PRESENT: Councillors J Farrar (Mayor), Mrs E McGibbon (Deputy Mayor), Mrs L Callnon, Mrs C Cross, I Ferris, J Gray, Mrs M Hillson, A Horne, B Nightingale, Mrs I Rollings.

ALSO PRESENT: County Councillor A Langley, District Councillor Mrs S Hobbs, PCSO K Lumbis, Mr B Northall, Mr P Buttimer plus one other member of the public.

Mayor told members that item 7 on the agenda had been withdrawn as Inspector Lyall was not present.

PUBLIC PARTICIPATION
Mr B Northall referred to page 17 of the Minutes of the last Meeting and a comment made by Councillor Mrs L Callnon which he said was incorrect or taken incorrectly and asked her to withdraw. The minute stated that “She (Councillor Mrs Callnon) would not have stood for Irthlingborough Town Council had she not have been pressured by Councillor Mrs Hillson and her consort visiting her house asking her to stand”.

Mr Northall said he had parked his car to allow Councillor Mrs Hillson to deliver a leaflet to Mrs Callnon’s house but had never been to her house before or since. He added, to say he had ‘pressured’ Mrs Callnon to stand for election was incorrect and cited an occasion when she had asked him if there were any vacancies on Irthlingborough Town Council. He then asked that the comment be withdrawn as incorrect.

Mayor pointed out that the Minutes had not yet been approved and offered Councillor Callnon an opportunity to respond. Councillor Mrs Callnon said she wished to comment when the agenda item was reached.

Mayor’s Report
Copies of Councillor Farrar’s report was circulated, a copy of which is attached. An amendment of ‘HRH’ to ‘Her Majesty’ was agreed.

27. APOLOGIES
Apologies for absence were received from Councillors M Carvell and R Powell.

28. WELCOME AND DECLARATION OF ACCEPTANCE OF OFFICE – MRS CAROLINE CROSS
A Declaration of Acceptance of Office was signed and witnessed and Mrs Cross welcomed to the Council.

29. The following declarations of Interest were made:
Councillor Mrs Hillson – Item 39 – Planning
Councillor R Nightingale – Item 39 – Planning

30. MINUTES OF TOWN COUNCIL MEETINGS
a) Meeting of 12th June 2012
Copies of the Minutes were previously circulated. Councillor Mrs Hillson said her name had been omitted from the list of those present and her report not attached. The amendment to be made and the report to be added to the minutes.
RESOLVED 07/01 – subject to the amendments, the minutes be approved as a true record of the proceedings.

Councillor Mrs Callnon said she wished to correct the statement by Nr Northall that she did not make the comment, as referred to by Mr Northall in the minutes, as Mr Northall did not visit her home. She then said the Minute stating that ‘Irthlingborough has had a resident Mayor or Chairman for the last 105 years’ was not accurate as a previous Mayor had not been residing in the town when elected.

Councillor Farrar said the minutes should reflect what is said at the time and if incorrect should be amended in agreement with the Council. Councillor Mrs Callnon then proposed that paragraph 1 on page 17 of Minutes of Town Council Meeting of 12th June 2012 be amended to reflect that she did not say that Mr B Northall had visited her house. An investigation into the matter is to be carried out.

b) Special Meeting of 27th June 2012
RESOLVED 07/02 – that the Minutes of the Meeting be approved.

31. MATTERS ARISING
a) Minute 18 d) Grounds Maintenance Contract
Details of the response from East Northants Council to complaints regarding grass cutting were previously circulated, together with a copy of the schedule for the seasons work.

32. POLICE/PUBLIC ORDER MATTERS

Inspector Vaughan Clarke was unable to attend the meeting.

PCSO circulated copies of the crime figures, adding that the figures were low compared to last year. He referred to issues at Reservoir Close. Responding to a question from Councillor Mrs Callnon regarding marking bicycles, PCSO Lumbis said the service has been available, but not as available as it could be. Councillor Nightingale reported a big improvement in parking along Station Road on car boot days, but cones were still needed beyond where they end at present. He confirmed that the bicycle provided by the Council has been put to good use.

33. COUNTY COUNCIL MATTERS

County Councillor A Langley gave a report after welcoming Councillor Farrar as Mayor. He told members he was involved in Destination Nene Valley which was about accessing the Nene between Northampton and Peterborough and attracting visitors. Referring to the Community Liaison, he said the County Council was looking to involve Town and Parish Councils. He then reported that following a bid, superfast broadband is to be in the first wave, which would be a major improvement and a boost to jobs and enterprise. He asked that details under agenda items be forwarded to him, along with anything else which may have County Council involvement. Councillor Langley was thanked for his report.

