



Oundle Town Council

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Minutes of the Annual Meeting of the Town Council held on Tuesday 17th May 2022 at 7.30pm in the Oundle Suite in Fletton House.

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

In attendance: Emma Baker – Town Clerk

22.01. Election of Mayor

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

Proposed: Cllr Reichhold **Seconded:** Cllr Jones **Resolved:** 5 in favour

22.02. Election of Deputy Mayor

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

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

22.03. To receive all Acceptance of Office forms

The Acceptance of office form for the Mayor was received and signed.

22.04. Apologies for Absence

22.04.01. To receive apologies for absence.

Apologies were received from Cllrs Chesser, Hutton and Desbois.

22.05. 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.)

22.05.01. To declare any Disclosable Pecuniary Interests.

22.05.02. To declare any Other Interests.

22.05.03. To consider any requests for Dispensation.

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

22.05.05. To report any inappropriate gifts or hospitality offered.

There were none received.

22.06. Minutes of Previous Meetings

22.06.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 19th April 2022 as an accurate record.'* (Standing Order 10c)

The minutes were approved.

Proposed: Cllr Fuller

Seconded: Cllr Jones

Resolved: All in favour

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

There were none.

22.08. Consideration of Requests from Interested Parties

There were none.

21.09. North Northants Council

22.09.01. To receive report from NNC Ward Councillor

Apologies were received from Cllr Harrison

22.10. Town Matters

22.10.01. To receive the report from the Annual Town Meeting held on 28th April 2022.

The report was received and will be published on the OTC website.

22.10.02. To receive an update on the Queen's Platinum Jubilee Celebrations.

Cllr Fuller updated the Council on the progress of the plan for the market square and fletton Field. Cllr Davis gave an update on the schedule for the sports day on Friday 3rd June.

22.10.03. To consider invitation to be involved in the Community Speedwatch 2022.

The Council agreed to support the speedwatch program and look for a coordinator to organise the group.

22.10.04. To consider request from RBL to remove parking space outside Beans to help protect the War Memorial getting damage by lorries.

It was agreed that the Clerk contact North Northants Council to find out if the traffic wardens could visit Oundle more frequently.

22.11. Council Matters

22.11.01. To receive the Mayor's report

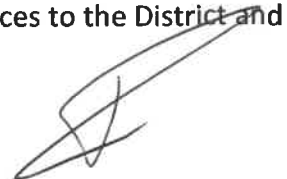
The Mayor gave a summary of the contents of the report that was received by the Council. He invited Cllr Arnold to give an update on the correspondence with Barcin. Cllr Arnold informed the meeting that there was a lot of work that needed to be done and help was needed from anyone who can assist.

22.11.02. To receive the Clerks report.

The report was received.

22.11.03. To review and approve OTC Standing Orders.

The OTC Standing Orders were approved subject to the addition of the Climate Working Party and the removal of references to the District and



County Council.

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

22.11.04. To review and approve the Financial Regulations.
The Financial Regulations were reviewed and approved with no changes.

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

22.11.05. To receive the OTC Asset Register for 2022.
The Asset Register for 2022 was received.

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

22.12.01. 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 Cllr Jamie Arnold	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 Cllr Rebecca Desbois Cllr Jamie Arnold	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 Cllr Paul Davis	

Personnel	Communications Working Party	Climate Working Party
Mayor and/or Deputy Mayor, Head of Estates plus 5 other Councillors may be members. Quorum = 3 Cllr Rupert Reichhold Cllr Val Chesser Cllr Paul King Cllr David Chapple Cllr Ian Clark Cllr Paul Davis	No more than 6 Councillors Quorum = 3 Cllr David Fuller Cllr Paul King Town Clerk Deputy Clerk Communication and Admin Officer	No more than 6 Councillors Quorum = 3 Cllr Ian Clark Cllr Jerry Hutton Cllr Luke Jones Cllr Jamie Arnold

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);

22.13. Terms of Reference

22.13.01. 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.

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



22.14.01.

Oundle Museum Trust Cllr Chapple Cllr Fuller Cllr Chesser Cllr Paul King Representatives are elected for a 4-year term	Fairtrade Cllr Liz Holland Cllr Ian Clark
Oundle Church Clock Fund Cllr Chapple and Cllr Clark	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 Representatives are elected for a 4-year term	Transition Oundle Cllr Jerry Hutton

Cllr Holland informed the meeting that the Parson Latham's Charity were changing their constitution which would have an impact on the OTC representative position in the future.

22.14.02. To elect/confirm the Council Flood Warden
Cllr Fuller was confirmed as the Council Flood Warden

22.14.03. To elect/confirm the Council Path Warden
Mr Tony Hoyle was confirmed as the Council Path Warden

22.14.04. To elect/confirm two Verification Councillors to carry out Internal Controls (Financial Regulation 2.2)
Cllr Holland and Hutton were confirmed as Verification Councillors for the Council.

22.14.05. To elect/confirm the Police Liaison Representative
Cllr Fuller was confirmed as the Police Liaison Representative for the Council.

22.15. Financial Matters

22.15.01. To approve the Bank Reconciliation Balance Sheet and Budget for April 2022.
The monthly bank balance as of 30th April 2022 is as follows: Unity Trust Bank £696,503.78.

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

22.15.02. Payments for April 2022
PROPOSITION: *'That the schedule of payments for April 2022 as presented at this item are paid up and that all related documentation and cheques are signed'*.

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

22.15.03. To review 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.



The list of signatories was reviewed and it was agreed that no changes needed to be made.

22.15.04. To receive the internal control checklist for Jan – Mar 2022.
The internal control checklist was received.

22.15.05. To approve the list of Direct Debits and Standing Orders for 2022/2023.
The list for 2022 – 2023 was approved.

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

22.15.06. To receive the internal audit report for 2021/2022.
The internal audit report was received.

22.15.07. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2021/2022.

Section 1 was completed, approved and signed by the Mayor.

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

22.15.08. To approve the Accounting Statement (Section 2) of the Annual Return 2021/ 2022.

Section 2 of the Annual Return was approved and signed by the Mayor.

Proposed: Cllr Chapple **Secoded:** Cllr Clark **Resolved:** All in favour

22.15.09. To approve costs for lease preparation and renewal of leases for OTC tenants.

It was approved that we go with Tollers Solicitors at £600 per lease. It was agreed that the Council pay the set-up fee of £950.00.

Proposed: Cllr Chapple **Secoded:** Cllr Clark **Resolved:** All in favour

22.15.10. To approve the quote to repair the St Peter's Churchyard wall as recommended by the Estates Committee.

The quote to repair the wall of £27,560.38 was approved.

Proposed: Cllr fuller **Secoded:** Cllr Reichhold (check) **Resolved:** All in favour

22.16. Highways Matters

22.16.01. To receive the information about new locations for the speed sign.

The information was received and the Council was in agreement with the locations for the speed sign.

22.16.02. To receive an update on the transport study report.

Cllr King informed the meeting that the working party need to meet to discuss go through the report.

22.17. Planning Matters

22.17.01. To receive the minutes from the Planning Committee meeting held on 3rd May 2022.

The minutes were received.

22.17.02. To consider and approve the OTC response to the NN Strategic Plan Scope

and Issues Consultation.

The document was approved and it was agreed that the Clerk complete the online consultation. The Clerk will also send a copy of the response to the Unitary ward councillors for Oundle.

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

22.18. Estates Management Committee

22.18.01 To receive the minutes from the Estates Committee meeting held on 26th April.

The minutes were received. Committee has started to plan the grand tour of the Council properties. There will be a newer approach to the inspection and that there may be a chance to carry out the inspection on the weekend or evening. The trees for planting have been confirmed.

22.19. Climate Working Party

22.19.01. To receive report from the Climate working party.
The report was received.

22.20. Communications Working Party

22.20.01. To receive the article for the June Advertiser.
The article was received.

22.20.02. To receive the social media health check report.

The report was received. The Mayor informed the meeting that he has spoken to the company who carried out the health check about support with social media for the Love Oundle site.

22.20.03. To consider taking part in a trial of a meeting streaming kit that is being designed by Breakthrough Communications.

It was agreed that the Council take part in the trial.

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).

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

The meeting closed at 8.34pm
The meeting opened at 8.39pm

22.21. Hub Manager Vacancy to receive update and consider next steps.

The Council agreed to appoint the recommended candidate for the position.

22.22. Any Other Relevant Matters for Report Only

Cllr King reported that the refurbished co-op looks very good.

He also requested that we try to fill the current vacancies on the council.

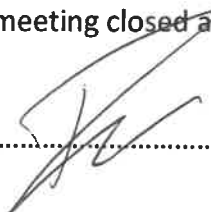
Cllr Clark informed the meeting that on Thursday morning the NNC Asset Transfer policy is



being discussed on the Executive committee meeting.

The meeting closed at 8.43pm

Signature:.....

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OTC Monthly Payments - April 2022

Barclays Bank Online payment date May 19th

Payee	Reason	£(incl VAT)	
		Total Salary	£
			10,894.55
NCC Pension	Monthly Pension - April & May	£	3,199.46
R. Beveridge	Market Refund	£	27.60
Anglotech	Monthly Photocopier printing costs	£	64.81
Anglian Water	Water Rates CH, ER, SO, Cemetery	£	1,127.75
Bluemoon	Managed IT Support	£	375.40
Clean4Shaw	CH, FH, SO Cleaning Contract	£	2,304.00
Crest Publishing	Advertising Oundle Life Magazine	£	228.00
Elco Heat	FH Heating Contract	£	1,150.20
Fox Directories	Oundle Advertiser	£	300.00
S Garret Harvey	Grass Cutting * 3	£	6,498.00
James Robert Curtis	John Deere Mower service	£	993.37
Light Media Displays	Queens Jubilee Screen	£	2,094.96
Line Mark.Com	FH Line marking * 50%	£	478.80
Line Mark.Com	FH Line marking Balance	£	478.80
Marlowe Fire & Security	FH Full electrical sytem identification	£	2,364.96
Kevin Mears	Monthly Litter Picking	£	200.00
N-Power	Un metered electric supplies	£	291.02
North Northants Council	Market Place to Ship Licence	£	180.00
Oundle Festival Music & Drama	Arts Grant	£	350.00
Pick Arthey	Fuel & Van service	£	367.59
Pick Arthey	Fuel	£	294.08
Proludic	RG improvements	£	7,161.75
QI Marketing	Quarterly fee LoveOundle Web site	£	228.00
RG & MF Sadlers	FH Electrical Testing	£	6,582.75
Select Coffee Services	3 months Rental & Initial supplies	£	788.20
SLCC	Membership fees LH	£	215.00
Smiths Fire	CH, ER, FH Fire risk assessment	£	1,902.00
Stupots	Keys & Electrical wire	£	65.19
Toilets Plus	Toilet hire for the Queens Jubilee	£	992.00
Transport Planning Practice	Oundle Traffic Survey Review & report	£	8,295.00
	Total	£	49,598.69
Barclays DIRECT DEBITS & Other Payments			
Aviva Pension	Monthly Pension	£	-
Barton Telecom Services	Telephone monthly fee	£	532.04
Biffa	CH/FH Monthly wheelie bin service	£	131.71
Crown Gas	FH, CH, ER Gas	£	1,096.76
EDF	FH, Electric	£	742.02
Grenkele	Quarterly Photo copier rental	£	238.79
HMC&Revenue	P32 PAYE via Cottons	£	4,473.94
Pozitive	ER, CH, SO Electric	£	1,080.77
Talk Talk	Broadband at Unit 7	£	41.94
Unity	Bank Charges	£	17.54
Unity DC	Various	£	352.25
	Total Direct Debits	£	8,707.76
	Total Payments	£	69,201.00

This figure is in addition to "Regular Monthly 2022-23 payments" agreed at FC May 2022

DL/Accounts/Accounts Monthly