

April 2022



MINUTES of the Full Council Meeting held on Wednesday 13th April 2022 at 7pm in the Main Hall of the Festival Hall, Caistor Road, Market Rasen.

Present:

Councillor S. Bunney (Chairman/LCC/WLDC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor K. Bridger, Councillor F. Easters, Councillor M. Hassan, Councillor J. Pilley, Councillor J. Smith, Councillor C. Turner, Councillor N. Taylor

In Attendance:

Lucy Waller – Town Clerk & R.F.O

A representative of the Rasen Mail

The meeting opened at 19:00

1. Opening remarks.

The Chairman welcomed all present to the meeting highlighting that the meeting was the last of the municipal year and the May meeting would be the Annual Council Meeting.

2. To NOTE apologies for absence and to RESOLVE to approve the reasons for absence.

Members noted Councillor A. Dale was unable to attend.

Apologies were noted from Councillor J McNeill of West Lindsey District Council.

3. Public Participation (max 20 minutes)

None

4. To receive any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests. Members may make any declarations of interest at this point but may also make them again at any time during the course of the meeting.

Agenda item 10 item - Councillors Bunney and Taylor declared a pecuniary interest in regard to payment TP88 & TP87 respectively and Councillor Lakin-Whitworth declared pecuniary interest in payment UTB 119. Councillor Lakin-Whitworth abstained from the vote on this item.

5. To RESOLVE to approve the draft minutes of the last meeting, held on March 9th, 2022

It was RESOLVED to approve the draft minutes of the last meeting, held on, held on March 9th, 2022, as a correct record.

6. To note any update on Action Points.

Members noted the report, and it was requested that an outstanding item relating to allotments be removed, as this was now being pursued by a community environment group.

7. Committees

- To NOTE the draft minutes of the Properties Committee on the 22nd March 2022.

Members noted the draft minutes of the Properties Committee on the 22nd March 2022. It was highlighted that work had begun on an overarching and prioritised maintenance plan.

8. To receive the report of the District & County Councillor.

Councillor Bunney having spoken at the Annual town Meeting had no further report to deliver.

9. To NOTE the Officer's reports including the finance report.

Members noted the officer's reports including the finance report. It was highlighted that training would be arranged for either the 9th or 22nd June dependant on trainer availability and that the Clerk & community Manager would be requested to attend.

The Community Manager was requested to continue to pursue the warranty for the Festival Hall Roof repairs, to ensure that Legionella checks included the requisite running of all taps weekly to clear pipes and to arrange for the repair of the hook to hold back the Festival Hall door.

Action Point – Clerk to arrange training date. Community Manager to action maintenance requests.

10. Accounts for payment:

- To RESOLVE to approve the accounts for payment.

Members RESOLVED to approve the following accounts for payment and where appropriate payment by electronic transfer:

(Councillor Lakin-Whitworth abstained from the vote on this item.)

Market Rasen Town Council Accounts for payment April 2022						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since the last meeting - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non Domestic rates MP		£57.38		£57.38
DD	WLDC	Non Domestic rates FH	£548.00			£548.00
DD	WLDC	Non Domestic rates Office		£274.30		£274.30
DD	WLDC	Non Domestic rates OPS		£163.75		£163.75
DD	Total	Electricity OPS 01/02 - 28/02		£20.93	£1.05	£21.98
DD	Total	Electricity FH 01/02 - 28/02	£171.18		£34.20	£205.38
DD	Total	Electricity MP 04/02 - 03/03		£10.09	£0.51	£10.60
DD	Total Connect	Electricity Office 01/02 - 02/03		£175.02	£35.00	£210.02
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£498.34		£498.34
DD	Crown Gas and Power	Gas FH 31/01/ - 28/02	£417.29		£83.46	£500.75
DD	Crown Gas and Power	Gas OPS 31/02 - 28/02		£236.81	£47.36	£284.17
DD	Crown Gas and Power	Gas FH 28/02-21/.03	£260.84		£43.47	£304.31
DD	Crown Gas and Power	Gas OPS 28/02-01/04		£170.40	£8.52	£178.92
DD	Wave	Water FH 05/12-04/03	£147.55			£147.55
DD	BT	Telephone/ Broadband		£49.20	£9.84	£59.04
Sub totals			£1,607.69	£1,668.72	£265.91	£3,542.32

