

THRAPSTON TOWN COUNCIL

Mayor: Cllr Sam Cribb

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on 01832 734673**

259-2017/18

**Minutes of the Meeting of the Full Town Council
held on Tuesday 9th January 2018 at 7.15pm at the Town Council Office**

**Present: Cllr Cribb (Chairman), Cllr Baden, Cllr Boydell, Cllr Charles (7.20pm),
Cllr Draycott, Cllr Latimer, Cllr Read; Cllr Strode-Willis, Cllr Vaughan and
Cllr Wheeler.**

In attendance: Linda Marshall (Clerk) and John Ystenes (until 7.33pm)

No.	Item	Action	By Whom
1.	Apologies for absence Apologies were received and accepted for Councillors Boyd, Carter & Winter.		
2.	Declaration of interest in items on the agenda Cllr Latimer declared an interest in Item 16 on the Agenda as his wife runs Dreamers.	Noted	
3.	To receive any issues from members of the public None		
4.	To approve the Minutes of the PLA Meeting dated 5th December 2017 It was resolved to accept the minutes of the PLA Meeting dated 5 th December 2017 and that they be signed as a true record by the Chairman.		
5.	To approve the Minutes of the Finance & Strategy Meeting dated 12th December 2017 It was resolved to accept the minutes of the Finance & Strategy Meeting dated 12 th December 2017 and that they be signed as a true record by the Chairman.		

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6.	<p>To approve the Minutes of the Full Town Council meeting dated 12th December 2017 It was resolved to accept the minutes of the Full Town Council Meeting dated 12th December 2017 and that they be signed as a true record by the Chairman.</p>		
7.	<p>To approve the Minutes of the Extra Ordinary meeting of the Full Town Council dated 2nd January 2018 It was resolved to accept the minutes of the Extra-Ordinary Meeting dated 2nd January 2017 and that they be signed as a true record by the Chairman.</p>		
8.	<p>To approve the Finance Statements and Payments for December 2017 The Clerk presented the finances and responded to questions. It was resolved that the statement and payments be approved and accepted. Copy attached at Appendix 1.</p>		
9.	<p>To receive the monthly report from the Facilities Manager The Facilities Manager's report was accepted – copy attached at Appendix 2. The Facilities Manager asked if a date is being set to discuss the internal works required at the Plaza now that the roof has been completed. The Clerk confirmed it is on the agenda for discussion at the Strategy Meeting at which time a date will be set. Councillors asked the Facilities Manager for his views on the current grounds maintenance contractor. He advised that they have a good working relationship and work well together. The Facilities Manager said that the tree survey will undoubtedly generate other work, and suggests the Council seeks other quotes. The Facilities Manager left the meeting at 7.33pm.</p>	Noted.	
10.	<p>To receive a report, agree and award the contract for the Grounds Maintenance Following review of the report (copy attached at Appendix 3), having discussed the tenders put forward and having considered the Facilities Manager's comments, it was resolved that the Grounds Maintenance Contract be awarded to HJ Horticulture.</p>	Advise all tenderers of results	Clerk
11.	<p>To agree the opening of the new bank account with Unity Trust Bank and to approve the application form for signature It was resolved to open a new bank account with Unity Trust Bank. The forms have been signed and a cheque has been drawn for opening the account.</p>	Send off forms	Clerk

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12.	<p>To agree to the Change of Account Signatories with the Co-Operative Bank and to approve the application form for signature</p> <p>It was resolved that the account signatories be changed in view of change of Clerk. The forms have been signed accordingly.</p>	Send off forms	Clerk
13.	<p>To receive and approve the tender document for the Cleaning and Opening/Closing of the Public Toilets</p> <p>It was resolved to approve the tender document save for an amendment to the break points that it should also state 2 months' notice will be given if terminating the contract; and save for an amendment to the locking of the toilets that is should now read between 5pm and 6pm.</p>	<p>Chairman</p> <p>To publicise the tender document on the website and contracts register</p>	Clerk
14.	<p>To receive a report from last JAG meeting and to identify any items for future meetings</p> <p>The JAG report was received and accepted. Discussions took place regarding the weight restrictions on the bridge into Thrapston; the Clerk was asked to check with Northamptonshire County Council what information they have on this.</p> <p>Discussions took place regarding the police approved parking notices. It was agreed that we will obtain a template notice, but discussions took place about whether we should be taking photos and the problems that this may lead to. It was felt generally that the Council would just like to encourage people to park responsibly.</p> <p>It was noted that the next JAG meeting is on the 26th January. Councillors were asked if there was anything they wished to be raised: (i) to find out from communities who have bought their own PCSO how they are getting on.</p>	<p>Clerk to write to NCC re weight restriction on bridge</p> <p>Obtain template parking notice</p> <p>To find out how communities getting on with their own PCSO</p>	<p>Clerk</p> <p>Cllr Vaughan</p> <p>Cllr Vaughan</p>
15.	<p>To receive a report following the consultation as to whether the Newsletter should be included within Jigsaw and agree the way forward</p> <p>Having reviewed the report which confirmed that 63% of those who responded to the survey said they would be happy for Jigsaw and the Newsletter to be combined, the Council agreed that in principal they would be happy to merge the two publications. Discussions took place regarding the timing of distribution and the front cover. The Clerk was asked to liaise with Crest regarding lead times and the front cover and discuss with Nene Valley News distribution. Council felt that the publication should be distributed a week before the end of the previous month. The Council also wish to incorporate 3 monthly reviews. Diarise for future meeting.</p>	<p>To liaise with Crest and Nene Valley News re merge of publications and delivery</p> <p>Agenda for future meeting</p>	<p>Clerk</p> <p>Clerk</p>

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16.	<p>To receive a verbal report on the Dreamers' use of the Plaza and to discuss and agree future bookings</p> <p>The Clerk advised the Council of the problems the caretaker had encountered and which he had reported, namely (i) the men's toilets being covered with water and it looking like water bombs had been made using plastic gloves which were thrown against the wall (ii) sweet wrappers on the floor and (iii) urine in the disabled toilet bin. The Clerk advised that she had raised the issues with Dreamers who had responded that from investigations made they were not of the belief that any of their group were responsible. Dreamers wished to assure the Council that they would personally check the premises after each of their sessions. After discussions the Council confirmed that they were happy to proceed with Dreamers' assurances and to monitor the situation.</p>		
17.	<p>To receive a report and agree on the purchase of a shredding machine (as circulated)</p> <p>Following brief discussion it was resolved to purchase the Rexel Auto+ 200X Cross Cut Shredder at £279.</p>	Purchase shredder	Clerk
18.	<p>To agree the cost and specification for the bin and seat on Oundle Road</p> <p>The Clerk advised that from the Cllr Alex Smith's Empowerment Fund we have £600 towards the cost of the bin and bench. Following discussion the Clerk was asked to get a price for the Derby bin, with gold banding, a pyramid top, fixing kit and logo and a price for a seat similar to that on coronation gardens.</p>	Obtain further prices for bin and seat	Clerk
19.	<p>To discuss and agree any items the Council wish Cllr V Carter to take to the Local Plan Workshop</p> <p>It was agreed that in Cllr Carter's absence if anyone had any items they wished her to raise that they should email her directly. Discussions then ensued regarding the Council needing to be proactive with regards to the district wide plan which will replace the Thrapston Redevelopment Plan 2009 and whether Thrapston will start the process of a Neighbourhood Plan. The Clerk advised that the Neighbourhood Plan is on the agenda for the Strategy Meeting next week. It was noted that Richard Palmer, the Planning Policy and Conservation Manager would like to come and speak to the Council before the end of February. The Clerk was asked to make the necessary arrangements.</p>	Liaise with Richard Palmer of ENC re attending a meeting in February	Clerk

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20.	<p>To receive an update on the Library</p> <p>It was noted that Cllr Baden attended the meeting of the Action Group of the Friends of the Library last Friday. He reported that it had been agreed that they would put in their informal expression of interest and that they would also write to the Local Government Housing Minister and other MPs regarding the inadequate amount of time from the 22nd February to the 31st March when it is expected that the results of the consultation will be available and the closing date for formal expressions of interest. It was noted that Cllr Brackenbury had also raised the point about the shortness of time and believes this will be taken to Cabinet. It was noted that both the Town Council and the Action Group have submitted individual informal expressions of interest but are happy to work together; and that when it comes to formal expressions of interest it will have to be combined. It was reported that the Friends of the Library have a meeting with Tom Pursglove MP this Friday.</p> <p>The Clerk advised that having submitted our informal expression of interest we now have a form to complete. The Clerk was asked to complete this based on the previous discussions. It was noted that Cllr Vaughan is putting together a full report in readiness for the Library Working Party meeting, he confirmed that he will circulate this. A meeting has been arranged for the 30th January at 7.15pm.</p>		
21.	<p>To receive written reports on courses attended (if applicable)</p> <p>There was nothing to report.</p>		
22.	<p>Clerk's report (for noting)</p> <p>(i) It was noted that the WI wish to sponsor the planters outside the Council's offices.</p> <p>(ii) It was noted that our collection for Medical Detection Dogs during 2017 has amounted to £468.30.</p> <p>(iii) It was noted that East Northamptonshire Council have confirmed that Gorell Barnes have now removed all mention of allocated parking at 71-75 High Street from their website</p> <p>(iv) It was noted that the film night for Saturday had not sold any tickets. It was agreed to cancel the event.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Cancel the film night</p>	<p>Clerk</p>

