

MINUTES

COUNCIL

THURSDAY, 18 MAY 2023

1.00 PM



SOUTH
KESTEVEN
DISTRICT
COUNCIL

PRESENT

Councillor Helen Crawford Chairman
Councillor Gloria Johnson Vice-Chairman

Councillor Emma Baker
Councillor Rhys Baker
Councillor Ashley Baxter
Councillor David Bellamy
Councillor Harrish Bisnauthsing
Councillor Pam Bosworth
Councillor Pam Byrd
Councillor Richard Cleaver
Councillor Helen Crawford
Councillor Steven Cunningham
Councillor James Denniston
Councillor Phil Dilks
Councillor Richard Dixon-Warren
Councillor Barry Dobson
Councillor Patsy Ellis
Councillor Paul Fellows
Councillor Phil Gadd
Councillor Ben Green
Councillor Tim Harrison
Councillor Graham Jeal
Councillor Gloria Johnson
Councillor Anna Kelly
Councillor Gareth Knight
Councillor Philip Knowles
Councillor Zoe Lane
Councillor Robert Leadenham
Councillor Nikki Manterfield

Councillor Paul Martin
Councillor Penny Milnes
Councillor Virginia Moran
Councillor Charmaine Morgan
Councillor Chris Noon
Councillor Habibur Rahman
Councillor Rhea Rayside
Councillor Nick Robins
Councillor Penny Robins
Councillor Susan Sandall
Councillor Max Sawyer
Councillor Ian Selby
Councillor Rob Shorrock
Councillor Vanessa Smith
Councillor Peter Stephens
Councillor Lee Steptoe
Councillor Ian Stokes
Councillor Paul Stokes
Councillor Elvis Stooke
Councillor Rosemary Trollope-Bellew
Councillor Sarah Trotter
Councillor Mark Whittington
Councillor Jane Wood
Councillor Paul Wood
Councillor Sue Woolley
Councillor Ray Wooten

OFFICERS

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive and Chief Finance Officer (Section 151 Officer)

Nicola McCoy-Brown, Director of Growth and Culture (Deputy Monitoring Officer)

Anne-Marie Coulthard, Assistant Director of Operations and Public Protection

Alison Hall-Wright, Assistant Director of Finance (Deputy Section 151 Officer)

Craig Spence, Acting Director of Housing

Karen Whitfield, Assistant Director of Culture and Leisure

Emma Whittaker, Assistant Director of Planning

Graham Watts, Assistant Director of Governance (Monitoring Officer)

Gary Andrew, IT Services Manager

Chris Prime, Communications Manager

James Welbourn, Democratic Services Manager

Patrick Astill, Communications Officer

Jamie Moses, IT Support Lead

1. Apologies for absence

The Chairman welcomed those in attendance to the meeting.

Prior to the commencement of formal proceedings, the Chairman asked Members to join her in a minute's silence following the recent death of former Councillors Dorrien Dexter and Margery Radley. Councillor Dorrien Dexter was a Councillor for the Grantham Earlesfield Ward from 2003-2007, and Councillor Margery Radley was the Chairman from 2010-2011 and served as a Councillor from 2003 to 2011 for the former Morkery Ward which covered Castle Bytham, North Witham and South Witham. Councillors Ian Selby and Charmaine Morgan gave short speeches in memory of the former Councillors.

The Chairman highlighted that there were a number of appointments within the agenda and reminded Members of Council Procedure Rule 16.1:

'In the event of a tie the Chairman, or person presiding the meeting, will draw the name of a person nominated at random who will then be duly appointed.'

From the Chair, it was moved that this Council Procedure Rule be suspended to allow the Chief Executive to draw the name of the person nominated at random, in place of the Chairman, should this process be required.

The motion was duly seconded, and following a vote, it was **AGREED** to suspend Council Procedure Rule 16.1.

Apologies for absence had been received from:

Councillor Jane Kingman

Councillor Bridget Ley

Councillor Murray Turner

2. Election of Chairman

Members were invited to make nominations for the Chairman of the Council for the 2023/2024 municipal year.

A proposition was moved and seconded that Councillor Gloria Johnson be elected as the Chairman of South Kesteven District Council.

A vote was taken, and the Council **AGREED**:

To elect Councillor Gloria Johnson as the Chairman of the Council for the 2023/2024 municipal year.

The Chairman was invested with the chain of office and Members offered their congratulations.

COUNCILLOR GLORIA JOHNSON IN THE CHAIR

The new Chairman led a vote of thanks for the out-going Chairman. Members took the opportunity to thank the out-going Chairman of the Council, Councillor Helen Crawford, for the work she had completed during her term of office.

Councillor Helen Crawford addressed the Council, outlining the events she had experienced during her time as Chairman of the Council. She highlighted the £3,000 that had been raised for her two Chairman's charities, the Lincolnshire and Nottinghamshire Air Ambulance and St. Barnabas' Hospice. Thanks were expressed to those officers that had supported the Chairman over the previous year.

3. Election of Vice-Chairman

Members were invited to make nominations for the Vice-Chairman of the Council for the 2023/2024 municipal year.

A proposition was moved and seconded that Councillor Paul Fellows be elected as Vice-Chairman of South Kesteven District Council.

A vote was taken and the Council **AGREED**:

To elect Councillor Paul Fellows as the Vice-Chairman of the Council for the 2023/2024 municipal year.

The Vice-Chairman was invested with the chain of office and thanked fellow member and officers for granting him the honour of representing the District in a civic capacity

4. Disclosure of Interests

No interests were disclosed.

5. Minutes of the meeting held on 1 March 2023

The minutes of the meeting held on 1 March 2023 were proposed, seconded and **AGREED** as a correct record.

Clarity was sought on a number of items that were not heard during the meeting held on 1 March 2023. The Monitoring Officer confirmed the following:

- Item 92 of the minutes, Proposed Amendments to the Constitution - referred item was originally to be considered at the 18 May meeting of Full Council, but it had been felt subsequent to the publication of the minutes that this item would be more appropriate for the next ordinary meeting of Full Council.
- Item 95 of the minutes, a motion from former Councillor Amanda Wheeler could now not be considered as she was no longer a member of the Council. Motions were not traditionally considered at the Annual Meeting of Council.
- Item 96 of the minutes, a motion from Councillor Phil Dilks referred to the creation of a Standards Committee, which had been established at the meeting held on 1 March 2023, and therefore the motion would have been withdrawn if tabled again. Motions were not traditionally considered at the Annual Meeting of Council.

6. Communications (including Chairman's Announcements)

The Council noted the outgoing-Chairman's engagements.

7. Election of the Leader of the Council

Members were invited to make nominations for the Leader of the Council.

A proposition was moved and seconded that Councillor Richard Cleaver be elected as the Leader of South Kesteven District Council.

A proposition was moved and seconded that Councillor Graham Jeal be elected as Leader of South Kesteven District Council.

A request was made that a recorded vote on the motion be taken, as in accordance with Council Procedure Rule 15.5 any ten or more Councillors present at the meeting of Full Council could request this.

For Councillor Richard Cleaver: Councillors Emma Baker, Rhys Baker, Ashley Baxter, Harrish Bisnauthsing, Pam Byrd, Richard Cleaver, Steven Cunningham, James Denniston, Phil Dilks, Patsy Ellis, Paul Fellows, Phil Gadd, Tim Harrison, Anna Kelly, Philip Knowles, Virginia Moran, Charmaine Morgan, Chris Noon, Habib Rahman, Rhea Rayside, Max Sawyer, Ian Selby,

Rob Shorrock, Vanessa Smith, Lee Steptoe, Paul Stokes, Elvis Stooke. (27)

For Councillor Graham Jeal:

Councillors David Bellamy, Pam Bosworth, Helen Crawford, Richard Dixon-Warren, Barry Dobson, Ben Green, Graham Jeal, Gloria Johnson, Gareth Knight, Zoe Lane, Robert Leadenham, Nikki Manterfield, Paul Martin, Penny Milnes, Nick Robins, Penny Robins, Susan Sandall, Peter Stephens, Ian Stokes, Rosemary Trollope-Bellew, Sarah Trotter, Mark Whittington, Jane Wood, Paul Wood, Sue Woolley, Ray Wootten. (26)

Abstain: None.

Therefore, the motion was **AGREED**, and Councillor Richard Cleaver was appointed as Leader of the Council.

8. Announcement on the size and membership of the Cabinet and the allocation of Cabinet Members' remits

The Leader of the Council, prior to announcing the members of his Cabinet highlighted the following points:

- One of the first tasks of the leadership would be to review the Council's finances and ensure that they were secure.
- Several key themes would be pursued, and these included:
 - the improvement of decision making through enhanced scrutiny
 - reviewing all major projects to ensure value for money
 - stepping up action on climate change
 - making the Council more responsive to residents
 - protecting communities from the cost-of-living crisis
 - transparency in the development of planning policy
 - providing an adequate supply of good quality affordable housing stock, and;
 - renewing public faith in local democracy.

