



Oundle Town Council

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Minutes of the Annual Meeting of the Town Council held on Tuesday 18th May 2021 at 7.30pm via Zoom.

Members Present: Cllrs D Chapple, I Clark, V Chesser, J Hutton, D Fuller, P Davis, P King, R Reichhold, L Holland and L Jones.

In attendance: Emma Baker – Town Clerk
Mr Tony Robinson – Outgoing Mayor of Oundle Town Council.
3 members of the public attended online.
Tony Hoyle Oundle Path Warden

21.07. Election of Mayor

The following proposition was moved *'that Cllr Clark was elected to the position of Mayor of Oundle Town Council'*.

Proposed: Cllr Chapple **Seconded:** Cllr Fuller **Resolved:** All in favour

The Declaration of Acceptance of Office of Mayor was duly signed. Cllr Clark thanked Tony Robinson for his term as Mayor and as a Councillor on Oundle Town Council. There was a round of applause from all the Councillors.

21.08. Election of Deputy Mayor

The following proposition was moved. *'that Cllr was elected to position of Mayor of Oundle Town Council.'*

Proposed: Cllr Fuller **Seconded:** Cllr Clark **Resolved:** All in favour

21.09. To receive all Acceptance of Office forms

All forms were received and signed.

21.10. Apologies for Absence

21.10.01. To receive apologies for absence.
No apologies

21.11. Declarations of Interests

To receive and consider any declarations of interest from Members under Section 50 of the Local Government Act 2000 (*Standing Order 13*)

(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

21.11.01. To declare any Disclosable Pecuniary Interests.

21.11.02. To declare any Other Interests. Cllr Clark item 21.21.02 as he is a resident of St Peter's Road

- 21.11.03. To consider any requests for Dispensation.
- 21.11.04. To report any gifts or hospitality accepted over the value of £50.00.
- 21.11.05. To report any inappropriate gifts or hospitality offered.

21.12. Minutes of Previous Meetings

21.12.01. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 27th April 2021 as an accurate record.'* (Standing Order 10c)

The minutes were approved.

Proposed: Cllr Chesser **Seconded:** Cllr Clark **Resolved:** 8 in favour

21.12.02. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 5th May 2021 as an accurate record.'* (Standing Order 10c) *

The minutes were approved.

Proposed: Cllr Clark **Seconded:** Cllr Chesser **Resolved:** All in favour

21.13. Public Participation from Interested Parties or Members of the public

There were none.

21.14. Consideration of Requests from Interested Parties

There were none.

21.15. Town Matters

21.15.01. To consider and agree the location for Annual Town Meeting.

The meeting is going to take place in the Glapthorn Room with limited seating for members of the public. The Oundle Suite was going to be considered as an extra room for seating members of the public if it was feasible.

21.15.02. To receive an update of the pavement Licence for the Coffee Tavern in Oundle.

The information was received.

21.15.03. To receive the report from OTC Police Liaison Representative.

Cllr Fuller gave a summary of his report which had been circulated to all the Councillors.

21.15.04. To consider setting up a working party to draw up the terms for the Oundle Transport Survey.

Cllr Clark gave a synopsis of the results of the previous study, which had been carried out in 2011. It was agreed that a working party should be set up to draw up the terms. The members joining the group are Cllr King, Cllr Chapple, Cllr Clark, Cllr Jones and Cllr Davis.

21.16. Council Matters

21.16.01. To receive the Clerks monthly report.

The report was received. It was agreed that the Clerk ask North Northants Council if they can put up a sign on the Hillfield Road informing people that



NNC need to be satisfied with the correct permission before the work will be completed.

21.16.02. To review and approve OTC Standing Orders.

The Standing Orders were approved.

21.16.03. To review and approve the updated Code of Conduct.

The Code of Conduct was approved. All Councillors signed a form to say they would observe the new Code of Conduct.

21.16.04. To review and approve the Financial Regulations.

The Financial Regulations were approved.

21.16.05. To receive the OTC Asset Register for 2021.

The OTC Asset Register for 2021 was received.

21.16.06. To receive the updated Covid 19 Risk Assessment.

The updated risk assessment was received.

21.16.07. To receive the updated First Aid Policy.

The First Aid Policy was received.

21.16.08. To receive an update about Welcome Back Fund that OTC could use to fund temporary projects to help increase customers back to the High Street shops.

The Clerk informed the meeting that she was still waiting for a response from NNC as to whether the Walking Tour App and Loyalty scheme would be approved or not.

