



Uppingham Town Council
Town Hall, High Street East,
Uppingham, Rutland. LE15 9PY

Full Council (FC) Minutes recorded on
Wednesday 4th September 2024 at 7pm.

MINUTES

Present: Cllr David Ainslie BEM (Chair). Cllr Trevor Colbourne. Cllr Christine Edward.
Cllr Mark Shaw. Cllr Ron Simpson BEM. Cllr Lindsay Cooper. Cllr Liz Clarke

Also Present: Mr Adam Lowe (Clerk to the Council). Mr Peter Leppard (Locum Clerk)
Cynthia Ondeng. 20 members of the public.

- FC24/751 Chairman and Mayor of Uppingham opened the meeting and welcomed everyone. The Chairman welcomed Mr Lowe as the new Clerk to the Council. The Chairman welcomed and thanked Mr Leppard for his support as Locum Clerk and invited the Council and public to acknowledge this with a round of applause. The Chairman gave an update on events he attended representing the Town. The Chairman announced he would be organising a charity event with net profit going toward the Hopper Bus, no public funds or time will be used in this venture.
- The Chairman waived SO 3.10. Councillors could remain seated whilst speaking. The Chairman amended the order of the agenda bringing forward item 15 and 12 iv.
- FC24/752 Apologies. Cllr Barry Hobbs was on holiday.
- Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.
- FC24/753 Declaration of Members' interests and applications for dispensation.
Cllr Simpson – Non-Pecuniary Item 9 as advertised – Road Closure.
Cllr Shaw – Non-Pecuniary Item 9 as advertised – Road Closure.
- FC24/754 Item 15 as advertised brought forward. The Proposal is: The Council formally confirms the appointment of Adam Lowe as the proper officer and Responsible Financial officer to the Uppingham Town Council in accordance with resolution 751/24 made at Full Council in July 2024.
- Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.
- FC24/755 Item 12 iv as advertised brought forward the Clerks report.
The Clerk gave his report as circulated with the minutes.

19:10 Cllr Cooper joined the meeting.

FC24/756 To confirm the minutes of the Full Council meeting held on the 16th July 2024.

Proposed Cllr Clarke. Seconded Cllr Shaw. Carried.

The meeting was suspended at 7.19pm to allow public deputations.

FC24/757 An opportunity for the public to speak. The Chairman read out a prepared statement due to the up-and-coming election.

A concern was raised about a Hearing Loop in the Council. Clerk to action.

A concern was raised that Fire Exits should be identified to the public.

Update about Uppingham Bloom judging results due to be announced.

Uppingham in Bloom were planning a fund raiser event.

A request was made that details about the people and organisations being chosen was openly communicated regarding, Item 8, to the NHP Sub Committee.

A request was made regarding Councillors involvement who are on Uppingham First, do these Councillors have nothing to do with Uppingham late Night Shopping.

The Clerk would respond outside the meeting directly to this member of the public.

A point was raised about last year's grant from Uppingham Town Council for the late-Night Shopping. The Chairman confirmed the 2023 grant of £1500 has been returned to the Council by Uppingham First.

The Chairman advised two items raised regarding an issue of funds and land that may have been mishandled were not a Council matter and any concerns of inappropriate activity should be reported to the correct authority.

A point raised concerning the Hopper Bus and Voluntary Action Rutland was clarified by the Chairman, there were no issues, as the two service operate on different models.

A point was raised regarding Uppingham CLT around funds that were said to be sat in an Uppingham First account. The Chairman declared his interest in Uppingham CLT and corrected the misinformation, the two organisations are not connected. A further question was raised concerning an investment of £8500 made in the CLT by the Council and Chairman responded that he (would in his capacity on Uppingham CLT) be bringing a further update to this Council from the public gallery at a future meeting.

A question was raised about the Fire Exit and Fire procedure. Clerk to action.

A request that the Chairman on behalf of the Council and Town congratulate Canon Rachel Watts on her recent appointment to the Diocese of Manchester.

FC24/758 County Councillor gave a brief update on local issues.

The updates covered the Uppingham Library. Housing numbers due to a change in national policy would affect Uppingham and Rutland. A mass tree planting campaign would be headed up with a meeting in October. Update on the Junior footballers.

The meeting resumed at 7.37pm

- FC24/759 Grant Application was deferred to the October meeting to allow the Council to have a conversation with the Bowls Club.
- Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.
- FC24/760 NHP Sub Committee – The report as tabled was received and presented by Cllr Simpson. The decisions are expected to be made in the October meeting.
- Proposed Cllr Simpson. Seconded Cllr Clarke. Carried.
- FC24/761 To agree Road Closures for 2025 as tabled with the addition of:
Fatstock – 25/11/25 from 6am to the 26/11/25 at 6pm.
Late Night Shopping Thursday evening 4/12/25
- Proposed Cllr Cooper. Seconded Cllr Clarke. 4 in favour 3 abstained. Carried.
- FC24/762 To consider the report as tabled by Cllr Shaw regarding Tod's Piece Allotments. Proposed that the work is undertaken with some council and some external funding, with that the detail to follow, the Town council would undertake this project.
- Proposed Cllr Shaw. Seconded Cllr Edward. Carried.
- FC24/763 Councils Complaint procedure is deferred to October to allow input from the Clerk.
- Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.
- FC24/764 Receive reports and minutes from Council Committees. These are for noting.
- (i) EIAC was presented by Cllr Clarke
 - (ii) FGPC was presented by Cllr Colbourne
 - (iii) PC was presented by Cllr Edwards
 - (iv) Clerks report was covered in minute FC24/754
- The Minutes will be accepted at the next appropriate committee meeting.
- FC24/765 Christmas Lights. The Clerk gave a verbal update.
The contract to purchase light has been awarded to Blachere.
The lighting infrastructure will require an upgrade, and a quote has been received.
The cost of the purchase, installation and electrical upgrade would be recovered from the UK Shard Prosperity Fund. The total cost is £21552.06.
- The proposal is to receive this report, with the cost being recovered from the UKSPF.
- Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

FC24/766 Finance. The Council were asked to accept the following Cashbooks, 2. 3.5 & 9.

