



Oundle Town Council

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Minutes of the Town Council Meeting held on Tuesday 18th April 2017 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs V Chesser, N Oakes, S Oakes, P Peel, D Chapple, R Sparkes and M Glen
In attendance: Emma Baker – Town Clerk
PCSO Alex Franklin
1 member of the public

16.214. Apologies for Absence

- 16.214.01. To receive apologies for absence.
Apologies for absence were received from Cllr Fuller, Cllr Best and Cllr Humphries (Personal).
- 16.214.02. To accept apologies for absence.
The apologies for absence were accepted.

16.215. 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.)

- 16.215.01. To declare any Disclosable Pecuniary Interests.
None
- 16.215.02. To declare any Other Interests.
None
- 16.215.03. To consider any requests for Dispensation.
None
- 16.215.04. To report any gifts or hospitality accepted over the value of £50.00.
None
- 16.215.05. To report any inappropriate gifts or hospitality offered.
None

16.216. Minutes of Previous Meetings – Full Council and Extraordinary

- 16.216.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 21st March 2017 as an accurate record.'* (*Standing Order 10c*)
The minutes were approved

Proposed: Cllr N Oakes **Seconded:** Cllr P Peel **Approved:** 7 in favour 1 abstention

16.217. Public Participation from Interested Parties or Members of the public
The statement regarding recent employment matters was read out.

“Oundle Town Council is pleased to announce that a settlement has been agreed with its former Town Clerk and Responsible Financial Officer, Ms Debra Harper following her termination of her employment on 4th July 2016. Both the Council and Ms Harper have agreed that the terms of their settlement must remain strictly confidential and, therefore, no further information will be given and no questions will be taken in relation to the settlement. Oundle Town Council wishes to acknowledge that the information and answers given by Councillors at the 2016 Annual Town Meeting may have been interpreted by some of those present as damaging the reputation of the former Clerk. This was never the Councillors or the Council’s intention.”

For a maximum of 15 minutes.

16.218. Consideration of Requests from Interested Parties

There were none.

16.219. Reports

16.219.01. Mayors Report

The Mayors Report is to be delivered at the Annual Town Meeting.

16.219.02. Police Report

PCSO Franklin updated the Council on the previous ASB issues in the town. A youth has now been charged. The town still has speeding vehicles causing concern. The speed vehicle will be in the town in the near future and targeting the areas of concern.

The East Midlands Police Collaboration Team has new officers. Waitrose is still having issues with shoplifting and break-ins.

16.219.03. District Councillors Report

There were no District Councillors in attendance.

16.220. 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 N Oakes **Seconded:** Cllr D Chapple **Resolved:** All in favour

16.221. Town Matters

16.221.01. To receive an update on the plans for the Annual Town Meeting.

The Clerk gave an update on the plans for the Annual Town Meeting which are currently on track. The running order and final detail is due to be discussed at the next Communication and Marketing meeting on Thursday 20th April.

16.222. Council Matters

16.222.01 To receive the Clerks monthly report.

The Clerks report was received.

16.222.02 To report on the resignation of two Councillors

The Clerk reported on the vacancies of Stephen Ellis and Mikala Dainter from the Council.

16.222.03 To report on the procedure for election of Mayor at the Annual meeting of the Town Council

It was agreed that anyone wanting to be the next Mayor of the Council must put their name forward to the Clerk by 16th May 2017. The Clerk will ensure that ballot papers will be available on the night.

16.222.04 To approve the Financial Management Risk Assessment

The Financial Management Risk Assessment was approved.

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

16.222.05 To approve the Internal Control Policy

The Internal Control Policy was approved.

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

16.223. Financial Matters

16.223.01. To approve the Balance Sheet and Budget Report – March 2017.

The bank reconciliation was not available for this month. Cllr Sparkes gave an overview of the balance sheet and budget report. Cllr Sparkes thanked the staff who have worked hard to market the rooms in Fletton House as most of them are paying their way.

The Courthouse income is down on expenditure, however with more tenants moving it is looking to break even this year. Cllr Sparkes thanked the Estates Officer for the work she has put in getting the tenants in the building.

In the 2017/2018 budget the QVH make a nominal fee of a £1.00 for management services. However, the Council has the right to charge a management charge in the future when the QVH is commercially viable.

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

16.223.02. Payments for March 2017.

AMENDED PROPOSITION: *'That the schedule of payments for March 2017 as presented at this item be paid up to the amount of £36,670.44 and that all related documentation and cheques are signed'*.

The Clerk informed the Council that the schedule of payments had been amended to take into account a change in the payments. It was also suggested by the Clerk that the total amount for the schedule of payments is not required on the agenda only the resolution to agree the payments for each month. It was agreed to put an item on the next agenda regarding changes to the proposition.

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

16.223.03. To approve the quote regarding the Legionella Control of the water system



in Fletton House

It was agreed that the quote would be referred to the next Estates Committee meeting for further investigation in order for the Council to look at all buildings the Council is responsible for.

16.223.04 To agree a grant request from Oundle and District Twinning Association of £250.00

The grant request from Oundle and District Twinning Association of £250.00 was agreed.

**Proposed Cllr Chapple Seconded Cllr S Oakes Resolved: 7 in favour 1
abstention.**

16.224. Planning Matters

16.224.01. To receive the minutes from the Planning Committee meeting held on 4th April and 6th April 2017.

Minutes from the meeting held on 4th April were received.

Cllr Chapple updated the Council about the Neighbourhood plan meeting that was arranged for 6th April. The plan was considered but it was felt by the Council that they needed more time before they could accept the draft. It was agreed that two weeks would be allowed for Councillors to look at the plan and send any comments to Cllr Chapple. Consider it and things related to at the meeting. We're not ready to accept the draft. Cllr Chapple and the Mayor had a brief discussion and made several proposed amendments and some questions were raised which Cllr Chapple will circulate to the rest of the Council.

The plan will be discussed at the next Planning Committee meeting on 2nd May in order for the committee to look at the plan in detail with a view to either recommending it to the Full Council or to discuss further with the Neighbourhood Plan Steering Group. The design statement will also be proof read.

The planning meeting will be an open meeting but there may be some parts of the discussion which will need to be discussed in camera.

There were concerns from Cllr Glen that the full council should be involved in the discussion at the Planning Committee level.

16.224.02. To receive an update on the Neighbourhood Plan.

As above.

The Clerk informed the meeting that the Neighbourhood Plan and Design Statement has been submitted to NPIERS for a health check. A reviewer is expected to be appointed to review the plan in the next two weeks.

16.225. Estate Matters

16.225.01. To receive the minutes of the Estate Management Committee meeting held on 6th April 2017

Minutes were received.

Cllr Sparkes gave an update on the cleaning of the war memorial.

The Committee has been looking at the re-location of the work shop and the extension to Fletton House. The owners of the Old Market Hall have been contacted and we will be consulted when the it goes on the market.



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).

At 8.32pm it was proposed that the press and public be asked to leave.

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

The meeting opened at 8.41pm and press and public arrived back in the meeting.

16.226. Personnel Matters

16.226.01 To receive a legal update
The legal update was received

16.226.02 Staff Matters
There were no staffing matters.

16.227. Correspondence for Action

16.227.01 To discuss the correspondence received from Northamptonshire Highways regarding the Definitive Map and Rights of Way Improvement Plan
It was agreed that the Clerk contact the Path Warden and take a copy of the Definitive map to the Annual Town meeting for display. The improvement plan would be looked at the next Full Council meeting.

16.227.02 To receive information from Northamptonshire ACRE regarding Historic England Neighbourhood Plan Workshop.
Noted.

16.228. Correspondence for Information

None.

16.229. Any Other Relevant Matters for Report

None.

There being no further business the meeting ended at 8.50pm.

Signature:.....

Dated:.....