

THRAPSTON TOWN COUNCIL

Mayor: Cllr Sam Cribb

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214-2017/18

**Minutes of the Full Town Council Meeting
held on Tuesday 28 November 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 Read, Cllr Strode-Willis, Cllr Vaughan,
Cllr Wheeler and Cllr Winter**

In Attendance: Sue Morrison (Clerk) and Linda Marshall (Clerk Elect)

Agenda	Item	Action	By Whom
1.	Apologies for absence Cllr Brackenbury (ENC and NCC Councillor) offered her apology. Cllr Wheeler expressed disappointment that she was unable to attend as it would have been useful receive an update on County proposals. Cllr Latimer offered his apology which was accepted.		
2.	Declaration of interest in items on the agenda Cllr Boydell declared an interest in agenda item 17		
3.	To receive any issues from members of the public None		
4.	To receive reports from the police and any road safety matters The police were unable to attend but asked that members be advised that they will be undertaking their annual drinking and driving policy.	Noted	
5.	Resolution: To approve the minutes of the Full Council Meeting dated 24 October 2017 (circulated)	Approved	

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6.	Resolution: To approve the minutes of the IT Working Group dated 26 October 2017 (circulated)	Approved	
7.	Resolutions: To approve the minutes of the Extraordinary Meeting dated 21 November 2017	Approved	
8.	To receive a report from last JAG meeting and to identify items for the forthcoming JAG meeting Cllr Vaughan gave a verbal report of the meeting held on 3 November 2017 summarised in Appendix 1. For the next meeting it was requested that Cllr Vaughan seek clarification on what action will the police take for speeding offences and at what percentage over the limit.	Matter to be raised at next JAG meeting	Cllr Vaughan
9.	To receive and discuss draft Budget as requested by F&S Committee with a view to determining the 2018/19 Precept. The documents had been circulated to members and the Chair of the Finance and Strategy Committee briefed the Council. The figures show that the Capital reserves are already committed, with increases made for the Grounds maintenance contract which is current out to tender and an allowance made for some devolution of services. There is also a schedule for planned maintenance and replacement. Members discussed the budget and it was proposed and agreed by all that the budget be approved and a precept of £306,255 be sought. Members agreed that the no decisions could be made for the retention of the library in the town until the consultation was concluded as insufficient information is available. The Chair of the Council will continue to attend any meetings on this particular matter and will report accordingly. A separate Councillor meeting to be convened to discuss possible options in readiness for the closure of the consultation as initial expressions of interest need to be declared early in January 2018.	Pass to FTC in January for resolution	Clerk

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10.	<p>Resolution: To receive and adopt the Grants & Donations Policy as recommended by F&S Committee and to set review date (circulated) Members considered the policy as presented. Some minor amendments are to be implemented and the document returned to a further meeting for approval.</p>	FTC 12.12.17	Clerk
11.	<p>Resolution: To received and accept the quotation from HJ Horticulture Ltd for works at Warwick Gardens (circulated) Members considered the quotation for £3225.00 and agreed for the contract to be awarded to H J Horticulture.</p>	Advise Contractor to commence work	Clerk
12.	<p>Resolution: To discuss and agree continuance of 1605 Fireworks as a provider with a maximum budget of £2,900 The Clerk reported that very favourable comments had been made about this years Firework event and that she has provisionally booked the same provider for Monday 5 November 2018 at a maximum cost of £2900. Members considered this matter and agreed unanimously to confirm the provisional booking.</p>	Confirm the booking for 5 November 2018	Clerk
13.	<p>To receive a report, discuss and agree Council events for 2018/19 (circulated) Members considered the circulated document and it was proposed that Film Nights - be continued during the winter months, monitor to ensure they are self-funding. Commonwealth Day –the event will be held if the school wish to be involved. Party in the Park – consider a party for 2018/19. Women’s Cycle Tour – if the route includes Thrapston, it was agreed to arrange some activities in conjunction with the District Council. Fireworks agreed in agenda item 12. National Tribute: 100 years of WW1 ending. The Council have already agreed to sign up for the Beacon Lighting ceremony but further agreed to consider activities on the day dependent on what time the beacon</p>	Contact the school for their involvement	Administrator

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	<p>need to be lit.</p> <p>Remembrance Day – all Councillors to continue to take part in the services organised by the Royal British Legion.</p> <p>Christmas Festival- to be held on the last Saturday in November 2018.</p> <p>New Year’s Eve Party to be continued as it is self-funding</p>		
14.	<p>To receive a report, discuss and agree categories for 2018 Town Awards (circulated)</p> <p>Members discussed the categories of awards used in 2016/17 and agreed that the nominations for a Town Award, together with the reasons why person has been nominated, should be promoted in the January newsletter for 2017/18 awards. On receipt of nominations the Council will determine which of the following categories are best suited for the person and award based on specific criteria:</p> <ul style="list-style-type: none"> Sporting Achievement Young Achiever Creative Arts Achievement Service With a Smile Individual Volunteer Contribution to the Community Person of Courage Lifetime Achievement 	<p>Advertise the Town Awards in January Newsletter</p> <p>Determine selection criteria</p>	<p>Administrator</p> <p>Clerk</p>
15.	<p>To receive a report and nominate Councillors for assessing tender submissions and set dates for opening (circulated)</p> <p>Councillors debated the tenders that are due for submission and agreed that the following people open and assess the submissions:</p> <p>Windsor Drive Play Area:</p> <p>Cllrs Winter, Boyd, Cribb and Strode Willis volunteered for a meeting on Monday 4 December at 7.30pm to consider the tender documents for reporting to the Full Council on 12 December 2017.</p> <p>Grounds Maintenance Contract:</p> <p>Cllrs Vaughan, Wheeler, Boyd and Cribb volunteered for a meeting on Monday 8 January 2018 at 7.30pm to consider the tender documents for reporting to the Full Council on 9 January 2018.</p> <p>Cllrs Draycott and Boydell to be substitutes.</p>		