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23.	<p>Chairman's comments</p> <p>(i) The Chairman requested, ahead of next week's Strategy Meeting, if each councillor could write the 3 biggest issues they believe the Town Council are facing and their suggested solutions. She asked if these could be circulated by the weekend.</p> <p>(ii) The Chairman promoted the Quiz 'n' Chips night on the 27th January – tickets £10 each.</p>		
24.	<p>Items for Future Agendas</p> <ul style="list-style-type: none"> • Neighbourhood Plan • Parking in Town Centre • Lease Arrangement with the Sports Assoc. • Outstanding S106 Agreements • Paperless Meetings • Signage in Town 		
	<p>There being no further business the meeting closed at 9.18pm</p>		

Signed

Dated

THRAPSTON TOWN COUNCIL					
			December 2017		Payments Processed since last F & S meeting
Deposit a/c B/F	05.10.17			329,825.84	
Scottish Widows	01.10.17			153,550.79	
				483,376.63	
Current Account:					
Income					
Balance B/F	01.12.17			252,854.36	
Simrit A Ltd - Xmas	Chq			75.00	
Crownsons - Barker Plot & Inter	Chq			520.00	
F J Pinnock - Shadbolt Plot & Ashes x 2 Inv 474	Chq			700.00	
Medical Detection Dogs	Cash			70.64	
Cribb Associates (Charity)	BACS			340.20	
Expenditure					
Talk Talk	DD	278			26.17
Christmas Plus Ltd	303276	279			4112.16
Thrapston Cricket Club	303277	280			1000.00
J Whitmore	303278	281			25.00
K Alton	303279	282			80.00
ENC	DDR	283			363.00
ENC	DDR	284			26.00
ENC	DDR	285			198.00
Chevron Traffic Management Ltd	303280	286			780.00
Lyreco UK Ltd	303281	287			51.96
Clean4Shaw Ltd	303282	288			1075.46
Thrapston Farm & Garden	303283	289			19.99
Medical Detection Dogs	303284	290			70.64
Plaza Inv 480 Xmas	TRF	291			106.00
Plaza Inv 483 Library	TRF	292			30.00
Plaza Inv 490 Charter Fair	TRF	293			5.00
Visa	DD	294			3103.57
Salaries	303285/89	294-9			6464.22
NEST	DD	300			21.88
LGPS	BACS	301			1888.06
Engie	DD	302			63.37
V Carter	303290	303			7.00
Plantool Ltd	303275	277			-402.60

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Plantool Ltd	303291	304			402.60	
ENC	303292	305			21.00	
ENC	303293	306			21.00	
HMRC	303294	307			6201.07	
Autela Group Ltd	303295	308			74.53	y
Royal Images	303296	309			88.80	y
Pear Technology Services Ltd	303297	310			168.00	y
Talk Talk	DD	311			74.84	y
HJ Horticulture	303298	312			3502.71	y
ENC	303299	313			3566.95	y
Thomas & Briggs	303300	314			11324.40	y
Land Registry	303301	315			7.00	y
Land Registry	303302	316			7.00	y
Eon	303303	317			53.42	y
					254,560.20	44,628.20
						<u>209,932.00</u>
Approvals:						
Medical Detection Dogs	303304	318			88.69	
Lyreco UK Ltd	303305	319			58.88	
Anglian Water Business Ltd	303306	320			58.47	
Clean4Shaw Ltd	303307	321			1075.46	
L Marshall Expenses & Mileage	303308	322			52.46	
Plaza Inv. 503	TRSF	323			5.00	
Visa	DD	324			407.81	
CommuniCorp	303309	325			12.00	
E.on	303310	326			193.04	
Total Gas & Power	DD	327			314.44	
Walters Ltd	303311	328			25.06	
Salaries	303312/6	329-333			6416.10	
NEST	DD	334			23.28	
LGPS	BACS	335			1888.06	
ENC	DDR	336			363.00	
ENC	DDR	337			26.00	
ENC	DDR	338			198.00	
J Whitmore	303317	339			25.00	
K Alton	303318	340			80.00	

