

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE MEETING OF IRTHLINGBOROUGH TOWN COUNCIL HELD ON TUESDAY 11TH OCTOBER 2022 AT 7.30PM (FOLLOWING PLANNING) AT THE COMMUNITY CENTRE, FETTLINEDINE ROAD, NN9 5XF

PRESENT: Councillors P Boyer, S Boyer, C Collis Neale, C Cross, J Farrar, J Gray and T Walton

ALSO PRESENT: 2 members of the public

The Mayor welcomed everybody to the Meeting of Irthlingborough Town Council and informed members and the public that the meeting was being recorded for minute taking purposes. He informed them that there was an opportunity for fifteen minutes public speaking with each person having an opportunity to speak for a maximum of three minutes. He asked if anyone wished to address the Council.

PUBLIC PARTICIPATION

One member of the public wished to address the meeting in regard to 75.2 TO RECEIVE A REQUEST FROM IRTHLINGBOROUGH SCOUTS TO PLANT 400 HEDGE PLANTS AT WELLINGBOROUGH ROAD CEMETERY. He indicated what documents had been submitted against the request and that he was willing to answer any questions members had.

The Mayor thanked him and informed him the item would be discussed later.

The Mayor informed the meeting that Agenda item 78.1 had been withdrawn.

AGENDA

67. APOLOGIES - TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Councillor E Hopkinson – Work Commitment
Councillor C Kearns-Gray – Ill Health
Councillor D Maxwell – Attending a North Northants Licencing meeting
Councillor R Powell – Ill health

RESOLVE ITC/10(22)/251 – that Councillors E Hopkinson, C Kearns-Gray, D Maxwell and R Powell's apologies be accepted

Mayor:

Date:

68. DECLARATIONS OF INTEREST

TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST AND OTHER INTERESTS AND THE NATURE OF THOSE INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations were made.

69. MINUTES

69.1 TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 27TH SEPTEMBER 2022

The Mayor brought members attention to the fact item 66.2 had actually been discussed prior to item 66.1 at the meeting. Therefore, the order needed to be amended in the minutes.

Nothing else was raised.

RESOLVE ITC/10(22)/252- that the amended minutes of the Full Town Council Meeting held on 27th September 2022 be approved and signed as a correct record of proceedings.

70. MATTERS ARISING

70.1 TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 27TH SEPTEMBER 2022 NOT INCLUDED ON THIS AGENDA, FOR REPORT ONLY

Page 72 61.1 TO RECEIVE AN UPDATE REGARDING THE POST OFFICE **RESOLVE ITC/09(22)/193** – that the Clerk writes to the Post Office to ask why the collection from the High Street post box has been brought forward to 4pm and to ask if it could revert back to the original time of 5pm.

Councillor C Cross asked if any response had been received yet

The Clerk responded that no communication had been received in response to this.

Page 79 62.2 TO CONSIDER COMMENTS REGARDING THE “FLOWER” LIGHTS. POSITIONING OF THE CHRISTMAS LIGHTS AND CONSIDER QUOTATION FOR POSSIBLE ADDITIONAL SOCKETS FOR L2PGR AND L3PGR.

Councillor C Cross asked for confirmation that all six flower lights would be put back up once the Christmas lights had been taken down.

The Clerk confirmed this.

71. TOWN CLERK’S REPORT

TO RECEIVE AND NOTE THE ACTIONS TAKEN AGAINST COUNCIL RESOLUTIONS UP TO 3RD OCTOBER 2022

Nothing was raised.

RESOLVE ITC/10(22)/253 – that the Town Clerk’s report up to the 3rd October 2022 is received and noted.

Mayor:

Date:

72. COMMITTEES AND WORKING PARTIES -TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES:

72.1 THE PLANNING COMMITTEE MEETING HELD ON 27TH SEPTEMBER 2022 – CLLR D MAXWELL

In Councillor D Maxwell's absence Councillor T Walton invited any questions

Nothing was raised.

