

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE MEETING OF IRTHLINGBOROUGH TOWN COUNCIL HELD ON TUESDAY 12TH NOVEMBER 2024 AT 7.30PM AT THE COMMUNITY CENTRE, FETTLEDINE ROAD, NN9 5XF

PRESENT: Councillors P Boyer, S Boyer, C Cross, J Farrar, E Hopkinson, R Powell and T Walton

IN ATTENDANCE: Clerk A Daly, Deputy Clerk H Soans and Admin Assistant K Simmons

ALSO PRESENT: Mr O' Gorman Side order Catering, 2 Representatives Valley Hope Church/ BAK UP CIC and 1 member of the public

The Mayor welcomed everybody to the Meeting of Irthlingborough Town Council. 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

Two people wished to speak in connection with Agenda items

88.1 TO CONSIDER THE FOLLOWING REQUESTS FROM BAK UP CIC/ VALLEY OF HOPE:

I) PERMISSION FOR FREE USE OF THE COMMUNITY CENTRE ON A MONDAY (10:30AM TO 1:30PM) AND FRIDAY (10:00AM TO 1:00PM) TO PROVIDE A WARM SPACE FOR FAMILIES TO SUPPORT THE TOWN COUNCIL WITH THEIR COMMUNITY WELLBEING PARTNERSHIP

II) REQUEST TO HOLD KEYS TO OPEN THE COMMUNITY CENTRE ON 25TH AND 31ST DECEMBER TO ACCOMMODATE OLDER ADULTS AND SOCIALLY ISOLATED INDIVIDUALS TO PROVIDE HOT MEALS AND COMPANIONSHIP TO ASSIST IN COMMUNITY WELLBEING

A gentleman wished to extend the arrangement that has been in place for over a year. He reminded members of what BAK UP CIC/ Valley of Hope were providing and also mentioned a couple of issues which he thought were restricting the numbers attending i.e. non awareness of the service and the inability to get to the Community Centre. He said perhaps the Council could also consider assisting with these and the sponsorship of the food at a later date too.

A lady spoke about the provision of food element of their sessions and her experience in the industry. She too raised publicity. She stated that a lot of the group they were providing the services for were not computer literate or didn't have access to computers so alternative publicising methods were required. She asked if it was alright for her to place an advert in the local Parish Magazine Outlook or did she need permission from the Council as it was their Community Centre.

Mayor:

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She was advised she could publicise their sessions through any channels without consulting the Council.

Members asked for more specific details of numbers attending, they were told Mondays saw approx. 9 attendees with a few more attending on a Friday.

The Mayor thanked them and indicated the agenda items would be discussed later in the meeting and they were welcome to stay to listen to those discussions.

The two representatives of BAK UP CIC/ Valley of Hope left at 7.40pm

79. APOLOGIES - TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Councillor J Gray – Work Commitment
Councillor C Kearns-Gray – Ill Health
Councillor H Khandwala – Ill Health
Councillor D Maxwell – Attending NNC meeting

RESOLVE ITC/11(24)/237 – that Councillors J Gray, H Khandwala, C Kearns-Gray and D Maxwell's apologies be accepted.

80. 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

81. MINUTES

81.1 TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 8TH OCTOBER 2024

Page 74 RESOLVE ITC/10(24)/227 - Chief Executor should read *Chief Executive*

RESOLVE ITC/11(24)/238 - that the amended minutes of the Full Town Council Meeting held on the 8th October 2024 be approved and signed as a correct record of proceedings.

82. MATTERS ARISING

82.1 TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 8TH OCTOBER 2024 NOT INCLUDED ON THIS AGENDA, FOR REPORT ONLY

Page 67 – Item 68 - Matters Arising - Councillor C Cross was pleased to see that some repairs had been carried out - the ladies toilet which had been out of order for months had been fixed - the bus shelter near the glass building which had been in a dangerous condition had been repaired and the flag pole had been put back in use again.

The Deputy Clerk added that the lock on the gentlemen's public toilet cubicle had also been fixed.

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Page 68 – Item 68 - Matters Arising Councillor R Powell asked for an update on the Ad Hoc Maintenance provision

The Deputy Clerk advised that the latest contract had been terminated and it had been agreed not to take out another Ad Hoc Maintenance contract. Instead, jobs would be issued on an as and when required basis to a variety of contractors.

Councillor J Farrar added the office was raising a list of contractors for the Council to draw on.

Page 68 – Item 68 - Matters arising – Councillor C Cross witnessed the amnesty bin being emptied and reported it had not had much in it this time – she asked the police if the box was big enough for machetes and other larger knives and was assured that it was.

Page 68 – Item 68 - Matters arising – Councillor R Powell informed members he had contacted the National Allotment Association. They were aware Irthlingborough Town Council wanted to be involved in any meetings about the Addington Road allotments – no confirmed date for their AGM had been arranged yet.

Page 70 - Item 71.2 –Events Committee Meeting - Councillor E Hopkinson wished to thank everyone who supported the event. Attendance wasn't as high as they had hoped but those present felt it went very well.

Page 71 – Item 72.2 – Receive final accounts for Civic Year 2023/2024 - Councillor C Cross said Councillor E Hopkinson's Mayor's Quiz had been a success last year with the Irthlingborough Councillors team winning and she felt Councillors should support the current Mayor Councillor T Walton's Mayors Quiz in January 2025 too.

Page 72 - Item 74.2 – Suggestions change the perception of Rest Gardens - Councillor C Cross felt that if the Police were to take action against those behaving anti socially in the Rest Gardens it would set a precedent and people would be less likely to continue to act inappropriately.

Page 72 – Item 74.3 – NCALCS suggest to identify and map out assets for potential devolution - Councillor R Powell – stated that he had sent an email to NNC regarding their section of the town car park on the 10th October, unfortunately he was still awaiting a response.

Page 73 – Item 74.5 – Consider provision of a Community Transport Service – Councillor R Powell asked if the Clerk had received a draft Service Level Agreement yet.

The Clerk had received nothing to date.

Page 74 – Item 76.2 – Report from Councillor Maxwell ITC's request for parking enforcement at car boot - Councillor C Cross said she had witnessed some mobility users struggling to access the Car Boot due to peoples inconsiderate parking.

Page 75 – Item 77.3 – Northamptonshire PFCC – Councillor D Maxwell indicated she with assistance from MP Gen *Kitchen* was trying to arrange a visit to Irthlingborough by the PFCC.

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83. TO RECEIVE A PRESENTATION FROM MR MICHAEL O’GORMAN REGARDING HIS REQUEST FOR THE HIRE OF THE COMMUNITY CENTRE KITCHEN

Mr O’Gorman spoke on behalf of his request to use the Community Centre kitchen on an as and when required basis for a catering business Side Order Catering, he is hoping to set up and establish.

He gave a summary of his 25 years of experience in the catering business and his current post. He outlined his idea for the outside catering business and some possible options the Council could consider for the Community Centre in the future as the business became established. He was predicting to start with he would wish to use the kitchen 2-3 times a month to prepare food to take to events with the number of hires increasing as the business expanded. He indicated that he would have to register as a business in the premises and the premise would have to be inspected.

The Mayor emphasised that the Community Centre was hired out as a venue regularly and in a lot of cases well in advance and the hires included the use of the kitchen.

He said he appreciated that. His bookings would also generally be made well in advance so he would expect to be able to work around that.

Members asked him questions about various elements of the proposal, which included: -
the suitability of the kitchen facilities,
if this was this stop gap until he found a permanent premises
forecast of timescale to start hires
would he be looking for a set hire fee
What was his long term aim – for it to be your full time job or continue to run as side line

RESOLVE ITC/11(24)/239 - that the presentation by Mr O’Gorman, regarding his request for the hire of the Community Centre Kitchen is received.

The Mayor thanked him and said his proposal would be discussed later in the meeting and he was welcome to stay to listen to those discussions if he wished to.

Mr O’Gorman left the meeting at 8.04pm

84. TOWN CLERK’S REPORT

TO RECEIVE AND NOTE THE ACTIONS TAKEN AGAINST COUNCIL RESOLUTIONS UP TO 5TH NOVEMBER 2024

Page 2 – RESOLVE ITC/12(22)347 – Councillor C Cross asked when the adverts for the Community Centre were to be placed in the various publications.

Members proposed the New Year.

RESOLVE ITC/11(24)/240 – that the adverts be placed in the ‘In Your Vicinity’ ‘Live Local’ and ‘Saints Alive’ from January 2025

Page 15 – RESOLVE ITC/07(24)95 – Councillor C Cross reported a damaged section of the churchyard

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footpath which was creating a trip hazard.

RESOLVE ITC/11(24)/241 – that quotations are obtained to repair a dangerous section of the Churchyard footpath leading to the Albert Underwood rooms.

Page 21 – RESOLVE ITC/09(24)175 – Councillor T Walton said how shiny the Mayoral Chain looked following its repair and clean. She added that at a recent event she had attended HRH Duke of Gloucester had been interested in the pendant and the different elements on it.

RESOLVE ITC/11(24)/242 – that the Town Clerk’s report up to the 5th November 2024 is received and noted

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

85.1 THE CEMETERY REGULATIONS WORKING PARTY MEETING HELD ON 1ST OCTOBER 2024 – CLLR J GRAY

It had been a very constructive meeting and members thanked the Admin Assistant for all her work.

RESOLVE ITC/11(24)/243 - that the minutes of the Cemetery Regulations Working Party meeting held on Tuesday 1st October 2024 were noted.