The Leader stated that the Cabinet would consist of eight members:

- Councillor Richard Cleaver, as Leader
- Councillor Ashley Baxter as Deputy Leader, and Portfolio Holder for Finance.
- Councillor Paul Stokes
- Councillors Rhys Baker and Patsy Ellis in a job share arrangement
- Councillor Phil Dilks
- Councillor Philip Knowles
- Councillor Rhea Rayside

Precise details of each portfolio would be confirmed in due course.

9. Appointments to Committees and Panels of the Council and the Appointment of Chairmen and Vice-Chairmen

Members considered a report setting out the requirements placed on Full Council for the appointment of Members to its Committees and Panel, and the appointment of their Chairmen and Vice-Chairmen.

All political group leaders were responsible for nominating members from within their respective groups to each of the Committees/Panels, in accordance with the political proportionality of the Authority as appropriate. Full Council had responsibility for appointing Chairmen and Vice-Chairmen of Committees.

Members raised the following points during debate:

- Additional Overview and Scrutiny committees had been suggested to scrutinise issues such as Housing and Environment in further detail. It also had the purpose of ensuring that decision making was better informed and that the administration was held to account.
- The number of committee seats had been increased to allow for a greater swell of opinion, and to be more inclusive to a Council that included a number of different political groupings.
- Concern was raised that the two new Overview and Scrutiny Chairman and Vice-Chairman positions that had been proposed would lead to increased costs to the Council in the form of more special responsibility allowances; it was highlighted that this money could be spent elsewhere.
- The Scrutiny Review that had taken place in the previous year had recommended that the Council should move to three, but ideally two Overview and Scrutiny Committees. The proposal to add in new Overview and Scrutiny Committees to the structure had not been considered by Governance and Audit Committee.
- The addition of two new Scrutiny Committees reverted the Council back to a position that it already had in place prior to the election in May 2023; the new structure agreed in March 2023 had led to the loss of the Constitution Committee, Companies Committee and one Overview and Scrutiny Committee. With Housing Overview and Scrutiny Committee, Environment Overview and Scrutiny Committee and Standards Committee being added into the structure, this would mean a status quo in the number of committees.
- Mandatory training would be provided for those on regulatory committees, and there would be specific training for Overview and Scrutiny Committees. There would also be training for committee Chairmen, as well as a range of other sessions.
- Clarity on the opposition group Leader's special responsibility allowance would be sought from the Governance and Audit Committee. Many of the political group leaders were either Chairmen of committees, or members of the Cabinet and therefore would not be able to claim this smaller, second special responsibility allowance.

Nominations were proposed by the Deputy Leader of the Council and the Leader of the South Kesteven Coalition Group for Chairmen and Vice-Chairmen of Committees. These nominations were duly seconded.

The remaining recommendations within the report were proposed and seconded; a variation to the wording of both recommendations 3 and 6 was agreed, rather than the printed recommendation. Upon being put to the vote the following was **AGREED**.

DECISION:

That Full Council:

- 1. Notes the revised political proportionality of the Council.**
- 2. Approves the Council's committee structure, including confirmation of the size of Committees and Panels and the changes to terms of reference contained within Appendix 3 of the report. The committees of Council included:**
 - **Planning Committee**
 - **Governance and Audit Committee**
 - **Employment Committee**
 - **Licensing Committee & Alcohol, Entertainment and Late Night Refreshment Licensing Committee**
 - **Standards Committee**
 - **Finance and Economic Overview and Scrutiny Committee**
 - **Rural and Communities Overview and Scrutiny Committee**
 - **Culture and Leisure Overview and Scrutiny Committee**
 - **Housing Overview and Scrutiny Committee**
 - **Environment Overview and Scrutiny Committee**
 - **Chief Executive's Appeals Panel**
- 3. Delegates to political group Leaders the responsibility to appoint Members to its Committees and Panels, taking account of the requirements for political balance. The Chief Executive will be notified of the nominations as soon as practicable.**
- 4. Approves the appointment of Chairmen and Vice-Chairmen of Committees as follows:**
 - **Planning Committee - Cllr Bellamy (C), Cllr Morgan (VC)**
 - **Governance and Audit Committee - Cllr Harrison (C), Cllr Paul Wood (VC)**
 - **Employment Committee - Cllr Kelly (C), Cllr Byrd (VC)**
 - **Licensing Committee - Cllr Bosworth (C), Cllr Stooke (VC)**
 - **Standards Committee - Cllr Bisnauthsing (C), Cllr Trotter (VC)**

