

THRAPSTON TOWN COUNCIL

Mayor: Cllr Sam Cribb

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004-2018/19

**Minutes of the Meeting of the Full Town Council
held on Tuesday 10th April 2018 at 7.15pm at the Town Council Office**

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

In attendance: Linda Marshall (Clerk) and John Ystenes (left 19:56)

No.	Item	Action	By Whom
1.	Apologies for absence Cllr Cribb had tendered her apologies which were accepted.		
2.	Declaration of interest in items on the agenda Cllr Winter declared an interest in Item 17 Cllr Carter declared an interest in Item 17 Cllr Charles declared an interest in Item 15 Cllr Latimer declared an interest in Item 15		
3.	To receive any issues from members of the public None.		
4.	To approve the Minutes of the Plaza Working Party Meeting dated 27th March 2018 It was resolved to accept the minutes of the Plaza Working Party Meeting dated 27 th March 2018 and that they be signed as a true record by the Chairman.		
5.	To approve the Minutes of the Full Town Council Meeting dated 27th March 2018 It was resolved to accept the minutes of the Full Town Council Meeting dated 27 th March 2018 and that they be signed as a true record by the Chairman.		
6.	To approve and sign off the Finance Statements and Payments for March 2018 and to approve payments due in April 2018 The Clerk presented the finances and responded to any questions. It was resolved that the statement and payments be approved and accepted. Copy attached at Appendix 1.		

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7.	<p>To agree to closing of the Co-Operative Current Bank Accounts (TTC and Plaza) once all direct debits and cheques have cleared.</p> <p>Following discussion, it was resolved to close the Co-Op Current Accounts (TTC and Plaza) once all direct debits have been switched and cheques cleared.</p>	Close Co-Op Current Accounts	Clerk
8.	<p>To discuss the information requested from all Councillors by the Co-Operative Bank.</p> <p>Following discussion, it was agreed that all Councillors should provide the information and complete the necessary paperwork required by Bank; it was felt that it would make closing the accounts easier.</p>	Complete all paperwork as requested	All Councillors
9.	<p>To discuss and agree the opening of an account with CCLA</p> <p>Following consideration of the report, as attached at Appendix 2, and following lengthy discussions it was agreed that given the uncertain future of the County Council and what resources the Town Council may need to pull on that we would not invest in the Property Fund at this time. However, it was resolved to invest in the Deposit Fund for the whole amount of the precept which can then be used to draw down monthly for regular expenditure.</p>	Open Deposit Fund with CCLA	Clerk
10.	<p>To receive the monthly report from the Facilities Manager and to agree a specification for replacing the play equipment at Conway Drive and the floor surface at Sissinghurst Drive.</p> <p>It was resolved to accept the Facilities Manager's Report, a copy of which can be found at Appendix 3.</p> <ul style="list-style-type: none"> • It was noted that the Facilities Manager would speak with Help & Safety at Work regarding the best procedure for carrying out regular fire drills. • It was resolved that under delegated powers the Clerk deal with instructing a structural engineer to undertake a visual inspection of the Plaza. • It was noted that the boiler flue in the Council Office when installed was non-compliant with current regulations and that the Facilities Manager is liaising with Barnes Noble Edwards to rectify this. • It was agreed that the Facilities Manager in conjunction with the Clerk should now draw up a specification, based on the details in the funding application, to obtain quotes for both Conway Drive and Sissinghurst Drive play areas. 		
11.	<p>To receive a report from last JAG meeting and to identify any items for future meetings</p> <p>Cllr Vaughan advised that the next meeting is on the 20th April. He confirmed that the last meeting only lasted about 12 minutes, with no complaints being raised. He noted that the knife amnesty was a big success, as is the notification of crime alerts.</p>		

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15.	<p>To discuss the set build charge at the Plaza Members discussed the request made by Vince Davy at the last meeting which was to reconsider the decision made regarding the removal of the set-build charge at the Plaza. Following discussion, it was carried by majority vote that the Council would not re-introduce a set-build charge but would maintain their decision that all hire is at £12 per hour. It was noted however that any local group can apply to the Council for funding in line with the Grants & Donations Policy.</p>	Notify Vince Davy of the decision made	Clerk
16.	<p>To discuss and agree the figures provided by Persimmon with regards to S106 monies at Waters Edge and Foundry Walk and to receive an update following a walk-around of the sites Cllr Read confirmed the commuted sums to be correct with regards to Foundry Walk and Waters Edge. Council were advised that S106 Agreements were in place for both developments. It was noted however that following site visits there are a number of remedial works which the Council would like Persimmon to undertake prior to the transfer taking place. The Clerk will speak with Persimmon accordingly. Council were advised that Persimmon may also wish to negotiate the transfer of the remaining land that they hold adjacent to the development, which includes the wooded area and car park – exact boundary line to be determined. This would be for a zero-commuted sum. Council were asked if, in principle, they would wish to take on this land. Discussions took place about the management of this land and what might be involved. Council agreed that the land in question would be better held as a public asset and that, in principle, they would be keen to take ownership of the land. The Clerk was asked to check the insurance liability implications if the Council took on this wooded area.</p>	<p>Confirm to Persimmon commuted sums correct and advise of remedial works required</p> <p>Confirm to Persimmon that in principle TTC would be keen to take ownership of the remaining land.</p> <p>Check insurance liability implications</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
17.	<p>To discuss Lease options to put forward to the Sports Association following the meeting held on the 21st March Following consideration of the report and discussion by Members the following 3 options were agreed to put to the Sports Association for consideration:-</p> <p>Option 1 Continue with current lease; increase rent to £1,000 per annum; contribution of 50% towards the grounds maintenance costs; regular annual rent reviews; with immediate effect.</p> <p>Option 2 New lease; increase rent to £1,000; SA take responsibility for grounds maintenance, include provision for fireworks; regular annual rent reviews; take effect 1st April 2019.</p>		

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	<p>Option 3 New lease; increase rent to £1,000; SA pay 100% of grounds maintenance costs, regular annual rent reviews; include provision for fireworks; take effect 1st April 2019.</p>		
18.	<p>To agree further whole Council training session in September at a cost of £299 to cover:- Precept & How it is set Budget Setting Budget Reviews Community Consultations Grant Applications Contracts / Tenders With possible dates of 11th, 18th or 25th September It was agreed to host another in-house training event if possible on the 18th September to cover the above topics.</p>	Arrange in-house training session	Clerk
19.	<p>To Discuss the Library It was noted that everyone had received the pack from NCC as circulated by the Clerk, together with a funding stream opportunity. Discussions took place about whether the Town Council should submit the initial expression of interest due in by 4pm on the 16th April. Following discussions, it was carried by majority vote that the Town Council submit the initial expression of interest and that the Clerk would advise the Friends of the Library that it is doing so. It was agreed that a meeting would then need to be held with the Friends of the Library and the Council.</p>	<p>Submit initial Expression of Interest.</p> <p>Advice FOTL that TTC are doing so.</p> <p>Arrange meeting with FOTL.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
20.	<p>To receive written reports on courses attended None.</p>		
21.	<p>Clerk's Report (i) The Clerk advised that she has received a Freedom of Information request with regards to the increase in precept – the request was read out. The Clerk is dealing with the response. (ii) The Clerk advised that the Council's objections to the Licence Variation at the Kings Arms will not be considered as there is no evidence to back up any complaints received. However, if the Council does receive complaints ENC will then act.</p>	Respond to FOI request	Clerk
22.	<p>Chairman's Comments (i) Cllr Wheeler reminded everyone of the Annual Town Meeting taking place on Tuesday 17th April with arrival from 6.30pm. It was noted that no alcohol will be served. (ii) Cllr Wheeler reminded everyone that the next Strategy Meeting is taking place on Wednesday 18th April and within that agenda consideration will need to be given as to the future of the meeting structure.</p>		

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23.	Items for Future Agendas (i) Strategy Meeting – Meeting Structure; Adequate Time for Staff (ii) FTC – Street Lights		
	There being no further business the meeting closed at 21:32.		

Signed

Dated