

# Burton Latimer Town Council

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Minutes of the meeting of Burton Latimer Town Council held on **Tuesday 6<sup>th</sup> February 2024 at 7.00pm**

## **PRESENT**

Cllr S Baynes (Mayor) Cllr A Watts (Deputy Mayor) Cllrs P Cooper, J Davies, M Don, R Groome, F Macdonald, N Padget, M Scott, J Taylor, S Watts  
PCSO Norbert Meszes  
1 resident

23/05/134	<b>APOLOGIES FOR ABSENCE-</b> received and approved from Cllr C Groome. NNCllrs J Currall, and J O'Hara both sent apologies
23/05/135	<b>PUBLIC PARTICIPATION-</b> PCSO Meszes introduced himself as temporary cover for PCSO C Duggan. He hopes to be able attend regularly and can bring reports. He also mentioned a new initiative called Northants Talking- similar to Neighbourhood Watch- in that if a crime has occurred locals nearby are alerted to be extra vigilant. Resident spoke to commend the council on the newsletter and felt it was a good step to improve communication. Another resident had contacted the council regarding the S106 monies and the possibility of reallocating pots. Most are for projects on NNC land. It is a lengthy legal process to reallocate, and officers are struggling to gain contact and information from the relevant NNC staff.
23/05/136	<b>DECLARATION OF INTERESTS</b>
	None relevant
23/05/137	<b>MINUTES OF THE LAST MEETING-circulated</b>
	Resolved to confirm as correct the record of the minutes of the Full Council meeting held on Tuesday 9 <sup>th</sup> January 2024 – with an amendment that NNCllr Currall had sent apologies. Chairman signed.
23/05/138	<b>GOVERNANCE-</b>
	a) Asset register review. It was decided that the Clerk will group various assets together and allocate to councillors to double check. All small items need to be grouped together and other items need to be removed. To bring back for approval to next full council meeting. ACTION- Clerk/Councillors b) Resolved to readopt the Health & Safety Policy of the council. c) Received Interim Internal Audit report and noted findings. All previous issues resolved- just asset register to do, and suggestion of adding business continuity risk to Risk Assessment. ACTION- Clerk d) Update from Cllr Donn/Cllr Davies/Clerk on meeting reorganisation. Two proposals had been circulated- 1. Cllr Donn/Cllr Davies had set forward a draft proposal- 4 committees/all clerked plus bi-monthly library and monthly full council. 2. Clerk/Chair draft proposal- streamlining – LAC monthly, Full council bi-monthly and 3 other clerked committees. councillors to review and feedback to the Clerk, in order that a decision can be made. ACTION-councillors
23/05/139	<b>FINANCE-</b> Received and noted the RFO report (attached) and to action the following-

	<p>a) Resolved to approve purchase of an extension ethernet cable for the office to improve Wi-Fi. Clerk to authorise spend up to amount granted under delegated powers. All in favour, apart from Cllr Macdonald who abstained.</p> <p>b) Discussed whether Christmas Light Switch on 2024 would be either a Friday or Saturday. Cllr Baynes, A Watts, J Taylor and the fair could not make a Saturday. Majority in favour to keep to the last Friday in November- 29<sup>th</sup>. 1 councillor against.</p>
23/05/140	<p><b>CLERK UPDATE and correspondence-</b></p> <p>Update on Strategic planning Working party meeting - Determined that difficult to formulate a plan for 24-25 when budget already agreed with no provision for any additions. Plan for 24-25 will be merely aspirational and should focus on grant applications and fund raising. Also, decided that repair works only to the cladding Clerk on A/L 21<sup>st</sup> Feb- then 28<sup>th</sup> Feb to 4<sup>th</sup> March. RFO 11<sup>th</sup>-14<sup>th</sup> March. Request for councillors to complete a GDPR form, to allow Clerk to input details onto Atlas for document circulation. All in agreement- ACTION- Clerk to circulate</p>
23/05/141	<p><b>HEALTH &amp; SAFETY/BUILDINGS-</b></p> <p>a) Resolved to approve HMC Legionella RA Action Plan</p> <p>b) Resolved to approve quote from Aquacert for ongoing Legionella/Potable water testing at both sites</p> <p>b) Report from Citation H&amp; S assessments- to note the recommendation that official Fire Risk Assessments are carried out on both buildings and resolved that the Clerk could obtain quotes for same.</p> <p>c) Pocket Park hole update from Cllr A Watts. Spendlove Contracting has filled it with some hardcore and loose soil. They will monitor and continue to fill until stable.</p> <p>d) Gritting at HMC/Library- doing - council agreed that HMC paths can be gritted and approved the cheapest quote dependent on whether it is cheaper to purchase grit separately ACTION- Clerk to research</p> <p>e) Cllr Cooper offered to carry out routine testing at HMC, and gritting.</p>
23/05/142	<p><b>PLANNING-</b> Cllr Davies updated on the council response to the EV charging points proposed at Churchill Way. No-one in favour and residents in opposition. Objection to be put forward by deadline of 8<sup>th</sup> February. ACTION Cllr Davies/Clerk</p>
23/05/143	<p><b>COMMUNITY SERVICES-</b></p> <p>a) No Update on Tree survey as yet.</p> <p>b) No schedule of works for Community Payback team created as yet as there had been no Community advisory group meeting.</p> <p>c) No updates on Public Space Protection Order and BLTC areas- Clerk to check with Cllr Scott as to the response that was sent</p> <p>d) Bins- issue with them not being emptied. Clerk to ask NNC as to whether the route can be alternated so that BLTC are not always the last on the route. Cranford Road bin needs replacing. Has been reported many times. Clerk to try once more as safety issue</p>
23/05/144	<p><b>ENVIRONMENT –</b></p> <p>a) Unanimously resolved to appoint Quote 2 -Emerys Ground maintenance for the mowing contract</p> <p>b) Update on fencing at Pocket Park (NNCllrs). The fencing borders Pocket Park, the farmer land and an extra triangle of land. Until we know who owns the triangle, we don't know who has to pay. Action- Clerk to look into</p>
23/05/145	<p><b>LIBRARY-</b> to note minutes from LAC meeting 16<sup>th</sup> January are on website for viewing</p>
23/05/146	<p><b>DATE FOR NEXT ORDINARY MEETING-Tues 5<sup>th</sup> March 2024.</b> Any items for Agenda to be sent to Clerk 7 days before meeting. Meeting Closed 8.23</p>

ACTION	Responsibility	Due by
Pocket Park fencing/land ownership	Clerk -land ownership	Full Council- March
Asset Register	Clerk/councillors	Full Council-March
Review of meeting structure	Councillors	Full council- March
GDPR/Citation form	Clerk/Councillors	Full council-March
Tree Survey	Council to look into	Full council- March
Community Payback schedule	Community group	Next community meeting
PSPO- lack of BLTC spaces	Clerk/Cllr Scott and Cllr O'Hara offered to help	Full council-March
Bin emptying/replacement	Clerk	Full Council- March

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