



Oundle Town Council

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Minutes of the meeting of the Town Council held on Tuesday 18th November 2014 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Chesser, Elliot, King, N Oakes, S Oakes, Radcliffe, Sparkes and Stagg.

Minutes: Debra Harper

Cllr Radcliffe opened the meeting by welcoming the members of the public in attendance.

14.134. Apologies for Absence

14.134.01. To receive apologies for absence.

Apologies for absence were received from Cllrs Clarke (business), Fitzgerald (personal), Pearson (personal) and Rose (personal).

14.134.02. To accept apologies for absence.

PROPOSITION: *'that the apologies for absence from Cllrs Clarke, Fitzgerald, Pearson and Rose are accepted'*.

Resolved Unanimously

14.135. Declarations of Interests

The following declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) were received:

14.135.01. To declare any Disclosable Pecuniary Interests.

None.

14.135.02. To declare any Other Interests.

None.

14.135.03. To consider any requests for Dispensation.

None.

14.135.04. To report any gifts or hospitality accepted over the value of £50.00.

None.

14.135.05. To report any inappropriate gifts or hospitality offered.

None.

14.136. Minutes of Previous Meeting – Full Council

14.136.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 21 October 2014 as an accurate record.'* (*Standing Order 10c*)

Proposed: Cllr N Oakes **Seconded:** Cllr S Oakes **Resolved Unanimously**

14.137. Review of Actions of the Previous Meetings – 21.10.2014

It was noted that all actions were either in progress or on agenda.

14.138. Representations from Interested Parties

None.

14.139. Consideration of Requests from Interested Parties

Not applicable.

14.140. Reports

14.140.01. Mayors Report

Cllr Radcliffe expressed thanks to the British Legion, Police and PCSO's for their assistance in ensuring that the memorable Remembrance Sunday parade was well organised and also thanked Councillors and staff for their attendance. In addition to the activities outlined in the report, Cllr Radcliffe also advised that she had the pleasure of judging a painting competition organised by the British Legion.

14.140.02. Police Report

Sgt Hunt provided an overview of the crime figures confirming these were up slightly which was a county and national pattern. He stated that the figures relating to the ward and that town specific figures would be available soon. He then provided an overview of the future's project which is a community based approach to policing which will see the town with 9 additional PCSO's. he advised that the volunteers played a key role in the project and that he hoped members of Oundle Town Council would be part of this. Inspector Julie Meads was also present and welcomed to the meeting. She provided further details of the Parish Constable scheme confirming that they would be dedicated to the town/parish with one third of their time being given to Council directed activity. She also confirmed that the PCSO would be given powers that would enable them to take action such as issuing parking tickets for obstruction. She confirmed that there would be a great deal of training taking place in the next few weeks and that the aim of all the initiatives, which includes more patrols on horseback, is to make better communities.

14.140.03. District Councillors Report

Cllr Reichhold stated that there was nothing to report from ENC. He then asked on behalf of all the District Councillors that should Oundle Town Council have any matters they wished them to deal with, that they are advised of this without them having to read it within minutes. This request was agreed and the Mayor asked that similarly that they ensure a reciprocal agreement is in place by them alerting Oundle Town Council of any matters contained within ENC reports that are of note for the town. In addition, Cllr Radcliffe stated that in future copies of all planning objections made by the Council would be sent direct to all three District Councillors in order that they could support the views expressed.

Cllr Vowles stated that ENC now has a Wind and Solar Energy Supplementary Planning Document available on their website that will be helpful when considering any related planning applications.

14.141. Signing & Sealing

RESOLUTION: *'that the Town Mayor, Deputy Town Mayor and Proper Officer may seal any document required by law to be issued under seal on behalf of the Council.'* (Standing Order 14b.)

Proposed: Cllr King

Seconded: Cllr Chesser

Resolved Unanimously

14.142. Operations Management Matters

14.142.01. To receive the minutes of the Operations Management Committee meeting held on 11th November 2014.

Noted.

14.142.02. To approve the Budget Report & Balance Sheet – October 2014.

Cllr Stagg provided an overview of the Budget Report confirming that the figures were healthy and on track. He confirmed that a review of the Balance Sheet had been conducted and there were no issues arising. Cllr Radcliffe noted that the Balance Sheet reflected a healthy balance which still enabled Fletton House to be refurbished without the necessity of a loan.

