



Minutes of the Council Meeting held on Wednesday 12 April 2023 in the Committee Room of the Festival Hall, Caistor Road, Market Rasen.

Present: Councillors: S. Bunney (Chairman/WLDC/LCC), M. Lakin-Whitworth (Vice-Chairman), A. Dale, F Easters, A. Gray, M. Hassan, J. Pilley, J Smith and C Turner

In attendance:

Sharon Pyke – Locum Town Clerk and Responsible Financial Officer
A local press representative

The meeting opened at 7pm

1. Chairman's welcome

The Chairman welcomed all present and reflected that it was the last meeting of the current 4-year cycle of Council. Council was asked to remember former Councillor Alf Jones. The Chairman gave a sense of Councillor Jones as an individual, noting his achievements and his service to the town. Council observed a minute's silence.

2. To note apologies for absence and to resolve to approve the reasons for absence

Apologies were NOTED from Councillors Bridger, Madhaven and Taylor. It was **RESOLVED** to accept the reasons for absence.

3. Public Participation

No members of the public were in attendance.

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

None were RECEIVED.

5. To resolve to approve the draft minutes of the last meeting, held on 08 February 2023

It was **RESOLVED** to approve the draft minutes of the last meeting, held on 08 February 2023 as a correct record.

6. To note any update on Action Points

The Chairman updated Council that the Market Place line marking was on hold pending further discussion. The report was otherwise NOTED.

7. Committees:

- a. The **HR Committee** draft minutes of 23 March 2023 meeting were RECEIVED.
Councillor Pilley spoke to the minutes, highlighting that the appointment of a new Town Clerk and Responsible Financial Officer remains available following an unsuccessful first

recruitment campaign. The position will be reviewed in May to coincide with the new cycle of Council. The HR Committee's recommendations were **RESOLVED**.

- b. The Properties Committee draft minutes of 06 April 2023 meeting were RECEIVED. Councillor Pilley spoke to the minutes. It was pointed out that suggested narrative changes had been offered which were not reflected in the draft minutes. The locum Clerk replied that changes would be actioned for the next Properties Committee meeting. The Properties Committee's recommendations were **RESOLVED**.

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

Councillor Bunney provided a verbal report for both the District and County Council relating to:

- Scampton – It's future development as a garden village drawing on the heritage on the Dam Busters has been cast into doubt following the Government's announcement of its intentions to house immigrants at the former RAF base. Legal challenges are being considered by both tiers of local authority.
- There will be a reduced Police presence in and around Market Rasen due to more severe cuts than originally anticipated. All seven PCSOs for West Lindsey will be based out of Gainsborough with three having a roving remit.
- National Emergency Testing Day on 23 April 2023
- Reply received from the Prince of Wales following the Queen's death
- Banking Hub for Market Rasen is due to open in autumn 2023
- Sunny-side Up Holidays – Police and Trading Standards involved. Individuals who have been impacted need to contact the Police.
- Waterloo Street – invited Councillors to check pavements are clear and whether there are any overgrown hedges as they can impede accessibility along this narrow street
- Potholes – Two of the worst areas put forward for repair – around Naisby, Waterloo and Serpentine Streets and Coronation Road and out on Legsby Road
- Coronation Celebrations – Rase Park and Cricket Club will be hosting a concert on the Saturday evening, the Church is holding a picnic on the Sunday and there will be a family fun day out on Monday. The advertisements have been approved and will shortly be released.
- Community Race Day on 09 July 2023 – Sponsorship money has been raised already from within the town. There will be a reduced entry fee with children going in free. Three memorial races are planned with awards after each race. The Jockey Club may require a form to be signed by the Town Council. If that is the case it will be reported at May's meeting.
- District Council elections on 04 May 2023

Council noted the verbal report from Councillor Bunney.

9. To note the Officers' reports.

The locum Clerk provided a verbal report confirming that two members of staff had recently undertaken First Aid for Work training and that the precept had been received. The Finance report was NOTED.

The Community Manager's report was discussed, Council asked for further details on the graphic designer and whether a request could be put out that the auction shed pillars and railings shouldn't be used for public notices. Otherwise, the Community Manager's report

was NOTED.

10. **Staffing**

- a. The report on the appointment of a locum Town Clerk and Responsible Financial Officer was NOTED.
- b. This agenda item had been covered by Councillor Pilley when speaking to the HR Committee draft minutes under minute 7a.

11. **To resolve to sign the Deed of Variation from Lincolnshire County Council to allow for first homes at land on Caistor Road, Market Rasen**

It was **RESOLVED** to proceed with the recommendations in the report. To accept the draft copy of the Deed of Variation and to sign the Deed of Variation once hardcopies were received.

12. **Grant Request**

The application is for Festival Hall hire in lieu of payment. Such requests are considered as grant requests with the budget set at £600 for this financial year. This request would absorb much of the grant budget early in the new financial year. However, this is about supporting our local school children. This led to the question of identifying potential options to support this venture. It was **RESOLVED** to invite representatives from the Friends and Families of the Primary School to the Annual Town meeting on 17 May 2023.

