



ROTHWELL TOWN COUNCIL

Market House, Market Hill, Rothwell NN14 6BW

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Minutes of the virtual Ordinary meeting of **Rothwell Town Council** held on **Tuesday 10th November 2020** at 7.00pm by remote video-conferencing (Zoom)

Present: Cllr R Davis (RD) (Town Mayor), Cllr C Brown (CB) (Deputy Mayor), Cllr M Cox (MC) Cllr K Field (KF), Cllr I Jelley (IJ), Cllr J Hakewill (JH), Cllr K Patrick (KP), Cllr C Plowright (CP), Cllr L Saunders (LS), Cllr M Spendlove (MS), Cllr K Sumpter (KS) and Cllr M Talbot (MT)

Also, Present: Mrs P Page (Town Clerk), Rev Canon John Westwood and 1 Members of the Public

| Item No | | Action |
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| | Before the business of the Council commenced, prayers were said by Revd Canon John Westwood. | |
| 366/20 | No Apologies received. | |
| 367/20 | Declaration of Interests on agenda items: CB - 373/20 (a) KET/2020/0740, 376/20 (f)(i) Rowell Fair Society MC - 376/20 (f)(i) Rowell Fair Society & 377/20 (d) Rothwell Town Centre Partnership JH - 376/20 (f)(i) Rowell Fair Society KS - 376/20 (f)(i) Rowell Fair Society MS - 376/20 (a) Berry Bros & Preservation Trust, 376/20 (f)(i) Rowell Fair Society LS - 376/20 (f)(i) Rowell Fair Society MT – 376/20 (f)(i) Rowell Fair Society | |
| 368/20 | Minutes of the Ordinary Meeting of the Town Council held on 13th October 2020 | |
| | It was RESOLVED to approve and sign the minutes of the Town Council meetings on 13 th October 2020 as a true record of the meeting. | |
| 369/20 | Public Session | |
| | The Member of the public present addressed Council on behalf of the Rothwell Community Library Trust and the Rothwell Citizens' Welfare Committee. | |
| 370/20 | Environment and Community Matters | |
| (a) | Police Report: Council noted the report received on Community Policing previously circulated. (Appendix B) | |
| (b) | Rothwell Library: The report from the Rothwell Community Library Trust previously circulated was noted by Council. (Appendix G). The Town Mayor requested the good wishes on behalf of the Council for a speedy recovery to a member of the Trust be passed on. | |
| (c) | Lord Lieutenants Rose of the Shires Award: It was RESOLVED to nominate Rothwell Citizens Welfare Committee for the Lord Lieutenants Rose of the Shire Award for all their continued work and ongoing contribution in supporting the residents of Rothwell in response to the pandemic. | |
| 371/20 | Mayor's Report (for information only) | |
| | Written report had not been submitted by the Town Mayor but will be next month which will include the Remembrance Sunday service that took place. | |

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| 372/20 | <p>Clerk's Report (for information only) Clerk reported as follows:</p> <ul style="list-style-type: none"> Action points from the minutes 13th October requiring action by Clerk had been completed: Substantial increase in emails being dealt with. Ongoing work relating to the budget for 2021-22. Site meeting with KBC Officer and Cllr Sumpter took place on 4th November to discuss the Christmas Tree light locations in Rothwell. | | | | |
| 373/20 | Planning | | | | |
| | The following applications were considered and it was RESOLVED to submit the following comments: | | | | |
| (a) | KET/2020/0715 | 1 Shotwell Mill Lane | Change of use from C3 (dwellinghouse) to C2 (residential institution) to create a 4 no. bedroom young adult care home with conversion of garage to habitable accommodation | Rothwell Town Council object to the application. There are concerns regarding the overall impact on the immediate area and increase in associated vehicle movement. Shotwell Lane is a private road and not an adopted road. Council have concerns regarding access on an already busy junction. Council request the application go to Committee and not a delegated decision by Officer. | |
| | KET/2020/0501 | Westview, 43 Kettering Road | Change of use from C3 dwelling house to 9 bedroom HMO (House in Multiple Occupation) with raised roof to single storey element to create an additional en suite bedroom | Rothwell Town Council object to this application. The Council consider it to be an over development of the plot and insufficient parking for the proposed development on an already congested street. | |
| | KET/2020/0626 | 94 Greening Road (land adj) | Outline Application: 1 no. dwelling (all matters reserved) | Rothwell Town Council did not have any objection to the outline planning application. However, due to the location, the Town Council would be mindful that sufficient car parking provision be included | |

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| | | | | should permission be given. | |
| | KET/2020/0740 | 15 Burditt Close | Extension to existing garage | Rothwell Town Council had no objection. | |
| (b) | <p>The following Notices of Approvals/Refusals/Withdrawals for information only were noted:</p> <p>Approvals: KET/2020/0678 - 21 Leys Avenue - Householder permitted development: extension to extend beyond rear wall of the original property by 3.93m with a maximum height of 3.68m and eaves height of 2.51m</p> <p>Refusals: None</p> <p>Appeals: KET/2020/0409 – 77 Kipton Fields - Single and two storey rear extension</p> | | | | |
| 374/20 | Neighbourhood Plan: | | | | |
| | <p>KF & LS Updated Council on summarised as follows:</p> <ul style="list-style-type: none"> • LS has gone through the paper document which Cllr Morrissey had previously made amendments to. • Council need to establish with the proposed changes in the Planning White Paper that there is still a need for the Neighbourhood Plan. Clerk to write to KBC Officers. • Clerk reported that she had previously checked and cannot find an electronic copy of the said document. • MC reported that he has software that can amend the paper document into an electronic word document. • Clerk confirmed that KBC are not holding any funds relating to Neighbourhood Plan on our behalf. Clerk to investigate further. • Clerk to make enquiries re NHP's through her network. | | | | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 375/20 | Consultations | | | | |
| | <p>Parking restriction for Gladstone Road: The proposed parking restriction was discussed by Council.</p> <ul style="list-style-type: none"> • JH reported that this proposal would go through the normal consultation process. • A discussion took place and it was RESOLVED that the Town Council supported this proposed parking restriction. | | | | |
| 376/20 | Finance Administration and Governance Related Matters | | | | |
| (a) | <p>Payments: No clarification on the payments was requested by members. It was RESOLVED to approve the payments on the previously circulated list since last meeting held on 13th October with the following two additional payments: A J Mills Master Stonemason - £660 (net value of invoice will be reimbursed to RTC by KBC Cllrs Brown, Sumpter and Talbot from their Ward Community Grants) Berry Bros £589.26 – contribution to electricity charges at Market House (1/4/18-31/3/19). Appendix A be entered for authorisation.</p> | | | | Clerk |
| (b) | <p>Bank Reconciliations & balance</p> <p>No clarification on the bank reconciliations was requested by members. It was RESOLVED to approve the monthly October 2020 bank reconciliations for the current, saving and petty cash accounts. Council noted the following bank balances as at 31st October 2020: Savings Account £97,025.40 Current Account £7,229.91 Petty cash held by Clerk £23.54</p> | | | | |

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| | Remainder of precept received on 15 th October 2020. VAT reclaim of £173.56 received on 21 st October 2020. | |
| (c) | Internal Control Review: Cllr Brown reported on the second quarter's internal control review (July – September 2020), all was confirmed in order and the Clerk was congratulated on her recording keeping. Clerk reported as meetings are currently being held remotely, she had met with Cllrs Davis and Cox, social distancing adhered to, and the invoices from April – July 2020 had been signed and checked. | |
| (d) | Local Council Administration 12th edition: It was RESOLVED to purchase the 12 th publication of the Local Council Administration at a cost of £149.99 (with NCALC discount of 20% £119.99). | Clerk |
| (e) | Memorial Policy: A lengthy discussion took place regarding the draft Memorial Policy by members. it was RESOLVED to adopt the Memorial Policy. | |
| (f) | Grant application: It was RESOLVED to award the following grants to the organisations below: (i) Rowell Fair Society for £1000 (ii) Rothborough Table Tennis Club for £366.48 (iii) Rothwell Citizens Welfare Committee for £1000 Clerk confirmed that receipts/invoices are requested from the successful organisations as part of the audit process. | |
| 377/20 | Reports: (NOTE all items for information only) | |
| (a) | No written report from County Councillor Hakewill had been provided. | |
| (b) | The written report from Borough Councillors Brown, Sumpter and Talbot previously circulated, were noted . (Appendix D) | |
| (c) | The written report on Local Government Reform, previously circulated, from Cllr Jelley (Kettering Borough Councillor, Cabinet Member for Environment and Strategic Delivery and Executive Member was noted . (Appendix E). | |
| (d) | The written report from Rothwell Town Centre Partnership, Cllr Cox, previously circulated, was noted . (Appendix F). <ul style="list-style-type: none"> • Food Fair on 21st November and 19th December will be taking place following Government guidelines. • The Christmas Gala will not be taking place this year. • The Town Centre Partnership will be supporting the Rothwell Citizens Welfare Committee who are planning on doing a Santa Sleigh. | |
| | 20:48 Cllr Hakewill left the meeting | |
| 378/20 | Items for the next Town Council Meeting – Members are asked to notify the Clerk in writing by 27th November 2020 of items they wish to be included on the next Agenda. <ul style="list-style-type: none"> • Rural Services Forum (Cllr Plowright) | |
| 379/20 | Urgent Matters for Report Only (Notified to the Mayor before the Meeting) <ul style="list-style-type: none"> • KP - was offended that the laying of the wreaths on Remembrance Sunday was used for political means. • KP - reminded members of the address by the Town Mayor some months ago relating to staff matters. • Clerk had received notification from NCC Highways regarding two proposed parking restrictions, Market Hill and Harrington Street, | |

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| | consultation ends on 27 th November 2020. Clerk will circulate to members and collate a response. | |
| 380/20 | Date of next meeting (<i>information only</i>) | |
| | Next Ordinary Town Council meeting – Tuesday 8 th December 2020 @ 7pm to be held remotely using video conferencing | |
| | The meeting closed at 20:55 pm. | |

Signed: *CLlr Ray Davis*

Date: 8th December 2020

APPENDIX A

| ROTHWELL TOWN COUNCIL | | | | |
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| Meeting date 10th November 2020 | | | | |
| Date | Whom | | Amount | Legislation |
| 10-Nov-20 | Mrs P Page | November Salary | 963.22 | LGA72s112 |
| 10-Nov-20 | HMRC | Employer/ee National Insurance & Tax | 177.81 | LGA72s112 |
| 10-Nov-20 | Prudential | Employee Additional Voluntary Contribution (AVC) deducted from gross salary | 323.00 | LGA72s112 |
| 10-Nov-20 | LGPS | October Employer & employee Pension (deducted from gross salary) | 421.70 | LGA72s112 |
| 30-Oct-20 | Inter County Cleaning Services Ltd | Cleaning Market House | 60.00 | LGA72s111 |
| 29-Oct-20 | EE Mobile | Monthly Contract (DDM) | 21.74 | LGA72s111 |
| 03-Nov-20 | Lloyds Bank | Monthly charge (MultiPay) | 3.00 | LGA72s111 |
| 27-Oct-20 | Zoom Pro | Monthly charge (MultiPay) | 7.19 | LGA72s111 |
| 07-Oct-20 | Amazon | Print Cartridges (Market House printer - MultiPay) | 76.49 | LGA72s111 |
| 23-Sep-20 | Berry Bros | Market House rental (21/9/20 - 20/3/21) | 1300.00 | LGA72s111 |
| 30-Oct-20 | Berry Bros | Contribution to Market House Insurance | 981.34 | LGA72s111 |
| 30-Oct-20 | BT | Quarterly Bill | 183.54 | LGA72s111 |
| 03-Nov-20 | A J Mills | Cleaning and repointing of War Memorial | 660.00 | WMA1923 s 1 |
| 05-Nov-20 | Berry Bros | Contribution to electricity charges 1/4/18-31/3/19 | 589.26 | LGA72s111 |
| 10-Nov-20 | Rothwell Citizens Welfare Committee | Grant | 1000.00 | GPC |
| 10-Nov-20 | Rowell Fair Society | Grant | 1000.00 | LGA72s145 |
| 10-Nov-20 | Rothborough Table Tennis Club | Grant | 366.48 | LGA(MP)76s19 |
| | | TOTAL | 8134.77 | |

Signed:

Clr Ray Davis

Date: 8th December 2020