

**Minutes of Meeting: ANNUAL TOWN COUNCIL**

**Date and Time:** Wednesday 15<sup>th</sup> May 2024 19.00

**Venue:** The Old Courthouse

**Present :** Cllr M Brock (Chair) M Stott , G Adams, P Barron, R Blaney, J Bostock, P Brooker, , L Harris, P Harris, J Lightwood, P Rainbow, K Roberts, John Lightwood, Steve Perry

**In Attendance:** L Wright (Clerk), A Brackenbury (Deputy Clerk), Cllr R Jackson (NCC) 30 members of the public, 1 member of the press

Absent: Cllr J Berridge

**Minutes**

**24/05/001 To elect the Chair of the Council**

Outgoing Chair's Address

Cllr M Stott offered condolences to the family and friends of former Councillor and Chair of Southwell Town Council Andy Gregory who served from 2003-2019.

Cllr M Stott focused on the main concerns of residents: cost of living, the swimming pool, roads, flooding and anti social behaviour.

**Cllr M Stott Proposed by Cllr P Harris, Seconded by Cllr R Blaney  
Agreed Unanimously**

**24/05/002 To receive the Chair's Declaration of 'Acceptance of Office of Chair' and if not now received to agree to do so before or at the next meeting of the Full Council**

**Acceptance of Office signed by Cllr M Stott and the Clerk**

**24/05/003 To elect the Vice Chair of the Council**

Cllr P Harris Proposed by Martin Stott

Cllr P Brooker proposed By Cllr P Brooker Seconded by Cllr G Adams

Cllr P Harris CARRIED 6 Votes to 4

**24/05/004 To receive the Vice Chair’s Declaration of ‘Acceptance of Office of Chair’ and if not now received to agree to do so before or at the next meeting of the Full Council**

**Acceptance of Office signed by Cllr P Harris and the Clerk**

**24/05/005 Apologies for absence**  
Cllrs J Bostock, C Marshall

Cllr R Blaney also thanked Cllr M Brock for serving as Vice Chair and stepping up.

**24/05/006 To receive any declarations of interest**  
*Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011. – None*

**24/05/007 Minutes of previous meetings**

7.1 Minutes of Full Council Wednesday 17th April – previously circulated –  
**Agreed Unanimously**

7.2 Minutes of Extraordinary Wednesday 01<sup>st</sup> May - Previously Circulated -  
**Agreed Unanimously**

7.3 Matters arising (not covered by the agenda – for information only).

**Standing orders were suspended and subsequently reinstated for agenda item 24/05/023 to be brought forward – Agreed Unanimously**

**24/05/008 Opportunity for questions from Councillors and Members of the Public**

**24/05/009 Chair’s Report and Announcements**

Cllr Stott expressed the councils condolences at the passing of ex Cllr Andrew Gregory who served on the council for 16 years in various capacities, as Chair of the Council, Chair of Committees and as a member of the committees.

**24/05/010 To elect Committees and Sub Committees of the Council**

10.1 Planning Committee – 10 members

10.2 Governance & Finance Committee – 9 members

10.3 Town Environment Committee – 9 members

10.4 Human Resources Committee – 5 Members

**Agreed Unanimously**

**24/05/011 To elect members of Working Groups/Panels as below and instigate other Working Groups as appropriate**

11.1 Strategic Planning 2023-26 Working Group- 5 specified members

11.2 CIL Strategic Planning Working Group – 3 members

11.3 Natural Environment, Biodiversity and Climate Change Working Group - 3 members

11.4 Communications Working Group- 3 members

11.5 Market & Events Working Group – 6 members

11.6 Neighbourhood Plan Working Group -4 members

11.7 Tourism Partnership – 3 members

11.8 Town Forum – 4 members

**Agreed Unanimously**

**24/05/012 To elect the Council’s Risk Assessment Panel** 3 Members (from Governance & Finance Committee) **Agreed Unanimously**

**24/05/013 To elect Trustees of:**

**13.1** Southwell Leisure Centre - 3 members

**13.2** Easthorpe Common Lands Foundation – (next election 2027)?

**13.3** Southwell Heritage Trust – 2 members

**Agreed Unanimously**

**24/05/014 To elect members to represent the Council to the following bodies and other organisations as appropriate.**

14.1 Charity for the Poor & Sick Poor (no election until 2027)

14.2 Minster School Liaison – 1 member

14.3 NTU Brackenhurst Liaison Representative – 1 member

14.4 Safer Neighbourhood Group minimum – 1 member

14.5 Sports Forum Representative – 1 member

14.6 Friends of Southwell Playparks – 1 member

14.7 Friends of Ash Tree Spinney - 1 member

**Agreed Unanimously**

**Suspend standing orders to extend meeting by 15mins**

**Agreed Unanimously**

**24/05/015 To resolve into Committees for the purposes of electing a Chair and Vice Chair as appropriate of**

15.1 Planning Committee

15.2 Governance & Finance Committee

15.3 Town Environment Committee

15.4 Human Resources Committee

Note the Chair/Convenor of other Working Group/Panels will be elected at their first meeting