PLAZA ACCOUNT					
December 2017					
Balance C/F	01.12.17			9238.69	
Income					
V Richings Inv 485	BACS			108.00	
C Blackman	Chq			70.00	
TTC Inv 490	TRF			5.00	
TTC Inv 483	TRF			30.00	
TTC Inv 480	TRF			106.00	
U3A Inv 487	BACS			10.00	
U3A Inv 488	BACS			10.00	
U3A Inv 489	BACS			15.00	
U3A Inv 482	BACS			41.00	
Squidgelets Inv	BACS			144.00	
Film Night Tickets	Cash			187.00	
Film Night Tuck Shop	Cash			38.20	
TADS Inv 479	BACS			572.00	
E J Williams Inv 477	Chq			48.00	
Thrapston Opera Inv 478	Chq			72.00	
Lori (Yoga) Inv 476	Cash			96.00	
Weight Watchers Inv 484	BACS			210.00	
V Richings Inv 501	BACS			81.00	
Expenditure:					
M & J Clark	500858	53		2000.00	
Salaries	500859/60	54/55		800.00	
Engie	DD	56		154.36	
				11081.89	2954.36
					<u>8127.53</u>
Approvals:					
Ryan Wright	500861	57		47.76	
Sue Morrison	500862	58		47.94	
Sue Morrison	500863	59		102.58	
H Johnson & Sons	500864	60		222.92	
Anglian Water Business Ltd	500865	61		114.46	
Visa T/F to TTC	TRSF	62		125.00	
Oundle Music Trust	500866	63		115.00	
Salaries	500867/8	64/5		492.00	

**Facilities Manager's Report
for
Full Town Council Meeting
9th January 2017**

Update of actions from PLA meeting of 05 12 17.

8. Speed awareness device. Still defective despite "repair". Roadside test proved inconclusive and the company has requested that we send the device back to them for further examination/repair. Their courier will collect from us and hopefully the problem will now be resolved.

9. Willow tree by Green Lane. Order for Pollarding has been placed and we shall request an assessment of this tree from the arboricultural consultants when we commission the tree survey. We will aim do that by the end of January 2018 so that any urgent work can be completed before the end of March.

11. Memorial bench. Ogilvy Engineering will uplift the bench and carry out the refurbishment early in the new year. Their quotation also includes for its return to its new location (or at least to the roadside ready for final siting).

Current Projects update.

Plaza roof repairs. Work is now virtually complete. All that remains is the repair to the lower canopy roof (above the entrance steps) and some minor snagging issues that I have drawn to the Contractor's attention. The scaffolding has been removed and the remaining work will be done early in January 2018.

Other issues.

Tree(s) inspection. We have started our own inspection of all trees for which we have responsibility. Using the last arboricultural survey (April 2012) we have followed the same route and report format in order to compare present condition with that reported 5 years ago. There is some work outstanding from the previous report and we have identified various other work that needs to be done. By the time of our meeting I hope to be in a position to provide an interim report with emphasis on any high risk matters.

Bulb Planting. Thrapston and Raunds Rotary Club members have planted crocus bulbs around the trees bordering the footpath alongside Huntingdon Road and the Orchard Way green spaces.

John Ystenes

Grounds Maintenance Tender

Report to Council

9th January 2018

The opening and evaluation of Tenders took place at a meeting held on Monday 8th January. Cllrs Boyd; Boydell; Vaughan and Wheeler were in attendance. 5 tenders had been received.

Each Councillor read through and scored the tenders. The results were then combined and pointed with the following outcome:-

Tender 1	4 points
Tender 2	13 points
Tender 3	11 points
Tender 4	19 points
Tender 5	14 points

The highest two tenders are now put before the Full Council to resolve who to award the contract to.

Copy Tender Forms from No. 4 and 5 attached.

Linda Marshall
09.01.18