In the absence of Councillor J Gray, Councillor C Cross asked members to consider resolving the recommendations from the meeting excluding **CWP/10(24)/10** which was to go back to the next Cemetery Working Party meeting for further discussion.

The Admin Assistant explained the reason why Recommend **CWP/10(24)/10** was to be taken to the next meeting to be discussed further.

TO **RESOLVE** THE FOLLOWING TWELVE **RECOMMENDS** AND APPROVE THE ASSOCIATED FORMS:

i)RECOMMENDS: CWP/10(24)/1 THROUGH TO CWP/10(24)/12 – NOT INCLUDING CWP/10(24)/10

RESOLVE ITC/11(24)/244 – that Councillor J Gray be elected Chairman of the Cemetery Regulations Working Party for the remainder of the Civic Year 2024/2025. (**CWP/10(24)/1** refers)

RESOLVE ITC/11(24)/245 – that Councillor C Cross be elected Vice Chairman of the Cemetery Regulations Working Party for the remainder of the Civic Year 2024/2025. (**CWP/10(24)/2** refers)

RESOLVE ITC/11(24)/246 – that the following changes to the layout of the new cremated remains section of the Wellingborough Road Cemetery are made: -

- i) that the new cremated remains section is laid out in rows of individual plots rather than blocks of 4.
- ii) that the number of plots that can be purchased /pre-purchased is restricted to two and only plots from the current row can be purchased.
- iii) that Cremated Remains Headstones with or without vases incorporated in the base only are permitted in the new cremated remains section
- iv) that no memorial can span two plots. (**CWP/10(24)/4** refers)

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RESOLVE ITC/11(24)/247 – that the following changes to the provision of the full burial plots in the existing section of the Wellingborough Road Cemetery are made: -

- i) that the section below the bottom path ends at Row AA
- ii) that the new/as yet unused section below the Chapel commences at Row R and ends at Row AA
- iii) that the number of plots that can be purchased /pre-purchased is restricted to two and only plots from the current row can be purchased.
- iv) that Headstones with or without vases incorporated into the base only are permitted in the section below the Chapel. Kerb sets of any description will not be permitted in this section.
- v) that no memorial can span two plots in the section below the Chapel. **(CWP/10(24)/5** refers)

RESOLVE ITC/11(24)/248 – that the Council consider introducing a suggested charge of £50 to transfer an Exclusive Rights of Burial Deed. **(CWP/10(24)/7** refers)

RESOLVE ITC/11(24)/249 - that the Council considers installing willow fencing along the section of wire fencing to Irthlingborough side of the main entrance prior to the planting of agreed hawthorn whips. A quote to be obtained and submitted to full Council for approval. **(CWP/10(24)/12** refers)

ii)CEMETERY WORKING PARTY – TERMS OF REFERENCE **(CWP/10(24)/3**)

RESOLVE ITC/11(24)/250 – that following a review of the Terms of Reference the following changes are made: -

- i) Membership: first sentence Leader be changed to Chairman and Vice Chairman
- ii) Terms of Reference point 3 – wording “Introduction of Memorial Deed” is removed and the amended Cemetery Regulations Working Party Terms of Reference are accepted. **(CWP/10(24)/3** refers)

iii)RULES AND REGULATIONS – WELLINGBOROUGH ROAD CEMETERY **(CWP/10(24)/6**)

RESOLVE ITC/11(24)/251 – that the Council consider introducing the attached Cemetery Rules and Regulations to be issued and signed when applying to purchase full burial plot/s in the new full burial section below the Chapel or cremated remains plots in the new cremated remains section of the Wellingborough Road Cemetery. **(CWP/10(24)/6** refers)

iv)REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS **(CWP/10(24)/8**)

RESOLVE ITC/11(24)/252 – that the Council consider introducing the attached Memorial Rules and Regulations to be issued and signed when applying to purchase full burial plot/s in the new full burial section below the Chapel or cremated remains plot/s in the new cremated remains section of the Wellingborough Road Cemetery and issued to Stonemasons to be signed and attached to memorial applications. **(CWP/10(24)/8** refers)

v)REGULATIONS NON-PERMITTED ITEMS, GRAVES AND CREMATED REMAINS PLOTS – WELLINGBOROUGH ROAD CEMETERY **(CWP/10(24)/9**)

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RESOLVE ITC/11(24)/253 – that the Council consider introducing a form to be signed by an applicant and included when submitting an application to purchase full burial plot/s in the new section below the Chapel or cremated remains plot/s in the new cremated remains section and also when submitting an application for a memorial on full burial plot/s in the new section below the Chapel or cremated remains plot/s in the new cremated remains section of the Wellingborough Road Cemetery outlining items not permitted on a grave and the removal procedure for non-permitted items. (CWP/10(24)/9 refers)

vi) PERMIT TO INSTALL OR ADD INSCRIPTION TO MEMORIAL (CWP/10(24)/11)

RESOLVE ITC/11(24)/254 – that the Council consider introducing a form to be issued on approval of an application for a memorial to the stonemason to be signed and returned following memorial installation. (CWP/10(24)/11 refers)

85.2 TO NOTE THAT THE PLANNING COMMITTEE MEETING HELD ON 22ND OCTOBER 2024 WAS INQUORATE

RESOLVE ITC/11(24)/255 - that it is noted that the Planning Committee meeting due to be held on the 22nd August 2024 was inquorate.

