

**MINUTES OF THE MEETING OF BURTON LATIMER TOWN COUNCIL**  
**HELD AT BURTON LATIMER CIVIC CENTRE ON 06 MARCH 2018**

*Present: Town Councillors: M. Jerram (Town Mayor), F. Macdonald (Deputy Town Mayor), M. Brereton, J. Currall, J. Davies, D. Miles-Zanger, C. Groome, R. Groome, , N. Padget, J. Smith, S. Watts (9.00 pm)*

*County Councillor: C. Smith-Haynes*

*Police: None*

*Members of the Public: 1 no.*

*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:

J. Baynham - Church Street Traffic Issues - on behalf of Church Street residents, JB thanked the Town Council for holding the meeting with the residents on 14 February and the subsequent distribution of the notes of the meeting and an Action Plan.

Action Plan- Speed Sign - Cllr Jerram advised JB of the cost of a Speed Sign and the need for residents to explore self-funding sources. 'Slow Signs' - Cllr Macdonald had issued more signs to JB.

**03/18/01 Apologies**

Cllr Roche (bereavement) - Cllr R. Groome proposed that the absence be approved, seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

Cllr Watts had submitted apologies for lateness.

**03/18/02 Declarations of Interest**

Cllr Davies – Item 10.21 – 'Duke Street/Alexandra Street Update'

**03/18/03 Resolution: Approval of Town Council Minutes of 06 February 2018**

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

**03/18/04 Police Matters**

No police presence.

**03/18/05 Town Mayor's Report**

No written report submitted. Cllr Jerram informed Cllrs that she had had attended Cllr Roche's wife Elaine's funeral and been involved in various matters, including, Church Street traffic meeting, library, parking issues, Civic Centre tenancy matters, potholes and the Pride of Burton Latimer Award.

**03/18/06 Borough Council Matters of Interest**

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

**03/18/07 County Council Matters of Interest Report (Cllr C. Smith-Haynes)**

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

**03/18/08 Town Councillor Reports**

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

**03/18/09 Reports from Representatives on Outside Bodies**

None.

**03/18/10 Policies & Priorities**

**10.1 Resolution: Approval of the Planning Committee Minutes of 22 February 2018**

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

KET/2017/0902 - Cllr Davies proposed that the 'Section 106 Monies- Required Spend in BL' pro-forma recommended by Planning Committee be approved, seconded by Cllr R. Groome. **Resolved:** unanimously that the proposal be approved.

**10.2 Resolution: Approval of Civic Centre Management Board Report**

Emergency Lighting (lobby) – Cllr Davies proposed that this be approved, seconded by Cllr Padget. **Vote:** For 5, Against 3. **Resolved:** that the proposal be approved.

Unsatisfactory Electrical Condition Report – Replacing distribution boards (2) to comply with new electrical legislation (18<sup>th</sup> Edition coming into effect November

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2018) at a cost of c. £2000. Agreed that Grant application to be submitted as a matter of urgency. Grant cannot be retrospective, therefore work cannot be done until after grant received. To be placed on BLTC's June Agenda for update.

Cllr Macdonald proposed that approval be given for KBC to remove accumulated rubbish (including old furniture) from the Civic Centre at accost of £48.00, seconded by Cllr C. Groome. **Resolved:** unanimously that the proposal be approved.

Cllr C. Groome proposed that the remainder of the CCMB report be approved, seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

Also agreed: letters of thanks to Community Payback Team (decorating part of the CC) and Michael Chester (KBC – producing a new floor plan of the Civic Centre)

**10.3 Resolution: Approval of Pocket Park Management Board Report**

Cllr Miles-Zanger proposed that the above Resolution be approved, seconded by Cllr Davies. **Resolved:** unanimously that the proposal be approved. Also agreed that the Duck Race account be emailed to Cllrs.

**10.4 Resolution:** Approval of FMG Report 'Risk Assessment & Review of Internal Audit Process

**10.5 Resolution:** Approval of FMG 'Risk Assessment & Management Report

**10.6 Resolution:** Approval of FMG 'Town Council's 'Internal Controls' Report

**10.7 Resolution:** Approval of Clerk's Job Description & Person Specification

**10.8 Resolution:** Approval of Review of Asset Register

**10.9 Resolution:** Approval of Review of Standing Orders

**10.10 Resolution:** Approval of Review of Financial Regulations

**10.11 Resolution:** Approval of Clerk's Annual Appraisal

The Clerk presented the above Items (10.4 to 10.11) and answered any questions arising. Cllr Smith proposed that Items 10.4 to 10.11 be approved, seconded by Cllr Padget. **Resolved:** unanimously that the proposal be approved.

**10.12 Resolution:** Approval of Expenditure Monitoring Statement (01/04/17 – 28/02/18)

**10.13 Resolution:** Approval of Bank Rec. Statement Saver Account (01/04/17- 31/01/18)

**10.14 Resolution:** Approval of Bank Rec. Cheque Account (01/04/17-31/01/18)

**10.15 Resolution:** Approval of Cash Book (01/04/17- 31/01/18)

The Clerk presented the above Items (10.12 to 10.15) and answered any questions arising. Cllr Miles -Zanger proposed that Items 10.12 to 10.15 be approved, seconded by Cllr Brereton. **Resolved:** unanimously that the proposal be approved.

#### **10.16 Fire Risk Assessment Update**

The Fire Risk Assessment has been done and work required to comply with fire regulations has been completed

#### **10.17 Civic Centre Lease Renewal/Roof Repairs Update**

(i) Lease Renewal

Transferred to CCMB for progressing.

(ii) Roof

Work on roof is underway. Cllr Macdonald informed Cllrs that the contractors, when removing the cladding from the water tank on the roof, had found that the timber structure and cladding were rotten and the overflow pipe broken; all needed replacing at a cost of £1185.00 plus VAT. Cllr Macdonald proposed that the expenditure of £1185.00 plus VAT be approved, seconded by Cllr Davies. Vote: For: 6 (Cllrs Davies, Macdonald, Jerram, C. Groome, R. Groome, Miles-Zanger); Against: 4 (Cllrs Brereton, Currall, Padget, Smith). The proposal was duly approved.

#### **10.18 KBC Town Centre Grant Projects Update**

(i) Civic Centre Roof

Cllr Smith proposed that the £1185.00 expenditure on the Civic Centre roof (see above Item) be funded from the KBC Town Centre Grant, seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

(ii) Christmas Trees (iii) PA System

Cllr Smith proposed that the cost of (i) £2270 and (ii) £1000 (max) be funded from the TCG, seconded by Cllr Miles-Zanger. **Resolved:** unanimously that the proposal be approved.

*At this point Cllr Smith left the meeting and Cllr Watts joined the meeting.*

### **10.19 BL Public Library Update**

Cllr Jerram (i) informed Cllrs that the Town Council's representatives on the BL Library Task Group (Cllrs C. Groome, Currall, Davies, Miles-Zanger) had been approved at BLTC's February meeting and cannot be changed (ii) expressed concerns that an idea to join the Library building to the Civic Centre had not been yet been formally submitted to BLTC for discussion/approval and that the BL Heritage Society was very concerned about this idea. Cllr Jerram added that the LTG should meet as soon as possible to discuss options and submit proposals in writing to BLTC for discussion. In response, Cllr C. Groome referred to his earlier report to BLTC on this matter.

After considerable discussion Cllrs agreed that, apart from the BLTC representation on the LTG, nothing else had yet been agreed by the Town Council and the LTG needs to meet as soon as possible and submit any proposals that may affect BLTC in writing to the Council for discussion/consideration.

### **10.20 Unadopted Roads and Open Spaces in Burton Latimer Update**

Agreed that Cllrs Macdonald's draft letter to Philip Hollobone (MP) be sent out under the 3DR.

### **10.21 Duke Street/Alexandra Street Update**

Agreed that a public meeting will be held in June/July.

### **10.22 NCC – Proposed 30/40 MPH Speed Limit – Higham Road**

Cllr Brereton proposed that Cllr Macdonald's points in his email be sent to NCC, seconded by Cllr Watts. **Resolved:** unanimously that the proposal be approved.

### **10.23 NCC- 'Totem' (funded by NCC - to be located outside the Civic Centre)**

Cllr Jerram to discuss this with NCC and if NCC funding still available to invite NCC representative to attend BLTC's April meeting to discuss this matter.

### **10.24 Church Street Traffic Issues – Action Plan Update**

All papers relating to the meeting with Church Street residents on 14 February had been distributed to Cllrs for reference/information purposes.

#### Action Plan Update

- (i) Potential For a Chicane

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Cllr Macdonald advised that most of the actions in the 'Action Plan' had now been fulfilled, however, due to the adverse weather his 'walk through' with Sara Barnwell (NCC) re: assessing the potential for installing a chicane in Church Street had not yet taken place.

(ii) New Speed Camera(s)

Cost c. £2, 800 each, no money available therefore residents now need to consider self-funding and explore potential sources of funding.

(iii) Cars Parked on Double Yellow Lines Outside Church

Cllr R. Groome, as promised, has raised this issue with the Church Magazine, however a lot of people who receive the magazine are not church goers. After consulting with the Vicar the parking matter is to be flagged up in the Church's information leaflets. Hopefully this will result in only those that need to park outside the church do so.

General – JB will continue to feedback to BLTC.

**10.25 KBC – Sports Facilities in Kettering Borough Questionnaire**

Clerk issued copies of KBC's questionnaire to Cllrs in order that they can complete and return them to KBC. The deadline for returning questionnaires has been extended from 04 March until 10 April. BLTC to consider how to optimise the completion and submission of the questionnaire by residents of BL. To be placed on BLTC's April Agenda.

**10.26 General Data Protection Regulations (GDPR)**

Clerk confirmed that the GDPR compliance date is 25 May, 2018. NCALC is producing a simplified 'guide to the GDPR toolkit'.

**10.27 Pride of Burton Latimer Awards Update**

Cllr Jerram thanked Cllr Davies for producing an excellent PoBLA draft poster. Some suggestions were made by Cllrs. Agreed that Cllr Davies to email the poster to all Cllrs for their comments. To Be paced on BLTC's April Agenda.

**03/18/11. Correspondence**

**KBC (Guy Holloway) – Improvements to Burton Latimer Civic Centre**

Noted. Cllr Macdonald informed Cllrs that BLTC is hopeful of receiving the S. 106 Monies from KBC before payment for the roof works is required.

**03/18/12. Highways Report**

Cllr Currall raised the matter of the serious potholes problem in BL. Cllr Macdonald advised Cllrs that (i) NCC will be carrying out a pothole survey on Thursday (ii) NCC acknowledges that Bridle Road requires resurfacing but NCC has no money available.

Cllrs Currall and Brereton volunteered to replace the batteries in the Council's speeding sign (frequency approx. once a fortnight)

**03/18/13. Urgent Matters (to be agreed by the Chair)**

**13.1 NCC - Parking Restrictions**

Cllr Macdonald proposed that his response to the above (previously emailed to Cllrs) be approved, seconded by Cllr R. Groome. **Resolved:** unanimously that the proposal be approved.

**13.2 Cranford Road – Signing of Land Transfer Register Titles**

Above duly signed by the Town Mayor and the Clerk (Proper Officer).

**03/18/14. Resolution: Approval of Accounts for Payment**

Cllr Macdonald proposed that the following payments be approved, seconded by Cllr R. Groome. **Resolved:** unanimously that the proposal be approved.

	£
Cheque No. 102609 Anglian Water (water & sewerage charge 08/11-06/02)	150.15
Cheque No. 102610 G.Sneddon (Clerk's salary March 2018)	994.60
Cheque No. 102611 HMRC (Tax & NI March 2018)	326.32
Cheque No. 102512 CPRE (annual membership Fee)	36.00
Cheque No. 102613 G.Sneddon (reimb. postage Jan- March 2018)	23.00
Cheque No. 102614 Doggies Day Out (rent abatement)	28.85
Cheque No. 102615 W. Hunt (website Management Jan-March 2018)	326.25
Cheque No. 102616 Cllr Jerram (reimb. for Duck Race expenditure)	420.90
Cheque No. 102617 Cllr Macdonald (reimb. CC exp. including painting materials and laminator)	153.62
Cheque No. 102618 A Baillie (CC toiletries & cleaning mats.)	16.47
Cheque No. 102619 S.E. Gunn (cleaning CC & chairs Feb)	174.50
Cheque No. 102620 Clearview Env. Ltd (CC refurb. survey)	420.00
Cheque No. 102621 Cllr Macdonald (reimb. CC cupboard key)	7.50

**03/18/15. Media Releases – Press/Website/Facebook/Twitter**

Cllr Jerram to consider the above.

**03/18/16. Private and Confidential Items (Public & Press will be excluded)**

**16.1 Civic Centre – Tenancy Changes**

*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.*