

To all Members

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*Email:* [anneireson@kettering.gov.uk](mailto:anneireson@kettering.gov.uk)  
*Our Ref:* AI  
*Your Ref:*  
*Date:* 8<sup>th</sup> December 2020

Dear Councillor

You are summoned to attend a meeting of **KETTERING BOROUGH COUNCIL** to be held **virtually** on Wednesday 16<sup>th</sup> December 2020 at **6.00pm**.

This virtual meeting of Kettering Borough Council will be held using Zoom and live-streamed via YouTube. Members of the Council will be sent joining instructions for the meeting by email.

Yours faithfully



G. Soulsby  
Managing Director

### Instructions for viewing the meeting

To watch the live meeting on YouTube, please follow the instructions below:-

1. Click or visit the following link [www.kettering.gov.uk/youtube](http://www.kettering.gov.uk/youtube)
2. Select the following video (located at the top of the list):

“Council 16/12/2020”

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*Working with and on behalf of local people*

## **A G E N D A**

1. Apologies
2. The minutes of the Meeting of the Council held on 23<sup>rd</sup> September 2020 to be approved as a correct record and signed by the Mayor
3. Declarations of Interest
  - (a) Personal
  - (b) Prejudicial
4. To receive any announcements from the Mayor and/or the Leader of the Council.
5. Report of the Managing Director.
6. The Mayor to provide details of any pre-registered public speakers

### **REPORTS:**

7. Kettering Town Council Budget and Precept 2021-2022
8. Closedown Measures – Committee Minute Sign-Off

### **MOTIONS, QUESTIONS & MATTERS OF URGENCY:**

9. To consider motions received in accordance with Council Procedure Rule 16 as follows:- **None**
10. To receive questions from members.
11. Any matters of urgency that the Mayor decides should be considered.

## **PUBLIC PARTICIPATION IN REMOTE MEETINGS OF THE COUNCIL**

When registering to speak speakers must elect one of the following three options:

1. Provide a written speech which will be read at the meeting by the Mayor or an officer of the council, (such speech must be 3 minutes or less when read at an audible pace)
2. Submit an audio recording of the speech of 3 minutes or less
3. Elect to speak live at the meeting. Speakers must have sufficient internet connection, and must provide a copy of the speech in the event that they are unable to connect to the meeting for any reason. Live speakers will be given only one opportunity to speak live.

Only speakers choosing to speak live in the virtual meeting will be provided with log-in details to access the virtual meeting. Speakers choosing a pre-recorded option will be able to live-stream the proceedings on YouTube.

All speakers will be asked to provide a text copy of their speech to the committee administrator beforehand so that, in the event of losing contact, the Mayor can complete the speech on their behalf.

All audio speech clips submitted must be received no later than midday on the day of the meeting to allow time for them to be uploaded ahead of the meeting.

Members of the public who have registered to speak with the intention of attending remotely should sign into the meeting platform under the same name as they registered. Failure to do so may result in non-admittance to the meeting.

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## **BOROUGH OF KETTERING**

at a meeting of the Council of the Borough of  
Kettering held virtually on Zoom on 23<sup>rd</sup>  
September 2020

Present:

Councillor	James Burton (Mayor)	Councillor	David Howes
"	Linda Adams	"	Ian Jelley
"	Duncan Bain	"	Anne Lee
"	Cedwien Brown	"	Paul Marks
"	Mike Brown	"	Clark Mitchell
"	Lloyd Bunday	"	Jan O'Hara
"	John Currall	"	Russell Roberts
"	Ash Davies	"	Mark Rowley
"	Mark Dearing	"	Mick Scrimshaw
"	Maggie Don	"	Margaret Talbot
"	Andrew Dutton	"	Mike Tebbutt
"	Scott Edwards	"	Lesley Thurland
"	Jim French	"	Greg Titcombe
"	Jim Hakewill	"	Keli Watts
"	Jenny Henson	"	Jonathan West
"	Philip Hollobone		
"	David Howes		

### **20.C.17      APOLOGIES**

Apologies for absence were received from Councillors June Derbyshire, Ruth Groome and Shirley Stanton

### **20.C.18      MINUTES**

#### **RESOLVED**

that the minutes of the Annual Meeting of the Council held on 9<sup>th</sup> September 2020 be approved as a correct record and signed by the Mayor

### **20.C.19      DECLARATIONS OF INTEREST**

Councillor Jim Hakewill declared an interest in item 8 as a landowner in Braybrooke and as a member of Rothwell Town Council.

Councillor Ian Jelley, Margaret Talbot and Cedwien Brown declared an interest in item 8 as members of Rothwell Town Council.

Councillor Paul marks and Greg Titcombe declared an interest in item 9 as members of the Twinning Association and Friends of the Museum & Art Gallery.

Councillor Duncan Bain declared a personal interest in item 9 as a allotment owner.

Councillor Cliff Moreton declared an interest in item 8 as a landowner in Mawsley.

**20.C.20**      **MAYOR'S ANNOUNCEMENTS**

The Mayor made announcements as follows:

- The Mayoral Civic Ball had been postponed from its original date in November 2020 to the 20<sup>th</sup> March 2021. The Ball was confirmed to take place at Wicksteed Park.

The next meeting of the council was scheduled to take place on Wednesday 16<sup>th</sup> December 2020

**20.C.21**      **LEADER'S ANNOUNCEMENTS**

The Leader addressed the meeting and announced that Kettering had been awarded the 'International Green Apple Award' in recognition of the environmental best practises being undertaken in planting wildflowers across the borough to help the pollinator population.

**20.C.22**      **REPORT OF THE MANAGING DIRECTOR**

The Managing Director announced to the meeting that current Executive Director Lisa Hyde had been appointed as the Transformation Director within North Northamptonshire Unitary Authority.

It was also announced by the Managing Director that the current Electoral Services Manager Ian White was due to leave the authority within the coming weeks. Ian was thanked for his long years of service.

**20.C.23**      **RIGHT TO SPEAK**

One member of the public registered their intention to speak in relation to Items 7 and 8.

**20.C.24****CAPITAL PROGRAMME AMENDMENT – GLaM PROJECT**

A report was submitted which sought Council approval, in accordance with the Council's Constitution, for a change in the capital budget for the GLaM Project (Alfred East Art Gallery, Library and Manor House Museum Project).

Mr John Padwick addressed Council and sought reassurance that the Kettering Museum & Art Gallery would still receive adequate funding, care and maintenance going into the new unitary authority.

It was noted that to comply with financial regulations and the Council's Constitution, any change to the capital programme greater than £250,000 needed to be recommended to Full Council for approval. This was reported to the Executive meeting on 15th September 2020.

Members stated their support for the project and commended the investment into the Town Centre.

The Budget changes were reported as follows:-

<b>Table 1 – Budget Changes</b>	
<b>GLaM</b>	<b>£000</b>
<b>Total Scheme Cost</b>	<b>3,940</b>
<b>Budgets already in the Capital Programme</b>	
Town Centre Improvements and Regeneration	100
GLaM	100
<b>Changes to Capital Programme</b>	<b>3,740</b>

<b>Additional Financing</b>	<b>£000</b>
Getting Building Fund	3,000
KBC Economic Development Reserve	440
NCC Contribution	300
<b>Changes to Capital Financing</b>	<b>3,740</b>

**RESOLVED**

That the changes to the Council's Capital Programme as outlined in Table 1 be approved.

*(Voting: Unanimous)*

**20.C.25****CAPITAL PROGRAMME AMENDMENT – NEW BUILD SCHEMES AT SCOTT ROAD AND ALBERT STREET**

A report was submitted which sought Council approval in accordance with the Council's Constitution, for a change in the capital budget for the Scott Road and Albert Street new build schemes.

Mr John Padwick addressed Council and commended the authority on the commitment to build new council housing. Mr Padwick also raised questions regarding whether the council housing would become responsibility for Kettering Town Council or North Northamptonshire Unitary Authority.

It was noted that to comply with financial regulations and the Council's Constitution, any change to the capital programme greater than £250,000 needed to be recommended to Full Council for approval. This was reported to the Executive meeting on 15th September 2020.

Members stated their support for the project and commended the commitment of the local authority to build council housing for the first time in a generation.

The Budget changes were reported as follows:-

<b>Table 1 – Budget Changes</b>		
<b>Budget</b>	<b>Scott Road</b>	<b>Albert Street</b>
	<b>£000</b>	<b>£000</b>
<b>Budget 2020/21</b>	<b>786</b>	<b>2,785</b>
Additional Budget Required	253	398
<b>Proposed Budget 2020/21</b>	<b>1,039</b>	<b>3,183</b>
<b>Financing</b>		
Borrowing	727	2,228
141 Receipts	312	955
<b>Total Financing</b>	<b>1,039</b>	<b>3,183</b>

**RESOLVED**

That the changes to the Council's Capital Programme as outlined in Table 1 be approved.

*(Voting: Unanimous)*

**20.C.26****LOCAL DEVELOPMENT SCHEME**

A report was submitted which sought Council approval to adopt a revised Local Development Scheme.



Mr John Padwick addressed Council and stated that following the authority's climate emergency resolution, any policy needed to have climate change implications at the heart of it to ensure that the zero carbon footprint target is achieved by 2030.

It was noted that the Local Development Scheme (LDS) was a project plan setting out the timetable for the preparation of documents that make up the Council's contribution towards the North Northamptonshire Development Plan. The Development Plan for Kettering Borough was made up of the North Northamptonshire Joint Core Strategy (adopted July 2016); saved policies from the Local Plan for Kettering Borough (adopted January 1995); the Kettering Town Centre Area Action Plan (adopted July 2011); the Northamptonshire Minerals and Waste Local Plan Update (adopted July 2017); the Broughton Neighbourhood Plan; and once adopted will include the emerging Site Specific Part 2 Local Plan, and the Gypsy and Traveller Site Allocation Policy.

**RESOLVED** That Members adopted the draft Local Development Scheme as attached at Appendix 1 and agreed for it to have effect from 23rd September 2020.

*(Voting: For 30; Against 1; Abstain 0)*

**20.C.27** **KETTERING COMMUNITY GOVERNANCE ORDER- CREATION OF A TOWN COUNCIL FOR KETTERING AND ASSOCIATED CHANGES**

A report was submitted which sought Council approval for the creation of a Town Council for Kettering, for consequent boundary changes between Kettering and adjacent parishes and for the making of a statutory order to that effect.

It was noted that at its meeting in January 2020, the Council agreed to consult on proposals to create a town council for the currently unparished area of Kettering from April 2021 onwards, and to change the boundaries between Kettering and adjacent parishes, as well as some further consequent boundary changes between Barton Seagrave, Cranford and Burton Latimer parish areas.

Members sought clarification from officers that the Town Council would take on responsibility for town twinning arrangements and that any lettings for office space to the town council would be done so at cost.

It was reported that Kettering's twinning arrangements would be passed to the Town Council and that any room lettings would be done so at cost, to be agreed at a later stage.

**RESOLVED** that approval be given to:-

- a) the creation of a Town Council for Kettering and the consequent boundary changes as set out in Appendices 1 and 2, including the attached maps, and for the making of an Order to that effect.
- b) the transfer of all Mayoral assets and regalia, the transfer of ownership of all allotment sites within the Borough, and the transfer of physical assets in relation to the market, to the new Town Council, from 1st April 2021
- c) the inclusion of the transfer of the market charter for Kettering in the consequential local government reform orders to be approved by Parliament
- d) authorised officers to submit a petition to the College of Arms to secure the pre-1974 Coat of Arms and armorial bearings for use by the Town Council on its creation and authorise a budget of £6000 to complete the transfer.
- e) the letting of office space within the Municipal Offices to the Town Council for an initial period of twelve months
- f) the Town Council taking on responsibility for supporting twinning activities
- g) the appointment of a temporary clerk for the period March- July 2021 and delegated authority be given to the Strategic Management Team to make the appropriate arrangements to appoint someone, and for the Borough Council to bear the first month of that cost.

*(Voting: For 29; Against 1; Abstain 1)*

## **20.C.28 MEMBERS' ALLOWANCES**

A report was submitted which sought council approval and endorsement of the recommendation of the Executive Committee in respect of the continuation of the current Members' Allowances Scheme.

It was noted that The Executive Committee recommended that the existing index inflator to the Scheme of Members' Allowances be

continued until 31st March 2021 or until the vesting day for the North Northamptonshire Council, whichever is the later.

**RESOLVED** That the existing index inflator to the Scheme of Members' Allowances be continued until 31st March 2021 or until the vesting day for the North Northamptonshire Council, whichever is the later.

*(Voting: Unanimous)*

## **20.C.29 SEATS ON STREETS PAVEMENT LICENSES**

A report was submitted which sought to ratify a decision taken by the Executive Committee on 8th July 2020 in relation to the transfer of responsibility for issuing pavement licences from highways authorities to district councils.

It was noted that The Council had a policy in place which provided deemed planning consent for “seats on streets” through a 2018 Local Development Order, within a specific area of Kettering Town Centre. It has therefore adopted a positive approach towards enabling on-street extensions for food and drink sales.

Members welcomed the report and commended the work in allowing for the additional support for businesses in the hospitality sector.

**RESOLVED** That the recommendations of the Executive Committee be approved as set out below:-

- (i) authority to determine and issue pavement licences be delegated to the Head of Public Services;
- (ii) a fee of £0 be applied to licence applications made in the 2020/21 financial year;
- (iii) a licence issued during 2020 be valid for 12 months from the date of issue or until September 2021, whichever was the longer;
- (iv) a licence approval include the Council’s agreement to the proposed layout, the means of marking the boundary of the allocated space, associated signage, and the exact dimensions of the allocated space; and
- (v) it be noted that revocation of a licence by the Head of Public Services could occur if the premises were not adhering to licensing conditions, including those relating to social distancing, littering or anti-social behaviour.

(Voting: Unanimous)

**20.C.30**      **MOTIONS**

None

**QUESTIONS FROM MEMBERS**

**19.C.97**      **GLaM Project – Friends of the Kettering Museum & Art Gallery**

Councillor Anne Lee asked the Portfolio Holder for Community, Leisure and Youth the following question:

*“How can Kettering Borough Council keep The Friends of Kettering Art Gallery and Museum and The Friends of Kettering Library fully informed and engaged in relation to the GLaM projects”*

The Portfolio Holder for Community, Leisure and Youth responded as follows:

*“Both The Friends of the Art Gallery & Museum and The Friends of the library were invited to engaged in the feasibility study in 2019 which informed the project now being worked up.*

*It is the project’s team’s intention that on receiving formal confirmation from SEMLEP regarding the funding commitment expected in October 2020, regular and timely engagement communications will be issued to The Friends of Kettering Art Gallery and Museum , The Friends of Kettering Library staff and other key stakeholders.*

*Currently the project team are working closely with service management and staff to clarify service delivery needs which will inform design preparations.”.*

Cllr Lee asked the following supplementary question:

*“Do you agree that The Friends of the Art Gallery & Museum and The Friends of the library have valuable advisory role to play in this exciting new face of the Alfred East Art Gallery, Library and Manor House Museum”*

The Portfolio Holder replied as follows:-

*“Absolutely, I sit on The Friends of the Art Gallery committee so yes I absolutely agree that all those organisations have a valid part to play in the culture of the Borough of Kettering”*

(The meeting started at 6.00pm and ended at 7.14pm)

Signed .....

The Mayor

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BOROUGH OF KETTERING

<b>Meeting</b>	<b>COUNCIL</b>	Item 7	Page 1 of 3
<b>Report Originator</b>	M Hammond	<i>Fwd Plan Ref No:</i>	
<b>Wards Affected</b>	All those in Kettering Town area, including part of Buccleuch/Queen Eleanor	16 <sup>th</sup> December 2020	
<b>Title</b>	<b>KETTERING TOWN COUNCIL BUDGET AND PRECEPT 2021-2022</b>		

**1. PURPOSE OF REPORT**

- 1.1 To seek the Council’s approval for the attached budget for Kettering Town Council for the 2021-2022 financial year; and
- 1.2 To seek the Council’s approval for a precept to meet that budget for next year, to forward on to the Shadow Authority.

**2. INFORMATION**

- 2.1. At its meeting in September the Council approved the order establishing a Town Council for an enlarged Kettering town, which comes into effect on 1<sup>st</sup> April 2021, with elections to its membership following in May 2021.
- 2.2. This Council, is in effect, *in loco parentis* for the Town Council until those elections are conducted and new Town Councillors take up their seats. This means that:-
  - a) existing councillors sitting for Borough Council wards in Kettering Town, plus the member for Buccleuch and Queen Eleanor ward, are shadow councillors from 1<sup>st</sup> April until 10<sup>th</sup> May 2021, should there be a – admittedly unlikely – need to call a meeting of the Town Council in that period.
  - b) The Borough Council has to agree a budget for the Town Council and set a precept for the 2021-22 financial year.
- 2.3. This report sets out the proposed budget and the consequent precept amount for that year.
- 2.4. The proposed budget reflects the known responsibilities of the Town Council as at 1<sup>st</sup> April, together with the costs of staffing, accommodation, elections, audit, insurance, and administrative costs considered and agreed by the Local Government Reform Advisory Committee and then full Council this year. It is possible that during the first year of its life, the Town Council and North Northamptonshire Council will agree on a future role for the former which influences the make up of the following year’s budget. This first year budget is therefore likely to be untypical of what follows and has been kept deliberately

## BOROUGH OF KETTERING

Committee	<b>COUNCIL</b>	Item 7	Page 2 of 3
-----------	----------------	-----------	----------------

light, but with a contingency sum set aside to allow flexibility of response in year one to challenges and opportunities.

- 2.6. The precept is then based on the proposed budget divided by the tax base for Kettering. Each Parish has a tax base calculated for it as part of the borough council's tax setting process. The tax base is the number of "Band D" equivalent properties that are relevant for each area: the figure is set by the borough council as part of an annual independent process.
- 2.7. The tax base for Kettering for 2021/22 is estimated to be 16,514 (band D properties). It should be noted that this estimate assumes a change to Council tax support for 2021/22 which is currently in a consultation process, the rate currently being consulted on is 25%. **Appendix 1** also includes the precept calculation based on the band D tax base and the resulting precepts for each of the eight property valuation bands.
- 2.8. Recruitment is underway for an interim clerk, who should be in post by February until October, to set up the Town Council and see it through its initial few months, giving it time to decide what its longer term staffing needs are. The Borough Council will employ and pay for the postholder until the end of March, at which point, they will TUPE over to North Northamptonshire Council and be paid for from the Town Council's resources.

### **3. CONSULTATION AND CUSTOMER IMPACT**

- 3.1 The establishment of a Town Council was consulted on in 2019-20 via the Community Governance Review. There is no statutory obligation to consult on the Town Council's proposed budget provided it remains under £140,000.

### **4. POLICY AND RESOURCE IMPLICATIONS**

- 4.1 None

### **5. LEGAL AND EQUALITY IMPLICATION**

- 5.1 Covered above.

### **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1 None directly



## BOROUGH OF KETTERING

Committee	<b>COUNCIL</b>	Item 7	Page 3 of 3
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### 7. RECOMMENDATION

That approval is given to:-

- 7.1 The Town Council budget as set out in Appendix 1; and
- 7.2 A precept of £8.00 (Band D equivalent) Council Tax being notified to the Shadow Authority for 2021-22.

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Background Papers: N/a

Date:- December 1<sup>st</sup> 2020  
Contact Officer M Hammond

#### Previous Reports

Local Government Reform Advisory Committee 30<sup>th</sup> January, 10<sup>th</sup> April, 19<sup>th</sup> June 2019 and 21<sup>st</sup> July 2020

Council 6<sup>th</sup> March 2019, 24<sup>th</sup> July 2019, 13<sup>th</sup> January 2020, 23<sup>rd</sup> September 2020

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## Appendix One

### Proposed Budget & Precept for Kettering Town Council

Budget	£	Narrative
Employees	43,500	Town Council Clerk plus associated costs
Office Accommodation	6,000	Based at Bowling Green Road
Member Accommodation	7,400	Based at Bowling Green Road, also includes monthly hire of Council Chamber
2021 Elections	34,000	
Mayoral Costs	2,500	Includes personal allowance and hospitality
Members Expenses	1,000	Based on 20 members, including travel
Subscription to NCALC	7,000	Annual fees for Northamptonshire County Association of Local Councils
Support Services	7,600	Estimates for IT, website, banking, audit and insurance
Allotments	7,000	Based on KBC Grounds Maintenance
Twinning Grants	2,000	Twinning Committee Annual Grants
Neighbourhood Plan	1,000	Estimate included for preparation of Neighbourhood Plan
Contingency	15,000	A contingency budget has been included to give flexibility to KTC and to allow for cost estimates included above.
<b>Total Budget</b>	<b>134,000</b>	

Proposed Budget (as above)	£134,000
Tax Base (band D equivalent)	16,514
<b>Proposed Kettering Town Council Precept (band D equivalent)</b> <i>Rounded to the nearest £, as required.</i>	<b>£8.00</b>

Precept Amount	Band A 6/9ths	Band B 7/9ths	Band C 8/9ths	Band D 9/9ths	Band E 11/9ths	Band F 13/9ths	Band G 15/9ths	Band H 18/9ths
<b>£134,000</b>	£5.33	£6.22	£7.11	<b>£8.00</b>	£9.78	£11.56	£13.33	£16.00

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**BOROUGH OF KETTERING**

<b>Committee</b>	<b>COUNCIL</b>	Item 8	Page 1 of 2
<b>Report Originator</b>	Martin Hammond – Monitoring Officer	<i>Fwd Plan Ref No:</i>	
<b>Wards Affected</b>	ALL	16 <sup>th</sup> December 2020	
<b>Title</b>	<b>CLOSEDOWN MEASURES – COMMITTEE MINUTE SIGN-OFF</b>		

**1. PURPOSE OF REPORT**

- 1.1 To seek approval to delegate authority for the sign-off of final sets of committee and forum minutes to the Monitoring Officer in consultation with the Chair of the relevant committee/forum

**2. INFORMATION**

2.1 As a result of the move to unitary authorities in the county, Kettering Borough Council will cease to exist with effect from midnight on 1<sup>st</sup> April 2021. As such the Council’s programme of committee and forum meetings is beginning to draw to a close, concluding with a final meeting of Full Council on 24<sup>th</sup> March 2021.

2.2 The law requires minutes of such meetings to be approved as a correct record before the decisions within them can be held to be properly taken. A number of the Council’s committees and forums have already held their final meetings (*see list below*) with these minutes requiring official sign-off.

- Research & Development Committee
- Local Government Reform Advisory Committee
- A6 Towns Forum
- Kettering Town Forum
- Rural Forum
- East Kettering Liaison Forum

2.3 It is therefore suggested that authority for the sign-off of the final set of minutes be delegated to the Council’s Monitoring Officer in consultation with the Chair, provided that all members of the relevant committee or forum have had the opportunity of at least five working days in which to provide comment on the accuracy of the minutes.

2.4 Committees and forums that are yet to transact their final business are listed as follows:

- Council
- Executive Committee
- Planning Committee
- Planning Policy Committee
- Monitoring & Audit Committee
- Employment Committee
- Tenants’ Forum

## BOROUGH OF KETTERING

Committee	<b>COUNCIL</b>	Item 8	Page 2 of 2
-----------	----------------	-----------	----------------

- Joint Consultative Forum

- 2.5 In addition, there may be further meetings of the Licensing Sub-Committee and the Standards Advisory Committee, although there is nothing currently diarised for either.
- 2.6 Committee/forum members will be sent electronic copies of the draft minutes for review. Physical copies will be available on request.
- 2.7 Once the review period has ended and any inaccuracies have been amended, the minutes will be confirmed as accurate by the Monitoring Officer in consultation with the relevant Chair, signed by the chair, and then published on the Council's website.

### **3. CONSULTATION AND CUSTOMER IMPACT**

- 3.1 Minutes for all committees and meetings will have been published on the Council's website by the point Kettering Borough Council ceases to exist.

### **4. POLICY AND RESOURCE IMPLICATIONS**

- 4.1 None

### **5. LEGAL AND EQUALITY IMPLICATIONS**

- 5.1 See Paragraph 2.2

### **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1 Processes outlined above will be undertaken electronically to reduce the carbon footprint of minute sign-off

### **7. RECOMMENDATION**

- 7.1 That Council agrees to delegate authority for the sign-off of final sets of committee and forum minutes to the Monitoring Officer in consultation with the Chair of the relevant committee/forum