

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN22 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



Friday, 25 February 2022

Dear Councillor,

You are hereby summoned to attend a meeting of **Council** which will be held on **Wednesday 02 March 2022** commencing at **7pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

A handwritten signature in black ink, appearing to read 'BB'.

**Belina Boyer**  
Town Clerk

Agenda no	Agenda item title	Power
<b>Open Forum</b>	<p>(Members of the public are welcome to present any matter relevant to the wellbeing of Gainsborough Town and each president will receive the attention of the council for a period not exceeding 3 minutes, with a maximum of 15 minutes in total. Please see the <a href="#">Council's Public Participation at Meetings Policy</a> and <a href="#">Standing Orders</a> 3 f-I for details.</p> <p>Recording, including filming, audio recording, taking photographs, blogging, tweeting and the use of other social media websites is permitted at council meetings which are open to the public. Anyone wishing to do so MUST adhere to the protocol laid out in the council's <a href="#">Filming and Recordings of Meetings Policy</a>.</p>	<p><i>Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3</i></p>

Agenda no	Agenda item title	Power
<b>FC22/041</b>	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
<b>FC22/042</b>	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
<b>FC22/043</b>	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
<b>FC22/044</b>	To receive and note the Town Clerk's report (for information only)	N/A
<b>FC22/045</b>	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
<b>FC22/046</b>	<p><b>Minutes of the previous meeting(s)</b></p> <p>To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p><b>Paper A - Full Council 02 February 2022</b></p>	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
<b>FC22/047</b>	<p>To note the draft minutes of the committee meetings and the decisions contained therein.</p> <p><b>Paper B – Personnel Committee, 9 February 2022</b></p> <p><b>Paper C – Property and Services Committee 10 February 2022</b></p> <p><b>Paper D – Finance and Strategy Committee, 16 February 2022</b></p> <p><b>Paper E - Planning Committee, 23 February 2022</b></p>	<i>Local Government Act 1972, s 112</i>
<b>FC22/048</b>	<p>To receive the recommendation of the Personnel Committee and resolve to transfer the Town Clerk to the permanent establishment.</p> <p><b>Paper F</b></p>	<i>Local Government Act 1972, Sch 12, p14 (1)+(3).</i>
<b>FC22/049</b>	<p>To <b>decide</b> on a suitable contractor to carry out the grass cutting as specified in the Lincolnshire County Council Parish Agreement Scheme for 2022-23</p> <p><b>Paper G – Quotations to be tabled</b></p>	<i>Local Government Act 1984, s8(1)(i)</i>

Agenda no	Agenda item title	Power
	<b>Exclusion of Public and Press recommended due to time sensitive commercial sensitivity.</b>	<i>Financial Regulations 11.1, h</i>
<b>FC22/050</b>	To receive a presentation from Co-Op volunteers delivered in person to Property and Services Committee on a proposed project in Gainsborough Cemetery and <b>decide</b> whether or not the proposed work may go ahead. (Deferred from P&S) <b>Paper H</b>	<i>Localism Act 2011, s.1-8</i>
<b>FC22/051</b>	To receive a brief report on the aviary in Richmond Park and <b>decide</b> on action to be taken <b>Paper I</b>	N/A
<b>FC22/052</b>	To consider and decide a) Whether to follow the invitation to join The Queen's Platinum Jubilee Beacon Trail at potentially no cost to the Council. b) Whether to refurbish and use the Jubilee Beacon near the Leisure Centre <b>Paper J – further information to be tabled.</b>	<i>Localism Act 2011, s.1-8</i>
<b>FC22/053</b>	To <b>note</b> the Richmond House a progress report on Richmond House Fire Safety. <b>Paper K – further information to be tabled</b>	N/A
<b>FC22/054</b>	To <b>agree a</b> date for Richmond House Day of Action <b>To be tabled</b>	N/A
<b>FC22/055</b>	To consider a request from WLDC to supply a letter of comfort regarding easement at Roses sports ground. <b>Paper M</b>	<i>Localism Act 2011, s.1-8</i>
<b>FC22/056</b>	To note the correspondence previously circulated by email – for information only. <b>Paper O</b>	N/A
<b>FC22/057</b>	To note the date and time of the next Full Council Meeting scheduled for 04 April 2022 at 19.00.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

## Officer Report to Council

Report Author: Belina Boyer  
Report Date: 25/02/2022



Gainsborough  
TOWN COUNCIL

## Aviary

### Summary

The gentleman looking after the aviary in Richmond Park had raised his concerns about the aviary. He had hoped to attend the Property and Services Committee meeting in February but provided a brief written report by email.

P&S deferred the decision to Full Council.

### Background

The aviary has been at Richmond Park for many decades and local people have fond childhood memories.

In recent years several volunteers have cared for the birds. The current volunteer has reported several incidents where he found dead birds in the aviary when he went to feed them in the morning. He shared very distressing photographs with the Clerk and Operations Manager.

He believes that people scare the birds after dark causing parent birds to abandon the nest leading to chicks dying of cold. Scared adult birds break their necks when bumping into the aviary walls when scared in the dark.

Numbers of birds have declined below a sustainable level.

The volunteer wrote this to P&S:

*I have been looking after the Aviary at Richmond Park for last 2/3 years  
IT IS A VERY POORLY STOCKED AVIARY  
BOTH ME AND SEAN SENT EMAILS TO COUNCILLORS WITH NO REPLY  
HU SO THEY WERE NOT THAT INTERESTED TO START WITH  
DONT SPEND MONEY ON BIRDS  
ONLY RECEIVED DONATIONS*

*In the recent year the park has been losing a lot of birds over the years I have looked after the aviary I have lost over £300 worth of birds myself that was in the park aviary WHICH WAS DISHEARTENING so I removed the rest of my birds and this is due to a couple of different factors but before this I have met with the towns clerk and we both decided together that in the birds best interest to*

*Stop having birds at Richmond park  
UNLESS something is done asap*

*This CANNOT be left as something has to happen: either stop having birds at Richmond Park or put the necessary precautions in place to stop the likelihood of losing birds.*

The Council would need to be able to guarantee, that the birds are not disturbed after dark, be it by cars or people using the park.

The volunteer was certain that he would be able to find every bird a new suitable home.