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16.	<p>To receive a verbal report regarding the Councils' meeting structure and to agree action</p> <p>A meeting of the Chairs of the Committee has discussed changing the format of the Councils meeting on a trial basis. The proposal would be to have two Full Council Meetings each month lasting a maximum of 2.5 hours and starting at 7.15pm. Additionally there would be a quarterly strategy meeting. The first meeting a month would focus on finance matters and the second on planning but this is not exclusive.</p> <p>The strategy meeting will also deal with the budget monitoring position. Consideration to be given to this meeting being on a Wednesday.</p> <p>Members were in favour of conduction a trial and it was agreed that this be passed to the Full Council meeting on 12 December 2017 for approval, together with associated changed to the Standing Orders.</p>	<p>Create a time table for the trial period.</p> <p>Amend Standing Orders. Seek approval at FTC 12.12.17</p>	<p>Clerk</p> <p>Clerk</p>
17.	<p>To receive a written report from the Arts Festival Group and to agree financial support requested.</p> <p>The report from Cllr Draycott and Cllr Charles was discussed and it was agreed that a sum of £3K be allocated in the 2018/19 budget towards this event which is proposed for 2019/20. Appendix 2</p> <p>A written report was submitted. Cllrs Draycott and Charles elaborated on the positive feedback that has been received from the groups they had contacted. Members gave other suggestions as to how the event may be further enhanced ie, poetry, arts group, creative writing, food market, painting, photography, lace making. It was agreed that this would be a positive event for the town to showcase all the talents of local people.</p> <p>Cllrs Draycott and Charles will consider the best time for such an event to take place taking into account other events locally. Cllr Cribb thanked the councillors for the work that had been undertaken to date. It was proposed and agreed by all that the Councillors take this forward with the support of the Council.</p>		

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18.	<p>To receive written reports on courses attended (circulated)</p> <p>The report from the Clerk Elect (Appendix 3) was noted.</p> <p>Cllr Wheeler advised that he had attended the NALC conference. He did not feel Day 1 was of value as the seminars he wished to attend were fully booked. On Day 2 he attended a Health & Wellbeing talk by Angela Rippon regarding dementia. By 2020, it is hoped that 50% of Councils will be dementia friendly organisation and for towns to have better awareness. He suggested that Dementia be a focus of the Annual Town Meeting in April.</p> <p>He also advised of the 7 principals that supported Councillor standard. He attended talks on how Highways department could cover training and insurance costs if parishes were to take on Highways functions. It was suggested that towns with Libraries that serve smaller parishes should approach parishes to raise their precept to help with the running costs.</p> <p>Cllr Wheeler won a defibrillator.</p> <p>Cllr Boyd attended the "Off to a Flying Start" course run by NCALC and suggested that all new Councillors should attend.</p> <p>She also attended a surgery with the Police and Crime Commissioner (PCC) and reported that the proposal for the PCC to take over the Fire Service was not finalised, that towns can consider paying for their own PCSO and that Raunds were experiencing drug related problems. The PCC also reported that he may need to seek a referendum to increase their precept by more than the 2%. Cllr Boyd felt they these meetings were of value and is happy to continue attending.</p> <p>Cllr Carter advised that the District Council had run Dementia training and it should be considered for the Town Council. She further added that the First Responders felt that a defibrillator should be placed at Huntingdon Road.</p> <p>Cllr Boydell, as a new Councillor, asked how training was arranged. The Clerk provides details to all Councillors as courses become available. After the next election the Council</p>		

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	will consider adopting a formal training plan for all Councillors.		
19.	<p>Clerk's report (for noting)</p> <ol style="list-style-type: none"> 1. The Bengal Brasserie was raided by Police and a request for their license to be reconsidered has been submitted. 2. The resident at Warwick Gardens has removed most of their building waste from the Council ground. 3. Excellent feedback received about the new Christmas Lights in the town and the event. 4. £128.83 received from the Santa collection at the Lights Event and has been paid to Children in Need. 5. The Poppy appeal raised £33.42 6. The MS Society and the Air Ambulance thanked the Council for donations of £777.25 each from the Firework event 7. The medical Detection dogs thanked the Council for the £198.83 received to date. 8. The Royal British Legion thanked the Council for the attendance of Councillors at all the Remembrance services over the weekend of 11/12 November 2017. 9. To remind all Councillors of the need to be careful when using Social Media. If using their personal account a statement of "all views are my own and not representative of the Town Council" should be used. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	
20.	<p>District Councillors Report</p> <p>Nothing to report.</p>		
21.	<p>Chairman's comments</p> <p>Cllr Cribb thanked members for assisting at the Firework and Christmas events and for attending the Library meeting, organised by the Friends of the Library. 134 people attended and were supported by MP Tom Pursglove.</p> <p>She had advised attendees that the Town Council were not in a position to make a commitment to the Library until they know more about the proposals for a further £30M cuts to be proposed later this year by the County Council.</p>		

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	The Friends of the Library are holding a meeting at 7.30pm on 1 December 2017 and Cllr Baden will attend.		
22.	Items for Future Agendas 1. Library – to consider options and the process for obtaining a Public Works Loan.	Allocate 30 minutes on the FTC meeting on 12/12/17	
	There being no further business the meeting closed at 9.27 pm		

Signed.....

Dated.....