

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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**Minutes of the Meeting of the Full Town Council  
held on Tuesday 9<sup>th</sup> April 2019 at 7.15pm at the Town Council Office**

**Present: Cllr Wheeler (Chairman), Cllr Baden, Cllr Boyd, Cllr Carter, Cllr Cribb,  
Cllr Draycott, Cllr Otterwell, Cllr Read, Cllr Strode-Willis, Cllr Winter**

**In attendance: Linda Marshall (Clerk)**

No.	Item	Action	By Whom
1.	<b>Apologies for absence</b> Cllr Charles had tendered her apologies which were accepted.		
2.	<b>Declaration of Interest</b> Cllr Carter declared an interest in Item 13.		
3.	<b>Public Open Time</b> None		
4.	<b>To approve the Minutes of the Full Town Council meeting dated 12<sup>th</sup> March 2019</b> <b>Resolved</b> that the Minutes of the Full Town Council meeting dated 12 <sup>th</sup> March 2019 be confirmed as a true record.		
5.	<b>To receive a report from the last JAG meeting; to discuss and agree any items requiring consideration; to identify any items to be raised at a future meeting</b> Report taken as read.		
6.	<b>To receive a report from attendance at the Police &amp; Crime Commissioner's Surgery; to discuss and agree any items requiring consideration; to identify any items to be raised at a future meeting</b> No report received. Next meeting Wednesday 10 <sup>th</sup> April. Cllr Boyd was asked to obtain more details and timescales on the news report that Northamptonshire is increasing its police officers by 200.	Obtain details on recruitment of officers	Cllr Boyd
7.	<b>To receive verbal reports from the Chairman of Committees to update Full Council on recent meetings / decisions made</b> <u>Planning &amp; Asset Management:</u> Cllr Otterwell advised Council that representatives had attended a meeting regarding the hum at Haldens Parkway. Barratts had also sent representatives to a meeting regarding their planning application for two extra houses at Charters		

Gate, but despite Council's objections and Cllr Carter's attendance at the District Council's planning committee meeting the application had been passed.

Cllr Otterwell advised of the application received for development at The Willows on land that has a S106 Agreement attached to it. The developer's solicitors believe the legalities have lapsed and the case is no longer live and are therefore free to develop the land. The Town Council's solicitors have the opposing view as they have correspondence relating to the S106 Agreement as recent as 2016. Council were informed that the Committee have agreed that our solicitors write to the other side in the first instance advising that the case is still live.

Cllr Otterwell informed Council of other applications received and discussed (as can be noted by the Minutes), and also advised that the Clerk is now the Designated Premises Supervisor for the Plaza.

Cllr Otterwell concluded that an extra-ordinary meeting has been called for the 10<sup>th</sup> April to discuss an application relating to The Beehive Club.

#### Finance & Devolution:

Cllr Strobe-Willis advised that he has been Chairman for two meetings. He said that he believes it is right that we have a dedicated Finance Committee to scrutinise the accounts. He said that good reports are provided each meeting, two internal auditors have been appointed to undertake reviews, and an explanation of variances against budget is now being reported on quarterly. Cllr Strobe-Willis went on to say that the Committee has revised the Risk Management Scheme, Financial Regulations and Asset Register. He concluded that he will give the finance report at the Annual Town Meeting. A question was raised as to what the Devolution part of the Committee entailed. Cllr Strobe-Willis explained that the Committee are looking at any services that may be devolved to the Town Council.

#### Events:

Cllr Cribb informed Council that Cllr Charles was now the representative for Volunteer Action and that she is assisting them with organising an event.

Cllr Cribb went on to advise that the Movie Matinees are going ahead on Saturdays once a month and a new Kids Film Club has been set up for screenings during the school holidays. It was noted that the Mamma Mia screening had been cancelled due to the licence not being obtained; it was agreed to look at other providers of licences.

Cllr Cribb concluded that a Working Party has been formed for the Arts Festival as the event is getting closer. Cllr Draycott will deliver a PowerPoint presentation at the next Full Council Meeting in May.

#### Personnel:

Cllr Boyd advised that staff pay rises had been discussed and agreed, as well as increased hours for the Plaza cleaner. Cllr Strobe-Willis, the previous Chairman of Personnel said that the Committee is working well and will be looking at policies and the employee handbook.

