

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE MEETING OF IRTHLINGBOROUGH TOWN COUNCIL HELD ON TUESDAY 8TH JUNE 2021 AT 7.30PM AT THE COMMUNITY CENTRE, FETTLINEDINE ROAD, NN9 5XF

PRESENT: Councillors P Boyer, S Boyer, J Bragg, C Collis-Neale, C Cross, J Farrar, J Gray, E Hopkinson, C Kearns-Gray, and T Walton

ALSO PRESENT: 1 Member 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. She 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. She asked if anyone wished to address the Council.

PUBLIC PARTICIPATION

No one wished to address the meeting.

28. APOLOGIES -TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Councillor D Maxwell – Attending Area Planning Meeting
Councillor R Powell – Attending Area Planning Meeting

RESOLVE ITC/06(21)/65 – that Councillors D Maxwell and R Powell’s apologies be accepted.

29. 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

Item 35.7 - To consider quotations for the renewal of the photocopier contract – Councillor J Farrar Has work connection with one of tenderers.

Item 35.9 - To consider quotations as per **RESOLVE ITC/04(21)/463** – to install a boundary fence between the Frontier Centre and the Crow Hill Recreation Ground – Councillor J Gray – Knows one of tenders personally

Mayor:

Date:

Item 35.9 - To consider quotations as per **RESOLVE ITC/04(21)/463** – to install a boundary fence between the Frontier Centre and the Crow Hill Recreation Ground – Councillor C Kearns -Gray – Knows one of tenders personally

Item 35.9 - To consider quotations as per **RESOLVE ITC/04(21)/463** – to install a boundary fence between the Frontier Centre and the Crow Hill Recreation Ground – Councillor J Farrar – Knows one of tenders personally and has employed them.

30. MINUTES

30.1 TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 18TH MAY 2021

RESOLVE ITC/06(21)/66- that the minutes of the Annual Meeting 18th May 2021 be approved and signed as a correct record of proceedings.

30.2 TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 18TH MAY 2021

RESOLVE ITC/06(21)/67- that the minutes of the Full Town Council Meeting 18th May 2021 be approved and signed as a correct record of proceedings.

31. MATTERS ARISING

31.1 TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 18TH MAY 2021 NOT INCLUDED ON THIS AGENDA, FOR REPORT ONLY

Nothing was raised.

31.2 TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 18TH MAY 2021 NOT INCLUDED ON THIS AGENDA, FOR REPORT ONLY

Page 11 – Item 17 - Matters arising - Page 133 – item 139.4 – **RESOLVE ITC/04(21)/460** - that the Council write to North Northamptonshire Highways raising concerns about the recurring flooding issues in the High Street/Church Street area near the memorial roundabout, requesting them to investigate the root cause of the flooding to prevent ongoing issues. Councillor C Cross asked if any response had been received.

The Clerk stated a response had still not been received.

32. POLICE/PUBLIC ORDER MATTERS

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

The Clerk informed members that she had written to the Police inviting someone to attend the meeting as **RESOLVE ITC/05(21)/31** – that the Council invites someone from the Police to attend a Full Town Council meeting to outline details of how they intend to tackle the crime figures.

She had been advised that a sergeant would be attending the next meeting on the 13th July 2021.

Mayor:

Date:

The following update had been provided by the Police which the Clerk read out.

“Crime figures as a whole are low for Irthlingborough, ASB and drug use are the main focus and crimes that are associated with that. Shoplifting has been a problem but the suspect has been identified and an application for a criminal behaviour order has been sought at court – we are just waiting for an outcome of that. Burglaries are low. Knife crime also low.

With regards to what is being done to lower figures – NPT uplift meaning that we have a new dedicated PC starting on 12th July for the Irthlingborough Ward – as per the unitary wards so both Nadia and Ryan will cover Irthlingborough up to Denford. A dedicated PC will really make a difference with the ASB and Drug use.

Knife crime days of action occur each month – and target hot areas for intelligence – this will include Irthlingborough should the need arise.”

Councillor T Walton brought members attention to reports she had seen on social media about pets being poisoned.

RESOLVE ITC/06(21)/68 - that the crime figures for April 2021 sourced from the streetcheck and police.UK websites were received and noted

32.2 TO RECEIVE THE CCTV REPORTS FROM CRIMESECURE FOR MAY 2021

The report was handed out at the meeting.