13. **To resolve to approve the accounts for payment**

The accounts below were NOTED and RESOLVED for payment.

Market Rasen Town Council Accounts for payment April 2023						
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 Office		£286.10		£286.10
DD	WLDC	Non Domestic rates OPS		£186.83		£186.83
DD	WLDC	Non Domestic rates Market		£41.25		£41.25
DD	WLDC	Non Domestic rates FH	£579.45			£579.45
DD	Total	Electricity OPS		£30.60	£1.53	£32.13
DD	Total	Electricity FH	£116.95		£5.85	£122.80
DD	Total	Electricity MP		£10.12	£0.51	£10.63
DD	Total	Electricity Office		£185.27	£37.05	£222.32
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£529.11		£529.11
DD	SSE	Gas FH	£543.65		£108.73	£652.38
DD	SSE	Gas OPS		£330.22	£66.04	£396.26
DD	EE	Mobile Phones		£164.75	£32.95	£197.70
DD	Lloyds bank	Goods + Monthly fee £3		£183.54	£36.71	£220.25
DD	Wave	Water OPS				£121.15
DD	BT	Phones and broadband		£57.51	£11.50	£69.01
DD	WLDC	Annual parking permit part payment		£18.35	£3.65	£22.00
Sub totals			£1,302.88	£2,036.15	£307.02	£3,766.70
Festival Hall deposit/bar refunds paid since last meeting						
FH 12, 13,14	Hall hirers	£100 x 2 + £50				£250.00
Sub total						£250.00
April 2023 Payments for authorisation (Authorised for electronic payment where required) 18						
UTB398	A J Williams	Grass Cutting		£582.00	£116.40	£698.40
UTB399	Amazon	Clipboard	£2.49		£0.50	£2.99
UTB400	Amazon	Safety Signs				£2.99
UTB401	Amazon	Cleaning Equipment	£18.07		£3.62	£21.69
UTB402	Amazon	Cleaning Products	9.98		£2.00	£11.98
UTB403	Amazon	H&S Nitrile Gloves	£5.82		£1.17	£6.99
UTB404	Amazon	Cleaning Equipment	£4.98		£1.00	£5.98
UTB405	Right Action	Fire Extinguisher Exchange		£96.00	£19.20	£115.20
UTB406	Churches Fire Security	Fire Safety Check	£300.00		£60.00	£360.00
UTB407	Konica Minolta	Printing - Dec to March		£119.25	£23.85	£143.10
UTB408	Konica Minolta	Photocopier hire - March to June		£143.64	£28.73	£172.37
UTB409	LALC	Internal Audit - Part		£300.00	£60.00	£360.00
UTB410	LALC	Training - First Aid		£120.00	£24.00	£144.00
UTB411	Microshade	Citrix hosting		£85.50	£17.10	£102.60
UTB412	Pestcotek	Mole Contract		£100.00	£20.00	£120.00
UTB413	Rialtas	Omega Annual Licence & Support		£532.16	£106.43	£638.59
UTB414	Rialtas	Bookings Annual Licence & Support	£409.63		£81.93	£491.56
UTB415	Nicholsons	Payroll Service - Feb		£25.00	£5.00	£30.00
UTB416	Sparkle	Cleaning - Offices				£125.00
UTB417	Welton Tree Services	Works to 4 trees		£850.00	£170.00	£1,020.00
UTB418	HMRC	Paye/Ni - March				£1,418.52
UTB419	Amazon	Cable	£119.10			£119.10
UTB420 - 425	Payroll	March Salaries				£6,900.82
Sub totals			£870.07	£2,953.55	£740.93	£13,011.88
	Payment Totals		£2,172.95	£4,989.70	£1,047.95	£17,028.58
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)						
Total Transferred to refund MRTC			£0.00			

Council was reminded that due to next month's Council meeting falling a week later than usual, April's salaries would need to be paid before the Council meeting. As this will be during a period of transition for the Council, the Chairman sought a resolution to pay April's salary and associated payments. With the corresponding information to be placed before May's meeting for noting. This process was **RESOLVED**.

14. **To resolve to update the directory of clubs, societies and recreational activities**

Councillor Dale spoke to this agenda item and offered other examples from neighbouring parishes along with the suggestion that an annual or quarterly pamphlet or brochure be produced that encompassed all that was going on across the town. This was linked to how to make better use of the electronic noticeboards. It was agreed to explore in more detail and for options to be placed before Council for consideration.

15. **To resolve the date of the Christmas market**

It was **RESOLVED** to proceed with 09 December 2023. There was a request to explore whether the Christmas light switch on could be changed.

16. **Any items for the next agenda**

No items were received. The Annual Town meeting will take place at 6pm on 17 May 2023 followed by the Annual Town Council meeting at 7pm.

The Chairman brought the meeting to close by thanking the five councillors who are standing down for their work, three of whom have served the town for a long period. Councillor contributions will be recognised at the Annual Town meeting. A request was made to send a letter of thank-you to the long-serving Councillors.

The meeting closed at 8:31pm