

Minutes of Uppingham Town Council Full Council meeting (the ‘Annual Council Meeting’), held at Uppingham Town Hall at 7.00pm on Wednesday 17th May 2023

Present: Liz Clarke (Chair), David Ainslie, Lindsay Cooper, Christine Edwards, Mike Fish, Sam Findlay, Barry Hobbs, Tom Johnson, Godfrey Jennings, Mark Shaw, Ron Simpson, Ray Sutton.

Also present: Sharon Coe Town Clerk, Cynthia Ondeng Admin Asst and 11 members of the public were also present.

451/23 To elect the Town Mayor for the forthcoming year.

Resolution: It was proposed by Cllr Ainslie, seconded by Cllr Edwards, and **unanimously agreed** to elect Cllr Clarke as Mayor for the forthcoming year. Cllr Clarke took the chair.

452/23 To receive the declaration of acceptance of office of the elected Town Mayor.

Cllr Clarke signed the Declaration of Acceptance of Office.

453/23 MAYOR’S OPENING REMARKS

Cllr Clarke thanked members for again placing their trust in her, she noted that it had been a wonderful year and had been a privilege and honour which would continue into this next year. Cllr Cooper arrived but had to return home to get her signed papers before being able to take her seat at the table.

The Clerk had distributed the email consent form for councillors to complete for the new council term, a discussion took place regarding confidential email addresses and the Clerk advised that this needs to be addressed so that electronic communications could be received legally. This will be actioned at the earliest opportunity following the Clerk’s advice. The Mayor informed council of the safe birth of a baby boy to previous Town Councillor Charlie Pallet.

The Mayor put a proposal that for the year 23-24 that the standing order 2.3.10 is dropped.

Proposed Cllr Fish, seconded by Cllr Johnson (resolved 10 for 2 against)

454/23 To receive apologies for absence.

It was proposed by Cllr Ainslie, seconded by Cllr Fish that the apology form Cllr Rees be accepted
Resolved Unanimously

455/23 Declaration of members’ interests and applications for dispensations.

Non-Pecuniary interests/dispensations were requested by Cllr Shaw regarding UF and UHCLT. A Pecuniary interest was declared in respect of the BRA (Director) as a homeowner of that area. This is for the new council term. Cllr Simpson requested a non-pecuniary interest/dispensation for item 21 on this agenda. Cllr Edwards also declared a non-pecuniary interest on item 21. The dispensations were granted.

456/23 Public Speaking – an opportunity for the public to speak in accordance with Standing orders 2.3.4 – 2.3.9

Uppingham In Bloom had received the judging day for this year confirmed as Monday 3rd July. It was imperative that the Town look its best as always. There was a sale of this year’s tulip bulbs to be held this Saturday on Baines corner for a donation to the Bloom. Vandalism was still occurring on the Sensory garden and some trees had been skirted to allow a better visual splay.

Police had been called due to a new issue of motorbikes on Tod’s Piece. A request was also made for lighting of Tod’s Piece.

457/23 To elect the Deputy Mayor for the coming year.

Resolution: It was proposed by Cllr Edwards, seconded by Cllr Clarke to elect Cllr Ainslie as Deputy Mayor for the forthcoming year. Cllr Ainslie signed the Acceptance of Office.

Cllr Cooper, returned to the meeting signed her papers and took her seat at the table.

458/23 To confirm the minutes of the full council meeting held on 5th April 2023, and the Annual Town Meeting of 3rd May 2023.

Questions were raised regarding the publication of “other bodies” minutes that had been made public before the official Town Council minutes regarding the same matter, namely identification. The Town Clerk confirmed that she was not in control of any minutes other than the ones that she prepared for this council. She also reiterated that she didn’t identify the public within the minutes but by speaking at a public meeting they were effectively identifying themselves. The Council minutes are signed off for completeness and accuracy at the next meeting and then placed on the website. It was acknowledged that any public meeting may be recorded under “The Openness of Local Government Bodies Regulations 2014”. The Mayor asked if there was any issue regarding the Clerks minutes for accuracy and completeness which there wasn’t. **Resolutions:** It was proposed by Cllr Findlay, seconded by Cllr Hobbs, and **unanimously agreed** to confirm the minutes of the full council meeting held on 5th April 2023.

