

**MINUTES OF THE MEETING OF BURTON LATIMER TOWN
COUNCIL HELD IN THE COUNCIL OFFICES BURTON LATIMER
ON 7TH JULY 2009**

Present: **Councillors:** *M. Jerram (Deputy Town Mayor), C.R.Groome (7.09),
C.Groome (8.58), D. Gunn, H.F. Macdonald, S.M. Walden,
D. Zanger*

PCSOs: *T. Turner, A. Wood*

07/09/2482 Apologies

Apologies for absence were received from the following Councillors: J. Smith (engagement in Liverpool), H. Fry (engagement in Ireland), M. Evans (work commitment), J. Garnett (work commitment), P. Bettles (on holiday). The council approved the absences.

07/09/2483 Declarations of Interests

The Clerk: item two on the Planning Report (Planap KET/2009/0156)

07/09/2484 Declarations of Changes to the Register of Interests

None

07/09/2485 Minutes of the meeting of the Town Council held on 2 June 2009

The Minutes were approved subject to the following amendment:

pp 2696 Minute 2474.2 – add ‘on’ to last line

07/09/2486 Matters Arising

Minute 2473.1 – Clerk confirmed that the items stated had been ordered.

Minute 2474.1 – Cllr Jerram (i) to raise Cllr profile update with Cllr Evans and (ii) advised of delay with distributing Council newsletter (publisher at KBC on leave) and that newsletter would be distributed next weekend; also to explore possibility of developing a newsletter template to aid publishing.

07/09/2487 Police Matters

June crime statistics presented: criminal damage 11, theft from motor vehicles 2, theft handling 12, burglary 1, violent offences 5. Community panel meeting held last weekend in Broughton, no one attended, next time to split the area into two meetings. Police priorities in BL: parking in High Street and speeding vehicles. Matters raised by the Council: damage to cars in BL, HGV vehicles in Station Road, parking in High Street/Roundabout – yellow lines audit being conducted by senior NCC Highways Engineer to verify ‘enforceability’.

07/09/2488 Town Mayor's Report

In Cllr Smith's absence the Clerk advised that the Town Mayor had attended the Duck Race and events at various organisations in the town.

07/09/2489 Correspondence

2489.1 Crime Report

(see Police matters)

2489.2 Highways Agency Planned Roadworks East Edition June –August 2009

For Members' information.

2489.3 Highways Agency Summer Getaway 2009 (Reducing Journey Time)

For Members' information.

2489.4 MGWSP – New Parish Enhancement Gangs

For Members' information. Cllr Macdonald to have discussions with Mr Smith (Area Manager)

2489.5 Change of Service Provider to 'AOne'

Cllr Macdonald to complete the feedback questionnaire.

2489.6 EMDA News – Spring 2009 Edition.

Placed in the Council Chamber for Members' reference.

2489.7 NCC – New Volunteer Co-ordinator (Highways) – Contact information.

Information on the above and contact details questionnaire to be completed. Cllr Macdonald to liaise with NCC and report back.

2489.8 NCC – Parish Highways Representative Scheme Update

Cllr Macdonald to complete the feedback questionnaire.

2489.9 New Licence (Premises) Application – Pizza Plus

As emailed to Members. Decision by KBC already made.

2489.10 CPRE Northamptonshire – Minutes of Meeting Held on 19 May 2009

For Members' information.

2489.11 Street Naming Request – (Site off Latimer Close) – Rossian Court

Members considered the request and reaffirmed the name previously submitted to KBC, i.e. Normandy Close (to be changed to Normandy Court). Clerk to action.

2489.12 East Midlands Trains – December 2009 Timetable Consultation

Cllr Groome to draft a response on behalf of the Council and forward it to the Clerk.

2489.13 East Midlands Regional Assembly – Regional Partial Review - Options Consultation Launch

Members decided not to attend the workshops. Clerk to action.

2489.14 KBC – Town & Parish Council Funding Review – Consultation Events

Cllrs Jerram, Gunn and Macdonald to attend the workshop on 30 July, Cllr Zanger on 20 August and Cllr Walden on 10 September. Clerk to action.

2489.15 Letter of Thanks from Councillor C. Lamb

The Council was very appreciative of Councillor Lamb's comments and his efforts and contributions to the Burton Latimer community over the past eight years in his capacity as County Councillor for Burton Ward. Clerk to acknowledge Cllr Lamb's letter accordingly.

07/09/2490 Public Participation

Mr A. Walpole – matters raised (i) nettles on footpath (Church lane) – Cllr Macdonald to action (ii) the need for careful consideration of High Street parking arrangements - currently a dangerous mix of children crossing the road/parked cars/motorists not giving way at roundabout.

Mr B. Patrick – matters raised (i) High Street/Church Street roundabout – danger to pedestrians (ii) parked cars in Church Street – Council advised that meeting has been held involving the Church, local residents and Cllrs and the Council was awaiting feedback from the Church (Mr Mutlow). Also advised that the 'no parking' lines are, technically, advisory and not legally enforceable.

06/09/2491 Policies and priorities

2491.1 Finance & General Purposes Committee Minutes (Cllr Walden)

Meeting held on 11 June 2009

Present: Cllrs. S Walden, M Jerram, J Smith, F Macdonald, D Zanger, D Gunn, H Fry

Apologies: None

Questionnaires received from NCC with regard to empowering councillors and communities were completed.

Quality Council: Nothing further on this at this time.

Pocket Park: The duck race leaflets are to be re-delivered as they were delivered incorrectly. The probation services are to be asked to move the logs left from the hedge into the compound. There is a considerable amount of dog fouling in the park and more notices are to be posted. A new notice board for has now been purchased. We have also been able to obtain a second-hand gear box for the ride-on mower, so this can go in for repair. An article appeared in the ET about volunteers, but it is not known who gave them the information.

Newsletter: Summer newsletter is now ready and should be out by next Thursday. The autumn newsletter will require articles by September, and there are several already in the pipeline.

Shopping Survey: Results are still be aggregated. The prize draw has taken place at the June farmers market, all the prizes are not yet received but should be ready by Friday. As the flower shop has gone out of business so there is no voucher from them it was agreed to purchase a £15 voucher from Buds & Blooms.

Any Other Business: The conservation area is hoping to be extended. Alan Davis from KBC has done a small consultation and produced a booklet and there should be one available for each councillor.

Matters discussed by the Council:

Shopping Survey- Cllr Jerram advised that she had further summarised the survey and it will be sent out to Cllrs tomorrow.

Flower Festival- Cllr Ruth Groome, on behalf of the Council, thanked Cllr Walden for the superb job she had done with the flowers.

Conservation Area – agreed that a Council response was not appropriate; individuals could respond if they so wished.

2491.2 Minutes of Town Council Website Meeting 11 June 2009

The average numbers of people visiting the site are steadily increasing.
There have been a few changes to the front page to make it easier to navigate.
The BBC weather page is now on the site.
The Mayoral details have been updated.
Could any councillor who has not updated their details please do so.
Trade and commerce section now completed.

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Any articles for the web-site submitted by councillors need to be first sent to the Clerk for evaluation, he will then send them on to Warwick, and this will be done each Thursday
Cllr Jerram asked Members to give response to Shopping Survey so that she could then forward it to Dr Hunt for inclusion on the website.

2491.3 Planning Matters (Cllr Gunn)

2491.31 Planning Applications Approved by the Town Council

KET/2009/0308 Mr Haves 50 Park Road

Two storey side extension

KET/2009/0156 Miss Sneddon 34 Finedon Road

Ground floor extension.

2491.32 Planning Applications Objected to by the Town Council

None

2491.33 Planning Applications Approved by Kettering Borough Council

KET/2009/0141 Mrs C Ozdemir 36 Bridle Road

New 3 Bedroom dorma style bungalow

KET/2009/0150 Mrs Sharp 1 Spring Gardens

Change of use from domestic garage to retail (A1)

KET/2009/0230 F E Bosworth & Son 110 Finedon Road

Canopy

KET/2009/0191 Mrs M Bray 59 Duke Street

Two storey extension to the side and rear, replacement of existing flat roof with a pitch roof to the rear and installation of a roof light.

KET/2009/0209 Mr Burns 1 West Avenue

Redevelopment of the site to provide 4 dwellings

KET/2009/0160 Mr Griffiths 111 High Street

Insertion of roof lights, erection of covered way and other external alterations.

KET/2009/0273 Drs W & J Hunt 8 Wold Road

Single storey front and rear extension

KET/2009/0159 Mr Griffiths 111 High Street

Create office above the kitchen with insertion of roof lights. Remove door and opening bricked up to store 3. New covered way to stores 2 and 3. Removal of internal walls to store 3. Roof refurbishment to roof over kitchen and proposed office area. Lowering of kitchen ceiling.

2491.34 Planning Refusals Received from Kettering Borough Council

None

2491.35 Planning Withdrawals Received from Kettering Borough Council

None

2491.36 Planning Appeals Received from Kettering Borough Council

None

2491.37 Planning Appeals Withdrawn Received from Kettering Borough Council

None

2491.38 Other Planning Matters

- KET/2008/06878 Westley Development - Pioneer Avenue Development

This application was taken off KBC's Planning Committee agenda at the 'eleventh hour' because KBC had neglected to notify the BL residents who had objected to the development. To date, no new date has been set for considering this application.

- Clerk send letter to KBC's Head of Development Services in regard to planning application papers received by the Town Council being incomplete (cover letter and response forms only, no drawings received)

2491.4 Quality Council Action Points

Report presented by the Clerk. Proposed by Cllr Macdonald, seconded by Cllr Zanger that all of the recommendations in the report be adopted by the Town Council. This was unanimously **agreed**.

Approved Action Points Arising from the Report:

Agendas

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- *Agendas (including Committees) must be published 7 days before the meeting. This applies to Full Council and Committees but not Steering Groups/Working Parties.*
- Agenda and Minute item numbering will be the same and commence at 1. with effect from April, 2010, and consecutively numbered through the year, starting at 1. Again at April 2011 (etc)
- Agendas will be countersigned by the Cllr chairing the meeting
- Agendas must be complete to ensure that Cllrs can identify items that they may need to declare an interest in before the meeting.
- ‘Public Participation’ will be replaced by ‘Public Forum’. ‘The ‘Public Forum’ will be allocated 15 Minutes (7.00 pm to 7.15 pm) before the Town Council meeting commences. If no members of the public/ Press who wish to address the Council are present at 7.00 pm the Council meeting proper will commence immediately thereafter. Town Cllrs will still be required to attend at 7.00 pm. Matters raised by the public/Press will not be formally Minuted but a note of the subject areas raised will be made.

As with ‘Public Participation’, ‘Public Forum’ gives the public/Press the opportunity to address the Council on any matters they wish to do so, but in future it will not be part of the Council meeting proper.

- ‘Declarations of changes to the Register of Interests’ will be removed from future agendas. Cllrs are responsible for making ensuring the Register is kept up to date and lodged with KBC’s Democratic & Legal Services unit.

Reports/Minutes Referred to in Agendas

- It is important that matters requiring discussion and decisions are clearly and separately identified in agendas. The public will be advised on the published agenda that they can request copies of any reports/Minutes referred to in that agenda. Consequently, the reports/ Minutes must be with the Clerk 7 days before the meeting.

‘Any Other Business’

- ‘AOB’ will not feature on future agendas and will not be tabled at meetings by the Clerk or Cllrs. Matters that used to be considered as ‘AOB’ should be either placed on agendas before they are published or deferred and placed on the agenda of the next meeting.

Private and Confidential Items

- This must be exempt/privileged information only. The Council should state clearly why the P&C item(s) are exempt when asking the public and press to leave the Council Chamber and advised that this is the last item on the agenda and that they
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- will not be asked to re-enter the Chamber. The subject matter of P&C items must be stated on the agenda.

Minutes

- Minutes will not include references to discussions and reasons for discussions/proposals. Minutes will only include the following:
 - (i) Corresponding agenda reference number
 - (ii) Subject matter, as described on the agenda
 - (iii) Resolutions proposed and seconded
 - (iv) Resolutions made and action points arising

It is intended that the above changes commence with the August cycle of meetings. This item will also be on the August BLTC agenda to allow further discussion on the implication of the changes, particularly in relation to the impact on Committees.

2491.5 Town Council Chamber and Facilities

Broken gutter fixed and pothole to front of building filled in.

2491.6 Public Transport

No further update

2491.7 Highways Matters (Cllr Macdonald)

Cllr Macdonald has been assured that the footpath in Alice Dr. will be done in this financial year

A drop kerb should be provided in Station Rd for the resident of 166? Before the end of this financial year

The extension to the cycle way in Polwell Lane is progressing and should be completed in the next three weeks

Weetabix have assured Cllr Macdonald that the repairs to the fence in Station Rd will be completed in the next ten days

Speedwatch was successfully carried out in the first three weeks of June the results from the police will be advised as soon as received. Meanwhile approval is sought for a letter of thanks to be sent to all who helped.

Approval is sought to arrange for the definitive map to show the permitted path off Wold Rd as per the agreement with Mr Beatie

Approval is sought to explore the possibility of getting a seat positioned in Wold Rd.

Coles Close and a stretch of Wold Rd should be strimmed this week

The verges at the junctions with the A6 have been cut back

The potholes in Finedon Rd and the Avenues should be filled within the next three weeks
A padlock is being fitted to the gate beside the public toilets

Council **agreed** (i) letters to be sent to Speedwatch volunteers (ii) definitive map to show permitted path in Wold Road (iii) the exploring of the possibility of getting a seat positioned in Wold Road (at no cost to the Council)

2491.8 Swimming Pool Trust Update

Cllr Zanger to email Cllrs with Charity Commission website details. Item to be on August agenda; Cllrs to bring any questions to that meeting

2491.9 Diversion of Footpath UA7 Update

Agreed Cllr Macdonald to draft letter to Taylor-Wimpey to progress this matter.

2491.10 Finalising of NCC Discretionary Fund Expenditure 2008/9 (KGVth)

The balance (yet to be spent) of Cllr Lamb's NCC Discretionary Fund is £3,607.07. The Proposed by Cllr Macdonald, seconded by Cllr Ruth Groome, expenditure of £2,392.00 on items no. 5 to 9 on the list submitted by Pia Bellamy (items 1 to 4 on the list to be funded by KBC) and the balance of the fund, i.e. £1215.07, to be spent on extending the play surface. Unanimously **agreed** by the Council.

2491.11 High Street/Church Street Roundabout

(see 'Police Matters')

2491.12 Shops Survey

(see 'Matters Arising' and F&GP Committee Minutes')

2491.13 Christmas Lights and Entertainment Event

Cllr Zanger advised that Mr Griffiths had confirmed that he would erect/dismantle the Christmas lights on the same terms as he did previously for the BL Chamber of Trade. **Agreed** (i) that Cllr Zanger will seek confirmation of these terms and ensure that they conform to the grant funding arrangement with KBC (ii) thereafter to set up a Steering Group for arranging the event.

2491.14 CCTV Coverage

Deferred until August meeting.

2491.15 Review/Update on Ongoing Items

Synopsis of Sports & Leisure Survey – Cllr Jerram to conclude this shortly

Synopsis of Shop Survey – completed

Proceeding with Wind Farm funding dialogue – Cllrs Smith and Fry to arrange meeting with KBC

Relationship with BL Chamber of Trade – being addressed

Position re: Swimming Pool Trust - (see ‘Swimming Pool Update’)

07/09/2492 Borough Council Matters of Interest

Cllr Derek Zanger – included: meeting with Mt Griffiths, attending Overview & Scrutiny Committee, Farmer’s Market, Hotel meeting re: Civic Ball, taxi licensing Committee, KBC Award (the Hilton, London), Italian Market – discussions ongoing.

Cllr Ruth Groome – included: Kettering Mayoral duties (23 events in 3 weeks) – reminder about theatre event on 17 July, Sainsbury sponsoring the refreshments, all profits to go to Mayor’s charities – Air Ambulance, Vitim Support, Children’s Holiday Club, ‘Solve it’

Cllr Chris Groome – included: Derby & Leicester train service meetings (will draft letter of response), KBC Education Task & Finish Group (report to follow), School admissions update, Planning Training meeting, Monitoring & Audit Committee meeting, ‘Revitalise’ update, A6 Towns Forum meeting, Planning Policy meeting (‘Employment Land’ and Junction 10 and 10A of A14 implications)

07/09/2493 County Council Matters of Interest

Cllr Jerram, on behalf of the Town Council, congratulated Cllr Groome on his election to County Councillor representing Burton Ward.

Cllr Groome – Appointed to Young People’s Committee (a principal Committee – Education, Social Servicers, etc), First Committee meeting tomorrow – draft report ‘Underachievement of Schools in Northamptonshire’

07/09/2494 Reports of Representatives on Outside Bodies.

Pocket Park

Cllr Jerram thanked Members for their support with the very successful Duck Race.

Community Centre

Cllr Walden informed the council about the Centres' problems with KBC (no alcohol zone) re: proposing an outdoor drinking area accessing from the Members' Lounge. Cllr Zanger to look into this.

Heritage Centre

Cllr Jeram referred to the invitation from the above. Cllr Jerram to email the invitation to all Members.

07/09/2495 Accounts Approved For Payment

	£
Cheque No 101343 G. Sneddon (Clerk's salary July 09)	* 792.55
Cheque No 101344 Inland Revenue (Tax & NI July 09)	76.15
Cheque No 101345 Town Mayor's Allowance (50%)	479.00
Cheque No 101346 Insuring of hired 'Portaloos' (Pocket Park)	63.00
Cheque No 101347 Ian Woods (Internal Auditor) 'fee'	75.00
Cheque No 101348 Dr W. Hunt (2 nd quarterly Website payment)	305.00
Cheque No 101349 BL Pocket Park (purchase of tractor & mower)	3,000.00

**Includes tax adjustment for new Income Tax code.*

For Members' additional information – re: insurance claim for damage to 2 planters, a cheque for £438.00 has been received from Zurich Insurance.

Note: Agreed that the Pocket Park would reimburse the Council for the £63 cost of insuring the 'portaloos'.

07/09/2496 Any Other Relevant Items of Business

None.

07/09/2497 Press Release

Cllr Zanger: Farmer's Market (and Italian Market when more information available)

There being no further items for discussion, the Chair closed the meeting at 9.32 p.m.