



## **Council Meeting 5<sup>th</sup> September 2022**

**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 5<sup>th</sup> September 2022 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

**Stuart Carter  
Town Clerk  
30<sup>th</sup> August 2022**

**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**  
(a) To authorise the Town Mayor to sign the Minutes of the Annual Meeting and Mayor Making held on 16<sup>th</sup> May 2022 (p 3 – 6)
- 6. To receive and where appropriate adopt the decisions as detailed in the Minutes of the under mentioned Committees**

- (a) Planning Committee – 30<sup>th</sup> May 2022 (not attached – sent out with Planning agenda for 29<sup>th</sup> June)
- (b) Policy and Finance Committee – 6<sup>th</sup> June 2022 (p 7 – p 18)
- (c) Community Services Committee – 13<sup>th</sup> June 2022 (p 19 – p 28)
- (d) Environmental Services Committee – 27<sup>th</sup> June 2022 (p 29 – p 41)
- (e) Planning Committee – 29<sup>th</sup> June 2022 (not attached, sent out with Planning agenda for 25<sup>th</sup> July)
- (f) Planning Committee - 25<sup>th</sup> July 2022 (not attached, sent out with Planning agenda for 29<sup>th</sup> June)
- (g) Planning Committee – 17<sup>th</sup> August 2022 (p 43 – p 48)

**7. Request from the Northampton Municipal Church Charity for the Town Council to appoint two trustees**

Report attached (p 49)

**8. Conclusion of Annual External Audit**

Report attached (p 51 – p 52)

**Scheduled Upcoming Meetings for information:**

Environmental Services – 7<sup>th</sup> September  
 Grants Sub-Committee – 14<sup>th</sup> September (daytime)  
 Planning Committee – 14<sup>th</sup> September  
 Community Services – 19<sup>th</sup> September  
 Policy and Finance (budget principles) – 3<sup>rd</sup> October  
 Planning – 10<sup>th</sup> October  
 Council – 24<sup>th</sup> October



**MINUTES OF THE ANNUAL COUNCIL MEETING AND MAYOR MAKING**

**HELD AT THE COUNCIL CHAMBER,**

**NORTHAMPTON GUILDHALL**

**Monday 16<sup>th</sup> May 2022 – 11:00**

**PRESENT:** Councillor D Meredith (Northampton Town Mayor);  
Councillor S Hibbert (Deputy Town Mayor)

**COUNCILLORS:** J Alwahabi, R Ashraf, J Birch, N Choudary, M Hallam, J Fuchshuber, E Haque,  
K Holland-Delamere, F Ismail, P Joyce, A Kilbride, J Lane, L Marriott, T Miah,  
B Purser, C Russell, A Stevens, D Soan, W Tarasiewicz

**OFFICERS IN ATTENDANCE:** S Carter (Town Clerk), J Thorneycroft (Assistant Town Clerk), L Hawkins (Civic and Mayoralty Officer), F Barford (Democratic Services Officer), Josephine Haines (Events and Projects Officer), L Hannam-Jones (Events and Project Officer), D Peach (Macebearer)

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

The outgoing Mayor thanked her family in particular her husband Mr Abu Ashraf, fellow councillors and officers for their support over her Mayoral year. Cllr Ashraf stated that she had had the most wonderful year and that she had been proud to serve the town of Northampton.

**1 ELECTION OF TOWN MAYOR**

Cllr M Hallam proposed that Cllr D Meredith be elected as Town Mayor for the forthcoming municipal year 2022/23. In proposing Cllr Meredith, Cllr Hallam highlighted the work Cllr Meredith had undertaken in his community, his service on the former Northampton Borough Council and also his love of Northampton.

In seconding Cllr Meredith's nomination, Cllr Birch highlighted Cllr Meredith's ties to Northampton having moved from London and how he had represented his constituents in Talavera ward for many years, both on NBC and now on the Town Council and West Northants Council.

There were no further nominations.

**RESOLVED:** That Cllr D Meredith is elected as Mayor of Northampton for 2022/23.

Cllr R Ashraf removed the Chains of Office and disrobed and handed them to the Macebearer. Cllr R Ashraf took her seat in the Council Chamber.

Cllr D Meredith received the chain of office and robe from the Macebearer. Cllr Meredith then read and signed the Declaration of Acceptance of Office which was attested by the Town Clerk.

The Mayoress, Mrs Rona Meredith was then presented with her chain of office.

In response to his election the Town Mayor thanked Cllrs Hallam and Birch for their nomination and their kind words. The Town Mayor also thanked his fellow councillors for the honour and his Mayoress, Mrs Rona Meredith, for her unflinching support over the years. The Town Mayor also paid tribute to the outgoing Mayor for her hard work over the past year.

The Town Mayor paid tribute to the town of Northampton and its long and proud history. The Town Mayor stated how humbled he was to have been given the opportunity to serve the people of Northampton. He went on to state that he looked forward to welcoming charities and community groups to the Mayor's Parlour.

The Mayor stated that his charities would be the Army Benevolent Fund and the St Vincent De Paul Society, both of which carried out great work in Northampton.

## **2. 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 of Cllr Ashraf and highlighted her ability to connect with our community. Cllr Birch also praised the outgoing Consort, Mr Abu Ashraf, who had supported the Mayor and the couple's children during what had been an extremely busy time.

Cllr Fuchshuber seconded this vote of thanks.

**RESOLVED:** That the outgoing Mayor Cllr R Ashraf and her consort Mr A Ashraf receive a vote of thanks from Northampton Town Council.

The outgoing Mayor and Consort were both presented with their Past Mayor and Consort badges and bouquets of flowers

## **3. ELECTION OF DEPUTY MAYOR**

Councillor R Ashraf proposed that Cllr S Hibbert be elected Deputy Mayor for the Municipal Year 2022/23. Cllr Kilbride seconded this motion.

There were no other nominations.

**RESOLVED:** That Cllr S Hibbert be elected as Deputy Mayor for the municipal year 2022/23.

Cllr Hibbert received his robe and chain from the Macebearer. Cllr Hibbert read and signed his declaration of acceptance of office which was attested to by the Town Clerk.

The Deputy Mayor's Consort Mrs Liz Cox received her Chain of Office.

**4. APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Brown, T Eales, G Eales, and Connolly.

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6. MAYORAL APPOINTMENTS**

The Town Mayor made the following appointments:

- Chaplain – Father Brendon McDermott
- Macebearer – Mr Dave Peach
- Mayor's Cadet – Leading Cadet Aziz Corsaro
- Mayor's Charities – St Vincent De Paul and ABF The Solders' Charity

**7. MINUTES OF THE LAST MEETING**

Circulated with the agenda were the minutes of the Council meeting held 9<sup>th</sup> May 2022.

**RESOLVED:** That the Town Mayor be authorised to sign them as a true and correct record of proceedings.

**8. MEMBERSHIP OF COMMITTEES**

**RESOLVED:** That the following committee membership be agreed:

**Members of the Policy and Finance Committee:**

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

**Members of the Environmental Services Committee:**

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

**Members of the Community Services Committee**

Councillors Birch (Chair), Holland-Delamere (Deputy Chair), Ashraf, G Eales, T Eales, Fuchshuber, Hallam, Hibbert, Ismail, Lane, Marriott and Soan

**Members of the Planning Committee:**

Councillors Connolly (Chair), Russell (Deputy Chair), Brown, Choudary, Fuchshuber, Haque, Ismail, Lane, Meredith, Miah, Purser and Stevens

**Members of the Accounts Sub-Committee:**

Cllrs Marriott (Chair), Birch, Hibbert and Purser

**Members of the Grants Sub Committee:**

Cllrs Birch (Chair), T Eales, Hibbert, Holland-Delamere  
Named substitute: Cllr Lane

**Members of the Staffing Sub-Committee**

Councillors Birch, T Eales, Hibbert, Kilbride, Marriott, Purser, Russell

**Members of the Civic Matters Working Group:**

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

The Mayor thanked everybody for attending and reminded them that his reception would be held on the evening of the 18<sup>th</sup> May 2022 at the Guildhall.

**MEETING CONCLUDED 11.45**



## **Minutes of the Policy and Finance Committee Meeting held Monday 6<sup>th</sup> June 2022 at 18:00 in the Town Council Committee Room.**

**IN ATTENDANCE:** Cllrs Marriott (Chair), Alwahabi, Birch, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Tarasiewicz

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

### **1. Apologies for Absence**

Apologies were received from Cllrs Hallam, Connolly, Stevens, T Eales and G Eales

### **2. Declarations of Interest**

No declarations of interest were submitted.

### **3. To authorise the Chair to sign the minutes of the last meeting and ask questions as to the progress of any item**

**RESOLVED:** The Chair was authorised to sign the minutes from 25<sup>th</sup> April 2022

### **4. To receive the minutes of the Accounts Sub-Committee meetings for information, held 9<sup>th</sup> May 2022**

The minutes of the meeting as attached at appendix A were **NOTED**.

### **5. Annual Subscriptions Review**

Circulated with the agenda was a report detailing the Council's annual subscriptions. It was explained that the Council's Standing Orders required that the subscriptions be reviewed annually. The subscriptions were as follows:

- Northamptonshire Association of Local Councils – Membership – £6,657
- Society of Local Council Clerks – Membership - £473
- 2 Commune government website domain - £150
- Information commissioner's office registration – £35 (compulsory)

With regards to the NCALC subscription, the Clerk explained that the Northamptonshire County Association of Local Councils is a not for profit membership organisation, representing, training and advising the parish and town councils of Northamptonshire, who are the grass roots of local government. NCALC provided member councils with vital operational information and facilitate communication at all levels of the parish council network - district, county, regional and national.

The Association provides training via the County Training Partnership and offers courses on such varied subjects as chairmanship skills, council procedures and accounting and budgeting. It also offers the formal qualification for clerks, the Certificate in Local Council Administration (CILCA). The resource and advice that NCALC offer had offered had been invaluable.

Members asked the Clerk to distribute the details of the training available to councillors.

**RESOLVED:** That the annual subscriptions be approved.

## **6. To approve the direct debits and standing orders**

Circulated with the agenda was a report detailing the direct debits and standing orders that the Council had in place. As with the subscriptions there was a requirement to review them annually.

- Information Commissioner - £35 (annually, £5 discount for paying by DD)
- Zen office – printing costs for photocopier (paid monthly, amount varies)
- Xerox Finance – photocopier lease costs - £355.10 (paid quarterly)

**RESOLVED:** That the direct debits and Standing Orders be approved.

## **7. CCLA Public Sector Deposit Fund**

A report was circulated with the agenda regarding investing in the CCLA Public Sector Deposit Fund.

The report explained how the Council had been looking at ways to securely hold its money and minimise risk. At present all the Council's money was deposited in a Unity Trust Bank Account. Officers had approached well known High Street Banks about opening further accounts but with little success.

CCLA (Churches, Charities and Local Authorities) offered a Public Sector Deposit Fund which in essence places money with many different highly rated banks (CCLA use [Fitch ratings](#)) in order to spread funds with different A++ rated organisations rather than having them with one or two institutions.

It was explained that recently, Councillors Marriott, Purser and Russell had attended a briefing by a member of CCLA who explained how the deposit fund worked. The fund's primary goal was to sustain the net value of the assets at the Fund, then to maximise current income along with keeping principles and simultaneously liquidity. This is achieved by keeping a varied portfolio of high deposits. To maximise the average yield on deposits while achieving security requires the CCLA keep a careful focus on quality of the counterparty as well as monitoring their environmental, social and governance risk regularly. The fund is open and suitable for local authorities and other public sector bodies.

It was further explained that the fund was primarily about security and liquidity rather than return, though the return is better than having it in a current account.

The Town Clerk went on to explain that he and the Finance Officer were of the opinion that retaining £100,000 in the current account was advisable. This would give officers enough in the account to meet scheduled payments and protect the balance and also gave enough contingency if for some reason there was a delay in requesting the transfer of funds from the CCLA fund.



It was noted that CCLA required there to be a nominated account to transfer funds to, therefore there was not the possibility of requesting the funds be transferred to a different account.

Those Cllrs who attended the briefing spoke highly as to how the account worked and the clarity of the presentation by the CCLA representative. They endorsed the recommendations.

**RESOLVED:** That the Committee agrees to open an account with the CCLA Public Sector Deposit Fund

**RESOLVED:** That a balance of £100,000 is maintained in the Council's current account with the rest of the balance deposited in the CCLA Public Sector Deposit Fund

**RESOLVED:** That officers are delegated to move money from the CCLA Public Sector Deposit Fund when required to keep the balance in the current account at £100,000.

The Chair asked the Clerk to arrange a further briefing from CCLA for any further interested councillors.

## **7. Development of Town Council Strategy**

Circulated with the agenda was a report and proposal regarding the development of a Town Council strategy.

The Town Clerk explained that the council was now a year in and the development of a strategy/vision was essential in order to progress forward. The strategy would aid both councillors and officers as we progressed.

There were a number of elements to consider, the first being whether to do the plan in-house or with the help of a consultant. It was explained that a consultant could be used just to launch the process, or to manage the whole thing and deliver a document at the end of it. There were pros and cons. Some of the pros of using a consultant was that it would add capacity, bring in expertise (often with a wider view of what councils do), and ensure the process was run professionally and on time. Some of the cons were that the council "hands over" responsibility for the process to the consultant, and then doesn't feel ownership of the final plan. The Clerk highlighted that at present there was not a capacity to deliver a full strategy in house and that outside help would be beneficial.

The Clerk also highlighted that importance of a strategic plan should be driven by the residents which went into the realms of the Community Needs Analysis.

Attached to the agenda was a proposal and costing. Members agreed that outside help was required and that a strategy was required, especially as the council grows and begins to consider what assets and services it wants. It was agreed that further proposals be sought and that these be considered by a small group of councillors in order for them to make a recommendation and speed up the process.

**RESOLVED:** That Councillors, Birch, Marriott, Russell and one members of the Conservative Group, most likely Cllr Hallam, be delegated authority to consider the proposals and make the final decision.

## **8. Review of Standing Orders**

**RESOLVED:** That this item be deferred for consideration at a future meeting.

## **10. Investment Strategy**

The Town Clerk verbally advised the committee of a need to develop an investment strategy for longer term investments. The resolution to deposit funds in the CCLA Cash Deposit Fund was about security, and a strategy would need to be developed for longer term investments.

**RESOLVED:** That in due course Cllrs Marriott, Purser, Kilbride and Russell be asked to assist the Town Clerk in the development of an investment strategy.

## **11. Items of consideration on the next agenda**

The Chair asked for an item on defining budgets to be included. The Council was a year on and was beginning to have a better understanding of its budgets, but some needed greater clarity.

The issue of Data Protection and the ICO was raised and whether guidance could be offered to cllrs on this. The Clerk confirmed that town council email addresses were subject to data regulations, freedom of information requests.

*Clerk's note: NCALC offer a Data Protection for Cllrs course. More details could be found at <https://www.northantscalc.com/data-protection-for-councillors.html>*

There being no further business the meeting concluded at 19.05.

**Appendix A** to Policy and Finance Minutes for 6<sup>th</sup> June 2022

**NORTHAMPTON TOWN COUNCIL**

**ACCOUNTS SUB-COMMITTEE**

**9<sup>th</sup> May 2022**

**Minutes of the meeting held on 9<sup>th</sup> May 2022 at 11:00**

**in the Committee Room of the Town Council Officers at the Northampton Guildhall**

**PRESENT:** Councillors Marriott (Chair), Birch, Hibbert and Purser

**OFFICERS PRESENT:** Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer)

**53. APOLOGIES**

There were no apologies submitted.

**54. DECLARATIONS OF INTEREST**

The were no declarations of interest made.

**55. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 12<sup>th</sup> April 2022 were circulated within the agenda.

**RESOLVED:** That the Chair was authorised to sign the minutes as a true record from the previous meeting held on 12<sup>th</sup> April 2022.

**56. REVENUE BUDGET 2022/23**

The Town Clerk and Finance Officer presented Northampton Town Council's budget for financial year 2022/2023 and it was explained that expenditure looked like a high amount however, this was caused by pending Purchase Orders that needed to be invoiced. In response to a question posed by a Councillor, the Finance Officer explained the Council pay the accounting service in arrears and the system itself is paid monthly.

The Finance Officer made Councillors aware that individual event budget codes had been created to ensure expenditure on events can be monitored more thoroughly. In response to a question posed by a Councillor, the Finance Officer explained National Insurance and Pension contributions seemed low due to it been month 1 of the new financial year and the new officers are yet to be paid and therefore, looked as if we technically underspent. In response to another question the Finance Officer explained some IT costs and Hardware are accounted for differently, the software the Council licensed for example, Microshade, Horizon and the costs to host Councillors' emails is not considered hardware and the allocated expenditure was for the annual costs and has not exceeded allotted costs.

In response to a question raised by a Councillor, the Finance Officer explained if the Civic Budget was to exceed the assigned budget a valid reason would be required prior to any fund

being utilised. The Chair stated that he would like greater oversight and consultation on spends beyond those that were agreed especially on the civic side which was noted. The Finance Officer informed attendees that the first precept of the financial year had been received. In response to a question raised, the Town Clerk explained Northampton Town Council had yet to receive the transfer of funds for the Events Asset from West Northamptonshire Council to the Town Council however, this had been discussed with the appropriate contact point.

**NOTED**

A/c Name	Net Value	Invoice Total	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description
Aflora And Luxe Gifts	25	25	mayor making Flowers	4214	110	Civic Events	Civic and Democratic
Aflora And Luxe Gifts	210	210	mayor making Flowers	4214	110	Civic Events	Civic and Democratic
Alan Hodge	150	150	Master of ceremonies	4214	110	Civic Events	Civic and Democratic
BHIB Limited	815.8	815.8	Event Insurance	4130	101	Insurance	Central Administration
Colemans Warehouse Shop	275.55	330.66	Stationery	4560 4101	210 101	Climate Emergency Stationery	Open Spaces Central Administration
Council for Voluntary Service Northampton	42	50.4	Payroll Apr	4010	101	Payroll Costs	Central Administration
Council for Voluntary Service Northampton	60	72	Payroll May	4010	101	Payroll Costs	Central Administration
E. U. Fabrics	710	710	Fabric EID	4214	110	Civic Events	Civic and Democratic
Horizon Telecom Ltd	502	602.4	Telecoms Apr	4125	101	Telephone and Internet	Central Administration

Horizon Telecom Ltd	6040.8	7248.96	Hardware New Starts	4190	101	Equipment	Central Administration
John Roan Photography	477	477	mayor Photo	4215	110	Civic Regalia	Civic and Democratic
Julie Thorneycroft (Expense Claims)	16.05	16.05	Fuel Refreshments Committee meeting & Stationery	4015 4216 4101	101 110 101	4560 Room Hire Stationery	Central Administration Civic Events
Mayfair Cars (Northampton) Ltd	264	316.8	Approved 12/04 but not paid TP 1st & 6th April	4211	110	Mayor's Transport	Civic and Democratic
Microshade Business Consultants Ltd	527.03	632.44	Approved 12/04 but not paid - system host April	4128	101	Information Technology	Central Administration
Microshade Business Consultants Ltd	1416.16	1699.39	Adobe software	4128	101	Information Technology	Central Administration
Microshade Business Consultants Ltd	295	354	Account Support April	4155	101	Accounting Support	Central Administration
Microshade Business Consultants Ltd	295	354	Year End support	4155	101	Accounting Support	Central Administration
Microshade Business Consultants Ltd	578.32	693.98	Hosted system May	4128	101	Information Technology	Central Administration
Microshade Business Consultants Ltd	295	354	Account Support May	4155	101	Accounting Support	Central Administration
MICHAELS CIVIC ROBES LIMITED	209.5	251.4	Jabot / Gloves	4215	110	Civic Regalia	Civic and Democratic
Milton Keynes Brass	400	400	Bands in Park	4510	315	General Events	Public Events

Pellacraft limited	275	330	Sports Bottles	4210	110	Mayoral Allowance	Civic and Democratic
Rialtas Business Solutions Ltd	833	999.6	Approved 12/04 but not paid - pending Credit	4128	101	Information Technology	Central Administration
Rialtas Business Solutions Ltd	-833	-999.6	credit for wrong charge	4128	101	Information Technology	Central Administration
Rialtas Business Solutions Ltd	645	774	Finance Licence	4128	101	Information Technology	Central Administration
RTC Medical Solutions Ltd	440	440	EID Med Support	4510	315	General Events	Public Events
Seven C Products Ltd T/A School Bears	208	249.6	Jubilee pin badges	4510	315	General Events	Public Events
Stuart Carter (Expense Claims)	30	30	Picture gift for Taipei delegate	4214	110	Civic Events	Civic and Democratic
Tangerine Red Ltd	68	81.6	EID cards	4210	110	Mayoral Allowance	Civic and Democratic
Tangerine Red Ltd	80	96	Banner	4560	210	Climate Emergency	Open Spaces
Tangerine Red Ltd	150	180	Roadside Board-Bands in the park	4510	315	General Events	Public Events
West Northamptonshire Council	48477.36	48477.36	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16159.12	16159.12	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16159.12	16159.12	Rent	4300	201	Service Charge	The Guildhall

West Northamptonshire Council	-16159.12	-16159.12	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	1842.75	1842.75	Approved 12/04 but not paid - platinum Jubilee	4510	315	General Events	Public Events
West Northamptonshire Council	71.4	85.68	Refreshments Committee meeting	4216	110	Council Meetings & Room Hire	Civic and Democratic
West Northamptonshire Council	-48477.36	-48477.36	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	-16159.12	-16159.12	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	14.2	17.04	Refreshments 25/04/22	4216	110	Council Meetings & Room Hire	Civic and Democratic
West Northamptonshire Council	16159.63	16159.63	Rent 01.01.22-31.03.22	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16644.4	16644.4	Rent 01.04.22-30.06.22	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	76.8	92.16	Refreshments 12/22/29 April	4210	110	Mayoral Allowance	Civic and Democratic
West Northamptonshire Council	1295	1295	Room booking 16th & 18th May	4214	110	Civic Events	Civic and Democratic
West Northamptonshire Council	21.3	25.56	Refreshments	4210	110	Mayoral Allowance	Civic and Democratic
	£51,625.69	£54,107.70					

RETROSPECTIVE APPROVAL FOR RETROSPECTIVE BANK PAYMENTS

	BHIB	£5,311.60	£5,311.60	General Insurance. Posted paid and banked	4130	101	Insurance	Central Administration
04/03/2022	BHIB	£2,226.40	£2,226.40	Fleet Insurance. Posted and Paid and banked.	4130	101	Insurance	Central Administration
29/04/2022	BHIB	£815.80	£815.80	Event Insurance see above shown	4130	101	Insurance	Central Administration

Salaries / HMRC / Pension payments April.	Comments	Payment Due Date	Ac Code	Description
Salaries (Net) for May including Mayoral Allowance	Includes new starts and pro rate pay for Mayor Ashraf & to be Mayor Meredith	20/05/2022	520	Wages
HMRC May		06/06/2022	515	PAYE / NI
Pension May		06/06/2022	516	Pensions

PENDING OFFICER APPROVAL & / OR ENTRY TO FINANCE SYSTEM								
Zen Office	see note	£46.24	INV APPROVED 12/04 BUT VALUE WAS £43.24	4101	101	Office Supplies & Photocopying	Central Administration	
wave Utilities	See note	£4,788.00	disconnection notice	4400	230	Repairs and Maintenance	Allotments	
Mayfair	£79.20	£95.04	Mayors Transport 11/04/22	4211	110	Mayor's Transport	Civic and Democratic	
Mayfair	£26.40	£31.68	Mayors Transport 28/04/22	4211	110	Mayor's Transport	Civic and Democratic	
wave Utilities	£157.08	£157.08	Water Billing Lane April 22					



GRANT APPLICATIONS TO THE GENERAL GRANT FUND - APPROVED AT COMMUNITY SERVICES MEETING 11th APRIL			
Name of Organisation & brief description of project	Total grant requested (£)	Recommendation of Sub-Committee	Comments
Lowdown £15,000	£15,000	Was deferred from FY22 to FY23	result agreed at 30th Nov meeting
Youth Summit £2,840	£2,840	Was deferred from FY22 to FY23	result agreed at 30th Nov meeting

## 57. PAYMENT OF ACCOUNTS

The Finance Officer explained Class Carriages had been added to the payments list, since they provided services to the Town Mayor however, it was noted Mayfair Cars have provided driver services when Classic Carriage are not available to fulfil transportation to the Town Mayor's engagements.

It was raised by a Councillor that the Master of Ceremonies was not discussed during the Civic Working Group, in addition to the purchase of the Eid in the Racecourse bunting and fabric. The Town Clerk explained that this was funded in lieu through the Civic Budget as funds had not been utilised to provide the Town Mayor a Civic Reception due to COVID-19 infection and control measures.

The Finance Officer explained West Northamptonshire Council had been invoiced incorrectly for rent and refreshments therefore, the Town Council is in credit. A Councillor raised that the room hire for the Queen's Platinum Jubilee had yet to be paid due to a discussion to be held about a discount as the event was not a commercial endeavour and in fact for the community. The Town Clerk advised he would chase the Guildhall Facilities team to discuss if any discount can be applied.

*Clerks Note: The Deputy Chief Executive of West Northamptonshire Council had stated no discount would be agreed at present however, she would continue to ask on Northampton Town Council's behalf.*

The Finance Officer made attendees aware a payment for water rates is required for an allotment located on Broadmead Avenue and the Town Clerk had contacted the suppliers directly to arrange payment. In response to a question posed, the Town Clerk explained Idverde were sub-contracted to manage allotments under Northampton Town Council's responsibility however, we were responsible to pay for utilities of the sites. Furthermore, it was explained any repairs or leak would be repaired by Idverde however, if the repair falls outside of Idverde's expertise then the Town Council would be liable to source and pay for the cost of repairs. In response to a question, the Town Clerk explained the legislation to set rental costs for tenants and that this must be raised gradually and in a year in advance.

The Finance Officer raised salaries were included as a pro-rata break for the retiring Town Mayor and the incoming Town Mayor would be paid as well. Moreover, there were some Northampton Town Council Grant recipients to be paid from the previous financial year.

**RESOLVED:** That the Payments of Accounts be approved.

#### **58. AUDIT REPORT**

The Finance Officer explained to attendees that an Audit had been completed and the feedback provided was positive and, no questions had arisen that within the Finance Officer's experience is a confident sign. The Finance Officer stated Councillor Alwahabi had been invited and completed Internal Control, he specifically wanted to review how accounts were managed from conception to completion, and was shown the various finance registers that managed payments and invoices. It was raised by a Councillor that it would be beneficial for Councillors who completed internal control checks be invited to Accounts Sub-Committee meetings to provide a verbal update.

A Councillor posed asking West Northamptonshire Council to share knowledge about financial processes. The Finance Officer explained West Northamptonshire Council deal with a large amount of funds and their system is more automated compared to Northampton Town Council, therefore it may not be beneficial.

#### **59. CCLA PUBLIC SECTOR DEPOSIT FUND**

The Finance Officer explained the cash book balance is in-line with banking records and a presentation is soon to be held regarding investments that would incur interest. A Councillor asked if all unspent funds would be transferred into an interest incurring fund. The Finance Officer and Town Clerk explained this would be decided by the Policy and Finance Committee however, in our current bank account we receive 1.7% interest on funds held. The Town Clerk further stated there was a need for a long-term investment strategy, policy and consider what products could be offered.

**MEETING CONCLUDED 11:50**

## **Community Services Meeting**

### **Minutes of the meeting held at 18:00 on 13<sup>th</sup> June 2022 in the Committee Room at the Town Council's offices at the Northampton Guildhall**

**PRESENT:** Cllrs Birch (Chair), Holland-Delamere (Deputy Chair), Fuchshuber, Hallam, Marriott,

**OFFICERS PRESENT:** S Carter (Town Clerk), J Thorneycroft (Asst. Town Clerk) and L Hannam-Jones (Events and Projects Officer)

**ALSO PRESENT:** J Thompson (Wall Games) and M Mullen (Northampton BiD)

#### **1. Apologies for Absence**

Apologies had been submitted by Cllrs Ashraf, Hibbert, Soan, G Eales and T Eales.

#### **2. Declarations of Interest**

Cllr J Birch declared a non-pecuniary interest in minute x, grant application x, as she is on the Management Committee.

#### **3. To authorise the Chair to sign the minutes of the last meeting held 11<sup>th</sup> April 2022 and ask questions as to the progress of any items**

**RESOLVED:** That the Chair be authorised to sign the minute as a true and accurate record of proceedings.

#### **4. To receive the minutes from the last Grants Sub-Committee meeting held 8<sup>th</sup> June 2022 for consideration of their recommendations – minutes to follow**

Tabled were the notes of the last Grants Sub-Committee. It was noted that the Grants Sub-Committee had made recommendations therefore the Chair went through each application.

**RESOLVED:** That the recommendations as set out below for the Councillor Grants Scheme be approved.

NAME OF ORGANISATION & BRIEF DESCRIPTION OF PROJECT	APP NO.	TOTAL GRANT REQUESTED (£)	RECOMMENDATION OF SUB-COMMITTEE	COMMENTS
<p><u>65<sup>th</sup> Northampton Guides Paddle Sports</u></p> <p>Our intended project is to provide our Guide (ages 10-14) and Ranger (aged 14-18) sections with an instructor led paddle session at Northampton Active, Bedford Road, Northampton. The 1.5hr long session will provide each girl with an opportunity to try a paddle sport from a choice of kayaking, stand-up paddle boarding and canoeing on the River Nene.</p>	<b>CCF70</b>	£500	It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b> .	It was commented that this project would provide a great activity for the 65 <sup>th</sup> Northampton Guides.
<p><u>Queen's Park Working Men's Club</u></p> <p>The grant would help to fund a Party for the children and the remainder would go towards the proposed celebrations over the Jubilee weekend in June.</p>	<b>CCF71</b>	£500	It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b> .	It was highlighted by Councillors how the funds would enable more community events to take place at the longstanding establishment of Trinity.
<p><u>Community Spaces Northampton</u></p> <p>The project is a joint project between The Princes Trust and Community Spaces Northampton. The aim is to totally redecorate the internal spaces of the Community Centre and to improve the external areas planting and, raised beds, of the external area and litter picking maintenance of facilities in the kitchen will also be improved with crockery and repairs to the units.</p>	<b>CCF72</b>	£1,000	It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b> .	It was stated by Councillors that the funds would enable Community Spaces to complete the redecoration of Vernon Terrace and will be a great benefit to the local residents of Abington.

<p><u>Earth's Lonely Angels</u> We feed around 30+ service users every Monday night. We request donations from the people of Northampton to help give out clothing footwear toiletries hot drinks and food. We set up a static outreach every week on the market square at the moment which is great. We have an allocated volunteer who support service users with phone numbers, other support agencies what's available in way of food banks debt advice anything really we will go above and beyond to help.</p> <p>We also provide food parcels I personally support 4-5 families just in my estate with food and clothing to support people going into their new homes either with furniture or just advice on what's out there to help with things like white goods.</p>	<p><b>CCF73</b></p>	<p>£1,000</p>	<p>It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b>.</p>	<p>It was commented that the work this group does is commendable, however, this project was primarily located in Castle Ward. The proposing Cllr had been advised of this and had stated that the organisation also carried out a lot of work in Talavera.</p>
<p><u>Northampton Domestic Abuse Service (NDAS)</u> When we have adults and children in refuge they often come to us with nothing at all other than the clothing they are wearing. We can support them whilst they are in refuge but once they are ready to move on and into their own house, they struggle with buying basics for it as they are starting from scratch. Money will be spent on "moving out packs" to consist of basics to help them set up their home.</p>	<p><b>CCF74</b></p>	<p>£2,284</p>	<p>It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b>.</p>	<p>Councillors applauded the great work NDAS complete for the residents of Northampton and how the moving out packs will greatly assist service users onto their next steps.</p>

<p>We would like to put together 30 of these packs to start with.</p>				
<p><u>Basketball Northants</u> The 3x3 event is to promote and launch the recently upgraded basketball facilities on The Racecourse. The is a facility which is available to all. The tarmac courts have been resurfaced and lighting installed. The new surfaces make the courts suitable for wheelchair users and the lighting extends the time the courts can be played on.</p> <p>The tournament takes place on 31st July with different competition levels and an opportunity to showcase the new facilities.</p>	<p><b>CCF75</b></p>	<p>£500</p>	<p>It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b>.</p>	<p>It was commented the event would enable the showcase of the recently refurbished basketball pitches and the Racecourse and Councillors wished participants the best of luck.</p>
<p><u>Doddridge Centre Limited</u> We would like to produce a newsletter which we would deliver to the local wards around the Doddridge Centre to include locations such as Dallington, Spencer, Spring Boroughs and Upton/Duston. We would alternate which wards we deliver to on a monthly basis, to ensure that we are able to reach a wide selection of the community. Within the newsletter we</p>	<p><b>CCF76</b></p>	<p>£1304</p>	<p>It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b>.</p>	<p>It was commented this project would better highlight events that occur at the Doddridge Centre and enable greater engagement with the local Residents of Dallington, Spencer, Spring Boroughs, Upton and Duston.</p>

will update the local people of Northampton of what we have been running at the centre and what we have planned for the coming months, providing details of how they can get involved.				
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**RESOLVED:** That the recommendations as set out below for the general grants scheme be approved.

NAME OF ORGANISATION & BRIEF DESCRIPTION OF PROJECT	APP NO.	TOTAL GRANT REQUESTED (£)	RECOMMENDATION OF SUB-COMMITTEE	COMMENTS
<u>Cherwell Theatre Company</u> Song of the Summer' is a youth 'gig theatre' project integrating music and drama workshops in schools/colleges/community settings/Northampton University, bringing together young musicians and actors from all backgroundsto create a performance which celebrates the town's musical heritage.	<b>CGF26</b>	<b>£4,215</b>	It was <b>RECOMMENDED</b> by the Grants Sub-Committee this application be <b>APPROVED</b> .	It was commented the event will be a testament to the history of Northampton and enable those involved to display their talents.
<u>Northampton Association of Youth Clubs</u> NAYC will provide Wellbeing Training and Mental Health First Aid Training to youth group leaders in Northampton. The training is the first stage of an innovative project to open new Wellbeing Youth Cafes in designated areas forlocal young people. The designated areas would be based on local needs and deprivation.  The Wellbeing Youth Cafe is a new type of youth provision based on a universal, open	<b>CCF27</b>	<b>£11,770</b>	It was <b>RECOMMENDED</b> by the Grants Sub-Committee that subject to clarification on the hire costs that this application be <b>APPROVED</b> .  <i>Clerk's note: The applicant has confirmed the £50 hire costs but that it is for 3 hours per session rather than the two hours stated in the application</i>	It was raised that NAYC project will be a great benefit to the young people of Northampton, however, it was raised by a Councillor the organization may be able to receive a reduced cost for the hire of Community Space due to NAYC is a registered charity.

access youth club model, with 1:1 professional support accessible to young people who are experiencing life challenges affecting their wellbeing.				
<u>Wall Games</u> The pain point and the problems we are setting out to solve Community mental health due to the pressures of covid and cost of living Cultural reputation/perception of the town centre is poor Reduced footfall in town centre / boost required for local businesses Existing artwork becomes tired and needs refreshing Local community sense of ownership over the spaces. Northampton Youth Workshop - 21st August (2 x 3hr sessions - 10 person each).	<b>CGF29</b>	<b>£13,675</b>	The committee supported this application, but it was noted that the applicant would be attending the Community Services Committee the following Monday when clarification could be sought on the Roadmender event element of the project.	Councillors were pleased to see another Wall Games event scheduled to take place in Northampton. Clarification was sought on the event taking place at the Roadmender and the Town Council's subsidy of this.

## 5. Wall Games Project

In attendance was James Thomson from the Wall Games Project. Wall Games were requesting a grant of £14,850. Mr Thompson was invited to present his project to the committee.

Mr Thompson explained that the Wall Games Project was a music and arts cultural project to refresh the existing street artworks in the town, add new locations and host free youth workshops in the town centre. It was noted that the Town Council had supported the project last year, but this year they were asking for significantly more.

Noting the mural last year of the late comedian Sean Lock it was queried whether it was possible to put forward suggestions for artworks, for example to have a prominent Northamptonian such as Alan Carr or Alan Moore, Mr Thompson said this could be possible.

The Chair highlighted last year's issue of people graffitiing in the town centre which was expensive to remove following the event when half-empty cans were taken from the bins. Mr Thompson advised the youth workshops would give an opportunity for young people to develop good street art skills and to get permissions from the buildings. In addition, security had been increased and bins would be emptied and at the end of each day of the event to try and prevent this happening again.

In response to a question it was explained that further locations could be added as separate small projects following the Youth Workshops.



The major addition to this year's project was the music event to be held at the Roadmender. It was explained that the music event on the Saturday evening to be held at Roadmender was as a thank you to the 220 artists and charging £5 entry for the public. The profit would go back into the fund for next year.

In response to a question about other funding sources Mr Thompson said that he had approached WNC but that it was too late for funding. He is hoping to work with Hope Centre going forward to apply for Arts Council funding in future years now Wall Games was formally set up as a Non-Profit organisation.

The committee was in agreement that the Town Council should support the project with a grant.

**RESOLVED:** That a grant award of £14,850 be awarded to the Wall Games Project.

Mr Thompson thanked the committee and left the meeting.

#### **6. Northampton Town Centre BID – Celebrating the Sixties Event in the Market Place – request for funding**

Mr Mullen from Northampton Town Centre Business Improvement District (BiD) briefed members on a proposal to hold a 60's music event in the Market Square. He stated that due to the delay in the Market Square renovation, there was an available slot on 10<sup>th</sup> September. The BiD proposed to put on a 60's event to evoke the time when the Beatles came to Northampton in 1963. Businesses around the Bid area would also be encouraged to display photographs of their businesses in 1960s. The event will host entertainment in the day and the Merseyside Beatles act would play 6.30-8pm. The event aimed to be the last event on the Market Square to give it a 'send-off' before the works start and to encourage people into the town centre. The BiD were asking the Town Council for £5,000 which would pay for local bands and support the headliner.

In response to a question Mr Mullen confirmed that he had liaised with the Royal and Derngate but not with the Old Savoy. It was noted both had similar acts on and that it was important to keep partners informed of other events that may complement what they were doing. Mr Mullen confirmed he would be in contact with them.

It was noted that the Records Office and potentially Museum and Library may have photographs in the archives that businesses could use for the 60's window displays.

**RESOLVED:** That the Town Council give funding of £5,000 for this event to come from the Grants Budget.

#### **7. Northampton Town Centre BID – Town Centre Hosts**

Mr Mullen verbally updated the committee on Town Centre hosts and whether the Council in the future would consider supporting provision of further hosts.

Mr Mullen explained that as WNC wardens have been redistributed around the whole West Northants areas (formally they just covered the NBC area), the town centre did not have the same regular, familiar warden presence and intelligence was not getting sent to the police in the same way. Extra provision could help remedy this.

Cllr Hallam stated that whilst he thought the hosts did a great job, he was not in support of paying for staff for other agencies. Cllr Hallam also highlighted that the town centre was only one ward of the town council. Members agreed that there was a need to look after all town residents and not the town centre.

The Chair noted that all wards needed a regular neighbourhood warden and praised the previous Northampton Borough Council wardens in the work they did.

It was noted that there was similar scheme to sponsor PCSOs but that there were plenty of police officers connected to the town centre now. It was commented that what was missing was the intelligence previously provided by the neighbourhood wardens.

The Clerk highlighted that the Town Council were to embark on a strategy and what may come out of that may dictate future thinking on issues such as wardens, hosts, etc.

It was noted that fly tipping was a big issue all around the town, something which previously would have been monitored by the wardens. In addition, the general appearance of the town had declined in terms of cleanliness in the committee's opinion. It was agreed that Cllr Daniel Lister from WNC be invited to attend an Environmental Services committee meeting to speak to this.

Mr Mullen was thanked for his briefing but it was decided not to take this proposal any further at the current time.

Mr Mullen thanked the committee and left the meeting.

#### **8. Grants Process – Consideration of delegating time sensitive grant applications to the Sub-Committee**

The Chair verbally asked the committee to consider giving delegated authority to the Grants-Sub Committee to approve and award grants that were time sensitive. i.e. they needed to be approved before the next meeting. This was most likely to be for grants related to the Councillors' Community Grants. It was also noted that substitutes for the Grants Sub-Committee would be needed.

**RESOLVED:** That the Grants Sub-Committee be given delegated authority to approve grants that are time sensitive at a meeting of the aforementioned sub-committee.

**RESOLVED:** That all members of the Community Services Committee are appointed as substitute members. The responsibility for asking a substitute to attend in place of the nominated committee member resides with the committee member.

## **9. Events Update**

Circulated with the agenda was the most recent events report.

It was reported that Carnival went ahead 11<sup>th</sup> June. The parade had been a great success. There had been a complaint about the noise emanating from the park element which had been passed to the organising committee. The Assistant Town Clerk confirmed that a feedback meeting would be taking place imminently.

Northampton Music Festival - coming up on 19<sup>th</sup> June. The Town Council was a prominent sponsor of this event.

Armed Forces Day- 25<sup>th</sup> June- It was noted that because of the recent Jubilee Armed Forces parade, there would not be another for this event. There would be stalls and attractions on the Market Square.

Pride- 26<sup>th</sup> June, - It was noted that the Town Council was a silver sponsor and have supported the event with £2,000 from the events budget.

It was reported that at the Town Festival and Party in the Park, the Town Council planned to have a stall to promote its activities, grants, Northampton in Bloom etc.

Bloom- It was reported that Blackthorn and Brookside Hall were putting forward Grow Together project this year with the prospect of entering Britain in Bloom next year as a community group.

Twinfest- It was noted that this event was happening in the summer and that the town council would be sharing their social media posts and promoting it as much as possible. Cllr Hallam advised Poitiers had stepped away from twinning and suggested an event with Northampton Massachusetts on 4<sup>th</sup> July in future years.

**NOTED**

## **10. Covid Memorial Update**

The Chair gave a brief update on this project advising that the designs were going to be on display at 78 Dergate. All feedback was welcome.

**NOTED**

## **11. Items for consideration for the next agenda**

An update on the Bleed Kits project was requested for the next meeting.

**NOTED**

There being no more business to transact, the meeting ended at 19.55 hours.



## ENVIRONMENTAL SERVICES COMMITTEE

### Minutes of the meeting held at 18.00 on 27<sup>th</sup> June 2022 in the Town Council Committee Room at Northampton Guildhall

**PRESENT:** Councillors Stevens (Chair), Joyce, Miah, Soan and Tarasiewicz

Also present: Mrs C Robertson-Marriott from the Climate Change Forum

Officers: S Carter (Town Clerk), J Thorneycroft (Assistant Town Clerk) and J Haines (Events and Projects Officer)

#### 1. APOLOGIES

Apologies had been submitted by Cllrs Alwahabi, Ashraf, Choudary, Haque and Meredith

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD 4<sup>TH</sup> APRIL 2022

**RESOLVED:** That the Chair be authorised to sign the minutes as a true and correct record of the meeting.

#### 4. NORTHAMPTON IN BLOOM

Mrs Robertson-Marriott from the Climate Change Forum gave a brief presentation about the installation of a renewable planter. The Assistant Town Clerk then gave a broad update on bloom.

Mrs Robertson-Marriott explained that the Climate Change Forum had been discussing the idea of a renewable planter made from recycled wood, to be planted with sustainable plants, perennials with a shrub centrepiece with compost from allotments. The flowers would last around five years. The idea was to trial it and see how it worked. Mrs Robertson-Marriott explained that Workbridge had been approached about building a planter and had agreed to at a cost of approximate £50. Subject to permissions it was planned to put the planter on Abington Street at the junction with St Giles. The Council planned to enter Britain in Bloom in the coming years and the partnership working and sustainability of this planter would be a benefit. The committee supported the idea and asked that some sort of information board be included to give information about the project.

**RESOLVED:** That the Council pay for the planter, plants and associated costs from the Climate Emergency Budget.

The Assistant Town Clerk gave a brief update on the broader bloom project. She explained that the contract the town council had inherited was still being unravelled, but that plants were in place and the feedback had been very good. The plan was to plot the planters etc. on a GIS map so officers had a record of all their locations. IT was further noted that officers and councillors would be promoting the bloom project at the upcoming Town Show.

Cllr Joyce stated the feedback from Eastfield Ward residents had been very positive and he thanked the officers for their work.

The Clerk stated how difficult it had been for officers to sort out the bloom project. The complexity of the different contracts, the planting, the permissions etc. meant that this project was extremely intensive. The Clerk praised and thanked the Assistant Town Clerk for the great work she had done on this. The Committee echoed this view.

## **5. ENCOURAGING BLOOM COMMUNITY GROUPS**

It was reported that a recent Bloom Sub-Committee had recommended encouraging community groups to approach their local councillor about funding for bloom related projects through the councillor grant scheme. The Assistant Town Clerk advised that as a result the Town Council had produced a leaflet encouraging community groups to apply to councillors for councillor grant of £200 for bloom projects, i.e. planters, plants etc. Councillors could choose whether they wanted to support it.

**NOTED**

Cllr Joyce left the meeting as he had to attend another meeting.

## **6. CLIMATE CHANGE FORUM AND ZERO CARBON PLAN**

Circulated with the agenda was a zero carbon plan intended to act as a starting point for discussion. The plan is attached at appendix A.

The Chair, who had drafted the plan, stated that a plan was needed to inform the Town Council's decision making going forward. For example, it would be referenced in the Council's procurement process.

The consumption footprint tables for Northampton were of particular interest to the committee. The tables calculated average emission for a specific geographic location, the ones included were for Northampton.

Members agreed that the document was a great start and would require further scrutiny at a future meeting.

**NOTED**

## **7. ENVIRONMENTAL SERVICES GRANTS SCHEME**

Circulated with the agenda was a draft protocol for Environmental Grants. It was explained that that at the last meeting, the committee agreed to look at establishing an Environmental Grants Scheme.

The Chair had taken this and developed a scheme as detailed below for your consideration.

### ***Environmental Grants Scheme***

*Northampton Town Council, via its Climate Change Forum, which is a sub-group of the Environmental Services Committee, wants to encourage, support and promote volunteer and other organisations such as community groups, charities, faith groups, friends' groups, & schools within its area to apply to a specific Climate Change Grants Scheme.*

*This Scheme is part of the Town Council's commitment to reduce emissions locally, due to the widespread challenges and increasing threats posed by Climate Change to the town's residents.*

***Small or large, your green ideas can have a big impact.***

*Any decision to award a Climate Change Grant following an application being submitted will be decided by the Climate Change Forum at its regular meeting, and the policy below is designed to act as guidance for both applicants and Councillors who may wish to support such an application.*

*There are 3 levels of funding available up to a maximum of £5,000 for 'practical green ideas' in these areas:*

- Climate Emissions – Reduce carbon emissions and other climate warming gases, reduce households' carbon footprint*
- Energy – Reduce consumption of energy, install low carbon or renewable forms of energy*
- Transport – Reduce the amount of miles travelled by fossil fuelled personal transport, increase cycling, walking and use of public transport*
- Biodiversity – Increase, restore or enhance local biodiversity and wildlife*
- Climate Change Mitigation – Reduce urban heat levels & water consumption, and reduce threats from flooding, increase local sustainable production of food or goods*
- Waste – Minimise waste, enhance reuse and recycling*

*Other key considerations for the Forum in deciding on which applications to support include:*

- Will the project increase awareness & education on climate change, and support behaviour change towards cleaner, greener ways of living?*
- Is the project aimed at encouraging the local community to use renewable sources of energy, to reduce their energy use in homes, businesses, modes of travel and elsewhere?*
- Does the project promote a wider community involvement and active engagement in environmentally aware behaviour change?*
- Does the project have other spin-off benefits such as air pollution reductions, improved personal physical health and/or psychological well-being?*
- Is there potential for longer term, environmental benefits from the project?*
- We will not accept applications from individuals, or commercial organisations which aim to generate a profit*

- *Organisations may only apply once per calendar year for this grant*
- *Due to budget limitations a smaller amount than that applied for may be offered as a grant*
- *Grants will not be awarded to cover costs that have already been incurred.*

*What levels of funding are available?*

- *up to £1,000 (for small projects that are 'ready to go' and which fit the criterion of being most definitely a 'practical green idea with likely benefits to the community')*
- *up to £2,500 (more detailed information about the likely amount of emissions reduction or specific diversity gain is required from the applicant)*
- *up to £5,000 (in this category, we require applicants to contribute an equal amount of match funding to enable support for larger projects).*

*The Scheme is a new venture for the Town Council, and we want to keep it flexible to encourage potential applicants. However, as a prompt for local groups and organisations to use their imagination, below are some projects that other Councils have awarded grants for:*

- *Schools working towards the development of cycling and walking activities.*
- *Organising carbon footprint training for community groups.*
- *School and community groups developing food waste composting projects.*
- *Organising active travel events to encourage more low emissions travel, such as E-bike events.*
- *Friends of open spaces such as parks, or street residents associations implementing a community project.*
- *A school becoming a single use drinks bottle plastic free school.*
- *Solar PV systems installed at community facilities.*
- *Local community food sustainable growing and distribution schemes.*
- *A Community Centre replacing existing lighting with LED.*
- *Tree, hedgerow or perennial wildflower planting, especially in areas that are now concrete and tarmac 'deserts'.*

### **How To Apply**

*Please complete the application form – [Climate Change Grant Application FORM](#) (LINK required)*

*Applications are accepted on a rolling basis, until the annual budget has all been allocated (that is, there is no date deadline by which to submit).*

*PLEASE NOTE that the Northampton Town Council area does not include these areas of the town that have their own Parish Councils:*

*Billing, Duston, Collingtree, East Hunsbury, Far Cotton and Delapre, Great Houghton, Hardingstone, Hunsbury Meadows, Kingsthorpe, Upton, West Hunsbury, Wootton, Wootton Fields and Simpson Manor.*



The Clerk stated that it would need to be managed in parallel to the existing Community Grants Scheme and that it was advisable that any recommendations come to this committee for approval. It was suggested that the Climate Change Forum consider an applications and make a recommendation but that the Environmental Services Committee formally makes the decision.

**RESOLVED:** To adopt the Environmental Grants Scheme as detailed above.

**RESOLVED:** That applications are considered by the Climate Change Forum who in turn make a recommendation on each application to this committee.

## **8. ALLOTMENTS UPDATE**

The Town Clerk briefly updated members on the allotments situation. He explained that the allotments were still being managed as part of the contract between WNC and IdVerde. No formal agreement between the Town Council and WNC had been concluded and WNC had not pursued it.

Costs with regards to utilities etc. were not consistent and it was unclear what WNC were paying for and what was being passed on. The Town Council were getting water bills for some sites but not all. Repairs continued to be carried out by IdVerde though no cost had been passed onto the town council.

The committee agreed to continue to monitor the situation.

**NOTED**

There being no more business, the meeting ended at 19.25 hours.

Signed.....Chair

## **Appendix A** to Environmental Services Committee Minutes 27 June 2022

### **Northampton Town Council Climate Change Plan DRAFT JUNE 2022**

(Document Provenance: Cllr Andrew Stevens drafted this Plan after a discussion of his initial draft at NTC's Climate Change Forum of 28-4-22.)

#### *Introduction*

Many Councils in the UK have already produced and published their Climate Change / Carbon Reduction / Zero Carbon / Sustainability - plan / programme / framework / policy / strategy. Some of these are very detailed, and some include what a Council has already achieved in implementing their plan. The Councils vary from small parishes up to large Town or City or County Councils, and there is much 'out there' that Northampton Town Council can learn from and perhaps adopt or adapt. As we are a small Council in resource terms, what we can achieve by ourselves is limited, so we shall need to work with other Councils, notably West Northants Council, but also other Parish Councils adjacent to our own geographical area. Also, whilst many of the actions being taken by other Councils nationally are based on sound evidence, data on Climate Change – its causes, effects and possible remedies - continue to develop, and this Plan will need to be a flexible and evolving document that adapts and grows as the science of Climate Change and the awareness of our residents about the causes, effects and remedies of Climate Change increases.

#### **Why Do We Need This Plan?**

Climate Change is a significant threat to human beings all over the world, as a heating world will cause more and more extreme weather events (See Note 1), and the impact of these are will not just be felt on the other side of the world but will have considerable impacts locally (See Note 2 below).

Because of the strength of scientific evidence that tells us this, in 2021, the new Northampton Town Council noted previous climate emergency declarations by both Northampton Borough Council and Northamptonshire County Council and unanimously agreed that, as a new Council it was vital to put the climate emergency at the forefront of any decisions. The Council therefore resolved to declare a Climate Emergency and set 2030 as the date to be for the Council to be Carbon Neutral.

#### **The Council's Climate Change Forum.**

The Council's Environmental Services Committee has set up a Climate Change Forum to assess what the Council can do towards prevention of worsening climate change, as well as helping Northampton residents to prepare and adapt for those effects of climate change which are now probably unavoidable. Tackling these issues will not just reduce emissions, but should bring other benefits to our Town: creating a healthier place to live and work, providing new jobs and helping tackle social issues such as fuel poverty.

The Forum's business is to consider any issues that are a part of the cause of current climate change processes and then any viable means of reducing or mitigating those causes. Another Forum concern is how to help adapting to and building resilience in and around the town of Northampton to the likely effects of climate change. The aims of the Forum are therefore to identify specific areas of work and develop research informed projects, events and campaigns in areas chosen as priority by the Forum.

### **So, where do we start? Northampton's Current Carbon Footprint.**

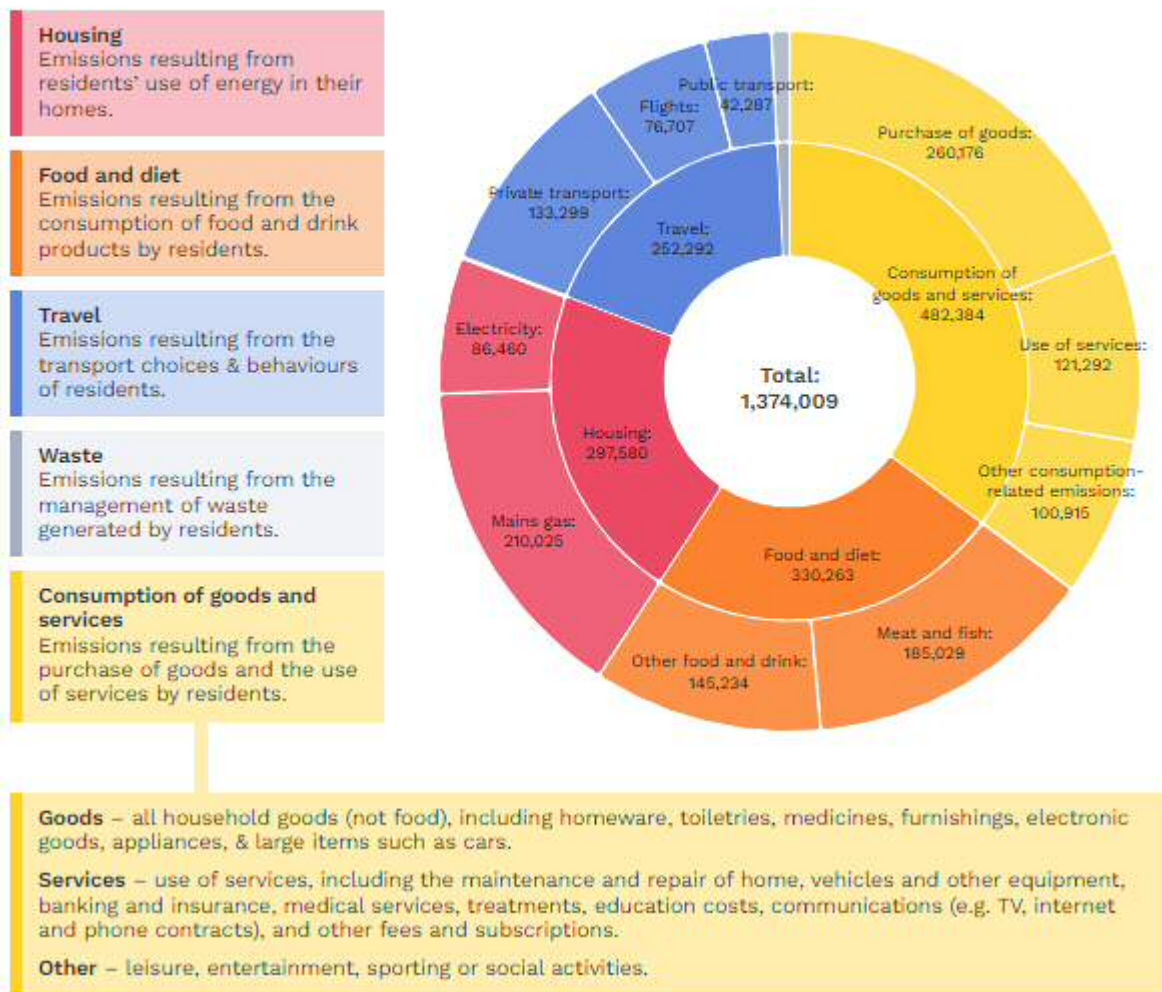
Information about the probable size and composition of Northampton's current carbon footprint - that is, an estimate of the amount of emissions produced by the population of the town - can be obtained using the IMPACT tool (<https://impact-tool.org.uk/using-impact>). IMPACT has been produced by The Centre for Sustainable Energy (CSE), in collaboration with the University of Exeter, and covers the whole of England, Scotland and Wales. It draws on over 30 datasets from the UK Government and other agencies, to estimate the total amount of greenhouse gases produced directly and indirectly as a result of everyday human activities in the given locality: heating homes, buying goods, transport, producing & distributing food, disposing of waste, etc.

Below are IMPACT's current assessment of Northampton's emissions profile presented in 2 ways, with the pie chart for 1 being taken from IMPACT's pdf Report for the town which is accessible at:

<https://impact-tool.org.uk/report?regionId=E07000154&geography=local-authority>

1] Total Consumption Footprint of Northampton' Residents

This figure shows the annual carbon emissions (measured in tonnes CO<sub>2</sub>e<sup>2</sup>) emitted as a result of the different activities that residents within your local authority's boundary engage in – from heating to eating.



However, the geographical area represented by this data is based on the prior Northampton Borough Council area, so Northampton Town Council's emissions, as it is a smaller area, will be less. The Town Council covers an area with around 130,000 people, out of the roughly 225,000 people in Northampton as a whole, that is 58% of the population. 12 other parish councils serve the other 42% of the old Northampton Borough Council area and they are:

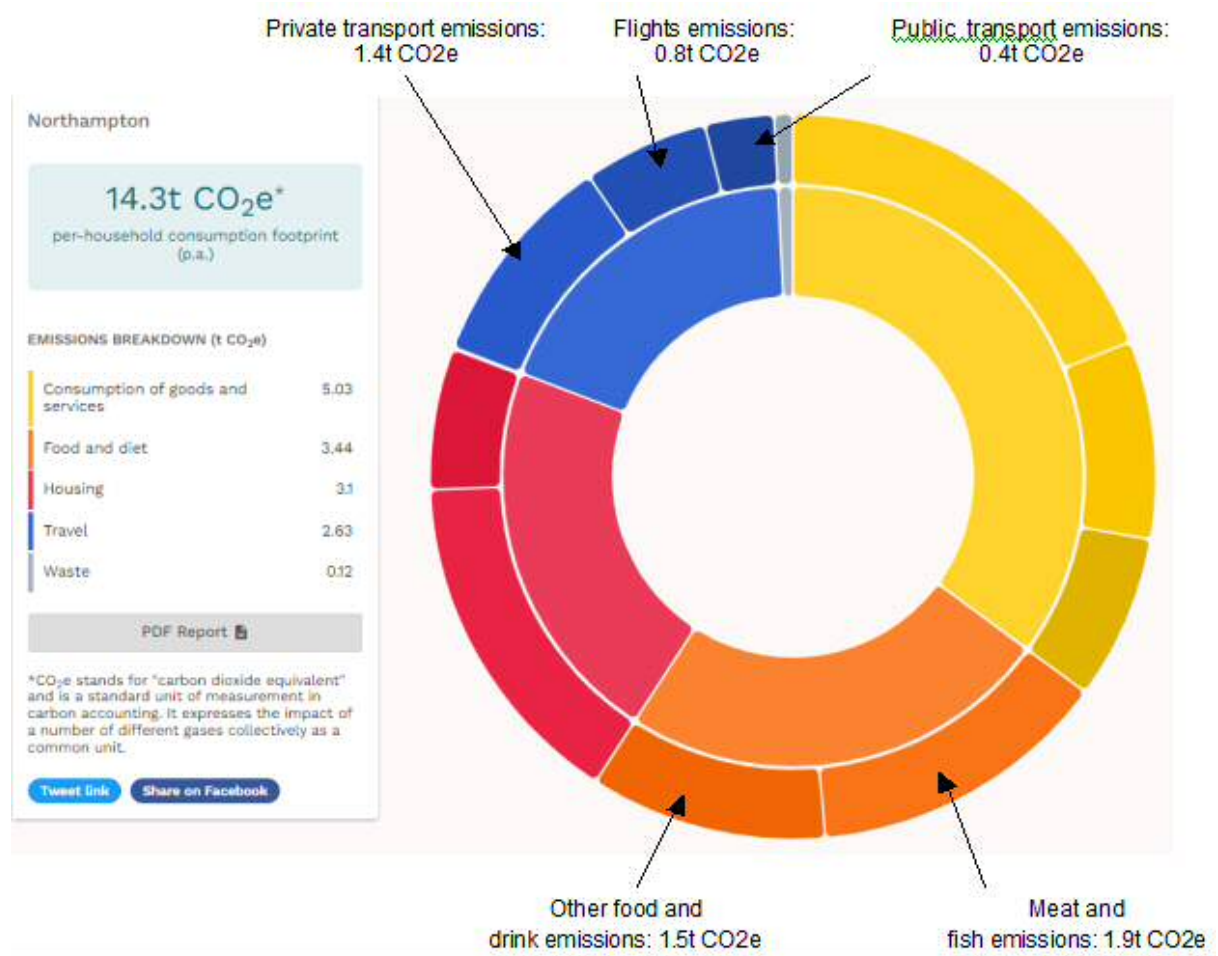
Billing, Duston, Collingtree, East Hunsbury, Far Cotton and Delapre, Great Houghton, Hardingstone, Hunsbury Meadows, Kingsthorpe, Upton, West Hunsbury, Wootton, Wootton Fields and Simpson Manor.

The 'pattern' of the emissions of the Town Council area is likely to be similar to the pattern for the whole Northampton area, though there are probably some differences between the Town Council's area and outer parishes due to socio-economic factors – e.g. if an outer parish has on average wealthier residents, they are likely to have larger carbon footprints, through flying more, having larger cars, and buying more household goods.

## 2] Per Household Footprint

That is, the total as in 1 above divided by the number of households in Northampton which gives an average. Obviously the actual footprint of households will vary quite a lot depending on the number of occupants, and their pattern of consumption

The components of the footprint can all be accessed on the IMPACT website itself by holding the cursor over any segment you want to know more about. On the diagram below, the separate parts of both 'Travel' and 'Food and Diet' have been labelled as an example of what the IMPACT website shows.



To compare the above per household footprint for the whole of Northampton with some specific parishes, here is data from IMPACT on per-household consumption footprint per annum in:

Billing 15.8t CO<sub>2</sub>e\*    Duston Parish 15.4t CO<sub>2</sub>e\*    Great Houghton 22.9t CO<sub>2</sub>e\*

(\*CO<sub>2</sub>e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.)

### *How Does Knowing Our Town's Carbon Footprint Help Us Tackle Climate Change?*

The Impact data footprints have been developed with the intention that they are as useful as possible, but IMPACT says to take them 'as a guide, not as gospel'.

Footprint information can guide us to where we should target our efforts to reduce emissions and have the greatest impact. To help people think about what to do next with their footprint information, in each section of IMPACT's report there are change targets for reaching net zero, and some trigger questions to help you think about possible areas for action as follows:

#### *Housing*

- Hugely reduced energy demand from buildings, including heritage assets
- Smarter & more flexible management of energy demand, including storage
- Decarbonised heat delivery
- New buildings and developments that achieve net zero emissions, (including associated new transport)

#### *Transport*

- Reduced private car travel and a comparable increase in active and public transport
- A complete shift to electric vehicles (and an end to petrol & diesel cars & vans)
- Massively reduced air travel, particularly among frequent flyers

#### *Food & diet*

- Altered dietary patterns & reduced food waste
- Widely adopted agricultural practices that reduce emissions & increase soil carbon

#### *Goods & services*

- Hugely altered consumption patterns, buying less and re-using/repairing more
- Decarbonised power generation

#### *Waste*

- Greatly increased recycling rates to achieve a circular economy model, taking plastics out of the waste stream
- Widespread, actively managed and planned carbon storage strategies

### **Climate Change Forum Activities – Projects, Events & Campaigns.**

The Forum will use the IMPACT Footprint data, along with other evidence-based climate change mitigation and adaptation findings, to consider options for where it seems most effective to direct its activities, and advise the Council as a whole on any activities it thinks might be worthwhile and plausible for the Council to adopt as formal policies.

In addition, ideas may be submitted to the Forum by its own members, NTC Councillors and Officers, members of the public and community organisations. Climate Change issues in our everyday lives are plentiful, and probably most activities of most people on most days of the year have some links with either causative or potentially mitigating factors that are related to carbon emissions in some way. Thus what to include in a programme aimed at reducing the harmful effects of climate change is not short of possibilities, but it is which of these to focus on that is probably the main challenge as well

as if the Council has the necessary resources to implement them. Some criteria to aid this decision making process are:

1] The Town Council's has a core responsibility to ensure its own consumption – and thus emission causing - footprint is as low as possible. To do this Council staff will need to advise Councillors on specific steps to take for Council internal activities, procurement, the organisation of events, and so on, that will keep emission to a minimum, with the aim of being a zero carbon council by 2030 at the latest.

2] Any Climate Change Forum actions should focus primarily on the Council's geographical area, though this could well be extended if other organisations become partners, and it is agreed that the campaign activity should be extended to a larger population.

3] Some activities will be possible for the Council to decide upon and implement independently. Others will require joint working between the Council and other organisations (such as West Northants Council, other Parish Councils, and others groups such as local charities or campaigning groups) on both the campaign being appropriate and required, as well as the methods to implement it.

4] All activities considered for the Climate Change Plan will require a degree of definition as to the reason for choosing, the overall aim of any resulting actions, some specific targets, preferably in numerical format if possible, and, at least, an outline of specific steps and tasks to implement the campaign, allocation of responsibility to named individuals, and - ideally -with a target date by which each step or task will be accomplished. That is: "who, will do what, by when, and why?"

### **Community Involvement.**

The Forum welcome comments and suggestions from local individuals, community groups, and businesses on both the Council's Climate Change Plan, as well as specific ideas for issues and activities to consider. The Forum can be contacted at:

[climatechangeforum@northamptoncouncil.gov.uk](mailto:climatechangeforum@northamptoncouncil.gov.uk)

### ***NOTES & REFERENCES***

1] "A heating world will cause more and more extreme weather events" – a few references

a] 'Climate change: IPCC report warns of 'irreversible' impacts of global warming.'  
<https://www.bbc.co.uk/news/science-environment-60525591>. This is a short summary in February 2022 from the BBC of the United Nations' Intergovernmental Panel on Climate Change's 6<sup>th</sup> Assessment report.

b] 'World Scientists' Warning of a Climate Emergency. BioScience, Volume 70, Issue 1, January 2020, Pages 8 12. Ripple, W.J. et al (5 authors).

This article - <https://academic.oup.com/bioscience/article/70/1/8/5610806> - has 11,258 scientist signatories from 153 countries whose names can be seen via a link at the bottom of the page of this short article.

NB. A straightforward summary of this article is on the BBC website at: <https://www.bbc.co.uk/news/science-environment-50302392>

c] Underestimating the Challenges of Avoiding a Ghastly Future. Frontiers in Conservation Science, 13 January 2021. Bradshaw, C.G.A et al (17 authors).



This article <https://www.frontiersin.org/articles/10.3389/fcsc.2020.615419/full> - is an academic article by 18 environment, biology and other scientists from various countries.

<https://livingplanet.panda.org/en-gb/> (World Wildlife Fund (WWF) LIVING PLANET REPORT 2020 – a web page designed for the general public)

2] “Impacts locally” – a few examples

a] Climate change continues to be evident across UK. This is a web page report - <https://www.metoffice.gov.uk/about-us/press-office/news/weather-and-climate/2021/climate-change-continues-to-be-evident-across-uk> - from the Met Office on Thu 29 Jul 2021 which has an overview of weather data including some useful graphics. A local mention is: “The greatest warming compared to 1961-1990 has been across the east Midlands and East Anglia where average annual temperatures have increased by more than 1°C”

b] Heatwaves in 2019 led to almost 900 extra deaths in England. This is a newspaper article based on a report from Public Health England. A short excerpt says: “Over the past four years more than 3,400 people have died early during periods of extreme temperature in England. Global heating is increasing the frequency of heat waves and a cross-party committee of MPs warned in July that the UK was woefully unprepared for this impact of the climate emergency.”

<https://www.theguardian.com/world/2020/jan/07/heatwaves-in-2019-led-to-almost-900-extra-deaths-in-england>.

c] Climate crisis: recent European droughts 'worst in 2,000 years'. This is a newspaper summary of this academic article: Recent European drought extremes beyond Common Era background variability. Büntgen, U. et al (17 authors). [Nature Geoscience](#), volume 14, pages 190–196 (2021)

3] Northampton Area - showing Town Council and other Parish Council areas. A more readable map with is available at: <https://www.northamptontowncouncil.gov.uk/map-of-northampton1.html>







## Planning Committee – 17<sup>th</sup> August 2022

Minutes of the Planning Committee meeting held on 17<sup>th</sup> August 2022 at 6pm in the Northampton Town Council's Committee Room located in the Guildhall, Northampton.

PRESENT: Councillors Connolly (Chair), Brown, Fuchshuber, Ismail, Lane, Miah, Purser and Stevens

OFFICERS PRESENT: Mrs J Thorneycroft (Assistant Town Clerk) and Miss F Barford (Democratic Services Officer)

### 12. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillor Choudary and Russell.

### 13. DECLARATIONS OF INTEREST

No declaration of interests was submitted.

### 14. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 25<sup>th</sup> JULY 2022

An amendment was made to the minutes of the last meeting held on 25<sup>th</sup> July 2022, Councillor Miah's name was added as present. The Chair was authorised to sign the minutes with the amendment.

### 15. PLANNING APPLICATIONS – TO CONSIDER PLANNING APPLICATIONS FOR THE PARISH OF NORTHAMPTON AS NOTIFIED BY WEST NORTHAMPTONSHIRE COUNCIL (THE PLANNING AUTHORITY)

**RESOLVED:** Due to the amount of planning applications received at Northampton Town Council it was agreed that Members would inform officer if they wish to make reference to an application(s) prior to the meeting so the Officer(s) have the plan ready.

Requests to speak at the Planning Committee was made on the following application which was discussed in detail:

Application No	Site Address and Proposal	Comments
1. WNN/2022/0753	<a href="#">15 Edgemead Close, -, Northampton, Northamptonshire, NN3 8RG</a> Change of Use from General Industrial Unit (Use Class B2) to Haemodialysis Centre (Use Class E), with works to include minor external alterations to host building and parking layout	Northampton Town Council made no comment on this application.
2. WNN/2022/0754	<a href="#">36 Rushmere Avenue, -, Northampton, Northamptonshire, NN1 5SD</a> Ground floor rear extension	Northampton Town Council made no comment on this application.
3. WNN/2022/0762	<a href="#">322 Wellingborough Road, Northampton, Northamptonshire, NN1 4EP</a>	Northampton Town Council made no comment on this application.

	Existing basement landlord storage to be included within Flat 2 as Study/Office	
<b>4. WNN/2022/0738</b>	<p><a href="#">St Peters Independent School Lingswood Park, -, Northampton, Northamptonshire, NN3 8TA</a></p> <p>Replacement of existing timber external windows and doors, infilling existing window and door openings, installation of new external window and door openings, application of white render to areas of blockwork, erection of new 2.4m high black security mesh fencing around the site perimeter, formation of new car park with 5no spaces and installation of new dropped kerb providing new point of access to and from Lingswood Park</p>	The Planning Committee welcomed the development of the school as will enable more school places for children with SEN needs. However, it was commented that the colour of the fence should be green as the black fencing was quite harsh and suggested landscaping be included around the perimeter of the fencing.
<b>5. WNN/2022/0765</b>	<p><a href="#">123 Wellingborough Road, -, Northampton, Northamptonshire, NN1 4DL</a></p> <p>Demolition of existing single-storey building and erection of new three-storey building (including basement and loft floor with front and rear dormer windows. Ground floor use as 2no retail shops (Use Class E), and 14no residential flats, 6x1 bed and 8x2 bed (Use Class C3) on upper floors</p>	Northampton Town Council made no comment on this application.
<b>6. WNN/2022/0104</b>	<p><a href="#">46 Abington Avenue, -, Northampton, Northamptonshire, NN1 4PA</a></p> <p>Change of use of single dwelling to 4 no. apartments (part retrospective), including top floor rear extension, single storey ground floor rear extension and expansion of basement, with new light well to rear and low level windows to front, additional internal alterations and rear external door</p>	Northampton Town Council made no comment on this application.
<b>7. WNN/2022/0766</b>	<p><a href="#">468 Billing Road East, -, Northampton, Northamptonshire, NN3 3LF</a></p> <p>New storm porch on west side, garage addition on north side and study/utility room on east side</p>	Northampton Town Council made no comment on this application.
<b>8. WNN/2022/0767</b>	<p><a href="#">53 Meshaw Crescent, -, Northampton, Northamptonshire, NN3 3NG</a></p> <p>Loft conversion with dormer to front and rear</p>	Northampton Town Council made no comment on this application.
<b>9. WNN/2022/0768</b>	<p><a href="#">79 Greenview Drive, -, Northampton, Northamptonshire, NN2 7LE</a></p> <p>Single storey extension to side and rear</p>	Northampton Town Council made no comment on this application.
<b>10. WNN/2022/0769</b>	<p><a href="#">59 Goodwood Avenue, -, Northampton, Northamptonshire, NN3 6ED</a></p> <p>Addition of single storey glass room located on rear elevation of property in private garden</p>	Northampton Town Council made no comment on this application.

11. WNN/2022/0756	<a href="#">218 Abington Avenue, -, Northampton, Northamptonshire, NN1 4PR</a> Change of Use from House in Multiple Occupation for 6 occupants (Use Class C4) into House in Multiple Occupation for 7 occupants (Use Class Sui Generis)	The Planning Committee commented that the plans do not specify whether the removal of the boiler from bedroom 6 would result in the loss of the third shower room. Moreover, the planning committee expressed concern that there would be insufficient amenities as Northampton Town Council policy on HMOs would prefer to see en-suite facilities for tenants. It was also commented that there was a high ratio of HMOs within a 50-mile radius of this area.
12. WNN/2022/0772	<a href="#">216 Hazeldene Road, -, Northampton, Northamptonshire, NN2 7NH</a> Single storey rear and side extension	Northampton Town Council made no comment on this application.
13. WNN/2022/0778	<a href="#">22 Holmfield Way, -, Northampton, Northamptonshire, NN3 3BJ</a> Two storey rear extension and single storey side extension	Northampton Town Council made no comment on this application.
14. WNN/2022/0752	<a href="#">1 The Avenue, Cliftonville, Northampton, Northamptonshire, NN1 5BT</a> Two storey side extension	Northampton Town Council made no comment on this application.
15. WNN/2022/0706	<a href="#">141 Wycliffe Road, -, Northampton, Northamptonshire, NN1 5JJ</a> Conversion of garage and single storey rear extension to create 1no one bedroom ground floor flat (Use Class C3)	The Planning Committee commented the proposed development is not in keeping with the character of the area. Furthermore, the street already experiences highway issues and it would be exacerbated further during the construction period.
16. WNN/2022/0786	<a href="#">16 Kingsthorpe Grove, -, Northampton, Northamptonshire, NN2 6NT</a> Garage conversion and rear extension	Northampton Town Council made no comment on this application.
17. WNN/2022/0773	<a href="#">29 Lorraine Crescent, -, Northampton, Northamptonshire, NN3 6HW</a> Single story rear extension	Northampton Town Council made no comment on this application.
18. WNN/2022/0750	<a href="#">208 Hazeldene Road, -, Northampton, Northamptonshire, NN2 7NH</a> Two storey side extension	Northampton Town Council made no comment on this application.
19. WNN/2022/0072	<a href="#">Land To Rear Of, 55 Kettering Road, -, Northampton, Northamptonshire</a>	Northampton Town Council made no comment on this application.

	Construction of new three storey building with loft to be used for 12no student accommodation units for single persons	
<b>20. WNN/2022/0782</b>	<a href="#">87 St Giles Street, -, Northampton, Northamptonshire, NN1 1JF</a> Change of Use from House in Multiple Occupation (13 Rooms) (Sui Generis) to Residential Care Home (Use Class C2)	Northampton Town Council made no comment on this application.
<b>21. WNN/2021/1093</b>	<a href="#">65 Abington Street, -, Northampton, Northamptonshire, NN1 2BH</a> Mixed used development with commercial space at ground floor and 9 residential flats above with the retention of the original front facade (above ground floor), bicycle storage and refuse storage provision	Northampton Town Council made no comment on this application.
<b>22. WNN/2022/0787</b>	<a href="#">56 Derwent Drive, -, Northampton, Northamptonshire, NN5 7LA</a> Two storey side addition with alteration of roof material on existing rear extension	Northampton Town Council made no comment on this application.
<b>23. WNN/2022/0794</b>	<a href="#">2 St Giles Terrace, -, Northampton, Northamptonshire, NN1 2BN</a> Change of Use from Office (Use Class E) to Residential (Use Class C3)	Northampton Town Council made no comment on this application.
<b>24. WNN/2022/0781</b>	<a href="#">47 Beech Avenue, -, Northampton, Northamptonshire, NN3 2HE</a> New rear conservatory	Northampton Town Council made no comment on this application.
<b>25. WNN/2022/0795</b>	<a href="#">Land Rear Of 121 Beech Avenue, -, Northampton, Northamptonshire</a> Detached new dwelling on the land to the rear of 121 Beech Avenue with the access of Beechcroft Gardens and vehicular crossover at Beech Avenue for 121 Beech Avenue	Northampton Town Council made no comment on this application.
<b>26. WNN/2022/0810</b>	<a href="#">23 Bibury Crescent, -, Northampton, Northamptonshire, NN3 6AG</a> Removal of existing garage and side extension, to be replaced with new two storey and single storey side extension, single storey rear extension, raising of existing roof, front dormer, enlargement of existing front dormer and replacement and enlargement of rear dormer	Northampton Town Council made no comment on this application.
<b>27. WNN/2022/0873</b>	<a href="#">41 Currie Road, -, Northampton, Northamptonshire, NN2 6HG</a> Take down existing single storey outbuildings to rear and side and replace with new single storey rear and side extension, forming larger kitchen, dining and garden room together with utility room and small home office	Northampton Town Council made no comment on this application.
<b>28. WNN/2022/0883</b>	<a href="#">9 Rennishaw Way, -, Northampton, Northamptonshire, NN2 7NE</a>	Northampton Town Council made no comment on this application.

	Single storey rear extension and extension above existing garage	
<b>29. WNN/2022/0886</b>	<a href="#">9 South Priors Court, -, Northampton, Northamptonshire, NN3 8LD</a> Demolition of existing attached garage to side of dwelling and replacement with new two storey extension	Northampton Town Council made no comment on this application.
<b>30. WNN/2022/0855</b>	<a href="#">Land At Kettering Road, -, Northampton, Northamptonshire</a> Prior Notification of installation of 17m high slim-line monopole, supporting 6no antennas with 1no wraparound equipment cabinet at the base, 2no equipment cabinets, 1no electric meter cabinet and ancillary development thereto, including the installation of a GPS module	Northampton Town Council made no comment on this application.
<b>31. WNN/2022/0812</b>	<a href="#">Daisy Group Hunsbury Hill Avenue, -, Northampton, Northamptonshire, NN4 8QS</a> Change of Use from Offices (Use Class E) to Independent School (Use Class F1)	Northampton Town Council made no comment on this application.
<b>32. WNN/2022/0872</b>	<a href="#">Land At Abington Avenue, -, Northampton, Northamptonshire</a> Prior Notification of installation of 20m monopole (Steel Grey RAL 7035), 6no antennas and 2no equipment cabinets (Steel Green RAL 6009)	The Planning Committee commented the equipment of the proposed installation would encroach on the pedestrian footpath and would hinder accessibility for those who use wheelchairs. The street already experiences highway issues with a high volume of footfall and use due to the close proximity to the County Cricket ground. It was suggested whether the equipment cabinets be installed within the grounds of the County Cricket ground boundary with the site owner's permission.
<b>33. WNN/2022/0568</b>	<a href="#">7 Ryland Road, -, Northampton, Northamptonshire, NN2 7DL</a> Insulation of external wall, by installation of insulating material and rendering over	Northampton Town Council made no comment on this application.
<b>34. WNN/2022/0803</b>	<a href="#">57 Spencer Bridge Road, -, Northampton, Northamptonshire, NN5 5HA</a> Ground floor rear extension and loft conversion to gain additional bedroom and bathroom	Northampton Town Council made no comment on this application.
<b>35. WNN/2022/0797</b>	<a href="#">48 Hazelwood Road, -, Northampton, Northamptonshire, NN1 1LN</a> Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4)	The Planning Committee commented that the proposed use as a HMO would result in the loss of large single family home that is in close proximity to the Town Centre.



<b>36. WNN/2022/0502</b>	<a href="#">71 73 Kingsthorpe Road, -, Northampton, Northamptonshire, NN2 6HE</a> Change of Use from Tyre Business and Offices (Sui Generis) to 8 Bedroom House in Multiple Occupation (Sui Generis), with second floor extension to North side of building with pitched roof	Northampton Town Council made no comment on this application.
<b>37. WNN/2022/0775</b>	<a href="#">18 Dryden Road, -, Northampton, Northamptonshire, NN5 7BH</a> Rear and front extensions	Northampton Town Council made no comment on this application.
<b>38. WNN/2022/0815</b>	<a href="#">41 Ridgeway, -, Northampton, Northamptonshire, NN3 3AP</a> Proposed garage	Northampton Town Council made no comment on this application.
<b>39. WNN/2022/0776</b>	<a href="#">23 Sandiland Road, -, Northampton, Northamptonshire, NN3 2QB</a> Single storey rear extension	Northampton Town Council made no comment on this application.
<b>40. WNN/2022/0821</b>	<a href="#">173 Birchfield Road East, -, Northampton, Northamptonshire, NN3 2BZ</a> Replacement of existing side return lean-to with a fully insulated single storey side return extension	Northampton Town Council made no comment on this application.
<b>41. WNN/2022/0771</b>	<a href="#">Land At Barley Hill Road, -, Northampton, Northamptonshire</a> Prior Notification of installation of 5G equipment, including installation of a 18 metre H3G street pole and additional equipment cabinets	Northampton Town Council made no comment on this application.
<b>42. WNN/2022/0286</b>	<a href="#">15 17 Fever And Boutique Drapery, -, Northampton, Northamptonshire, NN1 2ET</a> Change of Use of Ground Floor and Basement to create 2no Restaurant Units (Use Class E/Sui Generis), including alterations to shopfront and rear of building and other associated works	Northampton Town Council made no comment on this application.

## 16. ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA

No items were raised or discussed.

**MEETING CONCLUDED 7:15PM**



**Northampton Town Council**  
**Council Meeting – 5<sup>th</sup> September 2022**

**REQUEST FROM THE NORTHAMPTON MUNICIPAL CHURCH CHARITY FOR THE TOWN COUNCIL TO APPOINT 2 TRUSTEES – REPORT OF TOWN CLERK**

Purpose of Report: To seek the nomination and approval of two councillors to be appointed by the Council as trustees to the Northampton Municipal Church Charity

<b>Recommended:</b> That two councillors are appointed as trustees
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Northampton Municipal Church Charity (NMCC) have approached the Town Council to ask that it appoints two trustees to join its board.

The Charity, which began in the 16<sup>th</sup> century runs an Almshouse in the heart of Northampton consisting of 17 one bedroomed flats with a resident warden. The Charity also makes grants to individuals in need, resident in the former Northampton Borough Council area, and to organisations that support such people.

Councillors can get information on the NMCC at <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5136928/charity-overview>

The Charity meets approximately once a month to six weeks where the primary business is the distribution of grants. The charity would typically award grants to pay for items to people that have been referred to them because of economic hardship. They also offer grants to charities and manage the Almshouse.

The commitment is approximately one meeting a month, held in the day. Agenda packs are sent out in advance so members are aware of what applications will be considered. NMCC retains a solicitor (the offices of which are where the meetings take place) to advise them on legal matters and administer the charity. Members would be appointed for the term of the council unless they ceased to be councillors or resigned as trustees.



**Northampton Town Council**  
**Council Meeting – 5<sup>th</sup> September 2022**

**CONCLUSION OF ANNUAL EXTERNAL AUDIT 2021/22**

Purpose of Report: To advise the council of the conclusion of the external audit

<b>Recommended:</b> That councillors note the report
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As councillors will be aware, the Town Council is required to undertake an annual external audit which is done through the AGAR process.

The External Auditor, PKF Littlejohn is appointed on the Council's behalf as part of a central contract. They request certain information in support of the AGAR, namely bank reconciliation details, budgets, explanation of variances over a certain level compared to the previous year.

PKF Littlejohn have confirmed that they have completed their external audit and have no concerns, see section 3 extracted from the AGAR attached for information.

This will shortly be published on the town council's website in line with the requirements.

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Northampton Town Council – NH0267**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

16/08/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))