



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 20th November 2018 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs J Hutton, N Oakes, S Oakes, P Peel, M Glen, R Sparkes, T Stagg, V Chesser, I Clark, C Humphreys, D Chapple, T Robinson, D Fuller and S Baker.

In attendance: Emma Baker – Town Clerk
Four members of the public

18.142. Apologies for Absence

- 18.142.01. To receive apologies for absence.
None
- 18.142.02. To accept apologies for absence.

18.143. 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.)

- 18.143.01. To declare any Disclosable Pecuniary Interests.
None
- 18.143.02. To declare any Other Interests.
None
- 18.143.03. To consider any requests for Dispensation.
None
- 18.143.04. To report any gifts or hospitality accepted over the value of £50.00.
None
- 18.143.05. To report any inappropriate gifts or hospitality offered.
None

18.144. To Consider and Approve Co-option of Councillor to Oundle Town Council.

It was resolved that Sheridan Baker be co-opted on to Oundle Town Council.

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

18.145. Minutes of Previous Meetings – Full Council

- 18.145.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 16th October 2018 as an accurate record.'* (*Standing Order 10c*)
The minutes were approved.

Proposed: Cllr N Oakes **Seconded:** Cllr Peel **Resolved:** 13 in favour

18.145.02. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 30th October 2018 as an accurate record.'* (Standing Order 10c).

Proposed: Cllr S Oakes

Seconded: Cllr Clark

Resolved: 11 in favour
2 abstention

18.145.03. PROPOSITION: *'To approve and sign the minutes of the Neighbourhood Plan Full Council meeting held on 6th November as an accurate record.'* (Standing Order 10c).

Proposed: Cllr Robinson

Seconded: Cllr Stagg

Resolved: 12 in favour
1 abstention

18.146. Public Participation from Interested Parties or Members of the public
For a maximum of 15 minutes.

18.147. Consideration of Requests from Interested Parties
There were none

18.148. Reports

18.148.01. Mayors Report

The Mayor informed the meeting that his recent report had been published in the latest Oundle Oracle.

18.148.02. District Councillors Report

There were no district councillors in attendance.

18.149. Town Matters

18.149.01. To receive an update on the Emergency Exercise held at Fletton House on 7th October.

Cllr Fuller gave an update on the emergency exercise and informed the meeting that it would be more effective to have an aerial for the emergency radio on one of the Oundle School buildings as there had been one in the past. Cllr Fuller and Clark agreed to investigate possible options for a location and contact the school.

18.149.02. To receive an update on North Bridge.

Cllr Peel informed the meeting that the weight and width restrictions will be in place late January 2019. The repairs are due to start immediately and should be completed by the end of the year. Traffic flow will be monitored; however it may take 3 months to implement any improvements. Some unofficial one-way systems have been trialed in the town.

18.149.03. Presentation of Pathfinder II Flood Resilience Project on 28th November at 7pm in the Oundle Suite, Fletton House.

A full flood risk survey of Oundle has been completed and will be presented on 28th November in Fletton House.

18.149.04. To consider request from a member of the public regarding the time for the Oundle Armistice Day Parade and Service.

It was agreed that the Clerk write to the resident and inform them that the Armistice parade and service has always been in the afternoon in Oundle.

- 18.149.05. To consider request for the Zebra crossing on North Street to be re-located.
Cllr Clark has been approached by some parents as the pupils cross and then walk into the path of cars turning. It was agreed that the Clerk ask Highways if this the crossing can be moved.

18.150. Council Matters

- 18.150.01. To receive the Clerks Report.
Received.

- 18.150.02. To consider creating a town resident's panel of people to get feedback on OTC services.
It was agreed that the Communication working party investigate.

- 18.150.03. To consider whether OTC would like there to be an election for the Town Council next year or that is should be delayed until 2020.
The Council agreed that they would prefer to postpone an election until 2020.

Proposed: Cllr Chapple **Seconded:** Cllr Chesser **Resolved:** 11 in favour
2 against

18.151. Financial Matters

- 18.151.01. To approve the Bank Reconciliation, Balance Sheet, Budget Report and Hub trading account for October 2018
The monthly finances were approved.

Proposed: Cllr N Oakes **Seconded:** Cllr Robinson **Resolved:** 13 in favour

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

The payments for October were approved.

Proposed: Cllr N Oakes **Seconded:** Cllr Fuller **Resolved:** 13 in favour

- 18.151.03. To approve acceptance of the Annual Return for the year ended 31 March 2018 following completion of the audit by PKF Littlejohn LLP.
The Annual Return was approved.

Proposed: Cllr Fuller **Seconded:** Cllr Robinson **Resolved:** 13 in favour

- 18.151.04. To approve expenditure of £3,360.00 for work to 5 trees in the Recreation Ground as recommended by the Estates Committee.

The quote for £3,360.00 for the work to 5 trees in the Recreation ground was approved.

Proposed: Cllr N Oakes **Seconded:** Cllr Fuller **Resolved:** 13 in favour

- 18.151.05. Approve the quote for upgrading IT support for Oundle Town Council as recommended by the Finance and General Purposes Committee.
It was agreed that the decision be deferred to a future meeting in order to obtain more information.
- 18.151.06. To receive the minutes from the Finance and General Purposes Committee held on 13th November 2018.
Received.

Cllr N and S Oakes declared an interest.

18.152. Neighbourhood Plan

- 18.152.01. To receive an update on the Neighbourhood Plan and approve expenditure for the consultant to progress the plan.
OTC need to respond to the draft local plan consultation by 17th December. It was agreed that we approve an expenditure of up to £12,000 using money from the NP budget and the remainder to come from the contingency reserve.