Payments for Authorisation by Full Council (Authorised for electronic payment where required)						
UTB 90	Town Band	sponsorship 2022 / 2023		£500.00		£500.00
UTB 91	WLDC	Contribution to CCTV 01/04/21-31/03/2022		£6,000.00		£6,000.00
UTB 92	Lincs Heating Ltd	Call out fee FH boiler	£60.00		£12.00	£72.00
UTB 93	Lincoln & Lindsey Blind Society	\$137 Grant (21/22)		£150.00		£150.00
UTB 94-95	Payroll x 6	6x salaries Feb 2022		£7,028.59		£7,028.59
UTB 100	HMRC	PAYE/NI etc		£2,064.06		£2,064.06
UTB 101	Lincoln Web Design	Mailboxes, laptop leases x 3, various set ups		£596.00		£596.00
UTB 102	LALC	Internal auditor fees		£256.50	£51.30	£307.80
UTB 103	Amazon (Various)	Dish washer detergent, bins, sign, first aid refills,		£89.26	£17.85	£107.11
UTB 104	LALC	Training Scheme 22/23		£150.00	£30.00	£180.00
UTB 105	Pestcotek	Mole inspections March		£100.00	£20.00	£120.00
UTB 106	Microshade VSM	Citrix hosting 1 month		£85.50	£14.10	£102.60
UTB 107	Konica Minolta	printer lease 03/036 -02/06		£143.64	£28.73	£172.37
UTB 108	Konica Minolta	printer usage 03/12 - 02/03		£70.00	£14.00	£84.00

UTB 109	Push creativity	Work for the Wolds Women of Influence project (from EMR)		£1,806.10	£361.22	£2,167.32
UTB 110	Buildbase	decorating materials		£48.33	£9.67	£58.00
UTB 111	avica	Various cleaning products (3 invoices) £94.08 & £26.78 & £20.59	£117.88		£23.57	£141.45
UTB 112	Citizens advice Lindsey	Grant (agreed Feb 2021)		£150.00		£150.00
UTB 113	Push Creativity	Additional GDPR work to Heritage Trail / WWOI website		£300.00	£60.00	£360.00
UTB 114	Buildbase	Maintenance items (Lock / Oil)	£17.55	£3.92	£4.29	£25.76
UTB 115	Bridgewater glass	Polycarbonate for repairs Defib Kiosk		£75.55	£15.11	£90.66
UTB 116	Buildbase	Maintenance Items post mix / drain unblocker		£11.20	£2.24	£13.44
UTB 117	Equip	Cable ties		£31.00	£6.20	£37.20
UTB 118	Equip	Lamps		£11.96	£2.39	£14.35
UTB 119	M. Lakin Whitworth	Flowers War Memorial		£22.80		£22.80
UTB 120	Sparkle	Office cleaning March		£100.00		£100.00
UTB 121	Stance Security	Market Place Closure 25/03		£116.00	£23.20	£139.20
UTB 122	A.J Williams	Grass Cutting contract 15/3 & 29/3		£502.00	£100.40	£602.40
UTB 123	EE	Mobile phones (direct debit set up too late)		£149.39	£29.88	£179.27
UTB 124	Buildbase	Paint/ drain rods		£88.54	£17.71	£106.25
UTB125-126	Festival Hall refunds	1x £50 , 1x£100	£150.00			£150.00
UTB 127	Amberol	6 self watering hanging baskets & carriage charge		£248.66	£49.73	£298.39
UTB 128	Rasen Appliance	Bag and filter for Hoover		£14.96	£2.99	£17.95
UTB 129	Lincs Heating Ltd	Repair works FH boiler	£1,450.00		£290.00	£1,740.00
Sub totals			£1,795.43	£20,913.96	£1,186.58	£23,898.97
	Payment Totals		£3,403.12	£22,582.68	£1,452.49	£27,441.29

Town Partnership Expenses - to be paid by MRTC as administrators (Please note due to current banking constraints these are paid from MRTC Funds which are then refunded by bank transfer) April			
REF	Payee	Description	Total £
TP85	MRTC	Contribution to GDPR work to Heritage Trail / WWOI website	300.00
TP86	MRTC	Contribution to hanging baskets	248.66
TP87	N Taylor	refund expenses	39.96
TP88	S Bunney	refund expenses	1,307.48
TP89	zest	Leaflet printing	229.00
Total Expenditure			£2,125.10
Total Transferred to refund MRTC			£2,125.10

It was also RESOLVED to authorise the use of the council charge card for a payment of £ 540.38 on behalf of the Town Partnership.

11. To RESOLVE to approve expenditure for the installation of solar powered vehicle activated speed signs near DeAston School as per the transport restriction order paper approved at the last meeting.

It was RESOLVED to purchase two solar powered speed signs at £3500 each. The purchase to be funded by year end surplus with the remainder to be taken from general reserves.

Action Point – Clerk to arrange purchase and installation.

12. To RESOLVE to accept the circulated plan for the management of the Market Place.

Members noted the circulated notes, following discussion, it was RESOLVED:

- To allow trading on the Market Place, subject to permission, on any day other than Christmas day.
- To allow a local business the use of a small area of the Market place adjacent to the business for outdoor dining, on a trial basis in return for maintenance of the area used.
- To replace signage with appropriate updated signage.
- To mark out parking bays using studs.
- To have restrictions on the permitted length of time for parking, the specific restriction to be agreed although 1 hour was suggested.
- To approach a private company to discuss enforcement of restrictions.
- To install (subject to relevant permissions) clear signage to other car parks within the town at appropriate locations.
- To include within the Caretaker's job description / expected continuous duty, regular and reactive maintenance checking, litter picking, sweeping of bird faeces and emptying of any full bins. It was noted that West Lindsey District Council will empty the bins regularly also.

13. Proposed by Councillor F. Easters that the Council consider video recording future public meetings to be posted on the council website and social media where the meeting is not confidential.

It was RESOLVED in principle to record meetings and place them on YouTube and links on the council website, subject to approval of the method to be used and the alteration of standing orders to allow for the recordings to be retained.

Action Point – Clerk to produce method statement for approval.

14. To RESOLVE any response to the consultation on the Central Lincolnshire Local Plan.

It was noted that members could submit individual responses should they wish and that if any members of the Planning Committee wished to formulate a Council response to discuss this with the chairman of the Planning Committee.

15. To NOTE any update on events for 2022.

Members noted that prior to the Annual Council Meeting on the 11th May (at 18:45) there would be opportunity for a council photograph.

It was noted that it was likely that the Remembrance Day Parade may be subject to enhanced safety measures and security changes due to changes to national and local policies, the Community Manager was requested to seek information regarding any changes required and report to council.

Action Point – Community Manager to seek information and report to council.

16. Any items for the next agenda.

Management plan of DeAston Field

17. Risk Management.

It was highlighted that disappointingly, despite previous requests the no dogs signs in Mill Road Playing Field had not been repaired or replaced. It was further noted that safety signage was required for the newly installed outside fitness equipment.

It was RESOLVED to ask the Community Manager and relevant maintenance staff to address the above risks as a matter of priority

18. To RESOLVE that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The above RESOLUTION was passed.

The public and press left the meeting at this stage.

19. Staffing update

Members noted a confidential staffing update.

Members noted that a member of staff was subject to the second stage of performance improvement measures in line with the Councils agreed HR policies and procedures. It was noted that due to an upcoming period of staff absence the Assistant Clerk would increase her hours to two full days a week. However, it was highlighted that this would still result in a significant reduction in officer availability and capacity, therefore workload would have to be prioritised and there may be some delays in actioning requests. The Council thanked the Assistant Clerk

The council also noted thanks to the Maintenance Operative and Councillor N Taylor for their hard work installing gates in the Market Place.

The meeting closed at 20:22