

**MINUTES OF THE MEETING OF THE BURTON LATIMER TOWN
COUNCIL HELD AT BURTON LATIMER COUNCIL OFFICES ON
5TH FEBRUARY 2008**

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

County Councillor: C. Lamb

*Police Representatives: Sgt. T. Hopkins Pc N.Bull,
PCSO B. Hawkins*

02/08/2172 Apologies

Apologies for absence were received from Town Councillors J. Garnett and M. Jerram. Apologies for lateness were received from Town Councillors R. Groome and D. Zanger.

02/08/2173 Members' Declarations of Interest

There were no declarations of interests

02/08/2174 Declarations of Changes to Members' Register of Interests

There were no declarations of changes to Members' Register of Interests

02/08/2175 Minutes of the Meeting held on 8th January 2008

The Minutes of the Town Council meeting on 8th January 2008 were unanimously approved as a true record of the meeting subject to the following amendments:

Minute 01/02/2161 - insert 'Palmichaels' in brackets

Minute 01/08/2164.24 – insert 'received by BLTC'

Minute 01/08/2164.7 – delete 'would'

Minute 01/08/2165 – replace 'county' with 'community'

Minute 01/08/2166 – insert 'paid'

Minute 01/08/2164.21 – delete planap 'KET/2007'

02/08/2176 Matters Arising

Minute 01/08/2162.8 Casual Vacancy (Latimer Ward)

The clerk advised the Council that the provisional date for the election was 27th March 2008 and it may be held in BLTC's Council Chamber.

Minute 01/08/2163 Public Participation

With regard to yellow lines, Councillor Walden asked Councillor Macdonald if these could be placed outside Meadowside Primary school.

Minute 01/08/2166 County Council Matters of Interest

Councillor Lamb confirmed that the £2,500 contribution from his Discretionary Fund towards BL's cemetery gates would be paid into the Town Council's account tomorrow.

Minute 01/08/2164.21 – Planning Applications Received

In response to a query by Councillor Bettles planning application KET/2007 was deleted from the Minutes of the January meeting.

Minute 01/08/2165 Borough Council Matters of Interest

Councillor Chris Groome advised that the Town Council's response to the Burton Latimer Urban Design Framework (Civic Hub) proposals had been submitted after being modified slightly by himself and Councillor Macdonald. He also advised that KBC's consultants were working on this brief until the end of March and that he had requested that their response be received in time for the March meeting of BLTC. With regard to the exclusion of Churden Resident's Association from the consultation process, Councillor Groome advised that the process was restricted to Councillors at this stage.

Minute 01/08/2164.4 Town Council Chamber and Facilities

The Clerk distributed the keys to the door to the new Council Chamber and advised that additional keys to the Council's notice boards would be obtained. Councillor Macdonald advised that Steve Isbister (KBC) would be obtaining four additional keys for the Council building's external steel door shutter.

02/08/2177 Police Matters

The following matters were discussed:

The police station in the public library would be in place in a month, or so; the crime figures were fairly reasonable; parents consistently parking in the 'zig-zag' zone at Meadowside School; groups of 20 -25 youths congregating outside SPAR. With regard to the latter Councillor Macdonald undertook to advise Sergeant Hopkins of details of SPAR's Regional Director's visit in the next fortnight so that the police could meet with him to discuss various matters, including better liaison with the police and the role of the store's security staff.

BLTC Minutes 5th February 2008

Councillor Evans thanked the police representative's for their attendance and contribution.

02/08/2178 Town Mayor's Report

Councillor Evans informed the Council that she had had no Mayoral duties this month. Councillors were reminded that the Civic Ball would be held at the Park Hotel on Saturday 29th March and that tickets were £28 each.

02/08/2179 Correspondence

2179.1 Monthly Parish Crime Report

Members acknowledged receipt of the above.

2179.2 Natural England

Members acknowledged receipt of an invitation to a regional seminar on 7th February, 2008, 10.30 am – 12.30 pm (Nottingham Racecourse).

2179.3 NCC – Temporary Road Closures

Members acknowledged receipt of information advising of the temporary closure of sections of the A509 for the period 7th – 28th February 2008.

2179.4 Burton Latimer Town Bowls Club

Members acknowledged receipt of information from the above re: S.106 Planning Contributions and request for meeting re: possibility of funding a perimeter fence around the bowls green. It was **agreed** that a meeting with the Bowls club would be deferred until after the Friends of the Park had fully discussed this matter and the outcome was known.

2179.5 BC of Wellingborough – Town Centre Area Action Plan/Preferred Options

Members acknowledged receipt of the above.

2179.6 Communities & Local Government – Consultation on Orders and Regulations Relating to the Conduct of Local Authority Members in England

Details on seeking the views of the detailed arrangements for putting into effect the orders and regulations to provide a more locally-based ethical regime for the conduct of local councillors in England was received with a deadline for Members' comments

of 15th February, 2008. Members **agreed** with Councillor Chris Groome's view that any initiative to make this process more locally based could only be for the good.

2179.7 Yeomans Court – Request for £50 Donation

A letter was received from Yeomans Court Resident's Committee requesting 'yearly donation of £50.00. This item was referred to the F&GP Committee for consideration.

02/08/2180 Public Participation

Andy Walpole raised the matter of St Mary's School's being required to submit a Transport Plan (safe route for schools) to the County Council and asked whether the Town Council was involved in this process. Councillor Macdonald confirmed that the whole of High Street is scheduled to be included by NCC in 2008/9 in the safe route to schools process and that the Town Council is in close contact with NCC on such matters.

Warwick Hunt offered his support in developing the Town Council's website. He had discussed this with Councillor Gunn and had established a way forward with this project. He added that there were two initial areas for decision (i) what was the website designed to do a (questionnaire was issued to Councillors for them to complete and return to Councillor Gunn) and (ii) the need to set up a small project group to move things forward. Councillor Evans proposed that Mr Hunt works with Councillor Gunn and a small project group to develop the website. This was seconded by Councillor Macdonald and unanimously **agreed** by the Council.

Terry Freeman expressed concerns about a number of issues, including bicycles obstructing footpaths; vehicles parking at St Mary's School at school pick up time; the poor state of footpaths around the recreation ground (which are also not wide enough for prams, etc, and this is compounded by overgrown bushes and trees) and who is responsible for maintaining the 'mound' at the back of Severn/Welland Court.

Councillor Evans stated that the bicycle problem would be relayed to the police. Councillor Macdonald, with reference to parking outside to St Mary's School, advised that he had carried out a recent inspection of all of the yellow lines in the town with NCC and that NCC had undertaken to draw up a plan for the whole town within the next two weeks. With regard to footpaths, Councillor Macdonald advised that he, Councillor Zanger and one other Town Councillor would be undertaking an inspection of all footpaths in the town and a report would be submitted in due course. With regard to the 'mound' this was on the 'walkabout list' of KBC's Chief Executive and Steve Isbister (KBC) would be completing the action plan next month.

Kay Bryce advised that she fully understood Councillor Chris Groome's explanation as to why Churden Resident's Association were not included in the consultation on BL's Civic Hub at this stage. With regard to the request from the Bowls Club to fund

BLTC Minutes 5th February 2008

a fence around the bowling green, Mrs Bryce stated that she hoped the Town Council would not support this request as it would make it appear like a prison. She added that if the park was made a secure site it would not be necessary.

02/08/2181 Policies & Priorities

2181.1 Finance & General Purposes Committee Report

Councillor Walden presented the following Minutes of the last F&GP Committee.

MINUTES OF THE FINANCE AND GENERAL PURPOSES MEETING HELD ON THURSDAY 17th JANUARY 2008		
Present:	Cllrs Sheila Walden, Maureen Jerram, Michelle Evans, Peter Beetles, Derek Zanger and Rachael Abbott (ACRE)	
Apologies:	Cllrs Christopher Groome and Harry Fry	
Parish Plan/Quality Council	<ul style="list-style-type: none"> • Rachael Abbott (RA) reported that we needed to fill in the evaluation form to keep the £5000 grant. • It was reported that progress has been slow so far due to lack of resources (people) • RA said because of the size of BL the grant money will not be enough to complete the PP. We may be able to access more funds from the Northamptonshire Community Association • We need to collate all the evidence we have so far (Sports and Leisure, roads, footpaths and alleyways, cemetery, urban plan etc) and identify any gaps • We need to form a Parish Plan/Quality Council Steering Group with approx 3 councillors and the rest members of the community. They would then work with people leading specific groups (possibly 4 and ‘latching’ on to some that are already underway such as S and L group, Schools Councils, Church Groups, BLAST, Patients Forum etc) who would feed into the steering group • Need to consult with residents on what they would like in B/L – what is good/what is bad. Ideally using events already planned such as the Farmers Market, Community Centre Fete and Duck Race etc. and come up with around 8 areas we need to talk to the community about • Then need to look at each of the areas and prioritise: now, soon, later with ‘post it’ notes • RA will send the town clerk 12 village packs for cllrs 	<p>MJ</p> <p>MJ</p> <p>BLTC</p> <p>RA GS RA</p> <p>BLTC</p>

	<ul style="list-style-type: none"> • ACRE willing to help with specific grants • We need to be careful not to raise expectations • ME asked if we could use the money left from the grant to market the plan and do a TC website. RA said that if the TC feel this is key then we could resubmit the financial part of the grant application. RA to send copies • ACRE would be willing to come and do some training with the Steering Group 	<p>RA</p> <p>RA</p>
T/C grants	<ul style="list-style-type: none"> • Request from SW for a form. MJ to send • It was agreed by the F and GP to give £50 to Pat and Julie's (Countdown) retirement 	<p>MJ</p> <p>BLTC</p>
Website	<ul style="list-style-type: none"> • Cllr David Gunn requested to look at Mawsley's site and present a plan to the F and GP Group • ME will let DG have the website tree that has already been drawn up. 	<p>DG</p> <p>ME</p>
Benches	<ul style="list-style-type: none"> • Four quotes were discussed and it was agreed to order the bench and picnic tables from ----- as being the most substantial and fit for purpose. 1 bench 1.8 metre cost £434.75 and 2 picnic benches @ £631.50 each, cost £1263.00 • MJ to get three quotes for cementing them in (Harvey, KBC and a local builder) 	<p>BLTC</p> <p>MJ/FMc</p>
Gazebo	<p>It had been agreed at a previous T/C meeting to sell the gazebo because it is so heavy and buy a lighter one. DZ reported that now the gazebo is being stored downstairs at the T/C offices it was easier to manage although it did take 4 people to put it up. DZ suggested the T/C should now keep it.</p>	<p>BLTC</p>
Newsletter	<p>This is finished except for 3 items from various cllrs. MJ to chase this up.</p>	<p>MJ</p>
Any other business:	<ul style="list-style-type: none"> • DZ reported that he had been 'put on the spot' by the E/T re the Sports and Leisure Centre because he had put it top of his B/C wish list as no one had suggested anything for this. He also reported that Latimer School were looking into a sports hall • SW suggested that we should look into the feasibility of an 'academy' status school for BL. SW will e-mail Philip Hollibone for more details and produce a report • Ivan Cox was nominated for the 2008 TC Community Service award 	<p>BLTC</p> <p>SW</p> <p>BLTC</p>

The following matters were discussed and agreed by the Town Council;

- formation of a Quality Council Steering Group comprised of Councillors Evans, Macdonald, Jerram and Walden,

BLTC Minutes 5th February 2008

- to use of part of the ACRE grant to market the new Quality Parish Plan and website,
- payment of £50 to Pat Woolmer towards retirement fund (already paid by Councillor Evans – reimbursement required),
- quotes for benches, etc, - Councillor Macdonald to endeavour to get a price reduction,
- retention of the gazebo,
- the nomination of Ivan Cox for the Community Service award

2181.2 Review of Internal Audit Process/Systems of Internal Control

The Clerk presented the following report to the Town Council:

The Town Council is required to undertake a review of its internal audit process/systems of internal control by 31st March, 2008. The Clerk has sought guidelines from the Council's external auditor (BDO Stoy Hayward) and those guidelines have been distributed to members for information.

The guidelines, in reference to smaller Councils (such as BL) refer to the publication 'Governance and Accountability in local Councils in England and Wales – a Practitioner's Guide 2003, published jointly by the National Association of Local Clerks (NALC) and the Society of Local Councils (SLCC). The Clerk has obtained an updated version (2006) of this document (144 pages).

However the starting point of the review includes making an assessment in relation to:

- Scope of the internal audit
- Independence
- Competence
- Relationships
- Audit planning and report

Whilst there would normally be input from the internal audit provider they cannot be allowed to influence the direction or extent of the review. The results of the review are then reported to and considered by a full meeting of the Town Council. There are no hard and fast rules as to who actually performs the review, but the Council may wish to set up a small Working Party for this purpose. The Statement of Assurance (part of the external audit process) and the review of the internal audit are closely related, as the latter forms part of the former.

The review is primarily about effectiveness, not process. In essence the focus of the review should be on the delivery of the internal audit service to the required standard in order to produce the required outcome, i.e. assurance on internal control and the management of risks in the Council that can be relied on. A check list to assist the review of effectiveness of internal audit is provided at Appendices 'A' and 'B' to the document distributed to members. For Members' comments and decision.

The Town Council discussed the above and **agreed** that a small working party be formed, comprised of the Clerk, and Councillors Gunn, Macdonald and Walden to carry out the review and report back to the Town Council.

2181.3 Budget Monitoring Statement

The Clerk presented the budget monitoring statement for the period 1st April 2007 to 29th February 2008.

2181.4 Planning Matters

2181.41 Planning Applications Received by the Town Council

KET/2007/0769 Mr Smith 23 William Street, BL

Renewal of outline planning permission – KE/04/0607 maximum 2 storey dwelling

"The Town Council has no objections to this planning application"

KET/2007/0993 Mr Gavin S&G Higham Rd, BL

Demolition of workshops & erection of 3 - 2 storey dwellings

"The Town Council has no objections to this planning application"

KET/2007/1121 Mr Sharp 1 Spring Gardens, BL

To convert existing conservatory into a tiled roofed full brick construction lounge area

"The Town Council has no objections to this planning application subject to the following condition"

"the end elevation to be constructed with stonework matching the existing dwelling and adjacent wall".

KET/2007/0559 Mr Beaty Beaty Farm Wold Rd, BL & Bellway Homes

BLTC Minutes 5th February 2008

248 new homes along with new access arrangements associated open space & drainage works. (an appeal has been lodged with the Secretary of State for non-determination of planning by KBC)

“The Town Council has no objections to this planning application”

KET/2007/1128 Mr Carter 9 Miller Rd, BL

Proposed erection of a new garage and office / hobby room

“The Town Council has no objections to this planning application”

KET/2007/1048 Mr Stevens 155 Churchill Way, BL

Single Storey Rear Extension Conservatory

“The Town Council has no objections to this planning application subject to the following conditions”

“to see if the roof height could be lowered to a 14 degree pitch & defused / obscure glass used to the side of 153 for improved privacy purposes.

KET/2007/1016 Mr May RBSM Devpt. 153 High St, BL

Demolition of bungalow & garage & erection of a 2 & single storey building containing 5 flats.

“The Town Council objects to this planning application”.

2181.42 Planning Approvals Received from Kettering Borough Council

KET/2007/0759 Seagrave Developments 34-40 Regent Rd, BL

Revised design to plot 5 dormer window above garage front elevation & escape window to the rear elevation 2nd floor with obscure glass

KET/2007/0993 Mr Gavin S&G Higham Rd, BL

Demolition of workshops & erection of 3 - 2 storey dwellings

KET/2007/0769 Mr Smith 23 William Street, BL

Renewal of outline planning permission – KE/04/0607 maximum 2 storey dwelling

KET/2007/1039 Weetabix Ltd Station Rd, BL

BLTC Minutes 5th February 2008

Full application for 2 new silos next to building AP7 (s. 106 has been requested on this for a VAS sign in Powell Lane, which would also be advantageous to Weetabix vehicle movement in this area.)

2181.43 Planning Refusals Received from Kettering Borough Council

No planning refusals were received.

2181.44 Planning Withdrawals Received from Kettering Borough Council

KET/2007/0929 Mr Fry 16 Wold Rd, BL

Application for 4 executive detached dwellings with detached garages

2181.5 Millennium Walk

There was no further update on this item.

2181.6 Town Council Chamber and Facilities

Councillor Macdonald informed the Council of the following:

Council Chamber - whilst the Council was now in situ there was still some work to do in moving into the new ground floor Council Chamber and asked for volunteers. It was **agreed** that a letter of thanks be sent to Chris Bentley (KBC) when the move had been finalised. Councillor Evans, on behalf of the Town Council, thanked Councillor Macdonald for all the hard work he had put in on this project.

New flagpole – to be erected this Friday; suggested contacting the press the following week

Railings (adjacent to Farmer's Market area)- had been repaired.

Marking of car park – KBC to get a quote on this.

Toilets – street light will be done next week

SPAR cables – Steve Isbister (KBC) to meet with SPAR management next week to sort out the cables festooning the corner of the building.

Town Council civic notice board – agreed that new notice board should be fixed to SPAR's wall.

2181.7 Work in Progress Update

There was no further update on this item.

2181.8 Proposed Closure of the School Bus Service

Councillor Macdonald advised the Council that another meeting was to be held with KBC/NCC representatives. There was little chance of getting the school bus back but having a safer route to school was achievable. A number of exercises were to be carried out by NCC, including reassessing speed monitoring exercise (Polwell Lane, Station Road, Queensway – to be done simultaneously)

2181.9 Highways Matters

Councillor Macdonald advised the Council of the following:

Cranford road footpath was underway; sign posts had been erected in Church Street, signs to be fixed shortly; gully cleansing was being pursued (change of NCC manager); yellow lines/signage in the town- many are illegal and inappropriate NCC Engineer to draw a revised plan for the whole of the town; **agreed** letter to be sent to KBC and NCC Chief Executives expressing Town Council's concern at the lack of progress in sorting out parking enforcement (Councillor Macdonald to liaise with the Clerk with regard to the letter); meeting with KBC/NCC on 21st February re: de-cluttering signage in the town; NCC to carry out a risk assessment on Polwell Lane/ Altiendez Way and a safety assessment on A14 roundabout, extension of cycle ways; including High Street on safer route to school agenda and investigate a cleaner footpath scheme; town map – good progress being made – situation to be reviewed after de-cluttering of signage meeting.

Councillor Macdonald also proposed that a letter be sent to NCC requesting permission to purchase a VAS sign. The proposal was seconded by Councillor Ruth Groome and unanimously **agreed** by the Town Council.

02/08/2182 Borough Council Matters of Interest

Councillor Ruth Groome

Ward Initiative Fund – Councillors were asked for suggestions re: ideas for funding, Councillors to email suggestions to Councillor Groome. The Council was advised that it was now possible to carry forward any funds not spent.

Councillor Chris Groome

Councillor Groome informed the Council that he was pursuing a solution to the dangerous channel (electricity cables) in the road on High Street. With regard to the Farmer's Market, members of the public raised concerns about the state of the roads in the town (now being taken up by Councillor Macdonald). With regard to Councillor Groome experiencing problems with the postal service, a number of other people had had the same problems and an apology had now been received from the

BLTC Minutes 5th February 2008

Post Office. The Council was also advised that there had been some successes in regard to the review of the train service and that the campaign was continuing.

Councillor Zanger

The Council was informed of the following: the Deejak inquiry has been completed and the outcome will be announced in a fortnight; there will be Ward walkabout in the new financial year; twinning (Kettering/Lahnstein) – show of old plates/slides to be held at the Sports & Leisure Pavilion in Thursfield Drive, Kettering, at 7.30 pm on 28th March; problem with vehicles parking at the SPAR store – police to liaise with SPAR management to get deliveries made by smaller vehicles at the rear of the store - letters are required to be sent to all shop owners in the block and it was **agreed** that Councillor Zanger would liaise with the Clerk on this.

02/08/2183 County Council Matters of Interest

Councillor Christopher Lamb

The Council was informed that the Council Tax level will be decided by NCC on 28th February. Suggestions for items for the Councillor's Empowerment Fund were requested - this was referred to F&GP Committee for consideration with all suggestions to come before full Council for agreement.

02/08/2184 Reports of Representatives on Outside Bodies.

Councillor Walden informed the Council that the new Children's Centre at Meadowside Primary School was nearing completion and that Councillors will be given the opportunity to visit the facility.

02/08/2185 Accounts for Payment

The Council unanimously approved the following payments:

	£
Cheque No. 101238 Cllr D. Zanger (reimb. of purchases for planning appeal presentations)	75.18
Cheque No. 101239 G. Sneddon (Clerk's salary Feb 2008)	421.79
Cheque No. 101240 Inland Revenue (Tax & NI Feb 2008)	263.01
Cheque No. 101241 KBC (I.D. Cards)	75.00
Cheque No. 101242 G. Sneddon (Reimb. 'phone & postage) Oct - Dec 2007	39.86

02/08/2186 Any Other Relevant Items of Business

2186.1 Councillor Zanger

Farmers Market – advert. will appear in the community newspaper and the cost will be £35 per insertion (previously agreed by the Town Council), also FM signs placed on verges by Councillor Zanger were removed by the Chair of Isham Parish Council on advice of Borough of Wellingborough - Councillor Zanger to pursue this matter with the Leader of BCW. For March's FM, BL schools to be invited to submit children's pictures of an Easter Egg, competition to be judged by Councillor Zanger and prizes awarded in two age groups.

Flagpole – the Council is only required to fly the Union flag on certain days, suggestion that at all other times a BLTC flag (showing town crest) should be flown. This was **agreed** subject to Councillor Zanger checking the legality of this proposal. Councillor Ruth Groome stated that she would be pleased to pay for the flag from her Ward Initiative Fund.

2186.2 Councillor Macdonald

Adoption of Hollands Drive Estate - Councillor Macdonald advised the Council that he had been misinformed by the representative of Taylor-Wimpey and that the 'battle' to get the outstanding works completed continues.

2186.3 ACRE Village of the Year Competition

Members acknowledged receipt of this information.

2186.4 CPRE Northants Planning Landscapes Seminar 15th April 2008

Seminar to be held from 6.00 pm to 9.00 pm at Cranford Hall. This item was referred to the Council's Planning Committee.

2186.5 Audit Commission –Appointment of External Auditor

Confirmation that BDO Stoy Hayward will continue as the Town Council's External Auditor.

2186.6 Northants Fire Service – Consultation on Proposed Standard of Operational Response 2007

Members acknowledged receipt of this information.

2186.7 KBC – Dispensation for Parish Councillors

Agreed that the Clerk would request dispensation for matters relating to Burton Latimer's Community Centre and Burton Latimer's Pocket Park

BLTC Minutes 5th February 2008

02/08/2187 Press Release

The following items were agreed for press release:

- Flagpole (Councillor Macdonald to liaise with Councillor Evans)

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.