- Finance and Economic Overview and Scrutiny Committee - Cllr Whittington (C), Cllr Ley (VC)
 - Rural and Communities Overview and Scrutiny Committee - Cllr Manterfield (C), Cllr Cunningham (VC)
 - Culture and Leisure Overview and Scrutiny Committee - Cllr Fellows (C), Cllr Denniston (VC)
 - Housing Overview and Scrutiny Committee - Cllr Moran (C), Cllr Steptoe (VC)
 - Environment Overview and Scrutiny - Cllr Selby (C), Cllr Emma Baker (VC)
5. Approves the rate of Special Responsibility Allowance for the Chairman of the Standards Committee as £2,757 per annum and the Vice-Chairman of the Standards Committee as £912 per annum on an interim basis and notes that the Independent Remuneration Panel will undertake a mini-review of the Members' Allowances Scheme in the coming months.
6. Refers the issue of the Opposition Group Leaders' Special Responsibility Allowance to the Governance and Audit Committee for its consideration.
10. **Programme of meetings of Full Council, Cabinet and Committees for 2023/2024**

Full Council was presented with a report of the Chief Executive which set out a draft programme of meetings for Full Council, Cabinet and Committees for 2023/24.

The Chief Executive highlighted that as a new committee structure had been agreed during the previous item, a delegation to herself to agree dates with the Chairmen of the Housing and Environment Overview and Scrutiny Committees may be in order. Confirmation of these meeting dates and times would be circulated to all members in due course.

An additional point was raised on the timings of committees with some members questioning the process for changing the start time of specific meetings as well as meetings of Full Council. Comments were raised, for example, that due to the number of members who had employment in the day it may be more convenient to hold meetings at a later time of the day. It was highlighted that, in accordance with the Constitution, the Chief Executive determined the start time of meetings.

The Chief Executive invited Chairmen of Committees to contact her directly should they wish to change the start time of meetings relating to their specific Committees or bodies. In respect of the start time associated with meetings of Full Council, the Chief Executive recommended that this matter be referred to the Governance and Audit Committee to seek its views. It was emphasised that due consideration would need to be given to the impact on officers in terms of resourcing meetings should they run into evenings or start in the evenings, which would also require consultation with

trade unions in respect of potential changes to terms and conditions associated with contracts of employment, for example.

Having been proposed and seconded, upon being put to the vote the draft programme of meetings for 2023/2024, and a referral to Governance and Audit Committee in respect of the timing of Full Council meetings was **AGREED**.

DECISION:

That Full Council:

- 1. Approves the draft programme of meetings for 2023/2024, as attached at Appendix A of the report.**
- 2. Agrees to refer a consideration of the start time of Full Council meetings to Governance and Audit Committee**

11. Appointment of Representatives to Outside Bodies

The Council was presented with a report of the Chief Executive on the appointment of representatives to Outside Bodies.

Note: There was a short adjournment to allow members to receive a printed list of nominations for Outside Bodies. The meeting reconvened at 1516.

A full list of nominations were proposed and seconded for all available seats on the Outside Bodies. It was confirmed that the Thomas Truesdales' Hospital and Greater Lincolnshire Local Enterprise Partnership Energy Council bodies were not Outside Bodies of the Council, and therefore did not require an elected representative from the Council.

Having been proposed and seconded and upon being put to the vote, appointments to outside bodies were **AGREED**.

DECISION:

That Full Council makes the following appointments to its Outside Bodies for a four-year term, unless specified:

Black Sluice Internal Drainage Board (1 rep)

Councillor Zoe Lane

Dame Margaret Thorold's Educational Foundation (1 rep)

Councillor Ian Stokes

East Midlands Councils (1 rep, for one year, the Leader of the Council)

Councillor Richard Cleaver

Elsa Park Community Trust (1 rep)

Councillor Paul Fellows

Grantham Almshouse Charity (1 rep)

Councillor Ray Wootten

Grantham Canal Partnership (1 rep)

Councillor Peter Stephens

Greater Lincolnshire Local Enterprise Partnership (1 rep)

Councillor Ashley Baxter

Heritage Lincolnshire (1 rep)

Councillor Mark Whittington

Joseph Clark's (Grantham) Apprenticing Foundation (2 reps)

Councillor Tim Harrison
Councillor Charmaine Morgan

Lincolnshire County Council Flood and Drainage Management Committee (1 rep)

Councillor Helen Crawford

Lincolnshire Health Scrutiny Committee (1 rep)

Councillor Charmaine Morgan
Councillor Virginia Moran (reserve)

Lincolnshire Police and Crime Panel (1 rep)

Councillor Sarah Trotter

Lincolnshire Waste Partnership (1 rep)

Councillor Rhys Baker

Local Government Association General Assembly (1 rep, for one year, the Leader of the Council)

Councillor Richard Cleaver

South Kesteven Citizens' Advice Bureau (3 reps)

Councillor Phil Dilks
Councillor Charmaine Morgan
Councillor Lee Steptoe

Upper Witham Internal Drainage Board (3 reps)

Councillor Rhys Baker
Councillor Patsy Ellis
Councillor Ian Stokes

Welland & Deepings Internal Drainage Board (4 reps)

Councillor Emma Baker
Councillor Ashley Baxter
Councillor Barry Dobson
Councillor Vanessa Smith

12. Making of Caythorpe & Frieston Neighbourhood Plan

The Director of Growth and Culture presented a report which sought approval for the Caythorpe and Frieston Neighbourhood Plan to be made part of the South Kesteven Development Plan, following the successful referendum result on 4 May 2023.

The referendum was held on 4 May 2023 and the following question was asked:

“Do you want South Kesteven District Council to use the Neighbourhood Plan for Caythorpe and Frieston to help it decide planning applications in the neighbourhood area?”

37.93% of those on the Electoral Register for the Caythorpe and Frieston Parish area turned out for the Referendum. Of the 396 votes cast, 344 were cast in favour of ‘yes’ and 49 were cast in favour of ‘no’. 2 ballot papers were also rejected. This resulted in an 86.8% positive vote for the Caythorpe and Frieston Neighbourhood Plan.

Thanks were given to the Planning Policy team and officers that had helped to make the result in this, and the Rippingale Neighbourhood Plans possible.

Having been proposed, seconded and voted upon, the recommendations contained within the report were **AGREED**.

DECISION:

That Full Council:

1. **Makes (Approves) the Caythorpe and Frieston Neighbourhood Plan (referendum version) to become part of South Kesteven District Council's 'Statutory Development Plan', and a material consideration for determining planning applications in the Caythorpe and Frieston Neighbourhood Area.**
2. **Delegates authority to the Assistant Director of Planning to make minor 'nonmaterial' changes to the Caythorpe and Frieston Neighbourhood Plan as necessary, and exercise all of the Council's functions and responsibilities in relation to making the Caythorpe and Frieston Neighbourhood Plan.**

13. Making of Rippingale Neighbourhood Plan

The Director of Growth and Culture presented a report which sought approval for the Rippingale Neighbourhood Plan to be made part of the South Kesteven Development Plan, following the successful referendum result on 4 May 2023.

Having been proposed, seconded and voted upon, the recommendations contained within the report were **AGREED**.

DECISION:

That Full Council:

1. **Makes (Approves) the Rippingale Neighbourhood Plan (referendum version) to become part of South Kesteven District Council's 'Statutory Development Plan', and a material consideration for determining planning applications in the Rippingale Neighbourhood Area.**
2. **Delegates authority to the Assistant Director of Planning to make minor 'nonmaterial' changes to the Rippingale Neighbourhood Plan as necessary, and exercise all of the Council's functions and responsibilities in relation to making the Rippingale Neighbourhood Plan.**

14. Governance and Audit Committee Annual Report for Year Ending 31 March 2023

The Chairman of the Governance and Audit Committee for the previous year presented the Annual Report of the Governance and Audit Committee for 2022/2023 and the indicative work plan and timetable for 2023/2024, and proposed approval.

The report set out key outcomes arising from the work of the Governance and Audit Committee over the 2022/2023 municipal year, together with the indicative work plan and timetable for 2023/2024. The previous Chairman stressed to Members that the Governance and Audit Committee was not a Scrutiny Committee, rather that its aim

was to ensure good governance, independent assurance and effective audit. The committee provided challenge to the effectiveness of the Council's overall arrangements of corporate governance and internal control, including risk management.

The proposal was seconded, subject to the following clerical errors in the report being corrected:

- Councillor Ashley Baxter was marked as absent in the member attendance chart on 15 January 2023 when he was in fact present.
- Councillor Murray Turner was not elected as a member of Council until December 2022, and therefore was not absent prior to this date, he was simply not a member of the committee.

Having been proposed and seconded, upon being put to the vote the proposition was **AGREED**.

DECISION:

That Full Council approves the Annual Report of the Governance and Audit Committee for 2022/2023 and the indicative work plan and timetable for 2023/2024, which reflect the terms of reference of the Committee.

15. Reports Taken Under Special Urgency in 2022/2023

The Monitoring Officer set out those decisions that had been made in the 2022/2023 municipal year under urgency provisions set out within the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Council's Constitution.

Full Council **NOTED** the report.

16. Close of meeting

The meeting closed at 15:38pm.