

RAUNDS TOWN COUNCIL MEETING

9th February 2021 Time 7.30pm

NB: The meeting was held via Zoom video link. Details of the meeting and a link enabling members of the public to join the meeting were published on the Town Council website. The meeting was held in compliance with Regulation 5 (2) of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

PRESENT:

Cllr S Hughes (Chair), Cllr R Beattie, Cllr K Harrison, Cllr O Curtis, Cllr B Tirebuck, Cllr R Tyman and Cllr R Levell

IN ATTENDANCE

Miss Kate Houlihan, Town Clerk, Minutes
Miss Joanne Coduri, Assistant to the Clerk

ALSO PRESENT

Mr Nick Fall Chairman of the Raunds and District RBL, for item 570.20

The Mayor opened the meeting to say fare well and many thanks to the Clerk, Kate Houlihan, who was leaving her post. Having been at Raunds Town Council for 6 years, she is now heading for pastures new and on behalf of herself, all the Councillors and Staff we would like to wish her the best of luck for the future.

558.20 Apologies for absence

Apologies were received from Cllr L Wilkes, Cllr Howell and Cllr D Hughes

RESOLVED to note the apologies.

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

NONE RECEIVED

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

NONE RECEIVED

561.20 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 LEAVE THE MEETING FOR THAT ITEM

NONE RECEIVED

562.20 [Minutes](#): to confirm the minutes of the Council meeting held 12 January 2021.

RESOLVED that the minutes of the council meeting held on 12 January 2021 be confirmed as a true record.

- 563.20** **Committee report:** To receive the report of the Events Committee meeting held on 26 January 2021.

Cllr Hughes presented the minutes (forming the report) of the Events Committee meeting held on 26 January 2021 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 26 January 2021 be agreed.

- 564.20** **Committee report:** To receive the report of the Planning Committee meeting held on 28 January 2021.

Cllr Harrison presented the minutes (forming the report) of the Planning Committee meeting held on 28 January 2021 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved, and the resolutions of the Planning Committee meeting held on 28 January 2021 be agreed.

- 565.20** **Committee Report:** To receive the report of the Environment Leisure and Recreation Committee meeting held on 4th February 2021.

Cllr Curtis presented the minutes (forming the report) of the Environment Leisure and Recreation Committee meeting held on 4th February 2021 which were received, and the resolutions and recommendations duly considered.

RESOLVED that the report be approved, and the resolutions of the Planning Committee meeting held on 4th February 2021 be agreed.

- 566.20** **District Councillors Report**

NONE RECEIVED

- 567.20** **County Councillors Report**

It was noted that Thursday 18th February 2021 would be the last Northamptonshire County Council Meeting of the Council. The County Council is 143 years old, the end of a long era.

- 568.20** **Unitary Report:** To note matters relating to local government reform in Northamptonshire.

NONE RECEIVED

- 569.20** **Mayor's Report:** To receive the Mayors report.

The Mayor of Wellingborough Borough held an excellent informative virtual historic tour of Wellingborough which I attended.

My International Women's Day event is progressing well. A pod cast is available for all to watch and information will be sent out shortly.

570.20 Annual Town Assembly: To consider the format for the Annual Town Assembly 2021

Members considered the report of the Clerk as shown in Appendix 1 and following discussion it was...

RESOLVED that...

- a) the Annual Town Assembly would take place on Thursday 15th April 2021 via virtual means.
- b) to invite a wide range of groups to take part who would be given the opportunity to speak about their groups work.

571.20 Flagpole for the Memorial Gardens: To consider a request from Raunds and District Royal British Legion to site a flagpole in the Memorial Gardens.

Mr Nick Fall joined the meeting and explained that the Raunds and District Royal British Legion hoped to install a flagpole in the Memorial Gardens to mark the centenary of the Royal British Legion. Funding had been secured; however, it was understood that permission would be needed from the Town Council.

All agreed that this was something that the council would want to support, and it was an excellent idea. Following discussion, it was...

RESOLVED to support the Raunds and District Royal British Legion in the installation of a flagpole and it was delegated to the Clerk to liaise with the RBL, St Peter's Church and ENC with regards to any planning permissions that may be needed for the installation to go ahead.

572.20 Payment Lists: To receive the payment lists.

04/02/2021

Raunds Town Council

14:53

**Payments all accounts
for the period 01/11/2020 to 31/12/2020**

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust A/C	8	01/11/2020	DD	C F Corporate	1,162.88
1	Unity Trust A/C	8	01/11/2020	DD	ENC	85.00
1	Unity Trust A/C	8	01/11/2020	DD	ENC	1,183.00
1	Unity Trust A/C	8	01/11/2020	DD	ENC	160.00
1	Unity Trust A/C	8	01/11/2020	DD	ENC	107.00
1	Unity Trust A/C	8	01/11/2020	DD	ENC	167.00
1	Unity Trust A/C	8	01/11/2020	DD	ENC	91.00
1	Unity Trust A/C	8	01/11/2020	DD	ENC	82.00
1	Unity Trust A/C	8	01/11/2020	DD	ENC	170.00
1	Unity Trust A/C	8	01/11/2020	DD	Southern Electric	46.93
1	Unity Trust A/C	8	12/11/2020	TRANS	Webb House Ltd	36.00
1	Unity Trust A/C	8	12/11/2020	TRANS	Pegasus Event Supplies	1,750.00
1	Unity Trust A/C	8	12/11/2020	TRANS	Spectrum Fire	540.00
1	Unity Trust A/C	8	12/11/2020	TRANS	S Jones Containers Ltd	72.00

1	Unity Trust A/C	8	12/11/2020	TRANS	R J Smith & Sons	15.30
1	Unity Trust A/C	8	12/11/2020	TRANS	RF Blount & Sons	144.00
1	Unity Trust A/C	8	12/11/2020	TRANS	PPL PRS	79.58
1	Unity Trust A/C	8	12/11/2020	TRANS	HMRC	2,198.56
1	Unity Trust A/C	8	12/11/2020	TRANS	Farm & Garden Central Ltd	39.97
1	Unity Trust A/C	8	12/11/2020	TRANS	East Northamptonshire Council	6,573.62
1	Unity Trust A/C	8	12/11/2020	TRANS	East Northamptonshire Council	53.90
1	Unity Trust A/C	8	12/11/2020	TRANS	A & R Print	192.78
1	Unity Trust A/C	8	13/11/2020	DD	Southern Electric	223.72
1	Unity Trust A/C	8	13/11/2020	DD	Southern Electric	161.34
1	Unity Trust A/C	8	13/11/2020	DD	Southern Electric	974.60
1	Unity Trust A/C	8	13/11/2020	TRANS	Staff Expenses	16.00
1	Unity Trust A/C	8	13/11/2020	TRANS	S R Gill Builders	2,691.60
1	Unity Trust A/C	8	13/11/2020	DD	Go Cardless	271.16
1	Unity Trust A/C	8	16/11/2020	DD	Southern Electric	646.96
1	Unity Trust A/C	8	16/11/2020	DD	Southern Electric	419.09
1	Unity Trust A/C	8	16/11/2020	Bank Trans	Lloyds Card	142.02
1	Unity Trust A/C	8	16/11/2020	DD	Southern Electric	254.98
1	Unity Trust A/C	8	16/11/2020	DD	Southern Electric	59.32
1	Unity Trust A/C	8	18/11/2020	TRANS	Northamptonshire Pension Fund	2,765.77
1	Unity Trust A/C	8	19/11/2020	DD	World Pay	16.50
1	Unity Trust A/C	8	19/11/2020	DD	World Pay	11.94
1	Unity Trust A/C	8	19/11/2020	DD	PayPal	0.01
1	Unity Trust A/C	8	20/11/2020	DD	Southern Electric	74.33
1	Unity Trust A/C	8	23/11/2020	TRANS	Alpine Cleaning	60.00
1	Unity Trust A/C	8	23/11/2020	TRANS	S Jones Containers Ltd	24.00
1	Unity Trust A/C	8	23/11/2020	TRANS	ESPO	30.00
1	Unity Trust A/C	8	23/11/2020	TRANS	D J Hutching & Sons Ltd	82,667.94
1	Unity Trust A/C	8	23/11/2020	TRANS	Stephen Pell	85.00
1	Unity Trust A/C	8	23/11/2020	TRANS	Teaching 4 Business	150.00
1	Unity Trust A/C	8	23/11/2020	TRANS	St Ives Town Council	20.00
1	Unity Trust A/C	8	23/11/2020	TRANS	Welford Christmas Tree	1,520.00
1	Unity Trust A/C	8	23/11/2020	TRANS	PKF Littlejohn LLP	1,560.00
1	Unity Trust A/C	8	24/11/2020	DD	Wireless Logic	42.60
1	Unity Trust A/C	8	26/11/2020	TRANS	Salaries	7,230.75
1	Unity Trust A/C	8	27/11/2020	TRANS	Millennium Quest Limited	7,749.00
1	Unity Trust A/C	8	27/11/2020	TRANS	Turney Landsacapes	144.00
1	Unity Trust A/C	8	30/11/2020	DD	Veolia	212.98
2	NatWest	9	31/12/2020	TRANS	Nat West	0.70
1	Unity Trust A/C	9	01/12/2020	TRANS	ENC	85.00
1	Unity Trust A/C	9	01/12/2020	DD	ENC	1,183.00
1	Unity Trust A/C	9	01/12/2020	DD	ENC	160.00
1	Unity Trust A/C	9	01/12/2020	DD	ENC	107.00
1	Unity Trust A/C	9	01/12/2020	DD	ENC	167.00
1	Unity Trust A/C	9	01/12/2020	DD	ENC	91.00
1	Unity Trust A/C	9	01/12/2020	DD	ENC	82.00
1	Unity Trust A/C	9	01/12/2020	DD	ENC	170.00
1	Unity Trust A/C	9	01/12/2020	TRANS	RTC Charity Account	18.00
1	Unity Trust A/C	9	02/12/2020	TRANS	Webb House Ltd	36.00
1	Unity Trust A/C	9	02/12/2020	TRANS	Wilson Browne Solicitors	900.00
1	Unity Trust A/C	9	02/12/2020	TRANS	Stephen Pell	1,725.00
1	Unity Trust A/C	9	02/12/2020	TRANS	Staff Expenses	58.31
1	Unity Trust A/C	9	02/12/2020	TRANS	Millennium Quest Limited	1,012.80
1	Unity Trust A/C	9	02/12/2020	TRANS	JPI Media Publishing Ltd	780.00
1	Unity Trust A/C	9	04/12/2020	TRANS	S.R Gill Builders Ltd	3,229.92
1	Unity Trust A/C	9	04/12/2020	TRANS	Mrs A Cuthbert	100.00
1	Unity Trust A/C	9	04/12/2020	TRANS	S Jones Containers Ltd	74.40
1	Unity Trust A/C	9	04/12/2020	TRANS	A & R Print	129.60
1	Unity Trust A/C	9	04/12/2020	TRANS	A & R Print	194.53
1	Unity Trust A/C	9	08/12/2020	TRANS	Turney Landsacapes	366.00
1	Unity Trust A/C	9	08/12/2020	TRANS	Smiths Fire LLP	336.00
1	Unity Trust A/C	9	08/12/2020	TRANS	Nichola Joynes (Artlemcok)	150.00
1	Unity Trust A/C	9	08/12/2020	TRANS	Mr D Jack (Local Tree Work)	1,200.00

1	Unity Trust A/C	9	08/12/2020	TRANS	Hygiene Solutions	192.57
1	Unity Trust A/C	9	08/12/2020	TRANS	HMRC	1,611.55
1	Unity Trust A/C	9	08/12/2020	TRANS	Green Kitchen Preserves	260.00
1	Unity Trust A/C	9	08/12/2020	TRANS	East Northamptonshire Council	8,030.08
1	Unity Trust A/C	9	08/12/2020	TRANS	East Northamptonshire Council	67.64
1	Unity Trust A/C	9	08/12/2020	TRANS	Bluefish Office Products	14.22
1	Unity Trust A/C	9	08/12/2020	TRANS	Adams Apple	800.00
1	Unity Trust A/C	9	08/12/2020	TRANS	2commune	180.00
1	Unity Trust A/C	9	08/12/2020	TRANS	A J Pearson	1,465.00
1	Unity Trust A/C	9	11/12/2020	TRANS	Staff Expenses	391.88
1	Unity Trust A/C	9	11/12/2020	TRANS	Staff Expenses	372.60
1	Unity Trust A/C	9	15/12/2020	DD	Go Cardless	811.52
1	Unity Trust A/C	9	16/12/2020	Bank Trans	Lloyds Card	1,331.85
1	Unity Trust A/C	9	17/12/2020	TRANS	MPT Print	50.00
1	Unity Trust A/C	9	17/12/2020	TRANS	RF Blount & Sons	1,005.75
1	Unity Trust A/C	9	17/12/2020	TRANS	Countywide Catering Ltd	35,522.40
1	Unity Trust A/C	9	17/12/2020	TRANS	Colson & Loaring	60.00
1	Unity Trust A/C	9	17/12/2020	TRANS	Staff Expenses	16.31
1	Unity Trust A/C	9	17/12/2020	TRANS	Staff Expenses	346.35
1	Unity Trust A/C	9	17/12/2020	TRANS	Staff Expenses	59.79
1	Unity Trust A/C	9	17/12/2020	TRANS	The North Pole Productions	1,110.00
1	Unity Trust A/C	9	17/12/2020	TRANS	Millennium Quest Limited	1,268.40
1	Unity Trust A/C	9	17/12/2020	TRANS	Northamptonshire Pension Fund	2,332.87
1	Unity Trust A/C	9	18/12/2020	DD	World Pay	11.94
1	Unity Trust A/C	9	18/12/2020	DD	Anglian Water Business	67.52
1	Unity Trust A/C	9	21/12/2020	DD	World Pay	10.79
1	Unity Trust A/C	9	21/12/2020	DD	Southern Electric	68.71
1	Unity Trust A/C	9	22/12/2020	DD	Wireless Logic	42.60
1	Unity Trust A/C	9	22/12/2020	DD	Anglian Water Business	87.28
1	Unity Trust A/C	9	22/12/2020	DD	Anglian Water Business	95.74
1	Unity Trust A/C	9	22/12/2020	DD	Anglian Water Business	384.26
1	Unity Trust A/C	9	22/12/2020	TRANS	Nick Rawlings Painting & Deco	1,046.40
1	Unity Trust A/C	9	22/12/2020	TRANS	Staff Expenses	27.03
1	Unity Trust A/C	9	23/12/2020	TRANS	Salaries	7,335.26
1	Unity Trust A/C	9	29/12/2020	DD	Veolia	237.60
1	Unity Trust A/C	9	29/12/2020	TRANS	East Northamptonshire Council	4,417.07
1	Unity Trust A/C	9	29/12/2020	TRANS	Webb House Ltd	36.00
1	Unity Trust A/C	9	29/12/2020	TRANS	Pegasus Event Supplies	1,000.00
1	Unity Trust A/C	9	29/12/2020	TRANS	ESPO	81.84
1	Unity Trust A/C	9	31/12/2020	TRANS	Unity Trust Bank	6.80
1	Unity Trust A/C	9	31/12/2020	TRANS	Unity Trust Bank	56.10
1	Unity Trust A/C	8	11/11/2020	TRANS	HMRC	1,347.84
1	Unity Trust A/C	8	30/11/2020	TRANS	BT Payments	25.88
6	Lloyds Card	8	16/11/2020	CARD	Spotify	9.99
6	Lloyds Card	8	16/11/2020	CARD	Zoom	14.39
6	Lloyds Card	8	16/11/2020	CARD	Adobe Systems	12.64
6	Lloyds Card	8	16/11/2020	CARD	Indeed	15.14
6	Lloyds Card	8	16/11/2020	CARD	Survey Monkey	35.00
6	Lloyds Card	8	16/11/2020	CARD	HM Land Registry	3.00
6	Lloyds Card	8	16/11/2020	CARD	Indeed	48.86
6	Lloyds Card	8	16/11/2020	CARD	Lloyds Bank	3.00
6	Lloyds Card	9	16/12/2020	CARD	Spotify	9.99
6	Lloyds Card	9	16/12/2020	CARD	Premier Farnell	249.00
6	Lloyds Card	9	16/12/2020	CARD	Premier Farnell	445.03
6	Lloyds Card	9	16/12/2020	CARD	Zoom	14.39
6	Lloyds Card	9	16/12/2020	CARD	Amazon Payments	7.85
6	Lloyds Card	9	16/12/2020	CARD	Amazon Payments	20.35
6	Lloyds Card	9	16/12/2020	CARD	Amazon Payments	12.98
6	Lloyds Card	9	16/12/2020	CARD	Amazon Payments	31.42
6	Lloyds Card	9	16/12/2020	CARD	Amazon Payments	4.49
6	Lloyds Card	9	16/12/2020	CARD	Adobe	12.64
6	Lloyds Card	9	16/12/2020	CARD	Hootsuite	230.40
6	Lloyds Card	9	16/12/2020	CARD	Post Office	42.30
6	Lloyds Card	9	16/12/2020	CARD	Survey Monkey	35.00
6	Lloyds Card	9	16/12/2020	CARD	Paypal LB	140.00
6	Lloyds Card	9	16/12/2020	CARD	Co-Op	1.50
6	Lloyds Card	9	16/12/2020	CARD	Co-Op	23.00

6	Lloyds Card	9	16/12/2020	CARD	JustGiving	52.00
6	Lloyds Card	9	16/12/2020	CARD	Lloyds Card	3.00
6	Lloyds Card	9	16/12/2020	CARD	JustGiving	0.50
2	NatWest	9	15/12/2020	DD	BT Payment Services	32.40

Members reviewed the payment lists as shown and following discussion it was...

RESOLVED to note the payment lists.

573.20 Coronavirus- action taken by Raunds Town Council:

- a. To receive an update on actions being taken by Raunds Town Council in the light of Coronavirus

The Council offices still remain closed. Every household have had a leaflet through the door advertising the Raunds Town App and the care packs. More care packs have been sent out and already many cards and letters of thanks have been received.

574.20 Grant Applications:

- a. To receive an update on grant applications from The Blue Fish Bar - Shop Front Grant Scheme

Members reviewed the updated information from the Blue Fish Bar and it was...

RESOLVED to support the Blue Fish Bar with a grant of £500.

- b. To receive a request for funding from East Northants First Responders.

This item was deferred as the application had not been received in time to circulate ahead of the meeting.

575.20 Thriving Communities: To receive a report on the Thriving Communities Workshop.

Members reviewed the report of the clerk as shown in Appendix 2 and following discussion it was...

RESOLVED to continue the process of developing a Health and Wellbeing strategy with the next stage being to arrange a stakeholder workshop in March 2021.

576.20 Community Flyer: To receive an update on the production of a community flyer.

The Clerk advised that a working group had been formed and had met to begin work on the flyer. A draft of the flyer would be circulated to all members in due course.

RESOLVED to note the report.

577.20 Saxon Hall:

- a. To receive a report on the refurbishment of Saxon Hall.

Members reviewed the clerks report as shown in Appendix 3 and it was noted the delay to the supply of windows and doors was causing the project to overrun. However, the work completed was of a very high standard and the working group were happy with the works completed to date.

RESOLVED to note the report.

- b. To confirm the transfer of £250,000 from the Public Sector Deposit Fund to the Unity Trust Account.

RESOLVED to confirm the transfer of funds.

578.20 Personnel Matters

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

RESOLVED to exclude the public and press.

- a) To receive an update on all recruitment matters

The Chairman of Personnel reminded members of the timelines for the forthcoming recruitment of a Clerk and Operations Manager and it was...

RESOLVED to note the report.

There being no further business the meeting concluded at 20:44pm

Approved: (Town Mayor)

Meeting date:9 March 2021(Council)



Appendix 1: Annual Town Assembly

Summary:	
To consider arrangements for the Annual Town Assembly	
Attachments:	
none	
1.0	<p>Background.</p> <p>Every parish (or Town) must have, by law, two annual meetings. One is the annual meeting of the parish or town council, the other is an entirely separate annual meeting of the electors of the parish/town.</p> <p>The Annual Parish Meeting (or Annual Town Assembly) is a meeting of the electors. It must be held between 1 March and 1 June (inclusive). The Annual Town Assembly is convened by the Mayor. It is <u>not</u> a council meeting.</p> <p>The Annual Meeting of the council must take place in May (except in an election year where the date may vary). The only business which must take place at the annual meeting is the election of the Chairman or Mayor.</p>
2.0	<p>Annual Town Assembly 2021</p> <p>In 2020 the meeting was held virtually due to Covid restrictions in place at the time. The regulations allowing a council to meet virtually are <i>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</i>. These regulations fall on 7th May 2021 and after this time councils must revert to holding meetings in person, unless the government was to alter the regulations.</p> <p>The council should therefore be mindful of this when planning the date and format for the 2021 Town Assembly.</p>
3.0	<p>Recommendations</p> <p>a) To consider arrangements for the 2021 annual town assembly</p>

Appendix 2: Thriving Communities

Summary:	
Attachments: Presentation	
1.0	<p>Background.</p> <p>The Mayor and Clerk had attended the NcALC AGM in October 2020. The theme of the AGM had been Health and Wellbeing, following this it had been agreed that Raunds Town council should develop a Health and Wellbeing strategy.</p> <p>As a first step in developing the strategy it was agreed to hold a “thriving communities’ workshop” on Wednesday 27th January 2021.</p> <p>The workshop was facilitated by Stuart Mallett from Northamptonshire’s Health and Care partnership and was attended by members of Raunds Town Council and the Clerk.</p> <p>Stuart Mallett has taken a lead on developing social prescribing and tackling social isolation in Northamptonshire.</p>
2.0	<p>Workshop</p> <p>The workshop began with a presentation from Stuart Mallett, which set out the context for the Health and Care Partnerships in Northamptonshire.</p> <p>The presentation is attached to this report.</p> <p>The workshop then split into breakout groups to consider the following questions:</p> <p>“In the context of the town of Raunds as a Thriving Community:</p> <ul style="list-style-type: none"> • What do we already do and how can this be refined to work in a post Covid-19 world? • What new things should we consider doing to help our community thrive”? <p>The groups had strong discussion on the issues raised and the following comments were considered:</p> <ul style="list-style-type: none"> • It was likely that some people would be nervous about socialising with others and being out and about after long periods of shielding. • It was important to involve those in the outlying parts of Raunds in community activities. • Could certain events take place in socially distanced manner, “Drive-in” films, fireworks, and music? • Could young people take part in a FIFA competition? • Promoting walks and trails (could be included on the app) • Could we re-run beat the street? • Could we develop a community garden? (Multi-generational activity) • Could the council obtain funding for Facebook portals to enable isolated residents to meet “virtually” in small groups? <p>Several of the comments were also echoed in the Vision for Raunds findings.</p>
3.0	<p>Recommendations</p> <p>To consider the next steps and wider engagement in developing the strategy.</p>

Appendix 3: Saxon Hall

Summary: A report on Saxon Hall Refurbishment	
Attachments Financial Summary	
1.0	<p><u>Background</u></p> <p>Work on the refurbishment of Saxon Hall is continuing.</p> <p>Since the last update the work has moved forward again.</p> <p>There are still external works to be completed, including to pathways, landscaping and replacement of the windows, fascia and soffit.</p> <p>Covid has caused a manufacturing delay with the windows and a further update can be given at the meeting.</p> <p>Internally most works have been completed and re-decoration is underway.</p>   <p>The updated financial summary is attached to this report.</p>