

RAUNDS TOWN COUNCIL

Minutes: 14 November 2017 Time 7.30pm.

PRESENT

Cllr N Beck (Town Mayor) (Chair), Cllr R Levell, Cllr L Wilkes, Cllr R Tyman, Cllr H Howell, Cllr J Duff, Cllr R Beattie, Cllr M Hind, Cllr D Jones, Cllr S Hughes

IN ATTENDANCE

Miss Kate Houlihan, Town Clerk, Minutes
Mrs Emma Williams, Assistant to the Clerk.
Prior to opening the meeting the Mayor invited Cllr Greenwood-Smith to address the meeting.

Cllr Greenwood-Smith advised members of the sad news that Cllr Glenn Harwood MBE, Deputy Leader of East Northamptonshire Council, had passed away. All councillors extended their sincere condolences to Cllr Harwood's family and friends.

The Mayor thanked Cllr Greenwood-Smith.

392.17 To Receive Apologies For Absence.

Apologies were received from Cllr S Hughes and Cllr D Hughes
RESOLVED to note the apologies

393.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

Mr P Grace had requested to speak in regard to item 407.17

XX

Mr Toyne had requested to speak in respect of item 412.17

XX

394.17 Notification of members questions in compliance with the council's standing orders.

NONE RECEIVED

395.17 Declarations of Interest.

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

Cllr Jones declared a personal interest in item 409.17
Cllr Howell declared a personal interest in item 409.17

- 396.17 Minutes:** To confirm the minutes of the Council meeting held 10th October 2017.

RESOLVED that the minutes of the meeting held on 10th October 2017 be confirmed as a true record.

- 397.17 Minutes:** to confirm the minutes of the Council meeting held 7th November 2017.

RESOLVED that the minutes of the meeting held on 7th November 2017 be confirmed as a true record.

- 398.17 Committee report:** to receive the report of the Environment Leisure and Recreation Committee meeting held on 17 October 2017.

Cllr Wilkes presented the minutes (forming the report) of the Environment Leisure and Recreation Committee 17 October 2017 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved and the resolutions of the Environment Leisure and Recreation Committee meeting held on 17 October 2017 be agreed.

- 399.17 Committee report:** to receive the report of the Events Committee meeting held 24 October 2017.

Cllr Howell presented the minutes (forming the report) of the Events Committee held on 24 October 2017 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved and the resolutions of the Events Committee meeting held on 24 October 2017 be agreed.

- 400.17 Committee report:** to receive the report of the Planning Committee meeting held 26 October 2017.

Cllr Tyman presented the minutes (forming the report) of the Planning Committee held on 26 October 2017 which were received, and the resolutions and recommendations duly considered.

RESOLVED that subject to amendment the report be approved and the resolutions of the Planning Committee meeting held on 26 October 2017 be agreed.

RESOLVED that the press and public will be excluded from the following agenda item due to the confidential nature of the

business under the Public Bodies (Admission to Meetings) Act 1960

- 401.17 Committee report:** To receive the report of the Personnel committee meeting held on 2 November 2017.

Cllr Tirebuck presented the minutes (forming the report) of the Personnel Committee held on 2 November 2017 which were received, and the resolutions and recommendations duly considered.

RESOLVED that subject to amendment the report be approved and the resolutions of the Personnel Committee meeting held on 2 November 2017 be agreed.

- 402.17 District Councillors Report.**

Cllr Boto presented his report.

East Northamptonshire Council had gone out to tender for their waste management contract.

The Planning Policy Committee was considering government proposals to replace the Community Infrastructure Levy with a Local Infrastructure Tariff.

Reports on the housing mix for East Northamptonshire Housing and on the housing needs for older people were due to be published.

Cllr Boto explained that he was keen to gain feedback from people using local bus services. He commented that whilst the service had been extended the timetable was confusing and he was keen to understand the views of local residents.

Cllr Greenwood-Smith gave his report. Freedom Leisure were doing a good job running leisure facilities across the district. Freedom Leisure had become aware of the adult gym equipment at Bassfords recreation ground and were keen to run outreach sessions using the equipment.

Cllr Greenwood Smith explained that the licensing committee at ENC were now responsible for reviewing personal licenses, in the past this had been the responsibility of the magistrates court. The licensing committee had rescinded 1 persons license following their conviction for drink driving.

RESOLVED to note the reports

- 403.17 County Councillors Report.**

Cllr Hughes was unable to attend the meeting but had submitted a written report.

I am sorry I am unable to be at the meeting as I am with the young people from NMPAT who are playing at the Albert Hall

Re the library:

I am aware that Kate is in contact with ENC re section 106 money apart from the central costs of keeping connected to the NCC library services most of the others could be greatly reduced - e.g. security the library is increasingly a hub for the community and as such is a community asset which perhaps more appropriately should be owned and managed by the community if RTC purchased the property and then turned into a Social Enterprise or a charity (I visited one in Chalfont where they had successfully done this) it would avoid or greatly reduce the rates and mean grants could be applied for more easily

I am happy to help in any way we can - I don't think closing the library is an option as we should find a way forward to keep this important asset for the community.

404.17 Town Mayors Announcements.

On Wednesday 11th October the Deputy Mayor, Cllr Richard Levell hosted The RTC Film afternoon. This month we aired the film Young Victoria. Thank you Cllr Levell for standing at short notice. Once again, a fantastic turn out for this event. Thank you to all the staff and councillors for your hard work on the day.

On Saturday 14th October, The Mayoress and I attended a quiz night. This event was held at The Saxon Hall and the money raised was for The Manor School students who are raising money for their big trip to Zanzibar.

It was great to see so many members of our community there along with Cllr's Allard, Hughes, Wilkes and Deputy Mayor Cllr Levell. I was very happy that our table came in 5th out of 15 plus tables. Well done to all involved and good luck in raising your funds going forward.

On Wednesday 18th the Deputy Mayor, Cllr Richard Levell, stood in for me to attend the Love Where You Live group, sponsored by McDonald's. This event saw volunteers painting various play equipment across the town. I would like to thank Cllr Levell again for standing in for me as I was unable to attend this event. A special thank you to the team at McDonald's Raunds. They put a lot of time and effort into these events and, on behalf of RTC, thank you very much.

On Wednesday 30th October I attended the annual RTC Halloween Party. This is an event the Town Council through for the young children of the town. There were lots of great costumes and it was great to see everyone having a great time. Again, thank you to all who helped organise this event.

On Friday 10th November I was honoured to attend Park Infants School Raunds to present them with a trophy on behalf of Raunds Library. During the summer, the schools were set a reading challenge where the students had to read a number of books. For the third year, this went to Park Infants. Thank you for making me feel very welcome.

However, my ego had to be put in check when one student addressed me as President. One day maybe?
Well done everybody for taking part.

On Friday 10th November, Deputy Mayor, Cllr Richard Levell and his Consort Magdalena attended the annual Veterans Day Memorial at Madingley Cemetery.

On Saturday 11th November, I attended The Raunds Armistice Day ceremony held outside The Raunds Town Council Office. It was, as ever, very well attended. Thank you to Rev Kim Shorley and David Thoday for all of their hard work on the morning.

On Sunday 12th November, The Mayoress and I attended The Service of Remembrance. It was an honour to be part of such an event. This is always such a well-represented event from all members of the town. It was one of the proudest moments to lead the parade behind the band. I want to thank everybody who came out to take part in such an important event we have in the year. I also want to thank Mike Clements and David Thoday for their hard work in making sure everything ran like clockwork. I also want to thank Dominico for joining me and The Mayoress on our march back to The Town Hall.

405.17 JAG Report: To receive a report from the council's JAG (Joint Action Group) representative.

Cllr Howell presented her report. JAG Report - 14th November 2017
Following a meeting on Friday 3rd November held at ENC Chamber
By Cllr Helen Howell – Raunds Town Council Representative

The Joint Action Group (JAG) met at ENC offices on Friday 3rd November, there were representatives from the Police and local Parish /Town Councillors as well as Highways, this is a closed meeting due to confidentiality. We meet up to discuss issues within our Town/Parish such as anti-social behaviour, vandalism, drugs, incidents, parking, highways problems etc. From that the relevant representative will then report back and keep us up to date. We also agree local policing priorities for the next period based on the information gained from all parties within the group.

We received a report from Sargent Sharan Wildman and PC Paul Mitchinson regarding the changes in policing in our District. I can now confirm that PCSO Tim Butter and PC Paul Mitchinson are assigned to Raunds and I will be having regular catch up meetings with them. Both are really proactive and we are really lucky to have these officers. Attached is an outline of the changes to policing that have now taken place, Thanks to PCSO Tim Butter for the information.

The Think before you Park scheme currently operating in Raunds and Stanwick will be reviewed following information from highways to the Police. I am arranging a meeting with Sargent Wildman to review our parking notice and will report back to council as soon as this has happened. In the meantime can we refrain from using the form till the meeting has happened and we have had feedback.

The police are stating that now they have received information from highways they have to follow their instructions on legislation and if we

want to use their logo then we need to comply also. The Town Council will then have the option to put out our own leaflet without the logo from the police or comply with the changes to the form and use the police logo. This will need to be discussed at a further meeting of the Council. PCSO Tim Butter has held a number of surgeries at the town council offices for members of the public to drop in and discuss issues, however this has had limited success so we are in discussions to improve the access and are looking at alternatives.

As part of the meeting we agree priorities for the next period and these were agreed as:

Locally identified priorities were:

- To improve Visibility and Accessibility to the Neighbourhood Team.
- To tackle drugs within the Central JAG area.

Most of the information and discussions in the meeting are highly confidential and cannot be repeated outside the meeting due to ongoing investigations. But I can assure you that there is a lot of work going on behind the scenes.

The next meetings are scheduled for:

- a. Interim meeting (conference call) – 15th December 2017
- b. Main meeting – 26th January 2018

Please let me know of any issues that need addressing at the next JAG meeting and ensure that all incidents are reported to the Police so that they can monitor activity. If we don't report it then they don't know!! The Police build up a picture of our area and police it accordingly so the more information they get the better.

Cllr Howell circulated information regarding the future policing model for Northamptonshire which is shown in appendix 1.

406.17 Accounts for Payment: To receive the payment lists.

Members received the payment lists

XXXXXXXXXXXX

RESOLVED to note the payment lists

407.17 Review of Northamptonshire Libraries:

- a. To consider a response to the Northamptonshire County Council consultation regarding the future library service for Northamptonshire.

Members considered the Northamptonshire County Consultation on the future of library services.

The County Council is consulting on 3 options for library services in Northamptonshire. Under options 2 and 3 there would be no library in Raunds. Under option 1 Raunds Library could be retained as a community managed library, provided that a group comes forward to take over the running of the library and associated costs. Full details of

the Northamptonshire County Council Consultation can be found [here](#)

Following discussion it was....

RESOLVED that the Town Council support option 1 which would see Raunds Library retained as a community managed library.

- b. To consider any further action the council wishes to take in regards to Raunds Library. (information to follow)

Members considered the report of the clerk as shown in appendix 4 and following discussion it was...

RESOLVED

- that a meeting is arranged with First for Wellbeing and NCC to gain greater understanding of the costs associated with running Raunds Library and the options available for the building.
- that discussion is held with NCC and ENC regarding the S106 contributions for Raunds Library.
- that a public meeting is arranged with local residents to discuss the library service.
- that an online survey is carried out to understand if local residents would be happy to see an increase in the precept or the sale of council asset/s to fund library services.

- 408.17 Community Speedwatch 2018:** To consider participating in the scheme for 2018

Members considered the information as shown in appendix 2 and it was....

RESOLVED to take part in community Speedwatch in 2018. The clerk will use social media and council website to attract additional volunteers.

- 409.17 Use of Saxon Hall:** To consider a request for the use of Saxon Hall from pupils at Manor School

Members considered the request from pupils from Manor School to use the Saxon Hall free of charge for a barn dance to raise funds for an educational trip to Zanzibar. It was noted that the quiz evening held at Saxon Hall earlier in the month had been very successful raising over £2,000.

It was also noted that pupils were “donating their time to town council initiatives such as the Christmas lights switch on and had been involved in the autumn litter pick.

RESOLVED that pupils could use Saxon Hall free of charge for the barn dance.

- 410.17 Grounds Maintenance Contract:** To receive a report from Cllr Tyman regarding grounds maintenance and consortium meetings.

xxxxxx

- 411.17 Annual Waiting Restriction review by Northamptonshire Highways:** Proposal for double yellow lines on a section of Wellington Road.

Members considered the information as shown in appendix 3. Members noted from the photographs that you supplied that a number of vehicles were parking inconsiderately around the junction, making it difficult to exit the development. However it was also considered that double yellow lines may worsen problems around the Red Lion junction. It was felt that a white access line may be more appropriate.

During discussion it was also noted that the previously agreed double yellow lines on Hill Street had not yet been instigated and it was agreed that the clerk would chase this.

RESOLVED that the Town Council did not support double yellow lines at this time, but that a white access line may be more appropriate. The council would be happy to review the matter again if the white access line did not resolve the matter.

- 412.17 Council Land Keston Way:** To consider a request from a local resident to purchase a small strip of land from the Town Council

Following brief discussion this item was referred to the Policy and Resources Committee.

RESOLVED that the Policy and Resources Committee consider the matter.

- 413.17 Body Worn Video Cameras for Parking Enforcement Officers Consultation:** To consider a response to the consultation

Members considered the information shown in appendix 5 and it was...

RESOLVED that the council strongly support the use of the cameras. It was agreed that everyone deserves to work in a safe place and the cameras would

- 414.17 Designated Public Place Orders:** To consider information from East Northamptonshire council regarding Designated Public Place Orders (areas with alcohol restrictions) in Raunds (information to follow)

This item was deferred.

- 415.17 Long Service Awards:** To mark 10 years' service to Raunds Town Council by 2 members of staff.

Ms Joanne Coduri and Mrs Emma Williams were presented with gifts from the Town Council to commemorate their 10 years of services to the Town Council.

It was agreed by all that they both provide excellent service to the Town Council and the people of Raunds. Their dedication and service were a real asset to the council.

There being no further business the meeting concluded at 21:30

Approved: (Town Mayor)

Meeting date:12^h December 2017..... (Council)

Appendix 1

Policing your neighbourhood



Solving local issues and being more visible and accessible in your community

- Our Neighbourhood officers will be **dedicated problem solvers**, able to focus on dealing with local issues and being more visible and accessible within their communities.
- Although there will be a small reduction in the number of Neighbourhood officers and staff, the hours they spend on community policing activities will not reduce.
- This is because of the changes we are making in other areas. Neighbourhood officers will be **dedicated to neighbourhood duties** and they will not routinely be required to support other teams, such as Response and Investigation.
- You've told us how much you value having a **named local contact** and this will continue.

- Neighbourhood teams will work with partners and the community to **provide solutions to persistent crime and anti-social behaviour issues** that affect the quality of life for local people.
- Our new model is also flexible, which means we can focus our resources to address issues of greatest community concern and in areas at higher risk of harm.

What does this mean for policing in local neighbourhoods?

We know Neighbourhood policing is hugely important to you, and that you want officers and staff to be visible and accessible in your community and to deal with the crime and anti-social behaviour that affects your local area.

Often, this means working with our partners, such as the local council, and the community to develop longer-term solutions. By giving our Neighbourhood officers more time to spend dealing with local issues, without having the day to-day responsibility of response and investigation, it means they can provide a better, more tailored service to local communities.

We will also have the flexibility to focus resources where they are most needed, to deal with a particular problem in a particular location and address the issues of greatest community harm.

We know you would also like officers to attend local meetings, such as those held by parish councils or residents' associations. However, due to the vast number of such meetings across the county and the need for officers to focus on activities that help to reduce and prevent crime and anti-social behaviour, we will be attending fewer than we have previously.

We will make sure we provide regular local updates when we cannot attend, and will continue to work closely with the local community where there are policing issues that need resolving.

All communities will continue to have a named local contact and we will also be developing the unique role of the PCSO, building on their engagement skills so they can focus on community policing where the powers of a police officer are not necessary.

We will make sure there is continuity in local policing roles so police officers and PCSOs have the time to really get to know their neighbourhoods.

Appendix 2

Community Speedwatch

Appendix 3

Annual Waiting Restrictions

Dear Kate & Raunds Town Council,

Annual waiting restriction review 2017/18

As you may be aware, every year the County Council receives a large number of requests to change or introduce new parking restrictions across the County. In order to deal with these enquires effectively, a programme of annual reviews was introduced where we initially write to local councils and county councillors for their views on locations requiring investigation.

A review for East Northants has taken place and we would gratefully request the Town Councils input regarding the attached, as with local knowledge the Town Council will hopefully have a better understanding of the issues relating to parking problems that have been raised to us.

Attached with this email is a proposal plan for parking restriction changes, which has been drawn up following the assessment of a request submitted to us.

I also attached our correspondence from last year regarding this matter, and additional photographs submitted to us illustrating the issues raised.

Before we can move to the next stage of advertising the proposal in the public domain, we would welcome the Town Councils feedback and if possible, confirmation that they support the changes being put forward.

To ensure that the review remains relevant we must ask that all responses are returned no later than the **22nd November 2017** and if you would like more time please email me as soon as possible.

In the meantime if you have any questions please do not hesitate to contact me.

Kind regards,

Vicki Neville
Senior Parking Technician
Northamptonshire Highways

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Appendix 4

Summary: A report on the future of library services in Raunds	
1.0	Background In October 2017 Northamptonshire County Council launched a consultation on

phase 1 of their budget proposals for 2018/2019. The County Council needs to save a significant amount of money in the coming years. The current consultation is focused on measures which will save the county council 9.6m in 2018/2019.

The proposals in the current consultation focus on the following areas:

- Trading Standards
- Highways Maintenance
- Redesign of Library Services

This report focuses on the redesign of library services.

2.0 Raunds Library

None of the options under consultation see Raunds Library retained as a county council run library.

The Town Council, along with many parish/towns needs to consider if they wish to be involved in (and the extent of that involvement) establishing a community run library.

A number of Town Councillors have met with the friends of Raunds Library to understand the current offering and to begin to understand the library's running costs.

Raunds Library has a wide range of groups regularly using the building as a meeting place including; stay and play sessions for under 5's, rhyme time, digital and IT support and genealogy support.

ENC offer a weekly drop-in service for resident's queries. The library also issues bus passes and assists with applications for blue badges.

The footfall for Raunds Library in 2016/17 is shown below.

Library	Total visits for 2016/17
Higham Ferrers	49,045
Irthlingborough	26,843
Oundle	51,357
Raunds	47,712
Rushden	93,752
Thrapston	45,157

3.0 Cost of library provision in Raunds

The information below is based on the 2016/2017 running costs for Raunds Library, these could of course change in a community model. Library opening hours may be reduced or there may be a greater reliance on volunteers. It may be possible to significantly reduce some of the overheads or generate additional income.

3.1 Cost of Library Building

The following information has been received from Carl Dorney, Interim Head of Library Services.

"The building is owned by NCC with an indicative value of £175,000. It is possible that NCC would consider renting the property to a community library or

selling the building but in the model any building costs would need to be picked up by the community organisation”.

3.2 Property Costs

The following information has been supplied by NCC

Hard Facilities Management E.g. boilers, fire alarms, legionella testing	£3506
Soft Facilities Management: E.g. cleaning, waste removal	£2793
Rates:	£6534
Reactive Maintenance:	£3589
Utilities:	£3218
TOTAL	£19,640

3.3 Staffing Costs

37 Library Manager hours

25 Customer Advisor hours

4 Weekend Assistant Hours

TOTAL **£44,754**

3.4 Infrastructure Costs

The infrastructure costs are £39,436

These include book stock, library systems, Wi-Fi, computers, lending system, self-service machines etc, professional support and training. In a community run library these would continue to be picked up by the library service.

3.5 Income and Volunteers

The library has an income of £6,300 per annum, the income mainly comes from room and AV hire, photocopying and library fines. It is unclear who would retain each of the income streams in a community run model. Volunteers make an in-kind contribution of £14,000 per annum which equates to around 32 hours per week of volunteer time.

4.0 **S106 Money**

Development in the local area has meant that house builders and commercial developers have been required to make contributions towards the costs of local infrastructure.

£105,000 has been agreed for library contributions, however these are, in the main, earmarked for an extension to Raunds Library. To use this money for any other purpose, even relating to library provision, would require an agreement to be reached with developers, NCC and ENC.

5.0 **Next Steps**

The Town Council needs to consider a response to the consultation and what the council can do with regards to future library provision.

6.0 **NCC's Phase 1 budget consultation in context.**

The current consultation details around 9.7m of savings to be delivered in the next financial year. However this is only a small part of the savings that NCC must make in 2018/19 and indeed an even smaller proportion of the savings that must be made by 2021.

The table below, taken from a presentation by the Northamptonshire Association of Local Councils puts this in context:

Table 1: Savings to be made by Northamptonshire County Council by 2021

Key: Each block represents £10m worth of savings to be made.

	Phase 1 2018/2019 consultation, Libraries, Highways, Trading standards
	Phase 2 2018/2019 measures to be announced in December 2017
	Savings to be made by 2021 not yet identified

£10m	£10m	£10m	£10m
£10m	£10m	£10m	£10m
£10m	£10m	£10m	£10m
£10m	£10m	£10m	£10m

7.0 General Recommendation

- a) Members view the full budget consultation document [here](#). This explains in proposals relating to highways maintenance, and trading standards.

8.0 Library Specific Recommendations

- a) That a meeting is arranged with First for Wellbeing and NCC to gain greater understanding of the costs associated with running Raunds Library and the options available for the building.
- b) That discussion is held with NCC and ENC regarding the S106 contributions for Raunds Library.
- c) That a public meeting is arranged with local residents to discuss the library service.
- d) That an online survey is carried out to understand if local residents would be happy to see an increase in the precept or the sale of council asset/s to fund library services.

Implications:

Council objectives:	The Council will ensure all land held is used for a suitable purpose; the Council will only hold land that meets its purposes.	
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder has been considered	X
Bio-diversity	There may be bio-diversity implications	x
Financial	There are no financial implications at this stage	x
	There will be financial implications	x
	There is not provision within the budget	x
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X
	- Inherent risk score:	

	- Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 10 November 2017		

Appendix 5

Body Worn Video Cameras for Parking Enforcement Officers Consultation

We are consulting on the proposed introduction of Body Worn Video Cameras for the Parking Enforcement Contractor's Civil Enforcement Officers. The proposed commencement date is 1 April 2018 when the new parking enforcement contract starts.

Responses received from this consultation will be used to finalise the Equality Impact Assessment document prior to any decision to implement Body Worn Video Cameras. Body Worn Video Cameras are a proportionate response to help protect Civil Enforcement Officers by reducing the risk of verbal or physical assaults while carrying out their duties.

Body Worn Video Cameras provide an auditable record of incidents and may also be used to investigate complaints against parking enforcement staff.

This consultation is: open to all stakeholders or interested parties whether they have a direct interest in parking issues or not; to identify any concerns, questions, support or objection to the proposal; and to ensure any decision to implement the proposal takes into account the responses received.

For further details please view the Equality Impact Assessment for this proposal, which is available the council's [website](#).

You can take part in this consultation by completing our short [online questionnaire](#), or by sending your comments by post to the Council's Asset and Traffic Management Team or by emailing highways@northamptonshire.gov.uk

This consultation closes on **22 November 2017**.

Details of this consultation and other past and present consultations are available on