

**MINUTES OF THE ANNUAL MEETING OF BURTON LATIMER TOWN  
COUNCIL HELD AT BURTON LATIMER COUNCIL OFFICES ON  
11 MAY 2010**

*Present: Town Councillors: J.Smith (Town Mayor), M. Jerram (Deputy Town Mayor), P. Bettles, M. Evans, H. Fry, C. Groome, R. Groome, D. Gunn, F. Macdonald, D.Zanger.*

**AM 05/10/01 Apologies**

Apologies for absence were received from the following Cllrs – Cllr S. Walden (illness). Cllr C. Groome proposed that the absence be approved, seconded by Cllr Gunn. **Resolved:** that the proposal be approved.

**AM 05/10/02 Declarations of Interest**

None.

**AM 05/10/03 Declarations of Changes to the Register of Interests**

Cllr R. Groome advised that she would be retiring as Kettering's Mayor on 12 May 2010.

**AM 05/10/04 Appointment of Town Mayor/Chair 2010/11**

Candidates: Cllrs M. Jerram and F. Macdonald. Outcome of secret ballot:

Votes for Cllr Jerram: 7

Votes for Cllr Macdonald: 3

Cllr Jerram was duly elected to the role of Town Mayor of Burton Latimer

**AM 05/10/05 Appointment of Deputy Town Mayor (Deputy Chair) 2010/11**

Candidate: Cllr D. Gunn

Cllr Gunn was elected unopposed to the role of Deputy Town Mayor

**AM 05/10/06 Signing of Statutory Declarations**

Cllrs Jerram and Gunn signed their respective Statutory Declarations which were also signed by the Clerk to the Council.

**APM 05/10/07          Minutes of Annual Parish Meeting 12 May 2010**

Approved 2 June 2009.

**AM 05/10/08 Appointment of Representatives on Outside Bodies**

**Planning Committee *NFT***

Councillors: P. Bettles, D. Gunn, H. Fry, F. Macdonald, J. Smith

**Quality Parish and Town Council Sub-Committee**

Councillors: M. Evans, S. Walden, C. Groome, M. Jerram

**Finance & General Purposes Committee**

Councillors: S. Walden, D. Zanger, P. Bettles, H. Fry, D. Gunn, J. Smith,  
F. Macdonald.

**Burton Latimer Sports and Leisure Group**

Councillors: M. Evans, M. Jerram, S. Walden, H. Fry, D. Zanger, R. Groome, D.  
Gunn, J. Smith

**Financial Review Steering Group**

Councillors: D. Gunn, M. Jerram, F. Macdonald and S. Walden

**Project Procurement Group (Civic Centre)**

Councillors: D. Gunn, P. Bettles, F. Macdonald

**Project Management Group (Civic Centre)**

Councillors: M. Evans, H. Fry, M. Jerram, J. Smith, S. Walden, D. Zanger

**External Bodies (Kettering Borough Council)**

**Rural Forum (limited to 2 Members)**

Councillors: C. Groome, D. Zanger

**A6 Forum *NFT***

Councillors: (unlimited)

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**Standards Committee**

No Burton Latimer Town Councillor can sit on the Standards Committee

**External Bodies (Other)**

**Ancient Parish Charity 4 Years**

Councillors: R. Groome

**Community Centre Association Committee *NFT***

Councillors: S. Walden

Other: J Meads.

Trustees: BLTC

**Darby and Joan Club *NFT***

Councillor: M. Evans

Ex-officio: J. Cutmore

**Twinning Association *NFT***

Councillors: S. Walden, M. Evans

**United Education Foundation 4 Years**

Councillors: R. Groome, D. Zanger

**Chamber of Trade *NFT***

Councillors: M. Jeram, J. Smith

**Burton Latimer Heritage Society**

Councillors: R. Groome, P. Bettles

**Pocket Park**

Councillors: D. Zanger, S. Walden, M. Jerram, F. Macdonald, P. Bettles, D. Gunn

**Latimer Swimming Pool Trust**

Councillors: S. Walden, J. Smith, D. Gunn, H. Fry

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**‘BLAST’**

Councillors: M. Jerram, R. Groome, F. Macdonald, D. Zanger, J. Smith

**Burton Latimer Health Centre Patient’s Forum**

Councillors: M. Jerram, S. Walden

Ex-officio: I. Cox

**Highways Representative**

Councillors: F. Macdonald, D. Gunn

**Parish Path Warden**

Councillors: F. Macdonald

**Flood Warden**

Councillors: J. Smith

**CPRE**

Councillors: C. Groome

*(Note: NFT = No Fixed Term)*

**AM 05/10/09 Town Mayor’s Allowance**

*(The Town Mayor left the Chamber for the duration of this discussion)*

Existing policy reaffirmed; Mayor’s Allowance for 2010/11 will be £1,000 (policy maximum)

**AM 05/10/10 Financial Authority**

Existing policy reaffirmed: cheques signatories: any 2 out of the following 3 signatures: Town Mayor, Deputy Town Mayor, Clerk.

**AM 05/10/11 Matters Referred from Annual Parish Meeting**

None.

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**AM 05/10/12 Annual Reports**

None. Agreed that reports will be compiled by the appropriate Cllrs and consideration given to including the reports in the next Council's newsletter.

**AM 05/10/13 Review of Delegated Arrangements for Committees**

Agreed that respective Chairs of Committee will review delegated powers to their Committees and report back to the July meeting of BLTC.

**AM 05/10/14 Review of Terms of Reference for Committees**

(See Minute AM 05/10/13 above)

**AM 05/10/15 Adoption of Financial Regulations and Standing Orders**

New Financial Regulations Standing Orders (national models) were adopted by the Council in March and April 2010 respectively.

**AM 05/10/16 Review of Asset Register**

The draft Asset Register distributed by the Clerk was agreed by the Council.

**AM 05/10/17 Review/Confirmation of Insurance Cover**

The Council reiterated that the insurance cover as detailed in the report from the Financial Review Steering Group in March 2010 and approved by the Council on that date was adequate.

**AM 05/10/18 Review of Council's/Employees Membership of Other Bodies**

Existing policy reaffirmed: ACRE, CPRE and NCALC.

**AM 05/10/19 Resolution: Establishing the Council's Complaints Procedure**

Cllr Evans propose that the draft procedure distributed by the clerk be approved, seconded by Cllr Macdonald. **Resolved**: that the proposal be approved.

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**AM 05/10/20 Reviewing Procedure for Handling FOI Requests**

Existing procedure reaffirmed.

**AM 05/10/21 Reviewing Policy for Dealing with Press/Media**

Existing policy reaffirmed: i.e first point of contact: Town Mayor and the Lead Cllrs wherever appropriate, e.g. Planning matter – Cllr Gunn, Highways matter - Cllr Macdonald, Farmer’s Market matter – Cllr Zanger

**AM 05/10/22 Setting the Dates/Times/Place of Council Meetings for 2010/11**

Existing dates etc reaffirmed. Noted: venue to change upon occupying the new Civic Centre.

**AM 05/10/23 Resolution: Accounts for Payment**

Cheque No 101485	KBC (Civic Centre change of use app.)	*167.50
Cheque No 101486	CPRE (Annual subscription)	** 29.00
Cheque No 101487	G. Sneddon (Clerk’s salary May 10)	**826.89
Cheque No 101488	Cancelled	
Cheque No 101489	Griffiths Elec.(CC installing a rad.)	* 423.00
Cheque No 101490	Cllr Macdonald (CC. dec. mats & keys)	* 49.81
Cheque No 101491	Beresford Ass. (CC structural report)	*117.50
Cheque No 101492	NCALC ( 2010/11 Subs.)	**960.78
Cheque No 101493	Cllr Gunn (CC building mats.)	*1061.55
Cheque No 101494	Cllr Zanger(CC building mats.)	*273.09
Cheque No 101495	Inland Revenue (Tax & NI May 10)	**311.29
Cheque No 101496	Zurich Insurance (2010/11 premium)	**1139.26
Cheque No 101497	Gent Glass (CC atrium windows)	*2383.80
Cheque No 101498	Gent Glass (CC replace vandalised skylight)	*118.62
Cheque No 101499	Sunseeker (CC front door/windows)	*3591.53
Cheque No 101500	Dr W. Hunt (1 <sup>st</sup> quarter website maint. fee)	**297.50

The Clerk also advised that the invoice for the first month’s rent for the Civic Centre (£416.67) had been received from KBC and a Standing Order was required to be set up to meet these monthly payments (as specified in the lease document).

Expenditure powers: \* Civic Centre LGA 1972 s.111/133/LG (Misc. Provisions) Act 1976 \*\* LGA 1972 s.111

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Cllr Gunn proposed that the above payments be approved, seconded by Cllr Macdonald. **Resolved**: that proposal be approved.

**AM 05/10/24 Correspondence**

**AM 05/10/24.1 NCC 'You Choose' Campaign**

Information noted by Cllrs.

**AM 05/10/24.2 BL Chamber of Trade & Commerce – Ownership of Christmas Lights and Other Matters**

Cllr C. Groome proposed that a letter be sent to the CoT acknowledging the information received and requesting the missing information (list of paid up members, etc) as soon as possible and with regards to the Christmas lights to state that the Town Council considers that it owns the lights, seconded by Cllr Zanger. **Resolved**: that the proposal be approved.

**AM 05/10/24.3 NCC – Application to Divert Footpath UA7 Update**

Information noted by Cllrs.

**AM 05/10/24.4 KBC Street Naming – Access Road New Development off Pioneer Avenue**

Cllr Evans proposed Hillary Close, seconded by Cllr C. Groome. **Resolved**: that proposal be approved.

**AM 05/10/24.5 KBC – Economic Development Grant 2009/10**

Cllr C. Groome proposed that KBC be advised that the grant would be used for business improvement and town centre enhancement, incorporating promoting the new Civic Centre, seconded by Cllr Macdonald. **Resolved**: that the proposal be approved.

**AM 05/10/24.6 CPRE Northamptonshire – Minutes of Meeting 24 March 2010**

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**AM 05/10/24.7      ACRE – ‘Village Viewpoint’ Magazine**

Placed in the Council Chamber for Members’ reference

**AM 05/10/24.8      NCC – Minerals & Waste Development Framework DPD Submissions**

Information noted by Cllrs.

**AM 05/10/24.9      East Midlands Trains – Service Level Commitment Consultation**

Information noted by Cllrs.

**AM 05/10/24.10      CPRE Northamptonshire ‘Outlook’ Spring Edition 2010**

Information noted by Cllrs.

**AM 05/10/25 Policies and Priorities**

**AM 05/10/25.1      Finance & General Purposes Committee Minutes 15 April 2010 (Cllr Jerram)**

<b>Topic</b>	<b>Notes</b>	<b>Actions</b>
Present	Cllrs Peter Bettles, Harry Fry, David Gunn, Maureen Jerram, Fergus Macdonald	
Apologies	Clls Jan Smith (pp HF 2nd FM), Sheila Walden (pp MJ 2 <sup>nd</sup> FM) Derek Zanger (pp DG, 2 <sup>nd</sup> PB)	
Minutes of the last meeting	Agreed as a true record.	
Civic Centre Update	<ul style="list-style-type: none"> <li>• Probation Service have finished the plastering</li> <li>• Beam in ‘big’ room has now been boxed in and plastered</li> <li>• Carpet quotes – 3 suppliers have been invite to come in next, Monday,</li> </ul>	

	<p>Tuesday and Wednesday</p> <ul style="list-style-type: none"> <li>• DG mentioned that a door in the ‘Heritage’ Section was agreed informally to be blocked in and hadn’t been done. as a lintel is needed and heating pipes to be relocated</li> <li>• Walls to cupboards in ‘Big’ room to be removed soon. However again there are cost implications in making a doorway to make the ‘Big’ room autonomous. Agreed that Cllrs FG and DG should get costing’s and e-mail to Management Group. Cllr MJ to e-mail Cllr DZ to see if the fire officer has checked this and given approval</li> <li>• Letter to Heritage Society – general discussion re rental. MJ to e-mail Town Clerk to see if the letter has gone out yet</li> </ul>	<p>Cllrs DG and FM should get costing’s for this and would circulate it to the Management Group</p> <p>Cll MJ to e-mail Cllr DZ</p>
Any other business	<ul style="list-style-type: none"> <li>• Discussed e-mail from Burton Park Wanderers referred from Full TC meeting. Unfortunately the request for money from the World Wind Farm wouldn’t meet the criteria.</li> <li>• Agreed that a meeting of the Project Management Group needs to be held ASAP to discuss cleaning, locking up new Centre and other practicalities.</li> <li>• Suggestion that letter be sent to the Inland Revenue asking if we could acquire tables and chairs when the Inland Revenue Office is relocated. has been sent</li> </ul>	<p>Town Clerk to write reply as such and to wish him luck in getting funding from local businesses.</p> <p>Cllr MJ to e-mail Cllr DZ to set up this</p> <p>Cllr MJ to e-mail DZ and Town Clerk to see if letter</p>
Next meeting:	<p>Date to be decided at next TC meeting as this is on the 11<sup>th</sup> May. Should the F and GP meeting be held on Thursday 13<sup>th</sup> May, Thursday 20<sup>th</sup> May or deferred to June. Items for the Agenda: Civic Centre update, Matters referred from T/C meeting, Newsletter, Any other urgent business</p>	<p>Decision needed on next F and GP meeting</p>

Council agreed the following: (i) a letter to be sent to Burton Park Wanderers advising that, unfortunately, the request for funding from the Wind Farm Community Fund would not meet the necessary criteria and wishing them luck in getting funding from local businesses (ii) that the ‘office blinds’ reference be deleted completely.(iii) that the next F&GP meeting takes place on the normal date.

Subject	Notes	Action																												
Present:	Warwick Hunt, Cllrs David Gunn, Maureen Jerram, Fergus Macdonald																													
General:	<ul style="list-style-type: none"> <li>• MJ to ask DZ to e-mail the newsletter to Warwick</li> <li>• Warwick will e-mail leaflets promoting the website to MJ for photocopying</li> <li>• Hits on site have increased since the newsletter went out – gradually increasing to over 60 hits a day</li> </ul>	MJ  WH																												
Most viewed contents pages	<table> <tbody> <tr> <td>Monthly diary</td> <td>121</td> </tr> <tr> <td>Local shops/businesses</td> <td>80</td> </tr> <tr> <td>BLTC Newsletter</td> <td>78</td> </tr> <tr> <td>Medical Centre/Patient Forum</td> <td>77</td> </tr> <tr> <td>Meadowside Primary School</td> <td>73</td> </tr> <tr> <td>Local news</td> <td>67</td> </tr> <tr> <td>Community Centre</td> <td>58</td> </tr> <tr> <td>Contact details</td> <td>57</td> </tr> <tr> <td>Noticeboard</td> <td>54</td> </tr> <tr> <td>Local industry</td> <td>50</td> </tr> <tr> <td>Farmers Market</td> <td>49</td> </tr> <tr> <td>Places to eat and drink – pubs</td> <td>41</td> </tr> <tr> <td>Places to eat and drink – Indian</td> <td>40</td> </tr> <tr> <td>Council meetings 2010</td> <td>39</td> </tr> </tbody> </table>	Monthly diary	121	Local shops/businesses	80	BLTC Newsletter	78	Medical Centre/Patient Forum	77	Meadowside Primary School	73	Local news	67	Community Centre	58	Contact details	57	Noticeboard	54	Local industry	50	Farmers Market	49	Places to eat and drink – pubs	41	Places to eat and drink – Indian	40	Council meetings 2010	39	
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Local Businesses Directory	<p>Discussion around whether this should go on the website:</p> <ul style="list-style-type: none"> <li>• Should they get it for free or pay for it</li> <li>• Should we put a statement at the top of page making it clear that we aren't recommending anything</li> <li>• Should we limit it to B/L addresses only</li> </ul>	BLTC to discuss																												
Civic Centre	WH will start thinking about a page for this																													
Sponsorship	Hoping to get sponsorship. FM and WH just finalising the letter to go out from the town clerk	Letter to be approved by BLTC																												
Next meeting:	Thursday 10 <sup>th</sup> June 2010, 7.00pm																													

**AM 05/10/25.3      Planning Committee Minutes 19 April 2010 (Cllr Gunn)**

Apologies from Councillors: Cllrs Fry & Smith

Attending Councillors: Cllrs Gunn, Macdonald & Bettles

Attending Public : None

**25.3.1 Planning Applications Approved by the Town Council**

KET/2010/0184      Mr Rose      103 Station Road, BL

Erection of one new detached dwelling and detached garage.

Subject to the following conditions:

- 1/ In addition to the garage provisions should be made for 2 off road car park spaces.
- 2/ The boundary fences to the West & South to be 1.8m high for privacy.
- 3/ S106 @ £3000 for recreational purposes.

KET/2010/0164      Mr Burns      1 West Ave, BL

Single storey extension to the ground floor flat

KET/2010/0231      Mr Burns      1 West Ave, BL

Alterations to the rear elevation ( roof pitch altered )

KET/2010/0232      Mr Neil      15 Pioneer Ave, BL

First floor rear extension

KET/2010/0118      Mr Harding      34 Park Road, BL

First floor side extension

**25.3.2 Planning Applications Objected to by the Town Council**

KET/2010/0337      Mrs Morgan      26 Kettering Road, BL

KET/2007/0337 ( Proposed residential development of 3 new houses with new private shared driveway from existing access ).

Reason:: Since the original application was made this site comes under the new proposed conservation area, therefore this application should be made again complying to all conservation area regulations.

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KET/2010/0205      Mr Moore Westleigh Development    54 Pioneer Rd, BL

Variation of conditions 7 of KET/2008/0688 in respect of the approved plans.  
Reason:: 1/ The revised plans showing the realignment of the kerbing will make this road narrower than it already is causing greater hazard to all users and parker vehicles. The realignment is only to increase the splays that have already been passed and approved.  
2/ The proposed bollards will cause unnecessary risk factor to all vehicle using this narrow road.

**25.3.3 Planning Applications Approved by Kettering Borough Council**

KET/2010/0032      Primary Health Investment Properties    Medical Centre  
Higham Road

Two storey side extension

KET/2010/0048      Mr D Smith            11 Cranford Road, BL

First floor rear and single storey side extensions.

KET/2009/0775      Mr White IVG White Ltd            Finedon Road, BL

Extension to industrial building to include chill store, loading dock and associated works.

KET/2009/0770      Mr White IVG White Ltd            Finedon Road, BL

Extension to industrial building.

**25.3.4 Planning Refusals Received from Kettering Borough Council**

KET/2010/0070      Mr & Mrs Lawson            The Manor House Church St

Erection of 2 new dwellings, alterations to existing access and associated works.

**25.3.5 Planning Appeals Received from Kettering Borough Council**

None

**25.3.6 Planning Applications Withdrawn Received from Kettering Borough Council**

KET/2010/0062      Mrs Morgan                            26 Kettering Road

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Renewal of extant permission (OUT ) KET/2007/0337 ( residential development of 3 new dwellings with new private shared driveway from existing access. ) No further action to be taken

**25.3.7 Planning Appeals Withdrawn Received from Kettering Borough Council**

None.

*Meeting ended at 19.45*

**AM 05/10/25.4 Civic Centre Update**

Cllr Macdonald advised that the refurbishment work should be finished by the beginning of July and then the carpets can be fitted; estimated that the first BLTC meeting will be in August. The summary of income and expenditure to date distributed by the Clerk was noted. Decisions about the opening ceremony and thanks/presentation to the Probation Service to be deferred to the June meeting of BLTC.

**AM 05/10/25.41 Resolution: Determination of System of Refuse Storage & Collection**

Deferred to the June meeting of BLTC pending further information to be obtained by Cllr Macdonald.

**AM 05/10/25.5 Highways Report Cllr Macdonald)**

Cllr Macdonald had nothing to add to his report. Cllr Jerram advised the Council of planned substantial excavation works (to take 4 months)in BL to connect an electric cable from a pylon in the area of the Pocket Park to Blackbridge Farm (to connect a new generator) Agreed that Cllr Jerram invites Mr Wragg to the June BLTC meeting, ditto Cllr Macdonald re: NCC Highways representative and Blackbridge Farm recycling plant representative.

**AM 05/10/25.6 Kettering East Alliance Update**

Nothing to add.

**AM 05/10/25.7 NCALC Training Calendar 2010/11**

Issued to Cllrs Jeram and Gunn for reference.

**AM 05/10/25.8 BLTC Casual Vacancy Update**

Election to take place, awaiting details from KBC

**AM 05/10/25.9 Appointment of Internal Auditor for 2010/11**

On the recommendation of the Clerk Cllr Smith proposed that the Council use NCALC's Internal Auditor service for the 2010/11 Financial year at accost of £169.26, seconded by Cllr Macdonald. **Resolved:** that the proposal be approved.

**AM 05/10/26 Urgent Matters (with prior approval of Town Mayor)**

**26.1 Schoolchildren Being Denied Access to Buses by Stagecoach.**

Cllr Evans proposed that she draft a letter expressing the Council's concerns and to have sight of Stagecoach's policy on this matter, seconded by Cllr Smith. **Resolved:** that the proposal be approved.

**26.2 Donation from 'Artists in Burton Latimer Enterprise'**

The Council was advised that ABLE had sent a thank you card and donation of £50 for the Council allowing them to use the Council Chamber to exhibit their work.

**AM 05/10/27 Press Release**

Town Mayor/Deputy Town Mayor appointments.  
Pocket Park duck race.

**AM 05/10/28 Private & Confidential Matters**

*The Clerk then moved that the public be excluded for the remainder of the proceedings of the meeting on the grounds that the publicity would be prejudicial to the public interest having regard to the confidentiality of the nature of the business to be transacted.*