**Minutes of Uppingham Town Council Full Council meeting,**

**held at Uppingham Town Hall on Wednesday 5th July 2023 at 7.00pm.**

Present, Cllrs Liz Clarke, David Ainslie, Trevor Colbourne, Pat Dalby, Christine Edwards, Sam Findlay, Mike Fish, Barry Hobbs, Tom Johnson, Peter Rees, Mark Shaw, Ray Sutton.

The Town Clerk Sharon Coe, Cynthia Ondeng Administration Assistant.

6 members of the public and RC Cllr Christine Wise

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Cllr Colbourne declared a non-pecuniary interest on item 18B (hopper bus).  **An opportunity for the public to speak, in accordance with Standing Orders 2.3.4 – 2.3.9**  P C Rebecca Angel overviewed the Uppingham Town Beat report previously circulated. She referred to the CCTV and the response times around Uppingham. She was working heavily with RCC. She had also been to UCC to have a youth engagement session and will be doing this a couple of times a month. Beat surgeries were going to be set up at the Co-op and Welland Vale Garden Centre to see if this was more successful. An offer was made that the Police may like to ride the Hopper Bus at some point which was happily taken up to engage with a different demographic. A question was posed regarding visibility and expectation of the residents.  Q. A question was asked regarding the missing poo bin on West Deyne. This had been reported.  RCCllr Christine Wise thanked Mike, Pat and Godfrey for their support and Rutland County Council (RCC) and the Town Clerk also attended a meeting in the Town where RCC agreed an undertaking to deal with the dropped kerbs. There was a highways concern around Baines corner.  Traffic concerns were also mentioned on London Road and Highways were coming to assess the situation.  Q. Did the council consider using a person to clear out archived documents was a correct use of public money. This was an item later in the agenda regarding the administration project.  **To confirm the minutes of the full council meeting held on Wednesday 7th June and the extraordinary meeting held on 21st June 2023.**  It was proposed by Cllr Ainslie, seconded by Cllr Shaw to confirm the minutes as circulated as a true and accurate record. **Resolved unanimously.**  **To receive the Internal Auditor’s report 2022/23, the Internal Auditor’s Statement of Independence and any recommendations made within it.**  Cllr Findlay (Chair of Finance and & General Purposes) overviewed the report again for Council and the recommendations made within it, this had been the subject of a through debate at the F & G P committee. The salient points were highlighted in those minutes (FGP113/23). The Clerk had prepared preauthorisation lists for payment at this Full Council meeting. F & G P will review all strategies, items mentioned in 6 months’ time to ensure that all procedures were in place.  **Resolution 1. To receive the Internal Auditor’s Report for 2022/23. The Internal Auditor’s Statement of Independence and any recommendations within it.**  Proposed by Cllr Findlay, seconded by Cllr Ainslie.  **Resolved unanimously.**  **To consider the Annual Governance Statement for 2022/23 – section 1 of the Annual Return.**  The Mayor read out the statements (1-9) contained and took a vote individually on each statement as read. Each statement was approved individually and **Resolved unanimously.**  **Resolution 2 That the Governance Statement be approved as above.**  Proposed Cllr Ainslie, Seconded Cllr Shaw. The Mayor signed the Governance statement.  **Resolved unanimously.**  **To consider and approve the accounting statement for Uppingham Town Council 2022/23 – Section 2 of the Annual Return.**  Cllr Findlay confirmed that the figures had been checked and agreed with the document being considered. The general reserves were in a healthy position, ending the year at £97,000.  **Resolution 3.** **That we approve the accounting statements of Uppingham Town Council 2022/23 - section 2 of the Annual return.**  Proposed Cllr Findlay, seconded Cllr Ainslie, **Resolved unanimously.** The Mayor signed the Accounting Statements.  **To receive the finance report for the month of April, including income and expenditure to budget including year to date and balance sheet and to sign the same.**  Cllr Findlay overviewed the reports, commenting that April is traditionally underspent, and there was a surplus of around £3,000**.**  Proposed by Cllr Findlay, seconded by Cllr Ainslie. **Resolved unanimously.** The Chair of F & G P, the Mayor and the Clerk signed the documents and reconciliation statements which will be filed with the minutes.  **To receive the finance report for the month of May, including income and expenditure to budget including year to date and balance sheet and to sign the same.**  Cllr Findlay overviewed the reports, comments included nothing was unusual, we made a surplus of £6,500. Year to date a £9,500 surplus was made.  Proposed by Cllr Findlay, seconded by Cllr Ainslie. **Resolved unanimously.** The Chair of F & G P, the Mayor and the Clerk signed the documents and reconciliation statements which will be filed with the minutes.  **To receive reports and consider recommendations to Full council from UTC Committees.**  **Amenities Committee 21st June 2023**  The Chair of Amenities Cllr Fish asked if members had read the minutes gave a brief overview and asked if anyone had any questions. There were no questions.  It was proposed that we accept the minutes as circulated previously. Proposed Cllr Fish, seconded Cllr Rees. **Resolved unanimously**.  **Finance and General Purposes Committee 21st June 2023**  The Mayor asked if there were any recommendations not previously made within item 6 and asked that item 12 was also discussed in this section.  Cllr Findlay overviewed the position of the Bloors Land and explained each proposal that had been considered at the F & G P committee. Two applications had not been fully costed and one application had fallen away.  **RESOLUTION 1. That we accept the offer from Uppingham School whereby they enter into a three year “agreement to lease” the land, for an upfront rent of £25,000 and in which the School will maintain the land (hedge and grass management).**  Questions were posed about the School’s future ambitions and if we were committing to the school under any tie in. The Clerk confirmed that should council be minded to approve the contract would be drawn up professionally by our Solicitors, there would be no tie in and be very carefully written to include Uppingham Town Council’s wishes regarding public access for dog walkers. This is the fairest option to all involved and would allow other possible proposals to be fully costed. In the meantime it would allow the Council to use this money for the good of the community. The contract will be brought back to the Council for final approval.  Proposed by Cllr Clarke, seconded by Cllr Shaw. Resolved (9 for, 2 against, 1 abstention)  **RESOLUTION 2. That Mr D Coe be engaged at a minimum wage for an initial 8 days.**  Cllr Findlay overviewed the draft proposal that had been discussed for the administration project. The Clerk did not take part in this item as the person identified who would have the skill set needed to undertake this role was her husband. He had worked in a very senior position in Local Government, is highly trustworthy and diligent and used to council documentation. He had assisted the Council previously with the NP and allotments and signed an NDA. Cllr Ainslie explained that we had taken the advice of LRALC to see if this was something appropriate and legal and their advice was it was entirely legal and not a problem.  Two alternatives were suggested that a councillor (volunteer) work alongside Mr Coe or that the administration assistant be given more hours. The Mayor explained that the administration assistant was fully loaded. Issues of confidentiality were raised and answered. Cllr Dalby and Fish would be willing to help.  Cllr Findlay proposed that the addition of a volunteer councillor be added to the proposal to work alongside Mr Coe. Seconded Cllr Ainslie. **Resolved unanimously.**  **RESOLUTION 3. To consider the formal lease for the Police Office, under the Landlord and Tenant Act 1954, that the Clerk instruct the Council’s Solicitor to include provision within the contract that the lease be reviewed in three years.**  Proposed Cllr Findlay, seconded Cllr Ainslie**. Resolved unanimously.**  The Clerk provided Preauthorisation lists for direct debits/standing orders etc for signature and also invoices received to date for July for authorisation before payment as this was a recommendation from the Internal Auditor and agreed in F & G P. The Chairman requested that this was deferred for another month. The Clerk questioned what would change in another month. Cllr Ainslie & Findlay suggested the following that we fully intend to change the system, but the Chair of Finance and the Clerk would discuss this more fully over the next two months. The Clerk was not convinced that the delay was necessary but deferred to Councils wishes with reservations, as she felt that this would hold up payments on a system that had been agreed through the F & G P Committee.  **RESOLUTION 4. That the Clerk and Finance Chairman talk the proposed new system and come back to Council. In the meantime the Clerk continues to pay as now.**  Proposed Cllr Ainslie, seconded Cllr Shaw **Resolved (9 for, 2 against, 1 abstention)**  **RESOLUTION 5. That the Finance and General Purposes committee minutes be accepted.**  Proposed Cllr Findlay, seconded Cllr Ainslie. **Resolved (10 for, 2 abstention)**  **To consider signing up to the Civility and Respect pledge.**  The Clerk had suggested that this is something that she strongly urged Uppingham Town Council to consider. She explained that throughout the sector, there are growing concerns about the impact of bullying, harassment, and intimidation and the effect that this was having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local democracy. This would not replace the code of conduct but sit alongside it to stand up to poor behaviour through positive changes which support civil and respectful conduct.  Proposed Cllr Fish, seconded Cllr Edwards. **Resolved unanimously.**  **To consider a request recording of Council meetings, to include publication to the town council website or to consider live streaming on various platforms.**  Cllr Shaw overviewed his request to Council, and historically this had been done and the suggestion was to reinstate this. There had been instances recently of misinterpretation and this would be more transparent. This would give the general public opportunity to see what was actually said by reviewing the recordings.  In a further six months this would be reviewed and maybe the concept of live screening could be considered.  Proposed Cllr Shaw, second Cllr Edwards. **Resolved (12 for 1, abstention)**  **To consider membership to Committees.**  Following the two new council co options, it was resolved that:  Cllr Dalby join staffing committee Proposed Cllr Rees, Seconded Cllr Findlay **Resolved unanimously.**  Cllr Colbourne join F & G P and Amenities. Proposed Cllr Ainslie, seconded Cllr Edwards **Resolved unanimously.**  **To review the bank mandates and obtain signatures as required.