



# Oundle Town Council

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**Minutes of the Meeting of the Town Council held on Tuesday 19<sup>th</sup> May 2020 at 7.45pm via Zoom.**

**Members Present:** Cllrs T Robinson, D Chapple, I Clark, J Hutton, C Humphreys, D Fuller, M Glen and T Stagg

**In attendance:** Emma Baker – Town Clerk  
Leigh Guirlando – Oundle Chronicle

**Absent:** Cllrs S Oakes and R Sparkes

## 20.02. Apologies for Absence

- 20.01.01. To receive apologies for absence.  
Apologies have been received from Cllrs P Peel and V Chesser
- 20.01.02. To accept apologies for absence.  
The apologies were accepted.

## 20.02. 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.)

- 20.02.01. To declare any Disclosable Pecuniary Interests.
- 20.02.02. To declare any Other Interests. Cllr Chapple Item 20.10.01.02 and 20.10.01.03. Cllr Clark Item 20.09.08
- 20.02.03. To consider any requests for Dispensation.
- 20.02.04. To report any gifts or hospitality accepted over the value of £50.00.
- 20.02.05. To report any inappropriate gifts or hospitality offered.

## 20.03. Minutes of Previous Meetings

20.03.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 21st April 2020 as an accurate record.'* (*Standing Order 12*).  
The minutes were approved.

**Proposed:** Cllr Stagg                      **Seconded:** Cllr Humphreys    **Resolved:** 5 in favour

20.03.02. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 30<sup>th</sup> April 2020 as an accurate record.'* (*Standing Order 12*).

The minutes were approved.

**Proposed:** Cllr Stagg                      **Seconded:** Cllr Hutton                      **Resolved:** 4 in favour

#### 20.04. Public Participation from Interested Parties or Members of the public

There were none.

#### 20.05. Consideration of Requests from Interested Parties

There were none.

#### 20.06. Reports

##### 20.06.01. Mayor's Report

The Mayor informed the meeting that he had received a reply to the second stage of the complaint against ENC and that he had received an email of support from Tom Pursglove MP. He expressed his thanks to all the effort that has been seen from members of the public and local organisations helping people in the Covid 19 lockdown.

##### 20.06.02. District Councillors Report

There was not a report from the District Councillors.

#### 20.07. Town Matters

##### 20.07.01. To receive an update on matters related to Covid 19 lockdown.

The Clerk gave a brief update.

##### 20.07.02. To consider request from a member of the public to record footage from flying a drone in Oundle.

Following a discussion the Council agreed that they had no objection to flying the drone in Oundle. It was agreed that the Clerk ask to see a copy of the film and find out if we could have a copy to post on our social media.

##### 20.07.03. To consider request to install more dog waste bins in Oundle.

It was agreed that the bins could be installed in Oundle. The Clerk will Liaise with Cllr Clark on the location of the bins and submit a map to Northamptonshire Highways for approval.

#### 20.08. Council Matters

##### 20.08.01. To receive the Clerks Report.

The report was received.

##### 20.08.02. To approve the OTC 2020 Asset Register.

The Asset register was approved.

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

##### 20.08.03. To consider request from a member of the public to metal detect on land in Oundle.

The Council did not agree to allowing a member of the public to metal detect on land in Oundle.

##### 20.08.04. To receive an update on Council building usage and consider cleaning requirements.

It was agreed that the public toilets be opened up, Fletton House cleaning contract reinstated and the Courthouse communal areas cleaned.

**Proposed:** Cllr Robinson                      **Seconded:** Cllr Stagg                      **Resolved:** All in favour

- 20.08.05. To consider increasing the number of stalls for the Thursday market.  
The Clerk informed the meeting that there would only be 5 stalls on Thursday as the Watch stall was not permitted to trade. She reported on her conversation with the Environmental Health Officer regarding the Thursday market and Farmers Market. It was agreed that no decision would be made about the Farmers market until nearer the time.

## 20.09. Financial Matters

- 20.09.01. To approve the Bank Reconciliation, Balance Sheet and Hub Trading Account for March 2020.

The monthly bank balance as at 31<sup>st</sup> March 2020 is as follows:  
Barclays Account £387,799.85.

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

- 20.09.02. Payments for April 2020.

PROPOSITION: *'That the schedule of payments for April 2020 as presented at this item are paid up and that all related documentation and cheques are signed'*.

**Proposed:** Cllr Robinson                      **Seconded:** Cllr Hutton                      **Resolved:** All in favour

- 20.09.03. To complete and approve the Annual Governance Statement (Section 1 of the Annual Return) 2019/2020.

To be deferred until next month

- 20.09.04. To approve the Accounting Statement (Section 2) of the Annual Return 2019/2020.

To be deferred until next month.

- 20.09.05. To approve the list of Direct Debits and Standing Orders for 2020/2021.  
The list was approved.

**Proposed:** Cllr Robinson                      **Seconded:** Cllr Glen                      **Resolved:** All in favour

- 20.09.06. To approve the quote for the boiler maintenance contract in Fletton House at £872.10 + VAT.

Approved.

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

- 20.09.07. To approve the quote for the replacement CCTV in the Town Centre.  
Approved.

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

- 20.09.08. To approve quote to remove tree of £936.00 +VAT on land next to the rugby club.

Approved. The Clerk to find out if some of the tree could be left for wildlife.

**Proposed:** Cllr Robinson                      **Seconded:** Cllr Stagg                      **Resolved:** All in favour



## 20.10. Planning Matters

### 19.215.01. Planning Applications

Item	Reference	Details
20.10.01.01	<b>20/00502/FUL</b> 24 North Street, Oundle Northamptonshire, PE8 4AL	Extend existing almshouses in garden to form two new almshouses at one end and an accessible toilet adjacent to the garden room; Extend car park to provide six additional car parking spaces <b>Actively Support the application and ask that Northants Highways reconsider their views.</b>
20.10.01.02	<b>20/00448/FUL</b> 10 West Street, Oundle Northamptonshire	Amendments to the roof of an outbuilding workshop located at the back of the property. The new roof will consist of a glazed roof light with sika sarnafil roof, currently the roof is made of corrugated PVC at 3 Shops Flat And Land To South Road. <b>No Objection</b>
20.10.01.03.	<b>20/00526/LBC</b> 10 West Street, Oundle Northamptonshire	Amendments to the roof of an outbuilding workshop located at the back of the property. The new roof will consist of a glazed roof light with sika sarnafil roof, currently the roof is made of corrugated PVC at 3 Shops Flat And Land To South Road. <b>No Objection</b>

#### 20.10.02. To receive the latest Planning Outcomes.

The outcomes were received.

#### 20.10.03. To receive the withdrawal notice for application 20/00392/LBC and 20/00391/FUL 10 Stoke Hill.

The withdrawal notice was received.

#### 20.11. Correspondence for Information

20.11.01. Weekly Update from NCalc 7<sup>th</sup> May.

20.11.02. To receive the Covid 19 Briefings dated 6<sup>th</sup> May from the Community Resilience Hub.

20.11.03. Northants Together Newsletter.

20.11.04. NCC Briefing – Dates for opening Country Parks.

The correspondence was received.

#### 20.12. Any Other Relevant Matters for Report Only

Cllr Clark informed the meeting that James would finish making the face shields at the end of the month. He has to date made 3,000. He will be donating some of the equipment to local schools. The Rotary club have been working hard getting the food bank stocked and have made over 200 face masks.

The Council article for the Advertiser has been drafted. The link to the Oundle Chronicle will be included.

Cllr Hutton showed his concern again for the Councillors who are not attending the Zoom meetings.

The Clerk has been in contact with Northants Highways regarding the cycleway and is awaiting an update. Cllr Hutton will contact Transition Oundle to consider how we can use the government funding that is available for cycleways in the Country.

The materials have been ordered for the new boardwalk.

Cllr Chapple informed the meeting that he had been contacted by a resident in St Peter's

Road regarding their objections to a planning application that was being discussed on 20<sup>th</sup> May at ENC.

The meeting closed at 9.18pm

Signature:.....

Dated:.....



OTC Monthly Payments - April 2020

Barclays Online payment date May 21st

<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£ (incl VAT)</u>
		£	<b>13,807.43</b>
NCC Pension	Monthly Pension	£	1,530.11
Anglian Water	CH, SO, ER Water Rates	£	474.90
Bluemoon	IT Support	£	370.20
City Dressing	Social Distancing Floor Graphics * 100	£	438.00
E-On UK PLC	Unmetered supplies	£	199.91
S Garrett Harvey	Grass cutting verges * 3	£	1,044.00
Pick Arthey	2 months fuel	£	141.54
RVS Group	Photocopier printing costs	£	85.12
	<b>Total</b>	£	<b>4,283.78</b>
<b><u>Barclays DIRECT DEBITS</u></b>			
Aviva Pension	Monthly Pension	£	1,779.36
Barclaycard	Bank Charges	£	57.80
Barclays	Bank Charges	£	141.75
Barclays Debit Card	All	£	191.62
Barton Telecom Services	Telephone monthly fee * 2	£	278.05
Biffa	Quarterly wheelie bin service	£	-
Brakes	The Hub Food & Drink	£	296.08
British Gas	FH, SO, ER, CH Electricity & Gas	£	6,294.52
Direct365online	Feminine hygiene disposal	£	-
HMC&Revenue	PAYE via Cottons	£	4,125.02
Mathew Algie	Coffee m/c rental & Coffee	£	464.16
Post By Phone	Franking machine postage	£	400.00
Talk Talk	Broadband at Unit 7	£	37.14
Waitrose	The Hub	£	30.29
Water Logic	Office Water	£	24.95
Zoom	Zoom services - Annual fee	£	143.88
	<b>Total Direct Debits</b>	£	<b>14,264.62</b>
	<b>Total Payments</b>	£	<b>32,355.83</b>

This figure is in addition to "Regular Monthly SO & DD payments 2019-20" agreed at FC May 2019



**OTC Regular Monthly SO & DD Payments 2020-21**

**April 2020 to March 2021 unless otherwise stated**

<u>Payee</u>	<u>Reason</u>	<u>£(incl VAT)</u>	
<b>DIRECT DEBITS</b>			
Aviva	Pension Charges	£	33.00
E-Novation	Back Office EPOS System	£	36.00
E.N.C.	<b>Rates - May 2020 to January 2021</b>		
Eastwood Road	600920690	£	215.00
Courthouse	600849849	£	12.00
Cemetery	600566656	£	62.00
Market	600566096	£	135.00
Drill Hall car park	600565385	£	247.00
St Osyth's Public Conveniences	600913607	£	212.00
Herne Park car park	600928304	£	499.00
Fletton House	600929235	£	1,622.00
			£3,004.00
Goldsmiths	Rental for Unit 7	£	782.50
Personnel Advice & Solutions Ltd	Monthly Personnel services	£	120.00
Sage	Monthly Accounts	£	86.40
Wireless Logic	Noticeboard Line Rental	£	11.88
WPS	Insurance (To December)	£	1,267.19
<b>Annual contracts</b>			
AbleClean	CH & FH Window & Gutter cleaning	£	292.00
Arrestapest	Rodent control	£	27.36
B Safe	Fire alarm & Emergency lighting	£	23.00
TC Clarke	Gas service	£	17.90
Cottons Chartered Accountants	Payroll & Pension	£	102.00
Smiths Fire	CH/FH/ER Fire fighting equipment	£	32.20
<b>Total Standing Orders or Direct Debits</b>		<b>£</b>	<b>5,835.43</b>

This figure to be agreed at FC May 2020

	<b>Rates - April 2020 only</b>		
E.N.C.			
Eastwood Road	600920690	£	210.70
Courthouse 1st Floor (F21)	600849849	£	16.75
Cemetery	600566656	£	60.81
Market	600566096	£	132.30
Drill Hall car park	600565385	£	247.05
St Osyth's Public Conveniences	600913607	£	212.75
Herne Park car park	600928304	£	499.00
Fletton House	600929235	£	1,619.50

Signed by 2 councillors