



Town Hall
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New Ollerton
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Clerk: Karen Wakefield

The Minutes of the virtual ordinary meeting of the Full Council held on Wednesday 16th September 2020 at 7.00pm via Zoom

PRESENT: Cllrs D Cumberlidge (Chair), D Batey, R King, A Malcolm, J Munroe, R Murray, J Pearson, M Pringle, L Shilling, R Shilling, M Staley, B Wells

Mrs K Wakefield – Clerk

Mrs J Fletcher – Deputy Clerk

APOLOGIES: Cllrs R Allwood and P Hancock for personal

Resolved: that these apologies be accepted.

DECLARATIONS OF MEMBERS INTERESTS: None.

DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING: None other than for minute taking purposes.

Cllr D Cumberlidge welcomed everyone and the Clerk informed members of the protocol regarding the procedures to be used during the virtual meeting.

20/49 To approve the Minutes of the ordinary meeting of the Full Council held on Wednesday 8th July 2020

The Minutes, having previously been circulated, were signed as a true and correct record.

20/50 To receive any information from the Clerk following actions agreed at the last meeting (*not already covered on the agenda*)

New Dog Bin Request

The Clerk reported that the query regarding siting of a dog bin adjacent to could not take place as the land had not been adopted as highway. The Clerk had contacted Forestry England who managed the land and had been informed that the land would be taken over by FE from NCC imminently. A new dog bin could then be looked at depending on the FE's funding. The member of the public who raised this issue had been informed

Courtaulds Site

The agent had been in contact with the Town Clerk and his proposals would be placed on the agenda for further discussion at the Special Projects meeting next week.

20/51 To receive a draft schedule of meetings

Noted.

20/52 To receive a further update from the Clerk regarding a Casual Vacancy and agree further action regarding co-option

The Clerk reported that following a recent resignation of a Town Councillor, an advert for a casual vacancy has been posted. The District Council had confirmed that there had been no request for an election from any members of the public. The Clerk outlined the process for co-option and requested approval from members to start the process.

Following discussion it was

Resolved: that the Clerk continue with the process of co-option.

Further discussion took place regarding any provision being made for applicants who were unable to join Council meetings via Zoom due to lack of IT equipment. The Clerk informed members that the facility was currently available for anyone to dial into meetings, members expressed their concerns with this application and preferred that relevant IT equipment be made available for 'face to face' contact via Zoom for all, ie members and prospective members.

Resolved: that the Clerk be instructed to purchase a tablet for use by any member of the Council and its staff and also for co-option purposes. The Clerk was also instructed to purchase a further laptop to replace the outdated current one used by the Deputy Clerk.

20/53 To receive a report from the Clerk regarding ongoing management of the following due to Covid-19

1. Town Hall

The Clerk reported that many other Council buildings, including District Council offices in Newark and Ollerton, continue to remain closed. As discussed previously the Town Hall continues to be available to members of the public via telephone, email and physical attendance, with a prior appointment. No complaints have been received from any member of the public regarding the lack of access to the Town Hall. These measures will again remain in place until the Government Guidelines state otherwise.

The District Council have informed the Clerk that they currently have no plans to return to using the Function Room for the Outreach Service stating that the layout of the building is not suitable for this purpose. The DWP and other bodies that attend the Outreach Service will be making a decision subject to their own health and safety advisors recommendations with a possible return to the Town Hall in November with managed appointments.

Discussion between members took place regarding a video camera entry system which should also be considered from a lone working point of view and as a Duty of Care to the Town Hall staff.

Resolved: that the Town Clerk place this item on the next agenda under the future of the Town Hall, short, medium and long term

2. Cemetery

The Clerk informed Councillors of the procedures being used for funerals in the Ollerton cemetery. The Government has now further clarified the guidelines and 30 people are allowed in the Cemetery grounds to attend a funeral.

The Clerk informed members that the builder was trying to source tiles of a similar specification to the existing.

3. Public Toilets

The Clerk reported that the public toilets still remain closed as they cannot be opened and monitored during the hours of opening. It would not be practical for the amenity team to be put on cleaning duty.

The Clerk informed members that she would check that provision has been made to clean the disabled toilets regularly should they be open to the public.

4. Playparks

The Clerk informed members that the signage for the relevant play areas was now in place and all areas were now open.

The Clerk also informed members that there had been several incidents relating to anti-social behaviour in a number of the play areas.

20/54 To receive a report from the Clerk regarding website changes required due to accessibility

The Clerk informed members that the Council website was now fully up to date. It is the Council's responsibility to ensure that all documents on the website are accessible to all and the Clerk reported that the Town Hall team now have the relevant software on their PC's to ensure that this is the case. All existing documents have been checked.

20/55 To receive written reports from District and County Councillors

No written reports had been received.

20/56 To suspend Standing Orders to allow for any questions or statements from members of the Members of the Public

Cllr M Pringle (NCC) gave a brief update on the Unitary Authority discussion held at a recent NCC meeting.

Cllr D Cumberlidge (NSDC) informed members that there would be an update regarding the new swimming pool soon.

20/57 To resume Standing Orders

Standing orders were resumed.

20/58 To formally receive any proposals discussed whilst Standing Orders were suspended

None.

20/59 To receive and discuss any actions following information received regarding a Government White Paper – “Planning for the Future”

The Clerk informed members that during a recent District Council meeting the future of S106 and CIL monies had been discussed. The Clerk would be attending a webinar during the week at which 1 or 2 members could join as observers.

Cllr R Shilling informed members that he had joined the recent Planning training session and it had been one of the best he had attended.

The Clerk reminded Councillors that Planning training was available and a requirement for all members, she had been sent a copy of the slides from the recent session but would request that a Planning Officer attend to deliver the presentation.

20/60 To receive and discuss any actions following information received from NCC regarding Devolution

The Clerk informed members that there was a need to be kept up to date with this issue as it will impact on Parish and Town Councils.

20/61 To receive a report from Councillor Cumberlidge regarding visioning priorities

Cllr Cumberlidge outlined the proposed plan and members congratulated her on an impressive piece of work.

Following discussion it was proposed that the 20 year plan be adopted by the Town Council.

Proposed: Cllr Cumberlidge **Seconded:** Cllr Pearson
Decision: Nem-Con

20/62 To receive any Questions to Council from Members

1. Cllr D Batey regarding website issues

This item was covered earlier in the meeting.

2. Cllr M Staley regarding Town Hall management

Cllr Staley outlined his questions and following discussion it was agreed that a log of all calls made to the Town Hall, along with the reason for the call, would be kept going forward. Management of the Town Hall was to be left in the hands of the Town Clerk and her staff.

20/63

Finance & Audit

1. To receive the schedule of accounts for payment

The Clerk tabled a revised schedule of accounts which was duly approved and signed.

Invoices were available for inspection at the Town Hall Office by appointment or a scanned copy could be requested by email.

2. To receive a quotation for essential works for Christmas lighting displays

The Clerk informed members that the works listed on the quotation were required in order to comply with the NCC regulations and the safety survey which had been carried out on the day prior to last year's Christmas light switch on by the relevant body.

Following discussion it was proposed that the works be carried out.

Proposed:	Cllr R Shilling	Seconded:	Cllr Batey
Decision:	Nem-Con		

20/64

Ownership and management of land

1. To receive an update from the Clerk and discuss urgent actions regarding Cedar Lane green open space.

The Clerk reported that she had recently had a site visit with Cllr Pringle following complaints from a member of the public.

It was agreed that this item be placed on the agenda for the next Special Projects meeting.

2. To receive an update regarding the transfer of land at Whinney Lane

The Clerk reported that the Contractors for the site had offered to pay an additional sum of money for the land to be brought up to a standard for the Town Council to take on. The Clerk reported that there were still a few issues to be addressed regarding the mobile telephone mast, trees and fence posts.

21.00

Cllr Wells left the meeting at this point.

Standing Orders were suspended in order for the following items to be discussed after 9pm.

20/65

Outside Bodies

1. Ollerton Branch Royal British Legion – Request for a Councillor to attend branch meetings

Following discussion Cllr J Munroe agreed to be the Council's representative at the Ollerton Branch of the Royal British Legion meetings

1. To receive an update regarding the Scarecrow Festival

The Clerk informed members that the scarecrow event would take place on 10th October. The event would be a scaled back version of previous years due to the current situation regarding Covid-19. There would not be an afternoon tea with presentations. The event would be advertised on social media and through local advertising.

2. To consider arrangements for Remembrance Day

The Clerk had spoken recently with the President of the Ollerton Branch of RBL. It was proposed that there would not be a parade this year as this would encourage a gathering to take place. The Chairman of the Town Council and the President of the Ollerton RBL would lay wreaths as had been carried out at for the VJ event earlier in the year. Guidance would be followed from the Government and the RBL. There was a possibility for the wreath laying ceremony to be live streamed and the Clerk would look into this further.

3. To consider arrangements for Christmas Events

The Clerk informed members that some Councils had already cancelled their Christmas events but that the Town Council's lighting contractors had confirmed that the decorative lighting could be put in situ and switched on earlier in November. The market would not be taking place on Sherwood Drive as it would be impossible to carry out the relevant social distancing requirements. The Clerk confirmed that the Town Hall staff and members of the events committee would consider all aspects of this event further and make a decision in due course.

To receive the draft minutes of the following committees and working parties and note the decisions made thereto

The following draft minutes were noted:

1. Planning Committee – 7th July 2020, 28th July 2020 and 1st September 2020
2. FUBB Working Party – 30th July 2020

Date and time of next meeting

Wednesday 28th October 2020, 7.00pm

Meeting closed at 21.25pm