

**MINUTES OF THE ANNUAL MEETING OF BURTON LATIMER TOWN  
COUNCIL HELD AT BURTON LATIMER CIVIC CENTRE ON 02 MAY 2017**

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

*Members of the Public: 2 No.*

*Police: Pc K. Miller*

**Public Forum:**

J. Baynham – thanked the outgoing Mayor for his work during the past year, matters raised included the timing of the Church Street traffic survey, speeding traffic in Wold Road, JB's email giving details of the last East Kettering Forum meeting, lack of a BL infrastructure (KBC).

BLTC's Response: Cllr Macdonald – hopeful that the Church Street traffic survey will be done by end of June, fits in with the J.10 final safety audit and the A6/Barton Road survey.

Pc Miller took note of the Wold Road speeding traffic.

**AM05/17/01 Appointment of Town Mayor/Chair 2017/2018**

Cllr Watts nominated Cllr Jerram for Town Mayor/Chair, seconded by R. Groome. Cllr Jerram was unanimously elected Burton Latimer Town Mayor/Chair for 2017/18.

**AM05/17/02 Declaration of Acceptance of Office**

Cllr Jerram read out and signed the 'Statutory Declaration of Acceptance of the Office of Town Mayor/Chair'. Cllr Jerram stated that she would focus on promoting BL and strengthening relations with BL's business community.

**AM05/17/03 Appointment of Deputy Town Mayor/Deputy Chair 2017/2018**

Cllr R. Groome nominated Cllr Macdonald for Deputy Town Mayor/Deputy Chair, seconded by Cllr Roche. Cllr Brereton nominated Cllr Watts for Deputy Town Mayor/Deputy Chair, seconded by Cllr Currall. Ballot held. Votes in favour of Cllr Macdonald: 6, Votes in favour of Cllr Watts: 4. Cllr Macdonald was duly elected to the role of Burton Latimer Deputy Town Mayor/Deputy Chair for 2017/2018.

**AM05/17/04 Declaration of Acceptance of Office**

Cllr Macdonald read out and signed the 'Statutory Declaration of Acceptance of the Office of Town Mayor/Chair'.

*BLTC Minutes of the Annual Meeting 02 May 2017*

**AM05/17/05 Apologies**

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

G. Sneddon Clerk to BLTC (Family funeral)

**AM05/17/06 Declarations of Interest**

None.

**AM05/17/07 Approval of Annual Meeting Minutes of 03 May 2016**

Noted that the above Minutes were approved by the Council on 07 June 2016

**AM05/17/08 Resolution: Approval of BLTC Minutes of 04 April 2017 & Action Points**

Cllr C. Groome proposed that the above Resolution be approved, seconded by Cllr Roche. **Resolved:** that the proposal be approved. The Action Points from the meeting on 04 April 2017 were also updated

**AM05/17/09 Police Matters**

Pc Miller talked through the latest BL crime statistics. Speeding traffic and parking on yellow lines also discussed.

**AM05/17/10 Appointment of Representatives on Internal Committees/Groups & Outside Bodies**

**Internal Committees/Groups**

**Planning Committee**

Councillors: C. Groome, R. Groome, S. Watts, J. Davies, M. Brereton

Chair to be elected by Committee at first meeting.

**Burton Latimer Sports and Leisure Group**

Councillors: M. Jerram, R. Groome, N. Padget, J. Smith, S. Watts, M. Brereton

Chair (Cllr) to be elected by Leisure Group at first meeting

*BLTC Minutes of the Annual Meeting 02 May 2017*

**Events Steering Group (Business Liaison Forum now incorporated within ESG)**

Councillors: Currall, R. Groome, M. Jerram, S. Watts

Events Leader to be elected by ESG at first meeting

**Financial Monitoring Group**

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

Chair to be elected by FMG at first meeting

**Civic Centre Management Board**

Councillors: J. Currall, R. Groome, M. Jerram, J. Smith, N. Padget, F. Macdonald, J. Davies, M. Roche

Chair to be elected by CCMB at first meeting

**Farmer's Market Steering Group**

Councillors: R. Groome, J. Currall, J. Smith, M. Brereton, J. Davies

Lead Cllr to be elected by FMSG at first meeting

**Pocket Park Management Board**

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

Chair to be elected by PPMB at first meeting

**External Bodies (Kettering Borough Council)**

**Rural Forum** (Representation- A6 Town Forum shall have Associate membership of the Forum and each shall be entitled to send a representative to the meetings. Such representatives may contribute fully to debate but shall have no voting rights.

Councillors: Single Cllr from A6 Towns to be determined by the A6 Towns Forum

**A6 Towns Forum** (Representation: Borough Cllrs for BL Ward ( County Cllr for BL electoral division), 6 Town Cllrs for each Town Council)

Councillors: Any 4 plus the two indicated above..

**External Bodies (Other)**

**Ancient Parish Charity 4 Years**

Councillors: R. Groome, J. Smith, M. Roche

**United Education Foundation 4 Years**

Councillors: R. Groome, S. Watts

**Burton Latimer Heritage Society**

Councillors: R. Groome, M. Roche

**Burton Latimer Health Centre Patients' Forum**

Councillors: M. Jerram, J. Davies (substitute)

**Highways Representative**

Councillors: F. Macdonald, C. Groome

**Parish Path & Tree Warden**

Councillors: F. Macdonald, C. Groome

**Flood Warden**

Councillors: J. Smith, F. Macdonald

**CPRE**

Councillors: C. Groome, M. Brereton (substitute)

*(Note: NFT = No Fixed Term)*

**Community Payback Team**

Councillors: Lead Cllr: F. Macdonald (Cllrs to liaise with Cllr Macdonald on a weekly basis),. Substitutes: Cllr M. Jerram

**BL Twinning Association**

Councillors: M. Jerram, J. Davies

**Footnote:** (i) *Emphasis placed on Cllrs attending the groups they are members of – if unable to attend must arrange a substitute*

**AM05/17/11 Town Mayor's Allowance**

Cllr Macdonald proposed that the above remains unchanged at £1000 (previously agreed maximum allowance) seconded by Cllr Currall. **Resolved:** that the proposal be approved.

**AM05/17/12 Financial Authority**

Cllr Macdonald proposed that the authorised signatories (cheques, payment authorisation vouchers) remain unchanged i.e. the Clerk plus any 2 Cllrs from Cllrs Macdonald, Jerram and C. Groome.

**AM05/17/13 Matters Referred from APM**

None.

**AM05/17/14 Resolution: Approval of Civic Centre Management Board Report**

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

**AM05/17/15 Resolution: Approval of Pocket Park Management Board Report**

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

**AM05/17/16 Resolution: Approval of the Planning Minutes of 27 April 2017**

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

**AM05/17/17 Resolution: Adoption of Financial Regulations 2017**

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

**AM05/17/18 Resolution: Adoption of Standing Orders 2017**

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

**AM05/17/19 Resolution: Approval of Asset Register 2017**

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

**AM05/17/20 Resolution: Approval of Insurance Cover & Provider**

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

*LTC Minutes of the Annual Meeting 02 May 2017*

**AM05/17/21 Resolution: Approval of Council's/Employee's Membership of Other Bodies (ACRE, CPRE, NCALC, SLCC)**

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

**AM05/17/22 Resolution: Setting the Dates/Times/Place of Council Meetings for 2016/2017**

Cllr Currall proposed that the dates and times detailed on the Annual Meeting's Agenda be approved, seconded by Cllr R. Groome. **Resolved:** that the proposal be approved.

**AM05/17/23 Resolution: Approval of Accounts for Payment**

			£
Cheque No	102472	G. Sneddon (Clerk's salary May 2017)	992.01
Cheque No	102473	HMRC (Tax & NI May 2017)	310.99
Cheque No	102474	KBC (Printing services)	15.84
Cheque No	102475	S.E Gunn (cleaning Civic Centre April 2017)	141.00
Cheque No	102476	Cllr Macdonald (reimb. CC wood & hasp lock)	15.30
Cheque No	102477	Rutherfords Locksmith Ltd (secure PP container doors)	81.95
Cheque No	102478	SLCC (Membership fees 2017/18)	139.00
Cheque No	102479	Shire Security (Fire alarm fit call point)	119.08
Cheque No	102480	KBC (Grounds maintenance)	45.65
Cheque No	102481	Cllr Macdonald (Reimb. PP petrol)	20.02
Cheque No	102482	Zurich Insurance (2017/18 premium)	890.61
Cheque No	102483	W. Hunt (Website management April-June 2017)	326.25
Cheque No	102484	GM Mechanical Services (Repair TRV valve in CC)	57.60

*(Expenditure Powers: LGA 1972 s.111/133/LG (Misc. Provisions) Act 1976)*

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

**AM05/17/24 Resolution: Approval of Appointment of Internal Auditor for 2017/2018**

*BLTC Minutes of the Annual Meeting 02 May 2017*

Cllr Macdonald proposed that the current NCALC Internal Auditor, David Linnell, be appointed for the 2017/2018 accounting year, seconded by Cllr C. Groome. **Resolved:** that the proposal be approved.

**AM05/17/25 Resolution: Approval of Sport & Leisure Group Report**

No Report submitted.

**AM05/17/26 TV Signal Issues/Wind Turbines**

Agreed that a notice giving appropriate advice/contact details be placed on all BLTC notice boards as soon as possible (Cllr Macdonald and Cllr Curarll). Noted that information had already been placed on BL website and Facebook.

**AM05/17/27 Highways Report (Cllr Macdonald)**

Report noted and included in the 'Reports to Council'

**AM05/17/28 Borough Council Matters of Interest**

Report noted and included in the 'Reports to Council'

**AM05/17/29 County Council Matters of Interest (Cllr C. Groome)**

Report noted and included in the 'Reports to Council'

**AM05/17/30 Town Councillor's Reports Submitted top BLTC**

None.

**AM05/17/31 Correspondence**

**31.1 Stagecoach & NCC – Bridle Road Petition**

Agreed that (i) the situation requires monitoring (ii) David Grindley (NCC Asset & Traffic Management Team Leader) be invited to the July meeting of BLTC.

**31.2 KBC – Civic Centre – Use as a Polling Station 08 June 2017 (General Election)**

Noted. Cllr Currall's postcode requires amendment.

**31.3 BL Resident – Loss of TV Signal Due to Wind Turbines**

Agreed that a response to be sent to Mr Eady (see Minute AM05/17/26).

**AM05/17/32 Urgent Matters (with approval of Town Mayor)**

**32.1 Website Development – Members of Burton Latimer Online group**

Agreed that (i) Cllr Brereton will replace Cllr Padget on ‘BLOG’ (now comprised of Cllr Macdonald, Cllr C. Groome and Warwick Hunt (ii) meeting of ‘BLOG’ to be held as soon as possible and that a progress report be submitted to BLTC’s June meeting (iii) the existing members of ‘BLOG’ be involved in the ‘appointment’ of additional non-Council members of ‘BLOG’ (iv) the progress report to BLTC in June to include the details of non-Council members of ‘BLOG’ for Town Council approval (vi) Nicola Currall to be invited to the ‘BLOG’ meeting.

**32.2 Kettering Resident - Road Changes in as Around Kettering**

Agreed that above letter to be acknowledged.

**AM05/17/33 Media Releases - Press/Website/Twitter/Facebook**

Town Mayor to issue a media release re: the appointment of Town Mayor and Deputy Town Mayor. Cllr Jerram invited Cllrs to let her know if they have any ideas on how BLTC communications can be improved.

**AM05/17/34 Private & Confidential Items**

None.

*There being no further items for discussion the Chair closed the meeting at 8.48 pm*