



# Oundle Town Council

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**Minutes of the Town Council held on Tuesday 20<sup>th</sup> September 2016 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.**

**Present:** Cllrs Best, Chesser, Dainter, Glen N. Oakes, Sparkes, Humphreys, Peel, and Ellis

**Minutes:** Hanneke Soans

**16.92. Apologies for Absence**

16.92.01. To receive apologies for absence.  
Cllr Chapple (personal)

16.92.02. To accept apologies for absence.  
Accepted

**16.93. Declarations of Interests**

To receive and consider any declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*)  
(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

16.93.01. To declare any Disclosable Pecuniary Interests.

Agenda item 16.100.02 Payments for Cllr Chesser & Cllr Sparkes

16.93.02. To declare any Other Interests.

16.93.03. To consider any requests for Dispensation.

16.93.04. To report any gifts or hospitality accepted over the value of £50.00.  
None

16.93.05. To report any inappropriate gifts or hospitality offered.

**16.94. Minutes of Previous Meetings – Full Council**

16.94.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meetings held on 9th August 2016 and 23rd August 2016 as an accurate record.'*  
(*Standing Order 10c*)

**Proposed:** Cllr Oakes

**Seconded:** Cllr Glen

**Resolved Unanimously**

*W. Chesser*

## 16.95. Representations from Interested Parties

None received.

## 16.96. Consideration of Requests from Interested Parties

*Public Participation section for a minimum of 15 minutes in every Full Council Meeting;*

Tony Hoyle read a speech requesting that the people of Oundle deserve an explanation of what went wrong earlier this year within the Council and reassurance that procedures have been put in place to prevent this happening again. Mr Hoyle also drew attention to the code of conduct of accountability and openness.

Cllr Humphreys and Cllr Dainter thanked Mr Hoyle for putting this speech together but requested that as new councillors they are given the time to train in council policies and to get themselves up to speed.

## 16.97. Reports

### 16.97.01. Mayors Report

Cllr Chesser advised that the Council is committed to publishing a statement in relation to Mr Hoyle's request once circumstances permit.

Cllr Butler has sadly due to personal reasons had to resign and the Council would like to thank him for his time on the Council. There are currently three council vacancies and the next election will be on 10<sup>th</sup> November 2016.

### 16.97.02. Police Report

This was received at 20:43 as the police were called away to another meeting earlier.

In the last month there have been 3 shop lifting incidents, a theft of motor bike and an attempted burglary on New Road. The police have also attended following parking issues on Cotterstock Road at school pick up times.

### 16.97.03. District Councillors Report

Cllr Vowles attended but had nothing to report.

## 16.98. 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.)

## 16.99. Town Matters

16.99.01. To consider and accept the proposed Parking Restriction changes to ease parking issues on Cotterstock Road.  
Council have no objection with these double yellow lines going in.

16.99.02. To consider and accept the proposed Parking Restriction changes to parking on the Market Place.  
Council have no objection to the double yellow lines.

16.99.03. To consider providing facilities for the post office to be located in Fletton House.  
Can continue to run for 3 years until the tender is up. The post office would need £50,000 to run this facility per year. It is a good idea in principle however we would need someone in the town to come up with a solution to keep this

WAC hesser

facilities open. It was agreed to look at the concept on another agenda with more details.

It was agreed that the Estates Committee should look at the options for the post office.

- 16.99.04. To agree to pay £ 1,750 to Highways to close New Street for the purpose of the cleaning and repair of the war memorial.

**Proposed:** Cllr Oakes **Seconded:** Cllr Fuller **Resolved Unanimously**

It was agreed that these works would commence in the Spring and to check there are no events planned in the town before we proceed.

- 16.99.05. Propose to request that Andrew Leighton from Northamptonshire Highways is invited to attend the next Full Council meeting to discuss highways matters in Oundle.

**Proposed:** Cllr Peel **Seconded:** Cllr Oakes **Resolved Unanimously**

### 16.100. Operations Management Matters

- 16.100.01. To approve the Balance Sheet and Budget Report – August 2016.

Cllr Sparkes gave an overview of the above, we are still showing a small surplus and we will get the second part of the precept in October so the account is healthy.

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

- 16.100.02. Payments for August 2016.

*PROPOSITION: 'That the schedule of payments for August 2016 as presented at this item are paid in the amount of £50,987.71 and that all related documentation and cheques are signed'.*

**Proposed:** Cllr Fuller **Seconded:** Cllr Oakes **Resolved Unanimously**

- 16.100.03. To agree to a grant request from Oundle Town Football Club for £660.00 to purchase moveable goal posts.

**Proposed:** Cllr Dainter **Seconded:** Cllr Peel **Resolved Unanimously**

### 16.101. Council Matters

- 16.101.01. To agree the terms of reference for the Finance and General Purposes Committee and the Personnel Committee.

Finance & General Purposes Terms of Reference

**Proposed:** Cllr Fuller **Seconded:** Cllr Peel **Resolved Unanimously**

Personnel Committee

**Proposed:** Cllr Peel **Seconded:** Cllr Fuller **Resolved Unanimously**

- 16.101.02. To agree a council representative for Oundle Youth Cafe.

Cllr Fuller agreed to stand as representative.

- 16.101.03. To note proposed amendments to standing orders to be discussed at the next Full Council in October.

Cllr Dainter has laid out new guidelines along with Cllr Chapple which council

*W. Chapple*

are asked to consider ready for discussion at the next Full Council meeting.  
Cllr Dainter advised there are currently no staffing matters in the standing orders so this can be reviewed by the Personnel Committee.  
It was also requested that all councillors review the standing orders on a regular basis.

#### **16.102. Planning Matters**

- 16.102.01. To receive the minutes from the Planning Committee meeting held on 6<sup>th</sup> September 2016.  
Noted.

#### **16.103. Estate Matters**

- 16.103.01. To receive the minutes of the Estate Management Committee meeting held on 6<sup>th</sup> September 2016.  
Noted.
- 16.103.02. *PROPOSITION 'To approve payment to Sadler Electrical £2,465.59 to bring The Courthouse and the QVH up to electrical standard following a periodical electrical inspection as requested by AVIVA insurance.'*  
**Proposed: Cllr Best   Seconded: Cllr Oakes   Abstained:1   For: 8**

*Please note 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 (Standing Order 3c).*

- 16.103.03. To accept a proposal for a tenant for part of the Courthouse.

#### **16.104. Staffing Matters**

- 16.104.01. To extend the three month contracts issued for Hospitality Team Leaders, Administration and Accounts Administrator roles for a further 3 months until 23<sup>rd</sup> December 2016.
- 16.104.02. To approve a payment to NCalc of £495 for the Interim Clerk to gain their CILCA qualification.
- 16.104.03. To agree that the Personnel Committee draw up for approval a staff structure for Oundle Town Council.
- 16.104.04. Staff Pension
- 16.104.05. To consider a policy for the Hub.

These items are on a confidential separate minute.

*After this section the meeting was re-opened to the public. However the Clerk had been asked to leave so there is no log of the meeting finishing time.*

#### **16.105. Correspondence for Action**

None received

#### **16.106. Correspondence for Information**

None received

#### **16.107. Any Other Relevant Matters for Report**

*W.A. Chester*

Signature: W. A. Chesler

Dated: .....