Resolution: It was proposed by Cllr Shaw, seconded by Cllr Johnson that the Annual Town Meeting be accepted with some minor amendments, and **unanimously agreed**.

459/23 To review the Scheme of Delegation for Uppingham Town Council.

Resolution: It was proposed by Cllr Ainslie, seconded by Cllr Clarke and unanimously agreed to endorse continuation of the current Scheme of Delegation but undertake to review if it is fit for purpose during the year.

460/23 To consider/ reaffirm that Uppingham Town Council still wish to utilise the General Power of Competence for the new council term.

For the new councillors present the clerk gave an overview of this power and papers had been distributed prior to this meeting. There was an eligibility required to enact this power set out in the Statutory Instrument, Parish Councils (General Power of Competence) Prescribed Order 2012. Uppingham Town Council fulfilled these requirements.

Resolution: It was proposed by Cllr Ainslie, seconded Cllr Shaw, and **unanimously agreed** to endorse and adopt the Power of Competence for the new council term.

461/23 To consider if UTC wish to fill the vacancies on Council following the election by means of Co-option.

The Clerk explained that following a scheduled election, co options could be carried out within 35 working days. The co-option procedure would be managed by Uppingham Town Council and should be fair and transparent. The Clerk suggested that going forward she write an official co-option policy to aid in this process. UTC have two vacancies to fill.

A further discussion evolved about the size of the council and the Clerk was asked to investigate the procedure around this and a possible decrease in councillor numbers. This can be lengthy process and would incur a cost, this could possibly be in place for the next term of council in four years.

Resolution: It was proposed by Cllr Edwards, seconded Cllr Shaw to co-opt for the two vacancies (12 for 1 abs) and also investigate the above proposal for reduction in council size and costs involved. Proposed Cllr Ainslie, seconded Cllr Shaw **unanimously resolved**.

462/23 To receive nominations and agree membership for the following committees.

Resolution: It was proposed by Cllr Ainslie, seconded by Cllr Edwards that membership of Committees/Groups be as follows:

Finance & General Purposes Committee: Cllrs Ainslie, Cooper, Edwards, Findlay, Shaw

Amenities Committee: Cllrs Fish, Johnson, Hobbs, Rees, Simpson.

Planning Committee: Hobbs, Jennings, Rees, Shaw, Sutton.

Staffing Committee: Cllrs Cooper, Edwards, Hobbs, Jennings, Johnson, Simpson.

Neighbourhood Plan Advisory Group: Cllrs Ainslie, Edwards, Fish, Jennings, Simpson.

463/23 To elect a Chair and Vice- Chair for the above committees.

Resolutions:

1. It was proposed by Cllr Ainslie, seconded by Cllr Edwards, and unanimously agreed that Cllr Findlay be Chair of the Finance & General Purposes Committee.
2. It was proposed by Cllr Cooper, seconded by Cllr Edwards, and unanimously agreed that Cllr Ainslie be Vice-Chair of the Finance & General Purposes Committee.
3. It was proposed by Cllr Clarke, seconded by Cllr Johnson, and unanimously agreed that Cllr Fish be Chair of the Amenities Committee.
4. It was proposed by Cllr Fish, seconded by Cllr Ainslie, and unanimously agreed that Cllr Rees be Vice-chair of the Amenities Committee.
5. It was proposed by Cllr Simpson, seconded by Cllr Edwards, and unanimously agreed that Cllr Shaw be Chair of the Planning Committee.
6. It was proposed by Cllr Shaw, seconded by Cllr Edwards and unanimously agreed that Cllr Hobbs be Vice-Chair of the Planning Committee.
7. It was proposed by Cllr Edwards and seconded by Cllr Shaw that Cllr Simpson be Chair of the Staffing Committee. (11 for 2 against)
8. It was proposed by Cllr Edwards, seconded by Cllr Ainslie, and unanimously agreed that Cllr Cooper be Vice-Chair of the Staffing Committee.
9. It was proposed that Council accept the recommendation from the NPAG minutes that Cllr Simpson be ratified as the chair of NPAG. Resolved unanimously.

