

**Minutes of the Full Council Meeting**

**held on Thursday, 15 August 2019 at The Beeches, Birch Court, Tuxford,  
commencing 7.00pm**

**PRESENT:** Cllrs E Cupit-Atkin, E Bett, G Nicholls, G Frost, V Hannington, D Preece, T Silcock and E Taylor

**IN ATTENDANCE:** Clare Fox (Town Clerk), Cllr K Isard (BDC) and 1 member of the public

**FC064/19 Apologies for Absence**

Cllr J Moorhouse (Illness) and Cllr M Richards (Holiday)

**RESOLVED** - Accepted and approved.

**FC065/19 Declarations of Interest**

There were no declarations of interest.

**FC066/19 To approve and sign the minutes of the meeting held 25 July 2019  
(Folio ref. 2019/073-084)**

The minutes of the meeting held 25 July 2019 were approved and signed.

**FC067/19 Matters Arising**

There were no reported matters arising.

**FC068/19 – Action Update from Previous Meeting – Appendix A**

**FC012/19:** Lease – Gilbert Avenue Playing Fields. Town Clerk to re-send correspondence to Cllr K Isard to action.

Clerk has finally received a response from Bassetlaw District Council. To enable them to put forward our request for an extension of the lease they require additional information from the Football Club. Cllr ECA had requested this and will send information to the clerk to forward to Bassetlaw District Council.

**ACTION:** Clerk to follow it up with Bassetlaw District Council when the information has been received from the Football Club.

**FC028/19:** Replacement Leaf Blower. To Check with Tuxford Lawnmowers to Obtain Quotes.

Clerk informed Councillors that the Grounds Maintenance staff have requested a petrol replacement leaf blower. They have requested a Stihl BG86 C-E blower for

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£182.50 (£219.00 inc VAT). This is a blower that they have been using on loan so feel it is sufficient for the requirements of the job.

RESOLVED: Councillors approved purchase of this leaf blower.

**ACTION:** Town Clerk to purchase the blower, after sourcing the cheapest supplier.

**FC028/19:** Obtain Architect drawing and price guide for new Depot build.

UPDATE: Cllr TS had received an initial rough estimate based on drawings that Cllr VH supplied. As a guide the build would cost in the region of £70,000 to £75,000.

**ACTION:** Cllr TS to obtain Architect quote for detailed drawings.

FC058/19 (b) and (c). Christmas Market – Santa and Reindeers

Clerk informed Councillor's that she had been in contact with Sally Mitchell and Crusty Cob. She had not received a response from Crusty Cob but the email from Sally Mitchell implied that the reindeers come with Santa.

It was agreed for Cllr TS to contact Crusty Cob to explore the idea of whether they could have an Elves Toy Workshop and Post Office within their premise and that Santa visit Sally Mitchell's.

**ACTION:** Cllr TS to contact Crusty Cob.

### **FC069/19 District and County Councillor Reports**

7.1 BDC Cllr. Isard reported that he had nothing to report back from Bassetlaw District Council and had received no information regarding the proposed developments at Gamston or **Beavercotes** sites.

7.2 Cllr J Ogle was not present

### **FC070/19 To receive, accept and resolve to approve recommendations from the following meetings:**

#### Planning Meeting 1 August 2019

There were no recommendations following this meeting.

#### Finance and Services Meeting 1 August 2019

There were no recommendations following this meeting.

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*The meeting was adjourned to allow for questions from the public:*

The one member of public was present to represent Tuxfords Tenants and Residents Association, they asked the Council whether there will be a new contract with Bassetlaw District Council for the grass cutting of The Beeches and other Bassetlaw District Council owned properties.

The Clerk had given the resident some details within the current contract which had officially expired on 31/03/2016, due to this gentleman receiving complaints about the grass cutting at The Beeches. Although some complaints had been received, some compliments had also been reported back to him too.

Tuxford Town Council are in a contract with Bassetlaw District Council by default, although the clerk advised that the Town Council had failed to increase the service charge provided to the district council since 2015, resulting in a substantial loss of income for the service that is currently being provided. The clerk has written to the District Council requesting a meeting to discuss the service and contract in more detail several times, but to date had not received any response.

The Clerk informed Councillors that Tuxford Town Council currently are contracted to mow these areas 6 times per year, between April and September, without removing the grass cuttings and to mow assisted properties back gardens (currently 4 properties) 3 times a year and to remove the grass cuttings from these properties. They are currently in the process of completing the fifth cut. The clerk also informed everyone that she had created a spreadsheet to record exact dates the grass is cut for all District Council properties so this can be reported back.