Councillor C Cross enquired if the CCTV provision extended to a specific location within the town.

Unfortunately, that location was not covered.

Councillor T Walton asked if the maximum benefit was being obtained from the towns CCTV provision.

Councillor J Gray confirmed that live images of incidents were being received by the police and the CCTV provider operators are pleased with the way the link with the police is working and the fast responses they are receiving.

RESOLVE ITC/06(21)/69 - that the CCTV reports for April 2021 were received and noted

32.3 TO RECEIVE THE CRIME AND POLICING UPDATES

RESOLVE ITC/06(21)/70 - that the Crime and Policing updates were received and noted

32.4 TO RECEIVE THE INFORMATION FROM THE POLICE REGARDING THE NEW SYSTEM FOR IDENTIFYING LOCAL NEIGHBOURHOOD POLICING PRIORITIES

RESOLVE ITC/06(21)/71 - that the information from the Police regarding the new system for Identifying local neighbourhood policing priorities is received and noted

33. NORTH NORTHAMPTONSHIRE UNITARY COUNCIL MATTERS

Mayor:

Date:

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

None of the North Northamptonshire Unitary Councillors were present. No reports had been received.

Councillor C cross requested that the Clerk contacted the Unitary Councillors to ask about the North Northants Policy on littering.

34. TOWN CLERK'S REPORT - TO RECEIVE AND NOTE THE ACTIONS TAKEN AGAINST COUNCIL RESOLUTIONS UP TO 1ST JUNE 2021

Councillor T Walton was pleased to see so many actions were being taken.

Page 8 - **RESOLVE ITC/05(21)/46** – that the following names be put forward for streets on a new development at the rear of Green Close, Wellingborough Road.

Locket Clapham Way

Newton Slade View

Forresters Close

The Sentinels

Wright Street

Dunmore Drive – Councillor Cross asked if the suggested names had been accepted.

The Clerk stated no response had been received following the submission.

RESOLVE ITC/06(21)/72 – that the Town Clerk's report up to the 1st June 2021 is received and noted

35. AGENDA ITEMS

35.1 COVID-19: ACTION TAKEN BY IRTHLINGBOROUGH TOWN COUNCIL

I) TO RECEIVE AN UPDATE ON ACTIONS BEING TAKEN BY IRTHLINGBOROUGH TOWN COUNCIL IN THE LIGHT OF CORONAVIRUS AND TO CONSIDER ANY FURTHER ACTIONS REQUIRED

The Clerk explained the reference to Irthlingborough item 4.2 - planters - was in relation to enquiries being made to see if funding can be obtained for new planters at the entrances to the town.

RESOLVE ITC/06(21)/73 - that the update on actions being taken by Irthlingborough Town Council in the light of Coronavirus is received and noted

35.2 COVID-19 – TO REVIEW THE CURRENT OFFICE WORKING ARRANGEMENTS

Councillor E Hopkinson thanked staff for the way they had adapted during COVID-19 and also expressed his gratitude for the effective induction of the new Councillors following the May election.

The Clerk had submitted a report – To adapt our office working arrangements following COVID to offer a hybrid working arrangement post June when government restrictions change.

Members resolved to accept the 5 recommendations in the report.

Mayor:

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RESOLVE ITC/06(21)/74 – that the report - To adapt our office working arrangements following COVID to offer a hybrid working arrangement post June when government restrictions change is received and noted.

RESOLVE ITC/06(21)/75 – that the office adopts a hybrid working model where the office is manned during working hours by a member of staff, but not all staff are required to work from the office on a daily basis.

RESOLVE ITC/06(21)/76 – the Council makes an effort to reduce its carbon footprint by cutting down on staff travelling.

RESOLVE ITC/06(21)/77 – the Council recognises a cost saving can be achieved with less staff working in the office, a reduction to electricity, paper and water costs.

RESOLVE ITC/06(21)/78 – the Council recognises the need for flexible working to achieve a healthy work/life balance.

35.3 TO CONSIDER THE FOLLOWING IN REGARDS TO THE EVENTS COMMITTEE:

I) TO AGREE TO AMEND THE TERMS OF REFERENCE TO ALLOW FOR SEVEN MEMBERS AND APPOINT COUNCILLOR J BRAGG TO THE COMMITTEE – CLLR R POWELL

RESOLVE ITC/06(21)/79 - that it is agreed to amend the Terms of Reference – Events Committee 1.0 to read -
Membership shall comprise seven members of the Council. The town Mayor will be ex-officio.