## Officer Report to Council

Report Author: Belina Boyer  
Report Date: 27/01/2022



**Gainsborough**  
TOWN COUNCIL

## General update

### Summary

This report aims to update the Council on general current issues

### Gainsborough Town Council has a new councillor

Aaron Taylor has been duly elected as town councillor for North West Ward. He has signed his declaration of acceptance of office before the Proper Officer.

### Councillor Training

The Lincolnshire Association of Local Councils (LALC) offers a large variety of training and development opportunities for councillors and staff. Some of the training is free of (additional) charge as it is part of the Councils membership subscription. New members are encouraged to attend New Councillor training, but even if you have been a member for some time and missed out when you first became a member, you may want to attend.

Below are LALC's most recent list of training opportunities.

Training update	Date	Time	Format or location	Annual Training Scheme?	Places available?
<b>Financial year 2021-2022</b>					
How to be an employer <i>Chris Moses</i>	8 <sup>th</sup> Mar	10am -12pm	Zoom	Yes	Yes
Health and Safety and Fire Safety <i>MB Training</i>	9 <sup>th</sup> Mar	10am-4pm	Cranwell Village Hall	No	Almost full
First Aid <i>Medrock Training</i>	15 <sup>th</sup> Mar	9:30-4:30pm	Dunholme Old School	No	Full
Data Protection <i>Ewan Robson</i>	15 <sup>th</sup> Mar	6-9pm	Zoom	Yes	Yes
<b>**PREVENT/ Diversity Awareness</b> <i>Paul Drury LCC</i>	16 <sup>th</sup> Mar	1-4pm	LALC office	Yes	Yes
LCC Website Maintenance for new clerks	22 <sup>nd</sup> Mar	10am-12:30pm	Zoom	Yes	Yes
Councillor	23 <sup>rd</sup> Mar	10am-4pm	North Kyme Village Hall	Yes	Yes
<b>Financial year 2022-2023</b>					
*Charity Law <i>Wellers Law Group</i>	*26 <sup>th</sup> & 27 <sup>th</sup> Apr	1.30-3pm	Zoom	No	Yes
Chairman and clerk	27 <sup>th</sup> April	10am-4pm	<b>LALC Office</b>	Yes	Yes
<b>New Councillor</b>	10 <sup>th</sup> May	10am-1pm	Zoom	Yes	Yes
IT Skills – Word	10 <sup>th</sup> May	10am – 4pm	LALC Office	No	Yes
<b>**PREVENT/ Diversity Awareness</b>	17 <sup>th</sup> May	10am-1pm	LALC office	Yes	Yes

<i>Paul Drury LCC</i>					
Chairman's workshop	24 <sup>th</sup> May	7-9pm	Zoom	Yes	Yes
IT Skills - EXCEL	14 <sup>th</sup> June	10am-4pm	LALC Office	No	Yes
Council procedures and meetings	15 <sup>th</sup> June	10am-4pm	Venue to be arranged	Yes	Yes
Play area inspection plus <i>RP11 Routine or renewal examination</i>	22 <sup>nd</sup> June	9:30am-4pm	North Hykeham TC office	£60 + £105 + VAT	Almost full
<b>Play area inspection</b> <i>Not examined</i>	23 <sup>rd</sup> June	9:30am-4pm	North Hykeham TC office	£60 +VAT	A few places available
Changes or additions in bold. attendance at all listed dates				*Courses identified require	

More training courses become available all the time. If there is anything of particular interest to you, please, inform the office of your intention. A more suitable date and time may become available.

On 25 February Gainsborough Town Council provided planning and neighbourhood plan training for all councillors. Thank you to all five councillors who attended this excellent training. The slides of the training have since been circulated to councillors. They do, however, not replace the learning experience of a training session.

## GDPR

The Council now needs to map any data it currently holds and assess what data should be safely be destroyed.

## Website

The Clerk has met with the council's website provider to discuss further measures to improve accessibility.

Improvement work is under way to make past papers and minutes easier to find, add forms to aid better communication and direct one step applications and more, that will help to improve services to our website users and the council's digital presence..

If you feel that there is anything in particular on the website that you find is not working in a user-friendly way, please let the Town Clerk know.

## Visioning Meeting

The visioning meeting 19 February went ahead despite storms and driving rains. The meeting took longer than expected but resulted in fruitful exchange of ideas and renewed focus. A fledgling Vision and Mission statement will need a little polishing before going to council for approval. This will then be underpinned by the Council's 2019 project plan which will require review.

## Welcome Fund Notice Board

Details have been supplied to WLDC. Now awaiting to learn if/when the noticeboard can be delivered and installed by the 31 March deadline.

Gainsborough Town Council

**DRAFT** Minutes of the Full Council meeting

02 February 2022



held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough

Councillors Present

Matt Boles	Tim Davies			James Plastow	
Richard Craig (Chairman)				Denise Schofield	
Dennis Dannatt	Paul Key	Julie Musonda			
	Chris Lambie	Pat O'Connor	Keith Panter		

Councillors Absent

		Sally Loates		
	David Dobbie	Liam Muggeridge		Baptiste Velan
Caz Davies				Kenneth Woolley

In attendance:

Belina Boyer- Town Clerk (TC)			
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Also present: One member of the public.

Agenda no	Agenda item title	Resolution	Action	Power
Open Forum		There were no questions from members of the public.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
<b>FC22/024</b>	To note apologies for absence.	Apologies for absence had been received from Cllrs Woolley, Loates, C Davies and Velan	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
<b>FC22/025</b>	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Boles declared a non-pecuniary interest in item FC22/037 as both a district and county councillor.	N/A	<i>Localism Act 2011, s31.</i>
<b>FC22/026</b>	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
<b>FC22/027</b>	To receive and note the Town Clerk's report (for information only)	The Council <b>resolved to note</b> the Town Clerk's report. The Clerk was asked whether an induction and training for new councillors would be offered.	Arrange inhouse training for new members. a	N/A
<b>FC22/028</b>	<p><b>Minutes of the previous meeting(s)</b></p> <p>To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p><b>Paper A</b> - Full Council 05 January 2022</p> <p><b>Paper B</b> – Extraordinary Full Council 12 January 2022.</p>	<p>The Council <b>resolved to sign</b> the minutes of the meeting 05 January 2022 as a true record of that meeting.</p> <p>The Council <b>resolved to sign</b> the minutes of the extraordinary meeting 12 January 2022 as a true record of that meeting.</p>	ASO: Publish minutes	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
<b>FC22/029</b>	To note the draft minutes of the committee meetings and the decisions contained therein.	The Council <b>resolved to note</b> the draft minutes of the Personnel Committee 12 January, Property and Services Committee 13 January, Finance and	Planning Committee agenda with to be sent to all councillors with all planning	<i>Local Government Act 1972, Sch 12, p41 (1).</i>