(i) Proposal to accept Reconciliation as presented.

Proposed Cllr Colbourne. Seconded Cllr Edwards. Carried.

(ii) Proposal to authorise payments list August 2024.

Proposed Cllr Ainslie. Seconded Cllr Colbourne. 1 abstention Cllr Shaw. Carried.

(iii) Bank Statements were not available – deferred to be presented in October.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried.

(iv) The Clerk presented payments due to renewals or quotes.

Quote to renew Council Insurance £3712.13
(£3536.42 subject to 3-year agreement option being accepted.)
Proposal with agreement to remain with Clear Council for 3 years

Proposed Cllr Shaw. Seconded Cllr Cooper. Carried.

Cllr Clarke left the meeting.

Quote to install a bench on Leicester Road £320.00
Quote to install lighting infrastructure £2664.00
Renew Parish online XMAP service required for the NHP £260 + vat
Quote to renew Council insurance £3526.42.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried. (Cllr Clarke was not present)

FC24/767 Next Meeting notified Wednesday 2nd October 2024

The meeting closed at 8:15pm.

Signed..... Date.....

7 (i)



Uppingham Town Council
Town Hall, High Street East,
Uppingham, Rutland. LE15 9PY

Finance & General-Purpose Committee (FGPC)
Minutes recorded on Thursday 19nd September 2024 at 7:30pm.

MINUTES

Present: Cllr Cllr Trevor Colbourne (Chair). Cllr Barry Hobbs.
Cllrs Christine Edwards. Cllr David Ainslie BEM (ex officio)

Also Present: Mr Adam Lowe (Clerk to the Council).

FGPC24/165 Apologies. Cllr Mark Shaw.

Proposed Cllr Ainslie. Seconded Cllr Colbourne. Carried.

FGPC24/166 Declaration of Members' interests and applications for dispensation.

None

FGPC24/166 No public present.

FGPC24/167 To confirm the minutes of the Committee's 22nd August 2024 meeting.

Proposed Cllr Ainslie. Seconded Cllr Colbourne. Carried.

FGPC24/168 The Clerk gave an overview of Financial YTD.

A discussion around some areas of the YTD captured the following points to be carried forward.

The YTD expenditure is £64K with the Income being £212k.
The income is ongoing with a further £38K still budgeted to be paid to the Council.

The Council Committee Chairman would be invited to identify projects or expenditure outside of usual running cost.

Areas for more detail requested for the next meeting around: Projects. Debt with potential write off. Salaries. Town Hall Lettings. Professional Services. Electricity Charges. Planned Maintenance which covers open spaces.

The Clerk will produce a draft budget for the next meeting.

FGPC24/169 Audit Action Plan (AAP). The Clerk went through the document, which is work in progress. The Clerk confirms that RIALTAS have been contacted regarding some issues. Another accounting package had been looked. The Clerk highlighting that the current package is tied into the cemetery records. The Clerk would update the work already started on the Financial Regs by the Locum and this would come back to the October meeting. The HMRC check on one service tot eh Council had been undertaken. Asset Register was discussed and needs to be further updated. The Insurance has been resolved.

It has been noted that good progress has been made on the AAP, and it will keep coming back until it is completed.

FGPC24/170 Cemetery Fees. Following a detailed discussion the Committee discussed a review of a 30% increase to bring the fees into line with other authorities. The Clerk was asked to produce a revised statement of fees and present it to the next meeting.

Proposed Cllr Ainslie. Seconded Cllr Hobbs. Carried.

FGPC24/171 Town Hall Lettings – the committee resolved to keep the fees as they were agreed this year for the 25/26 year.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

FGPC24/172 Skate Park – the Clerk advised one of the Contractors had withdrawn. The decision was to pass this back to Amenities to progress, this would require exploring other options.

Proposed Cllr Ainslie. Seconded Cllr Colbourne.

The meeting closed at 9.09pm,

Signed..... Date.....



Uppingham Town Council
Town Hall, High Street East,
Uppingham, Rutland. LE15 9PY

Planning Committee (PC) Minutes recorded on
Wednesday 25th September 2024 at 5pm.

MINUTES

Present: Cllr Barry Hobbs (Chair). Cllr Mark Shaw. Cllrs Christine Edwards.
Cllr David Ainslie BEM (ex officio)

Also Present: Mr Adam Lowe (Clerk to the Council).

- PC24/09 Apologies. Cllr Simpson BEM.
Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.
- PC24/10 Declaration of Members' interests and applications for dispensation.
Item 8 as advertised – Cllr Ainslie. Cllr Edwards. Cllr Shaw. Cllr Ainslie.
Item 5 as advertised – Cllr Shaw. Dispensation to talk and vote as non-pecuniary
- PC24/11 There were 2 members of the public present.
- PC24/12 To confirm the minutes of the Committee's 27th August 2024 meeting.
Proposed Cllr Shaw. Seconded Cllr Ainslie. Carried.
- PC24/13 Item 5. Planning Applications – Decisions.
- (i) 2024/0949/CAT: PROPOSAL: Following a discussion it was Proposed Accept after considering the Planning considerations.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.
 - (ii) 2024/1023/CAT PROPOSAL: Following a discussion it was Proposed Accept after considering the Planning considerations.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.
 - (iii) 2024/1026/PTA. PROPOSAL & 2024/1026/PTA T1: Following a discussion it was Proposed Accept after considering the Planning considerations, due to the decay.

