



# Oundle Town Council

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## Minutes of the Meeting of the Town Council held on Tuesday 21<sup>st</sup> July 2020 at 7.30pm via Zoom.

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

**In attendance:** Emma Baker – Town Clerk  
1 member of the public

**Absent:**

### 20.39. Apologies for Absence

20.39.01. To receive apologies for absence.  
Apologies were received and approved from Cllrs S Oakes, D Fuller and R Sparkes.

### 20.40. 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.)

20.40.01. To declare any Disclosable Pecuniary Interests.

20.40.02. To declare any Other Interests. Cllr Robinson and Chapple Item 20.46.03  
Cllr Robinson Item 20.49. Cllr Chesser item 20.50.05. Cllr Stagg item 20.53.01.

20.40.03. To consider any requests for Dispensation.

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

20.40.05. To report any inappropriate gifts or hospitality offered.

### 20.41. Minutes of Previous Meetings

20.41.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 16<sup>th</sup> June 2020 as an accurate record.'* (*Standing Order 12*).

The minutes were approved.

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

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

A resident of St Christopher's Drive spoke at the meeting to that the Council for the support and hard work that had gone into objecting to the outline planning applications for two large developments one in St Christopher's Drive and the other in Cotterstock Road, that have been approved by ENC.

### 20.43. Consideration of Requests from Interested Parties

There were none.

## 20.44. Reports

### 20.44.01. Mayor's Report

The Mayor had previously circulated a report to the Councillors.

### 20.44.02. District Councillors Report

The report from Cllr Reichhold had been circulated to all councillors prior to the meeting.

## 20.45. Town Matters

### 20.45.01. To receive an update following the town centre walkabout with ENC Officers.

The update was received. The Clerk informed the meeting that Northants Highways would be looking at how to ensure the safety of pedestrians in St Osyth's Lane who are having to walk into the road to pass the queue to the post office and pharmacy.

### 20.45.02. To receive the feasibility report on the cycleway proposal including costs and to approve which elements of the report are carried out first.

It was agreed that the detailed design for the Glapthorn Road footway widening and upgrade of the Zebra crossing and the relocation of Western Power distribution poles take place first. It was also agreed that once the designs had been carried out the work on both sections could take place providing the costs were in budget.

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

### 20.45.03. To receive complaint from resident regarding the use of the War Memorial as seating by members of the public.

It was agreed that Cllr Chesser and Cllr Clark meet at the War Memorial with a member of the RBL to discuss what actions need to be taken.

### 20.45.04. To consider email from Ashton PC regarding installation of a VAS on North Bridge once the narrowing barriers have been removed.

It was agreed that the Clerk find out the costs for a VAS and see if there is any funding available.

## 20.46. Council Matters

### 20.46.01. To receive the Clerks Report.

The report was received.

### 20.46.02. To consider appointing an OTC Councillor as Trustee for the Museum Trust following the resignation of OTC Councillor.

It was agreed that Cllr Fuller be appointed as an OTC Councillor.

### 20.46.03. To consider request to discuss the renewal of the lease following concerns from the Museum Trust.

Following a discussion it was agreed that the lease be renewed for no less than 20 years.

20.46.04. To consider New Model Code of Conduct consultation and agree to send a response from OTC as well as individual responses from Councillors.  
It was agreed that the Council accept the new Code of Conduct.

20.46.05. To consider requests to start classes from customers hiring rooms in Fletton House and QVH. To agree to open up QVH for thorough cleaning and implementing hygiene procedures.  
Following some discussion about the types of classes in Fletton House and whether there would be too many people entering the building it was agreed that the staff of OTC start to open up the buildings to allow members of the public to enter.

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

20.46.06. To consider request from Oundle Fringe performers to play music in the Market Place.  
It was agreed that the Clerk contact the Environmental Health Officer for advice before allowing the performers to play music in the Market Place.

#### 20.48. Financial Matters

20.48.01. To approve the Bank Reconciliation, Balance Sheet and Hub Trading Account for June 2020.

The monthly bank balance as at 30<sup>th</sup> June 2020 is as follows:  
Barclays Account £598,521.34  
The accounts were approved.

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

20.48.02. Payments for June 2020.

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

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

20.48.03. To consider increasing the cleaning of the public toilets during the Covid 19 pandemic.

It was agreed that the Clerk obtain advice from the Health and Safety Consultant and change the signage to inform people when the toilets are cleaned and to use hand sanitiser after use.

20.48.04. To consider response to the email from the member of the public's concerns about the 2020/2021 budget.

It was agreed that the Clerk respond to the resident regarding their concerns.

20.48.05. To approve the quote for work to trees and clearing shrub on land in Culme Close.

The quote for £1,370.00 was approved.

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

20.48.06. To approve quote to cut and bale Snipe Meadow.

The quote of £780.00 was approved.

**20.49. Planning Matters****19.49.01. The latest planning outcomes were received.**

Item	Reference	Details
20.49.01.01	<b>20/00659/FUL</b> 10 Stoke Hill Oundle Northamptonshire PE8 4B	Installation of new windows and doors (rear); New door opening (rear); New disabled WC and internal alterations; General associated works as per the Design and Access statement OTC have no objection subject to the view of the conservation officer. OTC ask that ENC consider the objections from neighbouring residents.
20.49.01.02	<b>20/00660/LBC</b> 10 Stoke Hill Oundle Northamptonshire PE8 4B	New windows and doors (rear); New door opening (rear); New disabled WC and internal alterations; General associated works as per the Design and Access statement OTC have no objection subject to the view of the conservation officer. OTC ask that ENC consider the objections from neighbouring residents.
20.49.01.03.	<b>20/00724/FUL</b> 14 Rockingham Hills Oundle PE8 4QA	Second storey extension to above existing rear / side extension No objection

**20.49.02. To receive the latest Planning Outcomes.**

Item	Reference	Details
20.49.02.01	<b>20/00502/FUL</b> 24 North Street Oundle Northants PE8 4AL	Extend existing almshouses in garden to form two new almshouses (C2 Use) at one end and an accessible toilet adjacent to the garden room; Extend car park to provide six additional car parking spaces Actively Support the application and ask that Northants Highways reconsider their views. <b>Outcome: Permission Granted 6<sup>th</sup> July 2020</b>
20.49.02.02.	<b>20/00263/FUL</b> 15 St Peters Road Oundle Peterborough PE8 4PH	Detached dwelling to the side garden of existing dwelling house and new access (resubmission of 19/00371/FUL) Object for the following reasons: OTC feel the proposed building amounts to overdevelopment and would have an adverse impact on the street scene. OTC feel having allocated parking at the front of the property is not desirable and would also have an adverse impact on the street scene. <b>Outcome: Permission Granted 22<sup>nd</sup> June 2020</b>
20.49.02.03.	<b>20/00365/FUL</b> 43 South Road Oundle PE8 4BP	Renovate collapsing Dairy Barn to make usable No Objection <b>Outcome: Permission Granted 17<sup>th</sup> June 2020</b>



20.49.02.04.	<b>20/00448/FUL &amp; 20/00526/LBC 3 Shops Flat And Land To South Road 10 West Street Oundle Northamptonshire</b>	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 PV No Objection <b>Outcome: Permission Granted 25<sup>th</sup> June 2020.</b>
20.49.02.05.	<b>20/00578/AMD 81 South Road Oundle PE8 4BP</b>	Non material amendment to allow for modifications to the front porch and windows pursuant to 18/00687/FUL "Erection of rear two storey extension and remodelling works to external elevations" No Objection <b>Outcome: Permission Granted 25<sup>th</sup> June 2020.</b>
20.49.02.06.	<b>20/00603/AMD 6 Herne Road Oundle PE8 4BS</b>	Non-material amendment to allow for the alteration of the colour of windows to UPVC white Pursuant to 18/02052/FUL - Erection of first floor extension above existing single storey side extension, conversion of attic and the replacement rear and side door to composite and of all windows to uPVC dark grey No Objection <b>Outcome: Permission Granted 23<sup>rd</sup> June 2020.</b>

The outcomes were received.

- 20.49.03. To receive response to the letter sent to ENC by Tom Purslove MP in support of OTC complaint against ENC and approve the completion of the complaint procedure through the Ombudsman Process.

The response was received. It was agreed that the Mayor proceed to the Ombudsman asking for the abuse of process to be investigated.

**Proposed:** Cllr Chapple      **Seconded:** Cllr Chesser      **Resolved:** 7 in favour

- 20.49.04. To consider recent approval of large developments in Oundle and the implications it will have on Oundle and to consider OTCs response to further significant development beyond those in the LP2.

It was agreed that Cllr Chapple draft a response and circulate it to the Councillors for discussion at the next meeting.

## 20.50. Estates Management Matters

- 20.50.01. To receive the Estates Report.

The report was received.

- 20.50.02. To consider complaint from resident regarding the Cemetery.

The complaint was considered, however the Council agreed that the maintenance staff have been under a huge amount of pressure to keep up with the grass cutting especially as the Community Payback team have not been able to assist with grass cutting at the Cemetery due to the Covid 19 pandemic.

Cllr Chesser declared an interest.

- 20.50.03. To agree to renew the leases for tenants in the Courthouse and Fletton House.

It was agreed that the leases be renewed for the tenants in the Courthouse



and Fletton House.

**Proposed:** Cllr Robinson

**Seconded:** Cllr Hutton

**Resolved:** All in favour

20.50.04. To receive letter from ENC acknowledging receipt of Asset of Community Value nomination in respect to The Dovedale.

The letter was received. It was agreed that the Clerk respond to the questions raised.

20.50.05. To consider request from Volunteer Action to use OTC photocopier for large print jobs.

It was agreed that VA have use of the OTC photocopier for large print jobs.

20.50.06. To consider whether the Christmas Market is going to go ahead as planned

It was agreed that the Clerk and Deputy Clerk put together a plan for the market with a view that a decision is made at the September meeting.

#### 20.51. Personnel Matters

20.51.01. To receive the draft minutes from the Personnel Committee held on 30<sup>th</sup> June 2020.

The minutes were received.

20.51.02. To approve the Home Working Policy.

The policy was approved.

**Proposed:** Cllr Chesser

**Seconded:** Cllr Robinson

**Resolved:** All in favour

#### 20.52. Correspondence for Information

20.52.01. Joint letter from MPs Simon Clarke and Rebecca Pow regarding the reopening of tips and public toilets.

The letter was received.

*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 Robinson

**Seconded:** Cllr Chapple

**Resolved:** 8 in favour  
1 against.

The meeting was closed.

The meeting re-opened at 10.32pm

20.53.01. To consider request from tenants regarding rent.

The Council considered the request but agreed that as other tenants had paid their rent the tenants in question would be asked to pay the outstanding rent.

20.54.01. To consider recommendations from Personnel Committee on staffing issues related to Covid 19 and agree next steps.

It was agreed that the Council consults with the staff as per the recommendations of the Personnel Committee.

**Proposed:** Cllr Robinson

**Seconded:** Cllr Chesser

**Resolved:** 8 in favour  
1 against

**20.55.01.** To email from our solicitor related to land which is leased to OTC tenants and to consider OTC response.

It was agreed that the Clerk forward the email to Cllr Chapple who would speak to one of the members of the rugby club to answer the queries raised.

**20.56. Any Other Relevant Matters for Report Only**

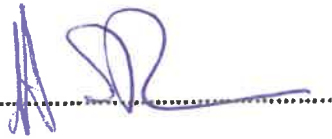
Cllr Humphreys asked if the Council could consider videoing the Annual Town Meeting. Cllr Humphreys raised his concerns about the request to cut back trees on Glapthorn Road and Oundle school land in order for the CCTV camera to be able to see the zebra crossing. The Clerk informed the meeting that the deputy Clerk had a site visit during week and it was agreed that it would be better to install another camera rather than cut the trees.

Members of the Council thanked the staff for the work in getting the boardwalk completed.

It was agreed that an extraordinary meeting in August would need to be considered.

The meeting closed at 10.42pm.

Signature:.....



Dated:.....

15<sup>th</sup> Sept 2020

OTC Monthly Payments - June 2020

Barclays Online payment date July 23rd

<u>Payee</u>	<u>Reason</u>	Total Salary	<u>£(incl VAT)</u>	
			£	14,258.10
NCC Pension	Monthly Pension	£	1,530.11	
Bluemoon	IT Support	£	370.20	
Clean4Shaw	CH, FH, SO Cleaning Contract	£	2,038.43	
Cottons	Additional costs related to Furlough	£	60.00	
CVL	CCTV Town Centre Upgrade	£	7,752.00	
E-On Energy Solutions	Street Lighting Quarterly Maintenance	£	77.75	
E-On UK PLC	Unmetered supplies	£	406.49	
Fox Directories	Advertising	£	328.00	
S Garrett Harvey	Grass cutting verges	£	2,124.00	
Marlowe	Alarm, CCTV Maintenance	£	1,833.60	
K Mears	Litter picking * 3	£	200.00	
Oundle Spares & Repairs	Maintenance	£	56.76	
Pick Arthey	Fuel * 2	£	92.09	
Plugtest	PAT Testing	£	375.60	
QI Marketing	Oundle.Info Quarterly Fee	£	360.00	
RVS Group	Photocopier printing costs	£	41.09	
Siemens	Franking Machine Quarterly Fee	£	160.02	
Trade UK	Maintenance materials	£	194.27	
		<b>Total</b>	<b>£</b>	<b>18,000.41</b>
<b><u>Barclays DIRECT DEBITS</u></b>				
Aviva Pension	Monthly Pension May & June	£	3,816.27	
Barclaycard	Bank Charges	£	64.26	
Barclays	Bank Charges	£	86.85	
Barclays Debit Card	All	£	786.47	
Barton Telecom Services	Telephone monthly fee	£	-	
Biffa	Quarterly wheelie bin service	£	464.72	
British Gas	FH, Electricity & Gas	£	637.62	
Direct365online	Feminine hygiene disposal	£	125.95	
Grenke Leasing	Photocopier Lease	£	187.34	
HMC&Revenue	PAYE via Cottons	£	3,893.63	
Hunt & Coombs	Professional Fees	£	322.00	
Land Registry	JSC Land registry fees * 2	£	12.00	
Mathew Algie	Coffee m/c rental & Coffee	£	122.16	
Post By Phone	Franking machine	£	100.00	
PWLB	QVH Loan	£	11,396.60	
Talk Talk	Broadband at Unit 7	£	37.14	
Waitrose	The Hub	£	-	
Water Logic	Office Water	£	-	
		<b>Total Direct Debits</b>	<b>£</b>	<b>22,053.01</b>
	<b>Total Payments</b>		<b>£</b>	<b>54,311.52</b>

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