



MINUTES of the Full Council Meeting held on Wednesday 9th March 2022 at 7pm at the Committee Room 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 A. Dale, 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. At the request of the Chairman a minute of silent reflection was held in respect of the conflict in the Ukraine.

The Chairman reported that a group of local people, including some council members acting as individuals had been involved in fundraising and had raised approx. £2000 to be donated to the appropriate charities to aid the Ukraine population.

Members noted the resignation of former Councillor Peter Harrold.

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

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.

Councillor Bunney declared a pecuniary interest in regard to payments UTB68 & TP84 at item 9. As a result of this Councillor Bunney took no part in item 9.

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

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

6. **To note any update on Action Points.**

Members noted the report

7. **To receive the report of the District & County Councillor.**

Councillor Bunney delivered a verbal report in his capacity as County and District Councillor. Members noted:

- Lincolnshire County Council had sent their portion of the council tax increase at 4.9%, 3% of which was to fund adult social care and funds had been set aside for additional pothole repairs.
- Information regarding the introduction of the new card and paper recycling bins by West Lindsey District Council.
- Grant money was available for residents who's homes had flooded vis West lindsey district council.

8. **To NOTE the Officer's reports including the finance report.**

Members noted the officer's reports including the finance report. It was highlighted that the West Lindsey District Council Selective Licensing consultation was being reconsidered and therefore the reported visit to the Market Place would not take place. Members noted additional verbal reports highlighting:

- That the purchase of the Market Place was nearing completion and the payment of the purchase price formed one of the payments for authorisation at item 9.
- The NJC pay rates as of April 2021 had been agreed (1.75% / slightly higher for SCP 1 to meet national living wage) and as per contractual agreement staff would be paid at the new rates and receive the relevant backpay.

Vice -Chairman in the Chair

9. **Accounts for payment:**

- **To RESOLVE to approve the accounts for payment.**

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

Market Rasen Town Council Accounts for payment March 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 Office		£279.00		£279.00
DD	Total	Electricity OPS		£35.51	£1.78	£37.29
DD	Total	Electricity FH	£183.43		£36.68	£220.11
DD	Total	Electricity MP		£11.39	£0.57	£11.96
DD	Total Connect	Electricity Office (01/12/21 - 01/02/22)		£423.59	£84.72	£508.31
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£499.82		£499.82
DD	BT	Telephone/ Broadband		£49.20	£9.84	£59.04
Sub totals			£246.26	£1,261.81	£136.09	£1,693.36

Payments for Authorisation by Full Council (Authorised for electronic payment where required)						
UTB54	Crown Gas	Gas OPS 30/11 -31/01 Paid OOC due to failure of Direct debits (includes previously reported amounts)		£519.35	£103.88	£623.23
UTB55	Crown Gas	Gas FH 30/11 -31/01 Paid due to failure of Direct debits (includes previously reported amounts)	£1,025.81		£205.16	£1,230.97
UTB56	EE	Mobile phones - Paid OOC due to failure of Direct debit		£149.16	£29.83	£178.99
UTB57	Unity Bank	Multipay fee (set up of charge card)paid OOC		£50.00		£50.00
UTB58-63	Payroll x 6	6x salaries Feb 2022		£6,241.90		£6,241.90
UTB64	HMRC	PAYE/NI etc		£1,214.56		£1,214.56
UTB65	Lincoln Web Design	Mailboxes, laptop leases x 3, various set ups		£476.00		£476.00
UTB66	Right action	Fire Extinguisher servicing		£440.50	£88.10	£528.60
UTB67	Amazon (Various)	Brushcutter, oil, fuel & oil mix and parking signage , stamps		£257.78	£47.22	£305.00
UTB68	Stephen Bunney	Refund of expenses on behalf of the council - PDF Sam (£42.95) and walkers are welcome website domain.(£38.38)		£81.33		£81.33
UTB69	Pestcotek	Mole inspections December		£100.00	£20.00	£120.00

UTB70	Microshade VSM	Citrix hosting 1 month		£85.50	£14.10	£102.60
UTB71	Rialtas	Cashbook software and support one year		£387.00	£77.40	£464.40
UTB72	Rialtas	Bookings software and support one year	£296.00		£59.20	£355.20
UTB73	LALC	subscription 22/23		£723.95		£723.95
UTB74	Equip	Various maintenance equipment		£149.29	£29.88	£179.17
UTB75	Brian Hunter	PAT Testing / emergency lighting		£385.00	£77.00	£462.00
UTB76	Buildbase	Bulk bag gravel		£45.00	£9.00	£54.00
UTB77	Buildbase	Bulk bag soil x5 Bulk bag gravel x5		£606.40	£121.28	£727.68
UTB78	Churchesfire	Intruder alarm log book		£10.45	£2.09	£12.54
UTB79	Churchesfire	replacement fire alarm panel / replacement powerpack/		£631.10	£126.22	£757.32
UTB80	Buildbase	Mould Spray & tap OPS		£29.54	£5.91	£35.45
UTB81	Stance Security	Security for market place closure		£139.20		£139.20
UTB82	Bridge Mcfarland	Legal fees £ 972.40 MP Purchase Price £122500		£123,332.40	£140.00	£123,472.40
UTB83	Sparkle	Office cleaning Feb		£100.00		£100.00
UTB84 - 89	Festival Hall refunds	6 x £50 damage refunds	£300.00			£300.00
Sub totals			£1,321.81	£10,876.32	£1,156.27	£138,936.49
	Payment Totals		£1,568.07	£12,138.13	£1,292.36	£140,629.85
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) 9th March						
TP84	S Bunney	refund expenses	197.31			
Total Expenditure			£197.31			
Total Transferred to refund MRTC			£197.31			

10. To CONSIDER the continuation of provision of Hall Hire for the Youth Club during the financial year 2022/2023.

Members noted the officer report and RESOLVED to continue to provide reduced cost Hall Hire to the Youth Club for 2022/2023. It was noted that the accountancy mechanism for providing this as a grant would be considered by the Finance Committee.