85.3 THE POLICY AND RESOURCES COMMITTEE MEETINGS HELD ON 29TH OCTOBER 2024 – CLLR S BOYER

The Minutes were tabled at the meeting.

Councillor S Boyer invited any questions.

Councillor E Hopkinson stressed that the Committee had held lengthy discussions and considered several options before proposing a report based on a 4% increase be taken to the next Policy and Resources Committee Meeting in November.

RESOLVE ITC/11(24)/256- that the minutes of the Policy and Resources Committee meeting held on Tuesday 29th October 2024 were noted.

86. FINANCE MATTERS

86.1 TO APPROVE THE ACCOUNTS FOR PAYMENT FOR SEPTEMBER & OCTOBER 2024



IRTHLINGBOROUGH TOWN COUNCIL

Cashbook Payments

September 2024

Bank No.	Supplier	Description	Total
167	AIS Systems	Photocopier costs	£ 401.36
168	Microshade	Hosting Rialtas & Pear mapping	£ 84.36

Mayor:

Date:

			£
169	N-Power	Unmetered Supplies	1,094.38
			£
170	Smith of Derby	Service St Peters Church	331.20
			£
171	Malcolm Thomas	Remote maintenance of network	342.00
			£
172	Chris Clarendon	CC Cover	90.00
			£
173	Webb House	Monthly Payroll Services	27.11
			£
174	Clean4Shaw	Cleaning of public toilets	2,187.60
			£
175	Katherine Jennings	CC Return of Deposit 6586	50.00
			£
176	Rebecca Perry	CC Return of Deposit 6665	50.00
			£
B191-6	Staff Wages	Monthly Salaries	10,777.30
			£
B197	HMRC	P32 PAYE & NI contributions	3,433.02
			£
B198	NCC Pensions Account	Pension Contributions	4,229.25
			£
DD	Bartons	Office Telephone Monthly Charges	126.60
			£
	British Gas	Electricity - Pavilion	52.42
			£
DD	British Gas	Electricity - Feeder Pillar	25.20
			£
DD	British Gas	Electric CC	189.93
			£
DD	British Gas	Gas CC	23.31
			£
DD	Shire Leasing	Photocopier Lease - 3rd Payment	475.20
			£
DD	O2	Office & CC Mobile Phone	86.51
			£
DD	Nat West	Monthly bank charges for previous month	11.93
			£
DD	Nat West	Monthly Bankline Charges	15.60
			£
DD	NW Business Credit	Various - Postage & Zoom, Cemetery Waste managed	1,057.95
			£
		Expenditure	£ 25,162.23
			£
Donations	Budget balance at 30/09/24	N/C 4295	2,590.00

Mayor:

Date:



**IRTLINGBOROUGH TOWN
COUNCIL**

Cashbook Payments

October 2024

Bank No.	Supplier	Description	Total
		Carnival – Recreational Ground Equipment hire	£ 1,008.00
177	Any Occassions		£
178	Efosa John Odigie	CC Deposit Refund Inv 6678	100.00 £
179	Samantha Roberts	CC Deposit Refund Inv 6651	50.00 £
180	Matt Gamble	CC Deposit Refund Inv 6649	50.00 £
181	Microshade	Monthly Hosting Rialtas & Pear mapping	84.36 £
182	Paul Appleton	Plants for the town	343.88 £
183	Webb House	Monthly Payroll Services September	27.11 £
184	Clarendon	CC Staff cover	360.00 £
185	N-Power	Un-Metered Supplies	1,200.59 £
186	Greenacre Landscapes	Offices Path work	1,500.00 £
187	PKF Littlejohn	Limited Assurance AGAR Audit Review 2023-24	1,638.00 £
188	Amazon	Stationery, Keyboard & Mouse	294.02 £
189	Turneys	August Works Maintenance	11,241.53 £
190	Ady Pendred	LES O'DELL Park Sign	60.00 £
199	Kettering Playsafe	Sutcliffe Basket Swing	7,148.10 £
200	AIS Systems	Photocopier costs	130.11 £
201	Colemans	Stationery	291.88

Mayor:

Date:

			£
202	Malcolm Thomas	Remote maintenance of network	150.00
			£
203	Cllr T Walton	Quarterly Chairmans Allowance	250.00
			£
204	Clean4Shaw	Cleaning of public toilets	1,034.66
			£
205	County Fire Services	Office Fire alarm service	272.40
			£
206	KTD Plumbing & Heating	RG/CC/ R&M	440.00
			£
207	Bob Kirk	CC Cleaning materials	93.84
			£
208	Shaw & Sons	Register of Graves	234.00
			£
209	E-On Energy Solutions	Street lighting maintenance	195.00
			£
B211-6	Staff Wages	Monthly Salaries	10,912.66
			£
B217	HMRC	P32 PAYE & NI contributions	3,468.03
			£
B218	NCC Pensions Account	Pension Contributions	4,281.50
			£
219	Thomas Fattorini	Mayoral Chain repairs	1,145.46
			£
220	Turneys	Grounds Maintenance September	5,420.02
			£
221	Amazon	Business Prime Membership Fee	240.00
			£
222	I-Grow	Donation towards the Christmas Fest	2,000.00
			£
223	Arrestapest	Churchyard bat report	80.00
			£
224	Brijesh Patel	CC Inv 6675 Refund less 1 hour	80.00
			£
225	Michaela Moore	CC Inv 6680 Refund	50.00
			£
226	Achieve Together	CC Inv 6682 Refund	50.00
			£
DD	British Gas	Electricity - Feeder Pillar	19.53
			£
DD	British Gas	Electricity - Community Centre	190.22
			£
DD	British Gas	Electricity - Offices	212.64
			£
DD	British Gas	Electricity - Pavilion	144.98

Mayor:

Date:

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			£
DD	British Gas	Electric - Public Toilets	57.98
			£
DD	British Gas	Gas - Community Centre...?	438.37
			£
DD	Bartons	Office Telephone Monthly Charges	127.31
			£
DD	O2	Office & CC Mobile Phone	86.51
			£
DD	Nat West	Monthly Bankline Charges	7.20
			£
DD	Nat West	Monthly bank charges for previous month	16.45
			£
DD	NW Business Credit	Various - Postage & Zoom	127.42
		Expenditure	£ 57,353.76
			£
Donations	Budget balance at 31/10/24	N/C 4295	(250.00)

Item 170 – Smith of Derby – Councillor C Cross asked for more information.

The Clerk stated that St Peter’s Church clock was serviced every year and the cost was split 50/50 between the Council and the Church.

RESOLVE ITC/11(24)/257 - to approve the Accounts for payments for September and October 2024.

86.2 TO APPROVE THE BANK ACCOUNT RECONCILIATIONS UP TO 31ST OCTOBER 2024

31/10/2024 Current A/C	10,000.00
31/10/2024 Reserve A/C	390,943.91
31/10/2024 Payroll	0.00
31/10/2024 CCLA Deposit A/C's	<u>956,385.71</u>
Closing Balance	1,357,329.62

RESOLVE ITC/11(24)/258 - to approve the Bank Account Reconciliations up to 31st October 2024

86.3 TO APPROVE THE STATEMENT OF INCOME AND EXPENDITURE UP TO 31ST OCTOBER 2024

RESOLVE ITC/11(24)/259- to approve the Statements of Income and Expenditure up to 31st October 2024

86.4 TO APPROVE THE EARMARKED RESERVES FOR 2024/25

Councillor E Hopkinson queried where the cost of repairing the Mayoral Chain had been taken from.

Mayor:

Date:

The Clerk advised the 4066 Civic Regalia budget had been used with the balance being taken from the Ear Marked Reserves 355 Civic Regalia.

RESOLVE ITC/11(24)/260 - to approve the Earmarked reserves for 2024/2025

86.5 TO RECEIVE AND NOTE THE INTERNAL CONTROL AUDIT REPORT DATED AUGUST 2024

The Internal Audit report dated August hadn't been received.

86.6 TO CONSIDER A DONATION REQUEST FROM THE OLD PEOPLE'S WELFARE ASSOCIATION TOWARDS THEIR ANNUAL CHRISTMAS LUNCH FOR THEIR MEMBERS AND VOLUNTEERS

The Clerk informed members there was no money left in the donations budget.

Councillor J Farrar felt that the Old Peoples Welfare Association should be supported and other Councillors agreed.

RESOLVE ITC/11(24)/261 - that the Council make a donation of £250 to the College Street Day Centre to assist with hosting their Christmas Dinner for all members and volunteers at the centre.

RESOLVE ITC/11(24)/262 - that the money to make a donation of £250 to the College Street Day Centre to assist with hosting their Christmas Dinner for all members and volunteers at the Centre should be vired from market income.

87. AGENDA ITEMS

87.1 TO RECEIVE A REPORT ON THE COUNCIL OFFICE FOLLOWING THE STRUCTURAL INSPECTION CARRIED OUT BY THE SURVEYOR AND CONSIDER OPTIONS

RESOLVE ITC/11(24)/263 - that the report on the Council Office following a Structural Inspection on the 4th October 2024 is received and noted.

SUGGEST- the advisory course of action is simply to remove trees younger than the building where more growth can be expected – which should do no worse than return the building approximately to its original position with some if not total crack closure.

REPORT RECOMMENDS THE FOLLOWING BE UNDERTAKEN TOO – which should enable design a foundation remediation scheme.

- I)Excavate a trail hole adjacent the cracking to expose the existing foundations and naturally deposited soils. A deeper trail pit be excavated or bored to establish the depth of the Limestone if present
- II)Take a soil and root samples if present and issue to independent lab for testing
- III)Have a Arboriculturist identify and plot tree shrub positions within approximately 30m of the area of subsidence.

OTHER WORK

- I)Drainage be surveyed with any damage rectified ensuring all below ground drainage is directed away from the footprint of the building.

Mayor:

Date:

- ii) First floor ceiling and the ceiling timber diaphragms be strapped to the external walls with proprietary straps at approx. 1.8m centres
- iii) The roof sarking felt be patch repaired and roof timbers be inspected

Members were informed that the insurance policy had an excess for subsidence of £1000

RESOLVE ITC/11(24)/264 – that the report on the Council Office following a Structural Inspection be passed to the Insurance Company.

87.2 TO AGREE THE CHRISTMAS CLOSEDOWN FOR THE TOWN COUNCIL OFFICES FROM THURSDAY 19TH DECEMBER 2024 TO THURSDAY 2ND JANUARY 2025 INCLUSIVE.

Councillor C Cross asked for confirmation that measures were in place for the Clerk to be contacted in the case of an emergency.

The Clerk confirmed they were.

RESOLVE ITC/11(24)/265 - that the Christmas closedown for the Town Council Offices from Thursday 19th December 2024 to Thursday 2nd January 2025 inclusive is agreed.

87.3 TO AGREE THE REQUIREMENT FOR CHRISTMAS TREES AND DELEGATE AUTHORITY TO THE TOWN CLERK TO PURCHASE UP TO AN AGREED FINANCIAL LIMIT

One quote tabled at meeting - £1772.00 + VAT other quotations had been sought but not received to date.

Councillor C Cross spoke on behalf of residents who feel that it is unnecessary to have two large Christmas trees in the town centre each year. They felt one would be sufficient.

RESOLVE ITC/11(24)/266 - that the Council agree to purchase two 24 foot Christmas trees and delegate the Clerk to purchase them up to an agreed limit of £2000.

One Abstention

87.4 TO AGREE TO IMPLEMENT THE LOCAL GOVERNMENT PAY AWARDS FOR 2024/25 FOR ALL NJC STAFF BACKDATED TO 1ST APRIL 2024

RESOLVE ITC/11(24)/267 – that it is agreed to implement the local government pay awards for 2024/2025 for all NJC staff backdated to 1st April 2024.

87.5 TO RECEIVE NOTIFICATION FROM NCalc OF A CONSULTATION REGARDING THE PRACTICAL IMPLICATIONS OF ALLOWING REMOTE AND HYBRID ATTENDANCE AT COUNCIL MEETINGS

Councillors had differing views on this.

Several were totally against it.

Mayor:

Date:

One Councillor thought it may encourage more people to stand as Councillors.

Due to the differing opinions, it was proposed Councillors completed the Consultation individually.

Councillor E Hopkinson asked what the staffs views were and could they be asked to complete the consultation too.

The Clerk stated she believed the staff would have differing views too.

She personally felt it might encourage more people to stand as Councillors.

She added that the consultation did not indicate staff could complete it.

Members also requested enquiries be made about what the implications of allowing remote and hybrid attendance at meetings would have and what additional resources would be required.

RESOLVE ITC/11(24)/268 – that Councillors complete the consultation regarding the practical implications of allowing remote individually.

RESOLVE ITC/11(24)/269 – that the Policy and Resources Committee are asked to consider what the implications for the Council would be should remote and hybrid attendance at meetings be allowed and what additional resources would be required to facilitate them.

87.6 TO RECEIVE A PROGRESS UPDATE FOLLOWING THE NEIGHBOURHOOD PLAN MEETING HELD ON 28TH OCTOBER 2024 – CLLR J FARRAR

Members thanked Councillor C Cross for the report.

RESOLVE ITC/11(24)/270 – that the progress update following the Neighbourhood Plan Steering group meeting held on the 28th October 2024 is received and noted.

87.7 TO CONSIDER A FEE PROPOSAL FOR THE GUIDANCE AND REVIEW OF NON-DESIGNATED HERITAGE ASSETS EVIDENCE TO INFORM THE NEIGHBOURHOOD PLAN – CLLR J FARRAR

Councillor C Cross informed members that there might be some funding available that the Neighbourhood Plan Steering Group could access, which if they were successful in obtaining, would reduce the amount of the Councils contribution.

RESOLVE ITC/11(24)/271 – that the Council authorise funding of up to £4181 to the Neighbourhood Plan Steering Group for Guidance and Review of Non-Designated Heritage Assets.

87.8 TO RECEIVE NOTICE THAT THERE HAVE BEEN NO APPLICANTS IN RELATION TO THE CURRENT VACANCY WITHIN THE WATERLOO WARD

The Clerk explained this would mean the Council would remain 1 member short until the next elections in May 2025.

Mayor:

Date:

Councillor J Farrar indicated he may have someone to put forward for co-option.

Councillor T Walton asked if that was permitted.

The Clerk indicated people could be put forward for co-option at anytime between now and May 2025.

RESOLVE ITC/11(24)/272 – that notice that there had been no applicants in relation to the current vacancy within the Waterloo Ward was received.

88. CORRESPONDENCE & REQUESTS

88.1 TO CONSIDER THE FOLLOWING REQUESTS FROM BAK UP CIC/ VALLEY OF HOPE:

I) PERMISSION FOR FREE USE OF THE COMMUNITY CENTRE ON A MONDAY (10:30AM TO 1:30PM) AND FRIDAY (10:00AM TO 1:00PM) TO PROVIDE A WARM SPACE FOR FAMILIES TO SUPPORT THE TOWN COUNCIL WITH THEIR COMMUNITY WELLBEING PARTNERSHIP

Members did have concerns about the numbers attending especially considering how long it had been in place.

Councillor J Farrar felt the Council should continue to provide the service during the winter. He had visited several times and found attendance varied between 5 and 8.

RESOLVE ITC/11(24)/273 - that the request from the Valley of Hope Church and founder of BAK UP CIC for permission to extend the current agreement for the hire of the Community Centre free of charge on Mondays (10:30am to 1:30pm) and Fridays (10:00am to 1:00pm) to provide a warm space for families to support the Town Council with their Community Wellbeing Partnership is received and noted.

RESOLVE ITC/11(24)/274 - that permission to extend the current agreement for the free use of the Community Centre on a Mondays (10:30am to 1:30pm) and Fridays (10:00am to 1:00pm) by the Valley of Hope Church and founder of BAK UP CIC by six months to provide a warm space for families to support the Town Council with their Community Wellbeing Partnership is agreed.

RESOLVE ITC/11(24)/275 - that the agreement to give permission for the Valley of Hope Church and founder of BAK UP CIC to have free use of the Community Centre on a Mondays (10:30am to 1:30pm) and Fridays (10:00am to 1:00pm) to provide a warm space for families to support the Town Council with their Community Wellbeing Partnership is reviewed following the May elections when the new Council is in place.

RESOLVE ITC/11(24)/276 – that in order to assist with the Council’s future decision-making process, members request that the Valley of Hope Church and founder of BAK UP CIC submit a monthly report detailing the attendance on a weekly basis.

II) REQUEST TO HOLD KEYS TO OPEN THE COMMUNITY CENTRE ON 25TH AND 31ST DECEMBER TO ACCOMMODATE OLDER ADULTS AND SOCIALLY ISOLATED INDIVIDUALS TO PROVIDE HOT MEALS AND COMPANIONSHIP TO ASSIST IN COMMUNITY WELLBEING

It was felt that more information should be sought before a decision was made.

Mayor:

Date:

RESOLVE ITC/11(24)/277 – that the request from the Valley of Hope Church and Founder of BAK UP CIC to hold keys to open the Community Centre on 25th and 31st December to accommodate older adults and socially isolated individuals to provide hot meals and companionship to assist in community wellbeing is received.

RESOLVE ITC/11(24)/278 - that no decision is made at this point and the request from the Valley of Hope Church and Founder of BAK UP CIC to hold keys to open the Community Centre on 25th and 31st December 2024 to accommodate older adults and socially isolated individuals to provide hot meals and companionship to assist in Community Wellbeing is deferred to the December Full Town Council meeting.

RESOLVE ITC/11(24)/279 - that the Clerk makes enquiries in relation to the request from the Valley of Hope Church and Founder of BAK UP CIC to hold keys to open the Community Centre on 25th and 31st December 2024 to accommodate older adults and socially isolated individuals to provide hot meals and companionship to assist in Community Wellbeing. The information to be taken to the December Full Town Council meeting.

88.2 TO AGREE PAYMENT OF £20 FOR THE POPPY WREATH AND CONSIDER A DONATION TO THE ROYAL BRITISH LEGION FOR THE POPPY APPEAL 2024

The Mayor said that the Remembrance Day events went very well and thanked Councillors E Hopkinson and C Cross for hosting the Deputy Lord Lieutenant and his wife.

RESOLVE ITC/11(24)/280 - to agree payment of £20 for the poppy wreath and a donation of £80 to the Royal British Legion in accordance with section S137.

88.3 TO RECEIVE A REQUEST FROM ST. PETER'S CHURCH TO PARTICIPATE IN THE DISPLAY OF CHRISTMAS CAROLS AND SONGS EVENT BEING HELD ON THE SATURDAY 7TH AND SUNDAY 8TH DECEMBER 2024

Councillor C Cross had taken on the task of submitting the Council's entry for the last couple of years. She indicated she was willing to do so again unless someone else wanted to give it a go.

RESOLVE ITC/11(24)/281 - that Irthlingborough Town Council participate in St Peter's Church Display of Christmas Carols and Songs Event being held on the weekend of 7th and 8th December 2024 by submitting an entry into the width up to 2ft (up to 60cm) category.

RESOLVE ITC/11(24)/282 - that Councillor C Cross be given a budget of £20 to decorate Irthlingborough Town Council's entry in St Peter's Church Display of Christmas Carols and Songs Event being held on the weekend of 7th and 8th December 2024.

88.4 TO RECEIVE A REQUEST TO PUT A BANNER ON PARSONS GREEN IN DECEMBER TO ADVERTISE A] CHARITY TRACTOR RUN WHICH COMES THROUGH IRTHLINGBOROUGH AND SUPPORTS LOCAL FOOD BANKS

RESOLVE ITC/11(24)/283 – that permission is given for Mowerman Garden Machinery to put up a banner advertising a Charity Tractor Run on the railings at Parsons' Green in December 2024.

Mayor:

Date:

88.5 TO RECEIVE A RESPONSE FROM WHITWORTHS FOLLOWING **RESOLVE ITC/09(24)/180** – HGV TRAFFIC ON THE HIGH STREET

The Mayor was pleased to note that Whitworths were being open and supportive.

RESOLVE ITC/11(24)/284 - that the response from Whitworths following **RESOLVE ITC/09(24)/180** is received and noted.

88.6 FOLLOWING THE PRESENTATION RECEIVED AT ITEM 83 - TO CONSIDER THE OFFERED PROPOSAL FOR THE USE OF THE KITCHEN FACILITIES AT THE COMMUNITY CENTRE

Members had very mixed views on the proposal.

Several concerns were raised amongst them: -
the legality of such a venture,
the suitability of the kitchen as a catering business premises,
if /how a business could run alongside other regular and one off hires,
what costs the Council would incur to set up a contract

A proposal was made – for the item to be taken to Policy and Resources Committee to seek advice on the legalities of the Council entering into a contract with a private business for the use of Community Centre’s kitchen facilities as a catering business premises, to investigate what licences would be required, who would need to apply for them, who would need to hold them and what impact any licences would have on the ability of other users to use the kitchen facilities, and to seek advice on drafting a contract and what would need to be include in any contract raised.

An amendment was proposed to reject the proposal on the grounds it wasn’t viable to operate a business alongside other hires.

A vote was taken on the amendment 3 For and 4 Against – amendment fell

A vote was taken on the original proposal 4 For 3 Against - passed

RESOLVE ITC/11(24)/285 - – that this item be taken to Policy and Resources Committee to seek advice on the legalities of the Council entering into a contract with a private business for the use of Community Centre’s kitchen facilities as a catering business premises, to investigate what licences would be required, who would need to apply for them, who would need to hold them and what impact any licences would have on the ability of other users to use the kitchen facilities, and to seek advice on drafting a contract and what would need to be include in any contract raised.

Mayor:

Date:

RESOLVE ITC/11(24)/286 – that the meeting be extended until 9.45pm in accordance with Standing Orders Meeting 3W

89. NORTH NORTHAMPTONSHIRE UNITARY COUNCIL MATTERS

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

Councillor K Harrison wasn't present and hadn't submitted a report

Councillor D Maxwell wasn't present and hadn't submitted a report

Councillor R Powell had nothing to report.

89.2 TO RECEIVE THE "LEADERS UPDATE" NEWSLETTER DATED 4TH OCTOBER AND 1ST NOVEMBER 2024

RESOLVE ITC/11(24)/287 - that the "Leaders Update" newsletters dated the 4th October and 1st November 2024 are received and noted.

Councillor C Cross asked if the newsletters could also be sent out electronically in the future to give access to the links.

RESOLVE ITC/11(24)/288 - that the "Leaders Update" newsletters also be sent out electronically in the future so that members can access the links.

90. POLICE/PUBLIC ORDER MATTERS

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

RESOLVE ITC/11(24)/289 - that the crime figures for August and September 2024 sourced from Streetcheck and the crime figures for September sourced from the Police.UK website are received and noted

90.2 TO RECEIVE THE CCTV REPORTS FROM CRIMESECURE FOR OCTOBER 2024

The CCTV report was tabled at the meeting

RESOLVE ITC/11(24)/290 - that the CCTV report for October 2024 is received and noted.

Date of the next meeting is 10th December 2024 at 7.30pm at the Community Centre, Fettleline Road, NN9 5XF

There being no further business the meeting closed at 9.37pm.

Mayor:

Date: