

THRAPSTON TOWN COUNCIL

Mayor: Cllr Andy McGovern

77 High Street
Thrapston
Northamptonshire NN14 4JJ

Tel: (01832) 734673

Email: clerk@thrapstontowncouncil.gov.uk

Website: www.thrapstontowncouncil.gov.uk



To Members of the Council

7th May 2025

You are hereby summoned to attend the Annual Meeting of Thrapston Town Council at The Town Council Office, 77 High Street, Thrapston NN14 4JJ on **Tuesday 13th May 2025 at 7.15pm** for the purpose of transacting the following business.

AGENDA

- FTC/05/01 **ELECTION OF MAYOR & CHAIR TO THE COUNCIL**
To Elect a Mayor and Chair to the Council and receive Declaration of Acceptance of Office.
- FTC/05/02 **ELECTION OF VICE-CHAIR/DEPUTY MAYOR**
To Elect a Vice-Chair/Deputy Mayor.
- FTC/05/03 **ACCEPTANCE OF OFFICE FORMS**
Delivery by the Chair of the Council and Councillors of their Acceptance of Office Forms.
- FTC/05/04 **APOLOGIES**
To receive apologies for absence.
- FTC/05/05 **DECLARATION OF INTEREST**
To receive Declarations of Disclosable Pecuniary Interests and Other Interests and the nature of those interests relating to items on the agenda.
- FTC/05/06 **PUBLIC OPEN TIME**
To allow any member of the public to address the meeting.
- FTC/05/07 **MINUTES**
FTC/05/07.1 To approve and sign as a correct record the minutes of the Full Council meeting held on 15th April 2025.
FTC/05/07.2 To approve and sign as a correct record the minutes of the Extra Ordinary meeting of the Full Council held on 29th April 2025.
FTC/05/07.3 To note the draft minutes of Committee meetings and the Annual Town Meeting held during April 2025.
- FTC/05/08 **COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & EXTERNAL BODIES**
FTC/05/08.1 To agree the creation, alteration, or abolition of committees, sub-committees or working parties.
FTC/05/08.2 To approve Terms of Reference, delegation arrangements to Committees and staff, together with determining the time and place of all meetings of the Council up to and including the next Annual Meeting.

- FTC/05/08.3 To appoint members to Committees and to elect a Chair and Vice-Chair of such Committees.
- FTC/05/08.4 To appoint Members to serve on External Bodies:
- Police Liaison Representative
 - CHAT Youth Counselling
 - Volunteer Action
 - STAUNCH / Warehouse Application Bodies
 - Thrapston Nene Valley Park
 - Thrapston Neighbourhood Plan
- FTC/05/09 **ANNUAL REVIEWS**
- FTC/05/09.1 To receive Officer Report to review, approve and adopt the Standing Orders, Financial Regulations, Risk Management Scheme and Asset Register.
- FTC/05/09.2 To review, approve and adopt the Council's Councillor's Code of Conduct.
- FTC/05/09.3 Reminder for Members to complete and/or update their Declarations of Interest Forms with North Northamptonshire Council.
- FTC/05/09.4 To confirm that insurance arrangements are in place, the council having accepted insurance cover with Zurich in August 2021 for a 5-year LTA (Long Term Agreement) premium.
- FTC/05/09.5 To receive Officer Report to review, approve and adopt the Council's policies, procedures and practices.
- FTC/05/09.6 To resolve that the Council is eligible to exercise the General Power of Competence having met the eligibility criteria as set out in the Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012.
- FTC/05/10 **MEMBERSHIPS / SUBSCRIPTIONS**
- In accordance with the Council's Standing Orders, to review and agree subscriptions to other bodies:-
- SLCC – Clerk
 - NCALC – Council
 - ACRE – Town Council on behalf of the Plaza
 - ICCM – Town Council for Cemetery Management
 - Clerk & Clerk's Direct – One copy received bi-monthly
- FTC/05/11 **ANNUAL FINANCIAL CHECKS**
- FTC/05/11.1 To review the Council's accounting system and approve the continued use of the Rialtas Suite software under which a budget of £2,270.00 has been set.
- FTC/05/11.2 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 £2,000.00 has been set
- FTC/05/11.3 To receive Officer Report following review of the Council's preferred contractor for electrical works and determine the continued use of Thorn Electrical as the Council's preferred contractor.
- FTC/05/11.4 To review the Council's utilities consultant and determine the continued use of Clear Utility Solutions as the Council's preferred consultant.
- FTC/05/11.5 To review and approve the continued use of BACS for payment of monthly salaries.
- FTC/05/11.6 To agree that the following payments continue to be paid by direct debit:-
- North Northamptonshire Council – Business Rates
 - Yu Energy – Gas and Electric Supply Street Lights, Office
 - Total Gas – Gas Supply Plaza
 - EDF Energy – Electric Supply Toilets, Plaza, Peace Park
 - Talk Talk – Telephone & Broadband
 - ID Mobile – SIM Only Contract
 - Lloyds Mastercard
 - Nest – Pension Scheme
 - Information Commissioners Office – Data Protection Registration
 - Biffa – Waste Disposal
- FTC/05/11.7 To review the Council's bank signatories for each of its accounts and agree action of any required changes.

