



Oundle Town Council

The Courthouse - Mill Road - Oundle – Peterborough - PE8 4BW

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Minutes of the meeting of the Town Council held on Tuesday 16th June 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Chesser, Fitzgerald, King, Menck, Murphy, N Oakes, S Oakes, Piercy-Hughes, Sparkes and Stagg. Following Item 15.40. Cllrs Davis, Grove and Talbot joined the meeting.

Minutes: Debra Harper

15.36. Apologies for Absence

15.36.01. To receive apologies for absence.

None.

15.36.02. To accept apologies for absence.

None.

15.37. 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:

15.37.01. To declare any Disclosable Pecuniary Interests.

None.

15.37.02. To declare any Other Interests.

Cllr Murphy declared an interest in Item 15.45.04. – Proposed double yellow lines in Fletton Way. Reason: Resident in Fletton Way.

15.37.03. To consider any requests for Dispensation.

None.

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

None.

15.37.05. To report any inappropriate gifts or hospitality offered.

None.

15.38. Minutes of Previous Meetings – Full Council

15.38.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 19 May 2015 as an accurate record.'* (*Standing Order 10c*)

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

15.39. Review of Actions of the Previous Meetings – 19.05.2015

The actions were noted as complete or in progress.

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15.40. Co-option of Councillors to Oundle Town Council

In accordance of Section 21 of the Representation of the People Act 1985 the council elected to fill the 3 vacancies by co-option at this meeting. Four candidates stood for co-option, each presenting an overview of what they would bring to the Council and the town if they were to be elected as a Town Councillor. This was followed by members voting for 3 candidates each with the following outcome:

- Paul Davis: 8 votes
- Julie Grove: 10 votes
- Annie Lisle-Nicklen: 6 votes
- Ian Talbot: 9 votes

As a result Paul Davis, Julie Grove and Ian Talbot were elected to become Oundle Town Councillors. The Declaration of Office papers were duly signed and they joined the meeting. Annie Lisle-Nicklen was thanked for her interest and asked to apply again if an opportunity arose.

15.41. Representations from Interested Parties

None.

15.42. Consideration of Requests from Interested Parties

Not applicable.

15.43. Reports

15.43.01. Mayors Report

The Mayors Report was tabled and noted. Cllr King confirmed that in addition to the activities outlined he gave a press release to Radio Northamptonshire regarding the land which will site Oundle Primary School.

15.43.02. Police Report

PCSO Norman provided an overview of the crime figures confirming that there has been a significant reduction in crime compared to this time last year. She confirmed that shop lifting is the main issue currently being faced and that this was being targeted. Cllr S Oakes asked if the results were available from the activity conducted on speeding to which it was confirmed that these were in the process of being analysed. PCSO Norman was thanked for her attendance and report.

15.43.03. District Councillors Report

Cllr Reichhold confirmed that Cllr Vowles, Stearn and himself were all re-elected and confirmed that they had been assigned new roles which included Cllr Stearn as Chairman of Planning Management Committee (formerly Development Control Committee), Cllr Vowles as Chairman of Scrutiny Committee and himself as being on the Policy & Resources Committee & Joint Standards Complaints Committee. *Note: Further details are available on the East Northamptonshire Council website.*

15.44. Signing & Sealing

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

15.45. Town Matters

- 15.45.01. To receive the report from the Events Officer and to consider and approve any recommendations.
The report was noted. Cllr King expressed sincere thanks for all the work on the Women's Tour activities by the Council staff and Deputy Mayor and encouraged everyone to attend on both the Thursday and Friday.
- 15.45.02. PROPOSITION: 'that Oundle Town Council supports the maintenance of the footpath between Biggin Hill Farm track and the footpath crossing the golf club'.
Cllr Piercy-Hughes provided an overview of the situation with the footpath which he stated needs to be maintained for safety purposes. It was also noted that the verges need improved cutting as the length of grass caused a problem again leading to safety issues. Following this, the proposition was moved and passed as follows:
Proposed: Cllr Piercy-Hughes Seconded: Cllr Chesser Resolved Unanimously
The Clerk was asked to work with Cllr Piercy-Hughes to progress this.
- 15.45.03. To agree if Oundle Town Council supports a trial by NCC to repair grass verges and contact local residents to request them not to park on the verges.
Following a debate it was agreed that in principle the Council welcomes a joint approach and supports any action that will mitigate the problem. It was agreed that whilst the positive steps were appreciated, ultimately the Council requests a more robust solution to that currently being offered.
- 15.45.04. To consider parking matters in the town for feedback to NCC.
The report was considered and decisions taken on each area as follows:
Fletton Way: It was agreed that double yellow lines should be implemented throughout the public highway of Fletton Way. Concern was expressed regarding the impact on parking due to the loss of spaces and Highways were asked to investigate if additional locations could be found. It was noted that the refurbishment work at Fletton House was creating additional parking for users of the building.
Disabled Bays: It was unanimously agreed that the previous decision made by the Council regarding the location of the disabled bays should be upheld.
Loading Ban: After due consideration it was unanimously agreed that a loading ban should not be introduced.
Other requests: Cllr King advised that any requests for the next Traffic Order Review should be sent to the office as soon as possible for inclusion on the next Full Council meeting.

15.46. Operations Management Matters

- 15.46.01. To approve the Balance Sheet and Budget Report – May 2015.
Cllr Stagg provided an overview of the Balance Sheet and Budget Report noting the expenditure for the lift at The Courthouse and the training for Stewards which was carried out to eliminate the need to for external resource to be purchased. He noted the reduced reserves due to progress on Fletton House and also confirmed a reduction in the Fixed Assets on the

Balance Sheet due to the disposal of the Rifle Ranges. Following this the Balance Sheet and Budget Report were duly accepted.

15.46.02. Payments for May 2015.

PROPOSITION: *'That the schedule of payments for May 2015 as presented at this item are paid in the amount of £210,640.14 and that all related documentation and cheques are signed'*.

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

15.46.03. To note and consider the contents of the Annual Internal Audit Report dated 20 May 2015 and agree any actions.

The Annual Internal Audit Report was noted and accepted. The Clerk advised that the action relating to Standing Order 3I had been updated and this action was therefore complete. The comments made regarding land not registered with the Land Registry were noted and this matter was referred to Estate Management Committee for their consideration.

Cllr King praised the Clerk and the Finance Officer for another successful Internal Audit and thanked them for their hard work.

15.46.04. To approve the recruitment of a Hospitality Officer on a one year fixed term contract in accordance with the agreed budget of up to £25K via the Operations Management Committee.

Cllr King provided an overview of the hospitality offering of the Council and the roles required to enable this to be progressed. He confirmed that a Job Description and advert had been written and that the role necessitating two people to be recruited. He also advised that progress needs to be made with the Caretaking requirements for Fletton House and that this would also require a split role for which a Job Description and advert had been produced. Following this it was proposed *'that the Mayor, Deputy Mayor and Clerk commence the recruitment process and that an update is provided at the next Operations Management Committee meeting'*.

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

15.47. Estate Matters

15.47.01. To receive the minutes of the Estate Management Committee meeting held on 9th June 2015.

Cllr Fitzgerald provided an overview of the meeting and confirmed that a decision on purchasing a Council Van had been delayed for further investigation. It was noted that the draft minutes had been circulated.

15.47.02. PROPOSITION: 'that the lease to Oundle Tennis Club finishes in 2066 in line with the Bowling Club and is subject to new lease terms'.

Following an explanation as to why the lease extension was requested and an overview of the other leases relating to the clubs on Occupation Road, the above proposition was moved and passed as follows:

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

15.48. Fletton House Acquisition Working Party Matters

15.48.01. To receive the minutes from the Fletton House Working Party meeting held

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on 26th May 2015.

Noted.

- 15.48.02. To receive a verbal update on progress with Fletton House.
Cllr Fitzgerald advised that there are now very few decisions to make and as a result would like to either hold the Fletton House Working Party meetings on the same evening as the Estate Management Committee (i.e. just beforehand) or include Fletton House as a standing agenda item within the Estate Management Committee meeting. This suggestion was approved. The moving dates of the office were confirmed as being the 20 and 21 August with the Council operation opening in Fletton House on the 24 August 2015. The building will then be open to the public for hire from 1 September 2015. Cllr Talbot asked what publicity would be taking place to promote the opening and the building. It was noted that this was not yet being progressed due to the risks involved in a large scale refurbishment project however it was reconfirmed that a robust marketing and promotion plan needed to be put together for all the Council's properties, markets, etc.

15.49. Communications Working Party Matters

- 15.49.01. To note the cancellation of the meeting due to be held on 9th June 2015 and to agree the next meeting date.

Noted.

15.50. Neighbourhood Planning Working Party Matters

- 15.50.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 26 May 2015.

Noted.

- 15.50.02. To approve the amendments to the Neighbourhood Planning Working Party Terms of Reference.

The amendments were duly approved.

- 15.50.03. PROPOSITION: 'that Oundle Town Council undertakes a feasibility study into acquiring commercial premises in Oundle Town Centre with a view to making these available for rent on attractive terms to facilitate a vibrant and divergent town centre'.

Cllr Chapple provided an overview of the paper requesting Estate Management Committee to look at this. Following a debate it was noted that, if approved, this should be included within the Business Plan as a medium term proposition due to other priorities. It was also agreed that the scope should sit with Cllr Chapple and Sparkes until it was progressed further so that the Council could consider the proposal more fully. The proposition was then amended and moved as follows:

PROPOSITION: 'That in principle the Town Council would be happy to look into the feasibility of acquiring commercial /retail premises in Oundle town centre with a view to ensuring that such premises can be let on reasonable terms to ensure diversity of retail opportunities in the town centre'.

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

- 15.50.04. To note the arrangements for the 16th July 2015 Neighbourhood Plan Public Meeting.

Cllr King provided an overview of the forthcoming event. Cllr Grove offered

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her support in promoting this event.

PROPOSITION: *'that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw'*.

It was noted that all recording equipment must be turned off whilst the meeting is in camera.

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

15.50.05. To receive a summary report on the Housing Sub-Group's latest position to housing allocation.

The minutes have been extracted due to the confidential nature of the business.

9.18pm Cllr Davis left the meeting due to personal commitments.

9.35pm The meeting was re-opened to the public.

15.51. Planning Matters

15.51.01 To receive the minutes from the Planning Committee meeting held on 2nd June 2015.

Noted.

15.52. Meeting Reports

15.52.01. To receive reports on meetings held by members on behalf of the Council.

Noted.

15.52.02. To receive reports on meetings due to be held by members on behalf of the Council.

Noted.

15.53. Council Matters

15.53.01. To note the dates for the completion and distribution of the Council's Annual Report/Oracle edition.

Cllr King advised that all content needs to be submitted tomorrow.

15.53.02. To nominate Councillors to the vacancies on the Council's Committees, Working Parties and Representations on Other Bodies:

The following appointments were confirmed:

- *Estate Management Committee – Cllr Davis and Grove
- *Planning Committee – 1 vacancy Cllr Talbot
- *Councillors must be on either Estate Management Committee or the Planning Committee*
- Communications Working Party – Cllrs Davis, Grove and Talbot
- Fletton House Working Party – Cllr Davis and Grove
- Representatives to Fairtrade (Cllr Grove) and Volunteer Action (Cllr S Oakes)

15.53.03. To agree the mentoring approach for new Councillors.

The tabled report was accepted. It was noted that Cllr Grove would be mentored by Councillor King, Cllr Talbot would be mentored by Cllr Chapple and Cllr Davis would be mentored by Cllr N Oakes with all other members allocated as per the paper.

15.53.04. PROPOSITION: 'That the Council's revised Information Security Policy is adopted'.

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15.54. Consultations, Conferences and Training

14.54.01. None.

15.55. Correspondence for Action

15.55.01. None.

15.56. Correspondence for Information

15.56.01. Monitoring Officer Briefing: 19.05.2015

15.57. Any Other Relevant Matters for Report

Cllr King provided an update regarding the land at the Oundle Primary School site confirming that NCC had issued a press release which confirmed the latest position.

Cllr Chesser requested an update on progress with installing the bench in Glapthorn Road and also requested that the bollards be put back in place in the Market Place to prevent people parking there.

Cllr Grove and Talbot concluded the meeting by stating that they were pleased to have been co-opted on to the Council and were looking forward to serving as Town Councillors.

There being no further business the meeting closed at 9.45pm.

Signed:..........

Dated: 21/7/15.....