The member of the public also expressed some concern about the grass cutting within the cemetery. It was accepted that there is a need to improve the condition of the cemetery and the clerk would be helping out with mowing the cemetery with the operational staff on Wednesday 21 August, as the Grounds Maintenance staff had been hindered by the recent wet weather.

**ACTION:** Resident will speak with his contact at Bassetlaw District Council to ask for a meeting with them, Clerk and Councillors (those who are available).

*The meeting re-convened following this item.*

### **FC071/19 Finance**

- 9.1 To approve accounts for payment  
Payments on the report attached at Appendix 'B' were approved and signed  
Cheques totalling £1,779.54  
Direct Debits totalling £246.64  
Debit Card payments totalling £150.62  
Income received totalling £881.00
- 9.2 Bank Account Balance of £56,400.27 was approved

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**ACTION:** Clerk to produce half yearly budget at the next Full Council meeting, with all supporting documents to enable accurate budget forecasting for 2020/21 and in preparation of calculating the 2020/21 precept.

### **FC072/19 Town Maintenance and Equipment**

#### 10.1 Training Requirements – Mobile Boom

The Clerk informed Councillors that she had obtained three quotes for training. With the cheapest one being £226.00.

After speaking with all Grounds Maintenance staff there was one member that said he would like the training.

RESOLVED: Councillors agreed for the clerk to organise the training.

**ACTION:** Clerk to contact contractor to arrange Mobile Boom training

Clerk also informed Councillors that there is a need to train at least one member of staff in Emergency Practical Skills in First Aid.

RESOLVED: All agreed to approve this training.

**ACTION:** Cllr ECA to contact Red Cross to enquire about their training and Cllr GN to enquire with EMAS whether they can recommend a service provider.

Clerk also advised that the other training requirement is Volunteer Routine Playground Inspection Course (RoSPA), at a cost of £325.00.

RESOLVED: Councillors asked for the Clerk to enquire which Grounds Maintenance staff would like to attend the training and defer this item to the next Finance and Services meeting scheduled for the 05 September 2019.

**ACTION:** Clerk to speak with staff and add item on the agenda of the next Finance and Services meeting.

#### 10.2 Livery for the Town Council Vehicle.

Clerk advised Councillors that she had approached four companies for a quote on the livery and had received three quotes. The quotes received were £168.00 for 4 signs, £200 for 4 signs and £60.00 for 4 signs.

Councillors asked the Clerk to obtain a sample of the £15.00 each signs before accepting.

**ACTION:** Clerk to contact the cheapest supplier and obtain a sample and add item to a future agenda when the sample has been received.

### 10.3 Purchase Replacement Blower

This item has already been addressed above in the section: FC068/19 – Action Update from Previous Meeting – Appendix A.

#### **FC073/19 Clerk Report – Update on items received.**

Please see the attached Clerk report, with confirmed notes from this meeting marked in blue – Appendix C.

#### **FC074/19 VE Celebrations**

Cllr GF asked for this item to be added to the agenda so that discussions could commence on what the Town Council are going to organize regarding celebrations on the 8, 9 and 10 May 2020.

Cllr ECA recommended that as this is going to be a big event, that it would be beneficial to form a sub-committee. The sub-committee should include Councillors and members of the community. She advised that she had approached four members of the public who are all willing to help out and be on the sub-committee.

Some initial suggestions were a 1940's Dance and Buffet, Street Parties, some kind of event involving the children and pensioners, a Saturday Night Dance, Barn Dance.

Clerk advised that she was exploring funding options and would report this back when a sub-committee has been formed.

Cllr ECA asked which Councillors were willing to be on the Sub-Committee.

RESOLVED: Cllr's ECA, GF, ET, GN, TS, DP and JM (via GF in Cllr JM's absence) agreed to be on the VE Sub-Committee.

Clerk asked members to consider who was willing to be on the Personnel Committee, following the resignation of Cllr M Phillips.

Cllr VH nominated himself.

RESOLVED: All Councillors agreed for Cllr VH to join the Personnel Committee.

#### **FC075/19 Update on Neighbourhood Plan**

Cllr ECA informed Councillors that there was a meeting on the 9 August 2019 with members of the Neighbourhood Plan Group and members of the Planning Department at Bassetlaw District Council regarding amendments required to alter the current Neighbourhood Plan to include Site Allocations.

Clerk advised that she had met with the Chair of the group and had applied for funding but was awaiting confirmation from Locality.

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Cllr ECA explained that the purpose of the plan is to ensure that the Town Council have a say in where new builds go and what type of build it is, adding that we only had until October 2019 to get this information to Bassetlaw District Council.

Cllr ET asked if there was a need for this plan, as he felt that the Town Council had already been through this process once.

Cllr TS explained that we do not have a Neighbourhood Plan that has been passed by Bassetlaw District Council and it needs to be done and done quickly.

Cllr ECA stated that Mattersey Parish Council's clerk had been approached (along with a few other parish council clerk's) to enquire whether they would be willing to offer administration support to the Neighbourhood Plan application, as they had been through the process for their Parish Council. Mattersey Parish Council clerk has in principle accepted this initial offer.

Tuxford Town Council have signed a Learning Agreement with the clerk to not give her additional work whilst she is undertaking the CiLCA training, and this work is felt to be on a voluntary basis as a rule and not the work of the Town Clerk.

A matter to consider is that administration support is not funded by Locality and would need to be funded by Tuxford Town Council.

**RESOLVED:** Dependent on funding being received it was agreed that Councillors would leaflet drop and possibly go door to door to obtain residents thoughts on site allocations, as the Town Council has already completed the 'Call for Land' process.

**ACTION:** Item to be added to a future agenda when an update has been received.

### **FC076/19 Cemetery**

#### 14.1 To review charge for Non-Residents

Cllr ECA explained that she had been informed that Southwell now had no room in their cemeteries, and she had heard that non-residents of surrounding parishes were applying to be buried in their parishes.

It was recognized that the Tuxford Town Council's burial costs were not reflective of other parishes and there is a need to increase the charge for non-residents.

**RESOLVED:** Councillors have updated the Cemetery Fees.

**ACTION:** Clerk to make the amendments and advertise the new charges on the website and inform the local funeral directors.

#### 14.2 To discuss the annual rental of the cemetery field.

Clerk advised that the rental of this field for grazing is due to renewed in September 2019. There's been previous discussions about the need to extend the cemetery.

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Clerk informed Councillors that the person that rents this land has a rolling 12 month contract and that if there is a need to extend the cemetery then she felt that they needed to be served the 12 month notice. This would make the land available from October 2021.

**RESOLVED:** Councillors agreed to the Clerk contacting the tenant to serve notice.

**ACTION:** Clerk to write to tenant giving the required 12 month notice.

Cllr TS advised that he had managed to source granite plaques for the unmarked graves in the cemetery. At a cost of £6 per plaque.

**RESOLVED:** Councillors agreed to support this funding to mark the graves with the name and plot number.

**ACTION:** Clerk to email list to Cllr TS for him to commence work being carried out.

#### **FC077/19 To receive information on Bassetlaw Youth Council**

Cllr JM asked for this item to be included on the agenda but unfortunately was not at this meeting to report back.

**ACTION:** Clerk to defer this item to next Full Council meeting on 19 September 2019.

#### **FC078/19 To receive items for information and future agenda items**

Cllr ECA informed Councillors of an email that had been received from a member of the public regarding a conversation they had had with an ex-employee about corruption within the Council.

The Clerk had spoken to the Deputy Monitoring Officer at Bassetlaw District Council, who informed her that the District Council had not received any complaints nor were they investigating any such action.

The majority of Councillors felt that the Council should not rise to the allegations, although it was accepted that the Councillor concerned should possibly disclose letters that are allegedly in their possession. Without the councillor being present it was felt that this item could not be discussed, as they were not there to represent themselves.

Clerk informed Councillors that she had already spoke with the councillor concerned a couple of weeks ago regarding this allegation, where they stated that they had no intention of disclosing the letters, as they are addressed to them and they felt they were nothing more than malicious rumour.

**FC079/19 Date of next meeting: 19 September 2019.**

Meeting Closed at 8.57pm

CHAIRMAN'S SIGNATURE.....

DATE.....

Appendix D

<b>SUMMARY OF ACTIONS</b>		
<b>FC Point C/F from Previous Meeting (in RED)</b>	<b>Action</b>	<b>By Whom</b>
<b>FC012/19</b>	Lease – Gilbert Avenue Playing Field	Town Clerk
<b>FC028/19</b>	Office Build – Architect Drawing Quote	Cllr TS
FC058/19	Christmas Market – Santa’s Workshop (Crusty Cob)	Cllr TS
FC072/19 (10.1)	TEM – Grounds Maintenance Staff Training	Town Clerk
FC072/19 (10.1)	First Aid Training – Red Cross	Cllr ECA
FC072/19 (10.2)	Vehicle Livery – Sample Quotes	Town Clerk
FC073/19	Clerk Report – Church Clock. Add item to FS Meeting 05/09/2019	Town Clerk
FC076/19 (14.1)	Cemetery – New Charges for Non-Residents. Amend website and correspond with Funeral Directors	Town Clerk
FC076/19	Cemetery Field. Serve 12 month notice to current tenant	Town Clerk
FC077/19	Bassetlaw Youth Council – defer to Full Council 19/09/19	Town Clerk