Agenda no	Agenda item title	Resolution	Action	Power
	<p><b>Paper C</b> – Personnel Committee, 12 January 2022</p> <p><b>Paper D</b> – Property and Services Committee 13 January 2022</p> <p><b>Paper E</b> – Finance and Strategy Committee, 19 January 2022</p> <p><b>Paper F</b> - Planning Committee, 22 December 2021. and 26 January 2022</p>	Strategy 19 January and two Planning Committee draft minutes from 22 December and 26 January.	applications so that ward councillors have the opportunity to comment.	
<b>FC22/030</b>	<p>To agree a date and format for the Annual Assembly of the Town Meeting which must assemble annually between 01 Mach and 01 June.</p> <p><b>Paper G</b></p>	The Council <b>resolved</b> that the date and time for the Annual Assembly of the Town Meeting shall be Friday, 06/05/2022		<i>Local Government Act 1972, Sch 12, p14 (1)+(3).</i>
<b>FC22/031</b>	<p>To receive correspondence from Gainsborough in Bloom and consider how the group can be supported by the council.</p> <p><b>Paper H</b></p>	The Council <b>resolved to note</b> the correspondence from Gainsborough in Bloom.	Cllr Craig explained that he had already joint the group. Cllr Panter said that he would be supporting them. Cllr Boles offered to help the group with Social Media presence. The Clerk would ad a suitable post to the website and Facebook page.	<i>Localism Act 2011, s.1-8</i>
<b>FC22/032</b>	<p>To receive a report regarding the Platinum Jubilee Preparations and decide what further action the Council will need to take.</p> <p><b>Paper I</b></p>	Deferred to next meeting.	<b>TC</b> to obtain additional information on “Beacon Trail” and	<i>Localism Act 2011, s.1-8</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
			ownership of the beacon.	
<b>FC22/033</b>	To receive correspondence from a member of the public requesting grit bin and pedestrian crossing and decide whether to support the request with Lincolnshire County Council. <b>Paper J</b>	Following a detailed discussion during which Cllr Boles explained the procedure for gritbins and their maintenance at LCC, there was no support from Council for either a grit bin or a pedestrian crossing in the suggested locations.	The member of the public had explicitly asked not to be contacted.	<i>N/A</i>
<b>FC22/034</b>	To consider the replacement of both Lea Road bus shelters outside the train station to be funded by Lincolnshire County Council. <b>Paper K</b>	The Council unanimously <b>resolved to approve</b> the purchase and installation of two new replacement bus shelters on Lea Road with costs covered by a grant from Lincolnshire County Council.	<b>DTC/RFO</b> to order shelters.	<i>Localism Act 2011, s.1-8</i>
		The Council <b>resolved to exclude</b> Public and press from items FC22/035 to FC22/036 due to time sensitive commercial sensitivity.		
<b>FC22/035</b>	To <b>note</b> the Richmond House Condition Report and Maintenance Plan received. ( <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity</b> ) <b>Paper L</b>	The Council <b>resolved to note</b> the Richmond House Condition Report and Maintenance Plan received. The Council <b>resolved to investigate</b> the options for a “heritage partnership” or similar multi agency organisation to take on the maintenance and management of Richmond House.	<b>TC</b> to report and recommend action. <b>Cllr Boles</b> to make some enquiries with other Town Councils in Lincolnshire regarding heritage partnerships and report back.	<i>Localism Act 2011, s.1-8</i>
<b>FC22/036</b>	To <b>note</b> the Richmond House Fire Safety Report received. ( <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity</b> )	The Council <b>resolved to note</b> the Richmond House Fire Safety Report received.	<b>TC</b> to report and recommend action.	<i>Localism Act 2011, s.1-8</i>

Agenda no	Agenda item title	Resolution	Action	Power
	<b>Paper M</b>	The council would carry out another fire risk assessment once initial mitigating measures had been carried out.		
<b>FC22/037</b>	<p>To receive the recommendation of the Property and Services Committee:</p> <p>a) To <b>approve</b> the continuation grass verge maintenance contract with Lincolnshire County Council 2022-23.</p> <p>b) To <b>decide</b> on a suitable contractor to undertake to work. <b>(Exclusion of public and press recommended due to time sensitive commercial sensitivity)</b></p> <p><b>Paper N</b></p>	<p>a) The Council <b>resolved to approve</b> the continuation grass verge maintenance contract with Lincolnshire County Council 2022-23 excluding the Corringham and the Thorndyke Roundabouts.</p> <p>b) The Council <b>resolved to</b> tender more contractors.</p>	<p><b>TC</b> to confirm and sign 2022-23 contract excluding the Corringham and the Thorndyke Roundabouts.</p> <p><b>TC</b> to send out tender/quote documents to contractors.</p>	<i>Local Government Act 1984, s8(1)(i)</i> <i>Financial Regulations 11.1, h)</i>
<b>FC22/038</b>	<p>To consider to formally not oppose WLDC's application to stop-up part of the public highway at the former South Parade.</p> <p><b>Paper O</b></p>	The Council <b>resolved to</b> formally not oppose WLDC's application to stop-up part of the public highway at the former South Parade and instructed the Clerk to sign the relevant paperwork.	<b>TC</b> to send relevant paperwork.	
<b>FC22/039</b>	<p>To note the correspondence previously circulated by email – for information only.</p> <p><b>Paper P</b></p>	The Council <b>resolved to note</b> the correspondence previously circulated.		N/A

Agenda no	Agenda item title	Resolution	Action	Power
<b>FC22/40</b>	To note the date and time of the next Full Council Meeting scheduled for 02 March 2022 at 19.00.	The Council <b>resolved to note</b> the date and time of the next Full Council Meeting scheduled for 02 March 2022 at 19.00.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_  
 Presiding chairman of approving meeting

DRAFT



# DRAFT Minutes of the Personnel Committee meeting

## 09 February 2022

held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough

### Councillors Present

	Sally Loates	Denise Schofield (vice chairman)
Richard Craig		
Tim Davies		Kenneth Wooley

### Councillors Absent

Matt Boles	Pat O'Connor (Chairman)	Baptiste Velan
	Keith Panter	

### In attendance:

Belina Boyer- Town Clerk (TC)			
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### Also present: Two members of the public.

