

Please note these are notes of the meeting until approved by the Council as a correct record

## **SPILSBY TOWN COUNCIL**

**Minutes of the meeting of the Full Council held on 25<sup>TH</sup> January 2018 at 7pm in the Council Chamber, Franklin Hall, Halton Road, Spilsby.**

**Present: Cllr M Gale (Chairman)**

Cllr Hodgson	Cllr Iremonger	Cllr Mangion	Cllr Pears	Cllr Rymer
Cllr Taylor	Cllr Wood	Cllr Wright		

Also present: Mrs Smith (Town Clerk) 2 members of the public

Mr Bugg asked if new signs were being ordered for the Recreation Ground to cover the new legislation. The Council asked that the Clerk invite the Dog Warden to the next Community Action Meeting to assist with the new legislation.

### **1. Apologies for Absence**

Apologies received and accepted from Cllr Argy and Cllr Grant.

Proposed Cllr Hodgson Seconded Cllr Rymer and **RESOLVED**

Cllr Leslie Pears tendered his resignation to the Chairman.

Cllr W Bowkett (County Councillor) and Cllr R Williams (District Councillor) also sent their apologies.

### **2. Declarations of Interest under the Localism Act 2011**

None

### **3. Notes of Previous Meetings**

Community Action 9<sup>th</sup> November 2016  
Finance 9<sup>th</sup> November 2016  
Full Council 10<sup>th</sup> January 2017  
Full Council 26<sup>th</sup> January 2017  
Full Council 23 February 2017  
Full Council 16<sup>th</sup> November 2017  
Full Council 23<sup>rd</sup> November 2017  
Cemetery 17<sup>th</sup> January 2018

Proposed Cllr Taylor Seconded Cllr Hodgson  
Proposed Cllr Hodgson Seconded Cllr Taylor  
Proposed Cllr Hodgson Seconded Cllr Gale  
Proposed Cllr Hodgson Seconded Cllr Rymer  
Proposed Cllr Rymer Seconded Cllr Hodgson  
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Proposed Cllr Rymer Seconded Cllr Hodgson  
Proposed Cllr Hodgson Seconded Cllr Wood

It was **RESOLVED** to adopt the minutes as true records.

### **4. To receive reports from Town Mayor, Town Council's working groups, representatives on outside bodies and the Town Clerk.**

**Mayor-**The Mayor reported that he had taken part in the Fire Service Santa Sleigh event which had raised £1100. The donations would be divided equally between the Fire Service and local charities. He had presented the Best Dressed Christmas Window certificates. He had attended a Twinning Meeting and said that the Germans would be visiting Spilsby in September or October and the French in May.

**Community Lead Plan-** Cllr Taylor reported that the pop-up cinema had been a good success with 70+ people attending. There had been a lot of hard work by people to make it a success. Hopefully, with funding, it would be able to run for a year. The Local Plan needs to be finished with the Housing Strategy as a priority. If the Council has no plan then the town will get what it is

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given. The Council should have a strategy and to see what can come out of the Section 106. He also said that the newsletter needs to be started.

## **5. Highways**

A letter had been received from LCC stating that there would only be 2 safety cuts in the 2018/9 year.

Cllr Taylor Proposed that the Clerk find out how much it would cost to cut the grass. Seconded Cllr Hodgson. **RESOLVED**

**ACTION**-Clerk to contact Highways.

## **6. Resolutions from Cemetery Committee Meeting 17<sup>th</sup> January 2018**

- a. To accept the quotation from J B Groundworks to lay concrete roadway in section 1 of the Cemetery. Proposed Cllr Hodgson. Seconded Cllr Iremonger. **RESOLVED**
- b. To send out a policy document to all grave space owners, beginning with untidy graves. Proposed Cllr Hodgson Seconded Cllr Rymer. **RESOLVED**

## **7. Current Position of Church Wall**

Cllr Hodgson reported that he had receive an email from Scorer and Hawkins explaining the options for remedial work. The original wall at the back of No 3 Old Market Avenue had been built up and perhaps the wall would have to be lowered to its original height. Cllr Pears Proposed that a separate meeting be called to discuss the matter. Seconded Cllr Wood.

**RESOLVED**

## **8. Christmas Lights debrief**

Cllr Wright reported that the switch on had gone well and was well attended. There had been problems with the lights, some of them worked intermittently. There were some stall holders who failed to attend. There had been problems with the County Council regarding the road closure stating that it had not be authorised when it had. The stall holders were happy to come back again. The planning needs to start much earlier. He will suggest a road closure is request but only both market places be used. He thanked Mrs Willis, Mr Bugg, the Business Partnership and Santa's Grotto. The Chairman thanked Cllr Wright for all the hard work. Cllr Wright said that his wife and her helpers had done a lot.

**ACTION**-Clerk to write thank you letters.

## **9. Employment of an Apprentice under National Apprenticeship Scheme.**

The Clerk explained the costs of employing an apprentice and the funding available from the government. The apprentice would work towards Business Administration Level 3 (A Level) for 18 months.

Cllr Taylor Proposed to go ahead with recruiting and the Clerk to start the process as soon as possible. Seconded Cllr Pears. **RESOLVED**

**ACTION**- Clerk to contact National Apprenticeship Scheme and place a vacancy notice.

## **10. Freedom of Information Act Policy**

Several amendments were made to the policy. Amendments and Policy Proposed Cllr Taylor Seconded Cllr Hodgson. **RESOLVED**

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#### **11. Health and Safety Policy**

Proposed Cllr Wright Seconded Cllr Hodgson

It was **RESOLVED** to accept the revised Health and Safety Policy.

#### **12. Format of dedicated Councillor email address**

Under the Data Protection Act, Councillors require a dedicated email address for Council emails. Cllr Gale Proposed that Cllr Wright investigate. Seconded Cllr Pears.

It was **RESOLVED** that Cllr Wright investigate suitable domains for email addresses.

#### **13. General Data Protection Regulations (GDPR) and Data Protection Officer (DPO).**

The Clerk will be attending a course on GDPR on 6<sup>th</sup> February so will know more of the impact after that.

Cllr Wright volunteered to be DPO. Proposed Cllr Taylor Seconded Cllr Pears.

It was **RESOLVED** that Cllr Wright be Data Protection Officer.

#### **14. Spilsby Town Council Facebook Page and appointment of Administrators.**

Cllr Wright said that he had taken advice from the Monitoring Officer some time ago regarding social media including Facebook and twitter. He had registered a page on Facebook for Spilsby Town Council but it's not active at the moment. He said it would need two Councillors and the Clerk as Administrators.

Cllr Wright Proposed to activate the page and give administrator rights to himself, Cllr Taylor and the Clerk. Seconded Cllr Hodgson. **RESOLVED.**

#### **15. Annual Return Feedback.**

The Clerk had issued the matters reported to the Councillors. She reported that as there was no Clerk in office during the time when the audit was due, the timings had slipped. This would not happen in the current financial year as the Clerk is in place.

There were also comments regarding the Fixed Assets. The Clerk was well aware of this and had been intending to meet with a land valuer to obtain land values for the land holdings. This will be completed before the next return is due.

There were no other areas of concern.

#### **16. Yearly Grant to Recreation Ground Upkeep**

##### **(Standing orders suspended)**

Mr Bugg said he believed the grant was to keep the playing fields running.

##### **(Standing orders reinstated)**

Cllr Pears Proposed that the Recreation Ground Committee complete a grant form and the form go to the Finance Committee for consideration. Seconded Cllr Wood. **RESOLVED**

**ACTION-** Clerk to forward form to Recreation Ground Committee.

#### **17. Grant request from Spilsby Luncheon Club**

Cllr Pears Proposed £100 Seconded Cllr Wood

It was **RESOLVED** to make a grant of £100 to Spilsby Luncheon Club

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**18. Current LALC Training Courses**

The Clerk issued the current course and asked that Councillors consider their training requirements for the forthcoming year.

**19. Engagement of a Solicitor re boundary issues at the Recreation Ground**

Cllr Hodgson Proposed Cllr Pears Seconded

It was **RESOLVED** to engage the services of a solicitor at the cost of £190 per hour + VAT with an estimated number of hours between 5 and 8 to resolve the boundary issues at the Recreation Ground.

**20. Planning Permission Request**

S/165/0005/18- 18-34 Masonic Lane. Cllr Gale Proposed the application be supported. Seconded Cllr Pears. **RESOLVED**

S/165/00114/18-J & A International. Cllr Pears Proposed the application be supported. Seconded Cllr Gale. **RESOLVED**

**21. Orders for Payment November 2017, December 2017 and January 2018**

Proposed Cllr Hodgson Seconded Cllr Taylor

It was **RESOLVED** to accept all orders.

**22. Allotment Complaints**

Cllr Pears Proposed to move to closed session Seconded Cllr Hodgson

It was **RESOLVED** to move to Closed Session due to the confidential nature of the business to be discussed in this matter.

The Chairman closed the meeting at 9.30pm.