RESOLVE ITC/10(22)/254 - that the minutes of the Planning Committee meeting held on Tuesday 27th September 2022 were noted.

72.2 THE POLICY AND RESOURCES COMMITTEE MEETING HELD 28TH SEPTEMBER 2022 – CLLR S BOYER

Councillor S Boyer indicated that unfortunately not all committee members had attended, he felt with reduced attendance you didn't get a true debate. He invited any questions.

Page 6 ITEM 18 REPORT ON DEBTORS- CONSIDER ANY ACTION ON AGED DEBTORS Line 13 -£177.50
The Clerk informed members that this was for an event scheduled for December and therefore was not currently due - Councillor C Cross asked what event it related too.

The Clerk replied that she didn't have the information to hand, it would be a private booking.

Page 8 ITEM 22 REVIEW OF ADEQUACY OF INSURANCE COVER – Personal Accident Cover – it is felt that this may need to be increased. Councillor C Cross asked for more information.

Councillor S Boyer said when you drilled into the detail it was felt the maximum available might not be enough in relation to possible accidents - injuries incurred. They would like to look more closely at and discuss with the rep the pay-outs and exclusions.

RESOLVE ITC/10(22)/255 - that the minutes of the Policy and Resources Committee meeting held on Tuesday 28th September 2022 were noted.

Councillor S Boyer brought members attention to a Recommendation from the meeting for discussion.

TO AGREE THE FOLLOWING RECOMMEND:

I). **RECOMMEND** – THAT THE COUNCIL AGREE TO WRITE OFF THE DEBT OF £620 OWED BY THE FORMER OCCUPIER OF THE ALLEN ROAD GARAGES DUE TO THERE BEING NO REASONABLE PROSPECT OF RECOVERY.

Councillor T Walton wanted assurance that if this particular debt was written off it would not set a precedent.

Councillor J Farrar stated that each case would have its own individual circumstances and would be looked at on its merits so no precedent would be set.

RESOLVE ITC/10(22)/256 – that Irthlingborough Town Council write off the debt of £620 owed by the former occupier of the Allen Road Garage due to there being no reasonable prospect of recovery.

Mayor:

Date:

73. FINANCE MATTERS


**IRTLINGBOROUGH TOWN
COUNCIL**
Cashbook Payments
September 2022

Bank No.	Supplier	Description	Total £
B171	Amazon	Stationery & CC opaque glass cover	28.07 £
B172	Seagrave Inspections	Playground equipment annual service	363.60 £
B173	Clean4Shaw	Cleaning of public toilets	879.60 £
B174	Bosworths	Flowers	30.00 £
B176	Malcolm Thomas	Remote maintenance of network	150.00 £
B177	PKF Littlejohn	Limited Assurance AGAR Audit Review 2022	1,560.00 £
B178	Microshade	Hosting Rialtas & Pear mapping	80.40 £
B179	N-Power	Unmetered Supplies	393.08 £
B180	North Northants Council	Works Maintenance June	47.36 £
B181-6	Staff Wages	Monthly Salaries	9,201.56 £
B187	HMRC	P32 PAYE & NI contributions	3,055.62 £
B188	NCC Pensions Account	Pension Contributions	3,765.48 £
B189	SLCC	National Conference - Virtual attendance - HS	150.00 £
B190	Clarendon	Various R&M	1,854.00 £
B191	CLlr Cross	Deposit Refund	50.00 £
B192	The Flower Shop	Memorial Wreath for Queen Elizabeth II	150.00 £
B193	E-On Energy Solutions	Unmetered Supplies	162.02 £
B194	Webb House	Monthly Payroll Services August	27.11