Agenda no	Agenda item title	Resolution	Action	Power
PC22/013	To note apologies for absence.	The committee noted apologies for absence from Cllrs Boles, O'Connor, Panter and Velan		<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PC22/014	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none.		<i>Localism Act 2011, s31.</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
PC22/015	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.		<i>Localism Act 2011, s33.</i>
PC22/016	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. (Recommended for items 21-23.)	There were none.		<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PC22/017	<b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A – Personnel Committee 12 January 2022</b>	The committee <b>resolved</b> to approve the minutes of the Personnel Committee Meeting 12 January 2022 and sign these as a true record of that meeting.	<b>ASO</b> to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PC22/018	To agree the members of the shortlisting panel for the two current vacancies and dates for virtual shortlisting meetings and face to face interviews.	The committee <b>nominated</b> Cllrs Schofield and Woolley to be on the shortlisting and interview panels.	<b>TC</b> to prepare shortlisting and interview meetings 25 February and 01 March.	<i>Local Government Act 1972, s.112</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
PC22/019	To consider the purchase of HR software to facilitate more time efficient HR management. <b>Paper B</b>	The committee deferred to a future meeting.	None	<i>Local Government Act 1972, s.112</i>
PC22/020	To consider progressing the re-evaluation of post grading for the grounds maintenance team, the cleaner/caretaker positions and the Admin Support Assistant Role and approve any potential expenditure. <b>Paper C</b>	The committee <b>resolved</b> to appoint a sector specific HR consultant to carry out the regrading for the grounds maintenance team, the cleaner/caretaker positions and the Admin Support Assistant Role and approved the cost of approximately £500.	<b>TC</b> to make the necessary arrangements and facilitate the process.	<i>Local Government Act 1972, s.112</i>
PC22/021	To receive the sickness absence and holiday report and consider any potential action required. <b>(Exclusion of Public and Press recommended due to personal nature of report.)</b> <b>Paper D</b>	The committee <b>resolved</b> to require all staff to book leave in every quarter throughout the year.	<b>TC</b> to write to staff and draft a policy for the next meeting.	<i>Local Government Act 1972, s.112</i>
PC22/022	To receive and note the most recent staff appraisals and consider any action resulting from these. <b>(Exclusion of Public and Press recommended due to personal nature of report.)</b> <b>Paper E</b>	The committee <b>resolved to note</b> the staff appraisal report. Recent professional development of the staff appraised was seen as particularly encouraging.	<b>TC</b> to update personnel file	<i>Local Government Act 1972, s.112</i>
PC22/023	To consider the report of the probationary review panel and	The committee resolved to accept the report of the appraisal panel and		<i>Local Government Act 1972, s.112</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
	make the necessary recommendations to Full Council. <b>(Exclusion of Public and Press recommended due to personal nature of report.)</b> <b>Paper F</b>	<b>recommended</b> to transfer the Town Clerk to the permanent establishment.		
PC22/024	To consider amending the current policy and practice to deduct training costs from final staff salaries <b>Paper G</b>	The committee <b>resolved</b> that training costs for “ordinary on-the-job” training would not be deducted from final salaries to encourage continuous professional development. It asked the Clerk to draft a suitable training and development policy.	<b>TC</b> to draft training and development policy.	<i>Local Government Act 1972, s.112</i>
PC22/025	To consider “Accessible Word Documents” training for all staff producing documents for the website. <b>Paper H</b>	The committee <b>resolved</b> to authorise “Accessible Word Documents” for 3 members of staff producing documents to be published online at £30 per person.	<b>TC</b> to book relevant training.	<i>Local Government Act 1972, s.112</i>
PC22/026	To receive any items for notification to be included on a future agenda – for information only.	<ul style="list-style-type: none"> <li>• Update on staff recruitment</li> <li>• Update on re-grading</li> </ul>	<b>TC</b> to add to agenda	N/A
PC22/027	To note the date and time of the next Personnel Committee Meeting scheduled for 09 March 2022 at 19.00.	The committee <b>noted</b> the date and time of the next Personnel Committee Meeting scheduled for 09 March 2022 at 19.00.		<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 19.42.

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_

Presiding chairman of approving meeting

Signed:

Personnel Committee Minutes 2022



# DRAFT Minutes of the Property & Services Committee meeting 10 February 2022

held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough

**Councillors Present**

	Paul Key (Chairman)	James Plastow (Vice-Chairman)
Dennis Dannatt		Baptiste Velan

**Councillors Absent**

Matt Boles		Keith Panter
Richard Craig	Chris Lambie	

**In attendance:**

Belina Boyer- Town Clerk (TC)			
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**Also present: Three Members of Lincolnshire Co-Op**

Agenda no	Agenda item title	Resolution	Action	Power
P&S22/020	To note apologies for absence.	The committee noted apologies from Cllrs Boles, Craig, and Panter		<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
P&S22/021	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none.		<i>Localism Act 2011, s31.</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
P&S22/022	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.		<i>Localism Act 2011, s33.</i>
P&S22/023	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The committee <b>resolved</b> to exclude public and press for items P&S 22/033-039.		<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
P&S22/024	To receive the minutes of the previous Gainsborough Town Council meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A</b> – Property and Services Wednesday 13 January 2022.	The committee <b>resolved</b> to sign the minutes of the meeting 13 January 2022 as a true record of that meeting.	<b>ASO</b> to publish.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
P&S22/025	To receive a presentation from Co-Op volunteers on a proposed project in Gainsborough Cemetery and <b>decide</b> whether or not the proposed work may go ahead.	The committee received the presentation and decided to <b>defer</b> to Full Council.	<b>TC</b> to obtain additional information and add to Full Council Agenda.	N/A
P&S22/026	To receive a brief in person report on the aviary in Richmond Park and <b>decide</b> on action to be taken	Unfortunately, there was no in person report. A written report was read out by the clerk. The committee received the presentation and decided to <b>defer</b> to Full Council.	<b>TC</b> to obtain additional information and add to Full Council Agenda.	N/A

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
P&S22/027	To consider accepting the provision of street furniture (notice boards, planters signage etc.) from the WLDC Welcome Back Fund. - Information previously circulated.	The committee <b>resolved</b> to accept the provision of street furniture at no cost to the council.	<b>TC</b> to inform WLDC officer.	<i>Localism Act 2011 s. 1-8</i>
P&S22/028	To receive updated quotations for existing cemetery and allotments software and <b>authorise</b> associated payments. <b>Paper B</b>	The committee <b>resolved to authorise</b> the expenditure for cemetery and allotments software.	<b>DTC/RFO</b> to raise PO and pay invoices.	<i>Localism Act 2011 s. 1-8</i>
P&S22/029	To <b>consider</b> an application by the Rotary Club to use Richmond Park and Richmond House facilities for summer events as in previous years. <b>Paper C</b>	Cllr Velan declared a non-pecuniary interest as a member of the Rotary Club.  The committee <b>resolved to permit</b> the Rotary Club to utilise the grounds of Richmond House and the public toilets for events but not any parts of the main building or any outbuildings. Cllr Velan confirmed the dates as 05 June and 10 September 2022.	<b>TC</b> to write and inform.	<i>Localism Act 2011 s. 1-8</i>
P&S22/030	To <b>consider</b> adding an online application for allotments to the website.	The committee <b>resolved to approve</b> the adding of an online application form to the website.	<b>TC</b> to initiate.	<i>Localism Act 2011 s. 1-8</i>
P&S22/031	To consider a drains report on Richmond Park and <b>decide</b> what further action to take. <b>Paper D</b>	The committee <b>resolved to approve</b> the drainage work as recommended to prevent further damage at a cost of approximately £2,000.		<i>Localism Act 2011 s. 1-8</i>
P&S22/032	To consider the current “key deposit” for the hire of council premises and re-name it as a	The committee <b>resolved to approve</b> a returnable key and damage deposit to be taken for all bookings.	<b>ASO</b> to update website and paperwork. All	<i>Localism Act 2011 s. 1-8</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
	damage deposit or similar. (verbal report)		damage to fixtures and fittings to be reported after use.	
P&S22/033	To consider initial quotes received for the installation of water supply to allotment sites and whether to progress the project <b>(Exclusion of public and press recommended due to time sensitive commercial sensibility)</b> <b>Paper E</b>	The committee considered the quotes received and decided to not proceed. The committee <b>resolved</b> to defer for until the September meeting. Allotment holders to be encouraged to harvest rain water.	<b>TC and Grounds Team</b> to investigate further.	<i>Localism Act 2011 s. 1-8</i>
Cllr Velan leaves at 20.37. meeting remains quorate.				
P&S22/034	To consider initial quotes received for the clearance of ditches at the Marshalls Sports Ground site and whether to progress the project. <b>(Exclusion of public and press recommended due to time sensitive commercial sensibility)</b> <b>Paper F</b>	The committee <b>noted</b> the potential cost as indicated by the quote received and asked for further quotes to be obtained.	<b>TC</b> to investigate and obtain additional quotes and take to future meeting.	<i>Localism Act 2011 s. 1-8</i>
P&S22/035	To consider a request received for fencing and decide on an operational way to consider such applications in future. <b>(Exclusion of public and press recommended due to the potentially personal nature of the request)</b> <b>Paper G</b>	A working group of 3 committee members would make a recognisance visit in the near future and report back to the committee. The Clerk reminded members that they were not to make any promises or decisions on behalf of the council.	<b>Cllr Key</b> to contact allotment holder personally known to him and arrange a meeting. The working group to report back at next meeting.	<i>Localism Act 2011 s. 1-8</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
<i>The committee resolved to agree an extension past 21.00 to complete the business on the agenda.</i>				
P&S22/036	To consider the Richmond House Fire Risk Assessment report undertaken by an independent assessor and identify mitigating action to be carried out. <b>(Exclusion of public and press recommended due to time sensitive commercial sensibility) Paper H</b>	The committee <b>recommended</b> that a working group of volunteers be formed to undertake some of mitigating action identified by the Fire Risk Report. Risk to be reassessed following mitigation.		<i>Localism Act 2011 s. 1-8</i>
P&S22/037	To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out. <b>(Exclusion of public and press recommended due to time sensitive commercial sensibility) Paper I</b>	The committee <b>resolved</b> for Town Clerk to carry out mitigation work for first priority issues as identified and initiate works demanding immediate attention as detailed in the report: If any costs for mitigating measures fall within the allocated budget for Richmond House and are within spending limits of delegated emergency powers, for these works to be carried out under officer delegated decision re. Financial Regulation 11.1.iii.. “	<b>TC</b> to contact conservation officer. and take appropriate steps.	<i>Localism Act 2011 s. 1-8</i>
P&S22/038	To receive a verbal update on a recent Allotments visit <b>(Exclusion of public and press recommended)</b>	The committee received a verbal update and <b>noted</b> that a report from WLDC was expected. Investigations continue.	<b>TC</b> email WLDC to remind.	<i>Localism Act 2011 s. 1-8</i>
P&S22/039	To receive a verbal update on an FOI and Allotments correspondence <b>(Exclusion of public and press recommended)</b>	The committee <b>noted</b> the verbal report.		<i>Localism Act 2011 s. 1-8</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
	<b>due to the potentially personal nature of the request)</b>			
P&S22/040	To receive any items for notification to be included on a future agenda – for information only <ul style="list-style-type: none"> <li>Marshals heating and hot water system</li> <li>Allotments Pond</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Marshals heating and hot water system</li> <li>Allotments Pond</li> <li>Deferred items</li> </ul>	<b>TC</b>	N/A
P&S22/04	To note the date and time of the next Property and Services committee is scheduled for 10 March2022 at 19.00.	The committee <b>noted</b> the date and time of the next Property and Services committee is scheduled for 10 March2022 at 19.00	<b>TC</b>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 21.25.

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_  
Presiding chairman of approving meeting

Signed:

# DRAFT Minutes of the Finance & Strategy Committee meeting

## 16 February 2022



held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough

**Councillors Present**

	David Dobbie	James Plastow
	Paul Key	
Tim Davies		

**Councillors Absent**

Matt Boles (Chairman)	Chris Lambie	Denise Schofield
Richard Craig		Baptiste Velan

**In attendance:**

Belina Boyer – Town Clerk (TC)	Rachel Allbones - Deputy Clerk (DTC/RFO)	
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**Also present: One member of the public.**

Agenda no	Agenda item title	Resolution	Action	Power
FS22/012	To note apologies for absence.	Cllrs Boles, Craig, Schofield and Velan had given their apologies.	N/A	Local Government Act 1972, s85 (1) & Sch 12, p40.
FS22/013	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.	Cllr Key declared a personal interest in agenda item FS22/018 as he resides in a house that is linked to a garage space.	N/A	Localism Act 2011, s31.

