

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

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

(Note: Councillor P. Bettles chaired the meeting in the absence of Councillor Zanger)

08/08/2286 Apologies

Town Councillors M. Evans, S. Walden, D. Zanger; County Councillor C. Lamb

08/08/2287 Members' Declarations of Interest

None.

08/08/2288 Declarations of Changes to Members' Register of Interests

Councillor Macdonald advised the Council that he was no longer associated with Wellingborough Rotary Club.

08/08/2289 Minutes of the Meeting held on 1st July 2008

The Minutes of the Town Council meeting on the above date were unanimously approved as a true record of the meeting subject to the following amendments:

Minute: 07/08/2270 – replace 'Chair' with 'Deputy Chair'

Minute: 07/08/2276.6 – replace 'meet' with 'meat'

Minute: 07/08/2278.37 – replace 'Councillor Chris Groome' with 'Councillor Ruth Groome'

Minute 07/08/2279 – Councillor Chris Groome – Replace 'Chair' with Vice Chair and add 'Steering Group'

08/08/2290 Matters Arising

2290.1 Minute 07/08/2272: Councillor Ruth Groome asked if there was any further update on the recent fair and was advised that (i) there were no complaints to Councillors and (ii) Fair personnel cleaned up after the event.

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2290.2 Minute 07/08/2275: Councillor Jerram confirmed that a meeting with County Councillor James Kitchener was scheduled for 22nd August to formulate the youth grant.

2290.3 Minute 07/08/2276.11: The Clerk undertook to check again with Jonathan Eatough (KBC) as to whether the role of 'volunteer Council' could be 'job-shared' by two Councillors (Cllrs Jerram and Smith).

2290.4 Minute 07/08/2276.6: With regard to the mechanisms (leaflets, etc.) that BL shop-holders could adopt, Mr Smith (Chairman of BL Chamber of Trade & Commerce who was present at the meeting) undertook to take this up at the next meeting of the BL CoT.

08/08/2291 Police Matters

There was no police presence at the meeting and the Clerk referred Members to the Parish Crime Statistics Report for June which was tabled for Members' information. The Clerk undertook to email Sgt Hopkins with the details of two incidents of antisocial behaviour raised by Councillor Groome. Members attention was drawn to the police circular about 'Smart Water Forensic Property Marking' and Councillor Macdonald undertook to find out how much this would cost.

08/08/2292 Town Mayor's Report

In the absence (holiday) of Councillor Zanger there was no Town Mayor's report.

08/08/2293 Correspondence

2293.1 Canon Knight – Millennium Walk

Members acknowledged receipt of a letter from Canon Roger Knight questioning the reasons for the Council deleting the Millennium Walk from the Council's agenda and why did he not receive a letter or 'phone call informing him of the decision. It was **agreed** that a letter be sent to Canon Knight (i) apologising for not advising him of the deletion of the Millennium Walk from the Town Council's agenda and (ii) stating that this was due to the complicated nature of identifying ownership of the land in question, despite Councillor Jerram's numerous attempts to do so, including a number of interactions with the Land Registry.

2293.2 NCC – Temporary Restriction of Through Traffic Order - 'Queensway (Junction of Nene Road to Junction of Hillcrest Avenue)

Details of above had been distributed to Members for information. The restriction being in place from 7 July for 18 months for carriage resurfacing.

2293.3 CPRE News – 'Outlook' Newsletter

The above had been distributed to Members for information.

**2293.4 CPRE – North Northamptonshire Meeting 7.30 pm 24 July
Cranford Hall**

Details of above had been distributed to Members for decision.

2293.5 ‘Revital-Ise’ Project

Details of the new partnership project funded by the Environment Agency had been distributed to Members for information. It was **agreed** that the Pocket Park Committee should look at this with a view to identifying any potential grant opportunities.

2293.6 KBC – Draft East Kettering Strategic Design Documents

Details of above had been distributed to Members for information. The consultation period runs until 18 August 2008.

**2293.7 NCC – Transport & Highways – ‘Communicating With Our
Customers’ Survey**

Details of above had been distributed to Members for comments. It was **agreed** that Councillor Macdonald would complete and return the survey on behalf of the Town Council.

2293.8 Stagecoach East – Annual Performance Leaflet May 2007 – April 2008

The above leaflet had been distributed to Members for information.

**2293.9 Highways Agency Leaflets ‘Summer Gateway 2008’ & ‘Planned
Roadworks’**

The above leaflets had been distributed to Members for information.

2293.10 NCC – St Mary’s School Planning Decision

This item was deferred to ‘Public Participation’

2293.11 KBC Sports Facilities Questionnaire

It was **agreed** that Members would complete the questionnaires individually on line.

2293.12 St Mary’s School development – Mr Bevis’ Letter

This item was deferred to ‘Public Participation’

08/08/2294 Formal Motion

Formal Motion in relation to the Memorandum –‘AGM Conventions’ submitted by Independent Town Councillors at the meeting of the Town Council on 1st July, 2008, Proposal by Councillor Christopher Groome, seconded by Councillor J. Garnett:

“that a small working party drawn equally from the two groups on the Council (2+2) should be appointed with the following remit: To produce an agreed protocol covering the role of the Mayor, the method of selection of candidates for and election of both Mayor and Deputy Mayor, and any consequential changes in the Council’s structure and processes”

The above Formal Motion was introduced by Councillor Chris Groome. The motion was unanimously **agreed** by the Town Council. The Independent Group nominated Councillors Sheila Walden and Jonathan Garnett as its representatives. The Conservative Group will nominate its representatives at the next meeting of the Town Council.

08/08/2295 Public Participation

2295.1 Mr Bevis - St Mary’s School Development

A letter from Mr & Mrs Bevis of 105 High Street, BL, had been distributed to Councillors prior to the meeting. The letter expressed Mr & Mrs Bevis’ dissatisfaction at the way the Town Council had handled the response to the County Council in relation to the development works undertaken at St Mary’s School, High Street, BL. Mr Bevis was present at the Council meeting and presented his grounds for dissatisfaction to the Council. The core element of Mr Bevis’ complaint was that, prior to the meeting of NCC’s Planning Committee, the Town Council supported Mr Bevis in seeking to have the planning application for the works rejected but did not follow through with this at the NCC meeting; the works being subsequently approved by NCC. Councillor Zanger attended the NCC Planning Committee meeting but as he was now on holiday he was unable to respond to Mr Bevis’ comments. Mr Bevis also stated that County Councillor Christopher Lamb had initially supported the rejection of the works but had supported the works at the NCC planning meeting. Mr Bevis acknowledged that this was not a matter for the Town Council and, as with Councillor Zanger, Councillor Lamb was not present to respond to Mr Bevis’ points.

In conclusion Mr Bevis added that he was not given leave to appeal against the NCC’s decision and he felt that a full enquiry should be carried out into the way it was dealt with. He also stated that the building is not in line with the detailed drawings submitted with the planning application. He also thanked Councillor Gunn and Councillor Macdonald for their efforts in relation to this planning application.

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Mr Bevis' comments were discussed at length by the Town Council and it was unanimously **agreed** that the Town Council would support Mr & Mrs Bevis if they wished to proceed against NCC/St Mary's School. Councillor Chris Groome stated that there were two avenues that Mr & Mrs Bevis may wish to consider; the Standards Board and the Local Government Ombudsman.

2295.2 Mrs K. Bryce

Mrs Bryce raised two areas of concern, both involving refuse collection. (i) an elderly resident suffering from dementia was likely to be 'red carded' and fined by KBC for not putting refuse in the appropriate bins/boxes and (ii) residents put out the bins/boxes the night before collection and some people had been moving the contents around between bins/boxes (antisocial behaviour). Councillor Macdonald undertook to take this matter up with KBC.

2295.3 Mr J. Smith

Mr Smith (Chair of BL Chamber of Trade and Commerce) stated that he understood that, as a consequence of the June Farmer's Market, Sainsburys takings that day had dropped by £2,000. Councillor Fry pointed out that Sainsburys were aware of the Farmer's Market before they arrived in the town.

2295.4 Dr W. Hunt

Dr Hunt updated the Council on the development of the Council's Website. He advised that the Library, Police, Health Centre and Farmer's Market were all enthusiastic and on board with regard to the project and information was awaited from BL churches. BLTC's input was improving (a lot of information had been received from the Clerk) but information on the feedback from recent consultation exercises was awaited. Councillor Jerram undertook to provide this data.

It was **agreed** that Dr Hunt would give a presentation to Town Councillors at 7.00 pm on 20th August in the Council Chamber. The planned launch date is 1st October, 2008 in BL public library and leaflets (to be prepared by Dr Hunt) advertising this event will be distributed at the September Farmer's Market. Councillor Macdonald proposed the acceptance of a quote for £7.99 per month for the website internet provider fee. This was seconded by Councillor Gunn and unanimously agreed by the Council. It was also **agreed** that a Direct Debit would be established to process this monthly payment.

2295.5 Mr J. Baynham and Dr T. Kelly

Mr Baynham and Dr Kelly expressed concern in relation to KBC's consultation document on the East Kettering development proposals. The Council was advised that

it was a very confusing document and Mr Baynham cited, as an example, conflicting facts in relation the proposed junction 10 (a) – the developers propose this as the main junction while KBC's plans do not show this link (drawings were tabled for the Town Councillors' information). Councillor Gunn added that it was also proposed that Junction 10 would have traffic lights at peak times. Concern was expressed that the response deadline was 18th August. It was **agreed** that Councillor Gunn would, in conjunction with BLTC's Planning Policy Committee, draft the Town Council's response and email it to all Town Councillors for approval before submitting it to KBC. It was also **agreed** that Town Councillors would have site of a document compiled by Dr Kelly to assist them in turning their response around quickly. Dr Kelley undertook to email his document to the Clerk to the Council for him to then immediately forward it to all Town Councillors. The Clerk also undertook to obtain further copies of KBC's planning policy document and to send them out to Councillors Ruth & Chris Groome, David Gunn, Jonathan Garnett, Jan Smith and Harry Fry.

08/08/2296 Policies & Priorities

2296.1 Finance & General Purposes Committee Report

The F&GP Committee's report is covered within Councillor Macdonald's highways and other matters report.

2296.2 Internal Audit Fee

The Clerk advised the Council that Ian Woods has now completed his third audit of the Town Council's Accounts. To date, the annual fee paid for this service (cheques made out to Burton Latimer Cricket Club) has been £50. Payment is now due for the audit of the 2007/8 Accounts and the Town Council may wish to review the fee. Councillor Chris Groome proposed the payment be increased to £75. This was seconded by Councillor Ruth Groome and **agreed** unanimously by the Town Council.

2296.3 Draft Town Council Financial Procedures

The Clerk advised the Council that, following the Internal Audit Review Working Party's report, adopted by the Town Council on 3rd June 2008, the Town Council's Financial Procedures booklet has been compiled. Before having the document printed in A5 booklet format (as per the Council's Standing Orders format and as agreed by the Council) the document had been distributed to members for comments.

Also, in compliance with the Working Party's recommendations, the following 3 files have been placed in the Town Council's office for use by Members:

- Asset Acquisition File
- Asset Disposal File
- Assets Loan Register

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Councillor Macdonald proposed that the draft Financial Procedures be approved and printed in A5 booklet format. The proposal was seconded by Councillor Chris Groome and unanimously **agreed** by the Town Council. Councillor Macdonald, on behalf of the Town Council, thanked the Clerk for his efforts in formulating the Town Council's Financial Procedures.

2296.4 Planning Matters

Councillor Gunn presented the following Planning Matters report to the Town Council:

2296.41 Planning Applications Approved by the Town Council

KET/2008/0559 Mr Groome Barnfield Farm, BL

Demolition of existing house & outbuildings. Construction of single storey split level dwelling.

KET/2008/0451 Mr & Mrs Watson 9 Church View, BL

Conversion of single garage in to living accommodation & erection of single storey side extension to provide garage.

Subject to the following conditions:

- (i) In the existing garage removal of load bearing wall must conform to all building regs.
- (ii) All new buildings must conform to conservation area. 3/ Damage to tree roots are minimal.).

KET/2008/0507 Mr Page 32 Forest Close, BL

Double storey side extension and repositioning of boundary fence.

KET/2008/0433 Mr Tomes 44 Spring Gardens, BL

First floor front & side extensions & alterations.

Subject to the following conditions:

- (i) Providing no windows with immediate dwelling No.46 are blocked.
- (ii) Not having an overbearing nature.
- (iii) Check distance of front to side conforms to regulations).

KET/2008/0538 Mr Carvell Hall Field, BL

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Conversion / change of use, of agricultural meadow to cricket field.

KET/2008/0597 Mr Sharp_4 Bakehouse Lane, BL

Change of use, Residential flat to A1 hairdressers.

Subject to the following conditions:

Proper access is in place as not clear on drawings.

KET/2008/0628 Ms Wood 149 Station Road, BL

Convert flat roof to pitched roof over existing side extension.

KET/2008/0545 Mr Boyle 22Conway Drive

Extending size of original conservatory.

KET/2008/0516 The Guiding Centre 16 Alexandra St, BL

Wooden storage shed.

2296.42 Planning Applications Objected to by the Town Council

None

2296.43 Planning Approvals Received from Kettering Borough Council

KET/2008/0394Mr S Elmore / D&S Developments,35-39 High St, BL

Demolition of existing premise, erection of 2 shops along with 4 flats over & 4 houses to the rear.

KET/2008/0464 Mr R Sharp 1Spring Gardens, BL

Single storey side extension: Conservatory

KET/2008/0353 Mr J Meads 46 Bridle Road, BL

Single storey rear extension: Conservatory

KET/2008/0309 Mr A Howards 23 Shakespeare Dr, BL

Single storey side and rear extension.

KET/2008/0451 Mr & Mr Watson 9 Church View, B

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Conversion of a single garage into living accommodation, and erection of a single storey side extension to provide new garage.

KET/2008/0507 Mr A Page 32 Forest Close, BL

Two store side extension & re-positioning of boundary fence

KET/2008/0516 The Guiding Centre 16 Alexandra St, BL

Wooden storage shed.

2296.44 Planning Refusals Received from Kettering Borough Council

KET/2008/0433 Mr P Tomes 44 Spring Gardens, BL

First floor front and side extension and alterations

2296.45 Planning Withdrawals Received from Kettering Borough Council

None.

2296.46 Planning Appeals Received from Kettering Borough Council

Mr Wright 60 Queensway, BL

Outline application for 1 bungalow on land adjacent to 60 Queensway

2296.5 Town Council Chamber and Facilities

(See 'Highways Matters')

2296.6 Public Transport

(See 'Highways Matters')

2296.7 Highways Matters

Councillor Macdonald presented the following report on Highways and other matters:

- Altendiez Way has now been adopted and will be maintained by KBC.
- The work on Queensway is about to commence and Councillor Macdonald will try to ensure that Hillcrest and the areas off Spinney Rd are in next years budget.

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- The plans for the safer route to school in the High St. are in the pipeline and it is hoped that the work, including the resurfacing of High St, will commence towards the end of this calendar year.
- Speedwatch has been completed; thanks to all who took part and especially Councillor Gunn who organised it when Councillor Macdonald was away. BLTC should get the camera back in about October.
- The issues re the Sainsbury's car park should be fully resolved this month.
- The adoption of the roads on the Wimpy estate is ongoing but Councillor Macdonald has been promised that we will be given definite news for the next Town Council meeting. Councillor Macdonald advised the Council that he didn't expect the required work to be completed by Wimpy until end of October
- Proposed drop kerb at the Church – the Council was advised Councillor Macdonald has received conflicting views as to whether the Church wants the drop kerb, or not. The Church will get back to Councillor Macdonald to confirm what they want.
- The redecoration of the Council Chambers is planned to commence towards the end of this month. The two plaques have been taken down and will be cleaned by Councillor Gunn.
- The monies for the path round the flag pole have been agreed by Councillor Chris Lamb and it is hoped that the order will be placed very shortly. **Agreed** unanimously that Councillor Macdonald should pursue the works valued at £1,300 with Councillor Lamb.
- The no alcohol zone is on schedule to be in place by the start of September and KBC will be erecting 39 signs to this effect.
- The new benches etc in the Pocket Park are all fitted and are up to standard.
- Proposed Portable VAS traffic speed sign – confirmed that the sign will cost £2,500 plus VAT. Third Party insurance cover required. NCC letter to be forwarded to the Clerk.
- Need to cut back overgrown trees/hedges – unanimously **agreed** that, as an understanding had been reached with NCC, BLTC (Councillors Chris Groome, Jan Smith and Fergus Macdonald) will approach the owners of the properties concerned and ask them to cut back the trees/hedges to avoid enforcement letters being issued by NCC.

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- Possibility of planting trees in verges – Mrs Bryce (Churdens Residents Association) undertook to arrange for CRA to carry out a survey for BLTC, to ascertain the locations, number of trees/bushes required, etc.
- The repairs to the War Memorial are being progressed with masons and wrought iron specialists. Councillor Ruth Groome thanked Councillor Macdonald for having the War Memorial's spotlight fixed.
- A meeting with Zafran Khan (NCC Acting head of Roads and Transport) will be held shortly and if anyone has any specific points they wished raised to let Councillor Macdonald know by Aug 9th.

08/08/2297 Borough Council Matters of Interest

There were no further Borough Council matters for discussion.

07/08/2298 County Council Matters of Interest

County Councillor Christopher Lamb was not present at the meeting.

08/08/2299 Reports of Representatives on Outside Bodies.

There were no reports from representatives on outside bodies.

08/08/2300 Accounts for Payment

The Council unanimously approved the following payments:

Cheque No. 101271	G.Sneddon (Clerk's salary Aug 2008)	*680.76
Cheque No. 101272	Inland Revenue (Tax & NI July)	286.11
Cheque No. 101273	Inland Revenue (Tax & NI Aug)	26.91
Cheque No. 101274	P.T. Builders (lay base and fix bench Picnic tables – Pocket Park)	755.00
Cheque No. 101275	G.Sneddon ('phone & postage reimb. (April to June 2008)	41.45

(includes tax rebate)*

08/08/2301 Any Other Relevant Items of Business

2301.1 Councillor Jerram

Councillor Jerram informed the Council that she was to give a short presentation to Barton Seagrave Parish Council on the Local Involvement Network and she would be happy to do the same for BLTC at a future meeting of the town Council. This was **agreed** by the Council

2301.2 Councillor Macdonald

2301.21 Carrying the flag at the Remembrance Day Service

Councillor Macdonald proposed that, due to Councillor Ruth Groome's unavailability (KBC Deputy Mayor duties) Councillor Gunn undertakes the flag carrying role. This was **agreed** by the Council.

2301.22 Closure of Shops in BL Town Centre

Councillor Macdonald expressed concerns at the closure of three shops in the town centre in quick succession. He suggested that a questionnaire (what type of shops needed, etc) be developed and handed out to the public at the September Farmer's Market. This was seconded by Councillor Gunn and unanimously **agreed** by the Council. Councillor Jerram undertook to compile the questions; to be placed before BL Chamber of Trade and Commerce before finalising.

2301.23 Extending of the No-Alcohol Zone

The Council was advised that the above will be in place by the beginning of September.

2301.24 School Liaison Members

The following was agreed:

Latimer College	Councillor Jonathan Garnett
St Mary's School	Councillor Jan Smith
Meadowside	Councillor Sheila Walden

08/08/2302 Press Release

There were no items for press release.

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.