

Oundle Town Council

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Minutes of the Meeting of the Town Council held on Tuesday 21st April 2020 at 7.30pm via Zoom.

Members Present: Cllrs T Robinson, D Chapple, I Clark, J Hutton, C Humphreys, D Fuller, and T Stagg

In attendance: Emma Baker – Town Clerk

Absent: Cllrs S Oakes and M Glen

19.205. Apologies for Absence

- 19.205.01. To receive apologies for absence.
Apologies have been received from Cllrs R Sparkes, V Chesser and P Peel.
- 19.205.02. To accept apologies for absence.
The apologies were accepted.

19.206. 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.)

- 19.206.01. To declare any Disclosable Pecuniary Interests - None.
- 19.206.02. To declare any Other Interests - None
- 19.206.03. To consider any requests for Dispensation - None.
- 19.206.04. To report any gifts or hospitality accepted over the value of £50.00 - None.
- 19.206.05. To report any inappropriate gifts or hospitality offered - None.

19.207. Minutes of Previous Meetings

19.207.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 18th February 2020 as an accurate record.'* (*Standing Order 12*).
The minutes were approved.

Proposed: Cllr Clark **Seconded:** Cllr Chapple **Resolved:** 4 in favour

19.207.02. PROPOSITION: *'To approve and sign the minutes of the Neighbourhood Plan Full Council meeting held on 3rd March 2020 as an accurate record.'* (*Standing Order 12*).

Subject to the addition of Cllr Chapple's name in the list of attendees the minutes were approved.

Proposed: Cllr Chapple **Seconded:** Cllr Humphreys **Resolved:** 4 in favour

19.207.03. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 25th March 2020 as an accurate record.'* (Standing Order 12).

The minutes were approved.

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

19.207.05. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 7th April 2020 as an accurate record.'* (Standing Order 12).

The minutes were approved.

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

19.208. Public Participation from Interested Parties or Members of the public
None

19.209. Consideration of Requests from Interested Parties - None
None

19.210. Reports

19.210.01. Mayor's Report

The Mayor circulated a report to the Councillors prior to the meeting.

19.210.02. District Councillors Report

Cllr Reichhold's report was previously circulated to the Councillors as he was unable to attend.

19.211. Town Matters

19.211.01. To discuss any issues or initiatives related to the Covid 19 Lockdown and the affect it is having on the town.

Cllr Clark informed the meeting about the community work Oundle School were doing and how he has been assisting a local business to deliver produce. Cllr Humphreys informed the meeting that he had seen children in the playground at New Road even though the playground it closed. The Maintenance team are monitoring the playgrounds and ensuring that signs remain on display.

19.212. Council Matters

19.212.01. To receive the Clerks Report.

The report was received.

19.212.02. To consider procedure for holding virtual meetings and whether we have two Full Council meetings per month and cancel committee meetings until we can meet in public.

The report was accepted.

19.212.03. To consider postponing the Annual Meeting of the Town Council.

It was agreed that the meeting be postponed until we are in a position to hold it in public. There was some discussion regarding the Annual Town meeting and it was agreed that the meeting scheduled for 28th May be cancelled. The Mayor will draft a report for circulation to the people in the town.



19.212.04. To consider whether the Council Co-opts two Councillors to fill the vacancies during the lockdown period or to wait until we can hold public meetings again.

It was agreed to defer co-opting any Councillors on to the Council until the lockdown period was over. The decision would be reviewed regularly until co-option can take place.

19.212.05. To receive an update on Snipe Meadow and confirmation of grant approval from Grantscape and to approve the work to be carried out.

Approval was granted for the work to commence as soon as it is possible. The Clerk will find out when the work can take place.

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

19.212.06. To consider correspondence from a Market Trader and discuss how long the markets will be postponed.

There was a discussion regarding the closure of the markets and whether we could consider opening the market again. The council were concerned about the traders and agreed that the Council would assist where possible by advertising their delivery scheme on the Council website. It was agreed that due to the concerns from residents and doctors from the surgery the market would remain closed until it was safe to continue, however the situation would be reviewed regularly.

19.213. Financial Matters

19.213.01. To approve the Bank Reconciliation, Balance Sheet and Hub Trading Account for March 2020.

The monthly bank balance as at 31st March 2020 is as follows:
Barclays Account £387,799.85. The accounts were approved.

It was agreed that the Clerk find out what help the PWLB can give with regards to delaying payments or reducing payments during this time.

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

19.213.02. Payments for March 2020.

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

The payments were approved.

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

19.213.03. To consider granting funds for "Thank You" banners for key workers to be displayed in the town.

The quote of £172.00 + VAT to produce the banners was approved. It was agreed that the OTC logo be included on the banner.

Proposed: Cllr Fuller **Seconded:** Cllr Clark **Resolved:** All in favour

19.213.04. To receive an update on the Internal and External Audit including a change of dates to submission of the Annual Governance and Accountability Return (AGAR).

The update was received. It was agreed that all amended dates due to Covid 19 would be included in the Town report.

19.213.05. To receive the Internal Audit Interim report following the audit carried out by the Northants CALC Auditor.
The Interim audit report was received.

19.213.06. To receive an update on the suspension of the cleaning / caretaking contract and to consider request from contractor.
It was agreed that the Clerk and Deputy Clerk consider what jobs need to be done and ask for a quote from the contractor for approval at the meeting to be held on 30th April.

19.213.07. To approve request to transfer funds to Queen Victoria Hall Trust Account.
It was resolved that £3,000 to be transferred over to the QVH account.

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

19.214. Neighbourhood Plan / ENC Local Plan

19.214.01. To receive the response to the second stage of the complaint against ENC.
The response was received and it was agreed that the Mayor draft a complaint to be sent to the Ombudsman with assistance from the Deputy Mayor.

19.214.02. To discuss S106 funding for cycle track on land at St Christopher's Drive as part of the agreement with the developer Persimmon Homes.
It was agreed to defer this to another meeting for discussion.

19.215. Planning Matters

19.215.01. Planning Applications

Item	Reference	Details
19.215.01.01	20/00327/FUL 10 Victoria Road, Oundle, PE8 4AY	New infill porch and changes to fenestration on rear elevations Awaiting the Deputy Mayor's response.

19.215.02. Planning Outcomes

Item	Reference	Outcome
19.215.02.01.	20/00006/LDP 19 Herne Road, Oundle, PE8 4BS	Recommendation: No objection. Outcome: REFUSED – Lawful Development Certificate The East Northamptonshire District Council hereby REFUSES to certify that on 8 January 2020 the development described in the Schedule hereunder in respect of the land at the location specified above would be lawful within the meaning of Section 192 of the Town and Country Planning Act 1990 (as amended) for the following reason(s): 1. The proposal would result in the creation of a new planning unit and this would require a planning application

		to be submitted. Therefore a Lawful Development Certificate CANNOT be issued.
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19.215.03. To receive the minutes from the Planning Committee meeting held on 3rd March 2020
The minutes were received.

19.215.04. To discuss amending the Terms of Reference for the Planning Committee to ensure that all Councillors on the Town Council are members of the Planning Committee.
It was agreed that the Terms of Reference be amended to include all Councillors as members of the committee.

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

19.216. Estates Management Matters

19.216.01. To receive the minutes from the Estates Management Committee held on 24th February 2020.
The minutes were received.

19.217. Communications Working Party

19.217.01. To consider what information OTC would like to include on their Website and Social Media sites with information / advice for members of the public during the Covid 19 outbreak.
The Mayor asked for more Councillors to volunteer to assist Cllr Clark on the Communications Working Party. The council were happy for the staff to continue to put out information from the Local authority and other organisations when it is received.

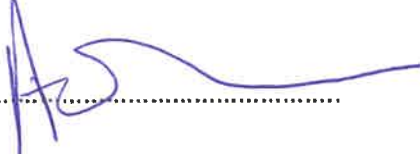
19.218. Correspondence for Information

- 19.218.01. To the Chief Fire Officers Report.
Received.
- 19.218.02. To receive the Covid 19 Briefings dated 8th and 14th April from the Community Resilience Hub.
Received.
- 19.218.03. To receive the Northants CALC weekly briefings.
Received.

19.219. Any Other Relevant Matters for Report Only

Cllr Clark informed the meeting that he had seen some information on how to get 1000 trees to be planted in the Town.

The meeting closed at 8.59pm

Signature:  Dated: 19-5-20.

OTC Monthly Payments - March 2020

Barclays Online payment date April 23rd

<u>Payee</u>	<u>Reason</u>	Total Salary	<u>£(incl VAT)</u>	
			£	15,552.92
NCC Pension	Monthly Pension	£	1,669.40	
Bluemoon	IT Support	£	400.20	
Clean4Shaw	Cleaning of SO, CH & FH	£	2,304.00	
Coles	Maintenance	£	10.36	
County Life	Nene Valley News	£	129.60	
DF Stewart	FH Repairs	£	216.00	
E-On Energy Solutions	Unmetered supplies	£	77.75	
ENC	Ship to Market Place Premises Licence	£	180.00	
S Garrett Harvey	Grass cutting verges * 2	£	2,088.00	
NCALC	Subscription & Audit services	£	2,280.94	
Oundle Spares & Repairs	OSM Equipment	£	79.18	
Oundle Tyres	Tyres	£	312.00	
Pumpkin	Signs	£	31.44	
QI Marketing	Oundle.Info - 3 months	£	360.00	
RG & MF Sadlers	CH & FH Repairs	£	1,430.78	
Smiths Fire	Extinguisher	£	60.00	
North Family Pension Scheme	Herne Park rent	£	100.00	
Stu Pots	Materials	£	19.96	
	Total	£	11,749.61	
<u>DIRECT DEBITS</u>	Currently NW			
Aviva Pension	Monthly Pension	£	-	
Barclaycard	Bank Charges	£	78.63	
Barclays	Bank Charges	£	52.04	
Barclays Debit Card	All	£	1,394.09	
Barton Telecom Services	Telephone monthly fee * 2	£	276.87	
Biffa	Quarterly wheelie bin service	£	464.72	
Brakes	The Hub Food & Drink	£	252.04	
British Gas	FH, SO, ER, CH Electricity	£	1,500.66	
Direct365online	Feminine hygiene disposal	£	170.95	
HMC&Revenue	PAYE via Cottons	£	3,714.73	
Mathew Algie	Coffee m/c rental & Coffee	£	320.16	
Talk Talk	Broadband at Unit 7	£	37.14	
Waitrose	The Hub	£	52.54	
Water Logic	Office Water	£	-	
	Total Direct Debits	£	8,314.57	
	Total Payments	£	35,617.10	

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

