

**MINUTES OF THE ANNUAL MEETING OF BURTON LATIMER TOWN  
COUNCIL HELD AT BURTON LATIMER CIVIC CENTRE ON 17 MAY 2011**

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

*Police: Sgt W. Preece  
PCSO A. Sillance*

*Members of the Public: 1*

**Public Forum:**

Matters raised: None.

**AM05/11/01 Appointment of Town Mayor (Chair) 2011/2012**

Outcome of initial ballot:

For Cllr Gunn: 5 votes  
For Cllr Macdonald: 5 votes

The Chair's casting vote was for Cllr Gunn. **Resolved:** that Cllr Gunn was elected Burton Latimer Town Mayor for 2011/2012.

**AM05/11/02 Appointment of Deputy Town Mayor (Deputy Chair) 2011/2012**

**Resolved:** That Cllr Macdonald, the sole candidate for the above office, was unanimously elected Burton Latimer Deputy Town Mayor (Deputy Chair) for 2011/2012.

**AM05/11/03 Signing of Statutory Declarations 2011/2012**

The Statutory Declarations of Acceptance of Office were signed by Cllrs Gunn and Macdonald. Cllr Gunn chaired the remainder of the meeting.

**AM05/11/04 Apologies**

Absence: Cllr C. Groome (business commitments) – Cllr Macdonald proposed that the absence be approved, seconded by Cllr Fry. **Resolved:** that the proposal be approved.

**AM05/11/05 Declarations of Interest**

None.

**AM05/11/06 Approval of AM Minutes of 04 May 2010**

The above Minutes were approved by the Council on 02 June 2010.

**AM05/11/07 Police Matters**

Matters discussed: Latest Crime statistics, 'A01' listing on crime statistics given to the Bowling Club (complaints of anti-social behaviour from local residents). Matters raised by the Council: a gang of girls attacking others, police non-attendance at the Farmer's Market, indecent exposure incident at the Farmer's Market, graffiti on the Electrical sub-station in Hollands Drive (letter to be sent to Electricity Board requesting that it be removed). Finedon Street Working Men's Club – state of property (broken glass, litter, etc) – Cllr Zanger to take this up with KBC re: cleaning up the site). Sgt Preece confirmed his return to normal duties after a 9 month secondment and updated Cllrs on the police consultation processes.

**AM05/11/08 Appointment of Representatives on Internal Committees/Groups & Outside Bodies**

**Internal Committees/Groups**

**Planning Committee *NFT***

Councillors: D. Gunn, H. Fry, C. Groome, F. Macdonald, J. Smith, A. Walpole

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

Councillors: M. Evans, C. Groome, R. Groome, M. Jerram, F. Macdonald, J. Smith

**Finance & General Purposes Committee**

Councillors: H. Fry, D. Gunn, M. Jerram, R. Knight, F. Macdonald, J. Smith

**Burton Latimer Sports and Leisure Group**

Councillors: M. Evans, M. Jerram, H. Fry, R. Groome, D. Gunn, R. Knight, J. Smith, A. Walpole

**Financial Monitoring Group**

Councillors: D. Gunn, M. Jerram, F. Macdonald, D. Zanger

**Civic Centre Management Group**

Councillors: M. Evans, H. Fry, R. Groome, M. Jerram, F. Macdonald, J. Smith, D. Zanger, A. Walpole

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**Business Liaison Forum**

Councillors: R. Groome, H. Fry, F. Macdonald, J. Smith, D. Zanger

**Parish Plan Steering Group**

Councillors: D. Gunn, F. Macdonald, J. Smith

**External Bodies (Kettering Borough Council)**

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

Councillors: C. Groome, D. Zanger

**A6 Forum *NFT***

Councillors: (unlimited)

**External Bodies (Other)**

**Ancient Parish Charity *4 Years***

Councillors: R. Groome, J. Smith

**Community Centre Association Committee *NFT***

Councillors: F. Macdonald, D. Zanger

**Darby and Joan Club *NFT***

Councillor: D. Zanger

**Twinning Association *NFT***

Councillors: M. Evans, M. Jerram

**United Education Foundation *4 Years***

Councillors: R. Groome, D. Zanger

**Burton Latimer Heritage Society**

Councillors: R. Groome, M. Evans

**Pocket Park**

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Councillors: D. Gunn, M. Jerram, R. Knight, F. Macdonald, A. Walpole, D. Zanger

**Latimer Swimming Pool Trust**

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

**‘BLAST’**

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

**Burton Latimer Health Centre Patients’ Forum**

Councillors: M. Jerram, R. Knight

**Highways Representative**

Councillors: F. Macdonald, D. Gunn

**Parish Path & Tree Warden**

Councillors: F. Macdonald, R. Knight

**Flood Warden**

Councillors: J. Smith

**CPRE**

Councillors: C. Groome

*( Note: NFT = No Fixed Term)*

**AM05/11/09 Town Mayor’s Allowance**

Agreed that current policy remain unchanged (maximum allowance £1,000)

**AM05/11/10 Financial Authority**

Agreed that authorised signatories (cheques) are the Clerk and Cllrs Gunn (Chair), Macdonald (deputy Chair), Jerram and Zanger.

**AM05/11/11 Matters Referred from APM**

None.

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**AM05/11/12 Annual Reports**

None.

**AM05/11/13 Vacant Seat on Town Council – Co-option**

Cllr Evans proposed that the Council advertise the vacant seat for co-option. The motion was not seconded. Cllr Macdonald proposed that the Council ask for nominations for co-option now and not advertise the vacancy, seconded by Cllr Walpole.

Votes in favour of the motion: 7

Votes against the motion: 1 (Cllr Evans)

Abstentions: 2 (Cllrs Gunn and Knight)

**Resolved:** that the proposal be approved.

The Chair then called for nominations for co-option from the Cllrs present. Cllr Ruth Groome nominated Sue Padgett and tabled a CV of the nominee and read it out to Members. The motion was seconded by Cllr Walpole. Cllr Fry nominated Deborah Russell and read out the nominee's CV. The motion was seconded by Cllr Smith. Cllr Zanger nominated Robin Hall and read out the nominee's CV. The motion was seconded by Cllr Macdonald. All of the nominees, as residents of Burton Latimer, were qualified to sit on the Town Council.

The voting was in alphabetical order and the outcome of the initial round of voting was as follows:

<u>Nominee</u>	<u>Votes in Favour</u>
R. Hall	2
S. Padgett	4
D. Russell	4

In accordance with co-option rules the nominee with the lowest number of votes, R. Hall, was excluded from the ballot and Members voted again for the two remaining nominees. The outcome of the second round of voting was as follows:

<u>Nominee</u>	<u>Votes in Favour</u>
S. Padgett	4
D. Russell	6

**Resolved:** that Deborah Russell be declared co-opted to Burton Latimer Town Council and she will be summoned to attend the next Town Council meeting on 07 June where she will sign the Declaration of Acceptance of Office and agree to be bound by the Code of Local Government Conduct.

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**AM05/11/14 Resolution: Approval of Delegated Arrangements to Committees**

Cllr Zanger proposed that the existing delegated arrangement be approved, seconded by Cllr Evans. **Resolved:** that the proposal be approved.

**AM05/11/15 Resolution: Adoption of Financial Regulations**

Cllr Zanger proposed that the existing Financial Regulations (as revised in April 2011) be approved, seconded by Cllr Smith. **Resolved:** that the proposal be approved.

**AM05/11/16 Resolution: Adoption of Standing Orders**

Cllr Evans proposed that the existing Standing Orders (as revised in April 2011) be approved, seconded by Cllr Jerram. **Resolved:** that the proposal be approved.

**AM05/11/17 Resolution: Approval of Asset Register**

Cllr Zanger proposed that the existing Asset Register (as revised in April 2011) be approved, seconded by Cllr Smith **Resolved:** that the proposal be approved.

**AM05/11/18 Resolution: Approval of Insurance Cover/Arrangements**

Cllr Macdonald proposed that the benches and town entry signs are not added to the Council's insurance policy, seconded by Cllr Smith. **Resolved:** that the proposal be approved. Also agreed that the policy be renewed on a one year basis.

**AM05/11/19 Resolution: Approval of Council's/Employee's Membership of Other Bodies**

Cllr Macdonald proposed that membership of ACRE, CPRE, NCALC and SLCC be continued, seconded by Cllr Ruth Groome. **Resolved:** that the proposal be approved.

**AM05/11/20 Setting the Dates/Times/Place of Council Meetings for 2011/2012**

Cllr Zanger proposed that the dates, times and places as set out in the Agenda be approved, seconded by Smith. **Resolved:** that the proposal be approved.

**AM05/11/21 Resolution: Approval of Accounts for Payment**

	£
Cheque No: 101580 G Sneddon (Clerk's salary May 2011)	906.33
Cheque No: 101581 HMRC ( Tax & NI May 2011)	361.99
Cheque No: 101582 Cancelled	
Cheque No: 101583 Anglian Water (150111 – 110411)	77.29
Cheque No: 101584 KBC (20 Refuse Sacks)	46.00
Cheque No: 101585 K. Barriers (Squeeze Barrier)	1,276.80
Cheque No: 101586 S.E. Gunn (CC Cleaning 0604-2704)	72.00

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Cheque No: 101587 D. Gunn (CC Reimb. Air Freshener	18.98
Cheque No: 101588 Gent Glass (CC Retention Monies)	51.55
Cheque No: 101589 A. Baillie (Hygiene) (CC Cleaning Mats.)	51.79
Cheque No: 101590 Zurich Insurance (2011/12 Premium)	1,212.00
Cheque No: 101591 SLCC (Clerk's Membership Fee 2011/12)	147.00
Cheque No: 101592 M. Lacey (part delivering Newsletter)	70.00
Cheque No: 101593 Cancelled	
Cheque No: 101594 S. Cortis (part delivering Newsletter)	50.00

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

**AM05/11/22 Resolution: Approval of Appointment of Internal Auditor for 2011/2012**

Cllr Macdonald proposed that the current NCALC Internal Auditor, David Linnell, be appointed for the 2011/2012 accounting year, seconded by Cllr Knight. **Resolved:** that the proposal be approved.

**AM05/11/23 Civic Centre Update (Cllr Zanger)**

Deferred to 'Private and confidential Items'.

**AM05/11/24 Highways Update (Cllr Macdonald)**

Repairs ongoing in Churchill Way and The Avenues, revised parking arrangements in High Street to be implemented by NCC, Poplar Road repaired.

**AM05/11/24.1 Resolution: Approval to Approach NCC to Extend Double Yellow Lines into Spring Gardens (up to No. 12)**

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

**AM05/11/25 Kettering East Development Update**

KE Forum meeting next week, topics include sewage and surface water run-off, junction 7 (A14), Representatives to attend from NCC, Highways Agency and Environment Agency.

**AM05/11/26 KBC – Town Centre Grant Update**

Cllr Zanger proposed that the list of improvements recommended by the Finance & General Purposes Committee be approved and KBC advised accordingly, seconded by Cllr Macdonald. **Resolved:** that the proposal be approved.

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**AM05/11/27 Blackbridge Farm Update**

Cllr Macdonald presented the background to the letter received from Think Environmental's Director of Planning and Development formally requesting that Cllr Macdonald no longer attends meetings of the Local Liaison Group. The letter states that "Think Environmental were very concerned about inaccurate and misleading information being presented at meetings and to various parties and that we were contemplating legal action" and "may pursue a formal complaint through the Standards Committee".

The circumstances were discussed at length and Cllr Fry proposed that a response be sent to Think Environmental stating that "following discussion of Think Environmental's letter of 13 April, 2011, at the Town Council meeting on 17 May 2011, it was resolved that the Town Council is in agreement with Cllr Macdonald continuing to represent the Town Council at meetings of the Local Liaison Group". The motion was seconded by Cllr Knight. **Resolved:** that the proposal be approved. Note: Cllrs Macdonald and Jerram abstained from voting on the proposal.

**AM05/11/28 ACRE Parish Plan Update**

Work ongoing.

**AM05/11/29 Work in Progress Update**

Deferred until June meeting of BLTC.

**AM05/11/30 Borough Council Matters of Interest**

Cllr Zanger: New Leader of KBC is Cllr Russell Roberts; Deputy Leader Cllr Mary Malin.

**AM05/11/31 County Council Matters of Interest**

County Cllr not present.

**AM05/11/32 NCALC Training Calendar – New Councillor Training**

Noted by Cllrs.

**AM05/11/33 Correspondence**

**33.1 Royal British Legion - 90<sup>th</sup> Anniversary Celebrations**

Noted by Cllrs.

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**33.2 East Midlands Trains – December 2011 Timetable**

Noted by Cllrs.

**33.3 Corby Borough Council's Local Development Framework Update**

Noted by Cllrs.

**AM05/11/34 Urgent Matters (with prior approval of Town Mayor)**

None.

**AM05/11/35 Press Release**

New BL Town Mayor & Deputy Town Mayor, election of two new Cllrs and co-option of a third. Cllr Gunn to action.

*It was 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.*