

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

To: All Brackley Town Councillors

You are hereby summoned to attend a Meeting of Brackley Town Council, to be held on **Monday 3 August 2020**. Meeting at 7.05pm online via Zoom, meeting ID 967 4886 8022.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email town.clerk@brackleynorthants-tc.gov.uk or call 01280 702441 for the password to take part.

28 July 2020



A Moses
Brackley Town Clerk

AGENDA
Members of the Press and Public are invited to attend

118/20 Apologies for absence

119/20 Public participation

The meeting is open for the public to address the Council on matters relevant to its business. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the Chairman of the meeting.

120/20 Declarations of interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, the Brackley Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992.

121/20 Approval of minutes

To receive and, if accepted, approve the minutes of the Meeting of Council on Monday 6 July and 20 July 2020.

122/20 Committee minutes

To receive the following approved Committee minutes:

Planning & General Works 15 June and 6 July 2020
Direct Responsibilities & General Purposes 15 June 2020
Finance & Policy 15 June 2020

Please note, this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available to download at www.brackleynorthants-tc.gov.uk

123/20 Questions for chairmen relating to received minutes

To provide an opportunity for Councillors to ask questions relating to received minutes for committees of which they are not members.

124/20 County Council representative – if available.

125/20 District Council representative – if available.

126/20 Membership of the “Task and Finish Group”

5 Council members are sought to form a “Task and Finish Group” to review the structure of the Committees and use of working parties within Brackley Town Council.

127/20 Matters for Information or Discussion

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Minutes of the extraordinary meeting of Brackley Town Council, held on **Monday 20 July 2020** via Zoom, meeting ID 547 754 4440

Present: Cllrs Cartmell, Bagot-Webb, Barrie, Butler, Kew, Ross, Sharps, Stimpson, Thompson, Waldron, E Wiltshire and P Wiltshire

Offices: Town Clerk (A Moses), Deputy Town Clerk (K Hale) and Operations Manager (M Stopps)

128/20 Apologies for absence

Apologies were received and accepted from Cllr Ross.

Absent – Cllr Tiller.

129/20 Public participation

None

130/20 Declarations of interest

None

131/20 Deed of Grant for the Gas Infrastructure at Field View

On the proposition of Cllr E Wiltshire, it was **RESOLVED** that

Members approved the signing and sealing of the Deed of Grant for the Gas Infrastructure at Field View by the Town Mayor and the Town Clerk.

Meeting Closed at: 18:52

Signed:

Dated:

Minutes of Brackley Town Council, held on **Monday 6 July 2020** via Zoom, meeting ID 547 754 4440.

Present: Cllrs Bagot-Webb, Baker, Barrie, Butler, Cartmell, Kew, Ross, Sharps, Stimpson, Thompson, Tiller, Waldron, E Wiltshire and P Wiltshire.

Officers: Town Clerk (A Moses) and Deputy Town Clerk (K Hale)

132/20 Apologies for absence

None

133/20 Election of Town Mayor

Councillor Baker thanked the Town Mayor for his leadership during the past year and ended with the proposition.

‘That a hearty vote of thanks be accorded to Councillor Anthony Bagot-Webb for the able and efficient manner in which he performed the duties of Town Mayor for the past year’

On the proposition of Councillor Waldron, it was **RESOLVED:**

That Councillor Christopher Cartmell be elected Town Mayor of Brackley for the ensuing year.

The Town Mayor put the proposition to the Council and declared that he was elected.

The Town Mayor rose and stated his Declaration of Acceptance of Office in the following terms:

‘I Cllr Christopher Cartmell, having been elected to the office of Town Mayor of the Town of Brackley hereby declare that I take this said office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability.

I undertake to observe the Town Council’s adopted Code of Conduct on the performance of my functions in that office’

The Town Clerk declared that the Town Mayor had signed the Declaration of Acceptance of Office.

The Town Mayor then delivered his Mayoral address.

134/20 Presentation of the Past Mayor Medal

Councillor Anthony Bagot-Webb was presented the past Mayor’s Jewel.

135/20 Election of Deputy Mayor

On the proposition of the Town Mayor, it was **RESOLVED**:

That Councillor Donald Thompson be elected Deputy Town Mayor for Brackley.

The Town Mayor ascertained the voting and declared that Councillor Donald Thompson was elected Deputy Town Mayor for the ensuing year.

The Town Clerk declared that the Deputy Town Mayor had signed the Declaration of Acceptance of Office.

136/20 To Appoint a Town Mayor's Consort

The Town Mayor appointed Mrs Jane Cartmell to be his Mayoress for the ensuing year. Mrs Cartmell received the chain of office.

137/20 To Appoint the Deputy Town Mayor's Consort

The Deputy Town Mayor appointed Mrs Renee Thompson to be his Deputy Mayor's Mayoress for the ensuing year. Mrs Thompson received the chain of office.

138/20 To record a vote of thanks to all employees

On the proposition of Councillor E Wiltshire, it was **RESOLVED** to:

Record a vote of thanks to all Employees of the Council

139/20 To fix the dates and time of meetings for the year

On the proposition of Councillor Tiller, it was **RESOLVED**:

That the dates and times on which the Meetings of the Council and its Committees will be held during the ensuing year to be as in the list circulated unless varied by due notice.

140/20 Public participation

None

141/20 Declarations of interest

None

142/20 Approval of minutes

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

receive and approve the minutes of the Meeting of Council on Monday 1 June 2020.

143/20 Committee minutes

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

receive the following signed Committee minutes:

Planning & General Works 16 March 2020

Direct Responsibilities & General Purposes 16 March 2020

Finance & Policy 16 March 2020

Councillor Ross Left the meeting at 19.36

144/20 Questions for chairmen relating to received minutes

None

145/20 County Council representative

Cllr Baker gave Councillors an update.

Councillor Ross re-joined the meeting at 19:41 following internet issues.

146/20 District Council representative

Report attached.

147/20 Review of Standing Orders

On the proposition of Cllr Stimpson it was **RESOLVED** to:

Approve and adopt the Standing Orders.

148/20 Review of Financial Regulations

On the proposition of Cllr Waldron it was **RESOLVED** to:

Approve and adopt the Financial Regulations with the changes highlightd.

149/20 Review of Terms of Reference and Scheme of Delegation for Standing Committees – (attached – no changes)

On the proposition of Cllr E Wiltshire, it was **RESOLVED** to:

Approve and adopt the Terms of Reference and Scheme of Delegation with no changes.

150/20 To Review the Councillor's Code of Conduct – (attached – no changes)

A draft Councillor's Code of Conduct is currently in consultation; the current Code of Conduct should be adopted until the consultation is complete the new document is released.

On the proposition of Cllr Sharps, it was **RESOLVED** to:

Approve and adopt the Councillor's Code of Conduct with no changes.

151/20 To Review Arrangements with other local authorities, not-for-profit bodies and businesses

On the proposition of the Town Mayor, it was **RESOLVED** to:

Confirm the membership to the following groups:

Organisation	Current Council member 2019/2020	Council Member 2020/2021
Feoffee	Mayor Cllr Bagot-Webb, Cllrs Cartmell & Sharps	Mayor Cllr Cartmell, Cllrs Bagot-Webb & Sharps
Sir Thomas Crewe Almshouses	Mayor Cllr Bagot-Webb, Cllr Waldron	Cllr Bagot-Webb & Cllr Waldron
Brackley Odour Liaison Group	Cllr Cartmell and Cllr E Wiltshire	Mayor Cllr Cartmell & Cllr E Wiltshire
Brackley European Association	Cllr Cartmell and Cllr Thompson (President Mayor Cllr Bagot-Webb)	Mayor Cllr Cartmell & Cllr Thompson & Cllr Bagot-Webb
Food Bank	Cllr Barrie	Cllr Barrie
Brackley Youth Engagement	Cllr Sharps	Cllr Sharps

152/20 The following policies/procedures to be reviewed by Finance & Policy Committee

On the proposition of Cllr Stimpson it was **RESOLVED** that:

The following policies will be reviewed by Finance & Policy Committee

- Data Protection
- Social Media
- Councils subscription to other bodies
- GDPR
- Dealing with Press/Media

153/20 The following policies/procedures to be reviewed by Staffing Committee

On the proposition of Cllr Baker, it was **RESOLVED** that:

The employment policies will be reviewed by Staffing Committee

154/20 Clerks Appraisal

Members noted that the Clerks Appraisal for 2019/20 has been completed.

155/20 Forward plan for the Council Office during Covid-19

Members noted the attached staff bulletin and press release outlining the next phase of the Covid-19 recovery for the Council Office.

156/20 Venue use during Covid-19

Members noted the content of the report.

157/20 Open Spaces for Fitness during Covid-19

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

permit limited fitness classes on BTC open spaces and for this to be offered at a rate of £10 per hour. Copies of all insurances and risk assessments to be obtained before confirmation of the booking.

158/20 Skate park update

On the proposition of Cllr Barrie, it was **RESOLVED** to:

agree that the skate park project is put on hold until funding is secured and to agree that a revised press release is issued via Town Talk, website and social media.

159/20 Matters for discussion

As previously agreed we will maintain the members of our sub-committees and election of Chairs and Vice-Chairs will be at the first meeting.

Meeting closed at 20:16

Signed:

Dated:

Agenda Item 58/20

Report from Peter Rawlinson, Councillor for Brackley East, South Northamptonshire Council

Congratulations on your election and installation as Mayor of Brackley this evening.

Last week, SNC paid out over 100 grants, totalling £770k, to smaller businesses in the area under the Discretionary Grant Scheme. This was designed to support businesses who had been ineligible for previous rounds of Government funding.

As we move to some semblance of normality or a new normality business as usual is beginning to return to SNC and things that had been left mid-air, as effort was concentrated on supporting the pandemic mitigation measures, are now being dusted off and beginning again.

Following the establishment of the West Northamptonshire Shadow Council, a number of task and finish groups have been established and are working on developing plans for the new Council from 1st April next year. They will report their finding back to the Shadow Executive and approval will be sought from the entire Shadow Council as and when appropriate. Work is also underway in the recruiting the various statutory officers for the Council, that need to be in place by the end of this year.

One such item I would like to draw your attention to, is the Grants Funding Programme that is starting up again.

The first deadline for applications is the end of this month and the Community Funding Panel will meet on 24th August. There will be a further 3 rounds of applications prior to the Council becoming part of the West Northamptonshire Unitary Council on 1st April 2021.

Panel:	Dates:	Time:
1	Applications Deadline 1: Friday 31 July 2020	09:00
1	Panel Meeting 1: Monday 24 August 2020	14:30
2	Applications Deadline 2: Friday 25 September 2020	09:00
2	Panel Meeting 2: Monday 19 October 2020	14:30
3	Applications Deadline 3: Friday 20 November 2020	09:00
3	Panel Meeting 3: Monday 14 December 2020	14:30
4	Application Deadline 4: Friday 8 January 2021	09:00
4	Panel Meeting 4: Monday 15 February 2021	14:30

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Minutes of the **Planning & General Works Committee** held on **Monday 15 June 2020** Meeting at 7pm online via Zoom, meeting ID 547 754 4440

Residents were welcome to ask questions or speak to Councillors at the start of the meeting in the usual way.

Present: Cllrs Bagot-Webb, Barrie, Butler, Cartmell (ex-officio), Kew, Ross, Stimpson, Thompson, Tiller, Waldron, E Wiltshire and P Wiltshire

Officers: Town Clerk (A Moses), Deputy Town Clerk (K Hale), Operations Manager (M Stopps)

20/20 Apologies for absence

None.

21/20 Declaration of interest

None.

22/20 Public participation

None.

23/20 Minutes

On the proposition of Cllr P Wiltshire it was **RESOLVED** to:
approve the minutes of the previous meeting held on 16 March 2020.

24/20 Confirm April and May decisions

Members approved the comments made by the Town Clerk and Chair of Committee in relation to the applications received during lockdown meetings.

25/20 Planning applications

The committee considered the Planning Applications as outlined on the attached schedule. These comments will be submitted to the Local Planning Authority.

26/20 Matters for Information or Discussion

None

Meeting Closed at 19:37

Signed:

Dated:

Planning Applications**15 June 2020**

Application Number	Closing Date	Location	Proposal	Town Council Comments
S/2020/0885/FUL	26 June 2020	35 Brasenose Drive	Proposed two-storey side extension	No Objection.
S/2020/0873/FUL	25 June 2020	3 Wodhams Drive	Single storey front extension, 2 storey part single storey rear extension	No Objection. Planning application S/2020/0768/FUL needs to be taken in consideration. Parking concerns.
S/2020/0871/TPO	22 June 2020	7 Castle Mount	T1 Horse Chestnut – 2m crown reduction and crown clean	No Objection.

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Minutes of the **Planning & General Works Committee** held on **Monday 6 July 2020** via Zoom, meeting ID 547 754 4440

Present: Cllrs Bagot-Webb, Barrie, Butler, Cartmell (ex-officio), Kew, Ross, Stimpson, Thompson, E Wiltshire and P Wiltshire

Officers: Town Clerk (A Moses) and Deputy Town Clerk (K Hale)

27/20 Election of Chairmain

Two nominations were received, Cllr Bagot-Webb and Cllr Ross.

Cllr Bagot-Webb was proposed by Cllr Thompson and seconded by Cllr Barrie

Cllr Ross was proposed by Cllr E Wiltshire and seconded by Cllr P Wiltshire.

After the voting, Cllr Bagot-Webb was elected as Chairman of the Planning & General Works Committee for 2020/2021.

28/20 Election of Vice Chairman

On the proposition of Cllr E Wiltshire it was **RESOLVED** that:

Cllr Ross be elected Vice Chairman of the Planning and General Works Committee for 2020/2021.

29/20 Apologies for Absence

None.

30/20 Declaration of interest

None.

31/20 Public participation

None.

32/20 Minutes

On the proposition of Cllr Thompson it was **RESOLVED** to:

receive and approve the minutes of the previous meeting held on 15 June 2020.

33/20 Planning applications

Members considered the Planning Applications as outlined on the attached schedule.

34/20 Matters for Information or Discussion

Question was asked about using public house car parks and the understanding is that they can be.

Trees in Brackley Town Park are leaves on the roads and a question was asked about crown reducing them - all have TPOs.

Meeting Closed at 20:56

Signed:

Dated:

Application Number (Ctrl+click to follow link)	Closing Date	Location	Proposal	Town Council Comments
S/2020/0938/COND	7 July 2020	Land South West of Field View	Condition 6 [Open Spaces and Play Areas] Application for approval of details submitted pursuant to Condition 6 of planning permission S/2018/2803/MAR [Approval of reserved matters for 68 dwellings (Pursuant to outline planning permission S/2016/0331/MAO)]	No objections.
S/2020/0953/OUT	8 July 2020	Land to the rear of Somerset, Turweston Road	Outline application for removal of a cattery and erection of four bedroom house with all matters reserved	No objections.
S/2020/0974/FUL	13 July 2020	31 Martial Daire Boulevard	Demolition of existing garage and two storey side extension	No objections.
S/2020/0998/TPO	14 July 2020	Land rear of 50-54 Banbury Road	Two Sycamore trees (TPO 15/1988) overgrown. Crown reduction	No more than 10%
S/2020/1009/TPO	16 July 2020	3 Church View	G1 – Limes (Tilia) Crown reduction to original pruning points (approx. 2m) to maintain size	No objection.
S/2020/1018/LBC	20 July 2020	The Old Chapel, Banbury Road	Change of use to D1 to operate as a children's Pre-school. With extension to current trading hours (under S/2001/1216/P). A number of minor improvements and repairs to the Grade 2 listed building as discussed in Pre-app and detailed in this application. All are to maintain or enhance the property and protect the aesthetics of the original chapel building. The changes will give this property a renewed use for the community. All works would be in line with the Pre-	Strongly object. Concerns over traffic congestion, parking etc. Banbury Road is an exceptionally busy road already. Parking area not big enough. Strongly object.

			app Response (TOC 9) and in our Clsion Document and specific response to Pre-app points (TOC 11)	
S/2020/1017/FUL	20 July 2020	The Old Chapel. Banbury Road	Change of Use to D1 to operate as a children's Pre-School with extension to current trading hours [under S/2001/1216/P). Raising of boundary wall and erection of wooden shed. A number of minor improvements and repairs to the Grade 2 listed building.	Concerns over traffic congestion, parking, etc. Banbury Road is an exceptionally busy road already. Parking area not big enough. Strongly object.
S/2020/1006/FUL	20 July 2020	43 Juliet Drive	Porch and single storey rear extension	No objection
S/2020/1037/FUL	21 July 2020	80 Hanover Drive	Single storey rear extension	No objection
FOR INFORMATION ONLY				
S/2020/0927/TCA		8 Thomas Crewe Close	Betula Pendula (T1) – 30% crown reduction, Betula pendula (T2) – 40% crown reduction	Noted

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Minutes of the **Direct Responsibilities and General Purposes Committee** held on **Monday 15 June 2020**, following Planning & General Works Committee online via Zoom, meeting ID 547 754 4440.

Residents were welcome to ask questions or speak to Councillors at the start of the meeting in the usual way.

Present: Cllrs Baker, Bagot-Webb (ex-officio), Butler, Cartmell, Kew, Sharps, Stimpson, Thompson, Tiller, Waldron and E Wiltshire

Officers: Town Clerk (A Moses), Deputy Town Clerk (K Hale) and Operations Manager (M Stopps)

336/19 Apologies for absence

None.

337/19 Declaration of interest

None.

338/19 Public participation

None.

339/19 Approval of minutes

On the proposition of Cllr E Wiltshire, it was **RESOLVED** to:

approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 16 March 2020.

340/19 Working Party Minutes

Members received the minutes of the meeting of the Open Spaces Working Party on 9 June 2020.

On the proposition of Cllr Sharps, it was **RESOLVED** to:

look at the feasibility of establishing running tracks at Central Park, Radstone Fields and report back to the Direct Responsibilities meeting.

The land behind the Scout Hut is not BTC.

341/19 Future Equipment Requirement

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

Accept the recommendation to purchase a new tractor and flail mower and that the Finance & Policy Committee be asked to agree that the cost be taken from S106 funding.

342/19 Tikspac Litter Stations

On the proposition of Cllr E Wiltshire, it was **RESOLVED** to:

Accept the offer from Tikspac of 2 "Litter Stations" trial for six months on the understanding that there is no financial implication to the Town Council for this trial. Locations to be decided by Operations Manager. Communication to go out to residents regarding the stations that residents should take their rubbish home.

343/19 Field View Easement for diversion of gas main – Information only

Members noted the requirement to replace the high pressure gas main that run along the site and that the developer has agreed to install a 1.5m path from the compound to the bridge to link up with the current path.

344/19 Matters for information or discussion

Cllr Baker - Skate park funding will need come from S106 Turweston development so skate park will be put on hold until these funds are available. Report for next Direct Responsibilities meeting with further information.

Cllr E Wiltshire – Piazza is still going through but there has been a delay because of the current situation.

Meeting Closed at 20:26

Signed:

Date:

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Minutes of the **Finance and Policy Committee** to be held on **Monday 15 June 2020**, via Zoom, meeting ID 547 754 4440.

Present: Cllrs Baker, Bagot-Webb, Cartmell, Ross, Sharps, Tiller, Stimpson, Waldron and P Wiltshire

Officers: Town Clerk (A Moses), Deputy Town Clerk (K Hale) and Operations Manager (M Stopps)

385/18 Apologies for absence

None.

386/18 Declarations of interest

None.

387/18 Public participation

None.

388/18 Approval of minutes

On the proposition of Cllr Baker, it was **RESOLVED** to:

approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 16 March 2020 with the amendment to remove Cllr Cartmell's declaration of interest under agenda item 560/19.

389/18 Finance reports

On the proposition of Cllr Tiller, it was **RESOLVED** to:

receive previously approved for payment during lockdown:

- 1) List of Accounts for April. Receipts £428,584.38. Payments £72,697.73
- 2) List of Accounts for May. Receipts £23,859.82. Payments £182,194.42

390/18 Future Equipment Requirement

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

approve recommendation from Direct Responsibilities to purchase a new tractor and flail mower and agree that the cost be taken from S106 funding.

391/18 To Approve the Procedure for Mayor making 2020 - attached

Members approved the location and format of 2020 Mayor Making

392/18 Matters for discussion or information

A report with regard to Covid-19 costings will be available at the next meeting.

Meeting closed at 20:43.

Signed:

Dated: