

MINUTES OF THE MEETING OF BURTON LATIMER TOWN COUNCIL
HELD AT BURTON LATIMER CIVIC CENTRE ON 7 DECEMBER 2010

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

Police: PCSOs D. Fenner, A. Sillance

Stagecoach Midlands: S. Burd (Managing Director), B. Hadden (Operations Manager)

Public Forum (1 member of the public present)

Matters raised: None

12/10/01 Apologies

Apologies for absence were received from Cllr Macdonald (on holiday). And Cllr Walden (illness). Cllr Gunn proposed that Cllr Macdonald's absence be approved, seconded by Cllr Fry. Cllr R. Groome proposed that Cllr Walden's absence be approved, seconded by Cllr C. Groome. **Resolved:** that the proposals be approved.

12/10/02 Declarations of Interest

Cllr Edwards (Item 8.32 Occupancy Agreements Update), Cllr Zanger (Item 8.10 - Open Spaces), Clerk (Item 15.2 – Clerk's Terms & Conditions of Employment)

12/10/03 Resolution: Approval of Town Council Minutes of Ordinary Meeting held on 2 November 2010

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

12/10/04 Police Matters

Matters raised: results of traffic survey in High Street (11 – 18 November) and anti-social behaviour.

12/10/05 Town Mayor's Report

Events attended: Children's society lunch, induction of new Baptist Minister, Remembrance Day service and parade, selling poppies, opening ceremony BL Civic Centre, 3 Civic Services, charity coffee morning, BL Christmas lights switch on, Gala Evening (Rothwell), BL Over 70's Christmas party.

12/10/06 Stagecoach Midlands Representation

Principal matters raised by the Town Council: bus service between 7.30 am and 8.15 am between BL and Kettering (schoolchildren), service often late and overcrowded and reports of bullying and smoking on the buses. Also covered: children being refused access to buses because they do not have the correct change, compulsory return fares. and speeding buses. Stagecoach's response:

- S/C recognises that there has been an increase in numbers of schoolchildren getting on the 'A' service rather than the '276' service because the latter does not stop at local shops. S/C to change the route of the 276 so that it does stop at local shops.
- S/C endeavouring to increase the size/capacity of buses on these services with effect from April, 2011.
- Drivers on the school services have undertaken Customer Care training.
- If children experience bullying on these services Stagecoach to be informed and they will raise the matter with the school(s) concerned.
- Adverse weather has increased bus usage and caused some problems (late buses).
- Compulsory return fares to change to single fares after Christmas holidays, but may change back if revenue reduced.
- Revised Government guidelines on Concessionary Fares will reduce funding to bus companies, hopefully no major changes will be necessary, but some services will be affected
- Registration numbers of suspected speeding buses should be reported to S/C (tel: 01536 482577) and, if appropriate, disciplinary action will be taken
- S/C to keep the Town Council informed.

Cllr Jerram thanked S/C for their attendance and helpful responses to the matters raised.

12/10/07 Correspondence

7.1 KBC – Christmas Lights – Grant Offer Letter

Cllr Zanger proposed that the Clerk should sign the grant offer letter on behalf of the Town Council subject to receiving written confirmation from Ian Griffiths that £500 has been spent on the purchase of new lighting or decorations, seconded by Cllr Evans. **Resolved:** that the proposal to be approved. Cllr Smith to forward Ian Griffiths's statement to the Clerk. Cllr Zanger to raise the appropriateness of this clause with KBC's Head of Community Services.

7.2 BC of Wellingborough – Site Specific Proposals Development Plan

Cllr C. Groome to draft a letter (3 day rule) raising the Town Council's concerns that any significant development in Finedon will increase the already significant 'backing up' of traffic between Finedon and BL.

7.3 BL Community Centre – ET Article Concerning 'BLAST'

Cllr Zanger has spoken to the person at the Community Centre and explained the context of the comments in the ET. No further action necessary.

7.4 NCC – Parking Restriction Changes Requested by BLTC

Request to be included by NCC's in next review of parking in the Kettering area.

7.5 KBC – Dog Control Orders

Response form completed.

7.6 NNJPU – Consultation on Development Contributions Supplementary Planning and Biodiversity Planning Documents

Noted by Cllrs.

7.7 BL Fire Station – Parking at Rear of Civic Centre

Cllr Evans proposed that the Fire Service be asked for the registration numbers of affected vehicles and they will be permitted to park in the car park on Thursday evening during their training session, seconded by Cllr R. Groome. **Resolution:** that the proposal be approved. Also agreed that the marking of the car park, signage, etc, be referred to the Civic Centre Management Board.

7.8 Brackley Information Bureau – Ideas for BL Website

Referred to F&GP Committee for consideration.

7.9 RBL – Poppy Day Appeal Outcome

Letter from Mr J. Peck thanking Cllrs for their generous help with the Appeal. Total funds raised so far is £10,753; an increase of £400 over last year.

8.0 Policies & Priorities

8.1 F&GP Committee Minutes

Cllrs acknowledged previous receipt of the above Minutes and Draft 2011/12 Budget. Agreed that the 2011/12 draft budget be referred back to F&GP for finalising and a recommendation for the level of the 2011/12 Precept (to be submitted to the January meeting of the Town Council).

8.2 Planning Committee Minutes

Cllrs acknowledged previous receipt of the above Minutes.

8.3 Civic Centre Update

Cllr Zanger tabled the Minutes of the meeting of the Civic Centre Management Board's meeting on 18 November.

Item 1 – Office Cleaning Procurement) - Dealt with under Item 15.3 (P&C)

Item 2 – Broadband Connection – recommended that this be rejected. Agreed by the Council.

Item 3 – Responsibility for Opening and Closing the Civic Centre for casual room hirers – recommended existing situation should remain (see Council decision at Item 4)

Item 4. – Ownership of the civic Centre Room Diary (bookings of room hire, etc) – recommendation that Cllr Gunn has volunteered to undertake this task.

Council agreed to this recommendation:

Cllr Gunn to take over the management of the CC diary, the CC Management Board to decide and make arrangements (at its fortnightly meetings) as to the opening/closing of the CC for each of the events in the diary for the following month and feed this back to Cllr Gunn (for information only). The Clerk undertook to write a procedure for this process.

Also agreed that this Standing Agenda Item be deleted from future Agendas and replaced with Standing Agenda Item 'Civic Centre Management Board Update'

8.31 Refurbishment Update

No further information. Agreed that this Standing Item be deleted from future Agendas.

8.32 Occupancy Agreements Update

- Heritage Society - in situ.
- Titan Atlas Ltd – in situ
- 'BLAST' – Tenancy Agreement and Landlord and Tenant papers signed, occupancy effective from 1st January, 2011
- Henley Centre – Tenancy Agreement and Landlord and Tenant papers signed (NCC), occupancy date to be agreed locally with Henley Centre.

8.33 Use of Car Park

(See Item 7.7)

8.34 KBC Approval of Change of Use Update

Cllr Zanger proposed that KBC's administration charge of £85.00 be approved, seconded by Cllr Fry. **Resolved:** that the proposal be approved. Clerk to complete the 'Variation of Condition' form.

8.4 Highways Report

Repairs in Higham Road, Finedon Road and Station road completed. Higham Road surface water problem to be rectified within the next couple of weeks.

New signage to deter HGVs going through the town is underway and should be completed by the end of the month.

Information re: resurfacing schemes hopefully available for BLTC's January meeting.

8.5 Kettering East Development Update

Cllr Gunn updated Cllrs on meeting with Cath Bicknell.

8.6 ACRE – Parish Plan Update (on behalf of Cllr Macdonald)

Very successful meeting with the ACRE on 24 November, commended on quality of the submission, Community Parish Plan Working Group to send out a community questionnaire in January, update to ACRE end January/early February, deadlines being met, application for further £1000 grant (cost of printing and distribution of Community Questionnaire), update on questionnaire by Cllr Smith.

8.7 Internal Auditor – Resolution: Approval of Payment Authorisation Form

Cllr Evans proposed that the draft Payment Authorisation Form submitted by the Clerk be approved, seconded by Cllr Smith. **Resolved:** that the proposal be approved.

8.8 Town mayor’s Report from NCALC Chairmanship Training Event

Clerk presented the following comments on the above, as requested by the Council.

With the exception of paragraphs headed ‘Planning’, ‘Annual Parish Meeting’, ‘Annual Report’, ‘Signing of Cheques’ and ‘Regular Review and Reporting On’ the remainder of the notes are either (i) reminders of what Cllrs already know (ii) advisory (not mandatory) (iii) procedures/practices already adopted by BLTC.

Planning

With exception of (i) determining the precept and (ii) electing the Chair to the Council, all other powers can be delegated to a Committee – provided that the powers so delegated are clear in the Committees Terms of Reference and the ToR have been agreed by Full Council. Therefore, there is no need to change the existing Planning Committee arrangements.

Annual Parish Meeting (see also Annual Report)

Not a statutory duty to produce an Annual Report (but must report on Accounts) but it is a requirement for Quality Council Status. The clerk recommends that the Council adopts this practice.

Signing of Cheques

Cheques need to be signed by 2 Cllrs, therefore the Clerk recommends a change in procedure - 2 Cllrs and Clerk’s signature.

Regular Review and Reporting

Some of the stated policies already exist (e.g. Complaints Policy, Publication Scheme) and some are being introduced over the next few months (e.g. Staff Grievance Policy,

File Management & Archiving Policy, Disability Access Policy, Members' Expenses Policy)

8.9 Letter of Thanks to the Probation Service (contribution to refurbishing the Civic Centre)

Agreed by Council. Also agreed that letters of thanks be sent to Latimer Arts College (assistance by pupil at the opening ceremony) and Sainsburys (contribution to refreshments for the opening ceremony). Cllr R. Groome to feedback to Roger Knight on his comments about public viewing of the Civic Centre.

8.10 Work in Progress Update

Noted by Cllrs.

9.0 Borough Council Matters of Interest

Cllr Zanger

Farmer's Market Agenda item required on BLTC's January Agenda, attended meeting with Cabinet Minister (Communities), renaming of Open Spaces to mark the Queen's Diamond Jubilee (potentially King George Vth Recreation Ground) to be dealt with under 3 day rule (Cllr Zanger to email details to all Cllrs), change in licensing laws Re: sex establishments – KBC have determined that there will only be one such establishment (in Kettering)

Cllr R. Groome

Attended meeting on 'Keyways Housing Scheme', feedback Council's views on the BL pharmacy matter, manager of Burton House and Yeomans Court has expressed concern about the public parking at the rear of the Band club – potentially blocking emergency vehicle access, taking up complaints about smell from Blackbridge Farm – taking this up with KBC's Environmental Health Services Department, thanks to Kate Edwards for decorating St Mary's Christmas tree.

Cllr C. Groome

Updated the Council on the following:

NNJPU's development of a new policy in relation to the review of the Core Spatial Strategy - taken off the agenda of tonight's NNJPU's meeting due to a court action - now to be considered at a meeting of NNJPU on 25 January. Important to BL that new policy is in place quickly.

Sport's Partnership – directly funded by Central Government and funding is being reduced – willing of opinion that it should not be reduced

Campaign for rail service improvements - ongoing.

10.0 County Council Matters of Interest (Cllr C. Groome)

Late payments by NCC to creditors a concern.

Suggestions for use of Empowerment Fund requested – Schemes under consideration involve BL Library, St Mary's School, mechanism for stopping motorcycle access to public footpaths/areas. - Cllr Zanger suggested marking of Civic Centre car park,

NCC's meeting next week has been cancelled.

11. Reports from Representatives on Outside Bodies

Cllr C. Groome updated Cllr on last week's CPRE (Northamptonshire) meeting. which included a discussion on 'ARC' - an idea to produce an unofficial document which looks at the concentration of employment and housing in Northamptonshire so that Planning Authorities could use this data in the planning context.

12. Urgent matters (to be agreed by the Chair)

12.1 BL Christmas Lights Switch On

Cllr Zanger tabled the balance sheet for the above event showing a 'profit' of £256.50

12.2 Civic Centre Users – Switching off of lights, etc

Agreed that occupants of the CC will be reminded of the need for the above.

12.3 Heritage Society's Booking of the Council Chamber (AGM etc)

Agreed that there would be no charge for tenant's occasional use of this facility.

12.4 Acquisition of new Town Flag

Cllr Zanger undertook to purchase a new flag from his Borough Council Ward Initiative Fund.

12.5 Sports and Leisure

Cllr Jerram feedback the elements of KBC's Sports & Leisure Action Plan affecting BL and it was agreed that BLTC's Sports and Leisure Group would recommence as soon as possible.

13. Resolution: Approval of Accounts for Payment

| | £ |
|--|----------|
| Cheque No. 101517 Cllr J. Smith (reimb. Civic Centre – opening ceremony refreshments, Probation Service Gift (tools), curtains & fittings) | 833.24** |
| G. Sneddon 101518 (Clerk’s salary Dec 2010) | 827.39* |
| Cheque No. 101519 HMRC (Tax & NI Dec 2010) | 311.29* |
| Cheque No. 101520 Clean Simplicity (Mrs S.E. Gunn total 8 hours 3 occs.) | 64.00** |
| Cheque No. 101521 NCALC – Grant Funding Training (Cllr Jerram) | 29.00* |
| Cheque No. 101522 Mrs D. Dicks (Celebration Cake (opening ceremony) | 50.00** |
| Cheque No. 101523 Dr W. Hunt (website maint. 3 rd quarter) | 297.50* |
| Cheque No. 101524 Kensigns (CC – external & internal signs) | 396.45** |
| Cheque No. 101525 Cllr Macdonald (CC - reimb. 8 keys) | 60.00** |

(Expenditure Powers * LGA 1972 s. 111, ** Civic Centre LGA 1972 s.111/133/LG (Misc. Provisions) Act 1976, *** LGA 1972 s. 144, ****LGA 1972 s. 137)

Cllr C. Groome proposed that the above accounts be approved for payment, seconded by Cllr Zanger. **Resolved**: that the proposal be approved.

14. Press Release

None.

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.