Signed:

Finance and Strategy Committee 2022

Agenda no	Agenda item title	Resolution	Action	Power
FS22/014	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	Localism Act 2011, s33.
FS22/015	<b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Finance and Strategy Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A – Finance and Strategy Committee 19 January 2022</b>	The Committee <b>resolved</b> to sign the minutes of the meeting 19 January 2022 as a true record of that meeting.  Councillor Key abstained from voting.	<b>ASO</b> to publish.	Local Government Act 1972, Sch 12, p41 (1).
FS22/023	To consider a motion by Cllr Key: I request that that G T C look into supplying a device for any Councillor that wants one which installed and maintained by the Council's IT provider F 5. Lincolnshire County Council and West Lindsey District Council both supply such a device to their Councillors. <b>Paper J</b>	The Committee <b>resolved</b> to ask Officers to obtain quotes for devices and security of differing levels, and review at a future meeting.	<b>TC</b> to obtain quotations for devices and support from F5 or separate provider..	<i>Data Protection Act 2018</i>
<i>Councillor Dobbie arrived at the meeting at 7.13pm</i>				
FS22/016	To receive and consider the following financial reports:	The Committee <b>resolved</b> to note and approve the following reports:	<b>DTC/RFO</b> to make bank transfer payments once	<i>Joint Panel on Accountability and Governance</i>

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
	<p><b>Paper B</b> Unpaid Expenditure Transactions for 11 February 2022</p> <p><b>Paper C</b> Cashbook Summary (including due and unpaid transactions) for 11 February 2022</p> <p><b>Paper D</b> Budget Comparison Report (including due and unpaid transactions) for 11 February 2022</p>	<ul style="list-style-type: none"> <li>Unpaid Expenditure Transactions for 11 February 2022</li> <li>Cashbook Summary (including due and unpaid transactions) for 11 February 2022</li> <li>Budget Comparison Report (including due and unpaid transactions) for 11 February 2022</li> </ul> <p>Councillor Dobbie abstained from voting.</p>	signed off by signatories.	<i>Practitioners Guide 2021.</i>
FS22/017	<p>To approve and resolve to sign the monthly bank reconciliation for 31 January 2022 as per the paragraph 2.2 in Financial Regulations.</p> <p><b>Paper E</b></p>	<p>The Committee <b>resolved</b> to approve and sign the Bank Reconciliation to 31 January 2022.</p> <p>Councillor Dobbie abstained from voting.</p>	N/A	<i>Joint Panel on Accountability and Governance Practitioners Guide 2021.</i>
FS22/018	<p>To consider and approve fees &amp; charges for sports and burial grounds for 2022/23, and allotments for 2023/24.</p> <p><b>Paper F</b></p>	<p>The Committee <b>resolved</b> to approve the proposed cemetery fees for 2022/23, representing a 5% increase on the previous year figures.</p> <p>Councillor Key abstained from voting.</p> <p>The Committee <b>resolved</b> to approve the proposed sports ground fees for 2022/23 representing a 5% increase on the previous year figures..</p> <p>The Committee <b>resolved</b> to approve the proposed garage space fees for 2023/24</p>	<p><b>DTC/RFO</b> to produce new fees and charges sheets and <b>ASO</b> to publish on the website.</p>	<i>Localism Act 2011, ss. 1-8</i>

Agenda no	Agenda item title	Resolution	Action	Power
		representing a 5% increase on the previous year figures.  The Committee <b>resolved</b> to approve the allotment fees for 2023/24 at £30 per standard size plot (approx. 250m2)		
FS22/019	To receive and consider report of outstanding debtors <b>Paper G</b>	The Committee <b>resolved</b> to instruct the Council solicitor to advise the lease is in breach and the debts need to be cleared.	<b>TC</b> to contact the solicitor to write a letter to the debtor.	<i>The Accounts and Audit Regulations 2015, s. 4</i>
<i>Councillor Key left the meeting at 7.47pm</i>				
FS22/020	To consider opening additional bank accounts and in order to reduce potential risk to the council. <b>Paper H</b>	The Committee <b>resolved</b> to defer the item until April Full Council in order to receive suggestions of what and how many new bank accounts.	Report to Full Council on options for additional bank accounts.	<i>The Accounts and Audit Regulations 2015, s. 3 c)</i>
FS22/021	To review the council's assets register and identify items for disposal. <b>Paper I</b>	Defer until the next meeting due to documents not being prepared yet.	<b>DTC/RFO</b> to have documents prepared for the next meeting.	<i>The Accounts and Audit Regulations 2015, s. 3 b)</i>
FS22/022	To review the council's risk register as recommended by the council's internal auditor. <b>Tabled</b>	Defer until the next meeting due to documents not being prepared yet.	<b>DTC/RFO</b> to have documents prepared for the next meeting.	<i>The Accounts and Audit Regulations 2015, s. 3 c)</i>
FS22/024	To consider and adopt the Council's Publication Scheme. <b>Paper K</b>	The Committee <b>resolved</b> to adopt the Publication Scheme.	<b>ASO</b> to publish on the website.	

Agenda no	Agenda item title	Resolution	Action	Power
FS22/025	To receive any items for notification to be included on a future agenda – for information only.	Deferred items from the meeting.	N/A	N/A
FS22/026	To note the date and time of the next Finance and Strategy committee is scheduled for 16 March 2022 at 19.00.	Noted.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting concluded at 19.59

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_  
 Presiding chairman of approving meeting

Signed:



# DRAFT Minutes of the Planning Committee meeting

## 23 February 2022

held in the Function Room, Marshalls Sports Ground, Middlefield Lane, Gainsborough

### Councillors Present

	Paul Key	Keith Panter
		James Plastow
David Dobbie (Chairman)		Denise Schofield

### Councillors Absent

Matt Boles	Chris Lambie	
Richard Craig	Liam Muggerridge	

### In attendance:

Rachel Allbones - Deputy Clerk (DTC/RFO)		
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### Also present: One member of the public.

