



Oundle Town Council

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Minutes of the Meeting of the Town Council held on Tuesday 21st February 2023 at 7.30pm in the Oundle Suite in Fletton House.

Members Present: Cllrs I Clark, D Chapple, J Arnold, V Chesser, J Gray, P Davis, M Schurer, R Reichhold and L Jones

In attendance: Emma Baker – Town Clerk
3 members of the Fletton Field Association
2 members from Oundle Baptist Church
1 member from the Springfield Gardens Group

22.134. Apologies for Absence

- 22.134.01. To receive apologies for absence.
Apologies were received from Cllrs Fuller, Desbois, Hutton and Wade
- 22.134.01. To accept apologies for absence
Apologies were accepted from Cllrs Fuller, Desbois, Hutton and Wade

22.135. 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.)

- 22.135.01. To declare any Disclosable Pecuniary Interests.
22.135.02. To declare any Other Interests.
22.135.03. To consider any requests for Dispensation.
22.135.04. To report any gifts or hospitality accepted over the value of £50.00.
22.135.05. To report any inappropriate gifts or hospitality offered.

22.136. Minutes of Previous Meetings

- 22.136.01. PROPOSITION: *'To approve and sign the minutes of the meeting of the Town Council held on 17th January 2023 as an accurate record.'* (*Standing Order 10c*)

The minutes were approved and signed.

Proposed: Cllr Chesser

Seconded: Cllr Arnold

Resolved: All in favour

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

Oundle Baptist Church – presentation on progress with the Ukrainian Wraparound Care Group. They informed the meeting on how successful it has been and how thank you they are for the grant and use of the Hub space. They will require more funding for help with laptops for families and to be able to help the hosts so would like to apply for another

grant.

Fletton Field Association gave a presentation on the plan that they have drafted for the field. Preparations for the event in July will now take place and they want to start fundraising to help pay for the work they want to do on the field. They would like to present the plan at the next Town Meeting.

22.138. Consideration of Requests from Interested Parties

There were none.

21.139. North Northants Council

22.139.01. To receive report from NNC Ward Councillor

There were no Ward Councillors in attendance.

22.140. Town Matters

22.140.01. To consider action further to Barclay's announcement of the Oundle's branch closure in May 2023.

It was agreed that OTC. The Mayor will make some amendments to the letter he had drafted and recirculate to the Councillors. The Clerk will find out from our insurance company if we can install a cash machine in Fletton House.

22.140.02. To consider Fletton Field Association Phase 1 Plan.

The council were happy with the plan however it was agreed that the access issues would need to be addressed before the council could approve the plan.

It was agreed that the Clerk speak to NNC to find out what progress has been made.

22.140.03. To report back about meeting with ICB and consider further action.

The Mayor gave a summary report from the meeting that was held on 26th January. It was agreed that the letter he had drafted should be sent to Tom Pursglove MP.

22.140.04. To report back following a meeting with a representative from PECT (Peterborough Environment City Trust) regarding Bring it Back pilot project in Oundle.

It was agreed that more information about collection and cleaning of the cups was needed before a decision could be made about applying for a license for the bin to be installed outside Tesco's.

22.126. Council Matters

22.141.01. To receive the Mayor's report

The Mayor's report was received

22.141.02. To receive the Clerks report.

The Clerk's report was received.

22.141.03. To consider changing the start time for Estates Committee meeting to 6pm.

It was agreed to change the start time to 6pm and review in 6 months.



Proposed: Cllr Clark

Seconded: Cllr Arnold

Resolved: All in favour

22.141.04. To consider adopting the updated Complaints Procedure Policy drafted by Northants CALC.

The Complaints Procedure policy was approved.

Proposed: Cllr Clark

Seconded: Cllr schurer

Resolved: All in favour

22.141.05. To elect Cllr Schurer onto the Estates Committee.

It was resolved that Cllr Schurer join the Estates Committee.

Proposed: Cllr Clark

Seconded: Cllr Arnold

Resolved: All in favour

22.141.06. To receive the minutes from the Fairtrade Town Meeting.

The minutes were received.

22.141.07. To approve the meeting schedule for 2023 – 2024.

The meeting schedule for 2023 – 2024 was approved subject to changing the start time for the Estates committee meetings to 6pm.

22.141.08. To consider the agenda for the Annual Town Meeting to be held on 27th April 2023.

The following items were agreed:

Update on Fletton Field and review of plans.

The Transport Study

Community and Paul King awards

Coronation funded projects.

22.141.09. To receive an update from the Springfield Garden Group and approve costs to purchase a new bench.

The new bench was approved.

Proposed: Cllr Clark

Seconded: Cllr Davis

Resolved: All in favour

22.141.10 To consider holding a “loveOundle” quiz night on 12th April 2023.

The quiz night event was approved. Cllr Schurer agreed to write the quiz questions and the Clerk would send an invite to the High Sherrif and the Lord Lieutenant of Northamptonshire.

22.127. Financial Matters

22.127.01. To approve the Bank Reconciliation, Balance Sheet and Budget for January 2023.

The monthly bank balance as of 31st January 2023 is as follows:

Unity Trust Bank Account £60, 214.82

Unity Trust Instant Access Savings Account £447,531.66

Proposed: Cllr Clark

Seconded: Cllr Reichhold

Resolved: All in favour

22.127.02. Payments for January 2023

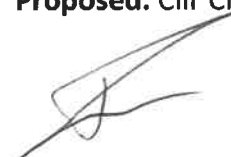
PROPOSITION: ‘That the schedule of payments for January 2023 as presented at this item are paid.

