

## **TOWN COUNCIL MEETING**

**WEDNESDAY 23<sup>RD</sup> SEPTEMBER 2020**

Thursday 17<sup>th</sup> September 2020

Dear Councillors

You are summonsed to attend a meeting of the Town Council at 7.30pm on Wednesday 23<sup>rd</sup> September 2020. This meeting will be held remotely using "Zoom".

Any member of the public and press who wishes to attend the meeting will need to download Zoom. This application can be downloaded from: <https://zoom.us/meetings>

The Zoom ID for this meeting is: 970 9927 2046 and the Zoom Pass Code is: 630526

Yours sincerely

**Mr Alan Mellor**  
**Town Clerk**





## A G E N D A

<b>1</b>	<b>Apologies for Absence</b>		
<b>2</b>	<b>To approve the Minutes of the Meeting of the Town Council held on Wednesday 22<sup>nd</sup> July 2020</b>	<b>Minutes Attached</b>	<b>Page 5</b>
<b>4</b>	<b>To receive Declarations of Interest from Members and Officers</b>	<b>Verbal</b>	
<b>5</b>	<b>To receive the Minutes of the following Committees:</b>		
	<b>5a</b>	<b>Planning Committee held on Wednesday 2<sup>nd</sup> September 2020</b>	<b>Minutes Attached Page 7</b>
	<b>5b</b>	<b>Finance &amp; General Purposes Committee held on Wednesday 16<sup>th</sup> September 2020</b>	<b>Minutes Attached Page 15</b>
<b>6</b>	<b>Town Mayor's Announcements</b>	<b>Verbal Report</b>	
<b>7</b>	<b>Town Council Leader's Announcements</b>	<b>Verbal Report</b>	
<b>8</b>	<b>Town Clerk's Announcements</b>	<b>Verbal Report</b>	
<b>9</b>	<b>Committee Meetings &amp; Political Balance</b>	<b>Report Attached</b>	<b>Page 21</b>
<b>10</b>	<b>Cheque Signatories</b>	<b>Report Attached</b>	<b>Page 27</b>
<b>11</b>	<b>Motion</b>	<b>Report Attached</b>	<b>Page 29</b>
<b>12</b>	<b>Devolution &amp; Local Government Structures in Nottinghamshire</b>	<b>Report Attached</b>	<b>Page 31</b>





# Newark Town Council

Town Hall, Market Place, Newark, Nottinghamshire, NG24 1DU  
Tel: 01636 680 333 ~ Fax: 01636 680 350  
Email: [post@newark.gov.uk](mailto:post@newark.gov.uk) ~ Website: [www.newark.gov.uk](http://www.newark.gov.uk)

Agenda Item No: 2

Committee Date: Wednesday 23<sup>rd</sup> September 2020

Minutes of the Meeting of the Town Council held on Wednesday 22<sup>nd</sup> July 2020 in the Ballroom at the Town Hall.

<b>Membership Present:</b>	<b>Town Mayor</b>	<b>Cllr Mrs I Brown (in the Chair)</b>
	<b>Councillors</b>	M G Cope Mrs G Dawn L Geary J Henderson D Jones D Lloyd T Mathias
<b>Apologies received from:</b>	<b>Councillors</b>	J Baggaley, E Cropper, Mrs R Crowe, R A Crowe, L Goff, D Ledger, J Lee, Ms J Oliver, J Olson, M Skinner
<b>Town Council Staff:</b>	<b>Town Clerk</b>	Alan Mellor
	<b>PA to Town Clerk</b>	H Crossland
<b>Public:</b>	There were no members of the public present.	
<b>Venue:</b>	Ballroom	Town Hall

Prior to the commencement of the meeting the Town Clerk informed those present that in the current circumstances there were as few Members present for the meeting as possible.

Therefore Apologies had been recorded for those Members who were not in attendance at the meeting.

## TC01/20/21 Minutes of the Town Council Meeting held on Wednesday 12<sup>th</sup> February 2020

The Minutes of the Town Council Meeting held on Wednesday 12<sup>th</sup> February 2020 were **AGREED** as a true and accurate record, and signed by the Mayor.

**TC02/20/21 Declarations of Interest**

It was **AGREED** to accept any Members Declarations, if any arose, during the meeting; all Declarations of Interest should already be contained within the Agenda reports.

**TC03/20/21 Revenue Out Turn & Final Accounts 2019/20**

The Town Clerk went through the Agenda Report for the benefit of those present.

Members then **APPROVED** the Town Council's Out Turn Revenue Expenditure & Income for the financial year 2019/20 and requested Officers to restrict spending in the current financial year to that which is deemed to be essential to sustain the current level of service delivery.

The Town Clerk was asked to submit a revised budget for 2020/21 and a draft budget for 2021/22 taking into account the impacts arising from Coronavirus to a future meeting.

**TC04/20/21 Town Council's Annual Governance Statement**

Members **APPROVED** the Town Council's Annual Governance Statement as set out in Section 1 of the Annual Return for the financial year ended 31<sup>st</sup> March 2020.

