

# Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough PE8 4JA

Telephone: 01832 272055

Email: [admin@oundle.gov.uk](mailto:admin@oundle.gov.uk) Website: [www.oundle.gov.uk](http://www.oundle.gov.uk)

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**Minutes of the meeting of the Town Council held on Tuesday 15<sup>th</sup> September 2015 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.**

**Present:** Cllrs Chapple, Chesser, Davis, Fitzgerald, Grove, King, Menck, N Oakes, S Oakes, Piercy-Hughes, Stagg and Talbot.

**Minutes:** Debra Harper

## 15.91. Apologies for Absence

15.91.01. To receive apologies for absence.

Apologies for absence were received from Cllrs Murphy (business) and Sparkes (personal).

15.91.02. To accept apologies for absence.

RESOLUTION: *'that apologies for absence from Cllr Murphy and Sparkes are accepted'*.

**Resolved Unanimously**

## 15.92. 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:

15.92.01. To declare any Disclosable Pecuniary Interests.

None.

15.92.02. To declare any Other Interests.

None.

15.92.03. To consider any requests for Dispensation.

None.

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

None.

15.92.05. To report any inappropriate gifts or hospitality offered.

None.


## 15.93. Minutes of Previous Meetings – Full Council

15.93.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 25 August 2015 as an accurate record.'* (*Standing Order 10c*)

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

PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 01 September 2015 as an accurate record.'* (*Standing Order 10c*)

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

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**15.94. Review of Actions of the Previous Meetings – 25.08.2015 and 01.09.2015**

None.

*Meeting adjourned at 7.32pm.*

**15.95. Representations from Interested Parties**

A representation was made by Terry Knights and David Young regarding the proposed closure of the Corby Magistrates Court outlining the difficulties that would be encountered for people within the area should this proposal proceed. He stated that local justice delivered by local people to local people was needed and requested the Council's support in opposing the proposal and replying to the consultation.

*The meeting reconvened at 7.47pm.*

**15.96. Consideration of Requests from Interested Parties**

Following consideration, members unanimously agreed to respond to the consultation by reiterating the comments previously submitted opposing the proposal.

**15.97. Reports**

15.97.01. Mayors Report

Report tabled.

15.97.02. Police Report

Inspector Julie Mead was in attendance with PCSO Lynn McShannon who provided an update on the monthly crime and police activity.

15.97.03. District Councillors Report

Cllr Reichhold provided an update on East Northamptonshire's response to the Syrian refugee crisis and advised that he would highlight a link on the ENC website for people to register their interest in helping.

**15.98. 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.)

**Proposed:** Cllr King

**Seconded:** Cllr S Oakes

**Resolved Unanimously**

**15.99. Town Matters**

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

Cllr King provided an update on the Events Officer report and the proposed *'that expenditure of £350 is approved from the agreed budget to support Oundle Art Week and £350 is released to enable a Christmas Yarn Bombing initiative'*.

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

15.99.02. PROPOSITION: 'That Oundle Town Council responds to the growing international refugee crisis by

(a) formally requesting that ENC joins the UK Government Syrian Vulnerable Persons Relocation scheme and UNHCR's Gateway Protection Programme, and

**Proposed:** Cllr Grove    **Seconded:** Cllr King    **For: 10 Against: 0 Abstention: 2**

  
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(b) formally requesting Tom Pursglove MP lobbies the Home Office for further funding to help facilitate local councils in resettling refugees’.

**Proposed:** Cllr Grove **Seconded:** Cllr Davis **For:** 9 **Against:** 0 **Abstention:** 3

15.99.03. PROPOSITION: ‘That Oundle Town Council oversees a support programme to offer a safe haven to Syrian refugees’.

Following a debate during which it was acknowledged that ENC provides a mechanism for volunteers to offer housing support, it was proposed ‘that further clarification be submitted on the request being made of the Town Council in order that this matter could be reconsidered at the October Full Council meeting’.

**Proposed:** Cllr Grove **Seconded:** Cllr Talbot **For:** 3 **Against:** 7 **Abstention:** 2

15.99.04. To consider and accept the proposed Parking Restriction changes contained within the Annual Waiting Restriction Review 2015/16.

The proposals were considered with the following outcomes agreed:

- ENC 015 New Road – Approved
- ENC 017 Fletton Way – Approved
- ENC 004 West Street – Approved
- ENC 013 New Street – Approved
- ENC 024 Glaphorn Road - Approved

15.99.05. To receive the minutes from the meeting of the Market Oundle working party held on 17 August 2015.

Cllr King advised that the Terms of Reference for the group are being reset and the membership reviewed in order that this initiative can be moved forward.

## **15.100. Operations Management Matters**

15.100.01. To approve the Balance Sheet and Budget Report – July 2015.

Cllr Stagg provided an overview of the budget report advising that two contributions had been received, one from Oundle Bridge Club towards the TV in The Oundle Suite and one from The Courthouse neighbour towards the works to the wall. He noted that the Fixed Asset value of Fletton House had not been amended and that the reason for this would be clarified in Item 15.100.04.

15.100.02. Payments for July 2015.

**PROPOSITION:** ‘That the schedule of payments for July 2015 as presented at this item are paid in the amount of £46,125.86 and that all related documentation and cheques are signed’.

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

15.100.03. To approve and accept the Annual Return for the year ended 31 March 2015 following completion of the audit by BDO Stoy Hayward LLP.

The Annual Return for the year ended 31 March 2015 was reviewed and it was proposed that it be accepted.

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

15.100.04. To note that the Issues Arising Report and to agree actions required.

The Clerk advised that the issue relating to Fixed Assets arose due to instructions given by the Auditors on how to reflect the value of Fletton House. It was noted that this would be remedied after conclusion of the building work.

  
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- 15.100.05. To confirm that the Notice of Conclusion of Audit has been displayed on the notice board from 9<sup>th</sup> September 2015 and will remain so for at least 14 days and that the requisite information of Section 1 to 3 of the Annual return has been made available by appointment.  
This action was noted.
- 15.100.06. To review the Council, Committee and Working Party work plans for 2015/16.  
Cllr King provided an overview of the work plans. Cllr Stagg drew attention to the fact that all budget submissions need to be submitted to the office by the end of October.
- 15.100.07. To agree next steps in the Financial Profiling of Council activities.  
Cllr King provided an overview of the process and requested that each Committee/Working Party review these and complete them as soon as possible.
- 15.100.08. PROPOSITION: 'that Oundle Town Council moves bank accounts to Unity Trust Bank and commences the use of Internet Banking to conduct Council business.'  
**Proposed:** Cllr Stagg **Seconded:** Cllr King **For:** 11 **Against:** 0 **Abstention:** 1

#### 15.101. Estate Matters

- 15.101.01. To receive the minutes of the Estate Management Committee meeting held on 1<sup>st</sup> September 2015 and the 8<sup>th</sup> September 2015.  
Cllr Fitzgerald provided an overview of the tabled minutes confirming that an options appraisal on The Courthouse will be forthcoming. Cllr Davis asked that minutes be amended regarding late apologies as felt this statement should not be included due to the short notice of the meeting being called.
- 15.101.02. To receive a verbal update on Fletton House.  
Cllr Fitzgerald confirmed that the Council moved on the 21<sup>st</sup> August 2015, the Pre-School started operating from Fletton House on the 24<sup>th</sup> and The Hub will open on the 21<sup>st</sup> September 2015. She also confirmed that Volunteer Action and the Police have not yet moved in but will be doing so soon. Cllr Fitzgerald concluded her report by stating that there had been a few teething problems but they were all getting resolved and expressed thanks to the many volunteers and staff for all of the help given.
- 15.101.03. To approve expenditure of up to £500.00 to provide entertainment at the 2015 Christmas Market.  
**Proposed:** Cllr King **Seconded:** Stagg **For:** 11 **Against:** 0 **Abstention:** 1

#### 15.102. Communications Working Party Matters

- 15.102.01. To receive the minutes of the Communications Working Party meeting held on 8 September 2015.  
Cllr Menck noted the tabled minutes.
- 15.102.02. PROPOSITION: 'That Oundle Town Council agrees to adopt a Social Media Policy and form a Digital Team to increase its use of social media via Twitter and Facebook'.

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Cllr Grove and Cllr Talbot provided an overview of the tabled paper. Concern was expressed regarding the management of Social Media; however it was confirmed that there would be policies in place to address this. Following a debate the proposition was moved with the following outcome:

**Proposed:** Cllr Grove **Seconded:** Cllr Stagg **For:** 10 **Against:** 1 **Abstention:** 1

### 15.103. Neighbourhood Planning Working Party Matters

15.103.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 28 July 2015 and 25 August 2015.

Noted.

15.103.02. To note the progress of the Neighbourhood Plan and the policies under construction.

Cllr King provided an overview of the latest version of the Neighbourhood Plan and confirmed that a fuller version will be circulated shortly.

### 15.104. Planning Matters

15.104.01 To receive the minutes from the Planning Committee meeting held on 4 August 2015 and 1 September 2015.

The minutes were noted. Cllr Chapple confirmed that he was dealing with some ongoing correspondence and that there was to be a review of a planning application that was going to appeal.

### 15.105. Meeting Reports

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

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

Noted.

### 15.106. Council Matters

15.106.01. To receive an update on the Council Mentoring Scheme.

Cllr King provided an update on the tabled report and confirmed that some feedback had been received. He advised that as a result the Scheme will be amended slightly and then brought back to Full Council with a request to formally adopt this as a policy.

9.32pm Cllr Chesser left the meeting.


15.106.02. To agree and adopt a new Oundle Town Council logo.

Following a debate, it was proposed *'that a further reiteration of the logo design would be presented to Council with the views expressed by members taken on board'*.

**Proposed:** Cllr King **Seconded:** Cllr Piercy-Hughes **For:** 10 **Abstentions:** 1

15.106.03. To approve the Oundle Town Council Equal Opportunities Policy Statement and Procedure.

**Resolved Unanimously**

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**15.107. Consultations, Conferences and Training**

15.107.01. To nominate attendees to the Northants CALC 68<sup>th</sup> Annual General Meeting to be held on 17 October 2015 and to agree any motions to submit for debate.

It was agreed that the delegates would be Cllr King (Voting Delegate) and Cllr Stagg. No motions were raised at the meeting; however Councillors were advised to email any requests to the office.

**15.108. Correspondence for Action**

15.108.01. None.

**15.109. Correspondence for Information**

15.109.01. ENC Monitoring Officer Briefing: 19.08.2015.  
Noted.

**15.110. Any Other Relevant Matters for Report**

Cllr King advised of the following forthcoming events: The Youth Café commencing on Thursday, the Wedding Fayre in the Queen Victoria Hall this Sunday and The Hub opening on Monday. He also conveyed congratulations to Cllr Grove for completing the Great North Run Half Marathon for charity.

Cllr Stagg noted that the street light installation was now proceeding.

Cllr Grove asked for progress on the Community Right To Bid on the field on Glapthorn Road. Cllr King advised that this had not been progressed as not enough evidence had been forthcoming.

Cllr Piercy-Hughes advised that he was progressing the work on the cycle racks and a report would be brought to the October Full Council meeting.

Cllr Chapple advised that he had received very positive feedback on Fletton House and also noted that there was a lot of information for the Full Council meeting. Cllr King observed that this was not a problem when viewed electronically.

There being no further business the meeting closed at 9.52pm.

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

Dated: 20/10/15.....