

## IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF VITRUAL MEETING OF IRTHLINGBOROUGH TOWN COUNCIL HELD ON TUESDAY 9<sup>TH</sup>  
MARCH 2021 AT 7PM

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PRESENT: Councillors C Cross, D Gater, J Gray, H Khandwala, R Powell, A Short, T Walton and A Winkle

ABSENT: Councillor N Khandwala

ALSO, PRESENT: District Councillor L Wilkes, 1 Members of the public

The Mayor welcomed everybody to the Virtual 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.

The Mayor took the opportunity to inform members that some Irthlingborough residents had been awarded The Rose of Northamptonshire Award.

The award, awarded by the Lord Lieutenant of Northamptonshire James Saunders Watson Esq and the High Sheriff of Northamptonshire Paul Parsons recognises individuals or groups who have made an outstanding contribution to the Northamptonshire response to the COVID 19 pandemic.

### PUBLIC PARTICIPATION

No members of the public wished to address the meeting.

### AGENDA

#### 116. APOLOGIES -TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Councillor J Farrar – Ill Health

Councillor M Maedge – Work Commitment

Councillor Mrs I Rollings – family Commitment

**RESOLVE ITC/03(21)/391** – that Councillors J Farrar, M Maedge and Mrs I Rollings apologies be accepted.

Mayor:

Date:

The Mayor hoped Councillor J Farrar would get well soon.

117. 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.

118. MINUTES

118.1 TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 9<sup>TH</sup> FEBRUARY 2021

**RESOLVE ITC/03(21)/392** - that the minutes of the Full Town Council Meeting 9<sup>th</sup> February 2021 be approved and signed as a correct record of proceedings

119. MATTERS ARISING

119.1 TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 9<sup>TH</sup> FEBRUARY 2021 NOT INCLUDED ON THIS AGENDA, FOR REPORT ONLY

Nothing was raised.

120. POLICE/PUBLIC ORDER MATTERS

120.1 TO RECEIVE THE LATEST CRIME FIGURES FROM [WWW.STREETCHECK.CO.UK](http://WWW.STREETCHECK.CO.UK) AND [WWW.POLICE.UK](http://WWW.POLICE.UK)

It was noted that the crime rate and anti-social behaviour had decreased.

There was still concern over the number of incidents which had unable to prosecute suspect against them.

Councillor J Gray explained some of the reasons the police had given for being unable to prosecute. Including offenders age, victim not wanting to take it further and lack of evidence.

Councillor J Gray also informed members that following a prolific number of shoplifting offences targeting local businesses, someone was currently helping the police with their enquiries in connection with these offences.

**RESOLVE ITC/03(21)/393** - that the crime figures for January 2021 sourced from the streetcheck and police.UK websites are received and noted

120.2 TO RECEIVE THE CCTV REPORTS FROM CRIMESECURE FOR FEBRUARY 2021

The report had been circulated to members by email on the 8<sup>th</sup> March 2021.

Once again it appeared to be the same group highlighted.

Councillor J Gray reminded members that they were working with other agencies to try and solve the problems being experienced in the Rest Gardens. There was nothing specific to report at present.

Mayor:

Date:

**RESOLVE ITC/03(21)/394** - that the CCTV report for February 2021 is received and noted

120.3 TO RECEIVE THE CRIME AND POLICING UPDATES

It was noted that two people were currently under investigation for the crime highlighted in the updates.

**RESOLVE ITC/03(21)/395** - that the Crime and Policing updates are received and noted.

121. COUNTY COUNCILLOR'S REPORT

121.1 TO RECEIVE AND NOTE REPORT FROM COUNTY COUNCILLOR S HUGHES

County Councillor Mrs S Hughes had given her apologies, she had submitted 'In Northamptonshire - A message from the Leader' report to the meeting.

**RESOLVE ITC/03(21)/396** – that the report 'In Northamptonshire – A message from the Leader' was received and noted.

122. DISTRICT COUNCIL MATTERS

122.1 TO RECEIVE AND NOTE VERBAL/Written REPORTS FROM DISTRICT COUNCILLOR'S J FARRAR, S HOBBS, R POWELL AND L WILKES

Councillor J Farrar was not present – no report had been received

District Councillor Mrs S Hobbs was not present - no report had been received

District Councillor L Wilkes provided an update on the Unitary Shadow Council. He reported that the budget had been approved, as had the constitution.

He gave details of the Unitary Planning Committee format that had been agreed. This included 4 planning sub committees, one in each of the current sovereign areas which would enable planning applications to be considered by local councillors and determined locally.

He also updated members on a local planning application that had been discussed by the East Northamptonshire Planning Management Committee - Application EN/20/01196/FUL 28 College Street, Irthlingborough. The application had been refused. He thanked Councillor C Cross for her excellent speech on behalf of the Town Council, highlighting the Council's objections.

