



Oundle Town Council

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

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

Minutes of the Meeting of the Town Council held on Tuesday 18th September 2018 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs D Chapple, N Oakes, S Oakes, P Peel, M Glen, R Sparkes, T Stagg, V Chesser and T Robinson.

In attendance: Emma Baker – Town Clerk

18.89. Apologies for Absence

18.89.01. To receive apologies for absence.

Apologies were received from Cllrs J Hutton, I Clark, D Fuller and C Humphreys

18.89.02. To accept apologies for absence.

The apologies for absence were accepted.

18.90. 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.)

18.90.01. To declare any Disclosable Pecuniary Interests.

None

18.90.02. To declare any Other Interests.

None

18.90.03. To consider any requests for Dispensation.

None

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

None

18.90.05. To report any inappropriate gifts or hospitality offered.

None

18.91. Minutes of Previous Meetings – Full Council

18.91.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 17th July 2018 as an accurate record.'* (*Standing Order 10c*)

The minutes were approved.

Proposed: Cllr Robinson

Seconded: Cllr N Oakes

Resolved: 4 in favour
5 Abstentions

18.91.02. PROPOSITION: *'To approve and sign the minutes of the Neighbourhood Plan Full Council meeting held on 7th August 2018 as an accurate record.'* (*Standing Order 10c*).

Proposed: Cllr Peel

Seconded: Cllr Robinson

Resolved: 7 in favour
2 abstention

18.91.03. PROPOSITION: *'To approve and sign the minutes of the Neighbourhood Plan Full Council meeting held on 4th September 2018 as an accurate record.'*
(Standing Order 10c).

Proposed: Cllr Chesser

Seconded: Cllr Robinson

Resolved: 5 in favour
4 abstention

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

For a maximum of 15 minutes.

18.92.01. To receive letter from CHAT and agree to a press photo with representatives from CHAT Youth Counselling and Oundle Town Council.
Clerk to arrange a date for a photograph with CHAT (RS and VC). Attend the next meeting.

18.93. Consideration of Requests from Interested Parties

There were none

18.94. Reports

18.94.01. District Councillors Report
District report was received from Rupert Reichhold

18.95. Town Matters

18.95.01. To receive information from ENC and Northamptonshire Highways regarding the Call Connect Operating Area.
The information regarding the reduced service was received.

18.95.02. To receive an update on Fletton Field and consider request from ORGSG for a meeting.
It was agreed that a meeting be arranged for the Mayor, Cllr Chesser and Cllr Peel to attend and that Fletton Field would be discussed as part of the Neighbourhood Plan.
If Fletton Field is not included in the NP it will be in the Local Plan.

18.95.03. To receive information regarding the voluntary emergency services exercise in Oundle on Sunday 7th October 2018.
It was agreed that this item be deferred to the next full council meeting.

18.95.04. To receive information regarding the Remembrance Day parade road closure and to ask for volunteers to help on the day.
The information was received. Cllrs Peel, Glen and Stagg volunteered to assist with Marshalling the road closures. Cllr Sparkes informed the meeting that he would help if he was able to. As a British Legion member, he may be needed elsewhere. Cllr Chapple asked the Councillors that as many members as possible attend
The event will be advertised on the noticeboards leading up to it to inform the residents that there will be no parking.

- 18.95.05. To consider how to reduce the amount of plastic used in Oundle.
Following a discussion, it was agreed that OTC would look at how much plastic is used and see how we can reduce the usage. Any ideas are to be sent to Cllr Peel or the Clerk.
- 18.95.06. To receive an update on North Bridge.
The update was received by the Council. We are still waiting for the results of the traffic census. The weight limit has not been concluded. A meeting has been arranged for 28th September meeting with Tom Pursglove in the Hub at Fletton House.
- 18.95.07. To receive an invitation from the Pathfinder II Community Flood Resilience Project to arrange a date to join a community catchment walk with a DSA Civil Engineer.
It was agreed that the Clerk book a date with Pathfinder project representative.
- 18.95.08. To agree a suitable date for a presentation of the Oundle Pathfinder Flood Investigation report.
It was agreed that the Clerk liaise with Cllr Fuller and arrange a date for the presentation.

