

**MINUTES OF THE MEETING OF BURTON LATIMER TOWN COUNCIL
HELD AT BURTON LATIMER CIVIC CENTRE ON 04 SEPTEMBER 2018**

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

County Councillor: C. Smith-Haynes

Police: None

Members of the Public: 3 no.

Public Forum:

J. Baynham (Church Street resident's spokesperson - traffic issues)

1. Unitary Authorities – confusion/lack of information as to what this means for BL.
2. Church Street traffic issues – reiteration of previously stated points (speeding traffic, lack of infrastructure, need for traffic survey)
3. What do Town Cllrs do – information for the public.

Cllr Macdonald's response:

1. No further information available at the moment; when it is, BLTC will hold a public meeting on UA implications for BL.
2. BLTC's has responded on this matter a number of times previously, nothing to add.
3. Information/profiles about Cllrs on BLTC's website, plus members of the public can ask Cllrs direct for any information they require.

09/18/01 Apologies (absence)

None – all Cllrs present.

09/18/02 Declarations of Interest

None.

09/18/03 Resolution: Approval of Minutes of the Town Council Meeting of 07 August 2018

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

09/18/04 Police Matters

None (no police presence). Cllr Jerram to contact the police in regard to activity in the Avenues.

09/18/05 Town Mayor's Report (Cllr Macdonald)

Noted.

09/18/06 Borough Council Matters of Interest

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

09/18/07 County Council Matters of Interest Report (Cllr C. Smith-Haynes)

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

09/18/08 Town Councillor Reports

Reports noted and included in the 'Reports to Council'. Cllr Currall to speak with Borough Cllr Jan Smith in regard to submitting reports to BLTC.

With regard to Cllrs Macdonald and C. Groome having attended a meeting at Northamptonshire Community Fund Cllr Currall made the point that, if BLTC had been advised of the meeting before it took place, other Town Cllrs may have wished to attend.

With regard to Unitary Authorities Cllr Currall assured Cllrs that he would keep BLTC informed of any developments at KBC on this matter.

09/18/09 Reports from Representatives on Outside Bodies

None.

09/18/10 Policies & Priorities

10.1 Consideration of Planning Applications Received from KBC

Cllr Brereton (Chair of BLTC's Planning Committee) presented the following plans to Town Cllrs:-

KET/2018/0545 Dr Wood Manor House Church Street, BL
Application for Listed Building Consent: Replacement ancillary building, glasshouse and entrance gates

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Cllr Macdonald proposed that the Council had no objection to the above, seconded by Cllr R. Groome. **Resolved:** unanimously that the proposal be approved.

KET/2018/0602 Mr Chen 2 Plamer Crescent, BL
Full Application: Single storey rear extension

Cllr Macdonald proposed that the Council had no objection to the above, seconded by Cllr Davies. **Resolved:** unanimously that the proposal be approved.

KET/2018/0615 Mr McCarthy 226 Station Road, BL
Full Application: Demolition of workshops, outbuildings, garages and erection of 1 no. dwelling with associated off-road parking

Cllr Macdonald proposed that the Council had no objection to the above, seconded by Cllr R. Groome. **Resolved:** unanimously that the proposal be approved.

Additional planap received after publication of the Agenda:-

KET/2018/0614 Mr Langley Concept Developments SK Ltd 18 Elm Road

Full Application: 1 no. dwelling

Cllr Macdonald proposed that the Council object to the above on the following grounds: -

1. Overdevelopment of the site
2. Overshadowing/blocking light to adjacent properties
3. Overlooking adjacent properties
4. Potential sewerage and drainage problems
5. Symmetry of the area will be destroyed by the design of proposed building

The proposal was seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

Note: Two members of the public spoke at the meeting objecting to the planap. Cllr R. Groome undertook to request that KBC refer its decision to KBC's Planning Committee and to attend that meeting and speak on the objector's behalf.

10.2 Resolution: Approval of Civic Centre Management Board Report

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

Cllr Macdonald also informed Cllrs that (i) a nappy bin would be obtained from the PHS Group and emptied on a monthly basis by PHS at an annual cost of £140 plus

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VAT, (ii) the electrical work will be undertaken on Tuesday 11 September and (iii) the new access door between the Conference Room and the 'kitchen' on 05 October..

Also agreed that the renewal of the Civic Centre lease be progressed by the CCMB - members of BLTC's 'lease negotiating group' and compilation of BLTC's negotiating brief), as a matter of urgency (next CCMB meeting 10 September).

10.3 Resolution: Approval of Pocket Park Management Report (including Duck Race Report)

No report submitted – no meeting held. Report from next meeting of PPMB to go to BLTC's October meeting.

10.4 Events Steering Group

Cllr Currall confirmed that he was lead Cllr on the Christmas Lights Switch on event and Cllr Jerram on the Duck Race and asked for more Cllrs to join the ESG. Cllrs C. Groome, R. Groome , Watts, Brereton, Miles-Zanger and Smith-Haynes (County Cllr) agreed to join the Group. As previously agreed, non - Cllrs should also be involved.

10.5 Community Payback Team

Cllr Macdonald report noted and included in the 'Reports to Council'. Agreed that Cllrs would submit 'areas of concern in BL' (litter, etc) to Cllr Macdonald where the CPT could be utilised. The outcome to then be placed on the website to invite suggestions from members of the public.

10.6 Development of BL Website – Update

Cllr Macdonald referred to situation report from Warwick Hunt and requested Cllrs to consider what subject areas requiring maintenance they would be prepared to be involved with. Also agreed that there would links to BLTC's Facebook page and the BL Neighbourhood Alert' Facebook page.

Cllr Watts queried the payment to Warwick Hunt, given the delay in completing the development of the website. Cllr Macdonald responded that these were separate issues and that the maintaining of the current website was ongoing during the development of the new website (being undertaken free by WH).

10.7 Pride of Burton Latimer Award – Update

Cllr Macdonald stated that the existing timetable for launching the Award was too short. Referred back to the PoBLA Group to consider the launch at either the Duck Race or the Christmas Light Switch on, next year. Further report to be submitted to BLTC in October.

10.8 PA System – Update

Cllr Macdonald informed Cllrs that, in John Lowery's view, the system requires one or two cabinet speakers (cost £30-£50 each). Cllr Currall proposed that John Lowery be left to get on with this, seconded by Cllr Watts. **Resolved:** unanimously that the proposal be approved.

10.9 Civic Centre/Millennium Gardens Alcohol Licence -Update

Cllr Macdonald proposed that, given the costs involved, this matter not be pursued, seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

10.10 BL Health Centre – BLTC Representation on the PPG - Update

As no response to the Town Council's letter has yet been received unanimously agreed that follow-up letter be sent – to be delivered by hand by Cllr Currall.

10.11 BLTC Bye-Election 20 September 2018

Cllrs Currall and Padgett agreed to continue to be 'Keyholders 1 & 2' respectively - keys to be handed to KBC's Presiding Officer the day before the election and received back at the end of the election (Keyholder 1 to action this). Cllr Macdonald to attach padlock key (door between Council Chamber and corridor to the disabled toilets) to the CC key ring.

10.12 End of First World War – 100th Anniversary

Cllr Macdonald proposed that a maroon will be fired by Kimbolton Fire Works in King George Vth Recreation Ground at 11.00 a.m.(until 11.02 a.m.) on 11 November 2018 (maroon cost £250 - sponsor Morrisons), seconded by Cllr Watts. **Resolved:** unanimously that the proposal be approved. Also agreed that a notice should be placed on all BLTC's Notice boards and on BLTC's website to inform the public in advance of the event.

BL British Legion Branch to write to BLTC to invite attendance at a ceremony at the BL Cenotaph on 11 November.

10.13 NCC – Proposed 30/40 MPH Speed Limit – Higham Road

Cllr Macdonald reminded Cllrs that this matter has been debated previously. A temporary arrangement has been set up by NCC, however proposed that the Council's original starting point of the speed limit be adhered to, seconded by Cllr C. Groome. **Resolved:** unanimously that the proposal be approved. Agreed that letter be sent to NCC.

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10.14 Resolution: Approval of Expenditure Monitoring Statement (April-Aug 2018)

10.15 Resolution: Approval of Cash Book (April – July 2018)

10.16 Resolution: Approval of Bank Rec. Statement Cheque Account (April – July 2018)

10.17 Resolution: Approval of Bank Rec. Statement Saver Account (April- July 2018)

Cllr Macdonald proposed that Items 10.14 to 10.17 be grouped together for approval and that BLTC approve the Resolutions appertaining, seconded by Cllr Miles-Zanger. **Resolved:** unanimously that the proposal be approved

10.18 Resignation of Clerk to BLTC

The Clerk referred to his letter of resignation dated 27 August and the requirement for 4 months notice of termination resulting in a last day of employment by BLTC of 31 December 2018.

Reference was also made to the Clerk's suggested 'Recruitment and Selection Action Points/Framework' previously distributed to Cllrs and the need for Cllrs to decide now on the membership of the R&S Panel. Cllr Macdonald proposed himself and Cllrs Currall and Padget with the Clerk to support and advise on the process, seconded by Cllr Watts. **Resolved:** unanimously that the proposal be approved. First meeting of the R&S Panel to take place 3.30 pm to 5.00 pm at the CC on Tuesday 11 September.

The Clerk informed Cllrs that he would be on holiday and would miss the Oct Planning Meeting and the November meeting of Full Council. The Clerk outlined the arrangements during his absence and Cllr Davies agreed to Minute the Full Council meeting and Cllr Macdonald the Planning meeting. The Clerk to produce and distribute the formal Minutes on return from holiday.

Following discussions as to whether the October Full Council meeting should take place, Cllr Watts proposed that it should, seconded by Cllr Macdonald. **Resolved:** unanimously that the proposal be approved

09/18/11 Correspondence

None.

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09/18/12 Highways Report (Cllr Macdonald)

Report noted and included in the 'Reports to Council'. Cllr Macdonald informed Cllrs that NCC and KBC had now agreed the process of managing parking in the Borough of Kettering, however the Ministry of Transport would now need to approve the arrangement. Unanimously agreed that a letter be sent to Philip Hollobone, PM, for him to endeavour to expedite the matter.

09/18/13 Urgent Matters (to be agreed by the Chair)

None.

09/18/14 Resolution: Approval of Accounts for Payment

	£
Cheque No. 102684 G. Sneddon (Clerk's salary September 2018)	1013.94
Cheque No. 102685 HMRC (Tax & NI September 2018)	331.42
Cheque No. 102686 I. Partridge (Cleaning CC windows)	30.00
Cheque No. 102687 G. Sneddon (Reimb. printing paper)	22.00
Cheque No. 102688 BL Scouts (Duck Race contribution payment)	350.00
Cheque No. 102689 W. Hunt (Website editor July-September 2018)	326.25
Cheque No. 102690 Anglian Water (water & sewerage 07/05- 03/08)	148.66
Cheque No. 102691 PHG Group (sanitary disposal)	90.30
Cheque No. 102692 The Sign Shop Ltd (2 no. signs)	19.14
Cheque No. 102693 Cllr C. Groome (mileage claim)	11.40
Cheque No. 102694 A. Baillie (Hygiene) & Co (toiletries & cleaning mats)	18.89
Cheque No. 102695 M. Freestone (refit door closers in CC)	55.00
Cheque No. 102696 SE Gunn (cleaning CC - August 2018)	149.00
Cheque No. 102697 KBC (printing Sept papers plus envelopes)	39.53

In relation to Cheque no. 102688, the Clerk referred Cllrs to the Duck Race report distributed by Cllr Jerram to Town Cllrs in July. The report had, potentially, implications regarding the approval of this payment. The report has not yet been discussed by BLTC, as it was agreed at BLTC's August meeting that it should be deferred and re-presented as part of the next report from the PPMB. Unfortunately, the PPMB did not meet in August and, consequently, the report has still not been re-submitted to BLTC for discussion/decisions.

The Clerk insisted that approval of the payment (or otherwise) could only proceed if Cllrs had read the said report and, consequently, were in a position to make an informed decision on whether the payment should be made now, or deferred.

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Cllr Macdonald went round the table and asked each Cllr to confirm that they had read the report and all of the Cllrs confirmed that they had. Cllr Currall then proposed that the above payments be approved, seconded by Cllr R. Groome. Vote: For proposal 7, Against: 4 (including Cllr Jerram re: cheque no. 102688 and Cllr Watts re: cheque no. 102689). **Resolved:** that the proposal be approved

09/18/15. Media Releases – Press/Website/Facebook/Twitter

None.

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

16.1 Civic Centre – Potential New Tenancy

16.2 Renewal of Existing Tenancy/Annual Rent Review

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.