



Council Meeting – 31st July 2023 – 18:00

To: All Northampton Town Councillors

You are summoned to attend the Meeting of Northampton Town Council to be held in the Council Chamber at the Guildhall, Northampton at 18.00 on Monday 31st July 2023 when the business set out below will be transacted.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

A handwritten signature in black ink, appearing to read 'Stuart Carter', written over a horizontal line.

Stuart Carter
Town Clerk
25th July 2023

Guildhall
Northampton
NN1 1DE

A G E N D A

1. APOLOGIES FOR ABSENCE

2. PUBLIC QUESTIONS/STATEMENT TIME:

To receive any questions or statements from members of the public

Please note that in accordance with the Council's Standing Orders a question/statement may only be asked/made if written notice has been given to the Town Clerk by midday on the working day before the meeting.

3. DECLARATIONS OF INTEREST

4. MAYOR'S ANNOUNCEMENTS

5. MINUTES OF THE LAST COUNCIL MEETINGS

(a) To authorise the Town Mayor to sign the Minutes of the Annual Council meeting held 15th May 2023

(Pages 3-6)

(b) To authorise the Town Mayor to sign the Minutes of the Extraordinary Council meeting held 26th June 2023

(Pages 7-8)

6. TO RECEIVE AND WHERE APPROPRIATE ADOPT THE DECISIONS AS DETAILED IN THE MINUTES OF THE UNDER MENTIONED COMMITTEES - HYPERLINKED

- (a) [Environmental Services Committee – 3rd April 2023](#)
- (b) [Planning Committee – 12th April 2023](#)
- (c) [Community Services Committee – 17th April](#)
- (d) [Policy and Finance Committee – 3rd May 2023](#)
- (e) [Planning Committee – 24th May 2023](#)
- (f) [Community Services – 19th June 2023](#)
- (g) [Planning Committee – 26th June 2023](#)
- (h) [Environmental Services – 3rd July 2023](#)
- (i) [Policy and Finance Committee – 17th July 2023](#)
- (j) Planning Committee – 24th July 2023 – To follow

7. COMMUNITY GOVERNANCE REVIEW – WNC

Report attached

(Pages 10-11)

8. TOWN CLERK’S UPDATE ON THE COUNCIL’S COUNCILLOR RECOMMENDATION TO THE TWINNING ASSOCIATION

Report attached

(Page 14)

Scheduled Upcoming Meetings for information (all meetings on a Monday at 6 pm unless otherwise stated)

Accounts Sub-Committee	7 th August (11am)
Planning	21 st August
Environmental Services	4 th September
Policy and Finance	11 th September
Planning	19 th September (Tuesday)
Grants Sub-Committee	20 th Sept (11am Weds)
Community Services Committee	25 th September
Policy and Finance Committee (Budget Principles)	9 th October
Planning Committee	11 th October (Wednesday)
Council	30 th October

ANNUAL COUNCIL MEETING & MAYOR MAKING - 15TH MAY 2023

THE MINUTES OF THE ANNUAL COUNCIL MEETING AND MAYOR MAKING HELD ON 15TH MAY 2023
IN THE COUNCIL CHAMBER OF THE GUILDHALL, NORTHAMPTON

PRESENT: Councillor S Hibbert (Northampton Town Mayor);
Councillor P Joyce (Deputy Town Mayor)

COUNCILLORS: J Birch, J Fuchshuber, M Hallam, E Haque, K Holland-Delamere, F Ismail

A Kilbride, L Marriott, D Meredith, T Miah, B Purser, C Russell and W Tarasiewicz

OFFICERS IN ATTENDANCE: S Carter (Town Clerk), J Thorneycroft (Assistant Town Clerk), L Hawkins (Mayoral Officer), C Maclellan (Finance Officer), F Barford (Democratic Services Officer), D Peach (Macebearer), S Kennedy, L Hannam-Jones and J Haines (Events and Projects Officers).

There were approximately 20 invited guests and members of public present.

The outgoing Mayor thanked his wife and Mayoress Mrs Rona Meredith, fellow Councillors and His Majesty's Lord Lieutenant for their support over his Mayoral Year. Cllr Meredith stated he was proud to serve the Town of Northampton with the Queen's Jubilee, Operation London Bridge, The King's Proclamation and Coronation. Cllr Meredith continued by thanking all of the Town Council's Officers especially Miss L Hawkins for her support over his Mayoral year.

9. ELECTION OF TOWN MAYOR

Cllr Kilbride proposed that Councillor S Hibbert be elected as Town Mayor for the forthcoming municipal year 2023/24. In proposing, Cllr Kilbride stated he was proud to nominate Cllr Hibbert who was a proud a father, grandfather and Chesterfield Football Fan. In addition, Councillor Kilbride congratulated Cllr Meredith's 52nd Wedding Anniversary to his wife and Mayoress Mrs Rona Cox and their successful Mayoral year.

In seconding Cllr Hibbert's nomination, Cllr Marriott highlighted Cllr Hibbert's worthy character, his knowledge and his dedication to his ward residents both at the former Northampton Borough Council and now at Northampton Town Council.

There were no further nominations.

RESOLVED: That Cllr S Hibbert be elected as Mayor of Northampton for 2023/24.

Cllr D Meredith removed the Chains of Office and disrobed and handed them to the Macebearer. Cllr D Meredith then took his seat in the Council Chamber.

Cllr S Hibbert received the Chains of Office and robe from the Macebearer then, read and signed the Declaration of Acceptance of Office which was attested by the Town Clerk. The Mayoress, Ms Liz Cox was then presented with her Chains of Office.

In response to his election the Town Mayor thanked Cllr Kilbride and Marriot for their nomination and their kind words and thanked his fellow councillors for the honour. As part of his acceptance speech the Town Mayor congratulated the outgoing Mayor Councillor Meredith on his great work and fundraising through out his Mayoral year.

The Town Mayor stated that his chosen charity was Spencer Contact who operate in Northampton providing mostly new and second-hand furniture to those in-need with no questions asked.

10. VOTE OF THANKS TO OUTGOING MAYOR AND CONSORT

A vote of thanks to the outgoing Mayor was proposed by Cllr Birch. Cllr Birch highlighted the hard work and dedication Cllr Meredith had applied to the Office of the Mayoralty through connecting with and honouring members of the Community who complete outstanding work and may have not received any acknowledgment. Cllr Birch also praised outgoing Mayoress Mrs Rona Meredith for supporting Cllr Meredith at almost all of his engagements.

Cllr Fuchshuber seconded a vote thanks to outgoing Mayor Cllr Meredith and his Mayoress Mrs Rona Meredith.

RESOLVED: That the outgoing Mayor Cllr D Meredith and his Mayoress Mrs R Meredith receive a vote of thanks from Northampton Town Council.

The outgoing Mayor and Mayoress were presented with their Past Mayor and Mayoress badges with the Mayoress also presented with a bouquet of flowers.

11. ELECTION OF DEPUTY TOWN MAYOR

Cllr Birch proposed that Cllr P Joyce be elected Deputy Town May for the municipal year 2023/24. Cllr Kilbride seconded this motion.

There were no other nominations.

RESOLVED: The Cllr P Joyce be elected as Deputy Mayor for municipal year 2023/24.

Cllr Joyce received his robe and chain from the Macebearer then read and signed his Declaration of Acceptance of Office which was attested to by the Town Clerk.

12. APOLOGIES FOR ABSENCE

Apologies were submitted from Councillors Ashraf, Brown, Connolly, G Eales, Lane, Soan and Stevens.

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. MAYORAL APPOINTMENTS

The Town Mayor made the following appointments:

- Chaplain - The Reverend Cannon Michael Webber
- Macebearer – Mr. Dave Peach
- Mayor’s Cadet - Lead Cadet Emily Horne
- Mayor’s Charity – Spencer Contact

15. MINUTES OF THE PREVIOUS MEETING

RESOLVED: The Town Mayor was authorized to sign the minutes of the previous Council meeting held on 20th March 2023 as a true and accurate record of proceedings.

16. MEMBERSHIP OF COMMITTEES

Cllr Birch proposed that the report enclosed within the agenda outlining the membership of committees be adopted. Cllr Hallam seconded this motion.

RESOLVED: The following committee membership as attached be approved and adopted.

Committee Membership

Members of the Policy and Finance Committee: 14

Councillors Marriott (Chair), Joyce (Vice Chair), Alwahabi, Birch, Connolly, Hallam, Haque, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens and Tarasiewicz

Members of the Environmental Services Committee: 12

Councillors Stevens, (Chair), Kilbride (Deputy Chair), Ashraf, Brown, Choudary, Fuchshuber, Haque, Joyce, Meredith, Miah, Soan and Tarasiewicz

Members of the Community Services Committee: 12

Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Alwahabi, Ashraf, Hallam, Hibbert, Ismail, Lane, Marriott, Miah, Russell and Soan

Members of the Planning Committee: 12

Councillors Connolly (Chair), Haque (Vice Chair), Brown, Choudary, G Eales, T Eales, Fuchshuber, Ismail, Lane, Meredith and Purser (1 vacancy)

Members of the Accounts Sub-Committee: 4

Cllrs Marriott (Chair), Birch, Hibbert and Purser

Members of the Grants Sub Committee: 4 + 1 for Environmental Grants

Cllrs Birch (Chair), Hibbert, Holland-Delamere and Russell

(Stevens for Environmental Grants)

Named substitute: Cllr Lane

Members of the Staffing Sub-Committee

Councillors Marriott (Chair) Birch (Vice Chair), Hibbert, Kilbride, Purser and Russell

Members of the Civic Matters Working Group:

Councillors Marriott (Chair), Choudary, G Eales, Hibbert (Mayor), Joyce (Deputy Mayor) and Lane

MEETING CONCLUDED: 12:03PM

EXTRAORDINARY COUNCIL MEETING – 26TH JUNE 2023

THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 26TH JUNE 2023 IN THE COURT ROOM OF THE GUILDHALL, NORTHAMPTON

PRESENT: Councillor S Hibbert (Northampton Town Mayor);

Councillor P Joyce (Deputy Town Mayor)

COUNCILLORS: J Birch, M Brown, R Connolly, G Eales, T Eales, J Fuchshuber, E Haque, K Holland-Delamere, F Ismail, J Lane, A Kilbride, L Marriott, T Miah, D Soan and W Tarasiewicz

OFFICERS IN ATTENDANCE: S Carter (Town Clerk) and C Maclellan (Finance Officer)

17. APOLOGIES FOR ABSENCE

Apologies were submitted from Councillors Purser, Russell, Stevens, Hallam, Choudary, Alwahabi and Meredith.

18. DECLARATIONS OF INTEREST

There were no declarations of interest.

19. APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN (AGAR)

Councillor L Marriott explained to attendees that the AGAR was enclosed within the agenda for this Full Council meeting. The AGAR was legally required to be completed annually at the end of the Financial Year by Local Councils. Northampton Town Council's AGAR was independently verified by external auditors from Northamptonshire County Association of Local Councils, Internal Audit Service (Northants CALC IAS) who provided good feedback. The Auditor was pleased with the prominence of Northampton Town Council's financial workings, risk assessments, policies and internal controls implemented so far. In addition to individual checks completed by members of the Accounts Sub-Committee.

The comments by the internal auditor regarding the lack of internal control between May and October conducted by councillors was highlighted. In response the Finance Officer and Clerk highlighted the through internal controls in place and that they felt this comment was a little unfair. This period coincided with holidays and were in addition to the number of internal controls that take place at the monthly Accounts Sub-Committee meeting. A new internal

controls process had been introduced in October which would be circulated by email to all councillors for information.

RESOLVED: That the Annual Governance & Accountability Return be received, approved and that the Mayor be authorised to sign it.

20. TO APPROVE THE ANNUAL ACCOUNTING STATEMENT

The Final Accounts were presented to the Council by Councillor L Marriott. Cllr Marriott highlighted that they had been scrutinised auditor prior to this meeting.

RESOLVED: That the Final Accounts for Financial Year 2022 - 2023 be received, approved and adopted.

RESOLVED: That the Accounting Statement as detailed on Page 5 of the AGAR be approved, accepted and that the Mayor be authorised to sign it.

21. ANNUAL REVIEW OF SUBSCRIPTIONS AND DIRECT DEBITS

Circulated with the agenda was a list of council direct debits and subscriptions.

RESOLVED: That the subscriptions and direct debits for the year be approved.

There being no further business the meeting closed at 6.20pm

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Northampton Town Council

Community Governance Review - WNC – report of Town Clerk

Purpose of report: To highlight to the Council WNC's Community Governance Review request

Recommended: That the Town Council considers the report and whether it wishes to engage further

1. Introduction

As Councillors will know the LGBC (Local Government Boundary Commission for England) have been conducting a ward boundary review for West Northamptonshire Council. The Boundary Commission will publish their final report on 1 August. The Town Council responded to this stating that it did not want the parish ward boundaries in the NTC area to change.

The below edit is taken from the WNC consultation page:

These changes will impact on some parish councils whose boundaries, as a result of the review, will no longer align with the wards. If the parish boundary is not aligned with the council ward, this may result in the need for parish wards to be created to enable the election to be conducted in areas which fall outside the council ward boundary. This can lead to additional expenses for parishes in the conduct of elections.

Any changes necessary to ensure alignment between parish boundaries and council wards will need to be carried out in the year immediately following the final decision about the Council's ward boundaries. This is because the next ordinary election for both the Council and parishes will take place in May 2025.

WNC are therefore seeking as many requests as we can from parishes who want to change their boundaries, the number of their members, their name or in some cases they may want to merge with an adjacent parish or parish meeting. WNC are therefore encouraging parishes who want to form part of the review to come forward as soon as possible and no later than 18th August 2023.

WNC will start preparing for the Community Governance Review (CGR) as soon as the ward boundaries are confirmed and will draw up proposed terms of reference for the review. WNC are also happy to receive requests for those who know they want a change to the parish boundary between now and until 18th August to enable us to properly consider their request to be included within the review.

WNC is keen to ensure that the review that it conducts takes into account as many of the views of residents and parishes as possible when it draws up the terms of reference and we need those views to be provided to us by 18th August at the latest.

Parishes and residents are therefore encouraged to come forward with their views in relation to: (for example)

- Where there are any parish meetings which should be incorporated into a parish council.
- Where there are parish councils that should merge with another parish council or parish meeting.

- Where there are changes to existing boundaries of the parish to better reflect local communities, particularly in areas where there has been housing development.
- Where there are changes to the name of a parish council to better reflect the community it represents.

What is not within the scope of this review:

- Ward boundaries of the Principal Council
- Parliamentary boundaries
- The conduct or membership of individual parish councils or meetings.

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Northampton Town Council

Councillor Nomination to serve on the Twinning Association – report of Town Clerk

Purpose of report: To inform the Council of a request from the Twinning Association to nominate a representative to join their committee

Recommended: That the Town Council nominates a representative

At a recent Civic Matters Working Group the issue of having council representation on the Twinning Association Committee was requested.

The twinning association are looking at how they can increase engagement and membership and are keen to have a representative from the town council. This does not preclude any further interested councillors from joining the association.

It is understood the commitment is to attend meetings and represent the town council, report back to the council on the work of the Twinning Association, and assist them as they look to get new members and publicise their activities.

Cllr Marriott, as Chair of the Civic Matters Group has put forward his name to be the council representative.