**Agreed Unanimously**

**Committee members information attached**

**24/05/016 Finance Matters –**

16.1 Approval of End of Year Accounts and Reserves 2023/24

16.2 Internal Audit report approval 2023/24

Items 16.1-16.2 **Approved Unanimously**

16.3 Approval of Annual Governance Statement 23/24

Proposed Cllr M Stott Seconded Cllr P Harris

**Approved unanimously.**

16.4 Approval of Accounting Statements

Proposed Cllr P Harris Cllr M Stott

**Approved unanimously.**

- 16.5 Notice of formal public inspection of End of Year Accounts 22/23 Monday 3th June to Friday 12<sup>th</sup> July 2024 – **noted.**
- 16.6 Bills for Payment - **Approved unanimously.**
- 16.7 Late bills for payment- **Approved unanimously.**

**24/05/017 Review date of the Policies as per Standing Order**

- 17.1 Approve Standing Orders
- 17.2 Approve Financial Regulations – deferred to G & F due to circulation from NALC of new Financial Regulations
- 17.3 Approve Councillor Code of Conduct
- 17.4 Policy adoption and renewal dates
- Items 17.1,3 & 4 - **Approved unanimously.**

**24/05/018 Adopt the General Power of Competence- Approved unanimously.**

**24/05/019 To agree Future Meetings for 2024-25 Approved unanimously.** Clerk to circulate

**24/05/020 County Councillor Report**

**Cllr Jackson advised there was a consultation regarding Harvey's Field at 2pm the following day.**

- King street Monitoring Traffic Tubes are in place
- Brackenhurst Lane is waiting for the traffic tubes to be fitted
- Bus Stop on Nottingham Rd needs a whole re-design
- Via committed to doing better pathing and pot hole works
- Ropewalk resurface should be in the Autumn
- Swimming pool - every avenue has been exhausted – too much confrontation and not enough negotiation

**24/05/021 District Councillor Report – Noted and attached**

**Suspend standing orders to extend meeting be 15mins  
Agreed Unanimously**

**24/05/022 Clerk/Project Manager Report – Noted**

**24/05/023 Full Council to agree the following revisions of the Neighbourhood Plan resulting from our own Public Consultation and other received advice – Approval was sought by Peter Scorer to take the NP to the next stage. Cllr R Blaney thanked Peter Scorer, John Martindale and the NP Team for their efforts in producing the plan. The Clerk will also write and acknowledge their efforts.**

Vote to approve the plan proposed by Cllr R Blaney and Seconded by Cllr P Harris who also echoed the words of thanks. UNANIMOUS

**24/05/024 Proposal on STW Sewage outflows**

**24/05/025 To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting.**

- 25.1 Draft Governance & Finance Meeting – 10<sup>th</sup> April 2024- noted
- 25.2 Draft HR – 11<sup>th</sup> March 2024 – noted

**24/05/026 Items for Communication**

**24/05/027 Items for discussion at next meeting - Emergency Plan  
Apologies given Cllr P Barron, Cllr J Lightwood, Cllr P Harris**

**22/05/028 Date of next meeting** Wednesday 19<sup>th</sup> June 2024 7pm

Signed Chair of the Council Cllr Martin Stott

.....

Date

### **District Cllrs Karen Roberts and Peter Harris Report for May 2024**

**There have only been two meetings of Committees since our last report, details are on the Council’s website - see the Council-Calendar of Meetings for links to each of the papers and reports.**

#### **Leisure Centre**

The Leisure Centre is the subject of a Cabinet report on May 14, after this report is drafted. We will report to the meeting of issues that arise from any decisions taken by the Cabinet. The Leader of the Council under Executive powers has replaced three of the six N&SDC reps on the Leisure Centre Trust with non-councillors of his own choosing.

#### **Kerbside Glass Recycling**

The kerbside glass recycling service has now been implemented. There has been disappointingly little publicity about this, and this is something that we will be following up and hope to appraise members of changes to the bottle bank network.

Previously bottle banks were commercially operated but with the NSDC service from the kerbside, the Council will now collect glass, take it to the transfer station on the lorry park and then sell on in our own right, thereby offsetting some of the costs of introducing the service

The Company will no longer be providing bottle banks and is in the process of removing them from sites across the district. However, following intervention by us, the Council will operate a small number of banks - the 8 sites are: Co-Op & Leisure Centre: Southwell, Co-Op, London Road car park & Waitrose: Newark, Fernwood village Hall, Health Centre Collingham, Village Hall, Lowdham. These new bins will be owned and operated by the Council, and glass collected from these banks will be added into the glass we collect from the kerbside.

### **Audit and Governance Committee**

The Auditors reported to the meeting with no issues to be recorder.

The Committee is reviewing two matters soon. Firstly, how petitions are handled at the Council following on from an unsatisfactory handling of the 2500+ signature petition on the future of the Swimming Pool. Whilst handed to the Council properly, the petition was not cited on the agenda or read out to the Council so there was little compression of the wording of the petition by Councillors.

Secondly it has become clear that audit is purely an examination of whether the process of the Council were followed – not whether they provide good value for money. This will need to be addressed but it needs an examination of how best to undertake and report on this significant lack of governance control.

### **Planning Committee**

Although the Committee meets after this report is drafted, there are no Southwell and villages matters for determination by the Committee this month.

Council is reminded that due to the procedures being changed [already reported to you ], objections to any plans submitted in the area have to be separately communicated to your District Councillors if they are to make any intervention; your council's objections are not, now notified to the N&SDC Ward members.

### **Kirklington phone box**

BT are proposing to remove the payphone from the kiosk on Southwell Road in Kirklington. They have followed the criteria in Ofcoms 'Review of the telephony universal service obligation' which has shown that they can permanently remove the payphone service. [Statement: Review of the telephony universal service obligation \(ofcom.org.uk\)](#)

Kirklington Village Hall are interested in taking ownership of the kiosk under the Adopt a Kiosk scheme. [Adopt A Kiosk | BT Business](#)

BT have displayed a notice in the kiosk telling people about this plan. Any comments will be taken into account in BT's final decision. Any comments should go to: [harriet.partington@newark-sherwooddc.gov.uk](mailto:harriet.partington@newark-sherwooddc.gov.uk) by **Friday 14th June 2024**.

**Burgage Green, Southwell** A Section 215 Notice has been issued to ensure the long-term viability of the listed building: gateway of the former House of Correction, fronting onto Burgage Green, Southwell. The schedule of works outlined should be complied with in full within 3 months of 10th May 2024.

### **General information**

Suzanne Shead from NSDC: ...the final payments for Business & Community grants following the flood support for Storm Henk on Friday were made on 12th April.

113 residents helped with £56,500 of Gov't grants and £12,360 of County Council top-up hardship grant. 24 businesses helped with £60,000 of Gov't grants and £7,200 of County top-up hardship grant. 115 residents Council Tax Relief of £65,395 and 16 businesses, Business Rates Relief of £57,811, (please note that the amount of Council Tax relief is not final as not all residents have moved back home yet, so additional relief may be given where appropriate).

Unfortunately, some residents remain displaced whilst repair works are ongoing to their homes and whilst the financial support has come to an end there is much still to do and plenty of cross team working is in place as we look to improve our flood response both within the Council and with

other partners including our communities and flood wardens. The County Council continue to lead on the property flood resilience work across Nottinghamshire.

**Karen Roberts and Peter Harris**

District Council Report May 2024

April has been a relatively quiet month at Newark and Sherwood District Council, meeting wise, due to the Mayoral and Police Crime Commissioner elections which took place on May 2nd.

April's planning committee considered the conversion of a 4 bed flat above the community room at King's Court, Southwell, to two one bed flats.

There will be no external changes to the building. The successful proposal will however, mean the re-siting of a lamp post to accommodate three extra parking spaces.

The addition of two further one bed flats will enhance the offer of social housing within Southwell and the Newark and Sherwood District area, where waiting lists remain at a premium.

April's Audit and Governance committee reviewed the arrangements for dealing with Code of Conduct complaints regarding Councillors.

The proposal reached was for all members of the committee to attend an informal workshop to consider updates and amendments to the Council's arrangements for dealing with Code of Conduct Complaints. Proposals will then be presented formally to the committee. This way forward will ensure that arrangements are up to date and fit for purpose.

**Biodiversity Net Gain**

Planning committee members were asked to attend two, two hour mandatory training sessions on Biodiversity Net Gain;

For any new development, developers are required, where possible, to protect existing habitats and ecosystems. Habitat loss must be identified and mitigated in the early planning stages.

There will be an anti- trashing check and statement to ensure the intended plots of land haven't been disturbed before applications are submitted.

12th February 2024 is a key date as it is now a legal requirement for developers to deliver 10% biodiversity net gain in new developments. This can be done either off-site or on-site. The maximum on- site should be considered first, then off-site can be sought or a combination of the two.

The district will need to have off-site habitat banks of land.

Householder, permitted development and self-build are excluded.

Major applications of ten houses or more since February 12th 2024 are included in this new process.

BNG is a 'post permission' issue. Planning permission is granted then Biodiversity Gain plan needs to be submitted and approved pre-commencement of the granted planning permission.

The Biodiversity Gain plan should be approved within 8 weeks.

This will increase the workload for planning officers.

Cllr Penny Rainbow

District Cllr - Southwell Ward