Agenda no	Agenda item title	Resolution	Action	Power
PL22/013	To note apologies for absence.	Cllrs Boles and Craig had given their apologies.	N/A	Local Government Act 1972, s85 (1) & Sch 12, p40.
PL22/014	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.	None received	N/A	Localism Act 2011, s31.

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
PL22/015	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	Localism Act 2011, s33.
PL22/016	<p><b>Minutes of the previous meeting(s)</b> To receive the minutes of the previous Planning Committee meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A – Planning Committee 26 January 2022</b></p>	<p>The Committee <b>resolved</b> to sign the minutes of the meeting 26 January 2022 as a true record of that meeting.</p> <p>Councillor Schofield abstained from voting.</p>	<b>ASO</b> to publish.	Local Government Act 1972, Sch 12, p41 (1).
PL22/017	<p>To consider planning applications received.</p> <p><b>Application Ref No: 144350 (4/2/22, 28 days)</b> Proposal: Request for scoping opinion for the Gainsborough Southern SUE development. Location: Foxby Lane Gainsborough</p>	<p>The Committee <b>resolved</b> they support the comments from Lincolnshire Police and suggest a borderline between the houses and wood and possibly a ditch as was produced with the Marlow Road development against the Eight Acre Wood. The Committee also have concerns that the development needs a drainage system to with stand all its needs.</p>	<b>DTC/RFO</b> to send response to WLDC.	<p><i>Article 13 of the Town &amp; Country Planning (General Development Procedure) Order 2015</i></p> <p><i>Schedule 1, paragraph 8 to the Town &amp; Country Planning Act 1990 as amended</i></p>

Agenda no	Agenda item title	Resolution	Action	Power
PL22/018	<p>To consider planning applications received.</p> <p><b>Application Ref No: 144363</b>  <b>(11/2/22, 28 days)</b>            Proposal: Advertisement consent for replacement of 2no. 48-sheet poster displays with 1no. illuminated 48-sheet D-Poster display.            Location: Advertising site at corner of New Street and North Street, Gainsborough</p>	<p>Councillor Schofield proposed to support the application, seconded by Councillor Panter.</p> <p>Councillor Key proposed an amendment to object to the application on the grounds of where it is sited on the main road and cause for traffic safety, seconded by Councillor Plastow.</p> <p>Amendment votes – 2 for, 2 against, 1 abstained.</p> <p>Original proposal votes - 2 for, 2 against, 1 abstained.</p> <p>Councillor Dobbie used his casting vote to vote for the original proposal.</p> <p>The Committee <b>resolved</b> they had no objections to the application.</p>	<b>DTC/RFO</b> to send response to WLDC.	
PL22/019	<p>To consider planning applications received.</p> <p><b>Application Ref No: 144344</b>  <b>(17/2/22, 28 days)</b>            Proposal: Outline planning permission to erect 1no. dormer bungalow - all matters reserved.</p>	The Committee <b>resolved</b> they had no objections to the application.	<b>DTC/RFO</b> to send response to WLDC.	

Agenda no	Agenda item title	Resolution	Action	Power
	Location: Land adjacent Peartree Paddock, Bankside, Lea Road, Gainsborough			
PL22/020	To note decision notices received since last meeting.	None received.	N/A	
PL22/021	To consider street naming requests received (if there are any). <b>Paper B</b> - Thonock Vale (The Avenue), Gainsborough (up to 13 names required) <b>Paper C</b> - WLDC restrictions on naming streets <b>Paper D</b> – Ideas from Cllrs Dobbie & Schofield	The Committee <b>resolved</b> to propose the following names to the developer of Thonock Vale. Viking (main road) Trelleborg Jutes Wulfings Reamas Geats Housecarl Thane St Edmund Blaataand St Brice Roskilde Althing	<b>DTC/RFO</b> to send response to Beal Homes.	
PL22/022	To consider tree preservation orders received (if there are any).	None received.	N/A	
PL22/023	To consider any matters arising from the Gainsborough Neighbourhood Plan (if there are any).	None received.	N/A	

Signed:

Agenda no	Agenda item title	Resolution	Action	Power
PL22/024	To receive any items for notification to be included on a future agenda – for information only	Councillor Dobbie requested that Community Assets be put on the next agenda, to look at re-establishing current assets and look at potential new assets.	N/A	N/A
PL22/025	To note the date and time of the next Planning committee is scheduled for 23 March 2022 at 19.00.	Noted.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Meeting Concluded at 20.06

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_  
Presiding chairman of approving meeting

## Officer Report to Council

Report Author: Belina Boyer  
Report Date: 24/02/2022



**Gainsborough**  
TOWN COUNCIL

## Verge Cutting

### Summery

The council resolved to cut the grass verges in the parish and need to appoint a suitable contractor to carry out the work.

### Background

For several years now, the council has entered into an agreement with Lincolnshire County Council. The area to be cut has been adapted from year to year. For the 2022-23 financial year the Council received detailed maps of the areas which are part of the agreement.

We are delighted that you have resolved to continue with the Parish Agreement Scheme for 2022-23, and we look forward to working with you again.

At its February meeting the Council **resolved to approve** the continuation grass verge maintenance contract with Lincolnshire County Council 2022-23 excluding the Corringham and the Thorndyke Roundabouts and to obtain additional quotes.

The exclusion of the two roundabouts from the schedule required re-quotes as the area to be cut changed.

The Programme Leader (no name provided) at Lincolnshire County Council wrote the following:

*We are aware from Mr. Phillips, the Local Area Highways (North) Manager, that Gainsborough Town Council has asked that the roundabouts on Thorndyke Way and Corringham Way be removed from the Parish Agreement due to the issue of roundabout sponsorship, so we have now redrawn the relevant plans, attached for your records. These show the roundabouts in green as this identifies that they are to be cut by LCC contractors and will receive three safety cuts per annum, in line with LCC policy.*

*We have also resolved the issue of whether the areas of grass on The Avenue, along the frontage to Sunningdale Way, are within the Highway. Our Legal department has confirmed that these areas of grass are not within the Highway and therefore remain the responsibility of the developer to maintain. This information may be useful to you, as you may receive enquiries regarding this matter.*

*In light of the above, we can now confirm that the revised figures for 2022-23 are:*

- 56799m<sup>2</sup> cut by your contractors, shown in red;
- 14254m<sup>2</sup> cut by others (subject to change), shown in orange;

- Overall total of **71053m<sup>2</sup>**

*The contribution rate has also been confirmed in the recent budget at £0.0249 per square metre, per cut, to LCC's standard three cuts per annum. Therefore, the contribution figure is (71053 x £0.0249 x 3 =) **£5307.66**.*

*We would be grateful if you could please sign and return the attached Parish Agreement letter, by no later than 31<sup>st</sup> March 2022. We already hold details of your Public Liability Insurance provision so we will not require anything further in this regard until the policy has been renewed in June 2022.*

*We previously supplied a copy of our Code of Practice H3 to your predecessor, but we attach a further copy for the sake of completeness and for your assistance.*

Revised maps were also provided.

Revised and new quotations were invited from:

- AJ Williams Paddock and Grounds Maintenance
- Continental Landscapes
- Glendale Services
- Mitie
- West Lindsey District Council

The quotations were requested in a standard format: cost per 56,799m<sup>2</sup> cut and cost per m<sup>2</sup> for any additional areas. Requirements with regards to staff training, H&S RAMS and SWOPs were requested.

A comparison of quotes received will be tabled at the meeting.

The grass cutting season starts no later than 01 April.

Lincolnshire County Council renews its Parish Agreement Scheme on an annual basis.

## Recommendation

- Council to reward a contract to a contractor who has provided a quote by 02/03/2022 for the 022-23 season.
- Property and Services Committee to review services received from current contractor and define any future contract requirements in late summer/early autumn to allow time for drafting tender document.
- Council to work with LCC to offer the Parish Agreement Scheme on a three or 5 year basis which would aid procurement and save on officer time expended on obtaining quotes to save staff time and improve efficiency.
- Council to start a formal procurement process as soon as details of any Parish Agreement Scheme for 2023-4 and onwards are known. (contract finder)

## Officer Report to Council

Report Author: Adam Miller  
Report Date: 22/02/2022



**Gainsborough**  
TOWN COUNCIL

## Ground Condition of proposed bench location

The ground condition of the proposed bench site is solid ground and should not move. No movement has been noticed in that area for the past 13 years. There is only movement in the ground at the cemetery when an excavation has been done, this is due the ground settling after being filled back in. As there hasn't been any excavations carried out in this area the ground is solid.

## Officer Report to Council

Report Author: Belina Boyer  
Report Date: 25/02/2022



**Gainsborough**  
TOWN COUNCIL

## Aviary

### Summary

The gentleman looking after the aviary in Richmond Park had raised his concerns about the aviary. He had hoped to attend the Property and Services Committee meeting in February but provided a brief written report by email.

P&S deferred the decision to Full Council.

### Background

The aviary has been at Richmond Park for many decades and local people have fond childhood memories.

In recent years several volunteers have cared for the birds. The current volunteer has reported several incidents where he found dead birds in the aviary when he went to feed them in the morning. He shared very distressing photographs with the Clerk and Operations Manager.

He believes that people scare the birds after dark causing parent birds to abandon the nest leading to chicks dying of cold. Scared adult birds break their necks when bumping into the aviary walls when scared in the dark.

Numbers of birds have declined below a sustainable level.

The volunteer wrote to P&S:

*I have been looking after the Aviary at Richmond Park for last 2/3 years  
IT IS A VERY POORLY STOCKED AVAIRY  
BOTH ME AND SEAN SENT EMAILS TO COUNCILLORS WITH NO REPLY  
HU SO THEY WERE NOT THAT INTERESTED TO START WITH  
DONT SPEND MONEY ON BIRDS  
ONLY RECEIVED DONATIONS*

*In the recent year the park has been losing a lot of birds over the years I have looked after the aviary I have lost over £300 worth of birds myself that was in the park aviary WHICH WAS DISHEARTENING so I removed the rest of my birds and this is due to a couple of different factors but before this I have met with the towns clerk and we both decided together that in the birds best interest to*

*Stop having birds at Richmond park  
UNLESS something is done asap*

*This CANNOT be left as something has to happen: either stop having birds at Richmond Park or put the necessary precautions in place to stop the likelihood of losing birds.*

The Council would need to be able to guarantee, that the birds are not disturbed after dark, be it by cars or people using the park.

The volunteer was certain that he would be able to find every bird a new suitable home.



## Roses Sports Ground – letter of consent

### Summary

The Council is asked to provide a letter of consent for an amendment of the deeds to the property.

### Background

In August 2021 Gary Reevel of WLDC wrote to the Deputy Clerk:

*Also on this matter I have received a request from Avant Homes who are wanting an easement across the Roses site in order that they can maintain a drainage headwall at the far side of the grounds.*

*We are in discussion with them and will keep you advised (can you do the same with Trinity Foundation please)*

Information supplied by James Bailey on behalf of WLDC:

*By way of a more detailed explanation, the Water Authority (STW) did not consider an easement necessary at the time the adoption agreement was first entered into. Unfortunately, the historic part of the housebuilder business that was originally dealing with this site was shut down over 10 years ago and due to the drains already being on maintenance, the matter was overlooked. When it was picked back up, STW confirmed they will not formally adopt without evidence of a documented easement.*

*The site has riparian rights for surface water run off to discharge to the watercourse in question and as such the housebuilders (Avant Homes) solicitors are still of the opinion that no formal Deed of Grant should be required, but we are where we are.*

*Avant solicitors have stated that this is a “tidying up” exercise in order to finalise the drainage adoption for the benefit of the local residents. There is no budget to pay for anything more than reasonable legal fees and the Deed, which is in S104 standard form, is not for financial consideration.*

*They also consider that as West Lindsey District Council are the freeholder, it should not be necessary for Gainsborough Town Council (GTC) as leasehold tenant also to be party to the deed, rather it will be sufficient for them simply to provide a letter of consent to registration of the same.*

*The matter appears not to be contentious, the headwall has been built for over 10 years now without any issue or challenge and surface water has historically discharged to the watercourse. Indeed both titles bear an entry confirming the land is subject to rights of drainage.*



# Correspondence Previously Circulated

March 2022

- NALC event- Levelling up the nation and our communities and Working together to make communities safer
- OPCC Safer Together Team Newsletter
- LCC - HM The Queen's Platinum Jubilee
- E-news 15th February