

Oundle Town Council

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

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Minutes of the Meeting of the Town Council held on Tuesday 19th September 2017 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs R Sparkes, V Chesser, P Peel, N Oakes, S Oakes, J Hutton, D Chapple, C Humphreys and M Glen

In attendance: Emma Baker – Town Clerk
District Cllr Jake Vowles
3 members of the public

17.76. Apologies for Absence

17.76.01. To receive apologies for absence.
Apologies for absence were received from Cllr D Fuller

17.76.02. To accept apologies for absence.
The apologies for absence were accepted.

17.77. 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.)

17.77.01. To declare any Disclosable Pecuniary Interests.

None

17.77.02. To declare any Other Interests.

17.87.02 Cllr Chapple is a member of the Glapthorn Neighbourhood Plan Working Party.

Cllr Sparkes declared an interest as a resident of the village of Glapthorn.

17.77.03. To consider any requests for Dispensation.

None

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

None

17.77.05. To report any inappropriate gifts or hospitality offered.

None

17.78. Minutes of Previous Meetings – Full Council and Extraordinary

17.78.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 18th July 2017 as an accurate record.'* (*Standing Order 10c*)

The minutes were approved.

Proposed: Cllr Peel

Seconded: Cllr N Oakes

Resolved: 7 in favour
2 abstentions

17.78.02. PROPOSITION: *'To approve and sign the minutes of the Neighbourhood Plan Full Council meeting held on 1st August 2017 as an accurate record.'*
(Standing Order 10c)

The minutes were approved

Proposed: Cllr Humphreys **Seconded:** Cllr Chesser **Resolved:** 8 in favour
1 abstention

17.78.03. PROPOSITION: *'To approve and sign the minutes of the Extraordinary meeting held on 22nd August 2017 as an accurate record.'* (Standing Order 10c)

The minutes were approved

Proposed: Cllr Chapple **Seconded:** Cllr Hutton **Resolved:** 5 in favour
3 abstentions

17.78.04. PROPOSITION: *'To approve and sign the minutes of the Neighbourhood Plan Full Council meeting held on 5th September 2017 as an accurate record.'*
(Standing Order 10c)

The minutes were approved

Proposed: Cllr Chesser **Seconded:** Cllr Chapple **Resolved:** 5 in favour
3 abstentions

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

For a maximum of 15 minutes.

None

17.80. Consideration of Requests from Interested Parties

There were none.

17.81. Reports

17.81.01. Mayor's Report

The Mayor has attended many functions during the month including the Volunteer Action Annual meeting, the monthly Oundle and District Trading Association Meeting. He attended the British Legion monthly meeting with the Estates Officer to discuss the Armistice Day parade. The Clerk and the Mayor attended the Northamptonshire Larger Councils meeting at the Saxon Hall in Raunds. Nineteen out of the larger 20 parish and town councils attended along with Cllr Heather Smith, Leader of Northamptonshire County Council (NCC) and Cllr Tom Partridge-Underwood, Deputy Leader of the Borough Council of Wellingborough (BCW) attended as guests. The main topic up for debate was unitary councils. Cllr Heather Smith has been invited to our October Council meeting to discuss unitary councils. A meeting was arranged at the QVH to meet a representative from a Beer festival company with a view to holding a beer festival in the QVH. Unfortunately, the representative did not turn up. On Thursday this week the Mayor will be attending the Fairtrade group meeting and Abbott House to meet management and staff. In early October the Mayor will be chairing the Museum Trust meeting.

The Mayor's report was received.

17.81.02. Police Report

No report received



17.81.03. District Councillors Report

Cllr Vowles informed the Councillors that the fly tipping that had been left in the Coop car park was investigated and the individual has been identified and it is being pursued. There has been an amendment to the articles of district councillors for planning. If there is an objection made by a Town or Parish Council a site viewing will be made during the week before the Committee meeting and the district councillors will be present to speak to the applicant and the planning officers.

There was a discussion about the length of time Town and Parish Councils have to comment on applications it was felt that there was not enough time.

There was concern about the lack of police either attending the meeting or sending a report and that we may not have any police to attend the Armistice Day Parade.

17.82. 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 S Oakes **Seconded:** Cllr N Oakes **Resolved:** All in favour

17.83 Town Matters

17.83.01. To report on the Notice of Decision from Northamptonshire County Council following the Fletton Field inquiry.

The decision was received by the Council. Cllr Chapple was disappointed at the decision but requested that it be recorded that the council thanks the Green Spaces group for all the work that they carried out on behalf of the Council for the inquiry.

17.84. Council Matters

17.84.01. To report on the resignation of the Deputy Town Mayor and to consider whether to elect a new Deputy Town Mayor for the remainder of the term of office.

It was agreed that we would not elect a deputy mayor until May 2018.

Proposed: Cllr N Oakes **Seconded:** Cllr Peel **Resolved:** 4 in favour 5
against 1 abstention

17.84.02. To elect a new Deputy Town Mayor.

It was agreed to defer a new Deputy Town Mayor until May 2018.

17.84.03. To elect a representative for the Oundle Transition Town

Cllr Jerry Hutton was elected as Town Council representative for Oundle Transition Town.

