

# Gainsborough Town Council

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## MEETING AGENDA

2 July 2021

Dear Councillor,

You are hereby summoned to attend a meeting of **Council** which will be held on **Wednesday 7 July 2021** commencing at **7pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

The business of the meeting is set out in the agenda below.

**Tom Clay**  
Town Clerk

### Agenda

No	Agenda Item
	<b><u>Procedural items</u></b>
1	<b>Apologies for absence</b> Council note apologies received.
2	<b>Public participation</b> Council to proceed with public participation as set out under paragraphs 3 f–l of Standing Orders.
3	<b>Declarations of interest</b> Council to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.
4	<b>Minutes of the previous meeting</b> To confirm as a correct record the minutes of the previous remote meeting of Council held on Wednesday 2 June 2021. <b>PAPER A</b>
5	<b>Committee meeting minutes</b> Council to note the draft committee meeting minutes that have been drafted since the last meeting.

	<b>PAPER B</b>
<b>6</b>	<b>Town Clerk's report</b> Council to note a report by the Town Clerk. <b>PAPER C</b>
<b>7</b>	<b>Co-option</b> Council to consider applications received for the co-option of a new Member <b>PAPER D</b>
<b><u>Town Council business items</u></b>	
<b>8</b>	<b>Committee Vacancies</b> Council to consider making appointments to vacancies on committees <ul style="list-style-type: none"> <li>• X1 Finance and Strategy Committee</li> <li>• X1 Personnel Committee</li> <li>• X1 Planning Committee</li> </ul>
<b>9</b>	<b>Meeting calendar</b> Council to approve 2021/22 meeting schedule. A further review to take place at September Full Council meeting. <b>PAPER E</b>
<b>10</b>	<b>Annual Public Meeting</b> Council to consider and agree arrangements and content for annual public meeting, Local Government Act 1972, Schedule 12
<b>11</b>	<b>Civic Service</b> Council to consider and agree arrangements for the annual Civic Service.
<b>12</b>	<b>Appointment of representative to an outside body</b> Gainsborough Crisis Action Team
<b>13</b>	<b>Utility Vehicle (UTV)</b> RESOLVED TO RECOMMEND TO FULL COUNCIL to approve the purchase of a new Kubota rtv 1100 utility vehicle from Farmstar at a cost of £15,500 +VAT. £10,000 to be used from the budget and £5,500 be taken from general reserves, but a part exchange with the current Kawasaki Mule be negotiated.  Farmstar have now confirmed they would offer £1,500 for part exchange of the old Kawasaki Mule.
<b>14</b>	<b>Acting Town Clerk</b> Council to consider the recommendation made by the Personnel Committee at its meeting held on Wednesday 23 June 2021:  RESOLVED TO RECOMMEND TO FULL COUNCIL to appoint Councillor O'Connor as Acting Town Clerk as an unpaid role from 17 <sup>th</sup> July 2021.

# PAPER A

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of Council held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough on Wednesday 26 May 2021 at 7:00pm

**Present:** Councillor Richard Craig (Chairman)

Councillor Matthew Boles  
Councillor Tim Davies  
Councillor Paul Key  
Councillor Pat O'Connor  
Councillor Keith Panter  
Councillor Denise Schofield  
Councillor James Ward

**In Attendance:**

Rachel Allbones Deputy Clerk & RFO  
Sean Alcock Operations Manager

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor Harry Clarke  
Councillor Dennis Dannatt  
Councillor Sean Graham  
Councillor Sally Loates  
Councillor James Plastow  
Councillor Baptiste Velan  
Councillor Kenneth Woolley

**2. PUBLIC PARTICIPATION**

None received.

**3. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

None declared.

**4. MINUTES OF THE PREVIOUS MEETING (Paper A)**

i. Meeting of Council held on Tuesday 4 May 2021

**RESOLVED** that the minutes of the meeting held on Tuesday 4 May 2021 be approved and signed as a correct record.

Note: Councillor Panter abstained from voting on the above resolution.

ii. Meeting of Council held on Wednesday 26 May 2021 (Paper B)

**RESOLVED** that the minutes of the meeting held on Wednesday 26 May 2021 be approved and signed as a correct record.

Note: Councillors Boles, Panter, Schofield and Ward abstained from voting on the above resolution.

5. **COMMITTEE MEETING MINUTES** (Paper C)

Councillor Boles noted the resolutions regarding the Belt Road TRO and Spital Hill TRO requests, and advised the issues are being progressed.

**RESOLVED** to **NOTE** committee meeting minutes drafted since the last meeting.

6. **TOWN CLERKS REPORT** (Paper D)

**RESOLVED** to **NOTE** the report from the Deputy Town Clerk.

7. **COMMITTEE VACANCIES**

**RESOLVED** to appoint Councillor Key to the Finance and Strategy Committee for 2021/22.

Note: Councillors Davies and Schofield voted against the above resolution.

Note: Councillor Boles abstained from voting on the above resolution.

**RESOLVED** to appoint Councillor Panter to the Property and Services Committee for 2021/22.

Note: Councillors Davies and Schofield abstained from voting on the above resolution.

8. **YEAR END ACCOUNTS 31 March 2021** (Paper E)

Council considered approval of the end of year accounts for the 2020/21 financial year, which consist of the following documents:

- i. Consolidated Balance Sheet
- ii. Income and Expenditure Account Report
- iii. Income and Expenditure Account Analysis Report
- iv. Income and Expenditure by Budget Headings Report
- v. Trial Balance

**RESOLVED** to approve end of year accounts for year-end 31<sup>st</sup> March 2021.

9. **AGAR: ANNUAL INTERNAL AUDIT REPORT** (Paper F)

**RESOLVED** to **NOTE** the AGAR Annual Internal Audit for 2020/21.

**10. AGAR: SECTION 1 – ANNUAL GOVERNANCE STATEMENT (Paper G)**

Members considered the statements numbered 1 – 9 in Section 1 of the Annual Governance and Accountability Return.

**RESOLVED** to complete Section 1 – Annual Governance Statement for 2020/21 as follows: -  
sections 1-8 with the answer YES to the statements, and N/A to the statement in section 9

**11. AGAR: SECTION 2 – ACCOUNTING STATEMENTS (Paper H)**

Members considered the accounting statements.

**RESOLVED** to approve Section 2 – Accounting Statements for 2020/21 and for the Chairman to sign the statements.

**12. ANNUAL PUBLIC MEETING**

**RESOLVED** to defer the item until the July Full Council to discuss further.

**13. STRUCTURE AND FUNCTIONS AMENDMENTS**

Council were asked to clarify,

- i. if the Personnel committee is monthly or quarterly, if monthly will it meet in August?
- ii. if the Property and Services Committee is to meet in August?

Below are the adopted sections of the Town Council Structure and Functions

7. Personnel Committee Terms of Reference

[Meeting frequency](#)

7.3 One meeting every calendar month. The meeting will take place once a quarter on the second Wednesday of the month at 7pm.

9. Property and Services Terms of Reference

[Meeting frequency](#)

9.3 One meeting every calendar month. The meeting will take place on the second Tuesday of every month at 7pm.

**RESOLVED** that:

- 1) 7.3 Be amended to read 'One meeting every calendar month (with the exception of August). The meeting will take place on the second Wednesday of the month at 7pm.'
- 2) 9.3 Be amended to read 'One meeting every calendar month (with the exception of August). The meeting will take place on the second Tuesday of every month at 7pm.'

**14. ALTERATIONS TO DOCUMENTS**

Members NOTED the sections 3.11 – 3.16 were contained within Paper G of 26 April 2021.

**RESOLVED** that: Members agree to alterations to the Finance Regulations and other documents where work currently undertaken by the old Working Parties and the Sub-Committees have been subsumed within the four new committees; and approve the following: -

- 1) Minor changes to many policies to reflect the change of name of some committees.
- 2) A common-sense approach to be taken that would see the work delegated to the appropriate committee under the new structure. For any matter where clarity is sought, this should be referred to the Finance and Strategy Committee for consideration.
- 3) A requirement to make several amendments to the Financial Regulations as follows. Financial Regulation 4.1 to be amended to read (additional line is in bold/underline):  
Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the Council for all items over £10,000; or
  - a duly delegated committee of the Council for items over £3,000; or
  - the Clerk and / or RFO, in consultation with Chairman of Council or Chairman of the appropriate committee, for any items over £500 and below £3,000; or
  - **the Clerk and / or Deputy Clerk (RFO) for items below £500.**
- 4) A new Financial Regulation be inserted between 5.1 and 5.2 to read:  
The authorisation given to the Town Clerk or Deputy Clerk (RFO) under Financial Regulation 4.1 relates to 'routine expenditure'. Such budget lines will be made clear at the time the budget is set. All expenditure by the Town Clerk or Deputy Clerk (RFO) will be reported to the next meeting of the Finance and Strategy Committee as part of the normal budget monitoring process.
- 5) For the current financial year the Town Clerk and Deputy Clerk be given authorisation for 'routine expenditure' previously identified under Financial Regulation 5.2.

Note: Councillor Key voted against the above resolution.

## 15. APPOINTMENT OF REPRESENTATIVE TO AN OUTSIDE BODY

Members considered the invite to become a company member of North Notts & Lincs Community Rail Partnership CIC. There would be no charge to the Council and Company members have the right to vote at the AGM.

Also an invite to join the Bassetlaw Area Group of North Notts & Lincs Community Rail Partnership meeting three times a year and include Gainsborough in their area.

**RESOLVED** that Councillor Panter be appointed as the Gainsborough Town Council representative on both North Notts & Lincs Community Rail Partnership CIC and Bassetlaw Area Group of North Notts & Lincs Community Rail Partnership.

Note: Councillor Davies left the meeting at 7.33pm

## 16. MOTION MOVED BY COUNCILLOR DOBBIE

### **This Council Notes:**

- The Gainsborough Town Neighbourhood Plan has taken almost 6 years to come to the present point of Referendum.
- During that time the Development of the Southern SUE (Sustainable Urban Extension) has started to the South East of the Town envelope.

- A substantial area of Land running from the Gainsborough Civil War marker on Foxby Lane (which is under our management) to the Bluebell Woods (on the Eastern side of the railway line from the old railway sidings, south of the railway bridge on Lea Road) along the Ridge Edge to the west of the Southern SUE has been left as undesignated land.

**This Council Observes:**

- That there is a Green Belt running along this Ridge from Castle Hills Woods in the north to this location separating the Trentside area from the Uphill area of Gainsborough, which is protected by Green Spaces designations in the GTNP (Gainsborough Town Neighbourhood Plan) up for acceptance by referendum on 6<sup>th</sup> May.
- That the GTNP if adopted by Referendum on Thursday 6<sup>th</sup> May 2021 is a living document which will adapt as our town develops and grows.

**This Council Resolves:**

- That this undesignated area of land to the west of the Southern SUE should be designated The Ridgeway Green Space in the first amendment to the GTNP upon its adoption after a successful Referendum result.

**I so Move** Councillor Dobbie, seconded by Councillor Schofield

**RESOLVED** that Members note the motion but mute it as it is already contained within the Neighbourhood Plan.

Meeting concluded at 7.41pm



# PAPER B

# Minutes of Committee Meetings

Published since the Meeting of Council 2 June 2021

## INDEX

1. Property and Services Committee – 9 June 2021
2. Finance and Strategy Committee – 16 June 2021
3. Personnel Committee – 23 June 2021
4. Planning Committee – 23 June 2021

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Property and Services Committee held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough on Wednesday 9 June 2021 at 7.00pm

**Present:** Councillor Paul Key (Chairman)  
Councillor Matt Boles – ex officio  
Councillor Richard Craig – ex officio  
Councillor Dennis Dannatt  
Councillor Chris Lambie  
Councillor Keith Panter  
Councillor James Plastow  
Councillor James Ward

**In Attendance:**

Rachel Allbones Deputy Clerk / RFO  
Sean Alcock Operations Manager

**Also Present:** One Member of the public

**1. APOLOGIES FOR ABSENCE**

None received.

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

None received.

**3. ELECTION OF THE VICE-CHAIRMAN**

Nominations were received for Councillors Lambie and Plastow.

**RESOLVED** that Councillor Plastow be Vice-Chairman for the Property and Services Committee for 2021/22.

**4. MINUTES OF THE PREVIOUS MEETING (Paper A)**

Minutes of the meeting of Property and Services Committee held on Wednesday 5 May 2021

**RESOLVED** that the minutes of the Property and Services Committee held on Wednesday 5 May 2021 be confirmed and signed as a correct record.

Note: Councillors Boles, Lambie, Panter and Ward abstained from voting on the above resolution.

**5. MINUTES OF WORKING GROUPS / SUB-COMMITTEES SUBSUMED BY THE PROPERTY AND SERVICES COMMITTEE (Paper B)**

**RESOLVED** that the following minutes be confirmed and signed as a correct record.

Allotments Sub-Committee – Wednesday 28 April 2021

Armed Forces, Remembrance Sunday & War Memorial WG - Thursday 24 September 2020

Armed Forces, Remembrance Sunday & War Memorial WG - Thursday 15 October 2020

Levellings Working Group – Friday 19 March 2021

**6. LEVELLINGS IMPROVEMENTS (Standing Item) (Paper C)**

Members NOTED and considered the final report from Magda Read Associates.

Councillor Craig is progressing with the FCC grant application which will be submitted on 16 June, the initial phase is for garden & landscaping and replacement equipment.

Some concerns were raised regarding the trees on the south end of the park and the proposed planting schemes on the east and west sides of the park.

It was suggested that Members thoroughly read the report and bring any questions / concerns to the next meeting.

It was requested that a representative from the Uphill MUGA group be invited to the next meeting as they are keen to get involved with the project.

**7. ALLOTMENTS ISSUES (Paper D)**

Committee NOTED the update in relation to Town Council managed allotments.

**RESOLVED** that: -

1) Secretaries / former secretaries agreement on commissioned based rent collection will be honoured for 2021/22 for Love Lane, North Warren Road, Showfield & Spital Hill, as below, for rents they collected;

- *A lump sum payment of £30 per annum. This amount to be deducted by the plot secretary prior to paying in the rent monies to the Council.*
- *The right to hold one garden plot rent free.*
- *Commission of 10% on the total rent collected which equals Total rent debit, less free and vacant plots. The 10% commission is to be deducted by the plot secretary prior to paying in the rent monies to the Council.*

2) The Operation Manager to obtain costs to reinstate a mains water supply to North Warren Road site, and for installation on Love Lane and Showfield;

3) A decision on whether to reinstate the North Warren Road fence be deferred until the insurance claim is complete;

4) The secretary election procedures be approved following minor amendments;

5) The response from the National Allotment Society regarding issues raised at the last Allotments Sub-Committee meeting be noted, Members to look at amending the wording of Schedule 1, 11.4;

6) Non resident tenants will not be given notice to vacate their plot once the new tenancy agreement comes into force, Members to look at amending the wording of 9.1.7 of the new tenancy agreement;

7) Members agree to receiving a plot breaches report following site inspections.

**8. RICHMOND PARK DAMAGE** (Paper E)

**RESOLVED** to note the report.

Councillor Boles advised that he had requested a site meeting with Grant White of WLDC regarding the monitoring of the CCTV.

**9. CORONAVIRUS RECOVERY GRANT** (Paper F)

Note: Councillor Craig declared a non-pecuniary interest as a lady involve in the group is a volunteer for him and he helped get the charity established.

Committee considered the application received.

**RESOLVED** to award the 'Be The Difference' Charity a £500 coronavirus recovery grant.

Note: Councillor Plastow voted against the above resolution.

Note: Councillors Boles, Lambie and Craig abstained from voting on the above resolution.

**10. PHASE 1 – CEMETERY EXTENSION B** (Paper G)

Members considered approving expenditure in relation to phase 1 of the cemetery extension B plans.

**RESOLVED** to approve the expenditure of £2,291 for phase 1 which consists of: -  
Pre-planning application advice, Archaeological Pre-planning application advice, Site Location Plan, Utilities Plan, Topographical Survey.

Note: The member of the public left the meeting.

**11. RED DIESEL** (Paper H)

Members considered supply of red diesel once WLDC relocate to Caenby Corner.

The Operations Manager advised Members that due to current anti-social behaviour on Richmond Park he would have issues with the health and safety aspect of storing red diesel on the park. He advised that the High Street Garage in Corringham still supply red diesel where the Council have purchased previously.

**RESOLVED** to purchase red diesel from High Street Garage in Corringham once WLDC relocate their supply.

**RESOLVED** under Standing Order 3z to extend the meeting passed 2 hours.

**12. UTILITY VEHICLE (UTV)** (Paper I)

Members considered the purchase of a new UTV.

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to approve the purchase of a new Kubota rtv 1100 utility vehicle from Farmstar at a cost of £15,500 +VAT. £10,000 to be used from the budget and £5,500 be taken from general reserves, but a part exchange with the current Kawasaki Mule be negotiated.

**13. TRINITY STREE ELECTRICITY METERS**

Committee considered disconnecting both supplies formally used for Christmas lights at a cost of £241.64 per meter.

**RESOLVED** to approve the disconnection of both electricity supplies on Trinity Street formally used for Christmas lights at a cost of £241.64 per meter.

**14. BUS SHELTERS (Paper J)**

Committee noted the update regarding funding for bus shelter upgrades within the town.

**15. RESOLVED to RECOMMEND TO PROPERTY AND SERVICES COMMITTEE** to adopt the disused phone box on the Junction of Gordon Street & Stafford Street to be used as a community asset for display of notices, arts and flowers etc

It was noted that community groups within the town are already carrying out similar projects.

**RESOLVED** not to adopt the disused phone box on the Junction of Gordon Street & Stafford Street to be used as a community asset for display of notices, arts and flowers etc, but Cllrs Craig and Dannatt will work with Community Groups to try and protect the disused phone box from removal.

**16. RESOLVED to ask the Property and Services Committee for details on the replacement of any trees removed, the location and number of replacement trees and how they will be managed to ensure growth."**

**RESOLVED** to note the request from the Panning Committee for details on the replacement of any trees removed, the location and number of replacement trees and how they will be managed to ensure growth across the Town Council sites, but Members referred the Committee to Paper C for the details of the potential removal and planting for the Levellings site.

The meeting closed at 9.25pm

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Finance and Strategy Committee held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough on Wednesday 16 June 2021 at 7.00pm

**Present:** Councillor Tim Davies (Chairman)

Councillor David Dobbie  
Councillor Paul Key  
Councillor Chris Lambie

**In Attendance:**

Rachel Allbones Deputy Clerk & RFO

Due to the Chairman being absent it was **RESOLVED** that Councillor Davies would take the Chair for the meeting.

Councillor Dobbie voted against the above resolution.

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor Matt Boles  
Councillor Richard Craig  
Councillor Denise Schofield  
Councillor Baptiste Velan

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

None declared.

**3. MINUTES FROM THE PREVIOUS MEETING (Paper A)**

i. Minutes of the meeting of Management and Finance Committee held Tuesday 16 March 2021

**RESOLVED** that the minutes of the Management and Finance Committee meeting held on Tuesday 16 March 2021 be confirmed and signed as a correct record.

Note: Councillor Lambie abstained from the above resolution.

**4. ELECTION OF VICE CHAIRMAN**

One proposal received for Councillor Davies

At the request of Councillor Dobbie a recorded vote was taken.

For: Councillors Davies, Key, Lambie  
Against: Councillor Dobbie

**CARRIED**

**5. FINANCIAL REPORTS (Papers B, C & D)**

Committee received and considered the following reports:

- i. Unpaid Expenditure Transactions for 11 June 2021
- ii. Cashbook Summary (including due and unpaid transactions) for 11 June 2021
- iii. Budget Comparison Report (including due and unpaid transactions) for 11 June 2021

**RESOLVED** that Members accept and approve the following reports: -

- Unpaid Expenditure Transactions for 11 June 2021
- Cashbook Summary (including due and unpaid transactions) for 11 June 2021
- Budget Comparison Report (including due and unpaid transactions) for 11 June 2021

**6. MONTHLY BANK RECONCILIATIONS (Papers E, F & G)**

Committee considered sign off of the monthly bank reconciliations for the months of for 31 March 2021 and 30 April 2021, 31 May 2021 as per the paragraph 2.2 in Financial Regulations.

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 March 2021.

**RESOLVED** to accept and sign off the Bank Reconciliation for 30 April 2021.

**RESOLVED** to accept and sign off the Bank Reconciliation for 31 May 2021.

**7. INTERNAL AUDIT REPORT (Paper H)**

Committee considered the internal audit report for April 2021.

**RESOLVED** to acknowledge the findings and note the report.

**8. EXCLUSION OF THE PRESS AND PUBLIC**

Due to the confidential nature, members **RESOLVED** to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**9. PAY RANGE INCREASE 2021 (Paper I)**

Committee NOTED the resolution made at Personnel Committee on Thursday 6 May 2021:

“RESOLVED to NOTE the pay scale increases of the two members of staff and RECOMMEND to Finance and Strategy Committee to ratify the adjustments

**RESOLVED** to ratify the adjustments to the pay scales of 2 employees as per the report.

Meeting concluded at 7.47pm



**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Personnel Committee held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough on Wednesday 23 June 2021 at 6.00pm

**Present:** Councillor Kenneth Woolley (Chairman)

Councillor Richard Craig  
Councillor Tim Davies  
Councillor Pat O'Connor  
Councillor Keith Panter – ex officio

**In Attendance:**

Rachel Allbones Deputy Clerk & RFO  
Sean Alcock Operations Manager

**Also Present:** Councillor Paul Key

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Councillor Matt Boles – ex officio  
Councillor Sally Loates

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST**

None declared.

**3. MINUTES FROM THE PREVIOUS MEETING (Paper A)**

i. Minutes of the meeting of Personnel Committee held Thursday 6 May 2021.

**RESOLVED** that the minutes of the Personnel Committee meeting held on Thursday 6 May 2021 be confirmed and signed as a correct record.

Note: Councillors Craig abstained from voting on the above resolution.

**4. ELECTION OF VICE CHAIRMAN**

**RESOLVED** that Councillor O'Connor be appointed Vice Chairman for the Personnel Committee for 2021/22.

**5. TOWN CLERK RECRUITMENT (Paper B)**

Committee noted the update within the report.

**RESOLVED TO RECOMMEND TO FULL COUNCIL** to appoint Councillor O'Connor as Acting Town Clerk as an unpaid role from 17<sup>th</sup> July 2021.

**6. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature, members **RESOLVED** to exclude the press and public from the meeting during consideration of the next four items in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**7. GROUNDS MAINTENANCE UPDATE AND RECRUITMENT (Paper C)**

Committee NOTED the contents of the report.

**RESOLVED** that the Chairman of the Personnel Committee and the Mayor conduct a probation review meeting, and powers be delegated to them to form a decision.

**8. DECLARATION OF OTHER EMPLOYMENT (Paper D)**

Committee NOTED the contents of the report.

**9. ADMIN SUPPORT OFFICER POST**

Members were informed that the Admin Support Officer will be leaving her post in the near future. Members were advised that consideration of the job description would be needed before a recruitment process begins.

Members noted the update and agreed a further report would follow at the next meeting.

**10. STAFFING ISSUES (Paper E)**

Note: The Operations Manager and Deputy Clerk left the meeting.

Committee considered and debated the email from the Deputy Clerk.

**RESOLVED** that any extra work undertaken by Council Staff should be covered by overtime/ flexitime.

Note: Councillor O'Connor abstained from voting on the above resolution.

Councillor O'Connor will be taking the position of Acting Clerk in the near future to support the office and the full review of the Council will cover staffing issues.

The meeting concluded at 6.46pm

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a MEETING of the Planning and Development Committee held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough on Wednesday 23 June 2021 at 7:00pm

**Present:** Councillor David Dobbie (Chairman)  
Councillor Richard Craig – ex officio  
Councillor Chris Lambie (arrived at 7.01pm)  
Councillor James Plastow  
Councillor Keith Panter

**In Attendance:**

Rachel Allbones Deputy Clerk & Responsible Finance Officer

**1. APOLOGIES FOR ABSENCE**

Councillor Matt Boles – ex officio  
Councillor Denise Schofield

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

None received.

**3. MINUTES FROM THE PREVIOUS MEETING (Paper A)**

Minutes of the meeting of Planning and Development Committee held on Wednesday 26 May 2021

**RESOLVED** that the minutes of the Planning and Development Committee meeting held on Wednesday 26 May 2021 be confirmed and signed as a correct record.

Note: Councillors Craig and Panter abstained from voting on the above resolution.

Note: Councillor Craig arrived at the meeting at 7.01pm

**4. PLANNING APPLICATIONS**

**i. Application Ref No: 142981**

Proposal: Application for approval of reserved matters to erect 1no. bungalow, considering appearance, layout and scale, following outline planning permission 136429 granted 25 September 2017

Location: Land off Spital Hill Gainsborough

**RESOLVED** that the Committee uphold the objections that have been put forward regarding being over looked, construction congestion, access road and that it should be in keeping with the bungalow opposite (42B).

ii. **Application Ref No: 143086**

Proposal: Planning application for residential development of 135no. dwellings, comprising one and two storey dwellings and 2no. four storey apartment buildings, with associated amenity spaces and car parking - being variation of condition 7 of planning permission 140111 granted 14 January 2020 - amended drawings for apartment blocks B and C.

Location: Land off Bowling Green Road Gainsborough

**RESOLVED** that the Committee support the concerns raised by the police and have concerns that the area has issues with flooding.

iii. **Application Ref No: 143120**

Proposal: Planning application for change of use at the site from sui generis to that incidental to C3 use (garden land) and enclosure of the site to the northern, eastern and western boundaries with a post and rail fence in keeping with current fence on the site

Location: Land south of Corringham Road, Gainsborough

**RESOLVED** that the Members object to the application as they feel it could be the first of many and could lose the common land.

Note: Councillors Lambie and Panter voted against the above resolution.

**5. DECISION NOTICES**

Members **NOTED** that none had been received.

**6. STREET NAMING**

Members **NOTED** that none had been received.

**7. TREE PRESERVATION ORDERS**

Members **NOTED** that none had been received.

**8. GAINSBOROUGH TOWN NEIGHBOURHOOD PLAN**

The final stage of the process is for the District Council to formally “make” (adopt) the Plan. The Plan will be formally made at our Full Council Meeting of West Lindsey on Monday 28 June 2021.

It is custom and practice of WLDC to invite representatives from the Neighbourhood Plan Group to be present at the meeting, make a short address to Members and handover their Plans. West Lindsey has adopted this practice to celebrate the work undertaken by Neighbourhood Planning Groups and congratulate those involved..

Unfortunately, due to the ongoing Covid Restrictions, yet legal requirement to meet for a formal meetings, West Lindsey District Council’s Full Council can not be accommodated in our Chambers and such meetings are been held at the Epic Centre and Webcast Live from the venue, the in person public gallery for all our meetings is currently suspended.

It is with regret that WLDC write to advise on this occasion they will not therefore be asking representatives from the Planning Group to attend the meeting to hand over plans. The Plans will still be adopted and the public can watch on-line via our website

The WLDC Chairman made a commitment that once they are able to do so they will look to invite to a future a meeting, in order that you can address the Council and formally handover the plans.

## 9. WLDC PLANNING TRAINING SESSIONS

Committee considered attendance at the below WLDC training sessions.

28<sup>th</sup> July - Highways & Flood Risk matters for Planning

Councillor Craig expressed an interest but advised he would confirm as he may be on holiday.

29<sup>th</sup> September - Heritage in Planning

Councillor Plastow and Lambie attend the 29<sup>th</sup> September - Heritage in Planning training.

## 10. CENTRAL LINCOLNSHIRE LOCAL PLAN CONSULTATION

Members to view the consultation and a response be formed at the next meeting.

Councillor Dobbie agreed to draft a Press Release to inform members of the public of the consultation.

## 11. CONSULTATION – GAMBLING ACT 2005

Committee considered the consultation letter in relation to the review of WLDC Gambling Policy (Statement of Principles).

**RESOVED** to support the draft Statement of Principles.

12. **RESOLVED** to **RECOMMEND TO PROPERTY AND SERVICES COMMITTEE** to adopt the disused phone box on the Junction of Gordon Street & Stafford Street to be used as a community asset for display of notices, arts and flowers etc

**RESOLVED** not to adopt the disused phone box on the Junction of Gordon Street & Stafford Street to be used as a community asset for display of notices, arts and flowers etc, but Cllrs Craig and Dannatt will work with Community Groups to try and protect the disused phone box from removal.

Members NOTED the resolution.

13. **RESOLVED** to ask the Property and Services Committee for details on the replacement of any trees removed, the location and number of replacement trees and how they will be managed to ensure growth."

**RESOLVED** to note the request from the Planning Committee for details on the replacement of any trees removed, the location and number of replacement trees and how they will be managed to ensure growth across the Town Council sites, but Members referred the Committee to Paper C for the details of the potential removal and planting for the Levellings site.

Members NOTED the resolution.