The Annual Governance Statement was then signed by the Town Mayor and the Town Clerk.

**TC05/20/21 Town Council's Financial Statements**

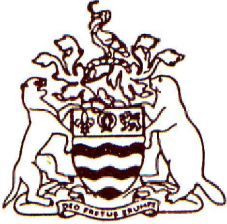
Members then **APPROVED** the Town Council's financial statements as set out in Section 2 of the Annual Return for the financial year ended 31<sup>st</sup> March 2020.

The Town Council's financial statements were then signed by the Town Mayor.

**TC06/20/21 Doris Bainbridge Trust Fund Final Accounts 2019/20**

Members **APPROVED** the financial accounts for the Doris Bainbridge Trust Fund as shown at Appendix 1 in the Agenda.

<b>Meeting Closed:</b>	<b>6.15pm</b>	<b>Next Meeting:</b>	<b>Wednesday 23<sup>rd</sup> September 2020</b>
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**Agenda Item No: 5a**

**Committee Date: Wednesday 23<sup>rd</sup> September 2020**

## **PLANNING COMMITTEE MINUTES**

Minutes of the Planning Committee held on Wednesday 2<sup>nd</sup> September 2020 in the Council Chamber, Town Hall.

<b>Membership Present:</b>	<b>Councillor</b>	<b>T Mathias (Chair) (Ap)</b>
	Councillor	E Cropper (Vice-Chair) J Baggaley (A) M Cope R A Crowe L Geary D Ledger D Lloyd Ms J Oliver J Olson
<b>In Attendance</b>	Town Clerk Councillor	Alan Mellor J Henderson
<b>Apologies</b>	Cllr T Mathias	
<b>Taking Minutes:</b>	Planning Administrator	Mrs J Hemsall
<b>Public:</b>	There were 0 members of the public present.	
<b>Venue:</b>	Council Chamber, Town Hall	

The Vice-Chair took the meeting in the Chairman's absence.

### **PR01/20/21 Minutes**

The Minutes of the last meeting held on Wednesday 26<sup>th</sup> February, 2020 were **AGREED** and signed as a true and correct record.

**PR02/20/21 Matters Arising**

The Town Clerk thanked members for their patience and understanding during the lockdown period when applications were being considered virtually. He said he understood this had not been easy but comments have continued to be submitted on a reasonable basis throughout the period that 'Virtual' meetings have been held.

The Town Clerk also suggested to Members that NSDC decisions from March should not be recorded on the next Agenda. This was AGREED and they would be available to view on the NSDC website.

The Town Clerk also asked Members if they wished the NSDC decisions to be shown on the Town Council Planning Agenda from now on. It was AGREED that they should.

Cllr Cope asked if the decisions taken virtually should be confirmed at the next meeting. The Town Clerk said they didn't have to be as the decisions had already been made and comments passed to NSDC. These could also be viewed on the NSDC website.

**PR03/20/21 Declarations of Interest**

It was **AGREED** to accept Members declarations as and when they arose during the meeting.

**PR04/20/21 Outstanding Planning Applications**

**20/01071/FUL**                    **Compton House, 117 Balderton Gate, Newark**  
&  
**20/01072/LBC**                    Householder application for proposed alterations to the exterior and interior of the property.  
**No Objection** was raised to this application.

**20/01410/S73**                    **11 Appleton Gate, Newark**  
&  
**20/01440/s19LBC**                Variation of Conditions 2 and 3 attached to Planning Permission 17/01799/FUL to regularise updated discharge of condition details, including new plans and schedule of works.  
**No Objection** was raised to this application provided that the Conservation Officer is satisfied with the proposals and that all pre-existing conditions have been observed.

**20/01445/FUL**                    **2 Northern Road, Newark**  
Erection of 2 no. industrial units (B2 use).  
**No Objection** was raised to this application.

**20/01452/OUTM**                **Land off A17, Coddington, Newark**  
Development of site for distribution uses (Use Class B8) including ancillary offices and associated works including vehicular and pedestrian access, car parking and landscaping.  
Cllr E Cropper informed Members that there were a number of comments from members of the public on this application.



Cllr J Henderson spoke regarding the full extent of the scheme, there were 7 warehouses proposed and these would border Yew Tree Forest. He was concerned what affect this development would have on the forest regarding the water management with it being clay land and water being drawn from the forest. Yew Tree Forest is one of only 2 Yew tree forests in the Country and Cllr Henderson would not like to see this put at risk.

He was also concerned at the impact the increased traffic would have and the visual aspect of the development.

Cllr Geary would prefer the development to take place when there are tenants for the warehouses rather than build them and then left empty while a tenant is found.

She said in the past, only 60% of these buildings had been rented out whilst the other 40% stood empty and in this current economic climate, why would you encourage the building of these developments.

It was decided to **DEFER** this application until the next meeting on 30<sup>th</sup> September when more information would hopefully be available.