Proposed Cllr Ainslie. Seconded Cllr Hobbs. Carried. 1 Abstention
 - (iv) 2024/1041/FUL PROPOSAL: Following a discussion it was Proposed after considering the Planning considerations, the Town council will be guided by the views of the conservation officer, and this was referred back to RCC,

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

- (v) 2023/1101/FUL PROPOSAL: Following a discussion, the application was not accepted with the committee referring to a previous decision not to accept, after taking Planning considerations into account that raised highway concerns.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

- (vi) 2024/0875/FUL PROPOSAL: Following a discussion it was Proposed Accept in principle after considering the Planning considerations, the Town Council request the planning Officer in charge of the case request for the incorrectly illustrated elevation (plans) are corrected as there appears to be issues in that area.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried.

PC24/14 Item 6. The committee noted the following decisions notified to the Town Council.

- (i) 2024/0385/FUL.
- (i) 2024/0688/FUL.
- (ii) 2024/0897/FUL
- (iv) 2024/0681/FUL

These were to note only. An additional late decision was also tabled.

PC24/15 Item 7. The committee noted the following appeals notified to the Town Council.

- (i) 2024/0016/APPEAL

These were to note only. An additional late decision was also tabled.

PC24/16 NHP Sub Committee, covering structure and rules.

- (i) Following a discussion the Committee recommended that there should be a maximum of 5 Town Councillors plus the Chairman of the Town Council being ex-officio (6) on the NHP Sub Committee. Recommendation to go to Full Council.

Proposed Cllr Hobbs. Seconded Cllr Shaw. Carried.

- (ii) Following a discussion the Committee recommended there should be a maximum number of 20 organisations. Recommendation to go to Full Council.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

- (iii) Following a discussion the Committee recommended there should be a rule that the representative of the outside organisation provides a minute or letter of instruction that clearly identifies them as representing that organisation. Recommendation to go to Full Council.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried.

- (iv) Following a discussion the Committee recommended the Chairman of the NHP Sub Committee would be Cllr Barry Hobbs. Cllr Hobbs agreed if elected. Recommendation to go to Full Council.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

PC24/17 Local plan – Cllr Shaw gave a brief verbal report and advised he would send a document to the Clerk to be circulated which gave more detail regarding the national planning Policy framework, housing numbers and density. The message was in brief that the County and Town Council would continue to work through their respective Local Plan and NHP due time restraints and proposed changes in policy.

Cllr Shaw having another engagement left the meeting at 17:34

PC24/18 Correspondence received – Cllr Hobbs gave a brief update on correspondence received from Mr Colin Wilkinson (Consultant Planit-X) and Mr Roger Ransome (Rutland County Council). These were regarding examiner notes and changes to the NHP reports which will be circulated as they were only received today. Mr Wilkinson has been invited to attend the Full Council meeting on 2/10/2024.

PC24/19 The next meeting to be confirmed.

The meeting closed at 7.37pm,

Signed..... Date.....

STATEMENT
Council Saver
Interest Rate: 2.65%

Account no.
CB01415172

Statement Period
31st December 2023 – 24th
September 2024

Transaction Date	Transaction Type	Debit	Credit	Balance
31 Dec 2023	Gross Interest		£1,187.47	£61,571.95

Head office

PO Box 232, 51 Newmarket Road, Cambridge CB5 8FF
thecambridge@cambridgebs.co.uk
0345 601 3344

[cambridgebs.co.uk](https://www.cambridgebs.co.uk)

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Uppingham Town Council
 The Town Hall
 High Street East
 Rutland
 Leicestershire
 LE15 9PY

Your Account

Sort Code 30-94-97
Account Number 49204460

BUSINESS ACCOUNT

01 August 2024 to 31 August 2024

Money In	£9,079.38	Balance on 01 August 2024	£53,810.45
Money Out	£10,720.27	Balance on 31 August 2024	£52,313.56

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Aug 24	CLEAN SPACES HAPPY	SO		144.00	53,810.45
01 Aug 24	RUTLAND COUNTY COU 01 10029704	DD		8.00	53,802.45
01 Aug 24	RUTLAND COUNTY COU 01 10046613	DD		26.00	53,776.45
01 Aug 24	RUTLAND COUNTY COU 01 10029651	DD		32.00	53,744.45
01 Aug 24	RUTLAND COUNTY COU 01 10029689	DD		125.00	53,619.45
01 Aug 24	SAVAGE AL THE OLIVE KITCHEN 62113937735821000N	FPI	48.00		53,667.45
02 Aug 24	GROUNDWORK UK R/C GWUK	BGC	2,500.00		56,167.45
05 Aug 24	PILATES4COREWELLBE LORNA PILATES 1491	FPI	60.00		56,227.45
05 Aug 24	ASPIRE BALLET TRAI GRAHAM FLETCHER	FPI	80.00		56,307.45
05 Aug 24	TRUE POTENTIAL 146686AE	DD		46.21	56,261.24
05 Aug 24	001686	CHQ		253.20	56,008.04
05 Aug 24	PEPPER S A SAFE PL 1489 NMC RENT	FPI	330.00		56,338.04
05 Aug 24	S REEVES PLOT 8 300000001402892802 771519	FPI	30.00		56,368.04
06 Aug 24	001683	CHQ		1,822.00	54,546.04
06 Aug 24	PARKER TRACY 1507 PARKER FP24219O06622048 070116	FPI	105.00		54,651.04
08 Aug 24	CLEAN SPACES HAPPY	SO		144.00	54,507.04

