

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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Minutes of the Meeting of the Full Town Council held on Tuesday 11th January 2022 at 7.15pm at The Souster Youth Hub

Present: Cllr Carter (Chairman), Cllr Cairns, Cllr Charles [19:20], Cllr Cribb, Cllr Hawkins, Cllr Latimer, Cllr McGovern, Cllr McLuckie, Cllr Twigger, Cllr Wheeler, Cllr Wilcox, Cllr Winter, Cllr Worley

In attendance: Unitary Councillor Wendy Brackenbury, Linda Marshall (Clerk)

No.	Item	Action	By Whom
Part 1			
1.	To Receive Apologies for Absence Unitary Cllrs Geoff Shacklock and David Brackenbury had tendered their apologies which were accepted.		
2.	Declaration of Interest None.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Full Town Council meeting dated 14th December 2021 Resolved that the Minutes of the Full Town Council meeting dated 14 th December 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 available.		
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 available. Cllr Carter did advise that there is a public consultation out for the Police, Fire and Crime Commissioner's budget.		
7.	To receive a report (if available) relating to the Thrapston Youth Forum, to discuss and agree any items requiring consideration No report available. The next meeting is scheduled for the 18 th .		
8.	To receive a report (if available) from the Nene Valley Park Project's Management Team; to discuss and agree any items requiring consideration; to identify any items to be raised at a future meeting Report circulated 11.01.2021. Report noted.		

9.	<p>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. Cllr Charles arrived at the meeting.</p>		
10.	<p>To receive a verbal update from the Chairman of the Finance & Devolution Committee There had not been a Finance & Devolution Committee meeting. Next meeting 18.01.2022.</p>		
11.	<p>To receive a verbal update from the Chairman of the Events & Community Engagement Committee There had not been an Events & Community Engagement meeting. Next meeting 25.01.2022.</p>		
12.	<p>To receive a verbal update from the Chairman of the Personnel Committee There had not been a Personnel Committee meeting. Next meeting 18.01.2022.</p>		
13.	<p>To note Full Council training on Finance scheduled for Wednesday 19th January 2022 Noted.</p>		
14.	<p>To receive and discuss a report from the Facilities Manager relating to the problem of condensation in the Peace Park Well, together with a quote from Anglian Pumping Services, and agree action Report noted. It was considered that the quote was high. It was resolved to wait and see if the condensation problem resolves itself over the summer and whether it was due to the structure being new. It was agreed that from Spring onwards the facilities team should monitor the condensation by wiping it clear and then checking how long it takes to form again. To be reviewed later in the year.</p>	Monitor the condensation problem	Facilities
15.	<p>To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the Clerk and 2 Councillors Following discussion it was resolved to take this to the Finance & Devolution Committee.</p>	F&D Committee	Clerk
16.	<p>To receive and consider correspondence from RBL Thrapston & District Branch relating to stone trough planters being placed either side of the main memorial stone into which crosses of remembrance can be placed and agree action The request was agreed in principle, subject to clarification on a couple of points: (i) the exact location of the planters; (ii) who will attend to and maintain the planters at other times of the year.</p>	Obtain clarification	Clerk
17.	<p>To review charges for hire of Thrapston Plaza for the Nene Valley Park Project Management Team and agree action It was resolved that the group could have the Plaza free of charge on Friday 28th January from 5pm to 8pm. It was confirmed that there are no plans for a further meeting.</p>		
18.	<p>To review the Council's intention when sending/receiving correspondence and determine whether amendments to Standing Orders are required Cllr Carter advised that our Standing Orders stipulate that the Proper Officer (the Clerk) shall receive and send general correspondence on behalf of the Council, except where there is a resolution to the contrary.</p>		

	<p>Cllr Carter advised of a situation where an email had been sent to the Planning Committee members, her recollection was that Cllr Worley with the Assistant Clerk would draft a response. As it was Cllr Worley responded directly.</p> <p>Cllr Worley asked for clarification from the Clerk that councillors can reply how they wish, without reference to the Clerk, to any emails that they receive.</p> <p>The Clerk clarified the advice from NCALC, stating that if an email is sent to committee members then it is deemed as being sent to the Council, and therefore any response should be sent via the Proper Officer in accordance with Standing Orders.</p> <p>It was further clarified that Councillors are permitted to respond to <i>informal</i> emails, e.g. Q: "Dear Cllr Smith, I see your committee meeting is tonight, please could you confirm the start time?" A: "Our meeting starts at 7pm".</p> <p>The Clerk further confirmed that a councillor can respond to an email if it is set out very clearly in that email that the response is personal and not that of the Council.</p> <p>Other longstanding councillors also confirmed that the practice is that all correspondence goes through the Clerk.</p> <p>Cllr Worley's opinion which he voiced to all councillors is that any councillor is permitted to respond to any email received in any way that they want without seeking the permission of or consulting with the Clerk and that this Council cannot stop them from doing so.</p> <p>Cllr Worley was offered three-way meeting with Danny Moody of NCALC and the Clerk if he wished to pursue this further.</p>		
19.	<p>To determine whether to continue with the arrangement with Northamptonshire Highways that the Town Council continues with the cutting of grass within the highway under the provision of Section 136 of the Local Government Act 1972 and receives the sum of £1,435.25 towards the cost of carrying out this work</p> <p>The following was noted:</p> <ul style="list-style-type: none"> (i) In the last financial year the Council paid £8,338 for verge cutting. (ii) In this financial year the Council have paid, to date, £6,641. (iii) The grant received from NNC is £1435.25 towards the costs. (iv) We are in contract with our Grounds Maintenance Contractor until 31st March 2023. <p>Taking the above into account it was resolved to continue with the arrangement with NNC for a further year, namely that the Town Council will continue to carry out the cutting of the grass within the highway under provision of Section 136 of the Local Government Act 1972 and receive the sum of £1435.25 from NNC towards the cost thereof.</p>		
20.	<p>To receive and accept quotation from Epic Media for professional video and content production for Thrapston, as part of the Welcome Back Fund successfully secured</p> <p>It was resolved to accept the quotation from Epic Media for professional video and content product for Thrapston. It was agreed that Cllr Wilcox will liaise with the Clerk regarding content.</p>		
21.	<p>To receive a presentation from Cllr Worley regarding Neighbourhood Planning</p> <p>Cllr Worley delivered a presentation to the Council entitled A Quick Guide to the Planning System, following which Councillors had the opportunity to raise any questions. Thanks were given to Cllr Worley and it was agreed to include on next months' agenda</p>	Agenda 08.02.22	Clerk

	an item to discuss whether the Town Council wish to pursue a Neighbourhood Plan.		
22.	<p>Unitary Councillors' Reports</p> <p>Cllr Brackenbury advised that there is a draft budget consultation out, closing 28th January. She advised that this will then be taken to the budget meeting on 24th February 2022.</p> <p>A note from Cllr David Brackenbury advising that a call for sites has gone out to help with the review of the strategic plan and 5-year housing supply.</p> <p>Cllr Brackenbury then gave an update on the outstanding questions from the November meeting, advising that with regards to assets and school bus service she has asked the questions but still awaits a response.</p> <p>Cllr Wheeler expressed thanks to Cllr Brackenbury on behalf of the Co-Op for chasing for repairs to the pothole (which has now been done), and now requests that she chase for works to the shrubbery which is pushing against the wall.</p>		
23.	<p>Clerk's Report (for noting)</p> <p>The Clerk had nothing to report.</p>		
24.	<p>Chairman's Comments</p> <p>The Chairman had the following comments to make:</p> <p>(i) Litter pick 29.02.2022 10am-12noon. Meet at the Council Office.</p> <p>(ii) Events – wash up meeting tomorrow evening in the Council office at 7.15pm. Debra starts next week. Charlotte is standing down from the Committee. The next Events meeting is 25.01.2022.</p> <p>(iii) Events – the Clerk has sent a list of events to everyone – the bottom line is if there are not enough councillors / staff to attend then the event cannot go ahead.</p> <p>(iv) NNC Community Fund – closing date for applications 31.01.22. Will be on the agenda next week at Finance – any suggestions to be emailed to the Clerk.</p>		
Part 2			
25.	<p>Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are to be excluded on the grounds that the following items to be discussed are of a confidential and sensitive nature</p> <p>There were no items to be discussed in Part 2.</p>		
	There being no further business the meeting closed at 21:00.		

Signed

Dated