

THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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Minutes of the Meeting of the Full Town Council held on Tuesday 25th April 2023 at 7.15pm at The Town Council Office

Present: Cllr Wheeler (Chairman), Cllr Cairns, Cllr Glover, Cllr Hawkins,
Cllr Latimer [19:16], Cllr McLuckie, Cllr Storey, Cllr Twigger, Cllr Wilcox,
Cllr Winter [19:19], Cllr Worley

In attendance: Linda Brodier (Town Clerk)

No.	Item	Action	By Whom
	Part 1		
1.	To Receive Apologies for Absence Cllr McGovern had tendered his apologies which were accepted.		
2.	Declaration of Interest Cllrs McLuckie & Wilcox noted that they are part of the Nene Valley Park Project Management Team.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Full Town Council meeting of Full Town Council dated 21st March 2023 Resolved that the Minutes of the Full Town Council meeting dated 21 st March 2023 be confirmed as a true record. [Cllr Latimer arrived 19:16]. To approve the Minutes of the Extra Ordinary meeting of the Full Town Council dated 28th March 2023 Resolved that the Minutes of the Extra Ordinary meeting of the Full Town Council dated 28 th March 2023 be confirmed as a true record.		
5.	To receive and note Minutes of Committee & Working Party meetings held in March Noted.		
6.	To receive reports (if available) from representatives on external bodies; to discuss and agree any items requiring consideration; to identify any items to be raised at future meetings (i) Joint Action Group (JAG) – Cllr Hawkins (ii) Police Liaison Representative – Cllr Twigger (iii) CHAT Youth Counselling – Cllr Wilcox (iv) Volunteer Action – Cllr Wheeler No reports received.		

7.	<p>To receive a report 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</p> <p>No report received. It was noted there was a meeting on Thursday 27th.</p> <p>To receive Officer Report together with a resident complaint regarding proposed works to be undertaken in "Washington Woods" and determine a course of action</p> <p>In response to the tree works it was noted that there had been one tree taken down by mistake, by an over-enthusiastic volunteer. The issue has been dealt with by the Park Project's Management Team.</p> <p>It was confirmed that the only planned works are:- the flattening of the man-made BMX tracks, clearing of the waterway, providing accessible walkways – all with the view of making the area better, more controlled, more appealing, and accessible to all.</p>	Respond to resident's concerns	Clerk
8.	<p>To receive and note a report from the Neighbourhood Plan Steering Group</p> <p>No report received. A verbal update was requested. Cllr Worley advised that they are struggling to find enough people to be part of the steering group. Following discussion it was agreed that a marketing campaign was needed to re-launch the Neighbourhood Plan and it was suggested that Cllr Worley speak with residents at the Coronation event.</p>		
9.	<p>To receive, review and approve the Financial Reports for March 2023</p> <p>Resolved that the Financial Reports for March 2023 be accepted, as attached at Appendix 1.</p>		
10.	<p>To receive and authorise the payments due in April 2023</p> <p>Resolved that the list of payments paid due in April 2023 be approved, as attached at Appendix 2.</p>		
11.	<p>To review the Council's Standing Orders, Asset Register, Risk Management Scheme and Financial Regulations in readiness for approval at the Council's annual meeting in May</p> <p>The documents were reviewed and noted. The amendment to the Risk Management Scheme was accepted; it was also noted that the names of committees need updating. It was noted that NCALC have suggested adopting the existing Financial Regulations this year as they are being re-drafted for next year. The updated Asset Register was noted. There being no further amendments it was agreed that the documents be presented at the May meeting for adoption.</p>	Update documents and present at May meeting	Clerk
12.	<p>To receive Officer Report together with a Grant Application from the Volunteer Action and determine if to award a grant</p> <p>Following consideration of the grant application it was resolved to award a grant to Volunteer Action in the sum of £1,000.</p>	Arrange payment	Clerk
13.	<p>To receive Officer Report together with the Dignity at Work Policy, with a recommendation for its approval and adoption by the Personnel Committee</p> <p>Resolved to adopt the Dignity at Work Policy.</p>		

14.	<p>To receive Officer Report relating to a request for traffic calming measures and replacement of logs at Meadow Lane car park and determine how to progress matters</p> <p>In consideration of the report it was noted that 3 x speed humps will be installed at the Meadow Lane car park on the 26th April, as previously approved by Council. It was confirmed that there were no plans for the logs to be replaced. It was noted that this is a large area and further traffic calming measures may still be needed, even after the installation of the speed humps. It was also agreed that the aesthetics of the area should be looked at.</p> <p>Following discussion it was agreed that Cllrs Hawkins, Wilcox, and Winter would meet on site, and that the PCSO should also be invited to attend. The Clerk was requested to arrange a mutually convenient meeting, herself and the Facilities Manager would also attend.</p>	Arrange on site meeting	Clerk
15.	<p>To review the current bank signatories for each of the following accounts and agree action of any required changes:</p> <ul style="list-style-type: none"> ▪ Unity Trust Bank ▪ Co-op Deposit Account ▪ Scottish Widows Savings Account <p>Resolved to accept the Officer's recommendation as detailed in the report and proceed with the changes to the bank signatories.</p>	Make changes to bank signatories	Clerk
16.	<p>To receive Officer Report and appoint the Council's internal controllers for the 2023/24 financial year</p> <p>Resolved to accept the Officer's recommendation as detailed in the report, confirming Cllrs Latimer & Winter continue as the Council's internal controllers.</p>		
17.	<p>To receive Officer Report to review parking arrangements in the town and agree action to be taken</p> <p>Discussions took place regarding the on-going issue of parking in the town. It was noted that there are actually a good number of parking spaces in town, albeit not all on the High Street.</p> <p>Following discussion it was agreed:-</p> <ul style="list-style-type: none"> • Engage with Royal Mail Kettering to get an understanding of their requirements, whether that will change, and see if they can limit the number of vans parked at any one time; • Engage with North Northamptonshire Council and see if they can arrange traffic wardens in the week, not on a Sunday, advising that vehicles are parked for longer than the ½ hour restrictions in place; • Raise with NNC that motorists are parking on double yellows, they are double parking (Oundle Road) and they are parking on the footpaths (outside library); • Put on Planning Agenda Item: planters on the High Street. 	<p>Engage with Royal Mail and NNC</p> <p>Put item on Planning Agenda</p>	<p>Clerk</p> <p>Deputy Clerk</p>
18.	<p>To review the Council's accounting system and approve the continued use of the Rialtas Suite software under which a budget of £1,753.00 has been set</p> <p>Resolved to continue using the Rialtas Suite as the Council's accounting system.</p>		
19.	<p>To review the Council's legal advisers and approve the continued use of VSH Law and Hunt & Coombs as appropriate under which a budget of £2,550.00 has been set</p> <p>Resolved to continue using the VSH Law and Hunt & Coombs as the Council's legal advisers.</p>		

20.	<p>To review the Council's electrical works undertaken by Thorn Electrical and determine whether to continue using Thorn Electrical as the Council's preferred contractor for a further year Resolved to continue using the Thorn Electrical as the Council's preferred contractor for a further year. It was agreed that in time for next year a benchmarking exercise should be undertaken.</p>	Undertake benchmarking exercise 04/2024	Clerk
21.	<p>To review and approve the continued use of BACS for payment of monthly salaries Resolved to continue using BACS for the payment of monthly salaries.</p>		
22.	<p>To agree that the following payments continue to be paid by direct debit:-</p> <ul style="list-style-type: none"> • North Northamptonshire Council – Business Rates • Total Energies – Gas Supply • Talk Talk – Telephone & Broadband • Smartest Energy – Electricity Supply • Yu Energy – Electricity Supply • ID Mobile – SIM Only Contract • Lloyds Mastercard • Nest – Pension Scheme • Information Commissioners Office – Data Protection Registration • Biffa – Waste Disposal • Personnel Advice & Solutions – Advice <p>Resolved to continue to make the above payments by direct debit.</p>		
23.	<p>To note the timetable for dealing with the annual return as follows:-</p> <ul style="list-style-type: none"> • Internal Checks completed 17th April 2023 • Closedown of Financial Year 2022/23 and Preparation of Annual Return 25th April 2023 • Approval of Annual Return by Committee 9th May 2023 • Internal Audit Inspection 10th May 2023 • Approval & Acceptance of Internal Audit Report and Annual Return by Full Town Council 20th June 2023 <p>Noted.</p>		
24.	<p>Unitary Councillors' Reports There was no report. Cllr Wheeler advised that he had been in communication with the Unitary Councillors regarding any planned works for Thrapston, and had been advised that the money allocated for Thrapston was used to clear the rubbish along the A6116. Cllr Wheeler also noted that the primary school is joining the Brook Weston Academy.</p>		
25.	<p>Officer's Report (for noting)</p> <p>(i) Islip's newsletter made mention that if they lose another Councillor their Parish Council would be disbanded and their powers would be handed over to Thrapston Town Council.</p> <p>(ii) Steve Harley from Newlands would like to start a communication thread regarding a community fund; and has asked the Town Council if there is a list of priorities for the local area. It was noted that this is an agenda item at Planning next week, so any suggestions need to be fed to the Chair or Clerk of that meeting. One suggestion made was for a football pitch on The Carr to extend the sports facilities in the town.</p>		

	<p>(iii) STAUNCH update was reported on: Farmer's Market on 1st April collected more than 100 objections; guided walk around the proposed sites is being organised; anticipated that the first applications will go to committee in July this year; re Solar Farm application – due to change in government regulations farmland can now be used for this purpose, but early indications of the geo survey indicate that there may be a Roman villa or even an amphitheatre on the site.</p> <p>(iv) Coronation Event 6th May – can councillors please respond to Debbie's email regarding volunteers.</p>		
26.	<p>Chairman's Comments</p> <p>The Chairman thanked everyone for attending, noting that it would be his last Full Council meeting as Chairman. Councillors thanked Cllr Wheeler for a great year. Cllr Wheeler reminded everyone that this Saturday is the Abba tribute night; he also asked for any bottles to be donated to his tombola stall at the Coronation event.</p> <p>Cllr Twigger advised that Tom Pursglove MP is attending the Youth Forum meeting this Friday at 5pm in the Library.</p>		
	<p>Meeting Close</p> <p>There being no further business the meeting closed at 20:20.</p>		

Signed

Dated

APPENDIX 1

FINANCIAL REPORTS FOR MARCH

DRAFT

APPENDIX 2

LIST OF PAYMENTS FOR APRIL

DRAFT