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BUSINESS ACCOUNT

Sort Code 30-94-97
Account Number 49204460

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
08 Aug 24	RUTLAND CIC RUT IST INV 1493 155285949290708001	FPI	140.00		54,647.04
08 Aug 24	D THOMAS 1384, 14 ALLOT TOD 300000001404333899	FPI	17.50		54,664.54
08 Aug 24	KATE.COOKS 1549 853735508421808001 401800	FPI	15.00		54,679.54
08 Aug 24	C SILVESTER 1547AUG2024 400000001406004234 771519	FPI	40.00		54,719.54
08 Aug 24	MORRIS L RICHLEIGH 1550 19173224225990000N 601547	FPI	88.00		54,807.54
08 Aug 24	NORTHFIELD F NORTHFIELD FARM 607652529471808001	FPI	50.00		54,857.54
08 Aug 24	BFAULKNER + SONS FAULKNERS FRUIT	FPI	200.00		55,057.54
09 Aug 24	PILATES4COREWELLBE LORNAPILATES1557	FPI	100.00		55,157.54
12 Aug 24	LD PLUMBING & HEAT 200000001398757952 8100	FPO		144.00	55,013.54
12 Aug 24	RACHEL BERRICK 200000001398758362 UTC	FPO		470.00	54,543.54
12 Aug 24	AMANET LTD 500000001402859977 UPP TC	FPO		50.40	54,493.14
12 Aug 24	GLENDALE SERVICES 200000001398758387 GC147-	FPO		1,822.00	52,671.14
12 Aug 24	S4 FACILITIES MANA 100000001393604271 UPP TC	FPO		1,182.19	51,488.95
12 Aug 24	AURORA MANAGED SER 300000001406221629	FPO		32.15	51,456.80
12 Aug 24	D NORTON & SON 600000001402523030	FPO		13.05	51,443.75
12 Aug 24	GLASDON UK 400000001407624298 891049	FPO		76.81	51,366.94
12 Aug 24	TRACEY WATKINS 300000001406221645 UPP TC	FPO		92.07	51,274.87
12 Aug 24	SHAUN DALBY 200000001398758424	FPO		25.00	51,249.87
12 Aug 24	ESPO Y1 100000001393604318 UPP TC 7399875 606006 10	FPO		55.26	51,194.61
12 Aug 24	RIPPLEGLEN LIMITED 300000001406221669 UPP TC	FPO		62.40	51,132.21
12 Aug 24	CLOCKEDIN LIMITED	SO		24.00	51,108.21
14 Aug 24	VONAGE LIMITED VC-73191 651150	DD		38.40	51,069.81

(Continued on next page)

BUSINESS ACCOUNT

Sort Code 30-94-97
Account Number 49204460

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
14 Aug 24	RUTLAND VOICES 1520 100000001395087700 309950	FPI	105.00		51,174.81
14 Aug 24	P TRESSLER 1540 600000001404082460 110420	FPI	95.00		51,269.81
15 Aug 24	RUTLAND C C RC501265	BGC	300.00		51,569.81
15 Aug 24	CLEAN SPACES HAPPY	SO		144.00	51,425.81
15 Aug 24	CROWN GAS & POWER L011463	DD		3.05	51,422.76
15 Aug 24	RUTLAND CIC RUT IST INV 1559 175941741001518001	FPI	175.00		51,597.76
15 Aug 24	501424	DEP	150.00		51,747.76
16 Aug 24	TOTAL ENERGIES GAS 300000001408731691	FPO		171.24	51,576.52
16 Aug 24	OAKHAM BAPTIST C OBC 1561 RP4659982030484400 206366	FPI	90.00		51,666.52
16 Aug 24	TOMALIN M & J 1488 54095808275388000N 010634	FPI	213.75		51,880.27
16 Aug 24	A.C. SAFFRON WALDE JUNE JULY AGUAY	FPI	204.00		52,084.27
19 Aug 24	S PEGELOW SUE PEGELOW- 1454 300000001409405573	FPI	340.00		52,424.27
19 Aug 24	DORM+SON TA TR C R WHIFFEN-21/08/24	FPI	535.00		52,959.27
19 Aug 24	G HOLDEN INV 1563 300000001410463083 110734	FPI	17.50		52,976.77
19 Aug 24	SERVICE CHARGES REF : 432944571	PAY		18.90	52,957.87
20 Aug 24	ADAM LOWE 500000001407606054 TOWN	FPO		135.59	52,822.28
20 Aug 24	S WRIGHT 1526SWRIGHT 300000001411074018 771519	FPI	240.00		53,062.28
21 Aug 24	WILDLIFE FUNDRAISI WILDLIFE TRUST	BGC	15.00		53,077.28
22 Aug 24	CLEAN SPACES HAPPY	SO		144.00	52,933.28
22 Aug 24	HULL R MARKET INVOICE1541 RP4679962724053000 202726	FPI	50.00		52,983.28
23 Aug 24	WATER PLUS 7002501558	DD		47.99	52,935.29
23 Aug 24	GLASDON UK 500000001409552448 892833	FPO		3,105.38	49,829.91

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BUSINESS ACCOUNT

Sort Code 30-94-97
Account Number 49204460

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
23 Aug 24	PERFECT WINDOWS 600000001409237194	FPO		35.00	49,794.91
27 Aug 24	WESSES BAKERY LTD WESSES INV 1536	FPI	105.00		49,899.91
27 Aug 24	UPP FIRST UPP FIRST GRANT 677639121402728001 404503	FPI	1,500.00		51,399.91
28 Aug 24	WATER PLUS 0831167818	DD		30.86	51,369.05
28 Aug 24	501425	DEP	120.00		51,489.05
29 Aug 24	CLEAN SPACES HAPPY	SO		144.00	51,345.05
29 Aug 24	WATER PLUS 7001343214	DD		15.27	51,329.78
29 Aug 24	WATER PLUS 0124018044	DD		18.76	51,311.02
29 Aug 24	BELLE AND BEQSTER INVOICE 1492 500000001412982571	FPI	1,020.63		52,331.65
30 Aug 24	WATER PLUS 0721005983	DD		18.09	52,313.56

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

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Summary for 31 Mar 2024 - 04 Sep 2024

Start Balance	85,000.00
Total In	0.00
Total Out	0.00
End Balance	85,000.00

Private & Confidential
 Attn of Sharon Coe
 Uppingham Town Council
 Town Hall
 49 High Street East
 Uppingham
 Oakham
 LE15 9PY

Client Name Uppingham Town Council
 Account Type Members 45 Day Business Saver Issue 1 - Annual

Account Number 90164949
 Statement Number 9
 Currency Sterling
 Interest Rate as at 04 Sep 2024 3.40%

Date	Description	Details	Payments	Receipts	Balance
31 Mar 2024	Start Balance				85,000.00
04 Sep 2024	End Balance				85,000.00

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.