**  Cllr Ainslie overviewed the situation regarding a paper and electronic mandate. There were several historic issues and was an ongoing situation. Cllr Ainslie had printed the necessary mandates and Council needed to sign the updated mandates. The other mandates will be checked and amended as necessary.  The Barclays dispute was upheld as per the F & G P minutes.  **To receive feedback on the Standing Orders working party.**  There had been three meetings and the fourth was scheduled. Cllr Jennings was the chair and at the next meeting the working party was confident the task would be finished, and the chair would be able to produce his report.  **To consider feedback to RCC for the proposed tree planting scheme in Willow Close.**  There was a discussion about the ownership of the land regarding known local history. Council requested that the Clerk write to RCC to establish the land ownership before UTC feel they can comment. This piece of land was identified in the NP as an important open space.  Proposed Cllr Ainslie, seconded Cllr Edwards **Resolved unanimously**.  RCC Cllr Wise confirmed that the matter being discussed was in the hands of the court professionals.  To receive the Clerk’s report and any recommendations within it.  The Clerk’s report had been tabled, salient points were.   * Uppingham in Bloom – judging date 3rd July. * Feast Day – successful until the biblical rainstorm cancelled the evening. * Emergency Lighting replaced in the Town Hall, due to failure. * Remitted the submission version of the NP to RCC for Regulation 16 compliance, this will be considered at cabinet in September. * Love Uppingham website was being updated. * QR codes for the Uppingham Heritage Trail had stopped working but were now reinstalled, thanks to Cynthia. * Quotes had been obtained for clearing the side of the TP allotments as the vegetation was causing problem to the properties boarding the allotment land in Wilkes Close. Council empowered the Clerk to accept the quotation as produced. * Request for a notice board in the marketplace – not approved. * Pictures and Numbers of Councillors on Notice board outside the Town Hall. – to be actioned. * Confirmation of the August Town Council meeting. * Visions, Aims and Objectives should be returned to the Clerk as soon as possible. * The Clerk had had meetings with BIFFA to get a proper contract in place and ensure that TP was litter-picked twice weekly. This had not been received in time for this meeting so would form a future agenda item. * The Clerk had also met with Work Nest (formerly Elis Whittam) to investigate buying in specialist Health and Safety advice. Again this would form an agenda item in August.   **To consider asking RCC to seek a professional access needs survey in Uppingham.**  Members had received the papers regarding access issues in Uppingham. Members resolved that the Clerk should write to RCC seeking the access needs survey to be commissioned.  Proposed Cllr Dalby, seconded Cllr Rees. **Resolved unanimously**.    **To consider asking RCC to provide a Hopper Bus Stop outside no 23 to provide a safe stopping place.**  The reasoning was explained by Cllr Ainslie, Cllr Wise had confirmed that if UTC passed a resolution that we were in general favour of a bus stop (for the hopper) in the high street then she would investigate the possibilities.  Proposed by Cllr Fish, seconded Cllr Edwards Resolved (9 for, 3 abstentions)  **The Mayor proposed that we extend the meeting for 5 minutes.**  Proposed, Cllr Clarke, resolved Cllr Rees. **Resolved unanimously.**  **To consider Planning Applications.**  **2023/0524/FUL** | Section 73 Application to vary condition 2 (approved plans) of application 2021/1386/FUL - Construction of a new dwelling with associated external works including drive connecting to existing access to **No.9 Stockerston Road. | 9 Stockerston Road Uppingham Rutland LE15 9UD**  Council doesn’t recommend for approval given the comments available on the website and the proposed noise level and impact on neighbours. **Resolved unanimously.**  **2023/0552/CAT** Reduce height of 1 no. Maple tree (T1) by 2m and reduce lateral branches by 1.5m to balance shape. Remove 2 no. small live Ashes (T2 & T3) to just above ground level. **Woodland House 9 Spring Back Way Uppingham Rutland LE15 9TT**  **Council approve the application for approval Resolved unanimously.**  **2023/0573/LBA** Proposal to run the new gas service pipeline up to exterior front wall of the building to new access point on top floor. | **Merion House 50 High Street West Uppingham Rutland LE15 9QD**  **Council approve the application for approval but request brass clips. Resolved unanimously.**  **2023/0628/FUL Section 73 application to vary condition 2 of 2022/0168/FUL**  **in order to accommodate additional parking spaces to plots 3 and 4 - Construction of 7 no. dwellings with associated access and parking. | Land Adjacent To 68 Leicester Road Uppingham Rutland**  Council does not recommend for approval on the basis that it is taking up further  green space **Resolved unanimously**  **2023/0634/CAT Remove deadwood in crown and reduce crowns by pollarding back to the main structural branches of 2 x Willow trees (Salix babylonica). | Bursar's House 7 Spring Back Way Uppingham Rutland LE15 9TT**  Council recommends the application for approval.  **Resolved unanimously**  **2023/0610/LBA Retrospective approval for the installation of a cast iron soil vent pipe to the North elevation. 6 Leamington Terrace Uppingham Rutland LE15**  Council recommends the application for approval. **Resolved unanimously.**  **2023/0668/CAT 1 no. Elm: Remove to ground level. The Lodge 3 Stockerston Road Uppingham Rutland**  Council refers back to RCC for more information  **Resolved unanimously.**  The meeting finished at 9.02 pm. |
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