The applicant would shortly be receiving a letter notifying them of the refusal and a second letter regarding enforcement, notifying them that they are required to rebuild the wall previously demolished, specifying it had to be rebuilt in the manner it was originally.

The Mayor thanked District Councillor L Wilkes and Councillor C Cross for their hard work in relation to this planning application.

Councillor R Powell added some further information about the Unitary Planning Committee format.

Mayor:

Date:

He highlighted that the sub committees would only be considering applications of under 250 houses so larger applications of 250 houses or more would be considered by the strategic committee held centrally.

He indicated there would be 9 members on each of the 4 sub committees, 13 members on the strategic committee and 6 members and executive members on the Advisory Panel.

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

123.1 PLANNING COMMITTEE HELD ON 9<sup>TH</sup> FEBRUARY 2021 – CLLR H KHANDWALA

Councillor H Khandwala invited questions in connection with the minutes.

Nothing was raised.

**RESOLVE ITC/03(21)/397** - that the minutes of the Planning Committee meeting held on Tuesday 9<sup>TH</sup> February 2021 were noted.

123.2 PLANNING COMMITTEE HELD ON 23<sup>RD</sup> FEBRUARY 2021 – CLLR H KHANDWALA

Councillor H Khandwala invited questions in connection with the minutes.

Nothing was raised.

**RESOLVE ITC/03(21)398/** - that the minutes of the Planning Committee meeting held on Tuesday 23<sup>rd</sup> February 2021 were noted.

124. TOWN CLERK'S REPORT - TO RECEIVE AND NOTE THE ACTIONS TAKEN AGAINST COUNCIL RESOLUTIONS UP TO 1<sup>ST</sup> MARCH 2021

Nothing was raised.

**RESOLVE ITC/03(21)/399** – that the Town Clerk's report up to the 1<sup>st</sup> March 2021 is received and noted.

125. AGENDA ITEMS

125.1 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

Members did not feel any further actions were required at this time.

**RESOLVE ITC/03(21)/400** – that the update on actions being taken by Irthlingborough Town Council in the light of Coronavirus is received and noted

Mayor:

Date:

125.2 COVID-19:

i) TO AGREE TO CONTINUE WITH THE CURRENT OFFICE WORKING AND VIRTUAL MEETING ARRANGEMENTS AND AGREE A DATE TO REVIEW AS PER RESOLVE ITC/11(20)/280

The Clerk advised members that the government had not yet extended the legislation to allow Councils to hold meetings virtually beyond the 7<sup>th</sup> May 2021.

In light of this it was proposed to continue with current office working and virtual meeting arrangements and bring this item back to review again at the April meeting.

**RESOLVE ITC/03(21)/401** – that the Council continue with the current office working and virtual meeting arrangements.

**RESOLVE ITC/03(21)/402** – that the current office working and virtual meeting arrangements are brought back to the Full Town Council April meeting to be reviewed.

ii) TO AGREE TO ALLOW THE USE OF THE FOOTBALL PITCHES IN ACCORDANCE WITH THE DATES OF STEP 1, COMMENCING 29<sup>TH</sup> MARCH 2021

It was noted that the government guidelines could change but 29<sup>th</sup> March 2021 was the current forecast date for outdoor sports to be reintroduced.

**RESOLVE ITC/03(21)/403** – that it is agreed to allow the use of the football pitch in accordance with the dates of Step 1, commencing 29<sup>th</sup> March 2021 subject to government changes.

iii) TO CONSIDER THE LATEST GOVERNMENT ADVICE AND AGREE TO RE-OPEN THE COMMUNITY CENTRE AND PAVILION IN ACCORDANCE WITH THE DATES OF STEP 3, NOT BEFORE 17<sup>TH</sup> MAY 2021

Members didn't feel there was enough information available as to what activities would be permitted and what procedures would need to be put in place at this time. Again, it was noted that the government guidelines could change between now and the 17<sup>th</sup> May 2021.

Councillor R Powell asked if it had been confirmed the Community Centre would be used as a Polling Station on the 6<sup>th</sup> May.

The Clerk stated it hadn't been confirmed but, as far as she knew the Community Centre would be permitted to open as a Polling Station on the 6<sup>th</sup> May 2021.

**RESOLVE ITC/03(21)/404** – that the re-opening of the Community Centre and Pavilion in accordance with the dates of step 3, not before 17<sup>th</sup> May 2021 be brought back to the Full Town Council April meeting to be reviewed.

125.3 TO RECEIVE AN UPDATE REGARDING THE GARAGE LEASE AT ALLEN ROAD

i) TO RECEIVE A REPORT DETAILING THE POSITION WITH THE CURRENT TENANCY AND AGREE A PLAN TO PAY OFF THE DEBT

Mayor:

Date:

The Clerk informed members that a further payment had been received from the tenant since the report had been raised.