Agenda Item



Agenda item No: 8 iv	Meeting of: Full Council
Appendix:	Date of the meeting: 2/10/24
Strategic Aim: To act with financial prudence at all times	
Report Author: Clerk to the council	Title: Payment Authorisation
Subject : Payment Authorisation expenditure more than £5000	

Detail:

The Council authorise expenditure more than of £5000 in line with financial regulation 1.14

RCC Invoice for Q1 Payroll Invoice 9156894 for £9992.85

RCC Invoice for Q2 Payroll Invoice 9156895 for £8974.70



Agenda Item



Agenda item No: 8v	Meeting of: Full Council
Appendix:	Date of the meeting: 2/10/24
Strategic Aim: To act with financial prudence at all times	
Report Author: Clerk to the council	Title: Bank Signatures
Subject : Bank Signatories Update.	

Detail: Due to staff and councillor changes there is a requirement to update signatures at the following banks.

Nationwide :

Remove Sharon Coe and Sam Findlay.

Add: Adam Lowe

Cambridge:

Add: Adam Lowe. Trevor Colbourne. Mark Shaw.

Lloyds:

Add: Adam Lowe. Cynthia Ondeng

The proposal is that the Council agree to the above changes.



Agenda Item



Agenda item No: 8 9 .	Meeting of: Full Council
Appendix:	Date of the meeting: 2/10/24
Strategic Aim: To ensure an efficient operation of the town council	
Report Author: Clerk to the council	Title: Committee membership
Subject : Update and invite Councillors to populate vacancies on Council Committees.	

Detail: Currently

Finance & General-Purpose Committee

Currently: Cllr Colbourne. Cllr Shaw. Cllr Cooper. Cllr Edwards. Cllr Hobbs.

Environment, Infrastructure & amenities Committee.

Currently: Cllr Clarke. Cllr Hobbs. Cllr Colbourne. Cllr Shaw. Cllr Simpson.

Planning Committee:

Currently: Cllr Hobbs. Cllr Edwards. Cllr Hobbs. Cllr Shaw. Cllr Simpson.

Staffing Committee:

Currently: Cllr Simpson. Cllr Cooper. Cllr Colbourne. Cllr edwards. Cllr Shaw.

The proposal is that the Council agree to the above appointments.
(additional names to be nominated at the meeting)

Outside Bodies

Uppingham in Bloom:

Uppingham Twinning Association: Cllr Ainslie

Uppingham Resilience Group: Cllr Simpson



Agenda Item



Agenda item No: 24 10 iii	Meeting of: Full Council
Appendix:	Date of the meeting: 2/10/24
Strategic Aim: NHP delivering homes. Work in partnership. Deliver infrastructure.	
Report Author: Clerk to the Council	Title: NHP Sub Committee
Subject : NHP Sub Committee.	
Council to confirm rules / role description; structure; outside organisations; and Chairman.	

Draft Role Description (Non Councillor Members)

1. To support the Town Council in the preparation of its third Neighbourhood Plan
2. To observe the Town Council's Standing Orders and Code of Conduct
3. To regularly consult on, and represent the views of, their nominating community group at the subcommittee in the preparation of the plan
4. To undertake such consultation with their community group as may be requested by the subcommittee or the Town Clerk
5. To preserve such level of confidentiality on Neighbourhood Plan matters as may be defined from time to time by the Town Council or the Town Clerk
6. To undertake such other collective plan preparation duties as may be agreed by the Sub Committee under the guidance of its Chair.
7. Nominated representative should have a minute or letter of instruction that clearly identifies them as representing that organization. (recommendation from Planning Committee (PC24/16 iii))

The Planning Committee recommended that there should be a maximum of 5 Town Councillors plus the Chairman of the Town Council being ex-officio (6) on the NHP Sub Committee.
(PC24/16 i)

The Planning Committee recommended there should be a maximum number of 20 organisations.
(PC24/16 ii)

The Planning Committee recommended the Chairman of the NHP Sub Committee would be Cllr Barry Hobbs. Cllr Hobbs agreed if elected.
(PC24/16 iv)

The NHP Sub Committee outside organisations:

Nu	Oganisation	Name of Committee Member
01	Rotary Club	
02	CPRE	
03	BRA	
04	Upp Neighbourhood Forum	
05	Upp First	
06	TERA	
07	Lime, Firs & Spurs HA	
08	Upp School	
09	Upp In Bloom	
10	Tod's Piece Allotment Society	
11	Rutland Morris & CAMRA	
12	UPP Community College	
13	Upp Surgery	
14		



Uppingham Town Council

Complaints Procedure

Adopted 2 October 2024

1. Uppingham Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. This Complaints Procedure does not apply to:

3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.

3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on XXXX and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Rutland County Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Rutland County Council.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Complaints Committee of the Council or to the appropriate organisation.

8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish / Community Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint. Contacts

The Clerk of Uppingham Town Council

Mr Adam Lowe

Address: Town Hall, 49 High Street, Uppingham. Rutland LE15 6PA.

Telephone: 01572 822681

Email: townclerk@uppinghamtowncouncil.co.uk

The Chairman of Uppingham Town Council

Cllr David Ainslie

Address: 22 Lime Tree Avenue, Uppingham. Rutland LE15 9SS.

Telephone: 01572 821232

Email: dave.ainslie.cllr@btinternet.com



Agenda Item



Agenda item No: 12	Meeting of: Full Council
Appendix:	Date of the meeting: 2/10/24
Strategic Aim: To act with financial prudence at all times	
Report Author: Cllr Mark Shaw	Title: Tod's Piece Allotment
Subject : Conversion of waste area into bio-diverse / wilding area.	
Space: 12M x c8M Parking (Existing, needs "tidying") 26M x 6M Wilding Area & Pond	

1. Clear back whole area
2. Digger and driver in to dig pond and clear back remaining vegetation
3. Skip to remove spoil (mares tail weed – do not spread)
4. Lay pathway membrane along fence line, cover with gravel
5. Shape pond with sand, lay underlay & liner
6. Fill pond – from well?
7. Planting – Pond Plants, Ground Cover, Grasses, Pollinator-friendly

Tods Piece "Fence Line": (c70M) c30M currently "bare"

Planting of wildlife friendly border (hawthorn / dog rose / honey suckle...) to join up the hedges along the fence line with Tods Piece. Install 2 hedgehog "houses".

Estimated costs;

1M "path" along fence line 38M x 1M 130gsm membrane	£50
Gravel 3T (20mm TP)	£246

Pond 3M x 2M x 0.5M (3M3) (5x4 liner) (The Pond People)

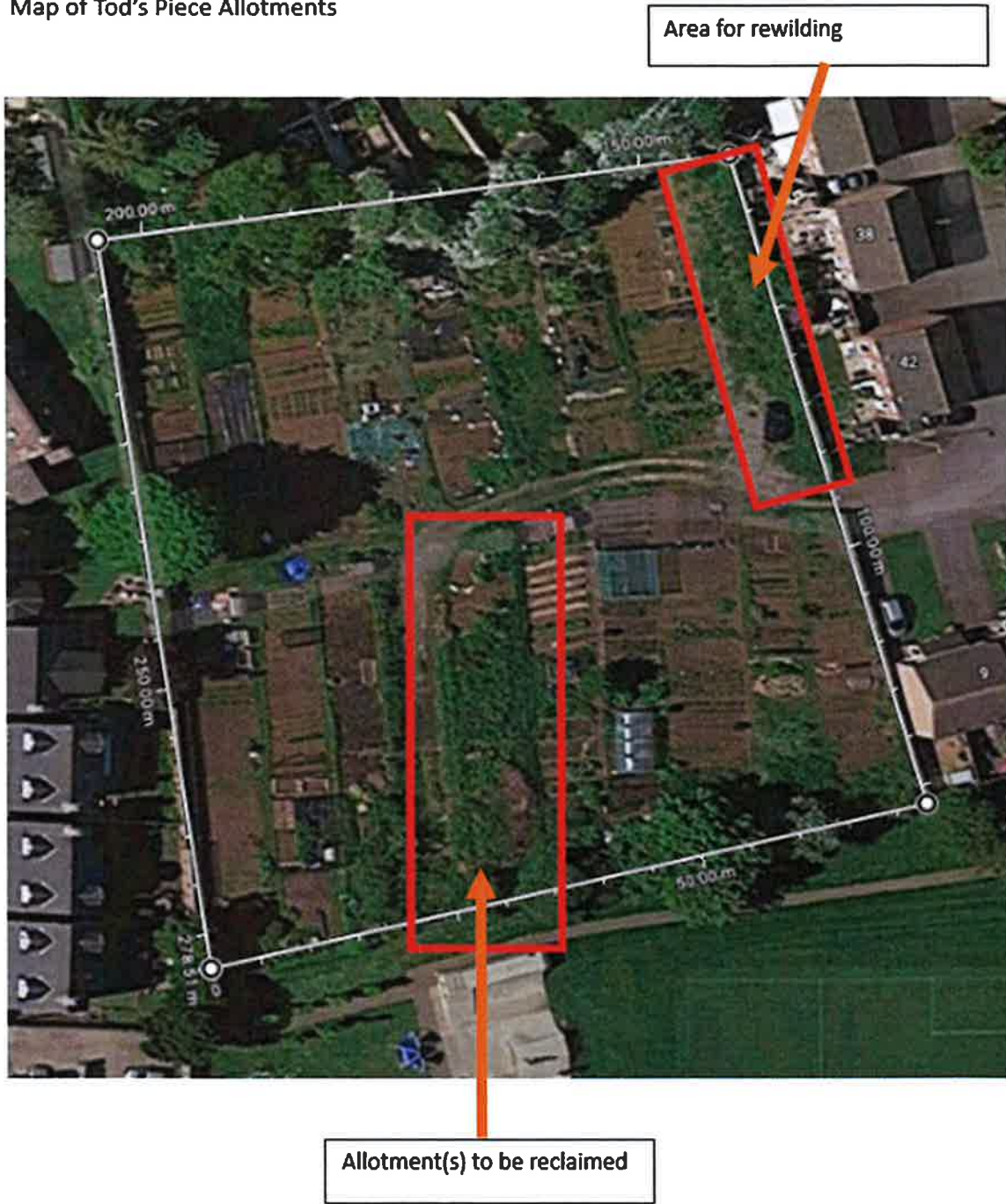
Liner underlay	£54
Liner (1mm EPDM)	£210
Sand 1T (TP)	£83
Plants (for pond & starter ground cover)	£90
Digger, Driver & Skip	£below
Tods Piece "fence line" (£90 + £36)	£126
Sub Total:	£859

The additional costs for a digger and skip would be as follows:

Excavator (8 Tonne 360):	£360.00 + Fuel + VAT	£480.00
Skip (12 yard):	£325.00 + VAT	£390.00
	Total (would be circa)	£1,584.00 + VAT

Proposal

Map of Tod's Piece Allotments



Area for rewilding

Allotment(s) to be reclaimed



Agenda Item



Agenda item No: 13	Meeting of: Full Council
Appendix:	Date of the meeting: 2/1024
Strategic Aim: To act with financial prudence at all times	
Report Author: Clerk to the council	Title: Hearing Loop
Subject : Agree to install a hearing loop	

Detail: The Council is required to have a hearing loop. Equality Act 2010 - The Act mentions provision of hearing loops, stating that "*Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers... and to provide auxiliary aids and services (such as information in an accessible format, an induction loop for customers with hearing aids).*" It would also mean the requirements of Part M of the building regulations 2010 access to building is met

The proposal is that the council installs a hearing loop.



Leicester Sound & Lighting

Audio Visual

Office:
Sales, Hire & Installation
63 Kenilworth Drive, Oadby
Leicester, LE2 5LT
Tel: 0116 2713222
Email info@lslav.co.uk



CWP/UppinghamTownCouncil-V1

19th September 2024

Adam Lowe
Uppingham Town Council

Dear Adam

RE: Uppingham Town Council Induction Loop Quotation

Here are the costs for the Ampetronic Induction Loop & Conference System as demonstrated and discussed.

<i>Ampetronic CLS1 Induction loop Driver</i> SKU: CLS001	1x	£352.20
<i>Induction Loop 2.5mm 50m double Twist</i> SKU: YY2.52CLSF	1x	£140.33
<i>Audio Source Conference Control Station with USB recorder function</i> JTS CS11 SKU: 891622	1x	£411.89
<i>Conference System</i> <i>Chairmans Microphone Station</i> SKU: 81611	1x	£150.70
<i>Conference System</i> <i>Delegates Microphone Station</i> SKU:81612	7x	£1,054.93
<i>Installation, Setup.</i> <i>Demonstration and Commissioning: One Off</i>	1x	£560.00
<i>Active Speaker 8" + 1"</i> SKU: 37689	1x	£330.00
<i>Speaker Stand,</i> <i>Microphone,</i> <i>Stand</i> <i>XLR Cable</i>	1x	£230.00
<i>Four Drawer Production Flight Case to house Conference system</i> SKU: ELUM302	1x	£375.00
	<i>Sub Total</i>	£3,605.05
	<i>Total Taxable Amount</i>	£3,605.05
	<i>Standard Rate (20%)</i>	£721.01
	<i>Total</i>	£4,326.06

If you require any further information, please contact me via email or telephone.

Yours sincerely

Christian Weikert-Picker



Agenda Item



Agenda item No: 14	Meeting of: Full Council
Appendix:	Date of the meeting: 2/1024
Strategic Aim: To act with financial prudence at all times	
Report Author: clerk to the council	Title: Grounds maintenance Contract
Subject : Agree to sign a contract with Glendale	

Detail: Minute 657/24 appointment of a grounds maintenance contractor.

The tendering process produced two quotes and the Council on a temporary basis resolved to appoint Glendale.

Glendale have been undertaking the work since April 2024 and have provided a schedule of work.

The proposal is that the council now resolve to award the temporary contract on a three year contract until the 31 march 2027.



CONTRACT - UPPINGHAM TOWN COUNCIL GROUNDS MAINTENANCE

1st April 2024 to the 31st MARCH 2025

Uppingham Town.
The Town Hall
High Street East
Uppingham
Rutland. LE15 7RL

Glendale Countryside Ltd.
The Stables
Duxbury Hall Road Chorley
Lancashire. PR7 4AT

Contact:

Town Clerk:
Adam Lowe

Director of Estates North
Ben White

Schedule:

The work to be undertaken by Glendale Countryside Ltd on behalf of Uppingham Town Council:

- (1) Leicester Road. Cemetery. Cost £2302.00
Grass Cutting of the whole cemetery on 24 occasions at a cost per cut of £85.50
Hedgerow Cutting on 2 occasions at a cost per cut of £112.50
- (2) London Road. Cemetery. Cost £2327.00
Grass Cutting of the whole cemetery on 24 occasions at a cost per cut of £85.50
Hedgerow Cutting on 2 occasions at a cost per cut of £112.50
Removal of suckers from tree on 1 occasion at a cost of £22.50
- (3) Tod's Piece. Cost £9487.00
Grass Cutting of the whole grounds on 24 occasions at a cost per cut of £85.50
Litter Picking 2 x per week in the summer; 1 x per week in the winter at a cost per pick of £88.21
Removal of suckers from tree on 1 occasion at a cost of £22.50
- (4) Beast Hill. £2052.00
Grass Cutting of the whole cemetery on 24 occasions at a cost per cut of £85.50
- (5) Hog Hill. £2052.00
Grass Cutting of the whole cemetery on 24 occasions at a cost per cut of £85.50

Duration of Contract:

The contract will run from the 1st April 2024 and the 31st of March 2027.

Contract Cost / Payment Terms:

The total cost for providing the above detailed services between the 1st of April 2024 and the 31st March is £18220.00 plus VAT paid in 12 equal payments.

Signed: Adam Lowe Date:

On behalf of Uppingham Town Council

Signed: Ben White Date:

On behalf of Glendale Countryside Ltd



Agenda Item



Agenda item No: 15	Meeting of: Full Council
Appendix:	Date of the meeting: 2/1024
Strategic Aim: To act with financial prudence at all times	
Report Author: Clerk to the council	Title: External Audit report
Subject : External Audit report	

External Audit report – the Council are being presented with the External Audit report 2023/24.

The Council are invited to comment or just note.

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Uppingham Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

A review of the Finance Section on the Council's website has found that the Council appears not fully met the requirement of the Accounts and Audit Regulations 2015, Regulation 13 (1) which states that the audited Annual Governance and Accountability Return should, on conclusion of the audit, be published on the Council's website, and then made available to the public for 5 years from that date. The Council amended their return in the prior year during the 2022/23 audit process however whilst the return is visible on the Council's website, it contains the unamended Section 2: Accounting Statements and not the final version.

The internal auditor identified several significant shortcomings present in the records and processes of the council during the 2023/24 accounting period. Whilst it should be noted that the locum clerk, who was appointed in the final month of the accounting year, was and is in the process of addressing these points, it is not, in our opinion, appropriate to provide yes to the following assertion statements: Assertion 1; Assertion 2; Assertion 4 and Assertion 5. This is on the basis that the internal auditor has provided in their Supplement to their Report as Section 1: Governance Statement refers to the period between 1 April 2023 and 31 March 2024.

We anticipate from the locum clerk's responses to the Internal Auditor's Report these matters will be brought fully in line with regulations and proper practices in the next few months, where not already completed.

Other matters not affecting our opinion which we draw to the attention of the authority:

Insufficient information was provided with the initial supporting data submitted for review with regards to significant variances, which we were able to obtain from other sources. The Parish Council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name



External Auditor Signature

Moore

Date

03/09/2024

Reinstatement Cost Assessment

Uppingham Town Hall
49 High Street East, Uppingham
Rutland LE15 9PY

Gateley / RJA

Executive Summary

2024-3010

This report should be read in conjunction with the attached Reinstatement Cost Assessment Notes.

Assessment Basis: Day One Reinstatement

Assessment Date: 24th September 2024

Prepared By: Daryl Webb BSc MRICS and Josh Menck

Gateley RJA Site Visit Date: 17th September 2024

Brief Description of the Premises Being Assessed:

Uppingham Town Hall is a two storey detached building comprised of stone external walls with a pitched roof and uPVC windows to the main office area. The large hall at the rear is constructed of rendered brick external walls with a pitched roof and uPVC windows. There is a further small flat roof and monopitched roof to the right hand side elevation projections. There is a small cellar beneath the store room that has been closed off and is inaccessible.

Internally the town hall comprises offices, a board room, two kitchenettes, a function room and storage facilities. The building internally is finished to an average standard.

Externally there is a large patio to the front elevation and paths to the side elevations leading to the rear car park and store rooms. The front and rear boundary walls have been included within this assessment, however it is unclear whether the two side boundary walls and fences belong to the policy holder. If they are found at a later date to belong to Uppingham Town Hall, the total reinstatement cost would need to be amended.

Calculation of Gross Internal Floor Areas

Measurements recorded by Gateley RJA.

The GIFA has been calculated using the RICS Code of Measuring Practice, 6th edition, which is appropriate based on the level of information available.

Reinstatement Cost

We estimate that the total Reinstatement Cost of the property including the buildings, external works, demolition, contingency, professional fees and VAT (where applicable) is circa **£1,424,000.00**.

A breakdown to the costs is provided in the Pricing Summary.

We draw your attention to the Reinstatement Cost Assessment Notes included in this report.

Revision Details

N/A



Agenda Item



Agenda item No: 17	Meeting of: Full Council
Appendix:	Date of the meeting: 2/10/24
Strategic Aim: To work in partnership. To act with financial prudence.	
Report Author: clerk to the council	Title: Football Club lease
Subject : Agree to Football Club lease head of terms	

The "Heads of Terms" is basically a statement outlining what has been agreed in principle between the parties and which is then used as the basis for the preparation of the lease and legal documents.

I understand that the following are the terms which have been agreed and would suggest that a copy of this is sent to the representative of the football club (once all agreed by the Council members) to confirm agreement in principle and so that they can at last instruct a solicitor so that we can progress matters:-

1. A new lease of both the club house and pitch for a term of 25 years be granted.
2. Rent of £350 increasing by £50 per annum to a figure of £500pa, payable annually in advance
3. A mutual break clause at 12.5 years.
4. Tenants to be responsible for repair and maintenance of both the clubhouse and pitch
5. Landlord to insure buildings but on the basis that the tenants reimburse the premium on demand.
6. Lease to be outside the Landlord and Tenant Act 1954 Part 2 (i.e. the 1954 Act provisions to be excluded)?

The last three points were not specifically covered in the resolution and instructions which you sent to the Solicitor and thus need to be confirmed by the Council members. These points do need to be addressed and agreed before the draft Lease is prepared.

Point 4, it would be normal with a lease of this length for the tenants to be responsible for all repairs and maintenance and so it is assumed that this is the intention.

Point 5. As landlords, the Council will wish to control the insurance arrangements to make sure that the buildings are adequately covered but with the tenants actually paying / reimbursing the premiums paid.

Point 6, if the provisions of the Landlord & Tenant Act 1954 are not excluded (and the Lease is therefore granted within the terms of the 1954 Act), then the Football Club will have an automatic right (subject to certain exceptions) to the grant of a new lease on similar terms at the end of the lease term. In view of the proposed break clause, the Council may not wish this to be the case and may prefer to exclude the 1954 Act provisions so that the lease becomes entirely negotiable at the 12.5 year break point and again at the end of the 25 year term.

Proposal: Council agree to these heads of terms and instruct their solicitor to progress the lease.

18 i



Rutland
County Council

Rutland County Council
Catmose
Oakham
Rutland
LE15 6HP

telephone: 01572 722 577
email: planning@rutland.gov.uk
web: www.rutland.gov.uk

Uppingham Town Council
Uppingham Town Hall
49 High Street East
Uppingham
Rutland
LE15 9PY

Reference: 2024/1081/FUL
Case Officer: Paul Milne
Case Officer Tel: 01572 758369

Date: 24 September 2024

Dear Adam Lowe

Town and Country Planning Act 1990
Town & Country Planning (Development Management Procedure) (England) Order 2015
**PROPOSAL: Demolition of existing dwelling and erection of 1 no. detached dwelling
and associated landscaping works.**
60 Leicester Road Uppingham Rutland LE15 9SD

An application for the above proposal has been received by the Local Planning Authority and you are invited to submit your comments by **15 October 2024**. The details of the application are available to view on our website <https://publicaccess.rutland.gov.uk/online-applications/> by entering the reference number above.

If you use our Consultee Access service please submit your comment by this method. If you do not, please email any comments you wish to make to planning@rutland.gov.uk.

Please note that under the Planning Guarantee Local Planning Authorities are required to pay back the application fee if the application is not determined within the relevant statutory time period.

Given this, if we don't receive a response to this consultation request the Local Planning Authority will take it that you have no objection to the application and will proceed to determination on that basis.

It is therefore imperative that you respond within the statutory consultation time period or agree a revised time period for the submission of your comments with the Case Officer.

Yours sincerely

Paul Milne
Planning Officer



