



Oundle Town Council

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Minutes of the Meeting of the Town Council held on Tuesday 19th March 2019 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs J Hutton, P Peel, C Humphreys, T Robinson, S Baker, D Chapple, R Sparkes and V Chesser

In attendance: Emma Baker – Town Clerk
1 member of the public
Cllr Phil Stearn – NP Working Party

18.231. Apologies for Absence

- 18.231.01. To receive apologies for absence.
Apologies have been received from Cllrs Stagg, Glen, Clarke, N Oakes, S Oakes and Fuller
- 18.231.02. To accept apologies for absence.
The apologies were accepted.

18.232. 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 13*)
(This requirement applies only in respect of matters, which are to be considered by the Council at this meeting.)

- 18.232.01. To declare any Disclosable Pecuniary Interests.
- 18.232.02. To declare any Other Interests.
Cllr Robinson as a resident of St Christopher's Drive - Item 18.240.
Cllr Chapple former member of the Glapthorn Neighbourhood Plan working group and a Councillor on Glapthorn Parish Council – Item 18.240.
- 18.232.03. To consider any requests for Dispensation.
None
- 18.232.04. To report any gifts or hospitality accepted over the value of £50.00.
None
- 18.232.05. To report any inappropriate gifts or hospitality offered.
None

18.233. Minutes of Previous Meetings – Full Council

- 18.233.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 19th February 2019 as an accurate record.'* (*Standing Order 12*)
The minutes were approved.

Proposed: Cllr Robinson

Seconded: Cllr Humphreys

Resolved: All in favour

- 18.233.02. PROPOSITION: *'To approve and sign the minutes of the Neighbourhood Plan Full Council meeting held on 5th March 2019 as an accurate record.'*
(Standing Order 12).

The minutes were approved.

Proposed: Cllr Peel

Seconded: Cllr Chesser

Resolved: All in favour

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

For a maximum of 15 minutes.

A resident came to speak about the Neighbourhood Plan, particularly the Ashton Road site and the Local Plan. They had attended a meeting at ENC and were concerned that there has not been any formal response following the meeting. The resident asked that the Council take into consideration the comments raised by the residents in the area when finalising the Neighbourhood Plan.

18.235. Consideration of Requests from Interested Parties

There were none.

18.236. Reports

18.236.02. Mayor's Report

The Mayor has attended the Council meetings and a meeting about Local Government Pensions, which he attended with the Clerk.

18.236.01. District Councillors Report

There was not a report from the District Councillors.

18.237. Town Matters

18.237.01. To receive the latest factsheet from Northamptonshire Highways regarding the progress with traffic restriction and mitigation for the repairs to North Bridge.

The newsletter was received.

18.237.02. To consider emails from concerned residents regarding issues relating to the traffic lights on the A605.

The Clerk will respond to the residents regarding the disruption. The lights are required to enable the permanent lights to be installed whilst the work on the bridge is being carried out.

18.237.03. To receive notification that house-to-house collections for Christian Aid Week will take place in Oundle between 13th – 19th May.

The notification was received.

18.237.04. To consider two proposals from a resident regarding re-siting a refuge on the A605 and extending the 40mph speed limit on A605.

The Clerk will contact NCC Highways Sarah Barnwell to find out if the requests can be carried out.

18.237.05. To consider and agree the content for the Annual Town Meeting on 24th April.

It was agreed that the Mayor would draft the agenda. There will be a short

presentation on the following items - Neighbourhood Plan, North Bridge, an update on the Unitary Council, Queen Victoria Hall finance issues and Police. Then a chance for questions and speak to the organisations exhibiting.

- 18.237.06. To receive an update on recent correspondence regarding Fletton Field.
Confirm with Christina if the previous comments for the consultation will be sent again.

18.238. Council Matters

- 18.238.01. To receive the Clerks Report.
The report was received.

- 18.238.02. To receive notes from Oundle Area Local Councils Meeting held on 26th February.
The notes were received.

- 18.238.03. To approve the Financial Regulations as recommended by the Finance and General Purposes Committee.
The Financial Regulations were approved.

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

- 18.238.04. To approve the OTC Financial Management Risk Assessment as reviewed by the Finance and General Purposes Committee.
The Financial Management Risk Assessment was approved

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

- 18.238.05. To approve the Internal Control Policy as reviewed by the Finance and General Purposes Committee.
The internal Control Policy was approved.

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

- 18.238.06. To agree attendance to the Focus meeting on Devolution at Saxon Hall, Raunds.
It was agreed that the Clerk attend the focus meeting.

- 18.238.07. To discuss the recent ENC Town and Parish Council Briefing - Boundary Review, Government consultation, Structural Change Order.

It was agreed that the item is deferred to the next Planning Committee meeting for further discussions.

18.239. Financial Matters

- 18.239.01. To approve the Bank Reconciliation, Balance Sheet, Budget Report and Hub trading account for February 2019.

The accounts for February 2019 were approved.

The monthly bank balances as at 28th February were as follows:

Natwest Current Account £10,000.00, Natwest Reserve Account £207,030.94. and Scottish Widows Account £189,227.10.

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

18.239.02. Payments for February 2019.

PROPOSITION: 'That the schedule of payments for February 2019 as presented at this item are paid up and that all related documentation and cheques are signed'.