The payments were approved.

Proposed: Cllr Clark

Seconded: Cllr Chapple

Resolved: All in favour



- 22.142.03. To approve quote to purchase 20ft container to store OTC road traffic signage.
It was agreed that we find out if planning permission is needed and consider other options before making a decision. The item was deferred to another meeting.
- 22.142.04. To receive the Internal Control Checklist.
The report was received.
- 22.142.05. To receive the Interim Internal Audit Report.
The report was received.
- 22.142.06. To approve the Financial Risk Assessment as recommended by the Finance & General Purposes Committee.
The Financial risk assessment was approved.

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

- 22.142.07. To approve the Internal Control Policy as recommended by the Finance & General Purposes Committee.
The Internal Control policy was approved.

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

- 22.142.08. To approve the Effectiveness of the Internal Audit review document as recommended by the Finance & General Purposes Committee.
The effectiveness of the internal audit review document was approved.

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

- 22.142.09. To report that OTC has applied for the Warm Space funding from NNC and is receiving £200 per month to help towards costs for having a warm space in Fletton House.
The report was received. The Council welcomed the financial assistance towards running the warm space.

- 22.142.10. To receive the Finance and General Purposes minutes from the meeting held on 14th February 2023.
The minutes were received.

22.143. Highways Matters

- 22.143.01. To receive the SID report.
The report was received.

22.144. Planning Matters

- 22.144.01. To receive the minutes from the Planning Committee meeting held on 7th February 2023.
The minutes were received. The Clerk informed the meeting that the defibrillator on the Pick Arthey building may need to be removed once they start developing the site. She also reported that the Churchyard tree,

recommended for removal has been raised with the Peterborough Diocese as they made need to apply a faculty.

22.145. Estates Management Matters

22.145.01. To receive the minutes from the Estates Committee meeting held on 24th January 2023.

The minutes were received. Cllr Arnold informed the meeting that the committee would be talking about workshop ideas at the next meeting.

22.146. Communications Working Party

22.146.01. To receive the latest article for the Advertiser.

The article was received.

22.146.02. To receive the minutes from the Communications Working Party meeting held on 13th February.

The minutes were received.

22.147. Correspondence for Information

22.147.01. Letter from the relatives of Cllr Paul King.

Mayor to write to relatives and invite them to the Annual Town meeting to present the Paul King Award.

22.133. Any Other Relevant Matters for Report Only

Cllr Davis asked if the Rugby club could use the Recreation ground in April for parking. Item to go on the next Estates agenda.

The meeting closed 9.17pm



21/3/23

OTC Monthly Payments - February 2023

Unity Bank Online payment date March 23rd

<u>Payee</u>	<u>Reason</u>	<u>£(incl VAT)</u>
	Total Salary	£ 12,969.37
PKF Littlejohn	Annual audit fee	£ 1,560.00
Yarnbombing	Coronation Grant	£ 250.00
Crayfish Capers	Food Festival Refund - Duplicate payment	£ 190.00
NCC Pension	Monthly Pension - March	£ 1,683.84
Oundle Museum	50% of Town Trail Sales 1.4.22 to 31.03.23	£ 50.00
Alpha K9	Passive Drugs Search Team	£ 403.20
Anglotech	Monthly Photocopier printing costs	£ 61.08
Emma Baker	Travel expenses	£ 12.60
Bluemoon	IT Support Contract	£ 444.48
City Lock Service	CH Lock replacement	£ 180.00
DC Construction	Plumbing - Various sites	£ 550.00
E-On Energy Solutions	RG Light replacement	£ 61.97
Fox Directories	Oundle Advertiser Editorial Page	£ 161.00
Kedel	Bench Springfield Road Community Garden	£ 743.40
Marlowe	FH Alarms R&M	£ 615.00
Npower	Un metered supplies	£ 197.18
Oundle Tyre & Exhaust	AF16 DPK Tyres * 4	£ 384.00
Seatons	Rugby Club professional Fees	£ 2,892.00
SLCC	Membership LA	£ 236.00
UK Identity	ID Badge	£ 5.80
	Total	£ 10,681.55
<u>Unity DIRECT DEBITS & Other Payments</u>		
Aviva Pension	Monthly Pension February	£ 1,926.01
All Star	Monthly Fuel	£ 54.44
Barton Telecom Services	Telephone monthly fee	£ 224.53
Biffa	CH/FH Monthly wheelie bin service	£ 206.34
Crown Gas	CH,ER,FH Electric	£ 1,416.37
EDF Energy	FH Electric	£ 624.36
HMC&Revenue	P32 PAYE via Cottons	£ 3,818.15
Pozitiv Energy	CH,ER,SO Electric	£ 941.42
Talk Talk	Broadband at Unit 7	£ 44.94
Unity Debit Card	All	£ 1,539.51
	Total Direct Debits	£ 10,796.07
	Total Payments	£ 34,446.99

This figure is in addition to "Regular Monthly 2022-23 payments" agreed at FC May 2022