34. DISTRICT COUNCIL MATTERS
a) District Councillors Reports
Councillor Farrar said he had been on holiday but had attended a Housing Strategy Meeting.

Councillor Mrs Hillson read her report, a copy of which is attached. Councillor Mrs Hobbs had submitted a report by email which had failed to arrive. It was agreed to attach the report when it comes through.

Councillor Nightingale said he had attended a Planning Policy Meeting, details of which were circulated and to which agenda item 8a refers. Councillor Nightingale referred to a paper previously circulated and said he had visited alternative sites for the 700 houses planned for the town and had identified other sites as alternative land to Irthlingborough West.

Councillor Gray told members he and Councillor Nightingale had been approached by dog walkers around the lakes concerned that they would have to keep their dogs on leads. 2 sites were identified and the matter is to be placed on the September agenda.

b) Code of Conduct
Details had been previously circulated, together with copies of Discloseable Pecuniary Interests which were requested to be returned by 29th July. Councillor Farrar reminded members that it had been previously accepted that this Council would go with East Northants Council. Councillor Ferris said having read through this, other related documents and the Discloseable Pecuniary Interests forms, he proposed that the Monitoring Officer be asked to meet with Councillors to give members the opportunity of asking questions.

RESOLVED 07/03 – that the Monitoring Officer be asked to attend a Meeting.

35. REPORTS AND RECOMMENDATIONS OF COMMITTEES AND WORKING PARTIES
a) Extra expenditure – Crow Hill Play Equipment
Councillor Farrar reported that an amount of £150 extra expenditure had been authorised by him under the Council’s Financial Regulations and Standing Orders for play equipment at Crow Hill.

Councillor Farrar told members that an item involving expenditure had been included under Standing Order 5a (17) for which a pink paper would be circulated and debated after the exclusion of the public, due to the delicate nature of the issue.

b) Premises and Assets Committee
The Minutes of the meeting of 12th June 2012, which were previously circulated, were presented by Chairman of the Committee, Councillor Mrs L Callnon referred to the £150 extra expenditure which, she said was coming out of the Premises and Assets Maintenance Budget, and the following recommendations made:
   i) That the order for Play Equipment at Crow Hill, option 1, be given to Sovereign (already agreed in June – Minute 18a) Resolution 06/05.
   ii) That East Northants Council be approached regarding the installation of a bin near the Infant School.

Councillor Callnon updated members on the Les O’Dell Park which had seen a big turn-out to the opening, despite it being wet, with lots of families and children attending. She added that although in attendance the item was not published in the Evening Telegraph and felt this may be due to the new format. She suggested a letter be sent asking why nothing had been published.
Councillor Mrs Callnon then reported that the Crow Hill play equipment installation was now underway and she had asked for suggestions for the remainder of this year’s Premises and Assets maintenance budget for reporting back in September.

36. **AGENDA ITEMS**
   a) Review of Remit and Membership of all Committees and Working Parties
   Councillor Farrar told members he had put this on the agenda so that members could debate those not needed. He added that a paper, with recommendations for the following would come to the September Town Council Meeting:
   - Finance and Strategy
   - Premises and Assets
   - Planning Committee
   - Community Centre Management Committee

   The other Committees and Working Parties were then discussed and it was agreed to dissolve the following Working Parties:
   - Website
   - Fund Raising for Town Projects
   - East Northants Market Town Project
   - Standing Orders

   It was further agreed to retain the following Working Parties:
   - Masterplan
   - Irthlingborough Market Project
   - Jubilee Working Party

   Regarding the Town Council Restructuring Working Party, Councillor Farrar said the Working Party had been set up and reported on once but nothing had happened and he proposed dissolving it and put something in place as and when. Councillor Mrs Callnon said she had concerns about this as it had been agreed last year that things needed looking at. She felt the Working Party should be retained but by members with fewer commitments.

   Voting resulted in 5 for, 3 against and 1 abstention and the motion to dissolve the Working Party was carried.

   b) Liaison of Town Council and Police Community
   Councillor Gray referred to complaints received whilst working with the PCSO on town issues and proposed a monthly meeting take place with Housing Associations to raise issues, with which help was requested. It was clarified that this would involve Councillors attending Housing Association Meetings, which Councillor Gray said were currently haphazard. He said Councillors could bring up parking issues as well as other matters and clarified that it would involve 2-3 members to attend and report back. Councillors Horne and Mrs M Hillson expressed interest and Mrs I Rollings offered to be involved on behalf of Crow Hill.

   c) Protocol arrangements when Finance Clerk acts up as Town Clerk

   Mayor: ____________________
   Date: ____________________
Councillor Horne said that following recent events, some protocol was needed so the office could function in Clerk’s absence. A paper detailing the protocol was previously circulated and it was

**RESOLVED 07/04** – that the Protocol be adopted.

d) Irthlingborough Lakes and Meadows
Covered by Councillor Nightingale’s report.

e) Play Equipment Inspection Report
A paper detailing the work to be carried out and the painting work suggested for existing equipment at Central recreation ground and Crow Hill, (Les O’Dell Park having been already completed).

**RESOLVED 07/05** – that the necessary repair work be carried out and the painting be considered at a later date.

Councillor Mrs L Callnon said that Crow Hill painting work would be included in the Premises and Assets Agenda and Councillor Mrs E McGibbon asked if the painting of the teen shelter in Central Recreation Ground could also be included.

f) Council Office Telephones – review of requirements
Councillor Farrar proposed that delegated authority be given to himself, deputy Mayor and the Chairman of Finance and Strategy in consultation with the Clerk to arrange for the installation of a second line if the estimate is under £1000. Councillor Callnon asked as an interim measure, the mobile phone number be available to Councillors during office hours.

**RESOLVED 07/06** – that the proposal be approved and the mobile number be issued after guidelines are set up.

37. **Correspondence and Requests**
a) Irthlingborough Church Institute Bowls Club – Request for donation
Councillor Ferris, speaking as Chairman of Finance and Strategy Committee, asked that the item be withdrawn and Clerk to follow the normal procedure for requesting donations.

**RESOLVED 07/07** – that the organisation be asked to supply the necessary information under the terms of S.137.

b) I-Grow – Request to hold community event in the Les O’Dell Park on 21st July from 10-2pm

**RESOLVED 07/08** – to approve the request. Councillor Gray said he had spoken to them about obtaining the necessary licences.

c) Mr M Embleton – letter re: traffic issues
Copies of a letter were previously circulated, regarding issues raised by this Council for some time and it was agreed to respond to the letter expressing agreement with Mr Embleton’s concerns but explaining that we
are only able to lobby the appropriate agencies. It was further agreed to pass on a copy of the letter to the PCSO and County Councillor A Langley.

d) Carnival Committee – Request for donation towards pest infestation
Copies of a letter were previously circulated, Councillor Ferris pointed out that the building was in Council ownership and therefore the matters should be dealt with by the Council. The Committee to be advised of this.

e) Request to purchase plots – Wellingborough Road Cemetery
It was agreed to pass the matter to the Premises and Assets Committee for further discussions and to allow members to visit the Cemetery. Councillor Mrs Callnon said the Committee has already discussed that matter and would be discussing further, once advice had been obtained.

38. Finance Matters
a) Accounts for payment
Copies of the accounts were previously circulated and it was
RESOLVED 07/09 – that the following be approved and the cheques signed

The following cheques were written on 13th June, following approval for payment at Town Council meeting of 12th June 2012.

4869 British Gas; Community Centre supply 28/2 to 23/4/12 419.86
4870 Coleman; Office stationery April and May 216.75
4871 Datacenta Hosting; domain name renewal, 4/6/12 to 3/6/14 150.00
4872 East Northants Council; July rates instalments 940.00
4873 E.ON; Public toilets electric supply 17/4/12 66.37
4874 J Farrar; first quarterly instalment, Mayor’s allowance 250.00
4875 J M Staff Services Ltd; Community Centre caretaking agency services, May 449.82
4876 Petty Cash; G Lovatt 100.00
4877 Mower Man; refurbishment of 10 benches 1250.00
4878 Old People’s Welfare Association; hall hire Council meeting 8/5/12 35.00
4879 Sovereign Design Play Systems Ltd; Les O’Dell Park, balance due supply and installation play equipment,
Supply and apply wetpour safety surface 9551.12
19212.48
4880 Zurich Municipal; Les O’Dell Park all risks play equipment addition to policy 28763.60
235.29

The following cheques were written on 20th June, and approval is requested;

4881 Clerk’s salary 1337.76
4882 Finance Clerk’s salary 869.63
4883 Administration Assistant’s salary 620.74
Car allowance 22.49

Mayor: ___________________
Date: ___________________
4884  Park keeper’s salary  535.92
        Car allowance  27.30  563.22
4885  H M Revenue and Customs; staff PAYE & National insurance contributions  634.79
4886  Northants County Council; staff pensions contributions  424.57
4887  H Rose; Community Centre security deposit refund, booking 16/6/12  100.00
4888  PC World; Office Net book computer  588.98

For Approval for Payment and issue of cheques;
Crouch Road Allotment Association; sponsorship donation  50.00
East Northants Council; Turney grounds maintenance invoice April  6251.23
Associated & direct services invoice, April  1119.55
        Turney grounds maintenance invoice May  6009.91
Associated & direct services invoice, May  964.49
August rates instalments  940.00  15285.18
Eden Landscape Projects Ltd; summer bedding, 6 stone planters at the Cross  861.72
E.ON; Public toilets electricity charges 6/5/12 to 3/6/12  6.73
A E Hales; Community Centre, Fix signs  35.00
Install baby changing unit  48.32
Supply and fit prickly strips, boundary walls  395.74
        Repair gates and fence post  40.00
        Supply and fit toilet seat  47.47
Offices, inspect roof space for nests  30.00  596.53
Irthlingborough Carnival Committee security deposit refund booking 8/6/12  100.00
Irthlingborough Historical Society security deposit refund booking 26/6/12  100.00
J M Staff Services Ltd; Community Centre caretaking services 21/5/12 to 17/6/12  784.98
Rutherfords Locksmiths Ltd; Les O’Dell Park engraved plaque  22.74
Wicksteed Leisure Ltd; Les O’Dell Park, painting equipment  1285.74
Virgin Media Business; Community Centre telephone account, 2 months  49.32
O2 UK Ltd; office mobile phone monthly account  19.40

Donations budget balance in hand to 31/3/13 £1950

Petty cash June balances not available for circulation with this report, and will be reported to the next meeting.

Internal Control Audit carried out 27/6/12 as report attached. Examined Health and Safety inspection records, audit trail for a random selection from receipts and payments made, and checked cash book record to bank statements for April and May 12

Debtors There are no current debtors

Bank reconciliations for April and May have been carried out, as sheets CB1 and CB2 attached, which also give details of cash flow.

b) Annual Internal Audit Report
The report was previously circulated and members considered each issue

Mayor: ____________________
Date: ____________________
1) The suggestion relating to the report of Petty Cash Management has now been put into effect and is to be included with the audit papers.

2) Members noted the observations concerning S.106 monies and agreed to act accordingly.

3) The issue of making payments was raised and members were asked to look at the Independent Internal Audit’s recommendation. Finance Clerk pointed out that without a system in place no payments could be made until approved at the September meeting. Councillor Mrs Callnon said she had suggested giving delegated powers to the Finance Clerk to pay urgent accounts but the matters had not been voted on.

4) Referring to the Independent Internal Audit’s recommendations concerning Standing Orders, Councillor Farrar recommended that the wording relating to casting votes and reference to ‘Mayor’ be changed to state ‘Chairman/Mayor’.

RESOLVED 07/10 – that the audit report be accepted and the recommendations acted upon.

c) Budget Balances. 01-04-12 – 31-05-12.
A report was previously circulated and members were invited to comment or raise questions.

RESOLVED 07/11 – that the report be accepted and that the following transfers be approved.

Transfers of reserves
To general fund;
Public toilet fund £30,071 for expenditure 2012/13

S106 funding, Healey Bros site, Victoria St £15,000 allocated payment to Sovereign Play Schemes for play equipment installed at Les O’Dell Park

From surplus general fund at year end 31/3/12
Finance and Strategy Committee meeting 24/5/12 minute 10. Councillor Ferris referred to the Premises and Assets Committee unspent budget from the previous financial year, which he said he would like to see carried forward to the next financial year to enable them to have a £10,000 budget. This was omitted from the Recommendations from the meeting, and will require a resolution from full Council, to make the transfer.

Planning Applications
a) EN/12/00767/FUL – Demolition of an existing public house and associated structures and the erection of a 65 bed nursing home at 332 Addington Road.
Application on hold.

b) EN/12/00010/FUL – Hybrid planning application concerning land adjacent Skew Bridge ski slope, Northampton Rd, Rushden – amendment/additional information.
Councils views already indicated.
Clerk advised of 2 other applications received after the agendas were circulated. Clerk is to contact Councillor Powell to discover if he intends holding a Planning Meeting and protocol is to be put in place to download applications, so members may discuss before the meeting.

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.

40. INTERMENT ISSUE

There being no further business the meeting closed at 9:03 pm.

Date of next meeting: Tuesday 11th September at 7:30pm at College Street Day Centre.