies in accordance with the Council's agreed budget.
- b. Clerk to maintain the Council's offices and property and report to the Town Environment Committee for decision on alterations etc...
- c. Clerk to adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible with the agreement of the Chair of the Town Environment Committee.
- d. Clerk to implement planting schemes agreed by the Town Environment Committee for the various open areas for which the Council is responsible.

13. Meetings

- a. Clerk to arrange and call meetings of the Council, Committees, Sub Committees and working groups in consultation with the working group's Convenor, as and when expedient, in accordance with the Town Council's Standing Orders. The Clerk will diarise the meeting but may not be present.
- b. Clerk to follow government guidance on holding meetings in times of national emergency in consultation with the Council's Chair.
- c. Clerk to arrange and support regular, informal meetings with the Chairs of the Standing Committees to deal with issues within their Committee's Terms of Reference. Clerk to draft the relevant meeting's agendas with the agreement of the Chairs and Vice Chairs in their absence of the Committees as deemed necessary.

- d. Clerk to facilitate regular informal discussions where necessary between Council members, and district and county councillors where appropriate (via telephone, email or other electronic means) when it is not possible to hold meetings for a prolonged period of time.

14. Proper Officer

- a. Clerk to act as Proper Officer for the purposes set out in the Council's Standing Orders and for all other purposes as prescribed by law.

15. Staff

- a. Clerk to recommend amendments to the Council's Staff Handbook to HR Committee at least annually for adoption by the Full Council and to follow its direction.
- b. Clerk to direct staff members' work programmes in consultation with the Chairs of the Standing Committees.
- c. Clerk to act as the line manager for all members of staff.
- d. Chair of Council to act as the line manager for the Clerk to the Council
- e. Clerk may delegate day to day management of functions and services of Deputy Clerk and other Officers in line with approved duties of these posts, as agreed by the Council.

16. Urgent business

- a. Where urgent decisions are required between scheduled meetings of a committee and the decision is in the Terms of Reference of a Committee, the Clerk will consult the Chair of the Council and Chair and Vice Chair of the appropriate Committee[s], with unanimous agreement to proceed. If the matter is a full council matter the Clerk will consult the Council's Chair and Vice Chair and the Chairs of the Standing Committees for unanimous agreement to proceed.
- b. Wherever possible, all Members of the relevant Committee, or if a full council matter, all Members of the Council will be given 36 hours' notice of any urgent decision that the Clerk needs to take, in order for them to make their views known to the relevant Chair [notwithstanding the Clerk in consultation with the Chair of the Council may take any action they deem as extremely urgent immediately]. If there is no opposition to the decision being proposed the action will take place. If there is opposition the Clerk and the relevant Chair will consider the comments and act in accordance with their considered views.
- c. In the absence of the Clerk or if the Clerk is an interested party, the Clerk will be substituted by the deputy appointed in advance by the Council. The Council's Chair will arrange substitute staff in conjunction with the appointed deputy [where possible] and with guidance from the Nottinghamshire Association of Local Councils [NALC].
- d. In the absence of the Council's Chair, or if the Council's Chair is an interested party, they will be substituted by the Vice Chair or, where the Vice Chair is unavailable, by the Chair of the Governance and Finance Committee.

- e. Decisions made under this Urgent Business delegation section will be reported to minutes at the next Council or relevant Committee meeting.
- f. Under this delegation, where appropriate, the Clerk or Council Chair may conclude that an extraordinary meeting of the Council should be called to deal with the urgent matter, in accordance with Council's Standing Orders.

17. Right to Recall

- a. There is a reference back mechanism in the Standing Orders. The reason for this recall of decision will be circulated to all Councillors at the time of Recall.

Agenda item 169.1

Request for Funding for the Neighbourhood Plan Working Group

For our submission to the District Council and then to the Planning Inspectorate we will need a Consultation Statement and a Basic Conditions Statement, neither of which were included in Open Plan's Quotation and thus our grant application.

Steve Kemp has suggested a target budget of £750. I'm hoping that this can be reduced as we skipped over one of the other stages in his quotation but I thought that I had better warn you of an overspend.

If we apply for a grant to cover the extra cost in next financial year, we are likely to have to put everything on hold for about six months - in theory we are not allowed to incur expenditure until the grant is granted and last year we couldn't even apply until June. Having said that we carried on regardless as we couldn't see how Locality would know. This time though it will be public as the work is needed to go to NSDC.

Recommendation to Full Council

To allocate costs of £750 from CIL and for the grant to be progressed

Agenda 170

Southwell Town Forum

Terms of Reference

Constitution

Southwell Town Forum is a Working Party of the Town Council.

Function of the Forum

Southwell Town Forum will seek and collate representative views in the town to inform and lobby upon the performance and strategic direction of local government, and other relevant organisations, and their impact on the future of the town. It will produce a draft Town Plan 2025-2030 for consideration and adoption by the Town Council. It is anticipated that the Forum will survey the views of the town by the end of summer 2024, and draft a Town Plan for the January 2025 meeting of the Town Council

Chairing the Forum

The Town Council will appoint a Convenor of the Forum who will chair the Forum. In the absence of the Convenor, the Forum will elect a chair person for the meeting.

Membership

Membership will be renewed annually, at the annual meeting on the first Tuesday in June. The Council will appoint four further Town Councillors to be members of the Forum. Southwell organisations listed in the Southwell Guide will each be invited by e-mail to nominate a Forum representative or representatives and membership open to all Southwell residents by invitation in the Bramley and by the Town Council's website. **The Town Council will seek to ensure that a balance across the breadth of Southwell's stakeholders is represented on the Forum. Therefore it may take action to encourage particular stakeholders to join the Forum, or to advise on ad hoc issues that the Forum addresses.**

The District and County Councils will be invited to each send an officer to inform the work of the Forum. District and County Councillors representing Southwell will be invited to attend meetings.

Frequency of meetings and quorum

The Forum will meet at least bi-monthly and it will fix its meetings on the first meeting of the Forum to be established by the Convenor. The quorum of the Forum will be three Town Councillors and representatives from two other town organisations. The Forum will attempt to reach consensus, but in the event of the need for action despite differing views, will require a two thirds majority view to prevail.

Communications

Where possible communication with members will be by e-mail. The Convenor of the Forum will send out a Pre-Agenda notification via the Town Council four weeks prior to the meeting, inviting organisations to raise issues for the Agenda, and the Agenda will be sent one week prior to the meeting.

The Council will set up an e-group as part of the Town Council's website. and publicise its work in reports to local news papers and the website.

Record of meetings

The Forum will make draft notes of its own meeting that will be circulated to the Town Council, and to the member organisations within two weeks of the Forum's meeting. The notes will make specific reference to any points of action to individuals, organisations and local government councils.

Reporting mechanism

The Town Council will receive these notes in its 'Reports of Town Councillors', and the Convenor will answer any question arising from these notes. **Requests for action by the Town Council from the Forum will be considered for incorporation on the agenda of the appropriate Town Council meeting, by the Chair of the relevant Committee or the Chair of Full Council, as appropriate. Where the Chair does not consider the issue in remit for Council to address, the reason will be communicated back to the Forum.**

Delegated authority

The Town Forum will have no delegated powers. The Forum will hold no bank account.

Proposal for Double yellow lines on Bishops Drive:

Further to the original letter which was proposed by Cllr Steve Perry and agreed unanimously at the September 2023 planning meeting **PH23/09/010**

A follow up paper following a request for more information was then drawn up and presented at November 2023 planning meeting **PH23/11/010**

Cllr S Perrys paper on Bishops Drive was well received and a copy sent to the Newark Advertiser for publishing. The adoption of Double yellow lines is with VIA for review. Cllr S Perry was tasked with writing a similar paper for the adoption of 20is plenty in the Town Centre.

Via's response is that the Guidance from the Department for Transport, states that all new footpaths need to be constructed to a 2m width and the carriageway needs to be 5.5m within a residential area. Therefore, Double yellow lines is the only current option on the table.

The council need to agree if the proposal is to be continued or retracted.

Abi Brackenbury Deputy Clerk

13/02/2024

Minutes of Meeting: PLANNING & HIGHWAYS COMMITTEE
Date and Time: Wednesday 07 February 2024 19.00
Venue: The Old Courthouse Burgage Southwell NG25 0EP

Present: Councillors J Berridge (Chair), M Brock, R Blaney, G Adams, J Bostock, S Perry, C Marshall, S Perry

In Attendance: Abi Brackenbury – Deputy Clerk

1 member of public present.

2 members of Speed Watch Present

1 member of the Press present

PH24/02/001 Apologies for absence

P Barron, J Lightwood

PH24/02/002 To receive any declarations of interest.

Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001

PH24/02/003 Approval of Minutes of previous meetings:

3.1 Planning Committee Minutes 03rd January 2024 – Not Quorate to be approved at Full Council 21/02/24

3.2 Matters arising – future papers to all be sent via email.

PH24/02/004 Opportunity to hear questions or statements from members of the public.

None

PH24/02/005 Planning applications – click to the NSDC ref below and it will link to the relevant application.

STC Ref	NSDC ref	Location	Details	Decision	Observation
5.1	23/02040/HOUSE	13 Glenfields Southwell NG25 0AS	Proposed two storey side extension and internal remodelling	No Objection Proposed Cllr R Blaney Seconded Cllr M Brock	Southwell Town Council considered application 23/02040/HOUSE and agreed unanimously to no objection but consideration should be given to the reduction in parking spaces
5.2	23/02254/HOUSE	Yew Tree Cottage Westhorpe Southwell NG25 ONE	Single storey extension to the south of the dwelling, single storey extensions to existing outbuilding, erection of detached outdoor kitchen building and pergola with a log burner flue and the removal of a tree in Conservation area.	Refused by NSDC 06/02/24	

5.3	24/00010/ADV	The Wheatsheaf Inn Public House 47 King Street Southwell NG25 0EH	Erection of a illuminated sign to gable	No Objection Proposed Cllr R Blaney Seconded Cllr S Perry	Southwell Town Council considered application 24/00010/ADV and agreed unanimously to no objection subject to the District Council ensuring this application will not results in previous applications being implemented.
5.4	24/00011/LBC	The Wheatsheaf Inn Public House 47 King Street Southwell NG25 0EH	Erection of illuminated sign to gable end	No Objection Proposed Cllr R Blaney Seconded Cllr S Perry	Southwell Town Council considered application 24/00011/LBC and agreed unanimously to no objection subject to the District Council ensuring this application will not results in previous applications being implemented.
5.5	23/01435/FUL	44 Landseer Road Southwell NG25 0LZ	Proposed side, front and rear extension and drop kerb.	No Objection Proposed Cllr M Brock Seconded Cllr R Blaney	Southwell Town Council considered application 23/01435/FUL and agreed unanimously to no objection but objection but consideration should be given to the reduction in parking spaces
5.6	24/00058/LBC	1 South Muskham Prebend Church Street Southwell	Replacement fireplace, gas fire insert and balanced flue.	No Objection Proposed Cllr R Blaney Seconded Cllr J Bostock	Southwell Town Council considered application 24/00058/LBC and agreed unanimously to no objection
5.7	24/00128/HOUSE	The Dumbles 12 Caudwell Close Southwell NG25 0DF	Proposed new covered porch and amendments to fenestration	No Objection Proposed Cllr R Blaney Seconded Cllr M Brock	Southwell Town Council considered application 24/00128/HOUSE and agreed unanimously to no objection
5.8	23/01907/S73	12 Templemans Way	Application for variation of condition 02 to substitute approved plans with revised design including addition of front extension to family room in line with approved front extension attached to planning permission 21/02505/HOUSE.	No Objection Proposed Cllr R Blaney Seconded Cllr S Perry	Southwell Town Council considered application 23/01907/S73 and agreed unanimously to no objection

PH24/02/006 Chairmans Notices

Deputy Clerk to ensure all papers are emailed out along with minutes of VIA/NCC meeting.

PH24/02/007 Planning Applications Decided

7.1	Applications Approved	STC Decision
	23/01639/HOUSE 23 Vicarage Road	No objection
	23/01834/S73 Lamont House	No Objection
	23/01988/HOUSE 6 Appletree Close	No Objection
	23/02011/LBC 3 Willoughby House	No Objection
7.2	Applications Refused	
	23/01607/HOUSE 7 Newark Road	
7.3	Tree Works Orders Approved	
	23/01925/TWCA 2 Farthingate	
	23/01941/TWCA 16 Wakeling Close	
	23/01956/TWCA 2 Nottingham Road	
	23/02018/TWCA 33 Farthingate Close	
	24/00027/TWCA Land to the rear Wakeling Close	

PH24/02/008 **Via meeting update** – see minutes from meeting 01/02/24

PH24/02/009 **Highways Report** – previously circulated

PH24/02/010 **GNR Solar Park Consultation** – noted

PH24/02/011 **20 MPH Update** –
Letter proposed (with some minor amendments) to be sent to Neil Clarke, Peter Goode and Cllr Roger Jackson
Proposed S Perry Seconded C Marshall - Unanimous

PH24/02/012 **Neighbourhood Plan Update** – Cllr R Blaney gave a brief verbal update – the recognition work to simplify had not been undertaken.

There is a disconnect between the design codes document and AECOM, there are no further meetings scheduled yet, unlikely to go to Feb Full Council.

Standing orders suspended – Unanimous

Cllr Blaney assured the member of public when the paper comes out, they will have reassurance that the sites in the conservations area have protection.

PH24/02/013 **Date of next meeting: 06 March 2024**

PH24/02/014 Items for discussion at next meeting

20 MPH
Bishops Drive
Via update