The garages had not been cleared by the 1<sup>st</sup> March 2021 so, the Council had been unable to take repossession but, the tenant had agreed to pay the additional months' rent.

**RESOLVE ITC/03(21)/405** – that a repayment plan to pay off the debt at £100 a month was agreed.

ii) TO CONSIDER QUOTATIONS TO PRODUCE AN ANNUAL TENANCY AGREEMENT

Three quotes had been sought and received.

**RESOLVE ITC/03(21)/406** – that quote 2 to produce an annual tenancy agreement for the garages in Allen Road at a fixed cost of £825 plus VAT be accepted.

iii) TO AGREE TO ADVERTISE THE GARAGES AT £80 PER MONTH ONCE THE TENANCY AGREEMENT HAS BEEN PROCURED

Members considered the current rent of £80 per month still to be relevant.

**RESOLVE ITC/03(21)/407** – that it is agreed to advertise the garages at a rental price of £80 per month once the tenancy agreement has been procured.

125.4 TO CONSIDER AN EVENT TO CELEBRATE THE 100<sup>TH</sup> YEAR ANNIVERSARY OF THE WAR MEMORIAL – CLLR A SHORT

The Mayor invited Roy York a member of the Irthlingborough Historical Society to address the meeting.

Mr York provided members with some information about the unveiling of the memorial 100 years ago. It had been a big occasion with 5000 people gathered. He asked if it could be considered that an exhibition entitled "Welcome Home" – the town they came home to from the 1<sup>st</sup> and 2<sup>nd</sup> World Wars, the Historical Society were putting together could be included as part of any event the Council might put on to celebrate the 100<sup>th</sup> anniversary of the War Memorial.

The Mayor thanked Mr York.

It was suggested that an event could perhaps include a re-dedication of the War Memorial.

**RESOLVE ITC/03(21)/408** – that consideration of an event to celebrate the 100<sup>th</sup> year anniversary of the War Memorial is passed to the Events Committee.

125.5 UPDATE – LOWER CAR PARK

i) CONSIDERATION OF AN EMAIL OFFERING A POTENTIAL LEGACY PROJECT WITH CHOWNS MILL PARTNERSHIP AGENCIES CO-ORDINATED BY THE A45 CHOWNS MILL PUBLIC LIAISON OFFICER – CLLR J GRAY

A revised plan for the lower car park had been circulated to members by email.

Mayor:

Date:

Councillor J Gray said he had been approached by the A45 Chowns Mill Public Liaison Officer to see if the town had any projects he felt the Chowns Mill Partnership Agencies could help with as a legacy project.

Councillor J Gray had informed them of the council's recent purchase of an additional area of land to increase the size of the towns car park and the Councils plans for it.

A plan had been drawn up and an offer made to carry out works on the lower car park including the preparation of the site, scraping, drainage, lighting, tarmacking, and lining.

The Council would be asked to pay for the tarmac itself at a cost of approx. £24,000 the Partnership Agencies would carry out all the work free of charge.

Comments on the revised plan were invited.

Members were overall very pleased with the plan. Their only concern was regarding the number of disabled parking spaces included in the plan; it was agreed that an additional disabled parking space would be desirable.

**RESOLVE ITC/03(21)/409** – that the Council asks for an additional disabled parking space to be included in the plan for the lower car park.

It was noted that there was no mention of a base layer being laid prior to the binder and tarmac being laid.

The Clerk recalled that it had been discussed and it was thought that the existing surface once scraped would provide a sufficient base layer, this would be reviewed on agreement of the project.

**RESOLVE ITC/03(21)/410** – that the Clerk writes to the A45 Chowns Mill Public Liaison Officer asking for confirmation that the existing car par surface once it had been scraped would provide a sufficient base layer prior to the binder and tarmac being applied.

1 Abstention.

The A45 Chowns Mill Public Liaison Officer had put forward a request that if the Council accepted this offer of a legacy project that the Council erect a board acknowledging the partnership agencies that had supported the project in the car park.

**RESOLVE ITC/03(21)/411** – that the Clerk seeks quotations for a board to be supplied and erected in the lower car park to acknowledge the partnership agencies that supported the project and brings them back to the April Full Town Council meeting.

ii) TO RECEIVE THE RESPONSE FROM EAST NORTHAMPTONSHIRE COUNCIL REGARDING THE PRE-APPLICATION SUBMISSION

Mayor:

Date:

The Clerk reported that the response from East Northamptonshire Council regarding the pre-application submission had not been received, this would be brought to the April Town Council Meeting.

#### 126. CORRESPONDENCE & REQUESTS

126.1 TO CONSIDER RENEWING THE TOWN COUNCILS' MEMBERSHIP TO THE COUNTRYSIDE CHARITY (CPRE) AT A COST OF £36 PER ANNUM

**RESOLVE ITC/03(21)/412** - that the Town Council renews its membership of CPRE the Countryside charity at a cost of £36 per annum

#### 127. NCALC INTERIM INTERNAL AUDIT REPORT

127.1 TO RECEIVE AND APPROVE THE NCALC INTERIM INTERNAL AUDIT REPORT FOR 2020/21

**RESOLVE ITC/03(21)/413** – that the Interim Internal Audit report for 2020/2021 dated 19<sup>th</sup> February 2021 is received and noted.

#### 128. FINANCE MATTERS

128.1 TO APPROVE THE ACCOUNTS FOR PAYMENT UP TO 28<sup>TH</sup> FEBRUARY 2021



### IRTLINGBOROUGH TOWN COUNCIL

#### Cashbook Payments

#### February 2021

On-line No B	Supplier	Description	Total
1301	ENC	Emptying Dog Bins	£ 141.24
1302	ENC	Grounds maint, add costs	£ 2,698.62
1303	ENC	Emptying Dog Bins	£ 97.00
1304	A Daly Reimbursement	Zoom Monthly Fee January	£ 10.19
1305	Clarendon	Various works	£ 908.70
1306	Ricoh	Photocopying costs	£ 474.19
1307	Malcolm Thomas	Vipre 3 year security licence to 8.1.24	£ 504.00
1308	Amazon	3 Litter Pickers	£ 43.19
1309	Webb House	Monthly payroll	£ 87.11
1310	Colemans	Office stationery - Paper	£ 139.71
1311	Clean4Shaw	Cleaning of public toilets	£ 879.60
1312	H Soans Reimbursement	Postage Reimbursement	£ 100.00
			£
1313	CCLA	Transfer of funds as investment	30,000.00
			£
1314	CCLA	Transfer of funds as investment	30,000.00
1315	British Gas	Pavilion Ground Electricity	£ 176.19
1316	Malcolm Thomas	Remote maintenance of network	£ 150.00

Mayor:

Date:



1317	LGSS Law	Car Park at Church Street Professional Fees	£	114.18
1318	Microshade	Hosting Rialtas & Pear Mapping	£	76.80
1319	E-On UK PLC	Un-metered supplies Nov/Dec/Jan/Feb	£	1,954.31
1320	Adrian Winkle	Mayors Allowance	£	250.00
1321-6	Staff Wages	Monthly Salaries	£	8,190.36
1327	HMRC	P32 PAYE & NI contributions	£	2,593.10
1328	NCC Pensions Account	Pension Contributions	£	3,347.00
1329	Cheaper Waste	660 litre bin & Landfill tax	£	58.40
1330.1	SLCC	Membership AD - Conference AD/HS	£	344.00
1330.2.3	SLCC Enterprise	SLCC Conference AD/HS	£	156.00
1331	Wave	Water Rates Offices & CC	£	51.16
1332	Amazon	Footwear	£	89.99
DD 02	O2	Office Mobile Phone	£	53.40
DD	British Gas	Electricity Public Toilets - Previous month	£	73.57
DD	CNG	Gas Community Centre - Previous month	£	301.40
DD	ENC	October to January - Car Park - 600901473	£	520.00
NW BC1	Nat West	Monthly bank charges for previous month	£	8.05
NW BC2	Nat West	Monthly Bankline Charges	£	9.60
			£	
		Expenditure		84,601.06
Donations	Budget balance at 28/02/21	N/C 4295	£	<u>1,474.00</u>
Petty Cash	Brought forward from February 2021	January 2021 Deposit	£	33.80
		Expenditure	£	<u>100.00</u>
	Carried Forward at the end of	February 2021	£	<u>44.15</u>
			£	<u>89.65</u>

**RESOLVE ITC/03(21)/414** - to approve the Accounts for Payments up to the 28<sup>th</sup> February 2021.

128.2 TO APPROVE THE BANK ACCOUNT RECONCILIATIONS UP TO 28<sup>TH</sup> FEBRUARY 2021

**RESOLVE ITC/03(21)/415** - to approve the Bank Account Reconciliations up to 28<sup>th</sup> February 2021.

128.3 TO APPROVE THE STATEMENT OF INCOME AND EXPENDITURE UP TO 28<sup>TH</sup> FEBRUARY 2021

Mayor:

Date:

[122]

**RESOLVE ITC/03(21)/416** - to approve the Statements of Income and Expenditure up to 28<sup>th</sup> February 2021

Date of the next meeting is 13<sup>th</sup> April 2021 at 7.30pm, this will be held virtually using zoom.

There being no further business the meeting closed at 8.29pm

Mayor:

Date: