

**MINUTES OF THE MEETING OF BURTON LATIMER TOWN COUNCIL  
HELD AT BURTON LATIMER CIVIC CENTRE ON 05 JUNE 2018**

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

*County Councillor: C. Smith-Haynes*

*Police: None*

*Members of the Public: 1 no.*

Public Forum:

J. Baynham (Church Street resident's spokesperson - traffic issues) – included reference to recent accident, planning consent given by KBC, whereas infrastructure matters involves NCC, what devolved powers will BLTC have within a unitary set-up?

Cllr Macdonald – too early to tell, hope to exert more influence rather than taking over more functions.

**06/18/01 Apologies (absence)**

Cllr Watts (work commitments) – Cllr Brereton proposed that the absence be approved, seconded by Cllr Padget. **Resolved:** unanimously that the proposal be approved.

Cllr Jerram (illness) – Cllr Macdonald proposed that the absence be approved, seconded by Cllr Miles-Zanger. **Resolved:** unanimously that the proposal be approved.

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

(Apologies for lateness – Cllr R. Groome and Cllr Smith -Haynes)

**06/18/02 Declarations of Interest**

None.

**06/18/03 Resolution: Approval of Minutes of the Annual Town Council Meeting of 01 May 2018**

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

The ‘Appointment of Representatives on Internal Committees/Groups & Outside Bodies’ list – Cllrs Macdonald and Miles-Zanger joined the Planning Committee and the following final list was approved (to be placed on the website).

**Internal Committees/Groups**

**Planning Committee**

Councillors: C. Groome, R. Groome, J. Davies, M. Brereton, F. Macdonald, D. Miles-Zanger.

Chair: agreed that Cllr Brereton will Chair the Committee.

**Burton Latimer Sports and Leisure Group**

Councillors: M. Jerram, R. Groome, N. Padget, M. Brereton

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

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

Councillors: Currall, R. Groome, M. Jerram

Events Leader to be elected by ESG at first meeting

**Financial Monitoring Group**

Councillors: M. Jerram, F. Macdonald, C. Groome, D. Miles-Zanger

Chair: Cllr Macdonald

**Civic Centre Management Board**

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

**Pocket Park Management Board**

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

Chair to be elected by PPMB at first meeting

**Pride of Burton Latimer Group**

Councillors: Davies, Jerram, R. Groome

**Section 106 Monies/Unitary Authority Matters Group**

Councillors: C. Groome, Macdonald, Brereton, Padget, Currall, R. Groome, Davies, Miles-Zanger, Jerram

**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, M. Roche

**United Education Foundation 4 Years**

Councillors: R. Groome, C. Groome

**Burton Latimer Heritage Society**

Councillors: R. Groome, M. Roche

**Highways Representative**

Councillors: F. Macdonald, C. Groome

**Parish Path & Tree Warden**

Councillors: F. Macdonald, C. Groome

**Flood Warden**

Councillors: F. Macdonald

**LANRAC**

Councillors: C. Groome

**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

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

**06/18/04 Police Matters**

No police presence.

**06/18/05 Town Mayor's Report (Cllr Macdonad)**

Much of my time has been spent on finalising the wind farm monies which are now consolidated into one fund at NCCF and one at KBC which is solely for energy saving schemes I have also sent an email re: the different responsibilities with the County and KBC. A new tenant is now occupying a room in the Centre and also the carpets have now been cleaned.

Additionally, Cllr Macdonald updated Cllrs on the Wind Farm funds available to BL community, Cllr Macdonald to (i) provide copies of the grasscrete quotes to Cllrs (ii) ditto drop-kerb survey by July BLTC meeting. Cllr Padget proposed that the acceptance of the grasscrete grant be delayed 2 weeks pending grant

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information/opportunities being placed on the BLTC website and notice boards; the situation to be reviewed after 2 weeks, seconded by Cllr Smith. **Resolved:** unanimously that the proposal be approved.

Cllr Macdonald also informed Cllrs that the anticipated KBC invoice (licence) re: the recent work to the Civic Centre would not now be forthcoming.

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

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

**06/18/07 County Council Matters of Interest Report (Cllr C. Smith-Haynes)**

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

**06/18/08 Town Councillor Reports**

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

**06/18/09 Reports from Representatives on Outside Bodies**

None.

**06/18/10 Policies & Priorities**

**10.1 Appointment of Deputy Town Mayor/Deputy Chair 2018/19**

A lively debate on this item ensued, with Cllrs Currall and Smith objecting to the fact that the decision taken at May's BLTC meeting was potentially being changed. The Clerk made reference to BLTC's Standing Order No. 7 ('Previous Resolutions') – (issued to Cllrs in advance of the meeting) and the written Motion submitted by 3 Cllrs (also issued to Cllrs in advance of the meeting) in accordance with the process for changing the previous decision. The Clerk informed Cllrs that, if they did not vote in favour of the following Motions the previous decision would not be changed.

Cllr C. Groome pointed out that nobody had spoken against Cllr Davies when, she submitted her details in support of her 'application' for the position of Deputy Town Mayor/Deputy Chair (in accordance with BLTC's policy 'Election Procedures for Town Mayor and Deputy Town Mayor/Deputy Chair' for the Purpose of Electing a Deputy Town Mayor/Deputy Chair for 2018/19') submitted in April (sole 'applicant')

**10.2 Motion to Set Aside BLTC's Standing Order No. 7 ('Previous Resolutions') for the Purpose of Electing a Deputy Town Mayor/Deputy Chair for 2018/19**

Cllr C. Groome proposed that the above motion be approved, seconded by Cllr R. Groome. Votes for the motion: 6, Against: 3. The motion was duly carried.

**10.3 Motion to Set Aside Paragraph 2 of BLTC's Policy 'Election Procedures for Town Mayor and Deputy Town Mayor/Deputy Chair' for the Purpose of Electing a Deputy Town Mayor/Deputy Chair for 2018/19**

Cllr Macdonald informed Cllrs that, given that the Election Procedure was to be reviewed before the end of the current year, anyone elected now to the Deputy Town Mayor/Deputy Chair would not necessarily be automatically appointed to the Town Mayor/Chair position in May 2019.

Cllr R. Groome proposed that the above motion be approved, seconded by Cllr C. Groome. Votes for the motion: 5, Against: 3. Abstentions: 1. The motion was duly carried.

**10.4 Motion to Appoint Deputy Town Mayor/Deputy Chair for 2018/19 by Voting on Nominations Proposed and Seconded at this Meeting**

Cllr C. Groome proposed that Cllr Davies be nominated for Deputy Town Mayor/Deputy Chair for 2018/19, seconded by Cllr Brereton. Secret ballot results: Votes for Cllr Davies: 6, Against: 3. Cllr Davies was duly elected as Deputy Town Mayor/Deputy Chair for 2018/19. (Note: no other nominations were made)

*Cllr Smith left the meeting at this point*

**10.5 Resolution: Approval of the Planning Committee Minutes of 24 May 2018**

Cllr R. Groome proposed that the above Resolution be approved, seconded by Cllr Davies. **Resolved:** that the proposal be approved. Note: Cllr Currall did not vote.

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

As not all Cllrs had received the report, agreed that approval on urgent matters be conducted on-line. Report to be re-distributed to all Cllrs.

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

No meeting held.

**10.8 Resolution: Approval of Town Council's 2017/2018 Internal Audit**

The Clerk presented the Internal Auditor's report - no issues raised by the Internal Auditor). Cllr Miles-Zanger proposed that the Internal Auditor's report be adopted,

seconded by Cllr C. **Resolved:** that the proposal be approved. Note: Cllr Currall did not vote.

**10.9 Approval of Town Council's Annual Governance and Accountability Return Part 3. Section 1 – Resolution: Approval of the Annual Governance Statement 2017/2018**

The Chair asked Cllrs questions 1 – 9 in Section 1 (Annual Governance Statement 2017/2018) of the Annual Return. Cllrs responded 'Yes' to questions 1 to 8 in turn and 'Not Applicable' to question 9. Cllr R. Groome proposed that the above Resolution be approved, seconded by Cllr Mieles-Zanger. **Resolved:** unanimously that the proposal be approved.

**10.10 Approval of Town Council's Annual Governance and Accountability Return Part 3. Section 2 – Resolution: Approval of the Accounting Statements for 2017/2018**

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

**10.11 Public Library Update**

(see Cllr C. Groome's report)

**10.12 Pride of Burton Latimer Award Update**

Agreed that Cllrs R. Groome and J. Davies meet to summarise what has been achieved to date and to recommend to BLTC whether the 'Pride of Burton Latimer Award' be deferred until either Christmas or summer of next year.

**10.13 Resolution: Adoption of New Model Standing Orders**

To be placed on BLTC's July Agenda.

**06/18/11. Correspondence**

**11.1 Ministry of Housing, Communities & Local Government – Section 38 Agreements**

Response noted.

**11.2 Proposed 30/40 MPH Speed Limit – Higham Road**

Cllr Macdonald updated Cllrs on this item.

### 11.3 Church Street – Council Functions

Cllr Macdonald to forward the list to Jeff Baynham.

### 11.4 Hog’s Hole Footpath

Cllr Macdonald to draft letter (3DR)

*Cllr Currall left the meeting at this point*

### 06/18/13. Highways Report

Noted and included in the ‘Reports to Council’.

### 06/18/14. Urgent Matters (to be agreed by the Chair)

#### 14.1 Stihl Strimmers

Cllr Macdonald proposed the purchase of 3 Stihl strimmers to be used throughout the town at a total cost of £575, seconded by Cllr Davies. **Resolved:** unanimously that the proposal be approved.

#### 14.2 Website Development

Cllr Macdonald advised Cllrs that the above was progressing satisfactorily. Pro-forma re: administration to be circulated to Cllrs.

#### 14.3 Pocket Park Duck Race – Volunteers Required

- (i) To sell Duck Race tickets on Saturday 16 & 23 June
- (ii) To help man stalls, etc, on the day of the Duck Race.

Cllrs to feedback to Cllr Jerram.

### 06/18/15. **Resolution:** Approval of Accounts for Payment

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

	£
Cheque No. 102643 G.Sneddon (Clerk’s salary June 2018)	994.60
Cheque No. 102644 HMRC (Tax & NI June 2018)	326.32
Cheque No. 102645 G.Sneddon (Reimb. CC baby changing table)	115.80
Cheque No. 102646 Electro Supplies Ltd (PA system)	1199.99
Cheque No. 102647 Lamb & Holmes (Cranford Rd Legal/Land Reg. fees)	820.00
Cheque No. 102648 J. Lowery (Reimb. PP petrol & work light)	34.14



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Cheque No.	102649	Clean4Shaw Ltd (CC cleaning carpet + gen. cleaning)	534.00
Cheque No.	102650	Anglian Water (07/02 - 06/0518)	147.34
Cheque No.	102651	KBC (printing June papers)	62.64
Cheque No.	102652	Cllr Macdonald (Chair's Allowance)	750.00
Cheque No.	102653	J. Lowery (PP petrol)	26.65

\*includes salary increase effective 01 April 2018  
(DD TG&P Gas 31/01/18 – 30/04/18 - £1177.21)

**06/18/16. Media Releases – Press/Website/Facebook/Twitter**

None.

**06/18/17. Private and Confidential Items (Public & Press will be excluded)**

None.

*There being no further items for discussion the Chair closed the meeting at 9.07 pm*