

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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Minutes of the Meeting of the Full Town Council held on Tuesday 13th July 2021 at 7.15pm at The Souster Youth Hub

**Present: Cllr Carter (Chairman), Cllr Cairns, Cllr Charles, Cllr Cribb, Cllr Hawkins [19:19],
Cllr Twigger, Cllr Wheeler, Cllr Winter, Cllr Worley**

In attendance: Linda Marshall (Clerk)

No.	Item	Action	By Whom
1.	Apologies for Absence Cllrs Latimer, McGovern and Wilcox had tendered their apologies which were accepted. The three Unitary Councillors had tendered their apologies due to attendance at other meetings.		
2.	Declarations of Interest Cllr Worley declared an interested in Item 21 as he was party to drafting the constitution.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Full Town Council meeting dated 8th June 2021 Resolved that the Minutes of the Full Town Council meeting dated 8 th June 2021 be confirmed as a true record.		
5.	To receive a report (if available) from the last JAG meeting; to discuss and agree any items requiring consideration; to identify any items to be raised at a future No report received.		
6.	To receive a report (if available) from attendance at the Police & Crime Commissioner's Surgery; to discuss and agree any items requiring consideration; to identify any items to be raised at a future meeting No report received. It was noted that the last meeting clashed with our own Town Council meeting.		
7.	To receive a report (if available) relating to the Thrapston Youth Forum, to discuss and agree any items requiring consideration Report taken as read. It was noted that the intention is to reinstate the youth forum (over 16's) from September. It was suggested that the group could meet upstairs in the Plaza as it is not a public meeting. It was agreed that it would now be passed to the Events & Community Engagement Committee for	Pass to Events &	Events & Comm. Eng. Co-ordinator

	liaising regarding projects/events for the youth forum to be involved in. Cllr Hawkins arrived at the meeting.	Comm. Eng. Committee	
8.	To receive a verbal update from the Chairman of the Planning & Asset Management Committee Cllr Worley briefed the meeting on key points arising from the recent Planning & Asset Management Committee meeting. To be noted that Minutes giving a detailed account of meetings are available on the Council's website.		
9.	To receive a verbal update from the Chairman of the Finance & Devolution Committee Cllr Cribb briefed the meeting on key points arising from the recent Finance & Devolution Committee meeting. To be noted that Minutes giving a detailed account of meetings are available on the Council's website.		
10.	To receive a verbal update from the Chairman of the Events & Community Engagement Committee Cllr Wilcox was not in attendance at the meeting. To be noted that Minutes giving a detailed account of meetings are available on the Council's website.		
11.	To receive a verbal update from the Chairman of the Personnel Committee Cllr Winter briefed the meeting on key points arising from the recent Personnel Committee meeting. To be noted that Minutes giving a detailed account of meetings are available on the Council's website.		
12.	To receive a report from the Facilities Manager in relation to the Peace Park Centenary Project Report taken as read.		
13.	To receive a report from the Assistant Clerk following the joint meeting with Stakeholders and the police regarding anti-social behaviour around the Meadow Lane area and agree action Report taken as read. Discussions took place regarding the type of signage and what it could display. It was noted that such improved signage would be purchased in collaboration with the Sailing Club. It was agreed that Cllr Worley would liaise with the Assistant Clerk and the Planning & Asset Management Committee who would liaise with the Sailing Club to receive a first draft of the proposed new signage. It was agreed that the resurfacing of the car park and extending of the CCTV would be passed to the Finance Committee to look at within the budget. Cllr Carter advised members that you can look at the data on the Northants Police website and see the numbers and types of crimes reported in the locality.	Planning & Asset Mngmt. Committee to liaise with the Sailing Club Finance Committee to look at budget	Cllr Worley / Assistant Clerk Clerk
14.	To receive quotations for resurfacing of the enclosed toddler play area in the Peace Park together with a recommendation from the Facilities Manager and agree action Quotations and recommendations from the Facilities Manager received. Following consideration of the report it was resolved , subject to going to the Finance Committee to look at the budget and general reserves, to proceed with the option of bonded rubber mulch over a prepared substrate with contractor Abacus at a cost of £8,246 plus £10,631. It was requested that works do not start before September due to the school summer holidays.	Review budget / general reserves	Finance Committee

15.	<p>To receive further detail on the quotations from Phoenix Surfacing regarding the surfacing together with a recommendation from the Facilities Manager and agree action</p> <p>Quotations and recommendations from the Facilities Manager received. Following consideration of the report it was resolved to proceed with the option of surface dressing with golden gravel aggregate at a cost of £3,499.20 and award the contract to Phoenix. It was noted that Haystoun will reduce their costs by £3,000 as they are no longer undertaking this element of work.</p>	Proceed with surface dressing with Phoenix	Facilities Manager
16.	<p>To receive further detail on the quotations received for the Well feature together with a recommendation from the Facilities Manager and agree action</p> <p>Quotations and recommendations from the Facilities Manager received. Following consideration of the report it was resolved to proceed with the quotation from Thomas & Briggs in the sum of £2,841 together with the quote from Thorn Electrical in the sum of £373.80 to bring power to the well.</p>	Proceed with well feature with Thomas & Briggs & Thorn Electrical	Facilities Manager
17.	<p>To receive further detail on the quotation received from Thorn Electrical for the water features in the Peace Park together with a recommendation from the Facilities Manager and agree action</p> <p>Quotations and recommendations from the Facilities Manager received. Following consideration of the report it was resolved to proceed with the quotation from Thorn Electrical in the sum of £5,320.88. It was noted that Haystoun will reduce their costs by £3,450 as they are no longer undertaking this element of work.</p> <p>It was agreed that the Finance Committee would look at the budget, general reserves and earmarked reserves in relation to the Peace Park Project to ensure all expenditure is budgeted and make adjustments/virements as necessary.</p>	<p>Proceed with water features with Thorn Electrical</p> <p>Review budget, general reserves</p>	<p>Facilities Manager</p> <p>Finance Committee</p>
18.	<p>To receive a report from the Facilities Manager on the planting scheme in the Sensory Garden of the Peace Park and agree action</p> <p>No separate report. The planting scheme was discussed at the site meeting with Cllrs Carter & Wheeler. It is noted that the planting that has taken place is not to specification. Haystoun Construction have been advised accordingly (email dated 30th June). Haystoun's response (6th July) advises that all plants have some sensory elements; they were not able to match the planting schedule due to seasonal availability but will introduce new plants and rotate with planting bed to address the issue. It was agreed that Cllr Cairns would look at the planting scheme with a horticulturalist and the sensory garden will be inspected following the deadline given to Haystoun Construction of the 31st July 2021.</p>	Planting scheme to be checked by a horticulturalist	Cllr Cairns
19.	<p>To receive a report from the Assistant Clerk with feedback from Haystoun Construction Limited following the email and list of outstanding works issued on the 30th June 2021 and agree action</p> <p>Copy emails between the Assistant Clerk and Haystoun Construction noted.</p> <p>To summarise: A site meeting with the Assistant Clerk, Facilities Manager and Cllrs Carter & Wheeler took place on the 28th June, during which the works undertaken by the contractors were assessed against the specification and drawings. An email was drafted and approved and sent to the</p>		

	<p>contractors on 30th June listing all outstanding issues and giving two options for the contractor to proceed, (i) complete works to specification by 31st July 2021 or (ii) move off site, undertake no further works and receive no further monies. The contractors responded on the 6th July and advised that they would like the opportunity to complete the works. They gave comments on the outstanding works, e.g. "will address". There are a few decisions left for the Council to now consider:-</p> <p>(i) Anti-graffiti coating – original product no longer available; alternative suggested by contractor or omit altogether with reduction in price of £350. It was agreed that the contractor should continue with the alternative product.</p> <p>(ii) Entrance along Huntingdon Road – Laurel hedging has not been planted – contractor states it should be planted November-March and seeks the Council's advice. It was agreed to remove this from the contractor's list of jobs and seek a cost from our groundsman to undertake the works at the appropriate time with the amount being deducted from the contractor's fees.</p> <p>(iii) Rose Garden slabs – spoilt by chemicals used in an attempt to clean; was given options (a) to replace/repair or (b) reduce charge by 33%. Contractor has agreed 33% reduction on that element and advised that project will be reduced by £495.00. It was agreed to check the costs quoted with our own groundsman before agreeing the sum.</p> <p>(iv) A further on-site meeting should take place at the end of July to check that all works have been completed to specification and to a satisfactory standard. It was agreed that Cllrs Carter, Wheeler and Winter will assess the works with the Clerk/Facilities Manager.</p> <p>It was further agreed that the Clerk would write back to Haystoun Construction advising of the above decisions and stipulating again that all works be completed by the 31st July, that the date is not negotiable, and that they will not be permitted to return to site after that date, following which an inspection of works will be undertaken by the Town Council and a report prepared.</p>		
20.	<p>To receive updated Strategic Plan following the Strategy Meeting and agree action Agenda item to be deferred until the next meeting.</p>		
21.	<p>To receive, review and approve the Constitution for the Thrapston Nene Valley Park Community Management Team The draft constitution was reviewed with amendments and comments made. It was resolved to approve the constitution subject to the amendments being implemented. Cllr Worley to circulate the revised copy.</p>	Implement amendments and circulate revised copy	Cllr Worley
22.	<p>To receive an update of the councillor surgery which took place at the farmer's market 03/07/2021 and agree attendance at the next one, 07/08/2021 An update was given on the latest Saturday surgery with the following point to note:-</p> <ul style="list-style-type: none"> • New pop-up gazebo can be put up by 2 people; we now need a Town Council banner to personalise it; • Rotate speed signs to Midland Road; 	Banner required Rotate speed signs	Office Facilities

	<ul style="list-style-type: none"> • There is a call for a litter pick event which is already in hand by the Events & Community Engagement Committee; • Grass cutting along Water's Edge should not be taken right to the edge of the bank to prevent bank erosion – facilities to action with groundsman; • Sign needed for the litter bin inside the play area at Water's Edge asking residents not to use it for dog waste – office to action. <p>It was agreed that there should be an audit undertaken of dog/litter bins against what we pay to North Northamptonshire Council.</p> <p>It was agreed that Cllrs Cairns, Carter, Charles & Twigger will attend the August Surgery with Cllrs Cribb, Hawkins, Wheeler & Winter attending the September Surgery.</p>	<p>Adjust Grass cutting at Water's Edge</p> <p>Sign for litter bin</p> <p>Audit of dog/litter bins</p>	<p>Facilities/ Groundsman</p> <p>Office</p> <p>Office/ Facilities</p>
23.	<p>To receive a report from the Events & Community Engagement Co-ordinator in relation to producing a Town Guide for 2021 and agree action</p> <p>It was carried by majority with two votes against and one abstention to support another Town Guide for 2021 with costs being taken from the Events budget as deemed to be community engagement.</p>	<p>Proceed with the Town Guide</p>	<p>Events & Comm. Eng. Co-ordinator</p>
24.	<p>To receive a verbal update on Thrapston Market following meeting with Bletsoes</p> <p>Cllr Cribb advised members of the recent meeting held with David Bletsoe. The points outstanding on the draft Licence were satisfactorily addressed and amendments were made. A revised draft Licence has now been received. It was agreed to ask Diane Boyd to look over the revised Licence on behalf of the Council and table it at the August meeting for signing off. It was agreed in the first instance that a handover note will be prepared for the end of August to advise stallholders of the change in management and that a member of staff in the office would collect the pitch fees.</p>	<p>Ask D. Boyd to look over the revised draft Licence Table for August meeting Prepare handover note</p>	<p>Clerk</p> <p>Clerk</p>
25.	<p>To receive an update regarding Thrapston Library from Friends of Thrapston Library for noting</p> <p>Report noted. A letter of thanks is to be drafted to the Friends of Thrapston Library for the continued hard work in keeping this valuable resource in Thrapston open.</p>	<p>Draft Letter to FoTL</p>	<p>Clerk</p>
26.	<p>To receive a Grant Application from Thrapston Cricket Club and determine if to award a grant</p> <p>Following consideration of the grant application it was resolved to award a grant to Thrapston Cricket Club in the sum of £2,500.</p>	<p>Award grant</p>	<p>Clerk</p>
27.	<p>Unitary Councillors' Reports</p> <p>No report provided.</p> <p>Cllr Carter advised that she had raised a couple of things with the unitary councillors:-</p> <ul style="list-style-type: none"> • Re-painting of the zebra crossing outside the school; • Cleaning of the roof of the bus shelter <p>The Clerk was asked to report weeding of the Sackville Street Car Park to the unitary councillors.</p>	<p>Report weeding of Sackville Street Car Park</p>	<p>Clerk</p>
28.	<p>Clerk's Report (for noting)</p> <ul style="list-style-type: none"> • Resignation received from Cllr Draycott: we will start the process of advertising the vacancy. • Insurance Claim for Warwick Gardens: the claim was repudiated and the case has been closed. • Land Dispute at Lancaster Drive: the Land Registry confirm that our objection to the applicant's claim for adverse possession is not groundless and that there is an arguable 		

	<p>case. The Land Registry have requested further information which the solicitors are dealing with.</p> <ul style="list-style-type: none"> • The beacon in the Peace Park has now been moved. 		
29.	<p>Chairman's Comments The Chairman thanked everyone for attending the meeting and for their input.</p>		
	<p>There being no further business the meeting closed at 21:23.</p>		

Signed

Dated