21.17. Membership of Committees/Working Parties and Representations on Other Bodies

21.17.01. The following committees / working parties were approved.

Planning Committee Meeting *	Estate Management Committee *	Finance and General Purposes Committee
Mayor and/or Deputy Mayor plus all other Councillors may be members. Quorum = 3 Cllr David Fuller Cllr Val Chesser Cllr David Chapple Cllr Paul Davis Cllr Luke Jones	Mayor and/or Deputy Mayor plus no more than 7 other Councillors Quorum = 3 Cllr Ian Clark Cllr Val Chesser Cllr Liz Holland Cllr Paul Davis Cllr Paul King	Mayor, Deputy Mayor and Head of Estates Committee plus 5 other Councillors. Quorum = 3 Cllr Rupert Reichhold Cllr David Chapple Cllr Liz Holland Cllr Jerry Hutton Cllr Ian Clark

Personnel	Communications Working Party
Mayor and/or Deputy Mayor, Head of Estates plus 5 other Councillors may be members.	No more than 6 Councillors Quorum = 3

Quorum = 3 Cllr Rupert Reichhold Cllr Val Chesser Cllr Paul King Cllr David Chapple Cllr Ian Clark	Cllr Ian Clark Cllr David Fuller Cllr Paul King
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Please note:

- Every Committee and Working Party shall at its first meeting before proceeding to any other business elect a chairman and vice chairman who shall hold office until the next annual meeting (Standing Order 4d xii xii);

21.18. Terms of Reference

21.18.01. All terms and references are to be reviewed at the first committee / working party meeting for approval at the next full council meeting.

It was agreed that the terms of reference be reviewed at the relevant committee before approval at full council.

21.19. To elect/confirm the Council representatives to the following bodies:

21.19.01. The following Council representatives were approved.

Oundle Museum Trust Cllr Chapple Cllr Fuller Cllr Chesser Cllr Paul King	Fairtrade Cllr Liz Holland
Oundle Church Clock Fund Cllr Chapple	Oundle Business Association Cllr Davis
Youth Counselling Service (CHAT) Cllr Paul Davis	Volunteer Action Representative Cllr Rupert Reichhold
Parson Latham's Council representatives Cllr Liz Holland	Transition Oundle Cllr Jerry Hutton

21.19.02. To elect/confirm the Council Flood Warden
 Cllr David Fuller was elected at OTC Flood Warden

21.19.03. To elect/confirm the Council Path Warden
 Mr Tony Hoyle was elected as OTC Path Warden

21.19.04. To elect/confirm two Verification Councillors to carry out Internal Controls (Financial Regulation 2.2)
 Cllr Liz Holland and Cllr Hutton were elected as Verification Councillors.

21.10. Financial Matters

21.20.01. To review and amend the signatories on the Council bank account to ensure that the bank mandate is updated to reflect the signatories of the Mayor, Deputy Mayor, Clerk and serving Councillors.



It was agreed that Cllr Chapple, Cllr Clark, Cllr King, Paul Smith Finance Officer and Emma Baker Clerk are signatories for the bank account.

- 21.20.02. Payments for April 2021
PROPOSITION: 'That the schedule of payments for April 2021 as presented at this item are paid up and that all related documentation and cheques are signed'.
The payments for April were approved.
Proposed: Cllr Clark **Seconded:** Cllr Fuller **Resolved:** All in favour
- 21.20.03. To approve the list of Direct Debits and Standing Orders for 2021/2022.
The list of Direct Debits and Standing Orders for 2021/2022 were approved.
Proposed: Cllr Clark **Seconded:** Cllr Chapple **Resolved:** All in favour
- 21.20.04. To receive the internal audit report for 2020/2021.
The report was received. The Clerk and Finance officer were thanked for their work completing another financial year.
- 21.20.05. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2020/2021.
Section 1 of the AGAR was completed and approved.
Proposed: Cllr Fuller **Seconded:** Cllr Holland **Resolved:** All in favour
- 21.20.06. To approve the Accounting Statement (Section 2) of the Annual Return 2020/ 2021.
Section 2 of the AGAR was approved and signed.
Proposed: Cllr Fuller **Seconded:** Cllr Holland **Resolved:** All in favour
- 21.20.07. To approve the quote for work to trees in the Cemetery.
The quote of £2,250 was approved.
Proposed: Cllr Chesser **Seconded:** Cllr Chapple **Resolved:** All in favour

21.21. Planning Matters

- 21.21.01. To receive the minutes from the Planning Committee meeting held on 4th May 2021.
The minutes were received.
- 21.21.02. To receive an update on the response to the consultation on Cotterstock Road and recent planning matter as discussed at the April meeting and agree next steps.
The update was received.
- 21.21.03. To receive the invitation to hold a meeting with Housing 21 to discuss the Extra care development at St Christopher's Drive and to agree a suitable date.
It was agreed that the meeting take place via Zoom. The members of the Planning Committee agreed to send dates when they were availability to the Clerk.

21.22. Estates Management Committee

21.22.01 To consider the recommendation from the Estates Committee for the Hub space.

Following a discussion, the general consensus was that it was important that the Hub space remain an area for community with some refreshment facilities made available and that it could be hired by groups and organisations as and when needed.

21.23. Correspondence for Information

21.23.01 To receive the minutes from the latest JAG meeting.

The minutes were received.

21.23.02. To receive virtual Flood Warden Training Events Poster.

The minutes were received.

Any Other Business for report only

Cllr Chapple informed the meeting that the Museum Trust were concerned about the cost for renewing their lease. Cllr Chapple informed the meeting that he had suggested they apply to the Council for grant funding.

Cllr King and Cllr Davis asked if the Council was going to advertise the remaining vacancies on the Council.

Cllr King was concerned about vans parking on the stone slabs on the marketplace.

Cllr Davis asked when the skatepark to be discussed at a future meeting. Cllr Clark informed the meeting that we were finding it difficult to get someone to quote for resurfacing the area.

Cllr Fuller informed the meeting that Barnwell Country Park would like to apply for a grant.

The meeting closed at 8.51pm

Signature:..........

15/6/21

OTC Monthly Payments - April 2021

Barclays Bank Online payment date May 20th

<u>Payee</u>	<u>Reason</u>	<u>£(incl VAT)</u>	
		Total Salary	£ 9,610.63
NCC Pension	Monthly Pension - March	£	1,572.19 ✓
Hunt & Coombs	Professional Fees	£	680.00 ✓
Transition Oundle	Grant	£	1,480.00 ✓
Ableclean	CH Carpet Clean	£	456.00 ✓
Anglotech	Monthly Photocopier printing costs	£	54.58 ✓
Anglian Water	Water Rates CH, ER, SO, Cemetery	£	1,449.93 ✓
Bluemoon	IT Support	£	399.34 ✓
Clean4Shaw	CH, FH, SO Cleaning Contract	£	2,304.00 ✓
Coles	Maintenance equipment	£	7.20 ✓
E-On UK PLC	Unmetered supplies	£	199.91 ✓
Fox Directories	Oundle Advertiser	£	200.00 ✓
S Garret Harvey	Grass Cutting * 3	£	6,498.00 ✓
Hi Rise Lifts	CH & FH Lift service	£	420.00 ✓
Lisa Allan	Eye Test	£	35.00 ✓
NCalc	Training course	£	30.00 ✓
Pick Arthey	Fuel	£	146.49 ✓
RG & MF Sadlers	CH Repairs	£	501.72 ✓
Seatons	Professional Fees	£	600.00 ✓
Trade UK	Maintenance Tools	£	75.64 ✓
Total		£	17,110.00
<u>Barclays DIRECT DEBITS & Other Payments</u>			
Aviva Pension	Monthly Pension	£	1,256.98
Barclays	Bank Charges	£	70.74
Barclays Debit Card	All	£	786.76
Barton Telecom Services	Telephone monthly fee	£	254.12
Biffa	CH/FH Monthly wheelie bin service	£	167.71
British Gas	FH, SO Electricity & Gas	£	2,591.15
Grenkele	Quarterly Photo copier rental	£	238.79
HMC&Revenue	P32 PAYE via Cottons	£	3,353.14
The Mailing Room	Franking Machine	£	200.00
Talk Talk	Broadband at Unit 7	£	39.54
Zoom	Annual Fee	£	143.88
Total Direct Debits		£	9,102.81
Total Payments		£	35,823.44

This figure is in addition to "Regular Monthly 2021-22 payments" agreed at FC May 2021


log 19/5/21

OTC Regular Monthly SO & DD Payments 2021-22

April 2021 to March 2022 unless otherwise stated

<u>Payee</u>	<u>Reason</u>	<u>£(incl VAT)</u> <u>Monthly</u>
<u>DIRECT DEBITS</u>		
Aviva	Pension Charges	£ 33.00
E.N.C.	Rates - April 2021 to January 2022	
Eastwood Road	April - 600920690	£ 210.70
Eastwood Road	May to January 2022 - 600920690	£ 215.00
Courthouse - 1st Floor	April - 600849849	£ 16.75
Courthouse - 1st Floor	May to January 2022 - 600849849	£ 12.00
Cemetery	April - 600566656	£ 72.63
Cemetery	May to January 2022 - 600566656	£ 71.00
Market	600566096 - Coronavirus 100% discount	£ -
Market	May to January 2022 - 600566096	£ -
Drill Hall car park	April - 600565385	£ 247.05
Drill Hall car park	May to January 2022 - 600565385	£ 247.00
St Osyth's Public Conveniences	April - 600913607	£ 212.75
St Osyth's Public Conveniences	May to January 2022 - 600913607	£ 212.00
Herne Park car park	April - 600928304	£ 499.00
Herne Park car park	May to January 2022 - 600928304	£ 499.00
Fletton House	April - 600929235	£ 1,619.50
Fletton House	May to January 2022 - 600929235	£ 1,622.00
<u>STANDING ORDERS</u>		
Goldsmiths	Rental for Unit 7 East Road	£ 782.50
Personnel Advice & Solutions Ltd	Monthly Personnel services	£ 120.00
Sage	Monthly Accounts	£ 92.40
Wireless Logic	Noticeboard Line Rental	£ 11.88
WPS	Insurance	£ 1,210.13
Annual contracts -	Standing Orders	
AbleClean	CH & FH Window & Gutter cleaning	£ 292.00
Arrestapest	CH/FH Rodent control	£ 30.53
B Safe	CH Fire alarm & Emergency lighting	£ 23.00
TC Clarke	CH Gas service	£ 17.90
Cottons Chartered Accountants	Payroll & Pension	£ 102.00
Smiths Fire	CH/FH/ER Fire fighting equipment	£ 32.20
Total Standing Orders or Direct Debits		£ 8,503.92

Signed by 2 councillors


19/5/21