Proposed: Cllr Chapple **Seconded:** Cllr S Oakes **Resolved:** All in favour

17.84.04. To elect a member for the Estates Management Committee and the Communications and Marketing Working Group.

Cllr Jerry Hutton was elected as a member for the Estates Management



Committee and as a member for the Communications and Marketing Working Group

Proposed: Cllr N Oakes **Seconded:** Cllr Humphreys **Resolved:** All in favour

17.84.05. To receive the Clerks monthly report.
The Clerks report was received.

17.84.06. To receive the invitation to the Northants CALC AGM on 7th October 2017 and to agree the delegates to attend the AGM.
The Mayor, Cllr Glen and the Clerk will attend the meeting. The Mayor will be the delegate to vote.
It was agreed that we ask for a motion to allow more time to look at planning applications would be submitted to Northants CALC.

17.84.07. To approve the new Model Publication Scheme from the Information Commissioner's Office and to review the Council General Information
The Model publication scheme was approved.

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

17.84.08. To approve an expenditure of up to £200 to improve the fitting of the Mayoral Chain.

The expenditure up to £200 was approved

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

17.85. Financial Matters

17.85.01. To approve the Bank Reconciliation, Balance Sheet, Budget Report and Hub trading account for July and August 2017

The Bank Reconciliation, Balance Sheet, Budget report and Trial Balance were approved. Cllr Glen gave a report on the finances.

The Hub trading account was discussed. Cllr Glen informed the meeting that we need to increase income by 5% and decrease expenditure by 5%. The working group are looking at the number of staff working at any one time. It was agreed that the prices for the hub would be reviewed at the October Finance meeting.

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

17.85.02. Payments for August 2017

PROPOSITION: 'That the schedule of payments for August 2017 as presented at this item are paid up and that all related documentation and cheques are signed'.

The payments for August were approved.

The Mayor reported that the Clerk is looking into grants for the replacement of the boardwalk.

Proposed: Cllr Glen **Seconded:** Cllr N Oakes **Resolved:** All in favour

17.85.03. To approve the purchase of 3 mobile phones for staff to use when out on Council business



It was agreed that 3 mobile phones for staff to use when out on Council business can be purchased.

Proposed: Cllr Chesser

Seconded: Cllr S Oakes

Resolved: All in favour

- 17.85.04. To approve the expenditure for the Local Council Review Magazine.
It was agreed that two copies of the magazine would be ordered.

Proposed: Cllr Peel

Seconded: Cllr Glen

Resolved: All in favour

17.86. Planning Matters

- 17.86.01. To receive the minutes from the Planning Committee meeting held on 1st August 2017.
The meeting minutes were received.

- 17.86.02. To receive the minutes from the Planning Committee meeting held on 5th September 2017.
The meeting minutes were received.

17.87. Neighbourhood Plan

- 17.87.01. To receive an update on the Neighbourhood Plan and to report on the proposals for the way forward
The new consultant has been engaged and his report has been circulated to councillors. The former working party members are helping to retrieve the information required to complete the plan. Cllr Chapple will arrange to send the planning information to the Clerk.
Communication and marketing group are organising the public participation event at QVH.

9.30pm Cllr Peel left the meeting

- 17.87.02. To approve response to Glapthorn Neighbourhood Plan Regulation 14 consultation.
Deferred to the meeting on 3rd October to finalise the response.

17.88. Estates Matters

- 17.88.01. To receive the minutes from the Estates Committee meeting held on 25th July 2017.
The minutes were received.

- 17.88.02. To discuss the marketing brochures for Fletton House and the Queen Victoria Hall and to agree to print.
Cllr Glen informed the meeting that he has received the first draft of the brochure and the photographs have been taken. Some amendments are required as it is too general. Another draft is being put together by the end of the week and will be discussed at the Estates meeting on 26th September. Cllr Glen asked for Councillors to volunteer for a photo in Barnwell room on Thursday 21st September at 10.00am.



17.89. Correspondence for Action

- 17.89.01. To report on concerns from resident regarding delay by Northamptonshire Highways to paint double yellow lines on Cotterstock Road
This has been resolved.

17.90 Correspondence for Information

- 17.90.01. East Northants (North) Joint Action Group Newsletter Summer / Autumn 2017
Noted.

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 Sparkes

Seconded: Cllr Chapple

Resolved: All in favour

The meeting closed at 9.35pm

The meeting opened at 10.15pm

17.91. Finance and Personnel Matters

- 17.91.01. To receive the minutes from the Finance and General Purposes and Personnel Committee meeting held on 12th September 2017.
The minutes were received.

- 17.91.02. To consider the accounting procedures review report and agree the proposals for the way forward.
It was agreed that the Council investigate ways of improving the accounting procedures.

Proposed: Cllr Glen

Seconded: Cllr Humphreys

Resolved: All in favour

- 17.91.03. To approve additional expenditure for the Personnel Consultant.
The additional expenditure for the Personnel consultant of up to £1,000 was approved.

Proposed: Cllr Sparkes

Seconded: Cllr N Oakes

Resolved: All in favour

- 17.91.04. To discuss the proposal to take on a maintenance apprentice.
To agree to investigate employing a maintenance apprentice.

Proposed: Cllr N Oakes

Seconded: S Oakes

Resolved: All in favour

- 17.91.05. To discuss arrangements for a Staff Christmas party.
It was agreed to defer this item to the October meeting.


17.92 Any Other Relevant Matters for Report only

Cllr Chapple informed the meeting that someone had contacted him about their disappointment that there were two charity cake stalls on the market. It was agreed to discuss the matter at the next Estates meeting.

Cllr Humphreys asked if the Oundle Speedwatch group was still active.



There being no further business the meeting closed at 10.20 pm.

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

Dated:.....17/10/2017.....