

# THRAPSTON TOWN COUNCIL



Mayor: Cllr Sam Cribb

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**If you require a large print copy please contact the Clerk  
on 01832 734673**

245-2017/18

**Minutes of the Meeting of the Full Council  
held on Tuesday 12 December 2017 at 7.30pm at the Town Council Office**

**Present: Cllr Cribb (Chairman), Cllr Baden, Cllr Boyd, Cllr Boydell, Cllr Carter, Cllr Charles, Cllr Draycott, Cllr Latimer, Cllr Read, Cllr Strode-Willis, Cllr Wheeler, Cllr Winter.**

**In attendance: Sue Morrison (Clerk), Linda Marshall (Clerk Elect) and Wendy Brackenbury (7.35pm)**

Agenda	Item	By whom	Time
1.	<b>Apologies for absence</b> Cllr Vaughan tendered his apologies due to personal reason. These were accepted by majority.		
2.	<b>Declaration of interest in items on the agenda</b> None received.		
3.	<b>To receive any issues from members of the public</b> None.		
4.	<b>To receive reports from the police and any road safety matters</b> None.		
5.	<b>To approve the minutes of the Chairmen's Meeting dated 28 November 2017</b> It was resolved to accept the minutes of the Chairmen's Meeting dated 28 November 2017 and that they be signed as a true record by the Chairman.		

			246-2017/18
6.	<p><b>To approve the minutes of the Full Town Council Meeting dated 28 November 2017</b> It was resolved to accept the minutes of the Full Town Council Meeting dated 28 November 2017 and that they be signed as a true record by the Chairman</p>		
7.	<p><b>To approve the minutes of the Personnel Committee dated 5 December 2017</b> It was resolved to accept the minutes of the Personnel Committee Meeting dated 5 December 2017 and that they be signed as a true record by the Chairman</p>		
8.	<p><b>To receive a report from last JAG meeting and to identify items for the forthcoming JAG meeting</b> Cllr Vaughan had left a message that the next JAG meeting is on Friday 15 December.</p>	Noted.	
9.	<p><b>To receive and adopt the amended Grants &amp; Donations Policy as recommended by F&amp;S Committee and to set review date</b> It was resolved to adopt the Grants &amp; Donations Policy as recommended. A review date of May 2019 was set. It was signed off by the Chairman.</p>	Review the Grants & Donations Policy FTC May 2019.	Clerk
10.	<p><b>To receive and award contract for Windsor Drive Play Area</b> The Clerk advised of the procedure that had taken place in scoring the tenders received (see Appendix 1). The Council studied the plans. It was resolved to award the contract for the Windsor Drive Play Area to Kompan.</p>	Advise Kompan that they have been awarded the contract.	Clerk
11.	<p><b>To receive and approve the recommendations from Personnel Committee</b> It was resolved to accept the recommendations of the Personnel Committee as per the approved Minutes per Item 7.</p>		
12.	<p><b>To receive and adopt the Addendum to the Standing Orders</b> It was resolved to adopt the addendum to the Standing Orders, see Appendix 2.</p>		
13.	<p><b>To receive an update for CCTV in the town</b> The Clerk gave a report on the quotations received from ADT, a copy of which is attached at Appendix 3. Following discussion it was agreed that the Clerk would now go back to ADT and request full and up to date costs, including the ground works required for the electricity supply.</p>	Contact ADT and request full costs of CCTV including ground works.	Clerk
			247-2017/18
14.	<b>To determine if the Council wish to</b>		

	<p><b>include statistics on Councillor Attendance at Meetings on its website</b> Following discussion it was agreed to check if it is a requirement of the transparency code to include overall percentages of councillor attendance at meetings on the website.</p>	Check the transparency code.	Clerk
15.	<p><b>To receive a report regarding sponsoring a PCSO</b> Following discussion it was agreed not to pursue sponsoring a PCSO.</p>		
16.	<p><b>To receive an update on the Library Consultation</b> It was noted that the Action Group formed at the Friends of Library public meeting had held their own meeting but still await facts and figures in order to progress matters. It was further noted that the Clerk and Cllr Baden had met with Tom Pursglove MP on Friday 8 December, together with the Clerk and the Chairman of Oundle Town Council at which time the Council's position and the Action Group's position had been re-iterated to Tom Pursglove MP. Cllr Brackenbury confirmed to the Council that Northamptonshire County Council will consider selling or leasing the library. Cllr Brackenbury urged the Council to complete the consultation and go for Option 1. She also urged the Council to email her with whatever queries they had and she would do her best to answer them or seek the answers to them. Following discussion it was agreed to include the library as an Agenda Item for the first meeting in January 2018.</p>	FTC 09.01.18 Agenda Item: Library.	Clerk
17.	<p><b>To receive written reports on courses attended (if applicable)</b> None.</p>		

			248-2017/18
18.	<p><b>Clerk's report (for noting)</b></p> <p>(i) The Clerk advised that Clean4Shaw had been contacted regarding the usage of toilet rolls in the public toilets. Unfortunately they were not able to provide those statistics, but the Clerk spoke with the contractors who opened and cleaned the toilets and was informed that they were the busiest toilets on their round. It was agreed to leave the toilets as they are now.</p> <p>(ii) The Clerk advised that everyone had the new list of meeting dates for January to April 2018.</p> <p>(iii) The Clerk advised that following the request for an agenda pack to be sent to Councillors, two issues had arisen. Firstly one email containing all the files is too large to send. Secondly not all Councillors can open PDF files. Therefore at present the office staff will continue to prepare a hard copy pack.</p> <p>(iv) The Clerk advised that she has sourced information in relation to the Public Works Loan Board (PWLB). It was noted that this will be circulated.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. Circulate PWLB information.</p>	Clerk
19.	<p><b>District Councillors Report</b></p> <p>Cllr Brackenbury reported that the East Northamptonshire Council have entered a 3 year service level agreement with Northamptonshire Sports. She further reported that Glen Harwood, the Deputy Chairman, had died.</p> <p>Cllr Carter reported that there is an Abba Revival Night at Rushden Bowls Club, tickets £20 – everyone is invited.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted</p>	
20.	<p><b>Chairman's comments</b></p> <p>The Chair wished everyone a Merry Christmas.</p> <p>The Chair thanked the Clerk Sue Morrison for all her hard work and her time spent working for the Council and wished her well in her retirement. A toast was had.</p>		
21.	<p><b>Items for Future Agendas</b></p> <p>Communication with the residents of Thrapston.</p>	<p>Strategy Meeting 17.01.18.</p>	Clerk
	<p><b>There being no further business the meeting closed at 9.01pm</b></p>		

Signed .....

Dated .....

### Windsor Drive Play Area

Meeting took place on Monday 4<sup>th</sup> December.

The tenders were opened and numbered.

Tender Numbers:	1 -	HAGS	£34,657.46
	2 -	Wicksteeds	£32,635.00
	3 -	Kompan	£34,998.45
	4 -	Playforce	£32,396.04
	5 -	All Play	£35,000.00

They were then scrutinised to check that they complied with the tender specifications. Each person then rated them in order of First Choice through the Fifth Choice based on their preferred design.

	Tender Number ....			
First Choice (5 points)	3	3	2	3
Second Choice (4 points)	1	1	3	2
Third Choice (3 points)	4	2	4	1
Fourth Choice (2 points)	2	4	1	4
Fifth Choice (1 Point)	5	5	5	5

	Points Scored
Tender Number: 1	13
2	14
3	19
4	10
5	4

The top two tenders were No. 3 followed by No. 2

There was one tender which arrived following the closing date. The company concerned were informed and advised that their tender hadn't been opened. They asked for the Council to reconsider as they had sent the tender in time for the closing date but the courier company had failed to deliver it. They were informed that the meeting had already taken place and that they should take it up with the courier.



# **THRAPSTON TOWN COUNCIL**

## **STANDING ORDERS**

### **ADDENDUM**

**2017**

This Clause 2(d) of the Council’s Standing Orders with the proposed changes in red is to be adopted as a temporary measure whilst the trialing of the re-structuring of meetings takes place from 1<sup>st</sup> January to 30<sup>th</sup> April 2018:-

**2. Ordinary Council Meetings**

d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.** ~~Meetings of the two major committees shall be held on the first and second Tuesday of the month unless otherwise agreed at the previous meeting. Other meeting dates to be agreed at the previous meeting of the committee.~~

Signed .....

Dated .....

CCTV. To confirm that Lynx Fire & Security are unable to quote.

All prices given are from ADT Fire & Security, exclusive of VAT.

Quotation for the supply and install of CCTV in the office dated 15 <sup>th</sup> September	£ 735.80
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Annual service charge	£ 70.00
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Town CCTV:

1. Radio link extension / NVR upgrade / MUGA camera	£ 2932.17
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2. To install a MUGA column	£ 2620.57
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3. To install a column in the Skate Park	<u>£ 3041.54</u>
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<b>TOTAL OUTLAY Excluding Costs for Power Supply &amp; Groundworks</b>	<b>£ 8594.28</b>
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Annual Maintenance (one visit per annum) with TTC liable for any equipment replacement/repairs etc.	£ 450.00
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The Council may need to submit a variation to the planning application to reposition the column at the MUGA.

Comprehensive maintenance inspections (two visits per annum) Engineer call-outs and equipment replacement covered, Excluding malicious damage or acts of nature	£ 3276.00
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Standard maintenance inspections (two visits per annum) As above but excludes equipment replacement	£ 2543.00
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These costs are subject to inflation due to quotations received earlier in the year.