



Minutes of the Annual Meeting of the Council held on **Wednesday 29th May, 2024** at 6:00pm in Franklin Hall, Spilsby. These are notes of the meeting until approved by the Council as a true record.

Present:

Cllrs L Day (Mayor), L Marsh (Deputy Mayor), A Day, M Gibson, V Hemmings-Diaz, E Marsh, W Rose, T Taylor and M Wragg.

Deputy Town Clerk - S Thomas.

Public Session

Three young residents reported that they are trying to raise between £50,000 to £61,000 which will go towards improvements to the play area and Cancer Research. They plan on doing this by having cake sales and tombolas at various local events including the upcoming Spilsby Show.

A resident reported an issue with overhanging branches from a tree located in Toc H, expressing concern that the branches, if they fall, will cause damage to his adjacent property, especially the drive and any vehicles that maybe parked there. Cllr L Day explained that the Cllrs Gibson and Taylor are the Council's Tree Officers. Cllr Taylor explained that he had recently done an inspection of Toc H and recommended that remedial works are carried in Toc H.

To receive a report from Lincolnshire County Councillor W Bowkett

No report received.

To receive a report from District County Councillor E Marsh

No report received.

With no further matters, it was **resolved unanimously** to move into formal session.

25. Welcome

Cllr L Day welcomed all present, reminding Councillors about emergency exits and safety protocols, to turn phones off and appropriate conduct.

26. Apologies

It was **resolved unanimously** to accept apologies from Cllrs D Mangion, T Kemp, Lincolnshire County Councillor W Bowkett and Town Clerk, J Sargent.

27. Declarations of Interest

Cllr Gibson declared an interest in item 11a.

28. To approve as a correct record the minutes of the full Council Meeting held on Wednesday 22nd May 2024.

Cllr Hemmings-Diaz reported an error as it showed that she was both present and absent from the meeting. The Clerk to amend to show Cllr Hemmings-Diaz was absent. With no further matters arising, it was **resolved unanimously** to accept the minutes for May as a true and accurate record of the meeting.

29. To approve the accounts for May 2024.

With no matters arising, it was **resolved unanimously** to approve the accounts for May 2024.

30. To receive a bank reconciliation for May 2024.

The Clerk provided a bank reconciliation to keep Councillors up to date with the Town Council's financial status, for information purposes only.

31. To receive brief reports from the Town Mayor, Town Council's working groups, representatives on outside bodies and the Town Clerk.

Mayor's Report

Cllr L Day reported being impressed with the number people who attended the lighting of the Beacon to commemorate D-Day and very pleased to see the number of children attending from the local Guides and Scouts. Cllr L Day also took the opportunity to thank Cllrs Taylor, L Marsh and M Wragg for their assistance.

Recreation Ground

Cllrs Taylor and E Marsh reported that a Committee Meeting is to be held on the 8th July 2024 and that funding is now all in place with all permissions granted. The first phase is to carry out the works to the car park, including drainage. The Recreation Ground Committee were very grateful for the donation given by Spilsby Town Council.

Cllr Hemmings-Diaz asked about the standards of the play area and whether it complies with current regulations. Cllr L Marsh explained that an annual inspection is carried out by RoSPA. The play equipment currently there is dated and does not conform to current regulations.

The new equipment will conform to the most up to date regulations. Cllr L Day explained that although the Town Council own the whole of the Recreation Ground, it only has responsibility for the play area. The Recreation Ground Committee, who pay the Town Council a peppercorn rent, deal with the upkeep and day to day running of the remainder of the Recreation Ground and pavilion. Cllr L Day explained that regular inspections are carried out by Councillors and any issues are reported to the Town Clerk.

Cllr Hemmings-Diaz reported that a resident had contacted her about anti-social behaviour taking place there and asked if the Town Council could assist. Cllr L Day suggested that any anti-social behaviour incidents they should be reported to the Police.

Grammar School Foundation

Cllr Gibson reported that a group of Trustees visited King Edward VI Academy as the next round of grants is available to local Schools. The Academy had made some enquiries about having a School Library. There was a School Library some years ago and the Trustees wanted to know the whereabouts of the books from that time. These books have now been found but a location for a

new Library is yet to be decided. Interviews are currently being held for a Librarian, who will be appointed in the near future.