The Town Clerk asked Members to contact him with any additional information that feel is required when the application is considered at the next meeting.

**20/01479/FUL**

**Land at William Street, Newark**

Demolition of existing garages and erection of 2 no. 1 bed flats and associated parking. Minor pruning works to trees 3,4 and 6 in Conservation Area.

Cllr E Cropper declared a Prejudicial Interest in this application and left the room.

Cllrs R Crowe, D Lloyd & M Cope declared a non-prejudicial interest, as they are all Members of the District Council.

Cllr D Lloyd nominated Cllr D Ledger to Chair the meeting in the Vice Chairman's absence, this was **AGREED**.

**No Objection** was raised to this application on the proviso that the Parking Scheme in place for William Street is observed and unaffected.

It was felt that tenants of the existing garages should be consulted on these proposals as well as neighbouring properties being consulted.

Cllr E Cropper returned to the meeting.

**20/01482/FUL**

**6 Dorner Avenue, Newark**

Demolish and re-build existing detached garage. Replace first floor bedroom window with full height window and Juliet balcony.

**No Objection** was raised to this application.

<b>20/01544/FUL</b>	<p><b>Land to the rear of 61 Syerston Way, Newark</b></p> <p>Proposed Change of Use from vacant land to garden which will involve the restoration and relocation of the drainage ditch, the close boarded fencing will be retained (retrospective).</p> <p><b>No Objection</b> was raised to this application provided that NCC were in agreement with the drainage works proposed.</p>
<b>20/01545/FUL</b>	<p><b>Land to the rear of 59 Syerston Way, Newark</b></p> <p>Change of Use from vacant land to garden which will involve the restoration and relocation of the drainage ditch, retain the close boarded boundary fencing (retrospective).</p> <p><b>No Objection</b> was raised to this application provided that NCC were in agreement with the drainage works proposed.</p>
<b>20/01552/FUL</b>	<p><b>95 Winthorpe Road, Newark</b></p> <p>Proposed single storey flat roof extension to rear including demolition of outbuilding and pitched room over front bay window/front entrance door.</p> <p><b>No Objection was raised to this application.</b></p>
<b>20/01569/FUL</b>	<p><b>Unit 2, Cardinals Square, 30 Jersey Street, Newark</b></p> <p>Change of Use from A1/A2 (retail/financial and professional services) to A5 (hot food takeaway). Internal fit out and installation of air intake/extraction equipment to rear elevation.</p> <p>Cllr D Lloyd said he felt there were 2 reasons why this Committee should object to this application:</p> <ol style="list-style-type: none"> <li>1. The locality has been a hub of anti-social behaviour.</li> <li>2. Known health inequality in this area.</li> </ol> <p>Cllr D Lloyd proposed an <b>Objection</b> on the grounds that neither Newark &amp; Sherwood District Council nor Nottinghamshire County Council have any policy concerning the location of hot food takeaways in particular locations. Further that no new applications for such establishments should be considered until an appropriate policy is in place.</p> <p>This proposal was duly seconded and it was <b>AGREED</b> to submit the Objection.</p>
<b>20/00711/S73M</b> <b>AMENDED</b>	<p><b>Land off North Gate, Newark</b></p> <p>Vary Condition 19 (to allow unrestricted delivery times to retail units A, B and C), imposed on planning permission 19/01352/S73M).</p> <p><b>No Objection</b> was raised to this application.</p>
<b>20/01252/FUL</b> <b>AMENDED</b>	<p><b>Former Newark Fire Station, Boundary Road, Newark</b></p> <p>Residential development of 4 no. 1 bed units and 4 no. 2</p>

bed units.

Amended site location plan, existing block plan and site plan.

It was decided to sustain the original **Objections** to this application as follows:

- i. Insufficient consideration has been made of the potential contamination hazards, as per the comments from Environmental Services. A new full Contamination Report should be required prior to any formal consideration of the application.

**20/01273/FUL  
AMENDED**

**Land off Hatchets Lane, Newark**

Development of 5 no. 3 bed units.

Revised layout drawing 100-416/ID227/004E

Cllrs R Crowe, D Lloyd & M Cope declared a non-prejudicial interest, as they are all Members of the District Council

Cllr D Ledger proposed **No Objection** to this application. She felt that the houses were needed. The Tree Survey had been done and 7 trees had been retained and she was happy as long as the conditions attached were adhered to.

Cllr J Henderson was content with the conditions relating to the trees. He would like to see a Wildlife friendly landscape approach with hedgehog holes in fencing.

Members would like to see 2 trees replaced, off site, for every tree removed.

It was **AGREED to not Object** to this application with the following proposed conditions:

- (i) That the proposed conditions submitted by the Tree Officer be applied,
- (ii) The scheme be subject to a 'Wildlife Friendly' Landscape design, including the provision of Hedgehog holes in fencing.

In addition the Town Clerk was asked to write to the District Council asking that Environmental and Ecological Planning Policies be introduced as soon as possible with appropriate consultation with Parish Councils.

**20/00553/OUT  
AMENDED**

**The Cottage, Lincoln Road, Newark**

Outline application for residential development consisting of 5 new dwellings including the demolition of the existing dwelling.

Amended Illustrative Proposed Site Master Plan and description of development amended.

Cllr D Ledger was concerned that one of the dwellings is too close to the access/egress of the site and is not happy

that the original dwelling is being demolished.

The Committee felt that 3 of their previous reasons for Objecting to this application were still outstanding and it was decided to Object to this application on the following grounds:

- i. Environmental & Ecological Impact Assessments should be required before the application is formally considered.
- ii. Whilst there is an existing road access into the site, this is for just one dwelling. Although the proposal has been reduced to 5 dwellings from the original 9, it is still felt there is a requirement for a full Traffic Impact Assessment to be carried out.
- iii. The application is over intensive for the size of the site.

**20/01391/FUL**

**Bowling Green House, London Road, Newark**

Change of Use from dwelling house (C3) to bed and breakfast (C1).

**No Objection was raised to this application.**

**20/01515/FUL**

**57-59 Castle Gate, Newark**

Change of Use of bottom two rooms of property from commercial to full residential.

**No Objection was raised to this application.**

**20/01554/FUL**

**Newark Cricket Club Sports Ground, Kelham Road, Newark**

Proposed single storey changing facilities block to be used in conjunction with existing adjacent cricket pitches (re-submission).

All Members declared a non-prejudicial Interest in this application.

**No Objection was raised to this application.**

**20/01626/HOUSE**

**13 Pelham Street, Newark**

Proposed single storey rear extension.

**No Objection was raised to this application.**

**20/01643/HOUSE**

**32 Saucemere Drive, Newark**

Demolish existing conservatory and replace with proposed single storey rear extension.

**No Objection was raised to this application.**

**20/01583/HOUSE**

**1 Wellington Road, Newark**

Proposed ground floor side extension.

**No Objection was raised to this application.**

<b>Meeting Closed:</b>	<b>8.25pm</b>	<b>Next Meeting:</b>	<b>Wednesday 30<sup>th</sup> September, 2020</b>
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# Newark Town Council

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**Agenda Item No: 5b**

**Committee Date: Wednesday 23<sup>rd</sup> September 2020**

## **FINANCE & GENERAL PURPOSES COMMITTEE MINUTES**

Minutes of the Remote Finance & General Purposes Committee held on Wednesday 16<sup>th</sup> September 2020 via "Zoom".

<b>Membership Present:</b>	<b>Councillor</b>	<b>D Jones (Chairman)</b>
	Councillors	Mrs G Dawn (Vice-Chairman) J Baggaley Mrs I Brown M Cope E Cropper Mrs R Crowe R A Crowe L Geary L Goff J Henderson D Ledger J Lee D Lloyd T Mathias (Ap) Ms J Oliver (Ap) J Olson M Skinner
<b>Apologies for Absence:</b>	<b>Councillor</b>	T Mathias, Ms J Oliver
<b>Officers Present:</b>	<b>Town Clerk</b>	Alan Mellor
<b>Taking Notes:</b>	<b>PA to the Town Clerk</b>	Helen Crossland
	There was one member of the public present.	
<b>Venue:</b>	Remote meeting via "Zoom".	

**FGP01/20/21 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 4<sup>th</sup> March 2020**

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 4<sup>th</sup> March 2020 were **AGREED** as a true and accurate record and signed by the Chairman (who was present in the Town Hall).

**FGP02/20/21 Matters Arising**

There were no Matters Arising.

**FGP03/20/21 Declarations of Interest**

It was **AGREED** to accept any Declarations of Interest as and when they arose during the meeting.

**FGP04/20/21 Payment Schedules 11/20 to 5/21**

Members **AGREED** that payment in accordance with the following Payment Schedules be **APPROVED**:

Payment Schedule 11/20 in the sum of £207,740.89 (two hundred and seven thousand, seven hundred and forty pounds and 89p).

Payment Schedule 12/20 in the sum of £222,549.06 (two hundred and twenty two thousand, five hundred and forty nine pounds and 06p).

Payment Schedule 1/21 in the sum of £91,126.96 (ninety one thousand, one hundred and twenty six pounds and 96p).

Payment Schedule 2/21 in the sum of £129,531.33 (one hundred and twenty nine thousand, five hundred and thirty one pounds and 33p).

Payment Schedule 3/21 in the sum of £107,139.18 (one hundred and seven thousand, one hundred and thirty nine pounds and 18p).

Payment Schedule 4/21 in the sum of £125,378.12 (one hundred and twenty five thousand, three hundred and seventy eight pounds and 12p).

Payment Schedule 5/21 in the sum of £147,480.39 (one hundred and forty seven thousand, four hundred and eighty pounds and 39p).

**FGP05/20/21 Revised Budget 2020/21 & 2021/22**

Prior to discussion of this item, Cllr D Lloyd asked if the Public Convenience figures and the Christmas Lights figures were included in the revised budget.

The Town Clerk responded that the Public Convenience figures were not, but the Christmas Lights were. He added that further reports would be submitted to this Committee when more accurate information was available to produce a Medium Term financial Plan.

The Town Clerk further explained that there could be a reduction in the Town Councils Council Tax Base for next year, if there is a rise in the number of people claiming Council Tax Benefit.

Members then **CONSIDERED** the Town Council's proposed Revised Revenue Budget for the financial year 2020/21 and Revised Estimate for 2021/22 and **AGREED** to recommend to the Town Council that the revised individual figures for



2020/21 be adopted.

#### **FGP06/20/21 Christmas Lights & Switch On Event**

Cllr Mrs R Crowe asked if there would be any Christmas Markets in the run up to Christmas, in particular the Charity Market(s).

The Chairman responded that everything was being done to help the local charities, and it was hoped that there would be the opportunity to have the market.

The Town Clerk reiterated this position.

Cllr E Cropper asked if there was anything that could be done online; the Chairman said he would discuss this with the Town Clerk in due course.

The Town Clerk informed Members that he was currently exploring the idea of filming the lights being switched on, to put on Facebook for example and would inform them of the outcome.

Cllr E Cropper then suggested that perhaps local choirs could be asked to put videos on line, and Cllr J Olson thought that schools could be invited to send in videos of Christmas celebrations etc also. Cllr J Henderson and Cllr L Geary supported these ideas. Cllr L Geary reported that as the Parish Church was not now going to have the Christmas Tree Festival, this was another idea – ask people to send photos of their decorated trees to show online.

Cllr Mrs I Brown then spoke; she said she had observed that social distancing was not being practiced in the Market Place and she felt that Town Councillors were not being kept up to date with what was going on.

Cllr J Henderson said he thought that it had been previously agreed that there would be marshals on duty in the Market Place; the Town Clerk responded that this had taken place, but only when the shops had reopened. He had no intelligence as yet as to what the police would be doing, moving forward, with the 'groups' situation (the Rule of 6).

- (i) Members then **APPROVED** the cancellation of the Christmas Light Switch On event schedule for November 2020.
- (ii) Members **CONFIRMED** the erection of the Christmas Light displays as in previous years.

#### **FGP07/20/21 Public Conveniences**

Cllr L Goff began discussion on this item. He asked if the Odeon Cinema could/should be approached to see if they would allow members of the public to use their facilities.

Cllr J Baggaley said that the Library had facilities, which included disabled.

Cllr J Olson pointed out that the Library was open, but the toilet facilities were not.

Cllr Mrs I Brown pointed out that the Library facilities belonged to Notts County Council, they were not public.

The Town Clerk referred Members back to the Agenda Report and the figures contained therein and went through the costs of providing these facilities.

Cllr J Olson said that if the London Road facility was closed, some improved signage would be required in the car park; the Chairman and Town Clerk agreed with this.

- (i) Members **AGREED** that the Public Convenience situated on London Road should remain closed permanently.
- (ii) Members also **AGREED** to ask the Town Clerk to investigate potential alternative uses for the building and the associated financial implications.

**FGP08/20/21 Representation on Outside Bodies**

It was **AGREED** to defer this report until after the next Annual General Meeting of the Town Council in 2021.

**FGP09/20/21 Motion to Exclude the Press & Public**

Members **AGREED** that:

Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972) the press and public be excluded from the remainder of the meeting on the grounds that the Committee's remaining business involves the likely disclosure of exempt information as defined in the Local Government (Access to Information) (Variation) Order 2006, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**FGP10/20/21 Staffing**

- (i) Members **AGREED** to reduce the opening times of the Town Hall for members of the public to a morning only service (9.00am to 1.00pm).
- (ii) Members **APPROVED** the redundancies of two Receptionists in accordance with the Town Council's Redundancy Policy with effect from 31<sup>st</sup> October 2020.
- (iii) Members **APPROVED** the working week of one Receptionist to be 22.5 hours.
- (iv) Members **APPROVED** the redundancy of one cemetery employee in accordance with the Town Council's Redundancy Policy with effect from 31<sup>st</sup> October 2020.
- (v) Members **AGREED** to the request from the Market Manager to take Flexible retirement with effect from a date to be agreed with the Town Clerk.
- (vi) Members **APPROVED** the establishment of a deputy post to be appointed from one of the two current Town Centre officers.
- (vii) Members **APPROVED** the revised rota working arrangements for the whole Market Team as outlined in the report.
- (viii) Members **AGREED** to the request from the Town Clerk to take Flexible Retirement with effect from a date to be agreed with the Chairman and Vice Chairman of this Committee.
- (ix) Members **APPROVED** the creation of a new Responsible Finance Officer post and to externally advertise the position.

- (x) Members **APPROVED** the redundancy of a Financial Officer in accordance with the Town Council's Redundancy Policy with effect from 31<sup>st</sup> October 2020.

<b>Meeting Closed:</b>	<b>8.30pm</b>	<b>Next Meeting:</b>	<b>Wednesday 14<sup>th</sup> October 2020</b>
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**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>COMMITTEE MEETINGS &amp; POLITICAL BALANCE</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to:

- (i) Agree to not hold an Annual Town Council meeting until 9<sup>th</sup> May 2021,
- (ii) Subject to (i) above, note that Cllrs Mrs I Brown and L Geary will remain in office as Town Mayor and Deputy Town Mayor until the next Annual Meeting in May 2021,
- (iii) Approve the appointment of individual Members to the positions of the Planning Committee as follows:

Conservative Group:	Cllr
	Cllr
	Cllr
	Cllr
Labour Group:	Cllr
	Cllr
	Cllr
Un-aligned Independents:	Cllr
	Cllr
Green Group :	Cllr

(iv) Appoint a Chairman and Vice Chairman of the Finance & General Purposes Committee,

(v) Appoint a Chairman and Vice Chairman of the Planning Committee,

(vi) Note the Delegated Decision taken by the Town Clerk, following consultation with the four Group Leaders to approve the absences of all Members who cannot comply with 'Six Month Absence' rule due to the cancellation of Town Council meetings during the recent Covid-19 Lockdown period.

- (vii) Note the Delegated Decision taken by the Town Clerk, following consultation with the four Group Leaders and, for the avoidance of doubt, to re-apply the 'Six Month Rule' with a start date of 2<sup>nd</sup> September.

## **2. Background**

2.1 This report deals with a number of matters that require formal approval following the measures that were introduced during the Covid-19 'Lockdown' period, after consulting with the four 'Group Leaders', these are listed below:

- (i) Appointment of Town Mayor & Deputy Mayor
- (ii) Political Balance
- (iii) Appointment of Town Councillors to serve on Committees
- (iv) Appointment of Committee Chairman & Vice Chairman
- (v) Leader of the Council and other Group Leaders
- (vi) Six month rule

## **3. Appointment of Town Mayor & Deputy Mayor**

3.1 All Town & Parish Councils are required to appoint a Mayor/Chairman at an Annual meeting; this is normally held in May however due to Covid-19 this year's meeting wasn't held.

These appointments and the requirement to hold such an annual meeting is set down in law by the Local Government Act 1972. The Government has introduced new legislation which provides a great deal more flexibility in these extraordinary circumstances.

This allows the Town Council to determine not to hold its' Annual Meeting in 2020. It can hold such a meeting at any time that it determines before these interim regulations expire on 6<sup>th</sup> May 2021; following which an Annual Meeting will be required as in a normal year.

If no Annual Meeting is held the current appointments continue in office until the next Annual meeting is held.

3.2 Following discussion with the four Group Leaders it has been agreed that the appointments of Cllr Irene Brown and Cllr Lisa Geary to the positions of Town Mayor and Deputy Town Mayor respectively be extended until the next Annual Meeting to be held on 9<sup>th</sup> May 2021.

## **4. Political Balance**

4.1 I wrote to all Members on 6<sup>th</sup> March 2020 advising that the political balance of the Town Council had changed; the informal coalition which comprised the Labour & Green Groups along with un-aligned Independents is no longer in place.

This means that the Town Council is now a 'hung' council with no single Group able to command a working majority.

The overall political balance remains unaltered:

Conservative Group – 7 Members

Labour group – 5 Members

Un-aligned Independents – 4 Members

Green Group – 2 Members

4.2 The political arrangements of the Town Council work on the presumption that there is a controlling group and an opposition. This is not now the position; the main implication is that there is no one Group that can put forward Members who can operate as the Leader and Deputy Leader of the Council. It would normally be the case that the positions of; Chairman & Vice

Chairman of the Finance & General Purposes Committee, would be appointed at the Annual Town Council meeting and would be taken by the Members nominated to be Leader & Deputy Leader.

The positions of Leader & Deputy Leader are purely political in nature and provide a point of interface between the Town Clerk and the controlling group to agree policy and priorities that are then submitted to the Town Council for consideration and approval.

This process has continued during the 'Lockdown' period but I have consulted all four Group Leaders, recognising that there isn't a single Group that can control a majority within the Town Council.

- 4.3 As these positions are in effect appointed by a Political Group i.e. they are not appointed by the Town Council, there is no need legislative need to have them. In the current circumstances it is, in effect, a redundant position as there isn't a Group Leader that can speak or give guidance that can command a majority within the Town Council.

In summary I would therefore suggest that these positions are ignored for the time being until such time as there is a clear controlling Group working alone or in a coalition with one or more other Groups.

It would however be very helpful to me for all of the four 'Groups' to nominate a Group Leader with whom I can deal with as appropriate over the next few months.

## **5. Appointments to Committees**

- 5.1 As Members will be aware the Finance & General Purposes Committee comprises all Town Councillors, therefore there are no difference to this Committee.

- 5.2 The Planning Committee currently comprises ten Councillors, the seats are currently allocated as follows:

Conservative Group – 4 Members

Labour Group – 3 Members

Un-aligned Independents – 2 Members

Green Group – 1 Member

The above comments on the current overall control of the Town Council don't change the political balance as reflected in the number of positions allocated to each Group on the Planning Committee.

The current appointments to the Planning Committee are:

Conservative Group: Cllr M Cope  
Cllr R A Crowe  
Cllr D Lloyd  
Cllr Ms J Oliver

Labour Group : Cllr J Baggaley  
Cllr L Geary  
Cllr J Olson

Un-aligned Independents : Cllr D Ledger  
Cllr T Mathias

Green Group: Cllr E Cropper

The four Group Leaders are asked to advise the Town Council of their nominations for the 10 positions on the Planning Committee.

**6. Appointment of Chairman & Vice Chairman**

6.1 Following on from the appointment of Members to the Finance & General Purposes and Planning Committees, the Town Council is invited to appoint a Chairman and Vice Chairman to these two Committees. Once again given the lack of any overall control by a political group these nominations and appointments will need to be decided by the whole Town Council with Members who are prepared to stand for these positions and who can gain the support of a majority of the Members present at the meeting.

**7. Members Six Month Attendance Rule**

7.1 Under the Town Council's Scheme of Delegation, Urgent Matters provision and in consultation with the four Group Leaders I took a decision to approve the absences of all Members who cannot comply with 'Six Month Absence' rule due to the cancellation of Town Council meetings during the recent Covid-19 Lockdown period.

Further and for the avoidance of doubt the re-application of the 'Six Month Rule' will start from the date of the next scheduled Planning Committee on 2<sup>nd</sup> September.

Attached at Appendix 1, for Members information, is the report which supported this Delegated Decision.

**8. Financial, Legal, Equality, Risk and Environmental Issues**

8.1 None.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684 801</b> <b>Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a></b>



Delegated Decision Agenda Item

Date: Tuesday 11<sup>th</sup> August 2020**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>MEMBERS SIX MONTH ATTENDANCE RULE</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to:

- (i) Agree that the Town Clerk approves the absences of all Members who cannot comply with 'Six Month Absence' rule due to the cancellation of Town Council meetings during the recent Covid-19 Lockdown period,
- (ii) For the avoidance of doubt the re-application of the 'Six Month Rule' will start from the date of the next scheduled Planning Committee on 2<sup>nd</sup> September.

**2. Members Six Month Attendance Rule**

2.1 Given the suspension of meetings during the Covid-19 Lockdown period, the majority of Members have not had an opportunity to attend a formal meeting of the Town Council since the last Finance & General Purposes Committee which was held on Wednesday 4<sup>th</sup> March 2020.

Whilst Committee meetings are scheduled to resume from the September cycle this will be over six months since 4<sup>th</sup> March 2020.

Section 85 of the Local Government Act 1972 provides that:-

“..... if a Member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a Member of the authority.”

Given that the first Town Council meeting that it would be possible for all Members to attend is the Finance & General Purposes Committee that is scheduled to be held on 16<sup>th</sup> September, this will exceed six months and, if action isn't taken, would result in the majority of Members effectively being removed from office.

I therefore propose to use the Urgent Matters arrangements as set out at paragraph 3.2 of the Town Council's Scheme of Delegation as summarised below:

“In the event of any matter arising which requires an urgent decision the Town Clerk shall

forthwith consult with the Chairman and Vice-Chairman of the appropriate Committee, before acting on behalf of the Council in respect of that particular matter.”

This will remove the need to call an Extra Ordinary meeting the Full Town Council to ratify a decision that has only occurred due to these exceptional circumstances.

Given the current political landscape of the Town Council I have consulted with; Cllrs D Lloyd, D Jones, J Henderson & G Dawn as Leaders of the four political groups as well as the Town Mayor & Deputy Town Mayor.

The decision will also be reported to the next meeting of the Full Town Council scheduled for 23<sup>rd</sup> September.

### **3. Financial, Legal, Equality, Risk & Environmental Issues**

- 3.1 To ensure that the Town Council complies with legislation relating to Members absences.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684 801</b> <b>Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a></b>

**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>CHEQUE SIGNATORIES</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to:

- (i) To approve the list of authorised cheque signatories to the Town Council's main bank accounts for the Civic Year 2020 – 2021 as recommended in the report,
- (ii) To approve the list of authorised cheque signatories to the Town Mayor's Charity bank account for the Civic Year 2020 – 2021 as recommended in the report,

**2. Background**

2.1 Financial Regulation 6.4 currently states that 'cheques and requests for auto-payments to be processed against the Council's bank account shall be signed by two Members, normally being the Chairmen or Vice-Chairmen of the Town Council's Committees, together with one of the following Officers, the Town Clerk (being the Acting Responsible Finance Officer) and the Deputy Town Clerk.

2.2 In accordance with 2.1 above, the following Councillors be nominated cheque signatories:

Councillors:	Chairman	Finance & General Purposes Committee
	Vice-Chairman	Finance & General Purposes Committee
	Chairman	Planning Committee
	Vice-Chairman	Planning Committee

2.3 In accordance with previous practice, the Committee is also asked to approve the inclusion of the Town Mayor, Councillor Mrs I Brown, in the above list. Her regular attendance at the Town Hall is helpful, particularly in providing at least one signature when urgent payments are required.

2.4 In addition to the Town Council's main bank account a separate Town Mayor's Charity bank account is open which is used for any transactions relating to the Town Mayor's charitable transactions during the year.

This is currently operated with two signatures being required; namely the Town Mayor for the civic year and the Town Clerk.

It is really helpful, in order to better facilitate the authorisation of cheques, if this arrangement includes three signatures. Cheques can then be signed in the event that one of the signatures is not available.

If Members agree with this suggestion then any two of the following approved signatories are proposed:

Town Mayor – Cllr Mrs I Brown

Chairman of Finance & General Purposes Committee –

Town Clerk – Alan Mellor

**3. Financial Legal, Equality & Risk Issues**

None.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684801    Email:</b> <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>

**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>NOTICE OF MOTION</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 That Members consider the motion below that the Town Clerk has received in accordance with Standing Order 6 (1).

**2. Background**

2.1 **MOTION PROPOSED BY COUNCILLOR JAY HENDERSON, SECONDED BY COUNCILLOR GILL DAWN:**

**TOWN COUNCIL MOTION – NEWARK POLICE STATION**

In September 2017 the Town Council unanimously supported a motion expressing concerns over the closure of the custody suite at Newark Police Station.

This motion raised concerns that the closure of the custody suite would result in an underutilisation of the Police Station and jeopardise its long-term viability. The Chief Constable, in his reply to this motion, indicated that Newark “will have an operational police station to accommodate our 24/7 response teams, neighbourhood teams, pcsos, specials, detectives, intelligence officers and partners. Given what I have committed to above, my intention remains clear about increasing our resources rather than decreasing them at Newark.”

Given the above comments from the Chief Constable It is particularly disappointing to learn that Nottinghamshire Police are now proposing to do what the Town Council had predicted to close Newark Police Station and relocate to Castle House.

Therefore, this Town Council resolves to:

- (i) Object to the closure of Newark Police Station given the previous assurances given by the Chief Constable to the contrary,
- (ii) If the closure does proceed then seek assurances from the Chief Constable that the existing number of staff covering all of teams identified in his letter dated 27 October 2017, are retained in Newark,
- (iii) Seek further assurances that the closure of the Police Station will result in additional operational and frontline policing for the Newark community.

**3. Financial, Legal, Equality, Risk and Environmental Issues**

3.1 None.

<b>Background Papers:</b>	None
<b>Lead Officer:</b>	Alan Mellor Tel: 01636 684 801 Email: <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>

**TOWN COUNCIL MEETING**

<b>SUBJECT:</b>	<b>DEVOLUTION &amp; LOCAL GOVERNMENT STRUCTURES IN NOTTINGHAMSHIRE</b>
<b>REPORT BY:</b>	<b>TOWN CLERK</b>

**1. Recommendations**

1.1 Members are asked to whether or not they wish to submit any comments to the County Council on the principle of implementing a Unitary structure for Local Government in Nottinghamshire.

**2. Background**

2.1 There have been recent articles in the public domain about Nottinghamshire County Council's proposals to submit a request to the Government that a Unitary structure for local government in the County is established.

This would result in all the current District Councils and the County Council being abolished and replaced with one or more Unitary Councils. Town /Parish Councils will remain but the experience from elsewhere is that many more services are devolved down to them.

This type of structure is already in place in a number of Counties in England.

2.2 In addition the Government is about to issue a White Paper on Devolution which makes the timing of this pre-emptive request is a little odd, as the details of the Governments ideas are not yet known.

At the time of writing this report the decision of the County Council as whether or not they agree to pursue this proposal is not known, Members will be updated verbally at the meeting.

2.3 Attached at Appendix 1 are the following documents which give more detailed information and background on these proposals :

- (i) Report of the Leader of the Council to Policy Committee; Devolution & Local Government in Nottinghamshire
- (ii) Draft Letter to the Government seeking approval that a request is issued inviting the Nottinghamshire County Council to submit proposals for the establishment of unitary local government within the County Council's administrative area.
- (iii) A letter I have sent as Vice Chairman of the Notts SLCC Branch to all SLCC Parish Council members in the County advising them of this proposal,
- (iv) A letter from all the District Council Leaders in Nottinghamshire to the Government containing their views on the County Council proposals.

**3. Financial Legal, Equality & Risk Issues**

None.

<b>Background Papers:</b>	<b>None</b>
<b>Lead Officer:</b>	<b>Alan Mellor</b> <b>Tel: 01636 684801    Email:</b> <a href="mailto:alan.mellor@newark.gov.uk">alan.mellor@newark.gov.uk</a>