

**MINUTES OF THE MEETING OF BURTON LATIMER TOWN COUNCIL
HELD AT BURTON LATIMER CIVIC CENTRE ON 03 OCTOBER 2017**

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

County Councillor: C. Smith-Haynes

Police: None present

Members of the Public: 15

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.

June Smith (Deceased). Following some kind words from Cllr C. Groome about his memories of Mrs Smith (past BL Cllr) a one minute silence was held. Cllr Groome informed Cllrs that he and Mrs Smith were elected to BLTC at the same by-election and he had very fond memories of her; she was a very highly respected lady and a true champion of the people.

Public Forum:

L. Proctor – Matters raised included poor street lighting, speeding traffic (street humps needed in Alexandra Street, Duke Street, Finedon Street and Rosebery Street) and crime levels - intends to put a CCTV camera on front of his house.

BLTC's Response: Cllr Jerram - Crime levels: public meeting to be held on Friday, 10 November 6.30 pm to 8.30 pm senior police to attend, leaflets going out to all BL residents, Agenda items required from BLTC and the public, the Council needs to come away from that meeting with an Action Plan. Cllr Macdonald – Street lighting: some new columns have been erected in BL, lighting inspection will be carried out over next 4 weeks, report to go back to NCC with BLTC's observations, street lighting to be placed on BLTC's November Agenda; Street humps: will be taken up with NCC, CCTV: in BL is the responsibility of KBC, currently looking at the system (effectiveness/positioning). Cllr Brereton – CCTV: Raunds has an effective system. Cllr Watts – Crime levels: he and some other Cllrs are looking at setting up a Local Street Patrol, deterrent/not proactive, need volunteers - get in touch with himself or Cllr Brereton.

E. Murphy: Speeding /volume of traffic in BL's High Street - restated points she made at BLTC's September meeting, Philip Hollobone MP, now assisting her, 19 July 2016 survey over 8 days 58,582 vehicles recorded, not acceptable.

BLTC's Response: Cllr Jerram – this matter is within NCC's jurisdiction, not BLTC's

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M. Evans – Potential One-way stem in Alexandra Street/Duke Street will not reduce speeding or improve the problem of inadequate parking, outcome of the recent survey not made clear to the residents.

BLTC's Response: Cllr Jerram- the results of the recent survey were inconclusive, 'back in the table,' on tonight's Agenda – looking at alternative measures suggested by residents.

J. Baynham – restated concerns about traffic in Church Street, recognised the difficulty BLTC has in dealing with bureaucracy, suggested should ask for professional help, disappointed with BLTC's response at last meeting in relation to volume of traffic, unless comprehensive survey is carried out over whole of BL not known where the traffic is coming from/going to, peaks at begging, middle and end of day. Lack of infrastructure, impact of East Kettering development (5,500 houses), KBC says it has a Plan - should ask KBC along to explain what the Plan is, Cranford Road site – how much s106 Monies?, what is it earmarked for?

BLTC's Response: Cllr Macdonald – a comprehensive survey would require funding and NCC does not have the money, s.106 Monies £1.29 million, £1.2 million allocated to Sports & Leisure in BL, c. £20,000 allocated to the Civic Centre plus some other bits and pieces. Re: possible KBC attendance at a BLTC meeting to explain 'the Plan', Cllr Macdonald is meeting with KBC in c. 2 weeks.

Mrs Watts - Re: Possible one-way system in Alexandra Street, would have liked the results of the survey, need to make space available for parking..

BLTC's Response: Cllr Jerram explained the responses to the survey.

Additionally, Cllr Watts stated that he was against further development in BL, no infrastructure, some planning applications approved by BLTC, seems to be an idea that more building = more s. 106 monies, collective opposition required, should fight development.

BLTC's Response: Cllr Jerram- BLTC needs people to attend meetings and express their views.

10/17/01 Apologies

Cllr Smith (work commitments) - Cllr Macdonald proposed that the absence be approved, seconded by Cllr Miles-Zanger. **Resolved:** that the proposal be approved.

Cllr Currall (family commitments) - Cllr C. Groome proposed that the absence be approved, seconded by Cllr Brereton. **Resolved:** that the proposal be approved.

10/17/02 Declarations of Interest

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Cllrs Davies and Brereton: respectively, Alexandra Street and Duke Street traffic system

10/17/03 Resolution: Approval of Town Council Minutes of 05 September 2017

Subject to an amendment raised by Cllr Brereton, Cllr Macdonald proposed that the above Resolution be approved, seconded by Cllr Davies. **Resolved:** that the proposal be approved. The Action Tracker was also updated.

Transferred from ‘Action Tracker’ - Youth Group Report

Cllr Watts, on behalf of the Council’s ‘Youth Task and Finish Group’, presented the Youth Group Report (see ‘Reports to Council’). Additionally, Cllr Watts advised the Council that consultation was required to establish what night is preferable, he was confident that parents of children involved will want to help, he did not think Northampton Association of Youth Clubs will run the activities but will train volunteers up to required standard and advise on compliance with legislation, including CRB checks. innovative ideas for the storage of youth equipment (and any other ideas) invited from Cllrs, more work required for the next report (including trying to get volunteers to help and establishing ‘staff’ to children ratios) will take about 2 months (This Item will be placed on BLTC’s December Agenda).

The Clerk reminded the Cllrs that, as initially agreed by BLTC at July’s meeting, BLTC will ‘run’ the process. Also the organising body will not be a Committee of the Council, it will be similar to the Pocket Park Management Board in structure (Cllrs and volunteers) e.g. Youth Group Management Board (YGMB).

Cllr Jerram stated that the Council was not agreeing to anything at this time as further details were yet to be discussed.

Cllr C. Groome made reference to Cllr Smith’s email on this matter and suggested that Cllr Watts should respond to the points made therein. Cllr Watts agreed to do this.

109/17/04 Police Matters

No police presence. Cllr Jerram restated the details of the Public Meeting to be held on Friday 10 November.

109/17/05 Town Mayor’s Report

No report submitted due to Cllr Jerram having been ill. Cllr Jerram referred to the ‘Party in the Park’ and informed Cllrs that £504 had been raised.

10/17/06 Borough Council Matters of Interest

Reports were noted and included in the 'Reports to Council'.

10/17/07 County Council Matters of Interest Report (Cllr C. Smith-Haynes)

Cllr Smith-Haynes gave a verbal report and agree to submit this in writing for inclusion in the 'Reports to Council'.

10/17/08 Town Councillor Reports

Reports noted and included in the 'Reports to Council'. Cllr C. Groome made reference to NCALC's AGM on Saturday 07 October which he will attend. Cllr Brereton also stated that he may attend; Clerk to notify NCALC.

10/17/09 Reports from Representatives on Outside Bodies

9.1 Patients' Participation Group Update (Cllr Jerram)

Cllr Jerram tabled a report (to be included in 'Reports to Council').

BL Medical Centre has disbanded the PPG and is setting up a 'hand picked' Patient's Forum group, very unsatisfactory situation, public need to be made aware of the developments, agreed Cllr Jerram to draft a letter (3DR) to the Medical Centre on behalf of BLTC (cc the MP and the Quality Care Commission), the PPG has lodged an official complaint with the Medical Centre.

10/17/10 Policies & Priorities

10.1 Resolution: Approval of Planning Committee Report 28 September 2017

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

10.2 Resolution: Approval of Civic Centre Management Board Report

No meeting held (see Minute 10.16).

10.3 Resolution: Approval of Pocket Park Management Board Report

No meeting held (see Minute 10.16).

10.4 Resolution: Approval of (i) External Audit for Year Ended 31 March 2017 (i) External Audit Certificate

10.4.1 Cllr Macdonald proposed that the External Audit for Year Ended 31 March 2017 be accepted and approved, seconded by Cllr C. Groome. **Resolved:** that the proposal be approved.

10.4.2 Cllr Macdonald proposed that the External Audit Certificate for Year Ended 31 March 2017 be accepted and approved, seconded by Cllr Padget. **Resolved:** that the proposal be approved.

10.5 NCC – Bus Stop in Queensway

Cllr Macdonald advised Cllrs that, as far as he is aware, there have been no objections from members of the public and proposed that NCC's proposal for an additional bus stop in Queensway be approved, seconded by Cllr Watts. **Resolved:** that the proposal be approved.

10.6 NCC/Balfour Beatty – Invoice for Festive Lighting Sockets Update

This matter has been ongoing since 2013/14. Cllrs Macdonald and Cllr C. Groome (in his capacity as BLTC's County Cllr) had attended a meeting with NCC and an initial estimated cost of £3,000 was agreed (contributions: £1,000 from NCC's Cllrs' Empowerment Scheme, £1,000 from NCC and £1000 from BLTC). The first invoice received from Balfour Beatty (NCC's Contractor) in February 2017 was for £2957.35 (net of VAT). This invoice was approved for payment by BLTC in March 2017, but the payment was held, awaiting completion of the work (3 more lamp posts to be done). Another (final) invoice (dated 03 May, 2017) for £3,570.45 (net of VAT) was received by BLTC from Balfour Beatty. The Town Council challenged the increase and whether NCC had paid, as initially agreed, its contribution of £1,000 to Balfour Beatty. NCC confirmed that the £1,000 had been paid to BB.

Cllrs have expressed concerns about the lack of an audit trail regarding this matter. A substantial amount of written information (emails/letters, etc) has been submitted by Cllrs Macdonald and Groome to BLTC, including, separately, giving details of the history/evolution of this matter. The Cllrs concerned confirmed that there was no more documentation that could be provided to Cllrs. However, concerns about an incomplete audit trail remain. This revolves around the initial quote, which was an estimate at the time and not given in writing to the 2 Cllrs concerned, should have been submitted (in writing) to BLTC for approval before the work proceeded.

The current situation is, either BLTC pays the current outstanding invoice or risk NCC/Balfour Beatty removing the fittings in question. If this happened the consequence are (i) no Christmas lighting displays on BL lamp columns this year (ii) BLTC would either forego Christmas lighting permanently, or at some point have to pay to have the fittings reinstated.

After considerable debate, Cllr Jerram stated that NCC had the Town Council 'over a barrel' and that BLTC requires a resolution to prevent this situation happening in the

future. Cllr Watts proposed that, with immediate effect, any work costing in excess of £100, quotes (3 if possible/appropriate) must be submitted in writing to the Town Council for approval and Minuted before any further action is taken, seconded by Cllr C. Groome.

Also, Cllr Macdonald proposed that a letter be sent to Balfour Beatty asking them to confirm if they had received the £1,000 contribution from NCC for the work in question, seconded by Cllr Watts. **Resolved:** that the proposal be approved.

Agreed that, if BB confirms in writing that they have not received NCC's contribution of £1,000 then BLTC may be able to pursue a legal case against NCC.

10.7 Crime Levels in BL – Public Meeting Update

Cllr Jerram - Meeting will be held on Friday 10 November 2017 between 6.30 and 8.30 pm at St Mary's School, BL. Hire of hall £45.00 printing leaflet cost £60.00 (Cllr Brereton). Cllr Macdonald proposed the expenditure be approved, seconded by Cllr R. Groome. **Resolved:** that the proposal be approved. Cllrs Roche, Brereton, Watts and R. Groome volunteered to help distribute the leaflets. MP is unable to attend (family commitments), Agenda items required from Town Cllrs by end of this week,

10.8 Unadopted Roads & Open Spaces Update

Cllr Macdonald gave Cllrs a summary of unadopted roads and open spaces in BL and who they were managed by.

10.9 Civic Centre Lease Renewal/Roof Repairs -Update

Cllr Watts presented a **report** (included in the 'Reports to Council') on behalf of the 'Task and Finish Group'. Cllr Macdonald advised Cllrs that an email was expected from KBC shortly confirming that £20,000 of s. 106 Monies would be provided for the Civic Centre, subject to BLTC agreeing a new lease. Agreed that upon receiving the email the Clerk would forward it to BLTC and the Task & Finish Group would then meet to discuss the implications and submit a new report to BLTC taking this into account.

10.10 Automated External Defibrillator - Update

Cllr Jerram to submit a report to BLTC's November meeting.

10.11 Duke Street/Alexandra Street – One-Way System Update

Agreed at BLTC's September meeting that from the survey responses there was no clear way forward and that 'alternative suggestions' on the responses would be analysed and considered at this meeting. Alternatives suggested included: speed humps, additional yellow lines and residents' parking permits. Agreed Cllr

Macdonald to investigate these options with NCC. Feedback to residents required, Cllr Jerram to call a public meeting in December.

10.12 NHA – Emergency Use of Civic Centre -Update

Cllr Jerram informed Cllrs that she had emailed NHA twice and received no response. Agreed that this matter should go no further.

10.13 Barclays Bank Branch Closure Petition -Update

Estimated that current signatures on the petition total c. 700, more required, deadline to get signed petitions to Cllr Jerram is Friday 13 October, then to be passed to Clerk to submit them to Barclays Bank.

10.14 Town Centre Grant Projects Update

Cllr Macdonald informed Cllrs that the cost of laying on electricity to the 10 no. lamp post Christmas trees would be £888. Cllr Watts proposed that, given the additional cost, the Christmas trees in question be cancelled, seconded by Cllr Padget. Unanimously **resolved:** that the proposal be approved. Also agreed that further decisions on the allocation of the TCG deferred until BLTC's November meeting.

10.15 Pocket Park Hedge – Annual Cut

Cllr Macdonald informed Cllrs that this would be at no cost to BLTC (will be done by Mr Beaty's employees), but need to let residents know when the cut would occur (safety implications - people/children/pets in gardens). Cllrs Ruth and Chris Groome volunteered to notify affected residents accordingly upon receiving details of the date/time from Cllr Macdonald.

10.16 Regularity of CCMB & PPMB Meetings

The following was agreed:

- CCMB Meetings: to be held on the second Monday of every month, commencing on 09 October
- PPMB Meetings: to be held on the third Monday on alternating months, commencing on 16 October 2017

10.17 Millennium Walk Report – Transfer of Land from Taylor Wimpey

Cllr Macdonald apologised for not submitting a written report (pc problems). Verbal report given, including Taylor Wimpey will transfer the land in question to BLTC at no cost. Cllrs started to ask questions, including who would maintain the land and at

what cost?, any insurance required?, public response (adjacent residents)?. Agreed that a written report was essential – will be placed on BLTC’s November Agenda.

10.18 Civic Centre Fire Assessment Update

Cllr Brereton expressed concerns that, at 05 September meeting of BLTC, spending to implement action points arising from the Fire Risk Assessment (FRA) commissioned by the Town Council was approved (note: approved by 9 of the 10 Cllrs present), when, at that time, most of the Town Cllrs had not received a copy of the Fire Risk Assessment.

On 25 September Cllr Brereton obtained another FRA from a Fire Prevention Officer (BLTC was not informed by Cllr Brereton that this was to happen, it only became aware on receiving Cllr Brereton’s FRA on 26 September) the recommendations of which did not wholly align with recommendations in the first FRA. However, given that the first FRA recommendations were taken by BLTC as matters to be quickly actioned, a number of those recommendations had been implemented before the second FRA was received from Cllr Brereton (21 days after the spending approval had been given).

A copy of the second FRA was sent to the author of the first FRA and he was asked to respond on each point raised. This was duly done and all Town Cllrs were sent a copy of those responses.

After considerable discussion, it was agreed that any further expenditure (albeit most action points in the first FRA have already been actioned) will be deferred until the CCMB has met (09 October) and discussed the way forward (report to BLTC’s November meeting).

10/17/11. Correspondence

11.1 Church Street Traffic – Emails from Residents

Cllr Macdonald confirmed that NCC has informed him that there are 2 options re: installing a ‘Crossroads Warning Sign ‘ in Church Street. (see also comments made during ‘public Forum’.

11.2 BL Remembrance Parade 12 November 14.00 Hrs

Noted. Clerk to contact John Peck in regard to the Poppy selling schedule and ordering the Town Council’s Remembrance Day wreath.

10/17/12. Highways Report (Cllr Macdonald)

No written report submitted (pc problems). Cllr Macdonald reported that the long-standing ‘problem hole’ in Polwell Lane will be dealt with by NCC next May.

10/17/13. Urgent Matters (to be agreed by the Chair)

None.

14. Resolution: Approval of Accounts for Payment

	£
Cheque No. 102533 G.Sneddon (Clerk's salary October 2017)	994.60
Cheque No. 102534 HMRC (Tax & NI October 2017)	326.32
Cheque No. 102535 BDO (External Audit Invoice)	360.00
Cheque No. 102536 The Sign Shed (private road sign)	69.48
Cheque No. 102537 Baillie (Hygiene) (F/Aid kit 28.80, cleaning mats. 54.47)	83.27
Cheque No. 102538 Vacman (Vacuum repairs)	55.00
Cheque No. 102539 Shire Security (emergency lighting service)	133.20
Cheque No. 102540 Valk Electrical Ltd (2 tubes/led light/fused spur)	125.00
Cheque No. 102541 G. Sneddon (reimb. doors/ door closers/handles/locks)	274.65
Cheque No. 102542 PHS Group (sanitary disposal/Duty of Care)	260.21
Cheque No. 102543 Warwick Hunt (01 July – 31 December)	652.50
Cheque No. 102544 S.C Weller (replacement of cheque no. 102532)	190.00
Cheque No. 102545 Drage Electric Ltd (repairs to overhead fan/light)	359.04
Cheque No. 102546 Mower Repair Shop (repairs to PP tractor)	121.20
Cheque No. 102547 Cllr Macdonald (Reimb. varnish/brushes/rollers, etc)	47.11
Cheque No. 102548 Balfour Beatty (installing fest. lighting sockets)	4284.54
Cheque No. 102549 Cllr Jerram (Reimb. key)	9.80
Cheque No. 102550 T. Yates (Reimb, PP petrol)	6.16
Cheque No. 102551 S.A. Gunn (CC cleaning)	129.00
Cheque No. 102552 Northants Testing Ltd (Pats)	70.80
Cheque No. 102553 BL British Legion (Rememb. Day wreath)	20.00
Cheque No. 102554 KBC (printing Oct papers)	26.78
Cheque No. 102555 Ashvale Roofing Systems (Skylight repairs -2no.)	288.00
Cheque No. 102556 M. Freestone (hang 2 no. doors including furniture)	115.00

All of the above payments were approved, however payment of cheques numbered 102548 and 102556 were not approved by Cllrs Brereton and Watts (For approval:7, Against approval:2).

10/17/15. Media Releases – Press/Website/Facebook/Twitter

None.

10/17/16. Private and Confidential Items (Public & Press will be excluded)

16.1 Rental of Civic Centre office

Members of the public were excluded from the 'Private & Confidential' business of the meeting on the grounds that it involves items of business which include the likely

disclosure of exempt information as defined by Paragraphs 1-7 of the Local Government (Access to Information) (Variation) Order 2006 in respect of Schedule 12A to the Local Government Act 1972.