Proposed: Cllr Chapple

Seconded: Cllr N Oakes

Resolved: 11 in
favour 2 abstentions

18.153. Planning Matters

- 18.153.01. To receive the minutes from the Planning Committee meeting held on 6th November 2018.
The minutes were received.

18.154. Estates Management

- 18.154.01. To receive the minutes from the Estates Management Committee meeting held on 23rd October 2018
The minutes were received.
- 18.154.02. To receive the notes from the Marketing Working Party.
The notes were received.

18.155. Communications Working Party

- 18.155.01. To approve the Terms of Reference for the Communication Working Party.
The Terms of reference were approved

Proposed: Cllr Robinson

Seconded: Cllr Fuller

Resolved: All in favour

- 18.155.02. To receive a report from the recent Communication working party meeting.
The report was received.

- 18.155.03. To approve expenditure for monthly articles in the Advertiser.
The expenditure of £1,200 was approved.

Proposed: Cllr Clark

Seconded: Cllr Fuller

Resolved: 10 in favour
1 against
2 abstentions

18.156. Correspondence for Information

- 18.156.01. To receive the Winter Joint Action Group Newsletter.
Received

JH

- 18.156.02. East Northants Council Town and Parish Briefing. Local Government Reform Update on proposed unitary timetable.
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 Chapple

Seconded: Cllr Fuller

Resolved: 12 in favour
1 against

The meeting closed at 9.00 pm

The meeting opened at 9.07 pm

18.157. Personnel Matters

- 18.157.01. To receive an update following the interview for the Deputy Clerk / Estates Officer role.

The update was received. It was agreed that the position will be offered to the applicant.

18.158. Any Other Relevant Matters for Report Only

Cllr Stagg asked if the Communications working party would be putting out a statement to inform residents of the postponement of the elections.

All items that require money should be sent to the Clerk for the 2019/2020 Budget as soon as possible.

There being no further business the meeting closed at 9.12pm.

Signature: .....

Dated: 18/12/18.....

OTC Monthly Payments - October 2018
 Cheque payment date November 20th

<u>Cheque No</u>	<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£</u>	<u>£(incl VAT)</u>
					12,721.28
<u>CHEQUES</u>					
10521	Graham Nicklin	CH decoration	£		4,180.00
10522	HM Revenue & Customs Only 690480913	Quarterly VAT return 1.7.18 to 30.9.18	£		4,024.84
10523	Trustees of the QVH	Quarterly VAT return 1.7.18 to 30.9.18	£		376.66
10524	NCC	Traffic Warden November 11th	£		103.18
10525	NCC Pension	Monthly Pension - October	£		1,511.41
10526	Jemma Hulme	Refund of Christmas Market	£		80.00
10527	Abacus	Stationery	£		400.64
10528	Ableclean Contract Services Ltd	CH Carpet clean	£		384.00
10529	Anglian Water	FH, ER, CH, SO, Chapel Water Rates	£		794.12
10530	Blumoon	IT Support	£		318.12
10531	BNP Paribas	Photo Copier rental	£		319.91
10532	The Poppy Appeal	Remembrance day wreath	£		21.00
10533	Clean4Shaw	Cleaning of SO, CH & FH	£		2,574.00
10534	Colemans	Stationery	£		10.97
10535	Coles	Paint	£		47.91
10536	E-On Energy Solutions	Un metered Electricity	£		329.24
10537	Inkwell	Printing	£		603.00
10538	Lite	Christmas decorations	£		2,598.00
10539	Local Living	Nene Living advert	£		300.00
10540	The Mailing Room	Franking machine ink	£		105.48
10541	Marlowe Fire & Security	FH Fire Panel Issues	£		1,051.63
10542	K J McAteer	Grave Digger	£		300.00
10543	K Mears	Litter Picking	£		160.00
10544	Oundle Spares & repairs	Materials	£		73.30
10545	PHS Group	Hand dryer contract	£		389.23
10546	Pick Arthey	Fuel	£		93.57
10547	RVS Group	Photocopies	£		45.04
10548	SEC Electrical	Oundle Suite lights	£		477.32
10549	Smiths Fire	Replacement fire extinguisher	£		54.00
10550	Local Leaflet Drop Ltd	Delivery of The Oracles	£		205.80
		Total Cheques	£		22,032.37
<u>DIRECT DEBITS</u>					
	Aviva Pension	Monthly Pension	£		1,342.13
	Barclaycard	Bank Charges	£		77.65
	Barton Telecom Services	Telephone monthly fee	£		267.29
	Biffa	Quarterly wheelie bin service	£		-
	Brakes	The Hub Food & Drink	£		923.15
	British Gas	Gas FH	£		260.43
	Direct365online	Feminine hygiene disposal	£		-
	HMC&Revenue	PAYE via Cottons	£		3,523.57
	Mathew Algie	Coffee m/c rental & Coffee	£		527.61
	NW	Quarterly bank charges	£		-
	NW Card	The Hub Food & Office stationery	£		2,136.65
	Sage	Sage accounts	£		86.40
	Post By Phone	Postage	£		100.00
	SSE Swalec	FH/SO/CH/ER Gas & Electric	£		1,960.93
	Talk Talk	Broadband at Unit 7	£		34.96
	Waitrose	The Hub	£		140.14
	Watering Well	Water for meetings	£		22.39
	WPS	M Insurance fee	£		1,425.75
		Total Direct Debits	£		12,829.05
Signed by 2 councillors			Total Payments	£	47,582.70

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