

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
BURTON LATIMER TOWN COUNCIL HELD IN THE COUNCIL  
OFFICES BURTON LATIMER ON 13TH MAY 2008**

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

**05/08/2233    Apologies**

Apologies were received from Town Councillor J. Garnett and County Councillor C. Lamb.

**05/08/2234    Declarations of Interests**

Councillor Zanger declared an interest as a member of Burton Latimer Swimming Pool Trust.

**05/08/2235    Declarations of Changes to the Register of Interests**

There were no declarations of changes to the Register of Interests

**05/08/2236    Appointment of Town Mayor/Chair 2008/2009**

The Clerk asked for nominations for the position of Town Mayor/Chair for the ensuing year. Councillor Walden proposed Councillor Jerram. This was seconded by Councillor Ruth Groome. The Clerk asked if there were any other nominations. Councillor Fry nominated Councillor Zanger. This was seconded by Councillor Gunn. The Clerk outlined the options for the means of voting and Councillors Zanger and Gunn requested a signed ballot be held. The result of the ballot was as follows:

Votes for Councillor Jerram: 5  
Votes for Councillor Zanger: 6

Councillor Zanger was duly elected to the role of Town Mayor/Chair.

**05/08/2237    Appointment of Deputy Town Mayor/Deputy Chair for 2008/2009**

The Clerk asked for nominations for the position of Deputy Town Mayor/ Deputy Chair for the ensuing year. Councillor Chris Groome nominated Councillor Macdonald. The nomination was seconded by Councillor Ruth Groome. The Clerk asked if there were any other nominations. Councillor Zanger nominated Councillor Bettles. This was seconded by Councillor Smith. The result of the signed ballot was as follows:

Votes for Councillor Macdonald: 5  
Votes for Councillor Bettles: 6

*BLTC AGM Minutes 13<sup>th</sup> May 2008*

Councillor Bettles was duly elected to the role of Deputy Town Mayor/Deputy Chair.

**05/08/2238 Signing of Statutory Declarations of Acceptance of Office for 2008/2009**

The statutory declarations of acceptance of office were signed by Councillor Zanger and Councillor Bettles in the presence of the Clerk.

**05/08/2239 Minutes of the Meeting on 15<sup>th</sup> May 2007**

The Minutes of the Annual Meeting on 15th May 2007 had been signed by the Chairman as a true and correct record of the meeting on 5<sup>th</sup> June 2007.

**05/08/2240 Appointment of Representatives on Outside Bodies**

**Internal Bodies**

**Finance and General Purposes Committee *NFT***

Councillors: M. Evans, S. Walden, D. Zanger, P. Bettles, C. Groome, H. Fry, D. Gunn , J. Smith and F. Macdonald.

**Planning Committee *NFT***

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

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

Councillors: M. Evans, S. Walden, J. Garnett and C. Groome

**Burton Latimer Sports and Leisure Group**

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

**External Bodies (Kettering Borough Council)**

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

Councillors: C. Groome and D. Zanger

**A6 Forum *NFT***

Councillors: (unlimited)

**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.

Trustee: Councillors M. Jerram and D. Zanger

(to be resolved at a later date)

**Darby and Joan Club *NFT***

Councillor: M. Evans

Ex-officio: J. Cutmore

**Twinning Association *NFT***

Councillors: S. Walden, P. Bettles

**United Education Foundation 4 Years**

Councillors: R. Groome and J. Garnett

**Chamber of Trade *NFT***

Councillors: D. Zanger and J. Smith

**Burton Latimer Heritage Society**

Councillors: R. Groome and P. Bettles

Trustees:

**Pocket Park**

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

**Latimer Swimming Pool Trust**

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

**‘BLAST’**

Councillors: M. Jerram, R. Groome, F. Macdonald

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

Councillors: M. Jerram, S. Walden

Ex-officio: I. Cox

### **Highways Representative**

Councillors: F. Macdonald and D. Gunn

**Note: NFT = No Fixed Term**

#### **05/08/2241 Chairman's Allowance**

It was agreed at BLTC 2005 AGM that in future years the Chairman's Allowance would increase by 5% per annum, rounded up to the nearest pound. The 2007/8 rate was £869 and it would, therefore, become £912 for 2008/9. This sum was agreed by the Town Council.

#### **05/08/2242 Financial Authority**

The Clerks recommendation that the financial authority relating to the Council's accounts, should be any two signatures out of the three stated on the Council's Bank Mandate, (Clerk, Town Mayor and Deputy Town Mayor) was **agreed** by the Town Council.

#### **05/08/2243 Matters Referred from Annual Parish Meeting**

Councillor Macdonald confirmed that (i) the new BLTC Civic Notice Board was now in situ (Spar building) and handed a key to the Clerk, (ii) the Higham Road bench should be installed next week. Additionally Councillor Macdonald advised that there was no possibility of posts/bollards being installed in the verge in Churchill Way (Councillor Zanger also advised that any such structures were being removed by NCC as illegal) and that the Town Council's request for the extension of the 'no alcohol zone' had received, initially, a favourable response from KBC and the police and was receiving further consideration.

The benefits/disbenefits of extending the no alcohol ban to encompass the whole of the town was discussed at length and it was agreed that the viability of this option would be raised with KBC and the police by Councillor Macdonald and brought back to the Town Council.

#### **05/08/2244 Annual Reports**

##### **2244.1 Twinning Committee**

Councillor Walden advised Members that this year is the 20th anniversary of twinning with Altendiez and Castelnuevo and that a party would be visiting from Germany on 2<sup>nd</sup> October for a week.. Councillor Walden, at the request of Councillor Zanger, undertook to provide the Council with an agenda for this visit.

##### **2244.2 United Education Foundation (UEF) and Ancient Parish Charity (APC)**

Councillor Ruth Groome advised the UEF received a constant flow of requests for financial assistance and some were from more mature students. The UEF was doing their

best to publicize the organisation. With regard to the APC the grants were made in January, mostly to elderly people linked to heating bills. This was a means tested process.

### **2244.3 Heritage Society**

Councillor Bettles advised the Council that the Heritage society's main concern was getting other, larger, premises in conjunction with any future relocation that the Town Council may be involved in. The Society acknowledged the support previously given by BLTC on this matter.

### **05/08/2245 Accounts for Payment**

The Town Council unanimously approved the payment of the following:

	£
Cheque No. 101253 Inland Revenue (Tax & NI April 07) (replaces cancelled cheque no. 101246)	288.06
Cheque No. 101254 G Sneddon (reimb. of 'phone & postage costs Dec-March)	43.57
Cheque No. 101255 Inland Revenue May 2008	286.11
Cheque No. 101256 Clerk's Salary May 2008	421.56
Cheque No. 101257 Cllr P.Bettles (Reimb. purchase of keys)	11.00
Cheque No. 101258 N.J.Rose (delivery of 4,500 questionnaires) (Sports & leisure survey)	300.00
Cheque No. 101259 Cllr M. Jerram (Reimb. of copying cost – survey)	15.86
Cheque No. 101261 I.Cox (Community Award)	100.00

*(NB: Cheque no. 101260 cancelled)*

### **05/08/2246 Correspondence**

#### **2246.1 NCC – Rights of Way Improvement Plan**

Members acknowledged that the details of the above were available on CD.

#### **2246.2 Wellingborough BC – Town Centre Area Action Plan Consultation Feedback**

WBC requesting feedback (questionnaire) re: limited response to consultation process. Councillor Macdonald undertook to respond on behalf of the Town Council.

#### **2246.3 Weedwise**

Confirmation from 'Weedwise' that they have retained the weed control contract for the 2008 season.

#### **2246.4 KBC – Budget Book 2008/09**

The above was placed in the Council Chamber for Members' reference.

**2246.5 Animal Aid – Compassionate Charter**

Request from Animal Aid for the Council to adopt the Compassionate Charter. It was **agreed** that Members would respond individually.

**2246.6 Zurich Insurance – Corporate Homicide & Corporate Manslaughter Act 2007**

Advice from Zurich that cover for the above will automatically be included in the Council's policy.

**2246.7 EMDA News**

The above was placed in the Council Chamber for Members' reference.

**2246.8 CPRE - 2008 Design Award, Summer Ball 2008, Welcome Letter**

Information on the above for Members' information.

**2246.9 Appointment of External Auditor**

Confirmation from BDO Stoy Hayward that they have retained the above role up to and including auditing the 2011/12 accounts.

**2246.10 NCC – Request to make alterations to bus stops in Higham Road**

Response to the Council's letter requesting the above, for Members' information.

**2246.11 NCC – Request for Highways improvement.**

Response to the Council's letter requesting the above, for Members' information.

**05/08/2247 Policies and Priorities**

**2247.1. Finance & General Purposes Committee Report**

Items discussed by the Town Council:

Quality Council & Parish Plan – **agreed** to sort out some dates to arrange a special meeting (Raunds Town Council representative to attend)

Hog's Hole Development - Councillor Gunn undertook to check the progress of the planning application: public meeting to be arranged.

Alcohol Fee Zone -Meeting with the Chief Constable to be deferred pending outcome of consultation with Sgt Hopkins and KBC

VAS Sign – NCC has approved this in principle and it is hoped that Councillor Lamb will be able to fund it (£2,500) from his County Councillor Discretionary Fund. Agreed item to be referred to F&GP Committee.

**2247.2 Review of Internal Audit Process**

The Clerk advised the Council that the Review Panel will submit a report to the Council at the June meeting.

**2247.3 Town Council Draft Annual Accounts 2007/2008**

The Clerk presented the key elements of the above to the Council. The Council was also advised that the completed draft accounts would be placed before the Council at the July meeting of the Council, prior to forwarding the accounts to the External Auditor.

**2247.4 Planning Matters**

**2247.41 Planning Applications Approved by the Town Council**

KET/2008/0248 Mrs Smith 18 Church View, BL

Single storey front extension

KET/2008/0197 Mr Martin 24 Church Street, BL

Application for listed building consent for new dormer window

**2247.42 Planning Applications Rejected by the Town Council**

KET/2008/0253 Mr May 153 High Street, BL

Amendment to original plans already passed by KBC but rejected by BLTC

Demolition of existing bungalow & garage ( which has already been completed ). Erection of one double and one single storey building containing 5 flats.

KET/2008/02 Mr Ward Churchill Taverns Group Old Victoria Pub

S.73A Retrospective application: smoking shelter / umbrella to front of building

**2247.43 Planning Applications Withdrawn**

KET/2008/0197 Mr Martin 24 Church Street, BL

Application For Listed Building Consent For New Dormer Window

**2247.44 Notices of Approval by Kettering Borough Council**

KET/2008/0175 Dr Toth Tother Services Ltd 23 High Street, BL

*BLTC AGM Minutes 13<sup>th</sup> May 2008*

Change of use from a retail office ( A2 ) to veterinary surgery

KET/2008/0050 WM Morrisons Supermarket Altendiez Way, BL

Temporary extension to existing gatehouse.

KET/2008/0147 Mr & Mrs Neilan 12 Church View, BL

Removal of existing plastic / brick conservatory replaced by single storey rear extension.

KET/2008/0140 Mr Khaw 73 Kettering Road, BL

Provide ducting in for a kitchen extractor fan. this must not be situated in any part of the listed building part of the wall.

**2247.45 Notices of Refusal by Kettering Borough Council**

None received.

**2247.46 Notices of Planning Appeals ( Kettering Borough Council)**

KET/2007/0743 & KET/2007/0745 Mr Lawson Manor House, Church St, BL

Rear extension conservatory to Grade II Dwelling in a conservation area

**05/08/2248. Any Other Business (with prior approval of Town Mayor)**

**2248.1 Highways Matters**

Councillor Macdonald updated the Council on the following:

Town map, finger post, Speedwatch, Queensway footpath resurfacing, Sainsburys (parking and alcohol sales), fence on Polwell Lane, bus service, and Taylor Wimpey.

**2248.2 Other Matters**

Councillor Zanger reminded Councillors that planning and highways reports should be emailed to all Town Councillors in advance of the meeting. He also informed the Council that he would not be available at the next Farmer's Market (7 June) and arrangements will be made to collect the market fees. Councillor Chris Groome added that Philip Hollobone, MP, would only be present at the market from 10.00 – 11.00 am.

Councillor Zanger also asked that notices placed in the town's notice boards should be no larger than A4 size – there were also too many and the signs were cluttered. Councillor Evans added that she had agreed at the April meeting of the council to sort the boards out but needed a key (to be received from Ivan Cox).

Councillor Zanger also advised the Council of the following:

*BLTC AGM Minutes 13<sup>th</sup> May 2008*

He and the Clerk had been invited to a special meeting of Rothwell Town Council on 29 May to advise it on raising a precept, Irthlingborough Town Council now had a Town Mayor and Our Energy were to hold and open day on 14 June (European Wind Weekend).

Councillor Chris Groome asked about footpath maps and Councillor Macdonald undertook to provide him with one.

Councillor Gunn updated the Council on the web site development ([www.BurtonLatimer.org](http://www.BurtonLatimer.org)) and the possible removal of the Council Chamber wall to increase the size of the chamber.

**05/08/2249 Press Release**

It was reaffirmed that the incumbent Town Mayor undertook this function.

Item for press release: Speedwatch

*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.*

