

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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on 01832 734673**

**Minutes of the Meeting of the Full Town Council  
held on Tuesday 24<sup>th</sup> July 2018 at 7.15pm at the Town Council Office**

**Present: Cllr Wheeler (Chairman), Cllr Baden, Cllr Boyd, Cllr Boydell, Cllr Carter, Cllr Cribb,  
Cllr Draycott, Cllr Latimer (19:12), Cllr Read, Cllr Strode-Willis, Cllr Winter**

**In attendance: Linda Marshall (Clerk), Cllr Wendy Brackenbury**

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> Cllrs Charles & Vaughan had tendered their apologies which were accepted.		
2.	<b>Declaration of Interest</b> Cllrs Carter and Winter Declared in Interest in Item 14 on the agenda relating to the Sports Association's request for a donation/grant.		
3.	<b>Public Open Time</b> None.		
4.	<b>To approve the Minutes of the Christmas Event Working Party meeting dated 4<sup>th</sup> July 2018</b> It was <b>resolved</b> to accept the minutes of the Christmas Event Working Party meeting dated 4 <sup>th</sup> July 2018 and that they be signed as a true record by the Chairman.		
5.	<b>To approve the Minutes of the New Year's Eve Working Party meeting dated 9<sup>th</sup> July 2018</b> It was <b>resolved</b> to accept the minutes of the New Year's Eve Working Party meeting dated 9 <sup>th</sup> July 2018 and that they be signed as a true record by the Chairman.		
6.	<b>To approve the Minutes of the Jamboree Working Party meeting dated 9<sup>th</sup> July 2018</b> It was <b>resolved</b> to accept the minutes of the Jamboree Working Party meeting dated 9 <sup>th</sup> July 2018 and that they be signed as a true record by the Chairman.		
7.	<b>To approve the Minutes of the Plaza Advisory Committee meeting dated 10<sup>th</sup> July 2018</b> It was <b>resolved</b> to accept the minutes of the Plaza		

	Advisory Committee meeting dated 10 <sup>th</sup> July 2018 and that they be signed as a true record by the Chairman.		
8.	<p><b>To approve the Minutes of the Library Advisory Committee meeting dated 10<sup>th</sup> July 2018</b></p> <p>It was <b>resolved</b> to accept the minutes of the Library Advisory Committee meeting dated 10<sup>th</sup> July 2018 and that they be signed as a true record by the Chairman.</p>		
9.	<p><b>To approve the Minutes of the Full Town Council meeting dated 10<sup>th</sup> July 2018</b></p> <p>It was <b>resolved</b> to accept the minutes of the Full Town Council meeting dated 10<sup>th</sup> July 2018 and that they be signed as a true record by the Chairman.</p>		
10.	<b>Item 10 on the agenda was removed.</b>		
11.	<p><b>To approve the updated List of Payments for July 2018</b></p> <p>It was <b>resolved</b> to accept the updated List of Payments for July 2018 as attached at Appendix 1 and that it be signed by the Chairman.</p>		
12.	<p><b>To receive recommendations from the Planning Advisory Committee in respect of the following planning applications and to determine the Council's responses.</b></p> <p>It was <b>resolved</b> to accept the recommendations of the Planning Advisory Committee as follows:-</p> <p><b>18/00795/VAR:</b> Variation of condition 11 to allow for revised access/landscaping pursuant to 15/00382/FUL Proposed erection of a detached dwelling with new access dated 15.09.2015 at 83C Midland Road, Thrapston</p> <p><b>18/01222/FUL:</b> Demolition of existing garage and construction of a garage, study and toilet with a first floor bed sitting room and bathroom (revised scheme to 17/02576/FUL) at 23 Spinney Close, Thrapston</p> <p><b>18/01186/REM:</b> Approval of reserved matters namely Appearance, Landscaping, Layout and Scale pursuant to planning application 12/01957/OUT – Outline: Erection of up to 75 no. dwellings and associated roads (some matters reserved) dated 08/04/2016 at Land between Oakleas Rise and A14 Midland Road, Thrapston</p> <p><b>18/00917/FUL:</b> Retrospective: Converting garage to study/living room, removing garage door and installing window at 19 Sherborne Way, Thrapston</p>	<p>No objection subject to the front boundary being tidied up to avoid gravel spreading onto the footpath.</p> <p>No objection, subject to it being used only for ancillary purposes to existing dwelling</p> <p>No objection</p> <p>No objection</p>	
13.	<p><b>To receive notification of planning permissions granted, refused and appealed.</b></p> <p><b>18/01051/FUL: Planning Permission GRANTED:</b> Replacement of garage door from up-and-over white metal door to 2 side-hinged steel doors in anthracite grey at 40 Station Road, Thrapston.</p> <p><b>18/00960/FUL: Planning Permission GRANTED:</b> Proposed two storey side extension at 10 Brambleside,</p>	<p>Noted</p> <p>Noted</p>	

	Thrapston.  <b>18/01031/TPO: Consent GRANTED:</b> Removal of dead wood to the trees along the river in accordance with the tree survey undertaken in May 2018  <b>18/00885/FUL: Planning Permission GRANTED:</b> Single storey rear extension at 29 Orchard Way, Thrapston	Noted  Noted	
14.	<b>To receive and consider an application from Thrapston Sports Association for a request for a donation, in line with the Council's Grants &amp; Donations Policy, towards the Family Fun Day being held on Sunday 26<sup>th</sup> August as part of their Beer Festival in the sum of £1,500 for sponsoring a Donkey Derby</b> Having considered the application in line with the Grants & Donations Policy and following discussion it was <b>proposed</b> and <b>carried by majority</b> to donate the sum of £1,000 towards the Sports Association's Family Fun Day. It was raised that the Sports Association were looking to include within the Family Fun Day some parachutist(s) but permission was required from the Town Council for the playing field to be a designated landing zone. The Council gave permission for the playing field to be used as a designated landing zone, on the basis that the company has all the necessary H&S policies, risk assessments and public liability in place.		
15.	<b>To consider a request from Thrapston Sports Association to erect banners around the town advertising their forthcoming Beer Festival, specifically on the Town Council's railings outside the offices and any other location as deemed suitable by the Council</b> The Council, having considered the request, gave permission for banners to be put up on the Town Council's railings outside the office.		
16.	<b>To consider a request from Thrapston Sports Association for permission to house a charity clothes bin in their car park</b> The Council, having considered the request, agreed to give permission for the Sports Association to house a charity clothes bin in their car park		
17.	<b>To consider a request from Thrapston Sports Association for permission to lock their car park overnight</b> The Council, having considered the request, agreed that they had no objection with the Sports Association locking the car park overnight.		
18.	<b>To consider obtaining a defibrillator from SADS UK and if agreed, determine a location for siting it</b> Council were informed that a free defibrillator was available for the town through SADS UK, the only cost being installation and ongoing replacement pads etc. It was noted that an electricity supply is required. Council agreed that they would like to secure the defibrillator on offer, subject to identifying a suitable location. The nursery premises on Huntingdon Road was identified as	Enquire of nursery and garage on Huntingdon Road for electricity supply to a defibrillator	Clerk

	being a possible location, or the ETS garage on the other side of the road. The Clerk was asked to make enquiries of both locations.		
19.	<b>To receive the Valuation of the Mayor's Chain of Office</b> It was noted that the valuation obtained was £1200.		
20.	<b>To receive a verbal update on the current situation with the CCTV</b> Council were advised that the problem had now been solved for transmitting from the MUGA and Skate Park back up to the Council Office by using the Sports Association's broadband. Council were aware that they had approved the quotation received for the new and upgraded CCTV at the 26 <sup>th</sup> June 2018 meeting. A revised quotation had now been received including the MUGA and Skate Park. It was <b>resolved</b> to accept the quotation in its entirety and for the Agreement to be signed. It was agreed that the ground works (civils and power for columns) in the sum of £9,301.33 would be taken from earmarked funds held in capital reserves; the £1,425 maintenance charge would be taken from the allocated annual budget and the remaining £38,638.18 would be taken from the Council's capital reserves.		
21.	<b>To receive an update on the current position with the Library</b> Cllr Boydell talked through a report which he had prepared, a copy of which can be found at Appendix 2. Following discussion and in view of timescales and decisions that will need to be made, it was agreed to call an Extra Ordinary Meeting of the Town Council on the 7 <sup>th</sup> August 2018 at 7.30pm		
22.	<b>To receive written reports on courses attended</b> None.		
23.	<b>Clerk's report</b> (i) Notification received from East Northamptonshire Council that match funding hadn't been obtained by Town and Parish Councils to support the Call Connect bus service. Cllr Brackenbury advised that they are having a meeting to discuss using the £10k from ENC primarily and going back out to the Town and Parish Councils to seek support. (ii) Planning application process for the Plaza storage containers is slow due to the documents required, but is ongoing. (iii) Jamboree: band and stage are booked; Rose & Crown want to be involved; other food/drink outlets are on board; entertainment is being investigated; next meeting 1 <sup>st</sup> August. (iv) First £40,000 has been withdrawn from the CCLA Deposit Fund into the Unistry Current Account to cover costs. There are still some payments going through the Co-Op but once these last ones are switched over the accounts will be closed. (v) The transformer has gone in the ladies' toilet in the office, the toilet is currently out of use. Wrights Electrical have been instructed to repair. (vi) Quotes obtained for a new Lease with the Sports Association in the region of £1,500 to £2,000.		

	(vii) National Conference for Clerks – interested in attending. Will bring to next agenda for consideration.		
24.	<p><b>District Councillor's Reports</b></p> <p>Cllr Brackenbury noted that the consultation period for unitary has now closed.</p> <p>With regards to the local development plan, it is intended that this will be submitted before it goes to unitary so it is an ENC submission.</p> <p>Cllr Brackenbury confirmed that the Chief Finance Officer at Northamptonshire County Council has issued a second S114 Notice due to the ongoing financial crisis and advised that there is a shortfall of £60m-£70m out of an annual spend of £600m. County are now down to statutory services only.</p> <p>Cllr Carter advised that East Northamptonshire Council are aware of the “hum” coming from the top of the town on the warehouse estate. It is thought that it may come from the Morrisons refrigeration.</p>		
25.	<p><b>Chairman's comments</b></p> <p>(i) Thanks to those who attended the Civic Service, with particular thanks to the staff for their hard work.</p> <p>(ii) The private tour at Althorp House was very good.</p>		
26.	<p><b>Items for future agendas</b></p> <p>None.</p>		
	<b>There being no further business the meeting closed at 20:38</b>		

Signed .....

Dated .....

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## Thrapston Town Council

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At : 08:42

## Current Bank A/c

## List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2018	Talk Talk	DDI028	72.86	101	VOIP Telephone System June
05/07/2018	East Northamptonshire Council	DDI0029	394.00	114	Council Office Rates
10/07/2018	Clean4Shaw	BACS0069	779.94	102	Cleaning of Public Toilets
10/07/2018	Wave - Anglian Water	BACS0070	145.60	103	Office Water Bill
10/07/2018	Wave - Anglian Water	BACS0071	94.91	104	Plaza Water Bill
10/07/2018	Ethos Communications	BACS0072	31.92	105	Photocopier Charges
10/07/2018	Christmas Plus Ltd	BACS0073	8,676.00	106	Hire of Festive Display 2018
10/07/2018	E.ON	BACS0074	5,406.00	107	Lantern Changes to LED
10/07/2018	HJ Horticulture	BACS0075	4,595.16	108	Grounds Maintenance June
10/07/2018	Shaw & Sons Limited	BACS0076	156.00	109	Binding of Minutes
10/07/2018	Thrapston Farm & Garden	BACS0077	9.99	110	28w 2D 4 Pin Law Energy Bulb
10/07/2018	County Life	BACS0078	294.48	111	Newsletter Printing
10/07/2018	E.ON	BACS0079	214.71	112	Electricity Street Lights
10/07/2018	Daventry District Council	300010	30.00	113	3 x Tickets Tour Althorp Park
11/07/2018	Wave - Anglian Water	BACS0090	647.48	123	Toilets Water Charge
11/07/2018	Wave - Anglian Water	BACS0091	23.28	124	Cemeter Water Charge
11/07/2018	Astwell Augers Ltd	BACS0092	50.40	125	Astwell Augers Ltd
11/07/2018	Cee Mascots	BACS0093	50.00	127	Costume Hire for Christmas
11/07/2018	East Northamptonshire Council	BACS0094	632.50	127	Orange Sacks
15/07/2018	East Northamptonshire Council	DDI0030	27.00	116	Cemetery Rates
15/07/2018	East Northamptonshire Council	DDI0031	204.00	116	Public Toilets Rates
15/07/2018	Jon Whitmore	BACS0080	25.00	117	Office Window Cleaning July
15/07/2018	Karen Alton	BACS0081	80.00	118	Office Cleaning July
15/07/2018	NEST	DDI0032	50.89	119	NEST Pension Contribution
15/07/2018	LGPS	BACS0082	962.91	120	LGPS Pension Contribution
15/07/2018	Salaries	BACS083-88	4,979.97	121	Salaries - July 2018
15/07/2018	HMRC	BACS0089	1,426.01	122	Tax Liability Month 4
20/07/2018	Total Gas & Power	DDI033	310.96	136	Electricity Office
24/07/2018	Dementia UK	BACS0095	200.04	128	Collection from Civic Service
24/07/2018	Playscape Playgrounds	BACS0096	240.00	129	Graffiti Removal at Skate Park
24/07/2018	Bands for Hire Ltd	BACS0097	286.00	130	Jamboree Band
24/07/2018	Event Equipment Hire	BACS0098	357.60	131	Deposit for Stage Jamboree
24/07/2018	Microsoft	BACS0099	422.40	132	Office 365
24/07/2018	St James Church	BACS0100	100.00	133	Donation / Civic Service
24/07/2018	Harpurs of Oundle	BACS0101	77.00	134	Chain of Office Work
24/07/2018	Seagrave Inspections Serv Ltd	BACS0102	507.60	135	Annual Play Area Inspection
24/07/2018	Melanie Barfield	BACS0103	25.83	137	Reimburse Amazon Cost
24/07/2018	Engie	DDI035	-116.32	139	Inv 200596930
24/07/2018	Thrapston Sports Association	BACS0104	231.45	141	Electricity Supply to MUGA
25/07/2018	Engie	DDI035	116.32	139	Revised Electric May 18 Plaza
31/07/2018	Engie	DDI034	57.47	138	Electricity - Toilets
31/07/2018	Engie	DDI036	82.73	140	Electricity June 18 Plaza
31/07/2018	Engie	DDI036	-82.73	140	Inv 200594259
<b>Total Payments</b>			<b>32,877.36</b>		

## Library Update

### Important Dates:

1st Aug - NCC decide who's application will be accepted.

2nd Aug:

- TTC will be informed of their decision.
- We will have used one month of our 6 month moratorium!

9 Aug 18 - Appeals against NCC decision, should it go against us.

30 Sep 18

- Library Closes and any remaining staff made redundant.
- If library sale has not been concluded, NCC will empty and mothball the building.

28 Dec 18 - Our CA 6 month moratorium expires and NCC can sell on the open market.

### Notes:

1. TTC effectively have 2 chances to procure the building:

Once under the Independent Library (IL) route;

Once under the sale of Community Asset (CA) route.

Both processes are different, but overlap. How and where they overlap, no one could tell me.

2. If we procure through the IL option, we are dependent on FoTL. If we procure through the CA route, we may still be dependent on the FoTL.
3. If we buy through the IL route, 80% of the books and fixtures and fittings will be provided. Everything else from additional books, to connection to the library Information System(LIS) etc, have to be procured from NCC at exorbitant prices. i.e. 500 books, £6,000; volunteer training £500 per trainer per day; one computer connected to the LIS, 3,500 per annum.
4. Things are about to take off and will move very quickly from the 2nd August. That's next week.
5. TTC need to be ready to move quickly too. Decisions may not always be able to wait 2 weeks until the next meeting of the FTC.
6. FoTL are champing at the bit. If Thursday's decision goes in our favour they will want to be in ASAP. I am carefully managing their expectations on timings and what they will and will not be allowed to do within the building, but these are things that can only be decided by the FTC following considered discussion.

### Summary:

1. Our period of moratorium is ticking away and one month is nearly gone.

2. From next Thursday, we could have the green light to buy and if so, things will need to move quickly.
3. We are unlikely to be able to run this process on 10 minute slots at bi-weekly meetings of the FTC, so dedicated EGMs may need to be called to agree decisions.
4. I have sent separately, an outline plan of actions for discussion. The setting of TORs for the new advisory committee should be done immediately so they are ready to go when NCC's decision is given, next week. Other decisions may need to be voted on from next week onwards.

### **Possible Actions**

1. Agree on the TORs and members of a new Asset WG.
2. Assuming we are offered the building for sale on Aug 2nd:
  - a. Get surveys and valuation done.
  - b. Develop a Project and financial Plan for the procurement, development and running of the building.
  - c. Explore revenue streams such as running blue badges, bus passes etc.
  - d. Decide how we will fund the Procurement. i.e. Grants, loans or use capital holdings.
  - e. Decide how we will fund the annual running costs and maintenance.
  - f. Engage with FoTL to agree:
    - a. When they can begin operating.
    - b. Terms and conditions: Functions; rent; responsibilities; space allowance; contribution to running costs; etc.
  - g. Go out to consultation to find out:
    1. What facilities/functions would the public like to be based there?
    2. Which interest groups would like to use the facility?
  - h. Engage with groups wishing to use the Hub.
  - i. Decide what functions can/should be accommodated and plan and cost the development of the building.