

Burton Latimer Town Council



The Harold Mason Centre
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Minutes of the meeting of Burton Latimer Town Council held on **Tuesday 9th January 2024 at 7.00pm**

PRESENT

Cllr S Baynes (Mayor) Cllr A Watts (Deputy Mayor) Cllrs J Davies, M Don, R Groome, F Macdonald, N Padget, J Taylor, S Watts. IN attendance Clerk C Tilley, RFO E Gotts
8 Residents NNCllr J O'Hara

23/05/120	APOLOGIES FOR ABSENCE- Were received and approved from Cllr Scott and Cllr C Groome
23/05/121	PUBLIC PARTICIPATION- Resident 1- Solar farm/Energy park- questioned need for more industry and lack of infrastructure. Hanwood Park Forum has disappeared. Cllr Watts replied that council have already made their objections to the Energy Park- The application has had to be resubmitted, due to questions over infrastructure. Resident 2- Offer to possibly volunteer for Youth Club (Name will be passed to organisers) NNCllr O Hara- Reported that NNC draft budget is now up for Public Consultation She has been dealing with planning concerns/housing. As a resident she shared that the NSPCC are holding a fundraising Jumble sale in February and also raising awareness and funds for Prostate Cancer. Also queried event at Pocket Park- Cllr A Watts informed that this was Wasail run by the Green Party. Also queried Budget and staff wages. In response to questions from Cllr A Watts, Cllr O'Hara confirmed she could get decorating supplies at a discounted rate for the HMC. Nothing has been resolved with regards to the fencing at the Pocket Park and it has been cut again. ACTION Cllr O'Hara will chase again.
23/05/122	DECLARATION OF INTERESTS To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. E.Gotts own business is sponsoring newsletter and so is Cllr Macdonald in a personal capacity. Cllr Baynes is a tenant of HMC, Cllr R Groom, NNC employee
23/05/123	MINUTES OF THE LAST MEETING-circulated Resolved to confirm as correct the record of the minutes of the Full Council meeting held on Tuesday 5 th December 2023 - Chairman signed
23/05/124	GOVERNANCE- a) Casual Vacancy- no request for election was received, so the council can co-opt a suitable candidate at the February meeting. Vacancy advertised on FB and website. Cllr Davies put forward a motion that an Extraordinary meeting be held on 1 st February to discuss candidates and vote one on, who can then attend the Full council meeting on the 6 th February-seconded by Cllr S Watts Cllr Baynes put forward motion- that process occurs at the beginning of February meeting. Both motions discussed- A vote was held- 7 in support of Extraordinary Meeting 2 against. RESOLVED- An Extraordinary meeting will be called by two councillors.