- FTC/05/11.8 To review and appoint the Council's internal controllers for the 2025/26 financial year
- FTC/05/11.9 To note the timetable for dealing with the annual return as follows:-
- Internal control checks completed 7th April 2025.
 - Closedown of financial year 2024/25 15th April 2025.
 - Internal audit inspection 7th May 2025.
 - Approval & acceptance of internal audit report and annual return 13th May 2025.

To proceed with usual business of the Full Town Council, on this day, 13th May 2025.

FTC/05/12 **MONTHLY FINANCE**

- FTC/05/12.1 To approve the Financial Reports for April 2025.
- FTC/05/12.2 To receive and authorise payments due May 2025.

FTC/05/13 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

- FTC/05/13.1 To receive, approve and accept the Internal Auditor's Report 2024/25
- FTC/05/13.2 To receive, complete and approve Section 1 - Annual Governance Statement 2024/25 of the Annual Governance & Accountability Return 2024/25 Part 3
- FTC/05/13.3 To receive and approve Section 2 - Accounting Statements for 2024/25 of the Annual Governance & Accountability Return 2024/25 Part 3
- FTC/05/13.4 To receive, approve and sign off the Annual Return in its entirety
- FTC/05/13.5 To note that in accordance with the Accounts & Audit Regulations 2015 the Period of Inspection for the Exercise of Public Rights will be from Tuesday 3rd June 2025 to Monday 14th July 2025

FTC/05/14 **MAYOR'S CHARITY**

To receive a nomination from the Mayor of his chosen charity for the year for approval by Full Council.

FTC/05/15 **PLANNING, LICENSING & OTHER CONSULTATIONS**

- FTC/05/15.1 To consider the following planning applications and determine the Council's responses.

NE/23/00858/FUL: Land south of Wood Lodge Farm, Huntingdon Road, Thrapston: Installation of a solar farm comprising ground mounted solar PV panels with a generating capacity of up to 49.99MW, including mounting system, inverters, underground cabling, stock proof fence, CCTV, internal tracks and associated infrastructure, landscaping, biodiversity net gain and environmental enhancements for a temporary period of 50 years: **Notice of Informal Hearing 20 May 2025.**

NE/25/00411/FUL: 21 Clover Drive, Thrapston: Change of use of amenity land to residential use including new boundary wall to part enclose amenity land and two-storey side and single storey rear extension.

NE/22/00151/FUL: Sand And Gravel Quarry Land Pts OP4834 7882 And 8518 TL0178 Huntingdon Road Thrapston: Proposal: Hybrid Planning Application: Full permission sought for the demolition of all existing buildings and structures and the realignment of an existing farm track; site infrastructure works, including groundworks, strategic landscaping and creation of development plateaus; and construction of a storage and distribution unit (Unit 01) (Use Class B8) with ancillary offices (Use Class E), including access, parking, servicing, landscaping and associated infrastructure. Outline permission sought for the construction of industrial distribution space (Use Class B8) with ancillary offices (Use Class E). All matters reserved except for site access. **To receive draft comments prepared by Cllr Hawkins for submission and from which he will base his contributions on at the appeal hearing, for discussion and approval.**

- FTC/05/15.2 To receive notification of planning permissions granted, refused, withdrawn and appealed.

NE/25/00061/FUL: Change of use to tattoo parlour, with two stations and a separate social shop area with seating at 7 Midland Road, Thrapston: PERMISSION GRANTED.

FTC/05/16 **CLERK'S REPORT**
To receive and note the Clerk's Report.

FTC/05/17 **CHAIRMAN'S UPDATE**
To receive the mayor's announcements and reports.

Ms Linda Brodier
Proper Officer

L Brodier

7th May 2025

The Public and Press are welcome to attend the meeting. Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the business and the meeting not being disrupted.

Members of the Public and Press will be excluded from any items of a sensitive and/or private and confidential matter.