

## DAVENTRY TOWN COUNCIL

### Minutes of the Meeting of Daventry Town Council held at 3 New Street, Daventry on Monday, 23<sup>rd</sup> May 2022 at 6.30pm

**PRESENT:** Karen Tweedale (Town Mayor) – Chairman

**Councillors:**

Dawn Branigan  
Lynn Jones  
Janet Matthews  
Ted Nicholl  
Malcolm Ogle  
Wendy Randall  
Holly Steenson  
Lynne Taylor  
John Tippet  
Katie Thurston

**IN ATTENDANCE:** Deborah Jewell – Chief Officer (CO)  
Sarah Fox – Responsible Finance Officer (RFO)

6 Members of the public  
0 Member of the press

#### OPEN FORUM

A resident wished to highlight their concerns with the proposed planning application DA/2020/0100 (AMENDED) Daventry North-East, B0436, for the development of an urban extension of approx. 3400 homes to the North-East of Daventry which was to be discussed by the Town Council at this meeting. The resident advised members that the proposed plans would alter the entrance to their property and would impact wildlife within their garden and the wider area and commented that had been left frustrated with the Local Planning Authority (LPA) as that they had not been able to discuss their concerns with anyone at this time.

The Chief Officer explained that the Town Council was not the LPA but was a statutory consultee and confirmed that an officer of the Town Council would be in touch to arrange a meeting to discuss concerns raised and signpost the resident to the appropriate authority.

#### TC2205.1 ELECTION OF CHAIRMAN.

<b>RESOLVED:</b>	That Cllr Malcolm Ogle be elected Chairman for the Council year 2022/2023.
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#### TC2205.2 DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN.

The new Chairman was invested and duly signed the declaration of acceptance of office of the Chairman in the presence of the Town Council.

The Chairman, Cllr Malcolm Ogle, assumed the Chair for the remainder of the meeting.

#### TC2205.3 ELECTION OF VICE CHAIRMAN.

<b>RESOLVED:</b>	That Cllr Ted Nicholl be elected the Vice-Chairman for the Council year 2022/2023.
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**TC2205.4 OUTGOING CHAIRMAN'S REPORT.**

Members noted the report submitted by Cllr Tweedale. Cllr Tweedale thanked members for putting their trust in her to carry out the role of Mayor and Chairman over the last 12 months and thanked the staff for their amazing support behind the scenes, she also thanked Cllr Ogle for stepping in when she was unable to attend events.

**TC2205.5 PRESENTATION TO THE OUTGOING CHAIRMAN.**

The Chairman, Cllr Malcolm Ogle paid tribute to the work of the outgoing Mayor, Cllr Karen Tweedale and proposed a vote of thanks.

**TC2205.6 APOLOGIES**

<b>RESOLVED:</b>	That the apologies for Cllr Dabbs, Knape and Arnold be approved.
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The Chief Officer advised that Cllr Matthew Churchley was not in attendance as he had submitted his resignation with immediate effect.

**TC2205.7 DECLARATION OF INTERESTS.**

No pecuniary or non-pecuniary interests declared.

**TC2205.8 MINUTES.**

<b>RESOLVED:</b>	That the minutes (Appendix 1) of the Town Council meeting held on Monday, 25 <sup>th</sup> April 2022 be approved and signed as a correct record.
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**TC2205.9 COMMITTEE MINUTES.**

<b>RESOLVED:</b>	<p>That the reports of</p> <ul style="list-style-type: none"><li>(i) Planning &amp; Development Committee – 27<sup>th</sup> April 2022</li><li>(ii) Community Services Committee – 3<sup>rd</sup> May 2022</li><li>(iii) Finance &amp; Policy Committee – 9<sup>th</sup> May 2021</li><li>(iv) Planning &amp; Development Committee – 18<sup>th</sup> May 2022</li></ul> <p>Be received (Appendix 2).</p> <p><b>That the recommendation from the Finance and Policy Committee at their meeting on 9th May 2022, be approved.</b></p> <p><i>Reference FP2205.5 – POLICIES</i></p> <ul style="list-style-type: none"><li>(viii) Subject Access Request Procedure, be approved.</li><li>(ix) Data Breach Policy, be approved.</li><li>(x) Data Map, be approved.</li><li>(xi) Data Retention and Disposal Policy, be approved</li><li>(xii) Privacy Policy, be approved.</li></ul> <p><b>That the recommendations from the Finance and Policy Committee at their meeting on 9th May 2022, reference FP2205.5 – POLICIES (i) to (vii), be considered under Town Council Agenda items TC2205.12 and TC2205.13.</b></p>
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	<p><b>That the recommendations from the Finance and Policy Committee at their meeting on 9th May 2022, reference FP2205.7 – FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTAIBILITY REPORT (AGAR) FOR THE YEAR ENDED 31ST MARCH 2022 be considered under Town Council Agenda item TC2205.11.</b></p> <p><b>That the recommendation from the Planning and Development Committee at their meeting on 18<sup>th</sup> May 2022, be considered under Town Council Agenda Items TC2203.21 and TC2203.22.</b></p>
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**TC2205.10 INTERNAL AUDIT REPORT FOR THE COUNCIL YEAR 2021/22.**

Members referred to the internal audit report or the council year 2021/22. The Responsible Finance Officer advised that there were no points raised by the Internal auditor that require an action plan to be put forward.

Cllr Taylor thanked the Chief Officer, Responsible Finance Officer, and team of officers for the professional and efficient approach in managing the business of the Town Council.

<b>RESOLVED:</b>	That the Internal Auditor’s Report be accepted and noted that there were no matters arising.
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**TC2205.11 FINAL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022.**

Members referred to reports and recommendations from the Finance and Policy Committee FP2205.7 and it was,

<b>RESOLVED:</b>	<ul style="list-style-type: none"> <li>(i) That the annual governance statement for the accounting period 2021/22 be approved by the Town Council and signed by the Chairman of the Town Council.</li> <li>(ii) That the statement of accounts for the accounting period 2021/22 be approved by the Town Council and signed by the Chairman of the Town Council.</li> <li>(iii) Members noted the period for the exercise of public rights for the inspection of accounting records for the financial year 2021/22 as 13th June 2022 to 22<sup>nd</sup> July 2022.</li> </ul>
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**TC2205.12 COMMITTEE STRUCTURE**

Members referred to the recommendation from the Finance and Policy Committee FP2205.5 (v) and it was,

<b>RESOLVED:</b>	<ul style="list-style-type: none"> <li>(i) To appoint a Parks, Open Spaces and Environment Committee.</li> <li>(ii) That the terms of reference for the Parks, Open Spaces and Environment Committee, be approved.</li> <li>(iii) That the transfer of the Market, Closed Churchyard, Cemetery, Public Open Spaces, Street Furniture, Street Lights and Allotment budget lines to the Parks, Open Spaces and Environment Committee, be approved.</li> </ul>
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**TC2205.13 TERMS OF REFERENCE.**

Members referred to the recommendation from the Finance and Policy Committee FP2105.5 and it was,



<b>RESOLVED:</b>	<p>That the terms of reference for</p> <ul style="list-style-type: none"> <li>(i) Community Services</li> <li>(ii) Finance and Policy</li> <li>(iii) Museum</li> <li>(iv) Planning and Licensing</li> <li>(v) Personnel Panel</li> </ul> <p>Be received and approved.</p>
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**TC2205.14 APPOINTMENT OF MEMBERS TO COMMITTEES.**

<b>RESOLVED:</b>	That the schedule of committee members be approved for 2022/23.
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**TC2205.15 PERSONNEL PANEL.**

<b>RESOLVED:</b>	That Cllr Ogle, Matthews Nicholl, Tweedale (reserve) and Jones (reserve) be appointed onto the Personnel panel.
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**TC2205.16 REPRESENTATIVES ON OTHER BODIES.**

<b>RESOLVED:</b>	That the schedule of representatives be approved.
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**TC2205.17 GENERAL POWER OF COMPETENCE (GPoC).**

Members noted that Daventry Town Council adopted the General Power of Competence in May 2021, as they had a suitably qualified Clerk and more that 66% of members elected.

**TC2205.18 FINANCIAL MATTERS.**

(i) Appointment for signatories to the bank mandate.

<b>RESOLVED:</b>	<p>That the bank signatories for the Council’s bank accounts be;</p> <p>HSBC - The Chief Officer, The Responsible Finance Officer, Cllr Taylor, Tweedale, Jones, Branigan and Nicholl.</p> <p>Unity Trust – The Chief Officer, The Responsible Finance Officer, Cllr Arnold, Jones, Branigan, Taylor and Nicholl.</p> <p>Public Sector Deposit Fund – The Chief Officer, The Responsible Finance Officer, Cllr Taylor, Branigan and Nicholl.</p>
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(ii) Approve the continuation for BACS service for the payment of staff salaries.

<b>RESOLVED:</b>	That the Town Council approves the continuation of BACS service for the payment of staff salaries.
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(iii) Approve list of payments by Direct Debit/Standing Order.

<b>RESOLVED:</b>	<p>That approval be given to pay the following suppliers by direct debit or standing order:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Anglian Water</td> <td style="width: 50%;">Water Supply</td> </tr> <tr> <td>Aviva</td> <td>Pension Provider</td> </tr> <tr> <td>Blizzard Communications</td> <td>SIM Contract</td> </tr> <tr> <td>British Gas</td> <td>Electricity Supply</td> </tr> <tr> <td>BT</td> <td>Telephone Line Rental Services</td> </tr> <tr> <td>CF Corporate Finance</td> <td>Lease Payments for Photocopier</td> </tr> <tr> <td>Cottons Accountants</td> <td>Staff Salaries</td> </tr> </table>	Anglian Water	Water Supply	Aviva	Pension Provider	Blizzard Communications	SIM Contract	British Gas	Electricity Supply	BT	Telephone Line Rental Services	CF Corporate Finance	Lease Payments for Photocopier	Cottons Accountants	Staff Salaries
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Cottons Accountants	Staff Salaries														



	DACT	Dial-a-ride
	HSBC	Bank charges
	Npower	Electricity Supply
	Ofcom	Business Radio Licence Fee
	Personnel Advice & Solutions	Personnel Advice
	Public Works Loan Board	Repayment of Loan
	Southern Electrical	CCTV Electricity
	SSE Swalec	Gas Supply
	Total Gas and Power	Electricity Supply
	Viking	Stationery
	VoiceHost Ltd	Telephones
	West Northants Council	Rates
	West Northants Norse	Refuse Collection
	West Northants Norse	Open Spaces
	Zen Internet	Internet Services

(iv) Approve use of online banking transactions for receipts and payments of goods.

<b>RESOLVED:</b>	That the Town Council approves the use of online banking transactions for receipts and payments of goods.
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(v) Appointment of internal auditor through membership of NCALC.

<b>RESOLVED:</b>	That the appointment of an internal auditor, through membership of NCALC, be approved.
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(vi) Appointment of External Auditor through sector led body recommended by NCALC.

<b>RESOLVED:</b>	That the appointment of an External Auditor, through sector led body recommended by NCALC, be approved.
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#### TC2205.19 SCHEDULE OF MEETINGS

Members reviewed the schedule of meetings for Town Council year 2022/23.

<b>RESOLVED:</b>	That the schedule of meetings for Town Council year 2022/23 be approved.
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#### TC2205.20 SCHEDULE OF DAVENTRY TOWN COUNCIL POLICIES AND PROCEDURES.

Members reviewed the schedule for the review of Council policies and procedures for the Town Council year 2022/23.

<b>RESOLVED:</b>	That the schedule for the review of Council policies and procedures for the Town Council year 2022/2023 be approved.
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#### TC2205.21 CONSULTATION – WEST NORTHAMPTONSHIRE COUNCIL (WNC) ‘HELPING US TO SHAPE OUR NEW HOUSING STRATEGY.’

Members referred to the recommendation from the Planning & Development Committee P2207.5 and it was,

<b>RESOLVED:</b>	That the Town Council submit to following statement:  It is difficult to disagree with themes, but the survey seeks agreement with the problem but doesn't present any tangible policy on how to resolve,
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	social housing is needed not just Affordable, and it fails to address the demographic of the area.
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**TC2205.22 PLANNING APPLICATION DA/2020/0100 (AMENDED)- DAVENTRY NORTH EAST, B4036 LONG BUCKY ROAD, DAVENTRY, NORTHAMPTONSHIRE FOR OUTLINE APPLICATION (ALL MATTERS RESERVED SAVE FOR PART ACCESS IN RESPECT OF A RE-ALIGNED B4036 AND A NEW ROUNDABOUT AT ITS JUNCTION WITH THE A5) FOR THE DEVELOPMENT OF AN URBAN EXTENSION TO THE NORTH-EAST OF DAVENTRY INCLUDING CIRCA 3,400 DWELLINGS (USE CLASS C3), ELDERLY PERSONS ACCOMMODATION (USE CLASS C2), A NEW LOCAL CENTRE (INCLUDING CONVENIENCE STORE (USE CLASS A1)), PUB/RESTAURANT (USE CLASS A3/A4), DAY NURSEY/COMMUNITY AND OTHER USES WITHIN USE CLASS D1 AND RETAIL TERRACE (USE CLASSES A1 - A5 & D1), AN EXTENSION TO DAVENTRY COUNTRY PARK, TWO NEW PRIMARY SCHOOLS, A NEW SECONDARY SCHOOL, HIGHWAY INFRASTRUCTURE (INCLUDING A NEW ACCESS INTO THE SITE OFF EASTERN WAY AND A NEW ROAD LINK TO NORTON, INVOLVING STOPPING UP PART OF DAVENTRY ROAD TO VEHICULAR TRAFFIC), NEW WALKING AND CYCLING ROUTES, STRUCTURAL GREENSPACE, WILDLIFE CORRIDORS AND ASSOCIATED LANDSCAPING, DRAINAGE AND INFRASTRUCTURE WORKS.**

Members referred to the recommendation from the Planning & Development Committee P2207.6 and it was,

<b>RESOLVED:</b>	That the appointment of a planning consultant to review the planning application and submit a draft response for Council to approve for submission to the Local Planning Authority, be approved. That the appointment of the planning consultant be funded via monies held in earmarked reserves.
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**TC2205.23 ASSET MAPPING PROJECT (AMP)**

Members considered the list of Daventry Town Assets identified for submission to Northants County Association of Local Councils (NCALC) project to map assets and services currently owned by the Unitary that may be considered, in the future, for devolution to Daventry Town Council, and it was

<b>RESOLVED:</b>	That the list of Daventry Town Assets identified be submitted to Northants County Association for Local Councils (NCALC) Asset Mapping Project (AMP).
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**TC2205.24 CORRESPONDENCE.**


Members noted the correspondence received from a resident raising concerns with the Town Council's year on year increases to the precept and considered the response that had been drafted by the Chief Officer and Responsible Finance Officer in conjunction with the Chair of Finance and Planning. Members concurred that the response had been thoroughly considered, providing the resident with a considerable amount of key information which addressed the points raised and highlighted the council's due diligence in relation to the decisions it has made when reviewing budget requirements and member unanimously agreed the response be submitted by the Chief Officer to the resident.

**TC2205.25 DATE OF NEXT MEETING**

Date of next meeting Monday 27<sup>th</sup> June 2021.



The meeting closed at 19:33 hrs.

SIGNED  ..... DATED ..... 27.6.22 .....