Signed as a true record of decisions made

Date

	<p>Determined that candidates should submit a personal statement before 1st and also be given the option to speak at the meeting.</p> <p>b) Council structure/Advisory groups- Cllr A Watts and Cllr Don proposed a debate to review options for the current structure of the advisory groups, as they are currently not effective. Cllr Don proposed a reduction to 4 meetings a month in the new civic year, but all to be Clerked and with a 'matters arising' tracker on each set of minutes. Cllr A Watts reinforced this. All voted to the proposal-Resolved Cllr Donn will circulate the specifics to consolidate meeting topics.</p> <p>c) Schedule of all meetings up to end of civic year (April) determined. Clerk will update website calendar. Cllr Davies will continue to produce her version.</p> <p>d) To note that the Lone Working Policy and Risk Assessment need to be brought back to the next FPHR meeting for approval. ACTION- Clerk to make amendments</p>								
23/05/125	<p>FINANCE-</p> <p>a) Resolved to approve all payments- including an additional NNC invoice that came in late for Business Rates. However, due to time constraints, council also resolved to leave the signing of actual invoices until Finance meeting. Resolved to approve payment, but to leave signing till Finance meeting.</p> <p>b) Received and resolved to approve financial reports/bank reconciliations-showing a balance across all accounts of £178,417.74 Also resolved to leave signing to Finance Meeting.</p> <p>c) Final Budget for 2024-2025 presented. RFO gave a brief overview, and invited any councillors who wished to see detailed a line- by -line budget as produced by Scribe. Cllr A and S Watts were the only one who requested it. Cllr A Watts proposed that the RFO is given permission to seek sponsorship in order that additional community events can be put on- which was agreed. Council resolved the Budget of £307,039.84</p> <p>c) The precept to be requested from North Northants Council (NNC) with regards to the budget was determined as per the circulated figures.</p> <table data-bbox="276 1435 1182 1509"> <tr> <td>Expenditure</td> <td>£307,039.84.</td> <td>Income</td> <td>£70,799</td> </tr> <tr> <td></td> <td></td> <td>Contribution from reserves</td> <td>£48,500.84</td> </tr> </table> <p>Balance required £187,740.00</p> <p>Resolved to request a precept amount of £187,740 a 5% increase from last year. Clerk to send forms to NCC.</p> <p>d) S106 update on meeting with officers from NNC. RFO, Clerk and Cllr Macdonald attended a productive meeting, and it was agreed that bimonthly meetings would be held. Various pots were identified, and further questions will be answered. Identified Allotments money due to expire in February. Clerk has informed BLTC Allotment Association as to how to apply. Discovered that £4K S016 monies were used towards Skatepark, so we have asked why BLTC had to pay for a contribution.</p>	Expenditure	£307,039.84.	Income	£70,799			Contribution from reserves	£48,500.84
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	<p>e) Update on Citation- RFO was asked to look at alternative packages but discovered that council are in a fixed contract till 2025 and cost rising to £297 per month. Have to give notice 6 months before end or it will auto renew. Council happy to approve giving notice.</p> <p>f) Update on Skatepark – works should have commenced today 9th Jan.</p>
23/05/126	<p>CLERK UPDATE and correspondence-</p> <p>a) Updated on Strategic Planning Working party meeting. No immediate termination of lease of HMC- need more info from NNC, as half of money to purchase came from S106, so community benefit. Pocket Park- proposal to make a charity or CIC to go on Annual Meeting of the Town agenda. Costings for Neighbourhood Plan to be determined. Next one 15th Jan</p> <p>b) Northants Fire& Rescue offering to come in to engage with residents over fire, road and water safety. ACTION-Clerk to accept offer</p> <p>c) Council offering of Warm Space at the HMC. Decided against, as Library is already doing. ACTION- Clerk to inform NNC.</p> <p>d) NNC requested all H&S annual checks in accordance with lease requirements- now sent</p> <p>e) Cllr Scotts website amendments made. All councillors have been sent details with regards to setting up new mail- some setup problems-no response from others Bookings for HMC module now on website</p> <p>f) Query from resident over BLTC landownership at Slipton Way- Cllr Macdonald offered to look into this.</p> <p>g) Request from resident for council support for yellow lines in Coles Close- clerk to circulate details</p> <p>h) Another resident is requesting a crossing and 20mph speed zone in Queensway and wishes to start a petition -Clerk to reply</p> <p>i) Rothwell Town Clerk has discovered that NNC will not be providing any planters next year.</p>
23/05/127	<p>HEALTH & SAFETY/BUILDINGS-</p> <p>a) HMC Legionella RA Action Plan to be approved (circulated) – deferred. Cllr A Watts will edit and bring to next meeting.</p> <p>b) Resolved to approve new quote for water testing at HMC from a different company- not yet carried out- as Envoy omitted to carry it out when library was done. Quote -four bottles & carriage & VAT = £257.77. ACTION- Clerk to authorise</p> <p>c) To note that Citation will be carrying out H& S assessments of both council buildings on the 25th January (included in annual subscription)</p> <p>e) Pocket Park hole- Cllr A Watts informed council that new fencing has now been washed away. ACTION- Clerk to speak to contractor again, hopefully no more rain at present, so hole can be filled.</p> <p>f) Gritting at HMC/Library- As legal guidelines have been determined which seemed to state that as an employer the law is different. Definitive information was not available. ACTION Guidelines to be recirculated- Bring back to February meeting</p>
23/05/128	<p>PLANNING- Cllr Davies gave a brief update- notes are on website. Planning meeting tomorrow night (Wed)- Agenda on website. Proposal on Conservative Club was approved.</p>
23/05/129	<p>COMMUNITY SERVICES-to receive notes from advisory group (circulated) and consider request for the following-</p> <ul style="list-style-type: none"> • Resolve that a Tree survey be organised for the Pocket Park and Slipton Way- ACTION- deferred to Feb meeting to gain more information from outside authorities as to legal/insurance guidelines.

	<ul style="list-style-type: none"> • Clerk to request a demo on proposed tools to be purchased- ACTION community group can organise it themselves, as no legal/financial implications • Resolve that Community Payback team are reinstated, with a wet weather program. ACTION-Community Services will draw up a program, when this is available the Probation Service can be informed. • New list of Public Space Protection Orders (PSPO) are out, there are no areas for Burton Latimer. Clerk believed that Cllr Macdonald and Scott did a survey. If this is the case-NNCllr O’Hara will look into it in respect of whether Fergus or Murrays input was taken into account. ACTION- Clerk to check emails • Newsletter- discussed. All in agreement. Final details and amendments to be sent to Cllr Davies. Sponsored- so no cost to council, and some of the Market Stall Holders have offered to sponsor it. <p>Also</p> <p>a) Debrief on Christmas switch on/Carols round the tree - Community group have already done this. Discussed possibility of moving it to a weekend.</p> <p>b) Youth club- request for support- financial and practical (Appendix 2). Discussed. Council would like some figures as to what finance was required. The organisers are going to put out a consultation to youths of the town, to garner interest. ACTION- RFO to liaise with R Newman on costings-</p>
23/05/130	<p>ENVIRONMENT –a meeting had been held, but notes received after production of Agenda Cllr Watts gave a brief overview.</p> <ul style="list-style-type: none"> • Biodiversity- to note that the council will be considering Biodiversity and what action they care and can take to conserve and enhance this. A model Action Plan will go to the Environment Group for consideration. • Meadowside car parking meeting- no progress. ACTION- Clerk to chase stakeholders • Kettering Energy Park was discussed. Weekly Hall Wood planning appeal has been turned down- transferable reasons to go to
23/05/131	<p>LIBRARY- to note that there was no LAC meeting held in November- next one to be January 16th 5.15 at the Library.</p>
23/05/132	<p>CONFIDENTIAL MATTERS -Under LGA 1972, Schedule 12- Council to resolve to exclude members of the public and press to discuss sensitive matters.</p> <p>a) Code of conduct issue to go to NNC -council in support of officers pursuing this</p> <p>b) A Complaint letter from Dusthers was considered. Determined that due process was followed, and the matter is closed.</p> <p>c) Working hours/OT office staff- attendance at meetings. RFO- to not attend the Full Council Meetings unless deemed absolutely necessary as she has over a weeks worth of over time accrued. RFO will be taking Monday mornings off to try to reduce this. Clerk has 10 hours.</p> <p>Clerk coming in on Thursdays not Friday to minimise loan working</p>
23/05/119	<p>Meeting closed 21.05pm.</p> <p>DATE FOR NEXT ORDINARY MEETING-Tues 6th February 2024.</p> <p>Any items for Agenda to be sent to Clerk 7 days before meeting</p>

ACTION LOG

ACTION	Responsibility	Due by
Pocket Park fencing repair	Council- but Cllr O'Hara offered to help	Feb meeting
Lone Working Policy	Clerk	Finance Meeting 25 th Feb
Risk Assessment	Clerk	As above
Pocket Park Hole repair -	Clerk to contact Spendlove	ASAP
Gritting Legalities	Council to look into	Feb meeting
Tree Survey	Council to look into	Feb meeting
Community Payback schedule	Community group	Next community meeting
Youth Club- finances	RFO	Feb meeting
PSPO- lack of BLTC spaces	Clerk-- but Cllr O'Hara offered to help	Feb meeting
Meadowside Road parking	Clerk	

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