

MINUTES OF THE MEETING OF BURTON LATIMER TOWN COUNCIL
HELD AT BURTON LATIMER CIVIC CENTRE ON 07 MARCH 2017

Present: Town Councillors: N. Padget (Town Mayor), M. Jerram (Deputy Town Mayor), M. Brereton, J. Currall, J. Davies, C. Groome, R. Groome, F. Macdonald, S. Watts

Police: None.

Members of the Public: 3

The Chair (i) informed those present that the meeting was being audio recorded, to be subsequently accessible on the Town Council's Website (ii) requested all present to switch their mobile phones to silent.

Public Forum:

Timothy Brown Pet Shop (Duke Street) - Received a letter from NCC re removing the double yellow lines outside his shop. TB reported this would create many problems as people would then park outside his shop thus preventing deliveries, etc.

BLTC Response: Cllr Macdonald to take this up with NCC, Cllrs Brereton and Jerram to assist TB in writing a protest to NCC.

J. Baynham (i) Potholes- a great many have appeared in BL causing damage to cars, (ii) Church Street - dangerous trees on right hand side about to blow down (iii) Infrastructure plan – concerns that it is not adequate.

BLTC Response – (i) Cllr Macdonald will take this up with up NCC, a major exercise with NCC is planned for BL (no date given) (ii) Cllr Macdonald reported these trees will shortly be felled, as they have been deemed dangerous and past their 'sell by date' (iii) Cllr C. Groome responded that there is a plan in the 'Core Strategy', however it's not adequate. Cllr CG will ask questions at the next NCC meeting and report back.

03/17/01 Apologies

Cllr Zanger (illness) – Cllr Padget proposed that the absence be approved, seconded by Cllr Currall. **Resolved:** that the proposal be approved.

Cllr Roche (work commitments) – Cllr Padget proposed that the absence be approved, seconded by Cllr C. Groome. **Resolved:** that the proposal be approved.

Cllr Smith (work commitments) – BLTC did not have this information until after the meeting..

George Sneddon (Clerk to BLTC) also submitted his apologies for absence (family funeral)

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03/17/02 Declarations of Interest

None.

03/17/03 Resolution: Approval of BLTC Minutes of 07 February 2017

Cllr Macdonald proposed that the above Resolution be approved, seconded by Cllr Currall. **Resolved:** that the proposal be approved. The Action Tracker was also updated.

03/17/04 Police Matters

No police presence. Latest 'Crime Statistics Report' acknowledged as received from Sgt Little.

Cllr R. Groome reported that some people leaving the Dukes Arms were unruly and disturbing people in Latimer Close (mostly elderly residents). The police had been called by a tenant. Agreed that letter (3DR) be sent to Sgt Little..

Concern over the number of robberies at the One Stop Shop (4/5 occasions). The store appear to be an easy target. Does their security, etc, need to be reviewed; Cllr C. Groome suggested that a survey of their systems need to be done. Agreed that a letter be sent to the One Stop (3DR).

03/17/05 Town Mayor's Report (February)

The Following report from the Town Mayor was noted:-

I attended a meeting on 27th February with representatives of KBC led by Guy Holloway to discuss the Urban Design Framework plans for the town centre. Cllrs MacDonald and Chris Groome were also present as we walked around the areas where S106 monies could potentially be used to provide an uplift. We then went to the Civic Centre to continue the discussions and agree an outline plan and timeline.

I met with a group of pensioners on 14th February, who meet up weekly at the Library on Tuesday mornings. They go on a group walk around the town then resume for coffee at the Library on their return.

I attended a pancake evening organised by the Baptist Church Youth Groups on 24th February in aid of Guide Dogs, which is one of my Mayoral charities. £200 was raised from the sale of the pancakes with some donations, so many thanks to those who made and consumed the pancakes.

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I attended and chaired the BLTC full council meeting on 7th February. I was unable to attend the Planning meeting this month due to a prior engagement, so my thanks to Cllr Macdonald for substituting and chairing the meeting.

I have also been finalising arrangements for my Mayor's Charity Buffet Dinner at the Kushboo on 17th March. Ticket sales are going ok, but I need a few more to make it worthwhile shutting off the wine bar for the evening. I know some of the Cllrs have already pledged to attend, but if others could please buy a ticket or give a raffle prize, then that would be much appreciated.

03/17/06 Borough Council Matters of Interest Report

Report from Cllr R. Groome was noted and included in the 'Reports to Council'. Report from Cllr Smith - BLTC did not have this information until after the meeting; it has included in the 'Reports to Council'.

03/17/07 County Council Matters of Interest Report (Cllr C. Groome)

Report from Cllr Groome was noted and included in the 'Reports to Council'. Cllr Groome additionally reported he had met with the MP re: the East Midland trains and two trains have now been reinstated. Cllr CG to meet with East Midland Railways to try and reinstate the rest.

03/17/08 Reports from Representatives on Outside Bodies

No reports submitted.

03/17/09 Policies & Priorities

9.1 Resolution: Approval of Planning Committee Minutes 23 February 2017

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

9.2 Resolution: Approval of Civic Centre Management Board Report

No report submitted.

9.3 Resolution: Approval of Pocket Park Management Board Report

No report submitted.

9.4 Resolution: Approval of FMG Report 'Risk Assessment & Review of Internal Audit Process.'

Cllr R. Groome proposed that the above Resolution be approved, seconded by Cllr Padget. **Resolved:** that the proposal be approved.

9.5 Resolution: Approval of FMG ‘Risk Assessment & Management Report’

Cllr Padget proposed that the above Resolution be approved, seconded by Cllr R. Groome. **Resolved:** that the proposal be approved.

9.6 Resolution: Approval of FMG ‘Town Council’s Internal Controls’ Report

Cllr R. Groome proposed that the above Resolution be approved, seconded by Cllr Davies. **Resolved:** that the proposal be approved.

9.7 Resolution: Approval of Clerk’s Job Description & Person Specification

Cllr Padget proposed that the above Resolution be approved, seconded by Cllr Watts. **Resolved:** that the proposal be approved.

9.8 Resolution: Approval of Review of Asset Register

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

9.9 Resolution: Approval of Review of Standing Orders

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

9.10 Resolution: Approval of Review of Financial Regulations

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

9.11 Resolution: Approval of Clerk’s Annual Appraisal

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

9.12 Resolution: Approval of BL Website Redevelopment Report

Cllr Watts stated that the content was ‘spot-on’ but queried costs – Cllr Macdonald explained the costs and that these would be reduced if BLTC can find people with appropriate skills to do the work. Cllr Macdonald proposed that this matter be moved forward to the next stage and a small group be set up accordingly, seconded by Cllr Padget. **Resolved:** that the proposal be approved.

9.13 Pocket Park – Servicing Plant & Equipment Costs

Cllr Watts proposed that the Pocket Park Management Board should do what is necessary to try to obtain grants to meet the recent p&e maintenance costs and any outstanding costs be reallocated from the funds previously agreed as ringfenced for the Pocket Park's use, seconded by Cllr Padget. **Resolved:** that the proposal be approved.

9.14 Town Councillors' Reports Submitted to BLTC

No reports submitted.

9.15 Assets of Community Value Update

Cllr Padget proposed that, due to the amount of work involved, the Town Council should concentrate initially on the Dukes Arms public House, seconded by Cllr Macdonald. **Resolved:** that the proposal be approved. Cllr Watts undertook to complete the form received from KBC.

9.16 Sports & Leisure Group Meeting Report

No report submitted.

9.17 Street Names Update

Cllr Watts abstained from discussion this item – does not agree with further development in BL. Cllr Jerram tabled a reduced list of her 'original suggestions, Cllr Macdonald to submit another list and email it to Cllrs.

03/17/10 Correspondence

10.1 Automated External Defibrillator

Cllr R. Groome has been to the Fire Station who have an AED on their wall. However, this is more for their own use and is accessible by using a code. Anyone who has had the training can use it and BLTC could buy another one at reduced cost from the Fire Service. Cllr R. Groome to find costs and more information from towns which have AEDs and produce a report including suggestions of appropriate place, training and advertising for the next meeting of BLTC. Clerk to respond to the e-mail from a member of the public outlining actions BLTC is initially going to take. All Cllrs agreed it could be a 'life saver'.

10.2 KBC – Introduction of Social Inclusion Team Leader

Noted.

10.3 NCC – Creation of Public Footpath – Hog’s Hole

Cllr Macdonald proposed that BLTC should support the above. Agreed that letter (3DR) be sent to NCC to that end.

03/17/11. Highways Report (Cllr Macdonald)

No report submitted due to volume of work. Cllr Macdonald proposed that a letter (3DR) be sent to Balfour Beatty re: the wrong lights installed in High Street (BB claim that it is having problems obtaining replacement bulbs), seconded by Cllr Jerram. **Resolved:** that the proposal be approved.

03/17/12. Urgent Matters (to be agreed by the Chair)

12.1 Traffic Petition

Cllr Davies discussed the volume of potholes in Bridle Rd, feeling that, even after repairs, it was in a dreadful state. She presented a small petition from residents. It was felt that part of the problem was the usage by double decker buses and lorries to a nearby building site. Cllr Macdonald reported that it was legal for them to use this road and would cause problems for other residents if the buses were re-routed. Cllr Davies proposed (i) that a letter (3DR) be sent to Stage Coach suggesting that a single bus rather than a double decker would be better and (ii) a letter (3DR) also sent a to residents re: the petition, seconded by Cllr Watts. Cllr R. Groome suggested doing a speedwatch session in Bridle Road.

03/17/13. **Resolution:** Approval of Accounts for Payment

Cllr C. Groome proposed that the amended list of accounts for payment below be approved, seconded by Cllr Watts. **Resolved:** that the proposal be approved.

	£
Cheque No. 102447 G.Sneddon (Clerk’s salary March 2017)	992.01
Cheque No. 102448 HMRC (Tax & NI March 2017)	310.99
Cheque No. 102449 G Sneddon (Reimb. phone 7 postage Jan-March 2017)	67.65
Cheque No. 102450 Cllr Currall (Reimb. CC keys)	15.00
Cheque No. 102451 Cllr Macdonald (CC Reinb. new fridge, keys, paint)	149.98
Cheque No. 102452 LM Carter Joinery (CC soundproofing Com. Room)	800.00
Cheque No. 102453 SE Gunn (Cleaning CC February 2017)	129.00
Cheque No. 102454 Valk Electrical Ltd (CC Replace florescent fitting)	90.00
Cheque No. 102455 NCC (Install notice board)	180.00
Cheque No. 102456 CPRE (Annual Membership)	36.00
Cheque No. 102457 Mower Repair Shop (Pocket Park Plant Maintenance)	527.05
Cheque No. 102458 Balfour Beatty Living Places Ltd (install festive sockets)	548.82
Cheque No. 102459 Cllr Macdonald (Reimb. paint CC Community Room)	56.98
Cheque No. 102460 A. Baillie (Hygiene) & Co. (CC toiletries)	18.34
Cheque No. 102461 (KBC – Refuse Collection (qtr com. 01 March 2017)	102.70

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Cheque No. 102462 (KBC –Annual single phase elec. supply charge) 10.00
(DDs T&GP Gas Bill - £1637.91, Electricity Bill 56.52)
(*Expenditure Powers LGA 1972 s.111/133/LG (Misc. Provisions) Act 1976*)

03/17/14. Media Release – Press/Website/Facebook/Twitter

None.

03/17/15 Private and Confidential Items

None.

There being no further items for discussion the Chair closed the meeting at 8.45 pm