Poorlands

Cllr L Day reported that she assisted Andrew Ellerby with handing out the grants from the Poorlands. The next payout is due in December. Approximately 100 people were given a payout of £20.00 per couple and £15.00 for a single person.

Cllr E Marsh asked what the criteria was for receiving a payout. Cllr L Day explained that they need to be resident of Spilsby and of pensionable age. Application forms can be obtained from Tracey Robson. Cllr L Marsh explained that a donation was received many years ago and was put into various investments. The payout comes out from the revenue that the investment makes.

Cllr E Marsh asked why was it only for residents of pensionable age, as the Village of Stickford have a payout for all families with children to aid them in buying School Uniform. Cllr L Day advised that as far as she is aware the rules are set like this.

Twinning

The Deputy Town Clerk reported that a very positive meeting was held recently following the visit from residents in Fresnay Sur Sarthe. Another meeting is being held on the 1st July 2024, with the Twinning Committee from Burgh-Le-Marsh to discuss how the weekend went and a joint visit next year to France. A meeting is also being held in August prior to the Twinning visit to Bassum over the August Bank Holiday Weekend.

Cllr L Marsh explained that the last meeting was very interesting including the debrief after the French visit. The French were most appreciative of the French flags being displayed around the Town.

Good Neighbourhood Scheme

Cllr Gibson reported that the volunteering side of scheme will close in the near future due to the lack of volunteers and referrals. The funds that scheme currently hold will be used to pay for Coffee Mornings and Afternoon Teas for residents to attend. A Committee Meeting is being held on 2nd July 2024 to discuss the future of the Scheme. If it is agreed that the volunteering side is to close then instead of an AGM originally scheduled for the 12th July 2024, then it will change to an Afternoon Tea.

Community Speedwatch

Cllr L Day reported that they have been unable to go out due to the bad weather and lack of volunteers.

Cllr Hemmings-Diaz explained that a resident had told her that they wanted to join the Speedwatch group. Cllr L Day advised that the resident had previously been in contact about joining the group, but due to the Covid lockdowns training in person wasn't available. Training was available online but they weren't keen on completing the training this way. It's more effective for the Lincolnshire Road Safety Partnership to hold group training session rather than individuals.

Cllr L Marsh explained that there had been some interest in some Parish Councillors from Hundleby joining the group, but to date there has been no further contact from them. Cllr L Marsh advised that he would follow this up.

Cllr Rose asked if any progress had been made with regards to having more road signage on display as per Hundleyby. Cllr L Marsh explained that these signs are very expensive and have not been budgeted for. This will have to be looked at when the 2025-26 precept is set.

Cllr Taylor said that West Keal Parish Council have used their reserves to pay for their signage and understood that the cost is approximately £6,500 per sign.

Spilsby Events Team

Cllr Rose reported that the next event being organised by the Spilsby Events Team is the Music Festival on the 12th July 2024 in a marquee on the Recreation Ground. Wristbands are available to buy from If Only and Kameo Kelly, and available to buy on the day.

Cllr Rose also reported that they are beginning to arrange the Christmas Market which will take place on the 7th December 2024.

Town Clerk's Report

The Deputy Town Clerk reported that redecoration of the Council Office was done last week and the redecoration of the Council Chambers will be carried out in the near future.

All the planters in Town now have summer flowers and plants in them and asked if any Councillors would be available to water the planters on a regular basis. Cllr E Marsh asked how this could be done as she understood that previously the Town Council have used a water bowser, but this is no longer available. Cllr Rose suggested that Councillors take bottles of water to water the plants. Cllr Wragg suggested speaking to local businesses to see if they could help.

The Town Clerk is continuing with his CILCA training course, but the last training day was cancelled. The Deputy Town Clerk has started the ILCA training course and passed the first module.

There is interest in vacant allotments, with the Clerk to meet prospective tenants over the coming weeks. An allotment holder reported a leaking tap; a plumber has been contacted to repair.

The footpath works are continuing on Boston Road and hope to be completed before Spilsby Show and the resurfacing of Halton Road has also started. These works should be completed by 3rd July 2024.

The Town Clerk and Deputy Town Clerk had a meeting earlier with David Bruce from the New Life Centre, following the incident in the Cemetery earlier this year, he suggested having a Bench installed there, similar to the one in the Orchard. He also asked if posters highlighting the various Mental Health Services available in the area could be displayed on the Town Council's noticeboards. David Bruce suggested having the bench close to the entrance from Boston Road to make it more prominent. The bench will be provided by Bro Pro UK and the Council would have to pay for the installation.

32. To receive an update on the overhanging trees in the Cemetery and consider action.

Cllr Hemmings-Diaz reported that she had received a complaint from a resident living next to the Cemetery about some trees where branches overhang into her property. Cllr L Marsh agreed that several trees require some remedial works. Cllr Taylor has also carried out a brief inspection and

has taken photos of the trees which he thinks need to be attended to. Cllr Gibson explained that he had been in contact with ELDC and they had sent him a leaflet about timescales for tree remedial works and the main item is not to carry out works during nesting season which ends around this time. Cllr Rose suggested that the trees in the Churchyard are inspected at the same time.

The Deputy Town Clerk explained that the paths surrounding the Toc H area would need to be closed off for remedial works there.

It was **resolved unanimously** to get quotes for all remedial works.

33. To review policies:

a. Community Engagement Policy

Cllr Hemmings-Diaz distributed information packs and suggested amendments to the original Policy. Cllr Hemmings-Diaz explained that through research on the different forms of Community Engagement, it needs to be a two-way process between the Town Council and residents, suggesting that the community need to be at the heart of the Council's systems. Cllr Hemmings-Diaz expressed concern that certain requirements set in this Policy are not being met, and reasoned that the Policy should not be approved. Cllr Hemmings-Diaz suggested that an Action Plan is drawn up and implemented before the Policy is approved.

Cllr L Day explained that Councillor Surgeries have been held in the past and although initially successful, stopped due to a lack of interest. Cllr Taylor advised that they were well attended when they were held in conjunction with the Police, but due to staffing issues the Police had stopped coming, although the Police were in Town recently as part of their Community Engagement programme.

Cllr Rose advised that previously the Town Council have had a stall at the Monday Market, which was well attended initially. Cllr Rose added that residents are welcome to attend full Council meetings. Cllr Hemmings-Diaz suggested more could be done to further community engagement which should be discussed at future meetings and in the meantime would happy to work from the office one day a week to be available to meet with residents. Cllr L Day agreed that the Town Council could do more to engage with residents. Cllr Taylor agreed that further work needs to be done to improve ways that the Council engages with residents before the Policy is approved.

As the Website Officer, Cllr Hemmings-Diaz is looking at ways that the Town Council's website could be improved. Cllr Taylor explained that a lot of younger people use the website and social media whereas older residents still like to have information in writing. Cllr L Marsh agreed that all forms of communication need to be used.

Cllr L Marsh asked if the side room adjacent to the office could be a location for Councillors to work from and meet residents. Cllr Taylor advised this was done previously and was initially successful, but it was found that there is a lack of privacy.

Cllr E Marsh suggested that the majority of residents in Spilsby don't know who the Town Councillors are. Cllr E Marsh reported having engagement with residents when either visiting the local pubs, cafes and shops or whilst taking the children to and from School. Cllr Wragg advised that a lot of people talk to him when he attends the Monday auction. Cllr E Marsh suggested that Councillors take the time to respond to residents when they're in the community. It was also

suggested that the Council could have a stand at Spilsby Show on the 14th July 2024. Cllr L Marsh suggested that Councillors come up with ideas on how the Council can move forward on this and discuss it at the next meeting.

b. Councillor Vacancy Policy

The Deputy Town Clerk explained that the Policy includes procedures are for advertising Councillor vacancies and details on being co-opted onto the Council. Cllr Rose reported that there are posters on display at various places advertising Councillor vacancies, but the response has not been successful. Cllr Taylor explained that consideration should be given about prospective Councillors being voted or co-opted on to the Council during Council Meetings, rather than hold a separate meeting.

Cllr Gibson explained that the Policy details all the stages that are required when a Council vacancy is being filled.

Cllr Hemmings-Diaz asked if when the Policy is reviewed again it could be amended to show that the Town Council are seeking Councillors from underrepresented groups, and that this may happen as the Town Council engages with the Public more.

With no further comments, it was **resolved unanimously** to approve the Policy.

c. Data Protection

Cllr Hemmings-Diaz explained that the Council should have a Data Protection Officer and asked if the Council were registered with ICO. It was confirmed that the Town Clerk is the Councils Data Protection Officer and the Town Council are registered with the ICO.

d. Equality and Diversity

It was **resolved unanimously** to defer to a future meeting.

e. Scattering of Ashes

Cllr L Marsh explained that this Policy was set up following an incident that happened several years ago. Cllr Taylor explained that this service should be payable and asked if this was in the Policy and suggested that the Policy and Pricing schedule be put on the website.

Cllr Hemmings-Diaz explained that she had reviewed the grammar and spelling in the Policy but not the content and had recommended some amendments, which had been done.

With no further comments, it was **resolved unanimously** to approve the Policy.

34. To receive a copy of the notes from the meeting with Gleasons on 12th June 2024.

Cllr Rose advised that he was recorded as both in attendance and absent from the meeting. The Clerk to amend.

35. To consider a grant application from:

a. Franklin Hall

Cllr Gibson reported that the fridge door in the kitchen is damaged. The Committee have looked into having the door repaired but is not possible and will be looking for a like for like replacement.

Cllr Hemmings-Diaz asked if the Franklin Hall Manager had provided quotations for a replacement with the application but they were not included with the application received.

Cllr L Day suggested that a donation is given to the Franklin Hall for £250.00. It was **resolved unanimously** to give a donation of £250.00 to the Franklin Hall Committee for the purchase of a new Fridge.

b. Spilsby Christian Fellowship

Cllr Hemmings-Diaz explained that she was really pleased to see what the Spilsby Christian Fellowship were planning on doing and that they should be supported. Cllr L Day reported that the Christian Fellowship does a lot of good work for the Town, such as the Food Bank and Uniform Bank. They also run Toddler Groups, Youth Groups, Baby Groups and Ante-natal Classes. Cllr E Marsh also reported that Lincs Digital will be holding a session there in September.

It was **resolved unanimously** to give a donation of £500.00 to the Spilsby Christian Fellowship.

36. To consider the formation of a Market Committee.

Cllr Wragg reported being in contact with the Committee that organizes the monthly Artisan/Farmers Market at Wragby and feels that it would be beneficial to hold a meeting with them to get some ideas on improving Spilsby's Market. Cllr Wragg also thought that it would be beneficial to form a Market Committee so that this can be progressed.

Cllrs Wragg and Rose volunteered to go ahead with forming a committee. Cllr Rose asked if ELDC had been contacted to find out why there was such a big decline in businesses attending the Market.

Cllr E Marsh explained that it is mainly due to the Market being held on a Monday, with the majority of residents working during the week, so are unable to attend the Market. Without the footfall, Market Traders are struggling to make any money and therefore decide not to attend. Cllr E Marsh suggested that the Market should be aimed at people who are prepared to buy food not available in Supermarkets and that the Market should be aimed at people who are visiting the Town.

Cllr E Marsh suggested a monthly artisan market held on a Saturday would be better. Cllr Taylor suggested that the newly formed Market Committee find out what the residents and public want for the Market and put a proposal to ELDC. Cllr L Day suggested doing this by sending out a questionnaire. Cllr E Marsh advised that ELDC have the capacity to erect the Market Stalls on a Saturday if required, as they already do it in other Towns.

Cllrs Wragg and Rose agreed that they will discuss the formation of the Committee and bring it to the next full meeting of the Council.

With no further matters, Cllr L Day closed the meeting at 7:00pm.

DRAFT

Signed.....
Town Mayor - Cllr L Day

Signed.....
Deputy Town Clerk to the Council - S Thomas

24th July 2024