RESOLVE ITC/06(21)/80 – that Councillor J Bragg is appointed to the Events Committee.

II) TO AGREE TO ADD AN ADDITIONAL CO-OPTED MEMBER – CLLR C CROSS

RESOLVE ITC/06(21)/81 – that Cheryl Scarborough is added as a co-opted member of the Events Committee.

35.4 TO CONSIDER AN ANNUAL SUBSCRIPTION TO NORTHANTS ACRE AT A COST OF £35 PER YEAR -
CLLR C CROSS

RESOLVE ITC/06(21)/82 – that the Council becomes a Council Member of Northamptonshire ACRE and agrees to pay the annual subscription of £35.

35.5 TO CONSIDER UNDERTAKING A FURTHER PUBLIC CONSULTATION EVENT IN RELATION TO SUPPORT FOR A COMMUNITY ORCHARD – AS PER **RESOLVE ITC/06(20)/88**

RESOLVE ITC/06(21)/83 – that the Clerk drafts a new consultation document to include an explanatory introduction, details of the 4 possible sites and questions and circulates to members for approval.

RESOLVE ITC/06(21)/84 – that once the new consultation document has been approved a Consultation is undertaken through the council website.

Mayor:

Date:

35.6 TO CONSIDER A REQUEST FOR THE TOWN COUNCIL TO JOIN THE RURAL/MARKET TOWNS GROUP AS PART OF A TRIAL MEMBERSHIP UNTIL THE END OF SEPTEMBER 2021

Additional information was handed out at the meeting giving details of the free trial membership available until September and costs of membership thereafter.

Irthlingborough is not a market town. However, the Council is considering establishing some sort of market in the future and the High Street may benefit from the help membership can offer.

Members felt a presentation from the Rural /Market Town Group at a future meeting would be useful.

RESOLVE ITC/06(21)/85 – that a representative of the Rural/Market Town Group be invited to give a presentation to the Council at a future Full Town Council meeting.

35.7 TO CONSIDER QUOTATIONS FOR THE RENEWAL OF THE PHOTOCOPIER CONTRACT

- I) BREAKDOWN OF CURRENT CONTRACT COSTS FOR FINANCIAL YEAR 2020/21
- II) QUOTATION – COMPANY 1 - £1599.92 pe annum
- III) QUOTATION – COMPANY 2 - £1583.40 per annum
- IV) QUOTATION – COMPANY 3 - £1365.60 per annum

The three quotations were offering different specification photocopiers, with some offering the price of copies as part of the quotation.

It was noted that quotation iii) offered a photocopier with a dual scan facility which was a benefit on staff time and ease of copying.

RESOLVE ITC/06(21)/86 – that quotation iii) Company 2 for a 3.5 year rental, service and usage contract for a Toshiba e-studio photocopier at a yearly cost of £1583.40 be accepted.

35.8 TO CONSIDER THE INSTALLATION OF A VOIP TELEPHONE SYSTEM

- I) BREAKDOWN OF CURRENT CONTRACT COSTS FOR FINANCIAL YEAR 2020/21
- II) QUOTATION – COMPANY 1 - £1390.00 per annum
- III) QUOTATION – COMPANY 2 – no quotation received
- IV) QUOTATION – COMPANY 3 – no quotation received

The Clerk explained that a VOIP telephone system would provide a better service than the Councils current ADSL service and offer a significant saving.

It was noted that the firm would install the Fibreoptic FTTC 80:20 line free of charge.

RESOLVE ITC/06(21)/87 – that quotation ii) Company 1 at a quarterly cost of £347.52 for a 4 user Horizon VOIP telephone system be accepted.

35.9 TO CONSIDER QUOTATIONS AS PER RESOLVE ITC/04(21)/463 – TO INSTALL A BOUNDARY FENCE BETWEEN THE FRONTIER CENTRE AND THE CROW HILL RECREATION GROUND

- I)QUOTATION – COMPANY 1 –

Mayor:

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Option 1 New stock fence leaving concrete posts in place -£1320.00
Option 2 New wire fence replacing damaged concrete posts £1398.00

II)QUOTATION – COMPANY 2

Option 1 – New stock proof fence with timber posts - £4000.00
Option 2 – New stock proof fence with concrete posts - £4600.00

III)QUOTATION – COMPANY 3 – no quotation received

RESOLVE ITC/06(21)/88 – that quotation i) Company 1 Option 2 for a new wire fence replacing Damaged concrete posts at a cost of £1398.00 be accepted.

35.10 NEIGHBOURHOOD PLAN - TO CONSIDER NEXT STEPS – CLLR J FARRAR

Councillor J Farrar informed members that the Neighbourhood Plan had been progressing through COVID, but they were now looking to relaunch it. They had lost members of the Neighbourhood Plan Working Party Group along the way and were now looking to recruit new members and rejuvenate the Neighbourhood Plan Working Party Group.

It was proposed that as an interested party Irthlingborough Town Council could invite a representative from Consultants DLP to attend a future Full Town Council meeting and share details of the progress to date.

It was noted that currently the Neighbourhood plan did not come under the Councils jurisdiction, the consultants DLP reported to the Neighbourhood Plan Working Group not the Council.

Councillor C Cross stated that the council had been provided with regular updates.

A vote was taken on the proposal 4 For, 4 Abstained, 0 against, the vote was passed

RESOLVE ITC/06(21)/89 – that the neighbourhood Plan Consultants DLP be invited to attend a future Full Town Council meeting to share details of the progress to date in regard to the Neighbourhood Plan.

Councillor P Boyer asked if there was a physical document members could see.

The Clerk said there was no physical document at this stage. The Neighbourhood Plan was currently at the point where site and desk based assessments had been undertaken. Now needed to go into groups to action specific areas of the plan and then come back to the Neighbourhood Plan Working Party Group as a whole.

Councillor S Boyer asked if the Neighbourhood Plan Working party group meetings were open meetings.

Councillor J Farrar stated that they were not open meetings. He said perhaps something could be added to the Terms of Reference in the future to cater for public meetings.

RESOLVE ITC/06(21)/90 – that Councillor J Farrar brings an update to the next Full Town Council

Mayor:

Date:

meeting on the 13th July 2021

36. CORRESPONDENCE & REQUESTS

36.1 TO CONSIDER RE-INSTATING THE BENCH AT THE CHURCH STREET CEMETERY

RESOLVE ITC/06(21)/91 – that prior to reinstatement at the Church Street cemetery Councillor J Gray paints the bench.

RESOLVE ITC/06(21)/92 – that the Council owned bench be reinstated in the Church Street cemetery. The bench is to be monitored for 3 months and if it becomes a site for anti social behaviour it is to be removed again without coming back to Council for approval.

36.2 TO CONSIDER A REQUEST FROM A LOCAL ORGANISATION WISHING TO HIRE THE CENTRAL RECREATION GROUND FOR A FUN DAY – DATE YET TO BE DECIDED

It was agreed that providing the local organisation adhered to all the Conditions of Use, permission be granted.

RESOLVE ITC/06(21)/93 – that providing the local organisation wishing to hire the Central Recreation Ground for a Fun Day Event adhere to all the conditions detailed in the Conditions of Use in Irthlingborough Town Councils Recreation Grounds Policy that permission be granted. – date to be advised.

RESOLVE ITC/06(21)/94 – that the toilets in the Pavilion be made available for the event.

36.3 TO DISCUSS COMPLAINTS RECEIVED REGARDING SPINNEY BROOK MEDICAL CENTRE AND LACK OF ACCESS TO DOCTORS – CLLR C KEARNS-GRAY

Councillor C Kearns-Gray outlined some of the complaints she had received regarding Spinney Brook Medical Centre.

- i) When people ring they can't get through.
- ii) Can't get a physical appointment with a doctor
- iii) People are having to go to hospital for minor things which should be done by the doctor's surgery.

It was noted that the current government guidelines indicated that all doctors surgery's should now be open to patients.

After discussions it was felt that initially contact should be kept at a local level to prevent the situation escalating. It was proposed that the Council write to the Doctors surgery in the first instance, raising the Councils concerns. Following their response, a course of action could then be agreed if required.

RESOLVE ITC/06(21)/95 – that the Council writes to the Spinney Brook Medical Centre detailing the concerns that have been brought to our attention.

36.4 TO CONSIDER A REQUEST TO NOMINATE A PATH WARDEN FOR IRTHLINGBOROUGH

Mayor:

Date:

Members were informed that the request to nominate a Path Warden for Irthlingborough document had been on the Council website since the 26th May 2021 to date no interested parties had come forward.

RESOLVE ITC/06(21)/96 – that this and future requests to fulfil voluntary roles in the town should be placed in local shop windows.

RESOLVE ITC/06(21)/97 – that Sue and John Comont should be asked if they are interested in being nominated for the role of Path Wardens for Irthlingborough.

RESOLVE ITC/06(21)/98 – that Councillor J Bragg be put forward as a nominee for the role of Path Warden for Irthlingborough.

36.5 TO CONSIDER NOMINATING A FLOOD WARDEN TO JOIN OUR TWO CURRENT MEMBERS AND AGREE DATES TO RECEIVE TRAINING

Members were informed the Council currently had two Flood Wardens Councillor C Cross and Allan Short.

RESOLVE ITC/06(21)/99 – that the Council promotes the voluntary role of Flood Warden on the Council website and in local shop windows with the aim of recruiting an additional Warden to join the Council's two existing Flood Wardens.

1 member abstained.

37. FINANCE MATTERS



IRTHLINGBOROUGH TOWN COUNCIL

Cashbook Payments

May 2021

Bank No.	Supplier	Description	Total
32	ICO	Data protection renewal fee to 11.06.21	40.00 £
33	Webb House	Monthly payroll services	27.11 £
34	Clean4Shaw	Cleaning of public toilets	879.60 £
35	Seagrave	Playground recertification exam	318.00 £
36	County Fire Services	Fire Alarm service	98.40 £
37	Bob Kirk Supplies	Office stationery	163.68

Mayor:

Date:

			£
38	Microshade	Hosting Rialtas & Pear mapping	80.40
			£
39	LGSS Law	Professional Services Car Park	31.50
			£
40	Lynx Fire & Security	Security service call Crow Hill CC	61.80
			£
41-46	Staff Wages	Monthly Salaries	8,431.42
			£
47	HMRC	P32 PAYE & NI contributions	2,719.81
			£
48	NCC Pensions Account	Pension Contributions	3,497.43
			£
49	E-On Highways	Street Lighting Repair	30.00
			£
50	E-On UK PLC	Un metered supplies	475.70
			£
51	Wave	Fettledine Road Water Rates	76.02
			£
52	NCalc	Annual subscriptions & Internal audit	2,891.82
			£
53	NNC	Rent of land at Crouch Road	72.00
			£
DD	SSE	Pavilion RG Electricity	108.09
			£
DD	O2	Office Mobile Phone	54.14
			£
DD	CNG	Gas Community Centre - Previous month	84.83
			£
DD	Nat West	Monthly bank charges for previous month	12.40
			£
DD	Nat West	Monthly Bankline Charges	3.36
			£
DD	NW Business Credit	Various	115.97
			£
		Expenditure	20,273.48
			£
Donations	Budget balance at 31/05/21	Donations Budget N/C 4295	3,379.00

37.1 TO APPROVE THE ACCOUNTS FOR PAYMENT UP TO 31ST MAY 2021

RESOLVE ITC/06(21)/100 - to approve the Accounts for payment up to 31st May 2021

37.2 TO APPROVE THE BANK ACCOUNT RECONCILIATIONS UP TO 31ST MAY 2021

Mayor:

Date:

RESOLVE ITC/06(21)/101 - to approve the Bank Account Reconciliations up to 31st May 2021.

37.3 TO APPROVE THE STATEMENT OF INCOME AND EXPENDITURE UP TO 31ST MAY 2021

RESOLVE ITC/06(21)/102- to approve the Statements of Income and Expenditure up to 31st May 2021

37.4 TO CONSIDER COUNCILLOR R POWELL'S REQUEST TO BECOME A BANK SIGNATORY – CLLR R POWELL

RESOLVE ITC/06(21)/103 – that Councillor R Powell becomes a bank signatory in addition to the existing bank signatories Councillors S Boyer, C Cross, J Farrar and J Gray.

Date of the next meeting is 13th July 2021 at 7.30pm at the Community Centre, Fettleline Road, NN9 5XF

There being no further business the meeting closed at 9.02 pm.

Mayor:

Date: