

**NOTICE OF A MEETING OF TOWN COUNCIL**

You are hereby summoned to the continuation of the Annual Meeting of Brackley Town Council, to be held in the Community Hall, 37 High Street, Brackley on Monday, **14 May 2018** at 7.05pm.

Dated: 8<sup>th</sup> May 2018



Town Clerk

**MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND**

**AGENDA**

**9/18 APOLOGIES FOR ABSENCE**

**10/18 TOWN MAYOR'S ANNOUNCEMENTS**

**11/18 PUBLIC PARTICIPATION**

The meeting is open for the public to address the Council on matters relevant to its business.  
Please state your name and address before asking your question.

**12/18 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.

**13/18 COMMITTEE MINUTES**

To receive the following Committee minutes:

Planning & General Works 19 March and 9 April 2018

Direct Responsibilities & General Purposes 19 March 2018

Finance & Policy 19 March 2018

Staffing Sub Committee 10 April 2018

**14/18 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.

**15/18 RECOMMENDATIONS FROM COMMITTEES**

At the meeting of the Direct Responsibilities and General Purposes Committee held on Monday 23rd April 2018, Members discussed a proposed plan for the future development of the Halse Road Cemetery (attached).

In order to allow work to begin on laying out of new pathways, the committee **RECOMMENDED** to Council the approval of the plan.

**16/18 REVIEW OF STANDING ORDERS**

New Model Standing Order have been received from NALC and the changes have been incorporated into the Council's Standing Orders. A copy is attached for members with the changed highlighted

**17/18 REVIEW OF FINANCIAL REGULATIONS**

Copy Attached

**18/18 REVIEW OF TERMS OF REFERENCE AND SCHEME OF DELEGATION FOR STANDING COMMITTEES**

Copy Attached

**19/18 APPOINTMENT OF DATA PROTECTION OFFICER FOR GDPR AND MEMBERSHIP OF NORTHANTS CALC**

Under the new General Data Protection Regulation, the Town Council is required to appoint an independent Data Protection Officer. AS this is new legislations, and there is still some uncertainty around how it might apply to town and parish councils, Northants CALC is offering this as a free service to its member councils.

Member are asked to approve both the renewal of the Town Council's membership of NCALC and it's intention to avail itself of the DPO service being offered.

**20/18 COUNTY COUNCIL REPRESENTATIVE – if available.**

**21/18 DISTRICT COUNCIL REPRESENTATIVE – if available.**

**22/18 ITEMS FOR DISCUSSION OR INFORMATION**

Pay Settlement and New Salary Scales

## PLANNING AND GENERAL WORKS COMMITTEE

Minutes of the Planning and General Works Committee held on Monday 19 March 2018, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr E Wiltshire, Cllrs Bagot-Webb, Barrie, Sharps, Stimpson, Thompson and P Wiltshire

Also Present: Cllr Baker, Cartmell, Tiller and Waldron

Officers: Town Clerk (L Carter) and RFO (A Moses)

### 543/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield, Butler, Morrell and Ross

### 544/17 DECLARATION OF INTEREST

None

### 545/17 PUBLIC PARTICIPATION

None

### 546/17 MINUTES

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

Receive and approve the minutes of the previous meeting held on 5<sup>th</sup> March 2018.

### 547/17 MEMBERS' REPORTS

None

### 548/17 PLANNING APPLICATIONS

The Committee considered the planning applications outlined on the schedule. The comments made would be submitted to the Local Planning Authority.

### 549/17 MATTERS FOR INFORMATION OR DISCUSSION

Cllr Cartmell asked if the Clerk has any information that came from the HS2 meeting held recently regarding the Buckingham Road roundabout. The Clerk reported that Cllr Morrell has challenged this at the HS2 meeting and the Clerk and Cllr Morrell are looking for evidence of this agreement for this works to go back to HS2 with this.

Cllr Cartmell reported that when visiting Old Town he noticed that part of the wall had fallen down and replaced by a wooden fence. Cllr E Wiltshire reported that the wooden fence is temporary and it is hoped that one day it will get rebuilt.

Cllr Bagot-Webb for information, the installation of traffic lights on Radstone Road will start on the 3<sup>rd</sup> April for 13 weeks.

Meeting with the over 50's a lot of questions about buses! Following all the changes to all the buses, they are not being used and go to the wrong places! Please ask for them to go back to how they used to be. Also why can't we have a little bus going everywhere?

Meeting Closed: 19.25

Date: 9 April 2018

Chairman: 

**Brackley Town Council**

**Planning Applications  
19<sup>th</sup> March 2018**

Application Number	Location	Proposal	Town Council Comments
S/2018/0473/FUL	34 Mill Lane, Brackley	New Detached Dwelling. Demolition of Garage to service No. 34 Mill Lane	Objection – overdevelopment of site and the need for a tree survey
S/2018/0488/FUL	51 Bridgewater Road, Brackley	Garage conversion to habitable accommodation and proposed side extension	No objection
S/2018/486/FUL	Manor Croft 27 Burwell Hill, Brackley	Variation of condition 2 (plans) – S2017/2331/FUL (First Floor rear extension, side dormer and carport) to widen new dormer to join existing.	No objection
For Information Only S/2018/0506/106DV	Land off Northampton Road and Turweston Road, Brackley	Application for a Deed of Release to vary the S106 Legal Agreement (entered into in respect of S/2013/0149/MAF) to release the Care Home parcel from the agreement which is now covered by a Unilateral Undertaking on full planning permission S/2017/1913/MAF	No objection
S/2018/0514/MAF	Operations Centre Mercedes-Benz Grand Prix Ltd, Reynard Park Brackley	Variation of Condition 9 (noise emission) of approved application s/2017/2626/MAF to align levels with acoustic specialist report.	No objection
S/2018/0550/FUL	A1 Lincoln Park, Borough Road, Brackley	Change of Use of workshop/repair shop to D2 (Gymnasium) (Retrospective).	No objection

*MS*

## PLANNING AND GENERAL WORKS COMMITTEE

Minutes of the Planning and General Works Committee held on Monday 9 April 2018, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Sharps, Cllrs Bagot-Webb, Morrell, Thompson & P Wiltshire

Also Present: Cllr Baker, Cartmell, Tiller and Waldron

Officers: Town Clerk (L Carter and RFO (A Moses)

### 584/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield, Butler, Ross, Stimpson and E Wiltshire

### 585/17 DECLARATION OF INTEREST

None

### 586/17 PUBLIC PARTICIPATION

A resident attended the meeting due to his concerns with the application for the change of use for Brackley Lodge on Bridge Street. He was concerned that the number of parking spaces provided would not be sufficient for both residents and staff and that there was no space provided for delivery vehicles. The area is already seriously congested and any overspill from this development would add to the problem.

### 587/17 MINUTES

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

Receive and approve the minutes of the previous meeting held on 19<sup>th</sup> March 2018.

### 588/17 MEMBERS' REPORTS

None

### 589/17 LICENCE VARIATION

An application to vary the licence at the BP Service Station (Northampton Road) has been received. The variation relates to extending the hours during which the sale of alcohol is permitted for off site consumption from 08:00- 23:00 to 24 hours.

Councillors had no comments to make since these opening hours were normal for this type of operation.

### 590/17 PLANNING APPLICATIONS

The Committee considered the planning applications outlined on the schedule. The comments made would be submitted to the Local Planning Authority.

### 591/17 MATTERS FOR INFORMATION OR DISCUSSION

The Clerk had received the report back from the planning officer for the youth facility in Brackley Park. This had been turned down again at the pre-planning stage and it was felt that it would not succeed in obtaining palling consent.

Councillors felt that this was an important project and that the Council needed to look for an alternative location for a youth facility.

Meeting Closed: 20.40

Chairman:

Date: 23/4/18

Application Number	Location	Proposal	Town Council Comments
S/2018/0594/FUL	Brackley Lodge Nursing Home Bridge Street	Change of use from C2 (Care Home) to C1 (Hotel – 29 bed) incl. demolition of garage, conversion of cottage to managers office together with required amenity/parking layout scheme	Concerns over proximity to the junction, vehicle access and number of vehicle movements.  Tracking plan for deliveries needs to be supplied  Insufficient parking for guests, staff and any deliveries.  Resident & kitchen facilities not consistent with Hotel use.
S/2018/0629/FUL S/2018/0630/LBC	69a High Street	Proposed Conversion of former workshop/garage into 2 No. single bedroom dwellings	No objection
S/2018/0696/FUL	4 Highfield Court	Part first floor, part two storey side extension	No objection
S/2018/0719/FUL	Unit 1, Link 40 St James Road	Installation of new racking for fence panels at 4.5m height	No objection
S/2018/0725/FUL	52 Stuart Road	Two storey rear extension and internal alterations	No objection
FOR INFORMATION ONLY	The Old Vicarage, 56 High Street	Fell two Sycamore trees and remove limb of Beech tree	Noted

**DIRECT RESPONSIBILITIES ND GENERAL PURPOSES COMMITTEE**

Minutes of the Direct Responsibilities and General Purposes Committee held on Monday 19<sup>th</sup> March 2018, in the Old Fire Station Community Room, 37 High Street, Brackley

Present: Chair Cllr Sharps, Cllr Baker, Barrie, Cartmell, Tiller, Stimpson, Thompson, Waldon, E Wiltshire

Also Present: Cllrs Bagot-Webb, P Wiltshire

Officers: Town Clerk (L Carter) and Finance Officer (A Moses)

**550/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Broomfield

**551/17 DECLARATION OF INTEREST**

None

**552/17 PUBLIC PARTICIPATION**

None

**553/17 APPROVAL OF MINUTES**

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

Receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 19<sup>th</sup> February 2018.

**554/17 MEMBERS REPORTS**

None

**555/17 MINUTES – OPEN SPACES WORKING PARTY**

Members received the minutes of the Open Spaces Working Party meeting held on 27<sup>th</sup> February 2018.

Members considered the **RECOMMENDATION**, contained within the minutes, relating to the footpaths at Tudor Way Park, and the Finance Officer confirmed that contractor had been contacted and the quote was compliant with the original specification.

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

Award the contract for relaying the pathways within Tudor Way Park to Mark Healing in the sum of £36,000.00.

**556/17 DOGS FOR GOOD**

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

Approve the request from the Charity 'Dogs for Good' to hold an event at St James Lake to celebrate its 30<sup>th</sup> Birthday this year including a sponsored dog walk.

**557/17 DOG FOULING**

Councillors discussed a suggestion by Cllr Carmell relating to the ongoing campaign by the charity Keep Britain Tidy "We are watching you".



Posters are available which include "glow in the dark" elements that have been found to deter dog walkers from leaving faeces uncollected, particularly at night.

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

Authorise the purchase of 20 signs at a cost of £500 + VAT

**558/17 MATTERS FOR DISCUSSION OR INFORMATION**

Cllr E Wiltshire asked that thanks be passed to the ground staff for all the chippings which have been put down at the entrances to Egerton Field - it has worked very well.

Meeting Closed: 19.45

Date:

23 April 2018

Chair:



## FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee held on Monday 19<sup>th</sup> March 2018 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Cartmell, Cllrs Bagot-Webb, Baker, Tiller, Thompson, Waldron, P Wiltshire

Also Present: Cllrs Barrie, Sharps, Stimpson

Officers: Town Clerk (L Carter) and Finance Officer (A Moses)

### **559/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Butler, Morrell, Ross

### **560/17 DECLARATIONS OF INTEREST**

None

### **561/17 PUBLIC PARTICIPATION**

None

### **562/17 APPROVAL OF MINUTES**

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

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 19<sup>th</sup> February 2018.

### **563/17 MEMBERS REPORTS**

None

### **564/17 FINANCE REPORTS**

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

Receive for approval List of Accounts 12 in the sum of £152,388.62

Receive the Bank Reconciliation at 31/01/18 - noted

Appoint a Councillor for March payments audit – Cllr Bagot-Webb

### **565/17 DRAFT BUSINESS PLAN 2018 - 2023**

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

Approve the changes to the updated text of the Business Plan.

On the 16<sup>th</sup> April, Danny Mood (Chief Executive of NCALC) would attend a meeting with Councillors to help formulate a Strategy for future years for Brackley Town Council.

### **566/17 UPDATE ON MEMBERS REPORT REGARDING PAINTINGS BY THOMAS ROWLANDSON**

Councillor noted the report produced by Cllr Cartmell on artwork by Thomas Rowlandson featuring Brackley Town Hall. Cllr Cartmell stated that he will follow up from the research that the Town Clerk has done to find the availability of the three Thomas Rowlandson pictures for possible display in the Town Hall.



**567/17 GRASS CUTTING**

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

Approve the grass cutting contract as tendered by South Northants/Cherwell District Councils, with Continental landscapes Ltd of Bicester

**568/17 RECOMMENDATION FROM COMMUNICATIONS WORKING PARTY**

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

In principle, and subject to the school giving permission for live streaming, a contract will be placed to live stream and record the Council's Annual Mayor Making Ceremony.

**569/17 MINUTES AND REPORT - THE TOWN APP WORKING PARTY**

The Councillors noted the minutes of the Town App Working Party.

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

Approve the one off costs and the annual costs identified in the Confidential Report to facilitate the provision of a Town App.

**570/17 MATTERS FOR DISCUSSION OR INFORMATION**

None

Meeting Closed: 20.45

Date: 23/4/18

Chair



**Authorise Payments - March 2018  
Month No 12**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
23/03/2018							
23/03/2018		672	Salaries	£ 15,170.73	£ -	£ 15,170.73	Salary
23/03/2018		673	Tax & NI	£ 3,221.90	£ -	£ 3,221.90	Tax & NI
23/03/2018		674	Pension	£ 6,325.52	£ -	£ 6,325.52	Pension
<b>Paid between meetings</b>							
19/02/2018	0	675	Sally Munday-Webb	£ 53.00	£ -	£ 53.00	Travel expenses - HLF
23/02/2018	0	676	Southnorthants Council	£ 100.00	£ -	£ 100.00	Alcohol Licence Application Fee - OFS
28/02/2018	0	677	A Moses	£ 240.00	£ -	£ 240.00	Expenses - Van Tax
28/02/2018	0	678	B Sharp	£ 36.99	£ -	£ 36.99	Expenses - Printer ink
28/02/2018	0	679	R Bradshaw	£ 48.00	£ -	£ 48.00	Expenses - Van MOT
06/03/2018	0	680	Ironmongery Direct	£ 182.50	£ 36.50	£ 219.00	RADAR lockset and keys - OFS
07/03/2018	0	681	Neopost Ltd	£ 100.00	£ -	£ 100.00	Postal top up
08/03/2018	0	682	B Sharp	£ 6.94	£ -	£ 6.94	Expenses - strip light bulb
08/03/2018	0	683	B Sharp	£ 27.00	£ -	£ 27.00	Travel expenses - Cemetery training
09/03/2018	0	684	Sally Munday-Webb	£ 35.73	£ -	£ 35.73	Travel expenses - HLF
09/03/2018	0	685	S Campbell	£ 1.99	£ -	£ 1.99	Expenses - stationery
09/02/2018	Q01169	686	BT	£ 88.20	£ 17.64	£ 105.84	Telephone - Unit
<b>Online payments</b>							
11/01/2018	LW2834	687	Lockwood Landscapes	£ 4,800.00	£ 960.00	£ 5,760.00	St James Lake - Interpretation boards
10/02/2018	8062545580	688	Wave	£ 95.55	£ -	£ 95.55	Town Hall - Water
30/01/2018	0	689	Neopost LTD	£ 100.00	£ -	£ 100.00	Postal top up
16/02/2018	A5320	690	Auditing Solutions Ltd	£ 420.00	£ 84.00	£ 504.00	Internal Audit fees
16/02/2018	160920	691	Hazchem Safety	£ 83.00	£ 16.60	£ 99.60	Heavy duty refuse sacks (200)
31/01/2018	349	692	Ingham Pinnock	£ 2,000.00	£ 400.00	£ 2,400.00	Town Hall - Professional Services
21/02/2018	0	693	Northamptonshire Heritage Forum	£ 35.00	£ -	£ 35.00	Subscription
15/02/2018	4617	694	Harlequin Press	£ 890.00	£ -	£ 890.00	Town Talk - Spring 2018
18/02/2018	2018012586	695	Neopost LTD	£ 58.00	£ 11.60	£ 69.60	Franking Machine rental
10/01/2018	0	696	Robert D Bowerman - January	£ 62.42	£ -	£ 62.42	Parking Fees
10/02/2018	0	697	Robert D Bowerman - February	£ 62.42	£ -	£ 62.42	Parking Fees
22/02/2018	130816	698	RVS Group	£ 330.17	£ 66.03	£ 396.20	Photocopier Rental
28/02/2018	9954	699	A H Contracts	£ 475.20	£ 95.04	£ 570.24	Dog Waste collection
26/02/2018	161754	700	Hazchem Safety	£ 100.61	£ 20.12	£ 120.73	Toilet Rolls and Safety Boots
01/03/2018	255	701	SLS	£ 200.00	£ -	£ 200.00	Hall booking - Town Meeting
28/02/2018	2018/02/132	702	Arnold Thomson	£ 100.00	£ 20.00	£ 120.00	Professional services - Lease of 1 and 1a Market Place - abortive
06/03/2018	8099	703	Healthmatic	£ 494.17	£ 98.83	£ 593.00	OFS - Public Toilet cleaning
27/02/2018	200519	704	Unnell Bros	£ 91.54	£ 18.31	£ 109.85	Fencing
28/02/2018	125457	705	Hydramex Ltd	£ 217.02	£ 43.40	£ 260.42	Machinery consumables
28/02/2018	2877858	706	Fuelgenie	£ 259.63	£ 51.92	£ 311.55	Fuel - February
02/03/2018	6958	707	Haverstocks	£ 5,000.00	£ 1,000.00	£ 6,000.00	HLF - Professional services
01/03/2018	13165936700	708	E-On	£ 570.41	£ 28.52	£ 598.93	Electricity - Town Center
11/03/2018	10517	709	Microshade	£ 338.25	£ 67.65	£ 405.90	Hosting
04/03/2018	H1586047D9	710	E-on	£ 24.72	£ 1.24	£ 25.96	Electricity - Unit 2
06/03/2018	165833926/18	711	Total Gas & Power	£ 400.71	£ 80.13	£ 480.84	Electricity - Town Hall
13/03/2018	1309002	712	AGU Treecraft	£ 595.00	£ 119.00	£ 714.00	Tree Work at Brackley Park
13/03/2018	1303003	713	AGU Treecraft	£ 395.00	£ 79.00	£ 474.00	Tree Work at Egerton playing fields
13/03/2018	BTH06	714	Alexander Dalton Ltd	£ 2,250.00	£ -	£ 2,250.00	Services in relation to Town Hall
13/03/2018	21293	715	Borras Construction Ltd	£ 85,752.31	£ 17,146.46	£ 102,878.77	Costs against Valuation No 14
<b>Direct Debits</b>							
26/02/2018	0	716	ico Registration	£ 35.00	£ -	£ 35.00	Data Protection
15/02/2018	325918	717	SGWPAYROLL	£ 60.00	£ 12.00	£ 72.00	Payroll costs
				<b>£ 106,276.13</b>	<b>£ 20,419.85</b>	<b>£ 152,388.62</b>	

## **BRACKLEY TOWN COUNCIL**

### **STAFFING COMMITTEE**

Minutes of a Meeting of the Staffing Committee held at 11.00am on Tuesday 10<sup>th</sup> April 2018, in the Community Room 37 High Street, Brackley.

Present: Councillors: Thompson, Cartmell, Sharps, and Morrell

Officers: Linda Carter and Alison Moses.

#### **592/17 APOLOGIES FOR ABSENCE**

All Councillors were present

#### **593/17 DECLARATION OF INTEREST**

Cllr E Wiltshire

#### **594/17 MINUTES**

On the Proposition of Cllr Cartmell:

It was **AGREED** to receive and approve the minutes of the meeting held on 26<sup>th</sup> February 2018

#### **595/17 FUTURE RECRUITMENT**

Councillors **APPROVED** the job description for the new Finance Assistant which was provided for in the budget.

Members also discussed the recent comments from the heritage Lottery Fund regarding the marketing of the facilities at the Town Hall and **AGREED** a temporary internal appointment for up to 12 hours per week to provide marketing and liaison with the Registrar.

#### **596/17 EXCLUSION OF PRESS AND PUBLIC**

It was proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press was excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

#### **597/17 CONSIDERATION OF INDIVIDUAL STAFF ROLES & PERFORMANCE**

Members were brought up to date regarding apprenticeships at Moulton College and **AGREED** to offer a Trainee position to the current work placement student, which could be converted to an apprenticeship with Moulton College should the situation there change.

Members also discussed the post of Street Warden and **AGREED** that the post should become permanent subject to a satisfactory performance review.

Members were advised that the previously agreed changes to the receptionist's hours and grade had been implemented.

Meeting closed at 11.50am

Chairman: 

Date:

*8th May 2018*