14.142.03. Payments for October 2014

PROPOSITION: *'That the schedule of payments for October 2014 as presented at this item are paid in the amount of £226,715.84* and that all related documentation and cheques are signed.'*

It was noted that the payment schedule contained a duplicate entry and that the correct total for approval is £224,133.98* and that this amount includes a transfer of £170,000 to an investment account. With this amendment the proposition was then moved and approved.

Proposed: Cllr Stagg **Seconded:** Cllr Chapple **Resolved Unanimously**

Cllr Stagg outlined the 2015/16 budget process confirming that the office had produced a first draft budget and that this would be followed by with a detailed review by the Clerk, Finance Officer and himself resulting in a second draft budget being presented to the Operation Management Committee at a special meeting arranged for Wednesday 3rd December 2014. Cllr Stagg confirmed that this will be circulated before the meeting to enable everyone to scrutinise this individually and raise questions before the meeting so that a line by line review is not conducted during the evening.

Cllr Radcliffe reminded everyone that the budget process will be difficult this year as there are many unknowns due to the changes with the Council's buildings and that it is necessary to have a year of consolidation needed and as such wish lists may need to wait.

14.143. Town Matters

14.143.01. To note progress on the lamp post installation and heritage lighting within the town and to:

a) Agree the heritage light design for the Market Place area;

b) To note the options available for lighting on North Street;

c) To agree that the £5000 budget can still be used for strengthened columns.

Following due consideration, the following outcomes were unanimously agreed:

- a) That Strand style heritage lighting should be installed within the Market Place;
- b) That a decision on the style of columns and lighting in North Street would be made at the December Full Council meeting;
- c) That the Council proceeds with the installation of strengthened columns in specific locations within the town to enable banners etc. to be erected.

It was noted that the plans currently show two columns on the Market Place but that these locations were unacceptable. Cllr Radcliffe advised that NCC had been informed of this and revised plans were being produced.

- 14.143.02. To receive the report from the Events Officer and to consider and approve any recommendations.

The report was noted as being very helpful. The proposal for a 'Sausage Festival' to be held the first week of November 2015 was approved.

- 14.143.03. PROPOSITION: 'that expenditure of up to £2000 is approved to enable an Events Brochure to be produced and distributed'.

Proposed: Cllr King **Seconded:** N Oakes **Resolved Unanimously**

- 14.143.04. Northamptonshire Highways: Proposed changes to the operation of Controlled Parking Zones in Northamptonshire. Note: This impacts East Road, Oundle.

The content of the report produced by the Clerk and the NCC proposals were considered. Cllr Chesser stated that the scheme was agreed many years ago when the Co-Operative supermarket planning permission was granted and that it should remain in place. Following a debate it was proposed 'that Oundle Town Council contacts Northamptonshire County Council to request that the East Road permit scheme continues to be administered by the Town Council on the present terms'.

Proposed: Cllr Chapple **Seconded:** Cllr N Oakes **For 6 Against 2 Abstentions 1**

14.144. Estate Matters

- 14.144.01. To receive the minutes of the Estate Management Committee meeting held on 23 October 2014.

Noted.

- 14.144.02. PROPOSITION: 'that expenditure of £800 is approved to remove a diseased tree adjacent to Siddons Close'.

Before the proposition was moved, it was agreed that the Estate Management Committee would consider replanting an ornamental tree in the area. Following this the proposition was moved and passed.

Proposed: Cllr King **Seconded:** Cllr Stagg **Resolved Unanimously**

- 14.114.03. To consider the proposed revised layout of The Courthouse and to approve the use of the services of a local Estate Agent to market and secure tenants for The Courthouse at a cost of 10% of the first years annual rent.

The plans were reviewed and accepted. It was then unanimously agreed that the marketing of The Courthouse should commence on the terms stated by Southams Estate Agents. The rents sought would be as agreed for Fletton House (£130m² plus vat to include heating, lighting, buildings insurance and repairs plus the maintenance and cleaning of shared spaces); however it was

noted that should one tenant take all the space this rate could be negotiable.

14.145. Fletton House Acquisition Working Party Matters

14.145.01. To receive the minutes of the Fletton House Working Party meetings held on 10 November 2014.

Noted.

14.145.02. To note the agreed hire rates for Fletton House.

Noted.

14.145.03. To consider proposal received from Oundle Community Pre-School for a rental agreement for use of space at Fletton House.

Cllr Stagg provided an overview of the various meetings held with the Pre-School and the assistance given to them over the past few months. He summarised the reports tabled and confirmed that a definitive decision needed to be made to enable agreement on the tenancy to be finalised.

Following a debate, the following propositions were moved:

PROPOSITION: 'that the rent charged for the main area is calculated at a rate of £130m² plus vat x 87m² with a reduction of 50% in year 1, 25% in year 2 and at full cost in year 3 with an rpi increase due on the third year anniversary.'

Proposed: Cllr Stagg **Seconded:** Cllr Chapple **For 7 Against 2**

PROPOSITION: 'that the rent charged for the kitchen area is calculated at a rate of £130m² plus vat x 25m² reduced by 66% to enable the area to be used by other hirers outside the Pre-School opening hours and that this figure then has a further reduction of 50% applied in year 1 and 25% in year 2 and at the full pro-rata cost in year 3 with an rpi increase applied on the third year anniversary.'

Proposed: Cllr Stagg **Seconded:** Cllr Chapple **For 7 Against 2**

PROPOSITION: 'that the rent for the outside area is set at £100.00 plus vat per annum with a reduction of 50% in year 1, 25% in year 2 and at full cost in year 3 with an rpi increase due on the third year anniversary.'

Proposed: Cllr Stagg **Seconded:** Cllr Chapple **For 7 Against 2**

It was agreed that the lease would be offered as a 5 year term with a break clause after 3 years in keeping with other tenants.

14.146. Communications Working Party Matters

14.146.01. To receive the minutes from the Communications Working Party meeting held on 10th November 2014.

Noted.

14.146.02. PROPOSITION: 'that expenditure of £377.00 is approved to produce a 4 page insert to go in the December Oracle to promote the Oundle Thursday markets.'

Proposed: Cllr King **Seconded:** Cllr S Oakes **Resolved Unanimously**

14.147. Neighbourhood Planning Working Party Matters

14.147.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 28 October 2014.

Noted.

- 14.147.02. PROPOSITION: 'that Oundle Town Council receives and accepts the evidence within the 2014 Transport Study commissioned to support the development of the Oundle Neighbourhood Plan.
Proposed: Cllr Chesser **Seconded:** Cllr King **Resolved Unanimously**
- 14.147.03. PROPOSITION: 'that expenditure of £4500.00 is approved to provide an on-line survey, house to house delivery and analysis of responses from the town wide Neighbourhood Plan questionnaire.'
Proposed: Cllr King **Seconded:** Cllr Chapple **Resolved Unanimously**
Cllr Radcliffe advised that the questionnaires will be ready by midday on Friday to enable the house to house deliveries to commence. She confirmed that these must be concluded by Tuesday 25th November 2014 and thanked everyone who had volunteered to help with this important process. She confirmed that volunteers were also needed to stand on the markets and asked that names are put forward.
- 14.147.04. An update on registering a Community Right to Bid on the NCC field adjacent to Abbott House utilised by Oundle Primary School.
Cllr Radcliffe advised that a decision had been made regarding the two tier school system which would influence decisions with the land and that a meeting had now been requested by NCC to discuss the matter. She confirmed that the Oracle will be asking residents for information on past community use and that the Neighbourhood Plan questionnaire will supply useful information on the public's requirements for green space within the town.

14.148. Planning Matters

- 14.148.01 To receive the minutes from the Planning Committee meetings held on 4th November 2014.
Noted.

14.149. Meeting Reports

- 14.149.01. To receive reports on meetings held by members on behalf of the Council.
The report was noted. Cllr King advised that he had received two calls regarding the Call for Sites questionnaires asking for clarification on this, one from Charles Lane and one from Cavendish & Gloucester Properties and that he had advised them to complete the questionnaire. Cllr Chapple advised that Persimmon Homes had also been in contact with him.
- 14.149.02. To receive reports on meetings due to be held by members on behalf of the Council.
The report was noted. Cllr Radcliffe noted that an email had been sent last Friday from the Police Crime Commissioner requesting attendance at an all-day meeting next week. She advised that due to the short notice the Mayor, Deputy Mayor or Cllr Chesser who sits on the Community Safety Panel were unable to attend.

14.150. Council Matters

- 14.150.01. To receive the latest draft of the Oundle Town Council Business Plan 2015-19.
 Cllr King provided an overview of the tabled report confirming that to date the Council had agreed, the vision, values and goals and the sections relating to 'What we want to achieve' and the basic 'CIL list'. He stated that the action now required was to agree ownership of the indicators which was resolved as follows:

INDICATOR	MEASURE	METRIC	OWNER
Housing	Influence location & type of housing		Neighbourhood Planning Working Party
	Maximise CIL income from planned development		Operations Management Committee
Economy	Attract more shoppers & spending in Oundle		Communications Working Party
	Market Oundle and attract visitors		Full Council
	Attract more businesses to locate to Oundle		Full Council
Mobility	Provide adequate car parking		Neighbourhood Planning Working Party
	Make roads safer and less congested		Neighbourhood Planning Working Party
Engagement	Targeted use of social media		Communications Working Party
	Enhanced stakeholder relationships		Full Council
Wellbeing	Provision and promotion of sports and exercise facilities in partnership with other stakeholders		Estates Management Committee
	Better access to the river and walking routes		Neighbourhood Planning Working Party
	Enhanced play facilities		Estates Management Committee
	Develop youth facilities		Estates Management Committee
	Promotional support for entertainment and the arts		Operations Management Committee
	Improvements in town safety		Full Council
	Provide additional cemetery land		Estates Management Committee
	Continued maintenance of public toilets		Estates Management Committee
	Continued management of open spaces		Estates Management Committee
	Improvements in the streetscape		Neighbourhood Planning Working Party
	Expansion of allotment land		Estates Management Committee

14.150.02. To note progress with the Councillor vacancy.
The Clerk advised that Co-option for the vacancy would be on the December Full Council agenda and that anyone interested in standing was being asked to submit their information to the office by 8th December 2014.

14.150.03. To note the proposals for the new Local Council Award Scheme which replaces the Quality Council Scheme.
Cllr Radcliffe advised that all members should review the document and agree the status the Council should apply for. She stated that a Councillor should become the 'Quality Champion' to oversee the submission and that this would be on a future agenda to consider next steps. Cllr Radcliffe suggested that the Council also put itself forward to NCALC for Council of the Year as she believed that the work being done would warrant this.

14.151. Consultations, Conferences and Training

14.151.01. Northamptonshire Fire and Rescue Service draft Community Protection Plan Update and Review 2015. Consultation end date: 12 January 2015.
It was confirmed that Cllrs Chesser and Pearson are reviewing this and a draft response will be circulated for agreement at the next meeting.

14.151.02. Northamptonshire County Council Consultation regarding changes to Children's Centre venues. End Date: 19 December 2014.
It was confirmed that Cllrs S Oakes and Sparkes are reviewing this and a draft response will be circulated for agreement at the next meeting.

14.152. Correspondence for Action

None.

14.153. Correspondence for Information

14.153.01. Andy Sawford MP: Proposed changes to HM Courts & Tribunals Service at Corby.
The support from Andy Sawford was noted. Cllr Radcliffe observed that no other responses had yet been received.

14.154. Any Other Relevant Matters for Report

Cllr S Oakes advised that Twinning matters were progressing now and she would be in contact with the members from France soon. She also requested that everyone reply regarding the Christmas party.

Cllr N Oakes confirmed that he would be writing a piece for the Oundle Christmas Cracker event taking place on December 15th and asked all Councillors to participate. He also expressed appreciation to the Maintenance team for their recent work on removing a Russian vine.

Cllr King noted the works at the Norwich & Peterborough Building Society building and asked if this would impact on the Christmas light display. The Clerk advised that the Estates and Facilities Officer had already been in contact with them and the matter was in hand.

CLr Chapple expressed thanks on behalf of the Council to the Oundle Museum Trustees for hosting the Town Council at a reception on the 4th November 2014.

There being no further business the meeting closed at 9.25pm.

Signed:..... Dated:.....

DRAFT