The payments were approved

Proposed: Cllr Robinson

Seconded: Cllr Peel

Resolved: All in favour

18.239.03. To approve the application for a debit card for the Oundle Town Council Barclays Account.

The application for a debit card was approved.

Proposed: Cllr Humphreys

Seconded: Cllr Peel

Resolved: All in favour

18.240. Neighbourhood Plan

18.240.01. To approve the letter to be sent to the Chairman of the ENC Planning Policy Committee.

The letter was approved.

Proposed: Cllr Chapple

Seconded: Cllr Robinson

Resolved: All in favour

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 3d).

Proposed: Cllr Chapple

Seconded: Cllr Chesser

Resolved: All in favour

8.21pm the meeting was closed.

18.241. To discuss issues related to payment of outstanding rent by a tenant of OTC and to agree a solution.

The Council agreed to support the pre-school and arranged for the Manager to attend the next Finance meeting to discuss the matter further.

The meeting opened at 9.22pm

18.240.03. To receive an update from the NP Working Party and to approve the amendments to the draft Neighbourhood Plan as recommended by the Planning Consultant.

It was resolved that we ask the consultant to carry out further work on the Sustainable Appraisal for the redrafting of the Neighbourhood Plan.

Proposed: Cllr Robinson

Seconded: Cllr Peel

Resolved: All in favour

18.240.02. To approve the expenditure of £6,320 to be taken from General Reserves for additional work to the Sustainability Appraisals and for re-drafting the Neighbourhood Plan.

The expenditure of £6,320 to be taken from General Reserves for the additional work was approved.

Proposed: Cllr Robinson

Seconded: Cllr Peel

Resolved: All in favour

18.221. Planning Matters

18.221.01. To receive the minutes from the Planning Committee meeting held on 5th March 2019.

The planning minutes were received.

18.243. Estate Management Committee

18.243.01. To receive the minutes from the Estates Management Committee meeting held on 26th February 2019.

The minutes were received.

18.244. Personnel Committee

18.244.01. To receive the draft minutes from the Personnel Committee Meeting held on 12th March 2019.

The minutes were received.

18.245. Correspondence for Information

18.245.01. To receive the Employment Law Update – February 2019.
Noted.

18.245.02. To receive letter from British Weights and Measures Association regarding Pedestrian distance signs – unit of measurement.
Noted.

18.246. Any Other Relevant Matters for Report Only

Cllr Sparkes asked if the bunting would be installed before the Oundle Festival of Music and Drama starts. The Clerk informed the meeting that the licence had still not been approved by Northants Highways.

There being no further business the meeting closed at 21.25 pm.

Signature:.....

Dated:.....

OTC Monthly Payments - February 2019

Cheque payment date March 19th

<u>Cheque No</u>	<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£</u>	<u>£(incl VAT)</u>
CHEQUES					
10644	WPS Insurance	Underpayment of £3 on cheque10643 Insurance	£		3.00
10645	NCC Pension	Monthly Pension - January	£		1,610.08
10646	2 Commune	IT Support	£		60.00
10647	Abacus	Stationery	£		128.37
10648	Anglian Water Business	Water Rates FH/SO/Cemetery	£		385.76
10649	Mrs E Baker	Travel re-imburement	£		231.75
10650	Bluemoon	IT Support	£		351.24
10651	Clean4Shaw	Cleaning of SO, CH & FH & Annual hand dryer	£		3,905.86
10652	Coles	Material for CH	£		122.76
10653	E-On UK PLC	Un metered Electricity	£		186.59
10654	The Mailing Room	Postal Rate change 2019	£		119.40
10655	Kevin Mears	Litter Picking	£		200.00
10656	Northants CALC	Year End Course PS/EB	£		72.00
10657	Oundle Spares & repairs	Maintenance repairs	£		150.08
10658	Pick Arthey	Fuel & MOT	£		164.18
10659	JW & MA Rowlett	Tree works at Bridge View	£		3,684.00
10660	RVS Group	Photocopies	£		134.34
10661	Siemens	Franking machine quarterly lease	£		160.02
10662	Paul Smith	Travel re-imburement	£		24.30
10663	Smiths Fire LLP	Hub Fire Extinguisher replacement	£		36.00
10664	T Clarke	CH Boiler repair	£		328.80
			Total Cheques	£	12,055.53
DIRECT DEBITS					
	Aviva Pension	Monthly Pension	£		1,585.02
	Barclaycard	Bank Charges	£		71.42
	Barton Telecom Services	Telephone monthly fee	£		272.52
	Biffa	Quarterly wheelie bin service	£		0.00
	Brakes	The Hub Food & Drink	£		1,052.60
	British Gas	Gas FH	£		0.00
	Direct365online	Feminine hygiene disposal	£		0.00
	HMC&Revenue	PAYE via Cottons	£		3,725.35
	Mathew Algie	Coffee m/c rental & Coffee	£		896.05
	NW	Quarterly bank charges	£		0.00
	NW Card	The Hub Food & Office stationery	£		1,926.95
	Sage	Sage accounts	£		86.40
	SSE Swalec	FH/SO/CH/ER Gas & Electric	£		2,947.69
	Talk Talk	Broadband at Unit 7	£		34.80
	Waitrose	The Hub	£		252.43
	Watering Well	Water for meetings	£		49.32
	WPS	M Insurance fee	£		1,375.55
			Total Direct Debits	£	14,276.10
Signed by 2 councillors		Total Payments	£		40,680.32

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

