



# Oundle Town Council

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## Minutes of the Meeting of the Town Council held on Tuesday 21<sup>st</sup> September at 7.30pm in the Oundle Suite.

**Members Present:** Cllrs D Chapple, I Clark, P Davis, L Holland, J Hutton, L Jones, D Fuller, R Reichhold and V Chesser.

**In attendance:** Emma Baker – Town Clerk  
4 Representatives from Save Fletton Field Group and Transition Oundle  
Cllr Helen Harrison – North Northants Council.

### 21.54. Apologies for Absence

- 21.54.01. To receive apologies for absence.  
Apologies were received from Cllrs King
- 21.54.02. To accept apologies for absence.  
The apologies were accepted.

### 21.55. 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.)

- 21.55.01. To declare any Disclosable Pecuniary Interests.
- 21.55.02. To declare any Other Interests. Cllr Chapple Item 21.64.02 – member of Glapthorn PC. Cllrs Chapple, Fuller, Chesser Item 21.64.03 – Museum Trustees and Cllrs Chesser and Davis – Item 21.63.06 CHAT Trustees.
- 21.55.03. To consider any requests for Dispensation.
- 21.55.04. To report any gifts or hospitality accepted over the value of £50.00.
- 21.55.05. To report any inappropriate gifts or hospitality offered.

### 21.56. Minutes of Previous Meetings

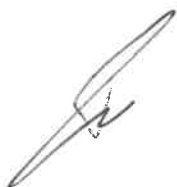
- 21.56.01. PROPOSITION: *'To approve and sign the minutes of the Annual meeting of the Full Council meeting held on 15<sup>th</sup> June 2021 as an accurate record.'*  
(*Standing Order 12*).

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

### 21.57. To consider and approve co-option of Councillors to Oundle Town Council.

It was approved that Jamie Arnold and Rebecca Desbois be co-opted onto Oundle Town Council.

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



### 21.58. Public Participation from Interested Parties or Members of the public

Transition Oundle feels that there are opportunities for the Council to take action and build awareness on Climate Change matters in the local community; they will make suggestions on potential ways to do this. (This is independent of any decision on whether Oundle Town Council declares a "Climate Emergency".)

Cllr Harrison informed the meeting that North Northants have declared a climate emergency. A plan is going to be drawn up that will be achievable.

Fletton Field Group gave an update on progress so far. The group are arranging some meetings to start work on the business case to be submitted to North Northants to help with our bid for the field to be given to the people of Oundle. Mr Eveleigh asked if the Council could formally ask NNC to use of the field to celebrate the Platinum Jubilee.

### 21.59. Consideration of Requests from Interested Parties

There were none

### 21.60. Town Matters

21.60.01. To receive response from North Northants Council regarding transfer of ownership of Fletton Field and to consider next steps.

OTC Jubilee Group agreed to work with the Fletton Field group. Cllr Hutton informed the meeting that he is the formal link between OTC and the Fletton Field Group. The Clerk will ask for use of the field on Sunday 5<sup>th</sup> June to hold a Jubilee party. The Fletton Field Group will start work on the business plan next month. It was agreed to add this item to the October agenda for an update.

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

21.60.02. To receive Tom Pursglove MP's response to OTC letter to Oundle Doctors Surgery and consider next steps.

It was agreed that the Clerk ask our MP to raise the concerns with NHS England and NHD Cambridgeshire and Peterborough Clinical Commissioning Group.

21.60.03. To consider request to install a defibrillator off Glapthorn Road at the George Pub.

The Council supported the location for the defibrillator.

21.60.04. To consider requests from Royal British Legion for the flagpole, memorial bench and approval of traffic wardens for the Remembrance Day Parade.

It was approved that the traffic wardens would be asked to attend during the morning of the parade. It was agreed that the bench and flagpole would be considered at the Estates Committee meeting.

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

21.60.05. To receive an update on the scheduled work for the new cycleway on Glapthorn Road.

The update was received.



21.60.06. To consider request for a pavement licence for business in Oundle.  
There were no objections to the pavement licence application.

## 21.61. North Northants Council Matters

21.61.01. To receive report from Q&A session with Cllr David Howes Rural Communities and Localism Councillor.  
The report from the meeting was received.

21.61.02. To consider response to the North Northants draft Corporate Plan consultation.  
It was agreed that the Councillors respond individually.

## 21.62. Council Matters (IC)

21.62.01. To receive the Mayor's report.  
The report was received.

21.62.02. To receive the Clerk's report.  
The report was received.

21.62.03. To approve the amended Constitution for The Museum Trust.  
Cllr Fuller and Cllr Chapple gave an overview of why the constitution has come to the OTC meeting. The constitution was approved.

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

21.62.04. To receive an update on the plans for a new Transport Study and approve the next course of action.

I was agreed that the members of the transport study group and the Clerk re-engage with TPP to fully cost and detail out the study scope.

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

21.62.05. To receive response to the letter sent to the Leader of North Northants Council and to consider any response.

The letter was received.

21.62.06. To consider OTC declaring a Climate Emergency, asking the local MP to support the Climate and Ecological Emergency bill in Parliament and promote having done so through our publicity channels. (LJ)

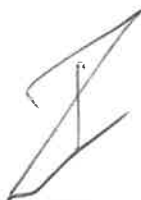
The proposal was approved.

**Proposed:** Cllr Jones                      **Seconded:** Cllr Clark    **Resolved:** 5 in favour  
3 against one  
1abstention

21.62.07. To approve the date for the Annual Town Meeting as 28<sup>th</sup> April 2022.  
The date was agreed.

21.62.08. To receive letter from Blooming Oundle.  
The letter was received.

21.62.09. To approve OTC member attendance at the Northants CALC AGM on 2<sup>nd</sup> October 2021.



It was agreed that the Mayor and Deputy Mayor attend the NCALC AGM.

- 21.62.10. To consider approval of the Christmas market and what restrictions may be imposed on the event for 2021.

It was agreed that the Christmas market should go ahead and that further discussion about the event and any changes would be discussed at the Estates Committee meeting. Crown Management company to help with crowd control.

### 21.63. Financial Matters

- 21.63.01. To approve the Bank Reconciliation, Balance Sheet and Budget for July and August 2021.

The monthly bank balance as of 31<sup>st</sup> August 2021 is as follows:

Unity Trust Bank £456,003.87

**Proposed:** Cllr Holland                      **Seconded:** Cllr fuller    **Resolved:** All in favour

- 21.63.02. Payments for July 2021.

PROPOSITION: 'That the schedule of payments for July 2021 as presented at this item are retrospectively approved as agreed at the meeting held on 20<sup>th</sup> July 2021.

The payments were retrospectively approved.

**Proposed:** Cllr Hutton                      **Seconded:** Cllr Holland                      **Resolved:** All in favour

- 21.63.03. Payments for August 2021.

PROPOSITION: 'That the schedule of payments for August 2021 as presented at this item are paid.

The payment list was approved.

**Proposed:** Cllr Hutton                      **Seconded:** Cllr Holland                      **Resolved:** All in favour

- 21.63.04. To approve receipt of the Annual Governance & Accountability Return for the year ended 31 March 2021 External Auditor Report.

The AGAR for the year ended 31<sup>st</sup> March 2021 was approved.

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

- 21.63.05. To receive the internal control check list and agree any actions.

The internal control was received. It was agreed that the Verification Councillors could have view only access of the bank accounts.

- 21.63.06. To consider grant application from the CHAT.

£3,500 grant approved.

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

- 21.63.07. To approve the quote of £2,645.00 to refurbish the basketball court at the Recreation Ground as recommended by the Estates Committee and to confirm the graphics for the back board of the basketball hoop at a cost of £65.00.

The quote for the refurbishment was approved. Change code with Paul to 5131

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



- 21.63.08. To approve subscription cost of £35.00 for Northamptonshire Acre.  
The subscription was approved.  
**Proposed:** Cllr Chapple                      **Seconded:** Cllr Fuller    **Resolved:** All in favour
- 21.63.09. To approve the quote of £595.00 for Office 365 training for staff and Councillors.  
The quote of £595.00 for Office 365 training was approved.  
**Proposed:** Cllr Fuller                      **Seconded:** Cllr Clark    **Resolved:** 6 in favour  
2 abstentions.
- 21.63.10. To consider request from QVH Trust for financial assistance with all bookings.  
This item was withdrawn.

**21.64. Planning Matters (DC)**

- 21.64.01 To receive the minutes from the Planning Committee meeting held on 7<sup>th</sup> September 2021.  
The minutes were received. Cllr Chapple informed the meeting that the August meeting had not been quorate so under the delegated powers according to the Terms of Reference the Chairman submitted the comments for the applications on the agenda. One of the applications for a property on West Street was objected to by the Chairman. The applicant was able to get an extension for the application and further documentation about the work which changed the view of the committee when it was discussed at the September planning meeting.
- 21.64.02. To receive letter from Glapthorn Parish Council regarding S106 contributions.  
The letter was received.

**21.65. Estate Management Matters (PD)**

- 21.65.01. To receive the report from the Hub working party and approve next steps. (LH)  
It was agreed that the Hub plan would continue to progress and that a budget for the Hub's use would be considered at the budget setting meeting.
- 21.65.02. To consider request from solicitor regarding Tennis Club land.  
It was agreed that the Tennis Club could continue to use the land.

**21.66. Correspondence for Information**

- 21.66.01. Employment Law Update – 2021  
Received
- 21.66.02. Joint Action Group East Northamptonshire Area – North  
Received

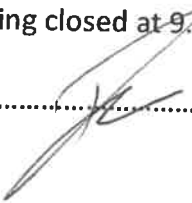
**21.67. Any Other Relevant Matters for Report Only**

The Clerk will promote the bus survey on the OTC website and social media.  
Cllr Holland informed the meeting that she had attended her first meeting with Parsons Latham's Charity and had been made very welcome. The Trustees at Parson Latham's are



engaging with a QC to change the status of the committee.

The meeting closed at 9.36 pm.

Signature:.....

Dated:.....19/10/21

OTC Monthly Payments - August 2021

Unity Bank Online payment date September 23rd

<u>Payee</u>	<u>Reason</u>	<u>£(incl VAT)</u>	
		Total Salary	£
			10,724.86
NCC Pension	Monthly Pension - August	£	1,572.19
Anglotech	Monthly Photocopier printing costs	£	50.29
Aspiring Trees	Cemetery Pollarding work	£	1,440.00
Bluemoon	IT Support	£	410.14
Clean4Shaw	CH, FH, SO Cleaning Contract * 2	£	4,608.00
Colemans	Stationery	£	45.33
Coles	Insulating tape	£	3.70
E-On UK Plc	Un metered supplies	£	206.58
EDF Energy	Annual electric metering	£	292.80
Fox Directories	Oundle Advertiser Editorial Page	£	150.00
S Garret Harvey	Grass Cutting	£	2,166.00
Hi Rise Lifts	CH & FH Lift maintenance	£	420.00
Mailing Room	Maintenance charge & printer head	£	516.04
Marlowe	FH Alarm call out	£	168.00
Kevin Mears	Monthly Litter Picking	£	200.00
N Calc	Staff Training EB	£	38.00
North Northants Council	FH Premises licence	£	180.00
Pear Technology	Cemetery Mapping Annual support	£	270.00
Pick Arthey	Fuel	£	126.97
PKF Littlejohn	Annual audit fee	£	1,560.00
Pumpkin Signs	Laminated Prints	£	180.00
RG & MF Sadlers	FH & CH Repairs	£	763.49
Siemens	Franking machine rental	£	160.02
SLCC	National Conference & Training course	£	174.00
Smiths Fire	FH Replacement Fire extinguisher	£	63.00
Stupots	Bulbs & Keys	£	25.43
	<b>Total</b>	<b>£</b>	<b>15,789.98</b>
<b><u>Unity DIRECT DEBITS &amp; Other Payments</u></b>			
Aviva Pension	Monthly Pension	£	1,537.00
Barton Telecom Services	Telephone monthly fee	£	272.56
Biffa	CH/FH Monthly wheelie bin service	£	167.71
British Gas	CH, FH, ER Gas	£	583.38
Crown Gas	CH,ER,FH Electric	£	149.83
EDF Energy	FH Electric	£	679.33
HMC&Revenue	P32 PAYE via Cottons	£	3,392.55
PostByPhone	Franking machine	£	30.00
Pozitiv Energy	CH,ER,SO Electric	£	1,118.93
Talk Talk	Broadband at Unit 7	£	41.94
Unity Bank Charges	Monthly Bank Charges	£	17.54
Unity Debit Card	All	£	221.03
	<b>Total Direct Debits</b>	<b>£</b>	<b>8,211.80</b>
	<b>Total Payments</b>	<b>£</b>	<b>34,726.64</b>

This figure is in addition to "Regular Monthly 2021-22 payments" agreed at FC May 2021

DL/Accounts/Accounts Monthly