8.	<p><b>To agree and adopt the following policies:-</b></p> <ul style="list-style-type: none"> <li>• Data Breach Policy</li> <li>• Data Protection Policy</li> <li>• Grants and Donations Policy</li> <li>• Subject Access Request Policy</li> </ul> <p><b>Resolved</b> to adopt the policies, with a minor amendment to the Data Breach Policy to detail the acronym ICO.</p>		
9.	<p><b>To receive quotes and visuals on the town's signage and agree action</b></p> <p><b>Resolved</b> to award the contract to Sign of the Times. It was agreed that the next steps would be to go through each sign and ensure the wording is correct and have the all "don't do's" in red. It was further agreed that the entrance to the town signs should remain as they are but cleaned. Additional signs identified as being required can then be discussed and purchased on an ad-hoc basis.</p>	Award contract to Sign of the Times	Clerk
10.	<p><b>To receive information on the Dedicated PCSO Scheme, discuss if the Council wish to explore the Scheme further and agree action</b></p> <p>It was noted that each year discussions are held regarding a dedicated PCSO and the Council have been of the view that they wouldn't sign up to the scheme. It was carried by majority with one abstention that the Town Council's position has not changed and they will not pursue the scheme.</p>		
11.	<p><b>To receive a report on Community Engagement, discuss and agree action</b></p> <p>Report received and noted. It was agreed to take this forward and for suggestions of groups to be emailed to the Clerk. A list will then be drafted and agreed allocating councillors to community groups with the view of engaging with those groups.</p> <p>With regards to the vacancies for a school governor Cllr Boyd indicated that she may be interested later in the year. It was agreed that she would contact Adam Boon directly.</p>	Email suggestions to the Clerk	All Cllrs
12.	<p><b>To receive a report on Councillor's Saturday Surgeries and agree action</b></p> <p>Report received and noted. Following discussion it was agreed that with effect from 1<sup>st</sup> May there will be just one Saturday Surgery a month to coincide with farmer's market day, but with two councillors present at each surgery. It was further agreed that we would approach Friends of Thrapston Library to see if they would be willing to give out dog poo bags on other Saturdays. Rota to be drafted and circulated.</p>	Draft rota	Clerk
13.	<p><b>To receive a report on the Sports Association, discuss and agree action</b></p> <p>Report noted. It was agreed that we would request a copy of the Sports Association's licence for our records.</p>	Obtain copy licence.	Clerk
14.	<p><b>To receive a verbal update on the Library following the meeting with the County Council on 3<sup>rd</sup> April. To discuss and agree the Town Council's next steps. To note an invitation to a Business Plan Workshop hosted by NCC</b></p> <p>The Chairman explained that it was a useful meeting with Anne Lovely and James Aldridge of Northamptonshire County Council (NCC) during which NCC's principle terms of agreement were discussed. It was explained that NCC need to retain some control over the building as they have a statutory obligation to deliver a library provision in Thrapston, hence the need for the restrictive covenant. It was made clear that any ancillary use of the building mustn't over-</p>		

	<p>shadow its primary purpose, being a library. An alternative suggestion was discussed, wherein the Town Council purchase the property at the discounted price with the restrictive covenant, but if and when the land is redeveloped into a community hub the restrictive covenant is exchanged for a 99-year lease back to NCC for library space. James Aldridge didn't see any issues with this suggestion but said he would speak to Theresa Grant. The Chairman also explained that during the meeting it was noted that if we do nothing as a Town Council then NCC would need to look at the library provision and it could be the case that they provide the bare minimum (say a mobile library once a month) and sell the land to the highest bidder.</p> <p>Council agreed that they were still of the view that they wished to purchase the building to keep it as a community asset.</p> <p>It was <b>resolved</b> to now proceed with the surveys, as previously agreed.</p>	Proceed with surveys	Clerk
15.	<p><b>To receive a request from Thrapston Charter Fair for a donation towards their raffle and agree action</b></p> <p>The Mayor offered a £20 donation from his Mayor's fund to go towards the raffle.</p>	Make donation	Clerk
16.	<p><b>To receive a report on Operation London Bridge, discuss items for consideration and agree action</b></p> <p>It was noted that a previous agreement had been reached that the proclamation be announced from the Mosaic area next to the library. It was noted that the Planning &amp; Asset Management Committee meeting have agreed a purchase of a portable PA system – not hiring a system each time one is required.</p> <p>It was agreed that Coronation Gardens be used for floral tributes.</p>	No action required	
17.	<p><b>To receive correspondence from a member of the public regarding the state of the highways footpaths following a fall and agree action</b></p> <p>It was noted that the footpath had already been reported with highways and the pavement in question had been marked with red paint. It was agreed to bring the matter to County Councillor Wendy Brackenbury and to respond to the resident that this is what we have done.</p>	Advise Cllr Wendy Brackenbury	Clerk
18.	<p><b>To appoint Northants CALC as the Town Council's Data Protection Officer for the forthcoming year</b></p> <p><b>Resolved</b> that Northants CALC be appointed as the Council's Data Protection Officer for the forthcoming year.</p>		
19.	<p><b>District Councillors' Reports</b></p> <p>A decision hasn't as yet been made by the Secretary of State with regard to Unitary – it is still ongoing – but rumours are that it will not happen until April 2021.</p> <p>The Local Plan with East Northamptonshire Council is still ongoing.</p> <p>Discussions at District regarding the member empowerment fund and community facilities fund is going to full council.</p>	No action required	
20.	<p><b>To receive a written report on courses attended</b></p> <p>None.</p>		
21.	<p><b>Clerk's report</b></p> <p>(i) The Willows – the clerk advised that works had started on the land behind The Willows; trees had been chopped down and heras fencing had been erected.</p>		

	(ii) Changes to Bus Services 8 and 18 noted. (iii) Further Christmas lights to be considered for at the Plaza – to go to next agenda. (iv) Rebuild Costs on Council owned buildings received from Berrys for insurance purposes was noted.		
22.	<b>Chairman's comments</b> The Chairman thanked everyone for their attendance and support.		
23.	<b>Items for Future Agendas</b> Arts Festival		

Signed .....

Dated .....