Meeting concluded at 8.04pm

# PAPER C

## Officer Report to Council

Report Author: Rachel Allbones  
Report Date: 2 July 2021



**Gainsborough**  
TOWN COUNCIL

### Subject: Clerk's report to Council

#### 1. Summary

This report will seek to bring together the various matters for Council to note.

#### 2. Matters to note

##### 2.1 Notice of vacancy in office of councillor

Following the resignation of Councillor Sean Graham, a vacancy has arisen.

If by 8th July 2021 a request for an election to fill the vacancy has been made by 10 electors an election will be held no later than 13th September.

##### 2.2 Recruitment

Following one unsuccessful round of recruitment for the position of Town Clerk the panel have now shortlisted and will be interviewing one candidate from the second round of recruitment, two applications were received.

Two new Grounds Maintenance staff begin their employment on Monday 5th July 2021.

##### 2.3 Neighbourhood Plan

The Gainsborough Neighbourhood Plan was formally adopted (made) by West Lindsey District Council on Monday 28th June 2021.

##### 2.4 Annual Governance and Accountability Return 2020/21

The return was submitted to PKF Littlejohn LLP on Monday 14th June 2021 ahead of the 2nd July 2021 deadline. The statutory deadline by which the AGAR for PKF Littlejohn LLP to review and return is 30th September 2021.

##### 2.5 Richmond House Conservatory

Following a meeting with Ross Davy Associates planning permission has been submitted to WLDC again, comments end on 30 July 2021.

##### 2.6 Councillor Information

Councillor O'Connor attended a meeting with LALC 10<sup>th</sup> June 2021.

##### 2.7 General Cemetery

Cemetery Development Services have been instructed to carry out Phase 1 regarding planning and permissions of the intended new cemetery extension.

There has been some significant damage caused to the roof of the General Cemetery Chapel and it has now been found that this has occurred due to the recent theft of lead and copper.

Contractors have been to inspect the roof damage and it is looking like an insurance claim may be required due to the proposed cost of repairs.

## **2.8 Richmond House & Park**

Quotes for a complete structural survey of Richmond House and outbuildings are currently being sought and all proposals will go to the Property and Services Committee in the near future.

Councillor Boles and the Operations Manager have now had a meeting with Grant White from WLDC regarding the CCTV on the site following regular occurrences of vandalism on Richmond Park.

Initial investigations have been carried out at Richmond Park following the issues with flooding. We are awaiting the report from Croft Drainage.

## **2.9 Play Areas**

Annual external inspections have been booked for all play areas and will be carried out in August. Richmond Park will receive an additional survey of all HAGS equipment due to the items now being in situ for 5 years.

Aisby Walk skate park has had the recently identified repairs carried out and fire damage of the half-pipe has now been rectified.

## **2.10 Allotments**

The insurance claim for the stolen fence at North Warren allotments is underway.

## **2.11 Health & Safety**

Annual Fire Extinguisher, emergency light and PAT testing have been carried out this week.

Marshall's boiler, water heater and solar system has been inspected and serviced, all identified issues and costs will be brought to the responsible Committee as soon as possible.



# PAPER D

PAPER E

# GAINSBOROUGH TOWN COUNCIL COMMITTEE TIMETABLE

## 2021

Some meetings may be subject to change.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MAY	SAT	SUN	MON BH	TUE ACL	WED PS	THU PE	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED FS	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON BH
JUN	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE	WED PS	THU	FRI	SAT	SUN	MON	TUE	WED FS	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED	
JUL	THU	FRI	SAT	SUN	MON	TUE	WED CL	THU	FRI	SAT	SUN	MON	TUE	WED PS	THU PE	FRI	SAT	SUN	MON	TUE	WED FS	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT
AUG	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED FS	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON BH	TUE
SEP	WED CL	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	
OCT	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
NOV	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	
DEC	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	TUE	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON BH	TUE BH	WED	THU	FRI

## 2022

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JAN	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	
FEB	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON				
MAR	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	
APR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
MAY	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	

### KEY

ACL	Annual Council	May	7PM
CL	Council	Monthly (except August)	7PM
FS	Finance & Strategy Committee	Monthly	7PM
PS	Property & Services Committee	Monthly (except August)	7PM
PL	Planning Committee	Monthly	7PM
PE	Personnel Committee	Monthly (except August)	7PM
AP	Annual Public Meeting	Annually between 1 March and 1 June	

OC	Offices Closed
BH	Bank Holiday