464/23 COUNCIL REPRESENTATION ON OUTSIDE BODIES FOR THE FORTHCOMING YEAR

Resolution: It was resolved that the following will represent the Council at meetings of outside bodies:

- Cllr Johnson – Uppingham in Bloom
- Cllr Rees – Uppingham Twinning Association
- Cllr Jennings - Rutland Access Group
- Cllr Simpson – Uppingham Resilience Group

465/23 Consider, review and confirmation and adoption of Council's policies:

Resolution: It was proposed by Cllr Ainslie seconded by Cllr Edwards and unanimously agreed to confirm, the following policies: items B to E on the agenda, with item A adopted as is, but being the subject of a working party to review and look at possible changes being brought back to full council in the near future. Items F to I were adopted, proposed by Cllr Shaw, seconded by Cllr Johnson.

466/23 Consider review and confirmation of the Council's GDPR policies.

Resolution: It was proposed by Cllr Shaw, seconded by Cllr Johnson that policies A to E are adopted. The Clerk would like to revisit the Staff Handbook and make this fit for purpose. Proposed Cllr Clarke, seconded Cllr Shaw and resolved unanimously.

467/23 To consider the draft meeting schedule for the following year.

Resolution: It was proposed by Cllr Shaw, seconded by Cllr Jennings, and unanimously agreed to adopt schedule of meeting dates previously circulated for the coming year starting at 7pm for Full council, subject to change as circumstances arise.

468/23 To consider the appointment of:

Resolution: Unanimously agreed to appoint Robinson Grace as the Council's HR advisor.

Resolution: Unanimously agreed to appoint Mrs J Cox as the Council's internal auditor.

469/23 To receive reports and consider recommendations from UTC committees.

Resolutions: It was proposed by Cllr Findlay, seconded by Cllr Jennings, and **unanimously agreed** to receive the minutes of the Amenities Committee of 12th April.

It was proposed by Cllr Shaw, seconded by Cllr Edwards, and **unanimously agreed** to receive the minutes of the Planning Committee of 26th April.

Cllr Simpson gave an overview of the NPAG working group and subsequent public meeting. It was proposed by Cllr Simpson and seconded by Cllr Edwards, that the notes and minutes were accepted and also the recommendation to council that it was happy with the strategic direction around the housing numbers be approved. **Unanimously agreed.**

In accordance with standing order 2.3.24 The Mayor suggested a 10-minute extension to the meeting in order to conclude the business of the agenda.

Proposed Cllr Clarke, seconded Cllr Shaw. **Resolved unanimously.**

470/23 To consider the funding request for further allocation of the Consultant's time in preparing the revised Neighbourhood Plan

It was proposed by Cllr Shaw, seconded by Cllr Ainslie that funding of up to £1500 be allocated to the project. The Clerk had identified an earmarked reserve that could be utilised. **Resolved unanimously.**

471/23 To seek clarity in the relationships with the outside bodies Uppingham First and Uppingham Vanguard that we invite an officer of these bodies to the next UTC meeting to outline their role in the community and to allow councillors to pose questions.

It was proposed by Cllr Jennings seconded by Cllr Fish that the Clerk be instructed to issue an invitation to these bodies to seek their attendance at the next meeting. (9 for, 3 abs)

The Mayor thanked everyone for attending what is a very statutory meeting and closed the meeting at 9.05 p.m.

Signed **Mayor of Uppingham**

Dated