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			£
B195	CS Plumbing	Pavilion Hot Water repairs	72.00
			£
B196	Rebecca Perry	Refund of Deposit	50.00
			£
B197	Kamila Pinker	Refund of Deposit	50.00
			£
B198	Kerry Slaughter	Refund of Deposit	50.00
			£
B199	Carolin Anuruegbe	Refund of Deposit	50.00
			£
DD	British Gas	Electricity - Public Conveniences	606.10
			£
DD	British Gas	Electricity - Pavilion	222.41
			£
DD	Cheaper Waste	Cemetery 660 litre bin	84.00
			£
DD	Cheaper Waste	CC 660 litre bin	84.00
			£
DD	Gamma	Office Telephone Monthly Charges	25.19
			£
DD	Shire Leasing	Photocopier Lease - 3rd Payment	505.80
			£
DD	O2	Office & CC Mobile Phone	71.76
			£
DD	Pozitive Energy	Gas Community Centre - Previous month	31.37
			£
DD	Nat West	Monthly bank charges for previous month	18.13
			£
DD	Nat West	Monthly Bankline Charges	15.60
			£
DD	NW Business Credit	Various - Postage & Zoom	659.19
		Expenditure	£ 24,543.45
			£
Donations	Budget balance at 30/09/22	N/C 4295	977.00

73.1 TO APPROVE THE ACCOUNTS FOR PAYMENT FOR SEPTEMBER 2022

RESOLVE ITC/10(22)/257 - to approve the Accounts for payment for September 2022

73.2 TO APPROVE THE BANK ACCOUNT RECONCILIATIONS UP TO 30TH SEPTEMBER 2022

RESOLVE ITC/10(22)/258 - to approve the Bank Account Reconciliations up to 30th September 2022.

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73.3 TO APPROVE THE STATEMENT OF INCOME AND EXPENDITURE UP TO 30TH SEPTEMBER 2022

Councillor C Cross asked what would be an example of Miscellaneous Income.

The Clerk gave Wayleave as an example.

RESOLVE ITC/10(22)/259 - to approve the Statements of Income and Expenditure up to 30th September 2022

73.4 TO RECEIVE THE EARMARKED RESERVES FOR 2022/23

Councillor S Boyer felt that due to the severity of the Playground Inspection report in regard to several pieces of equipment now having been identified as at end of life the earmarked funds for Play Equipment and Surfaces should be used to purchase and install replacement equipment as soon as possible.

He was aware that following COVID-19 the Clerk was finding it difficult to obtain three quotations at any one time, the acceptance dates were very short due to price fluctuations. The playground companies were indicating there had been a high demand since play areas had re opened and timescales for quotations and delivery were long. He understood that the Council required three quotations but as this was proving difficult, he suggested two quotations would suffice.

The Clerk informed members she had currently received one quotation and after chasing another company had indicated a second quotation should be received next week. No date for other quotations had been advised.

Councillor J Farrar's view was if the third wasn't forthcoming they should run with two.

Councillor C Cross enquired about account 322 Youth & Community Subsidy Fund £1483.00 which she knew had a caveat on it but couldn't remember what the caveat was.

The Clerk indicated that the caveat was that the activity has to be run at the Community Centre.

RESOLVE ITC/10(22)/260 – that the Earmarked Reserves for 2022/23 are received and noted.

73.5 TO RECEIVE AND NOTE THE INTERNAL CONTROL AUDIT REPORTS DATED SEPTEMBER 2022

An Internal Audit had been carried out by Councillor C Collis-Neale but the paperwork had not been presented to this meeting.

The Clerk stated the report would be brought to the next meeting.

73.6 TO RECEIVE A REQUEST FROM THE IRTHLINGBOROUGH YOUTH CLUB FOR A DONATION OF £224.30 TO PAY FOR THEIR ANNUAL INSURANCE AND NORTHAMPTONSHIRE ASSOCIATION OF YOUTH CLUBS ANNUAL AFFILIATION

Councillor J Farrar proposed the Council made a donation of £250.00

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RESOLVE ITC/10(22)/261 - that the Council make a donation of £250.00 to the Irthlingborough Youth Club to pay for their Annual Insurance and Northamptonshire Association of Youth Clubs Annual Affiliation.

Councillor D Maxwell had submitted some comments in relation to some Agenda Items and Correspondence & Requests which had been tabled at the meeting.

74. AGENDA ITEMS

74.1 TO RECEIVE AN UPDATE REGARDING THE POST OFFICE

The Clerk informed members that she had spoken to her contact at the Post Office today (11th October 2022). An application had been received from someone interested in establishing a permanent Post Office in the town.

She explained a temporary Post Office in the town had been put on hold. The reason being that if the money was spent on the setting up of a temporary Post Office that money would not be available to then establish a permanent office.

In response to the Council's enquiry as to whether a mobile Post Office could service the town in the meantime, she had been advised that there was no capacity within the service to facilitate this. An Outreach branch was not a viable option as that required all the security in place that a temporary or permanent post Office would.

RESOLVE ITC/10(22)/262 - that the update regarding the Post Office is received and noted.

74.2 TO AGREE TO APPLY FOR A SECTION 50 LICENCE FOR THE INSTALLATION OF THE BIKE PORT AT THE COST OF £670

Councillor J Farrar felt the quotation was too high and North Northamptonshire Council should be asked to justify their price.

The Council is trying to improve the provision of safe bike parking within the town in line with Government Policy to reduce dependence on cars for short journeys.

RESOLVE ITC/10(22)/263 - that the council do not apply for a section 50 licence for the installation of the bike port at a cost of £670 at this time.

RESOLVE ITC/10(22)/264 – that the Council write to North Northamptonshire Council asking them to justify the cost quoted for a section 50 licence for the installation of the bike port.

Councillor T Walton proposed the Council contacted local Cycling Associations and ask them to support the Council.

RESOLVE ITC/10(22)/265 – that the Council write to local Cycling Association asking them to support the Council's installation of a Bike Port in the High Street.

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74.3. TO CONSIDER THE INTRODUCTION OF A COUNCILLOR DRESS CODE AND AGREE THE REQUIREMENT

Councillor J Farrar proposed a dress code of Smart Casual be introduced

RESOLVE ITC/10(22)/266 - that a Councillor dress code of smart casual is introduced for Full Town Council meetings, Committee meetings and Civic Events.

74.4 TO RECEIVE A RESPONSE FROM THE FRONTIER CENTRE REGARDING **RESOLVE P&S/07(22)/28** AND AGREE COUNCILLOR ATTENDANCE AND POSSIBLE DATES TO PUT FORWARD FOR A MEETING TO DISCUSS ADDITIONAL CAR PARKING PROVISION AT THE COMMUNITY CENTRE

Councillor Farrar proposed that the Leader of the Leading Group, the Mayor, the Chair of the Property and Services Committee and the Clerk attend the meeting.

Councillor T Walton stated she was happy to attend as the Chair of the Property and Services Committee but daytime was difficult for her due to work commitments. She asked if the Clerk could arrange the meeting for 5 o'clock.

RESOLVE ITC/10(22)/267 – that the response from the Frontier Centre regarding **RESOLVE P&S/07(22)/28** is received.

RESOLVE ITC/10(22)/268 - that the Leader of the Leading Group, the Mayor, the Chair of the Property and Services Committee and the Clerk attend a meeting with the Frontier Centre to discuss additional car parking provision for the Community Centre.

74.5 TO CONSIDER THE CURRENT FREQUENCY OF THE PUBLIC CONVENIENCE CLEANING AND AGREE FREQUENCY MOVING FORWARDS

The frequency of cleaning the Public Conveniences had been increased from once a day to twice a day due to COVID.

Councillor D Maxwell had asked for this to be reconsidered as she felt that with the Covid risk decreasing it was no longer necessary to for the Public Conveniences to be cleaned twice daily.

The Clerk informed members it cost an additional £285 a month for the additional clean.

Councillor C Cross indicated she wished to retain the twice a day cleaning. Covid had not gone away and it was expected that there would be an increase in cases over the winter months.

Councillor J Farrar stated that the Public Conveniences were well used and he considered that for the sums involved the Council should maintain the twice daily clean.

RESOLVE ITC/10(22)/269 - that the Council continue with the twice daily cleaning of the Public

Mayor:

Date:

Conveniences.

RESOLVE ITC/10(22)/270 – that the hand sanitisers at the Public Conveniences continue to be maintained.

75. CORRESPONDENCE & REQUESTS

75.1 TO RECEIVE A REQUEST FROM THE ROYAL BRITISH LEGION TO:

I). PLACE POPPIES ON THE RAILINGS OF PARSONS' GREEN FROM 29TH OCTOBER – 15TH NOVEMBER 2022

RESOLVE ITC/10(22)/271 - that permission is granted to place poppies on the railings of Parsons' Green from 29th October until the 15th November 2022.

II). CREATE A POPPY GARDEN IN THE PLANTER AT THE WAR MEMORIAL

RESOLVE ITC/10(22)/272 - that permission is granted to create a poppy garden in the planter at the War Memorial.

III). GRANT PERMISSION FOR THE 1ST IRTHLINGBOROUGH SCOUTS TO PROVIDE A REFRESHMENT TENT ON PARSONS GREEN FOR REMEMBRANCE DAY, 13TH NOVEMBER 2022

RESOLVE ITC/10(22)/273 - that permission is granted for the 1st Irthlingborough Scouts to provide a refreshment tent on Parsons' Green for Remembrance Day 13th November 2022.

75.2 TO RECEIVE A REQUEST FROM IRTHLINGBOROUGH SCOUTS TO PLANT 400 HEDGE PLANTS AT WELLINGBOROUGH ROAD CEMETERY

The Scouts had been liaising with the Irthlingborough Tree Officer Andy Dyks, Councillor J Gray and a professional arborist to agree a planting plan. The hedge plants had been secured from the Woodland Trust. The plan was to plant the hedge plants on the 19th November giving the plants the benefit of natural watering over the winter period. Any additional watering required during dry periods would be organised/carried out by the Tree Officer. The project would require some ground markers to be installed and it was hoped the Council would provide these.

The Clerk reminded members that the field was currently being used under an agreement with the Council by a local farmer to graze sheep. He would need to be informed that the planting would be taking place and the scouts would need to ensure the hedge plants were protected from the sheep.

Councillor J Gray suggested the Council provide sausage and chips for those taking part in the planting.

Councillor J Farrar indicated this was not on the agenda, but proposed the item be put onto the next Council agenda for discussion.

RESOLVE ITC/10(22)/274 - that the request from Irthlingborough Scouts to Plant 400 hedge plants at Wellingborough Road cemetery is received.

RESOLVE ITC/10(22)/275 - that permission is granted for the Irthlingborough Scouts to plant

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400 hedge plants at Wellingborough Road Cemetery.

RESOLVE ITC/10(22)/276 – that the Clerk contacts the person currently using the land under an agreement with the Council to inform them that the planting will be taking place on Saturday 19th November 2022.

RESOLVE ITC/10(22)/277 – that the Council supply ground markers as required.

RESOLVE ITC/10(22)/278 – that a request for a donation towards sausage and chips for those undertaking the hedge planting at the rear of the Wellingborough Road Cemetery is brought to the November Full Town Council meeting.

76. NORTH NORTHAMPTONSHIRE UNITARY COUNCIL MATTERS

76.1 TO RECEIVE AND NOTE REPORTS FROM COUNCILLOR'S K HARRISON, D MAXWELL AND R POWELL

Councillor K Harrison was not present and no report had been received.

Councillor D Maxwell had sent her apologies, her report was tabled at the meeting

Councillor R Powell had sent his apologies, no report had been received.

Councillor S Boyer was extremely disappointed that once again Councillor K Harrison was not present and had not submitted a report. The Council had asked fellow Unitary Councillor R Powell to discuss this with Councillor K Harrison and ask that he attend meetings, or if he couldn't he submit his apologies along with a report. Councillor R Powell had reported last month he had spoken to Councillor K Harrison.

Councillor S Boyer felt that it was time for the Council to contact him directly requesting his presence at meetings, if he was unable to attend submit an apology indicating a reason and provide a monthly report.

It was acknowledged that Unitary Councillor K Harrison was undertaking some activities in the town however, it was unknown what he was doing, for whom, or in connection with what. His absence also makes it difficult for Irthlingborough Town Council to ask him to act on their behalf on matters relating to North Northamptonshire Council.

RESOLVE ITC/10(22)/279 - that the report from North Northamptonshire Unitary Councillor D Maxwell is received and noted.

RESOLVE ITC/10(22)/280 – that Councillor S Boyer writes to Unitary Councillor K Harrison to request his presence at Irthlingborough Full Town Council meetings and/or a monthly report detailing his Irthlingborough associated activities.

76.2 TO RECEIVE AN UPDATE FROM CLLR MAXWELL IN RELATION TO RESOLVE ITC/04(22)/463 – TO REQUEST THE REPLACEMENT OF MISSING BOLLARDS AND REPAIRS TO DAMAGED BOLLARDS IN THE HIGH STREET DEFERRED FROM JULY MEETING

Mayor:

Date:

Councillor D Maxwell was not present, no report had been received in relation to this item.

RESOLVE ITC/10(22)/281– that this item be deferred to the November Town Council meeting 8th November 2022.

77. POLICE/PUBLIC ORDER MATTERS

77.1 TO RECEIVE THE LATEST CRIME FIGURES FROM WWW.STREETCHECK.CO.UK AND WWW.POLICE.UK

The crime figures for August were tabled at the meeting.

RESOLVE ITC/10(22)/282 - that the crime figures for August 2022 sourced from the Streetcheck and Police.UK websites were received and noted.

77.2 TO RECEIVE THE CRIME AND POLICING UPDATES

RESOLVE ITC/10(22)/283 - that the Crime and Policing updates were received and noted.

77.3 TO RECEIVE THE NORTHAMPTONSHIRE PFCC SEPTEMBER 2022 NEWSLETTER

Councillor C Cross was pleased to see that the police now had eight hybrid 3 wheeled motorbikes for the use of neighbourhood policing teams which the document stated would make them more visible, the term more was questioned as it was felt Irthlingborough didn't have a visible police presence in the town.

Councillor S Boyer asked if it was known where the new motorbikes would be being used.

The JAG representative Councillor J Gray advised the new motorbikes were road bikes so would not benefit Irthlingborough. Councillor J Gray indicated only off road bikes were used in the local area.

RESOLVE ITC/10(22)/284 - that the Northamptonshire PFCC September 2022 Newsletter was received and noted.

77.4 TO RECEIVE DETAILS OF FUTURE 2022/23 MEETINGS WITH THE COMMISSIONER, CHIEF CONSTABLE AND CHIEF FIRE OFFICER

RESOLVE ITC/10(22)/285 - that the details of future 2022/23 meetings with the Commissioner, Chief Constable and Chief Fire Officer are received and noted.

77.5 TO RECEIVE THE CCTV REPORTS FROM CRIMESECURE FOR SEPTEMBER 2022

Due to unforeseen circumstances the September report was not available and reports for both September and October would be submitted to the November meeting.

The Mayor reminded members that Agenda item 78 had been withdrawn.

Mayor:

Date:

PURSUANT TO SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE ROOM DURING CONSIDERATION OF THE FOLLOWING ITEM:

78. AGENDA ITEMS

78.1 STAFF MATTERS

78.1 TO RECEIVE A REQUEST FOR THE RECISSION OF **RESOLVES ITC/09(22)/245** AND **ITC/09(22)/246** AND RE-CONSIDER THE REPORT TITLED “AN UPDATE TO HYBRID OFFICE WORKING” – CLLR S BOYER

PURSUANT TO SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, FOLLOWING THE TRANSACTION OF THE ABOVE BUSINESS THE MEETING IS OPENED TO THE PRESS AND PUBLIC.

Date of the next meeting is 8th November 2022 at 7.30pm at the Community Centre, Fettleline Road, NN9 5XF

There being no further business the meeting closed at 8.26 pm.

Mayor:

Date: