

CHILTON TOWN COUNCIL
MINUETS OF ORDINARY MEETING

Tuesday, 9th February 2021

PRESENT : Cllr E Bruce(chair) Cllr A Bruce, Cllr J Cairns, Cllr V Collinson, Cllr P Davies
Cllr P Malpas, Cllr L Potts, Cllr S Sutherland and Cllr H Taylor

OMog0221

1. APOLOGIES

Apology received from Cllr Young

No apology from Cllr Rundle

Cllr Dixon telephoned before meeting that she was going to phone in but assume she had difficulties doing so.

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2. DECLARATION OF INTEREST None received

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3. DISPENSATIONS None received

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4. PUBLIC PARTICIPATION No members of public present

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5. COUNCIL MINUTES

Minutes for Council Meeting held on January 12th 2021 were not available so needs to be agreed at a future meeting when available

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6. BUDGET AND PRECEPT UPDATE.

Precept has been set and all documentations sent to DCC

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7. GROUND MAINTENANCE UPDATE

It was highlighted that there was a problem with household rubbish in cemetery. Someone is taking household rubbish to the cemetery going through it and putting some in our bin and throwing the rest.

Our contractor has cleaned up

RESOLVED to monitor the situation and Cllr Malpas was going to monitor this.

Our Contractor has reported a large pothole outside cemetery within the turning circle, unsure who's land it is.

RESOLVED Cllr Cairns to investigate whether it is Town Council Land or DCC. If DCC to report it and if Town Council land we need to get a contractor who could repair it for us, as soon as possible.

S E Landscape has been notified verbally that the play equipment for the play area next to the Academy has arrived and he said he would contact us when he is in a position to do these repairs, weather permitting.

Ground Maintenance Contract

A discussion took place about the ground maintenance contract.

Cllr Cairns proposed that delegated powers were given to her to advertise contract because she had done a lot of the work to enable contract to be advertised and she was confident it could be all completed by end of March.

Cllr Cairns asked for it to be minuted that she was not happy saying the documents just need tweaking, looked over by an officer and should go out to tender immediately, which Cllr Cairns thinks we have a legal obligation to do so.

Cllr Cairns was asked for the time line but said this had not been done yet but could give update within the next 24hrs, to give timeline, and the proposal to split the contract legally with help from Mr Shingleton. Documents needs tweaking and with delegated powers and the help from Mr Shingleton everything could be done within the time frame she will give us.

Cllr Cairns was asked if she had contacted Mr Shingleton for his availability and she had not, so we don't know at this point if Mr Shingleton is available to help.

Council approval would be needed before documents could be published and it would be another week before a meeting could take place, to allow all Cllrs time to read documentation and to allow for the statutory legal notice for another meeting to be sent out.

Cllr Cairns proposed that that she be allowed to complete documents with the help from Mr Shingleton to proceed and complete ground maintenance contract.

This was seconded by Cllr Potts

Cllr Alan Bruce proposed that because we only had a few weeks before the contract needed to be finalised and awarded, and because the documents were not yet completed we extend S E Landscape's contract to allow all Cllrs the opportunity to look at final documents, to make sure that all documentation being used to advertised and award contract is within the law.

This proposal was seconded by Cllr V Collinson.

A vote was taken

Cllrs Cairns, Potts, and Sutherland voted to allow Cllr Cairns to proceed to finalise Ground Maintenance Contract.

Cllrs A Bruce, Collinson, Malpas, Davies, Taylor, and E Bruce, voted to extend our current contract for 6 months to allow documents to be completed and approved by full council.

Majority vote for Cllr A Bruce's proposal

RESOLVED by a majority vote to ask SE Landscapes if he would like to extend his contract for six months, so that all documents can be prepared and circulated to all Cllrs. These could then be taken to full Council for approval.

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8. PLAYGROUND INSPECTIONS

A discussion took place. The Town Clerk has approached a Company to do these inspections but has not confirmed the order yet.

It was suggested we ask the company who did our inspection last year. Cllr Cairns volunteered to contact the company and place order for this year's inspections

RESOLVED Cllr Cairns to place order for Playground inspections.

OM090221

9. EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the Council will be asked to resolve that the public and representatives of the press shall be excluded from the meeting during consideration of the following items of business on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, e.g. contractual and staffing matters or preparation of legal proceedings.

No members of public in attendance.

OM090221

10. STAFFING ISSUES

Reported that the Town Clerk had handed her fitness to work note in until 1st March and the office manager had spoke to her doctor who is giving her a further 2 week fit note to the 19th February. Fit-notes have been sent electronically to DCC Payroll but additional hours have not been sent. They will need to be sent beginning of March to be paid next month. Also payroll need information about the Clerks Continued Service from another authority.

RESOLVED to ask DCC HR what we can ask the Clerk while she is absent from work, and what the costs would be to have The Clerks and Office managers job evaluated.

The Chair has spoken to The Clerk who said she would pass on urgently emails and make sure the chair received the cheque book to pay any outstanding bills ,until the office manger returns to work. A discussion took place about not been able to access any emails as no Councillors have a town council email address. Was there any way we could access Town Clerk or the Office managers emails, possibly sending them to the info email address and allowing under delegated powers for Chair or Vice Chair to access emails, until Office Manager or Clerk returns to work.

RESOLVED That Cllr Sutherland enquires with DCC as we have SLA with them.

The Clerk has forwarded emails which needed attention

Cllrs were made aware there has been a couple of queries at the cemetery regarding section and plot numbers and they have been dealt with.

CDS have contacted to say fire alarm and intruder alarms are due for service.

RESOLVED the Chair arrange for these to be carried out.

The Charity commission needs yearly report as it is overdue.

RESOLVED we need to contact internal auditor to prepare his report.

We have enquiry for a football team to use our fields next season

RESOLVED to discuss at next Trustees Management Board.

Insurers have asked for more information about incident on the Pentlands play area. The Clerk has told them she is on the sick and would get the information as soon as she is back at work. The Clerk has asked our contractor for more information.

A conversation took place about employing a temp clerk. As the Clerks fit note was only to 1st March it was felt until we know for certain whether the Clerk was coming back on 1st March it's too soon to advertise for a clerk. A suggestion was made that we ask Mr Shingleton if he could help us until the Clerks return to work

RESOLVED for the chair to contact Mr Shingleton, our accountant.

Delegated powers like when we are in recess The Chair and Vice Chair in an emergency situation are given delegated powers in the absence of Town Clerk.

This meeting closed at 7- 45pm

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11. Date and time of next meeting

Tuesday 9th March 2021 by zoom at 6pm

Signed _____ Cllr E Bruce (Chair of Chilton Town)

Date. _____