18.96. Council Matters

- 18.96.01. To approve the Health and Safety policy.
The document was adopted.

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

- 18.96.02. To approve the updated Standing Orders for Oundle Town Council.
The Standing Orders were approved.

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

- 18.96.03. To receive the invitation from the Friends of Oundle Library to the 2019 calendar event.
The invitation was received.

- 18.96.04. To receive the invitation to the Northants CALC 71st Annual Conference and consider whether the Council has any motions for debate.
It was agreed that the Clerk and Mayor attend the meeting.

- 18.96.05. To receive information from Northamptonshire Highways regarding East Northants waiting restriction review 2018/19 and submit any feedback.
The double yellow lines were supported. The Clerk will ask NCC to inform the residents that the lines will be implemented beforehand.

18.96.06. To receive email from resident regarding the state of land at the end of Wentworth Drive and consider response.

Following a discussion, it was agreed that a Private Property / No Parking sign is installed on the land on the area of ground. Cllr S Oakes agreed to speak to a resident of Wentworth Drive for more information.

18.96.07. To receive information from Northamptonshire Highways regarding the NCC maintained grit bins and to consider taking responsibility of the 3 bins NCC will no longer maintain.

Cllr Sparkes informed the meeting that money has been put into the budget to cover expenditure like this.

There was concern that we will be starting a precedent in taking on the grit bins.

The Council resolved not to take on the 3 bins and that the Clerk appeals against the decision to remove them.

Proposed: Cllr Robinson

Seconded: Cllr N Oakes

Resolved: 6 in favour 3 against.

18.96.08. To approve signing the Deed of Covenant for the proposed sale of the Rifle Range.

It was resolved that the Council signs the Deed of Covenant.

Proposed: Cllr N Oakes

Seconded: Cllr Peel

Resolved: All in favour

18.97. Financial Matters

18.97.01. To approve the Bank Reconciliation, Balance Sheet, Budget Report and Hub trading account for July and August 2018

All accounts were approved.

The monthly bank balances as at 31st July and were as follows:

Natwest Current Account £8,086.72, Natwest Reserve Account £197,459.24 and Scottish Widows Account £189,215.93

The monthly bank balances as at 31st August and were as follows:

Natwest Current Account £15,671.30, Natwest Reserve Account £163,946.09 and Scottish Widows Account £189,217.54

Proposed: Cllr Chapple

Seconded: Cllr Robinson

Resolved: All in favour

18.97.02. Payments for August 2018

PROPOSITION: 'That the schedule of payments for August 2018 as presented at this item are paid up and that all related documentation and cheques are signed'.

The payments for August were approved and attached to the minutes.

Proposed: Cllr Chapple

Seconded: Cllr S Oakes

Resolved: All in favour

18.97.03. To approve the quote for the PAT test and installation of Christmas Lights in Oundle.

The quote was approved. Cllr Peel gave an update about the Christmas tree and donations for lights. Cllr Peel also asked for volunteers to help to collect the money from the businesses. £200 has already been raised.

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

- 18.97.04. To receive the Verification Officers report following the inspection carried out on 13th July 2018.
The report was received.

Cllr N Oakes and S Oakes declared an interest.

18.98. Neighbourhood Plan

- 18.98.01. To receive an update of the Neighbourhood Plan and to approve expenditure for consultant.
Following a discussion, it was agreed that any expenditure for a consultant would be approved at the next full council meeting and that OTC still wanted to proceed with the Neighbourhood Plan.

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

18.99. Planning Matters

- 18.99.01. To receive the minutes from the Planning Committee meeting held on 4th September 2018.
The minutes were received.

18.100. Personnel Matters

- 18.100.01. To receive the minutes from the Personnel Committee meeting held on 11th September 2018.
The minutes were received.

- 18.100.02. To approve expenditure to pay for the cost of Mediation
This was deferred to the next FC meeting on 2nd October.

Proposed: Cllr **Seconded:** Cllr N **Resolved:** 5 in favour 1

Cllr Sparkes left the meeting at 9.37pm

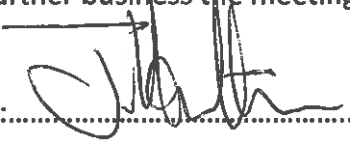
18.101. Correspondence for Information

- 18.101.01. To receive draft notes from the Oundle Area Local Councils Meeting on 24th July 2018.
Received.
- 18.101.02. To receive letter from Northants Police regarding change in Inspector.
Received.
- 18.101.03. To receive information on consultation on the draft Northamptonshire All Age Autism Strategy.
Received.

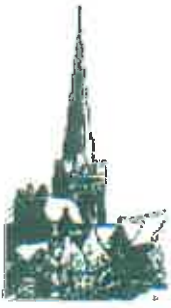
18.102. Any Other Relevant Matters for Report Only

Cllr Chesser – work on Cotterstock Road – development has started Cllr Chapple and Cllr Oakes agreed to look into the matter.

There being no further business the meeting closed at 9.40pm.

Signature: .....

Dated: 16/10/18.....



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All Inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	Bank statements seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish Widows A/c 50905010899 QVH A/c 24030791 	✓ ✓ ✓ ✓			ASR ASR ASR
2	Bank Reconciliation seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish W A/c 50905010899 QVH A/c 24030791 	✓ ✓ ✓ ✓			ASR ASR ASR ASR
3	Supplier Invoice folder completed for previous month				
	List of Payments for Full Council Meetings	✓			ASR
4	Banking received completed for previous month				
5	Date of last VAT return?	20/3/18			✓
6	Cash Control <ul style="list-style-type: none"> Cash from Hub counted and put in safe. Signing sheet completed by Hub staff member. Next morning counted + signing sheet completed by OTC staff member Cash banked daily at different times during the week and by different staff member. Float stored and managed in safe 	✓ ✓ ✓ ✓			ASR ASR ASR
Payroll/Staff					

7	Monthly Payroll pack filed (previous month)	✓			ASL
8	TAX & NI Paid up to date	✓			ASL
9	Pension contribution <ul style="list-style-type: none"> • LGPS • Aviva – Staff • Aviva - Hub 	✓			ASL
Minutes					
10	Minutes signed, dated & filed from previous month	✓			ASL
Room Hire - Hire					
11	Events are booked in Calendar. Invoices at the beginning of the month.	✓			ASL
Miscellaneous					
12	Internal and external Notice boards up to date	✓			ASL
	Task	Seen		Comment	Completed
		Yes	No		
Health and Safety					
13	Risk Assessments up to date and recorded	✓		17-7-2018 prepared to be adopted.	ASL
General comments/recommendations to improve services					
<p>Observation - some payroll errors noted - all corrected by staff.</p> <p>Debtors - next time it would be good to see control system.</p>					
*Discuss with staff/Raise at Parish Council Meeting (*delete one)					

Audit completed

Councillor Malcolm Glen / Tony Posa Dated 13th July 2018

Clerk/RFO EW

Actions completed

Councillor..... Dated

Clerk/RFO

Internal control checks are to take place every quarter and reported back to at the next Full Council meeting.

Councillor	Month	Inspection by	Parish Council Meeting	Documents
Verification Councillor	June	End of Second week July	July	Internal monitoring Report
Verification Councillor	September	End of Second week October	October	Internal monitoring Report
Verification Councillor	December	End of Second Week January	January	Internal monitoring Report
Verification Councillor	March	End of Second Week April	April	Internal monitoring Report

Items 1, 2 & 3 on internal control checklist verified monthly prior to Full Council Meeting

All others a minimum of quarterly

OTC Monthly Payments - August 2018

Cheque payment date September 18th

<u>Cheque No</u>	<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£(incl VAT)</u>
			£	13,813.80
CHEQUES				
10460	Phillipa Fairhall	Refund of deposit Invoice 15264	£	175.00
10461	Mr A Hostead	K Hostead July wages	£	84.06
10462	NCC Pension	Monthly Pension - August	£	1,724.49
10463	Arrestapest	Destroy wasp net at FH	£	60.00
10464	Anglian Water	Water rates all properties	£	766.42
10465	E Baker	Travel	£	118.80
10466	Bluemoon	IT Support	£	312.84
10467	BNP Paribas	Photocopier quarterly rental	£	367.91
10468	Clean4Shaw	Cleaning of SO, CH & FH	£	2,304.00
10469	Colemans	Stationery	£	1.19
10470	Coles	CH Dust sheets	£	65.36
10471	CVL	CCTV Annual Maintenance contract	£	450.00
10472	E-On Energy Solutions	Rockingham Hills footpath light	£	37.52
10473	E-On uk plc	Un metered supplies	£	334.64
10474	EN Council	Quarterly dog bin fee	£	66.29
10475	K Heafield	Travel	£	6.93
10476	Hi Rise Lifts	CH Lift repair	£	420.00
10477	The Mailing Room	Annual maintenance & repair	£	386.82
10478	Kevin Mears	FM & Litter picking	£	240.00
10479	Oundle Spares & Repairs	Diesel & Cutter blades	£	181.20
10480	Pick Arthey	2 months fuel	£	263.58
10481	James Rowlett	Tree works	£	1,356.00
10482	RVS Group	Photocopies	£	8.83
10483	RG & MF Sadlers	CH Flourescent lamps	£	28.51
10484	Siemens	Franking machine quarterly rental	£	160.02
10485	Smiths Fire	FH replacement Fire extinguishers	£	120.00
10486	Stu Pots	Wasp nest powder	£	28.99
10487	T Clarke	CH Boiler repair	£	174.00
10488	Trade UK	Pot hole repairs & OSM material	£	84.84
10489	Danny Whitehead Roofing Limited	CH Roof repairs	£	12,920.00
		Total Cheques	£	23,248.24
DIRECT DEBITS				
	Aviva Pension	Monthly Pension	£	1,353.51
	Barclaycard	Bank Charges	£	52.89
	Barton Telecom Services	Telephone monthly fee	£	270.96
	Biffa	Quarterly wheelle bin service		
	Brakes	The Hub Food & Drink	£	541.79
	British Gas	Gas FH	£	-
	Direct365online	Feminine hygiene disposal	£	632.88
	HMC&Revenue	PAYE via Cottons	£	3,349.94
	Mathew Algie	Coffee m/c rental & Coffee	£	1,141.43
	NW	Quarterly bank charges	£	-
	NW Card	The Hub Food & Office stationery	£	778.64
	Sage	Sage accounts	£	107.90
	SSE Swalec	FH/SO/CH/ER Gas & Electric	£	1,087.14
	Talk Talk	Broadband at Unit 7	£	32.40
	Waltrose	The Hub	£	215.86
	Watering Well	Water for meetings	£	44.32
	WPS	M Insurance fee	£	1,425.75
		Total Direct Debits	£	11,035.41
Signed by 2 councillors		Total Payments	£	48,097.45

NB This figure is in addition to "Regular Monthly SO & DD payments 2018-19" agreed at FC June 2018



WATERING

OTC Monthly Payments - August 2018
 Cheque payment date September 18th

<u>Cheque No</u>	<u>Payee</u>	<u>Reason</u>	Total Salary	<u>£</u>	<u>£(Incl VAT)</u>
CHEQUES					
10490	Derek Cooper	Remove Bunting	£		500.00
10491	Waterland Associates Ltd	CH Existing gates - Survey & Presentation	£		540.00
10492	EN Council	FH Premises Licence	£		180.00
					<u>13,813.80</u>