Councillor N. Taylor asked that the cleaning and caretaking staff be thanked for all their hard work following bookings.

Action point- Clerk to arrange and research accountancy mechanism prior to next finance meeting.

11. **To CONSIDER sponsorship of the Town Band for the financial year 2022/2023.**
It was RESOLVED to provide £500 in sponsorship for the financial 2022/2023 subject to the same conditions and other provisions as the previous sponsorship.

Action point- Clerk to arrange

12. **To CONSIDER a grant application for £500 from the Lincolnshire & Lindsey Blind Society**

Members noted the grant application and RESOLVED to make a grant of £150.

Action point- Clerk to arrange

13. **To RESOLVE the initial Earmarked reserves for the financial year 2022/2023.**

Members RESOLVED to set the initial Ear marked reserves as below:

EAR MARKED RESERVES		28th feb 2022	Agreed Initial Reserves 2022/2023	notes
Open spaces		£1,278.36	£1,278.36	remainder for future use or return to general funds
Market Place		£140,766.76	£140,766.76	(less any expenditure before year end)
Old Police Station		£0.00	£0.00	No longer required
Budgetary Pressures		£11,434.28	£16,434.28	£5000 from Year end surplus if available .
Wolds Women		£1,770.59	£1,770.59	Grant funds to be used by Wolds Women
Play Parks		£10,000.00	£13,500.00	£3500 unspent included in 21/22 budget to EMR
Buildings contingency		£2,500.00	£2,500.00	
Marquee Lining		£55.00	£0.00	exces to be returned to general funds
CIL		£698.97	£698.97	Has to remain EMR until spent
Christmas Lights		£282.50	£282.50	Grant funding needs to be spent on Christmas lights
Elections		£0.00	£500.00	500 unspent from 21/22 budget to start EMR
	TOTAL EMR	168,786.46	£177,731.46	

14. **To RESOLVE to submit to Lincolnshire County Council Highways Department the transport restriction order document for Market Rasen.**

It was RESOLVED to submit the transport restriction order document as circulated with the addition of:

- Restrictions on pavement parking and A- board style advertising on pavements.
- A request for a review of Oxford Street pedestrian crossings.

The Clerk was asked to write an open letter to businesses via the Market Rasen Mail to ask for consideration for pedestrians when using A-board style pavement advertising.

Action point- Clerk/ Cllr S. Bunney to submit / Clerk to write open letter

15. **Proposed by Cllr P. Harrold that council CONSIDER the appointment of a Town Crier.**

Following the resignation of Councillor Harrold, no proposer was found for the above motion.

16. **Proposed by Councillor P. Harrold to RESOLVE that Market Rasen Town Council takes the pesticide free pledge to set an example to its residents.**

Following the resignation of Councillor Harrold, Councillor S. Bunney made the above proposal, and it was RESOLVED that Market Rasen Town Council takes the pesticide free pledge to set an example to its residents.

17. To RESOLVE to adopt the draft Co-option policy

Members RESOLVED to adopt the co-option policy as circulated.

18. To RESOLVE the date, time, and format of the Annual Town Meeting.

It was suggested to use the event for community engagement, with the initial formal part of the meeting commencing after 6pm on Wed 13th April after which a vote will take place to adjourn the meeting until the morning of Saturday 18th April when the council will provide public engagement activities as part of the Pop-up Market. It was noted that an informal meeting of interested councillors would take place to discuss/organise engagement activities.

Action point- Clerk to organise informal meeting

19. To CONSIDER Making the below resolution:

This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.

The above RESOLUTION was passed.

Action point- Clerk to write to the Secretary of State for Levelling Up, Housing and Communities.

20. To NOTE an update on events for 2022.

Members noted that a 1940's event was being produced at the Rugby Club by a separate group and that this was not a Town Council event. There was a brief discussion regarding Jubilee events.

21. Any items for the next agenda.

None – Although members noted feedback may be required in relation to the Rural Network surveys soon.

22. Risk Management.

It was noted that a councillor resignation left a vacancy of both the Properties and Finance Committee's and left the Finance Committee without a Chairman, it was highlighted that this would be addressed at the next meeting.

23. 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 20:20

24. To consider a matter relating to the former Council offices area of the Old Police station and to RESOLVE any action.

It was RESOLVED to provide parking spaces for tenants as per the confidential report.

25. Footpaths/Rights of way.

It was agreed to open up further discussions with the landowner and offer to assist to find financial aid to resolve an issue with pedestrian access to a much-used walking route. However, it was noted that the route was not a public right of way.

26. Market Place use and sponsorship.

This item was deferred to a future meeting.

20:35- The Clerk left the meeting and Cllr S. Bunney took the notes.

27. Committee Minutes – To NOTE the draft minutes of the HR Committee held on the 2nd March 2022, (Draft minutes circulated) and to RESOLVE any action in relating to the committee recommendations:

- **Staff hours/ working patterns**
- **Staff Pay scales**
- **To undertake a review of staff duties and requirements**

It was RESOLVED to accept the recommendations of the HR Committee to:

- Increase the Maintenance Operative's weekly hours to 37.
- Increase the Clerk's SCP pay point to 28.
- To allow a further 3 months of Hybrid working for officers on condition that as far as possible an officer is present in the office for some part of the day Mon-Fri.
- It was agreed that the Clerk and the Chair of HR undertake a review of staff duties and requirements.

The meeting closed at 21.00

Signed
13/04/2022