



Oundle Town Council

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Minutes of the Annual Meeting of the Town Council held on Tuesday 23rd May 2017 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs R Sparkes, N Oakes, S Oakes, P Peel, D Chapple, D Fuller, C Humphreys and M Glen

In attendance: Emma Baker – Town Clerk
1 member of the public
District Councillor Rupert Reichhold

Minutes silence for the Manchester disaster

17.01 Election of Mayor

The Clerk confirmed that Cllr Sparkes put his name forward to be appointed as Mayor for 2017/18. The following proposition was moved *'that Cllr Roy Sparkes is elected to the position of Mayor of Oundle Town Council'*.

Unanimous

The Declaration of Acceptance of Office of Mayor was duly signed.

17.02. Election of Deputy Mayor

Cllr Best was appointed as Deputy Mayor for 2017/2018

Proposed: Cllr Peel **Seconded:** Cllr Glen **Resolved 4 in favour 4 abstentions**

The Mayor congratulated Cllr Chesser, the out- going Mayor, for her achievements during her year as Mayor.

17.03. Apologies for Absence

17.03.01. To receive apologies for absence.

Apologies for absence were received from Cllr Best and Cllr Chesser

17.03.02. To accept apologies for absence.

The apologies for absence were accepted.

17.03. 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.)

17.03.01. To declare any Disclosable Pecuniary Interests.

None

17.03.02. To declare any Other Interests.

Cllr Oakes, Chapple, Oakes, Humphreys, Fuller, Peel, Glen

17.03.03. To consider any requests for Dispensation.

- None
17.03.04. To report any gifts or hospitality accepted over the value of £50.00.
None
17.03.05. To report any inappropriate gifts or hospitality offered.
None

17.05. Minutes of Previous Meetings – Full Council and Extraordinary

- 17.05.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 18th April 2017 as an accurate record.'* (Standing Order 10c)
The minutes were approved.

Proposed: Cllr N Oakes **Seconded:** Cllr P Peel **Approved:** 7 in favour 1 abstention

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

For a maximum of 15 minutes.

None

17.07. Consideration of Requests from Interested Parties

There were none.

17.08. Reports

- 17.08.01. Police Report

Apologies received

- 17.03.02. District Councillors Report

Cllr Reichhold informed the meeting that he had attended the ENC annual meeting on 17th May where he handed over to the new Chairman of the Council Cllr Colin Wright, a Councillor from Rushden. Cllr Reichhold is on the Joint Standards Complaints Committee, Appeals Panel and Governance and Audit Committee. He is the ENC observer for the Community Law Service which offers legal advice to community rural groups and will continue on Volunteer Action for Oundle.
Cllr Stearn and Vowles gave their apologies.

17.09. Signing & Sealing

RESOLUTION: *'that any two Councillors and the Proper Officer may seal any document required by law to be issued under seal on behalf of the Council.'* (Standing Order 14b.)

Proposed: Cllr S Oakes **Seconded:** Cllr Fuller **Resolved:** All in favour

17.10 Town Matters

- 17.01.01. To receive the report from the Annual Town Meeting and to agree to publish it on the website

The report from the Annual Town Meeting was received and it was agreed to publish it on the website

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

- 17.01.02 To consider writing a letter on behalf of the residents of the Stronglands Flats regarding compensation from National Grid

It was agreed that the Clerk write a letter to National Grid and Spire Homes.



Proposed: Cllr S Oakes

Seconded: Cllr Glen **Resolved:** All in favour

17.11. Council Matters

17.11.01 To receive the Clerks monthly report.

The Clerks report was received.

Received –

Cllr Chapple raised the issue about the complaints from residents in Lime Avenue . The complaints from the residents will be discussed at the next Planning Committee meeting in June.

It was agreed that the Clerk send an email to the ENC Planning Officer to request that the application is decided at an ENC Planning Committee.

17.11.02 To approve the June Oracle

The June Oracle was approved.

17.11.03 To review the Code of Conduct

The Code of Conduct was approved.

Proposed: Cllr Fuller

Seconded: Cllr N Oakes

Resolved: 7 in favour 1

Abstention

17.11.04 To review the Standing Orders

It was agreed that Cllr Chapple would review Standing Orders to be tabled at the next Full Council meeting.

Proposed: Cllr Fuller

Seconded: Cllr N Oakes

Resolved: All in favour

17.12. Membership of Committees/Working Parties and Representations on Other Bodies

17.12.01. To review the committees and Working Parties and select the members.

| Planning Committee* | Estate Management Committee* |
|--|---|
| 7 Councillors, incl Mayor or Deputy Mayor Cllr Fuller, Oakes, Humphreys, Glen, Chapple, Sparkes, S Oakes | 7 Councillors, incl Mayor or Deputy Mayor Cllr Glen, Peel, S Oakes, N Oakes, Sparkes, Best, Chesser |
| Quorum = 3 | Quorum = 3 |

| Finance and General Purposes | Personnel | Communications / Marketing |
|---|--|--|
| Mayor, Deputy Mayor, Head of Estate Management, plus 5 other Councillors Cllr Sparkes, Cllr Best, Head of Estates, Peel, Glen, Chapple | Mayor, Deputy Mayor, Head of Estates Management plus 4 Councillors. Cllr Sparkes, Cllr Best, Head of Estates, Cllr Humphreys Chapple and N Oakes 1 Vacancy Quorum = 3 | No more than 6 Councillors Cllrs Peel, Glen, N Oakes, S Oakes, Sparkes 1 vacancy Quorum = 3 |

Please note:

Every Committee and Working Party shall at its first meeting before proceeding to any other business elect a chairman and vice chairman who shall hold office until the next annual meeting



(Standing Order 23a and b);

17.13.02. To review the Terms of Reference for the Planning Committee.
The Terms of Reference for the Planning Committee were approved.
Proposed: Cllr Chapple **Seconded:** Cllr Fuller **Resolved:** All in favour

17.13.03 To review the Terms of Reference for the Estate Management Committee.
The Terms of Reference for the Estate Management Committee were approved.
Proposed: Cllr Peel **Seconded:** Cllr S Oakes **Resolved:** All in favour

17.13.04 To review the Terms of Reference for the Finance and General Purposes Committee.
The quorum was amended to one third instead of a half. The Terms of Reference for Finance and the General Purposes committee were then approved.
Proposed: Cllr Chapple **Seconded:** Cllr Fuller **Resolved:** All in favour

17.13.05 To review the Terms and References for the Personnel Committee
The quorum was amended to one third instead of a half. The Terms of Reference for the Personnel Committee were then approved.
Proposed: Cllr Fuller **Seconded:** Cllr Chapple **Resolved:** All in favour

17.13.06 To review the Terms and References for the Communication / Marketing Working Party.
It was agreed that the Communications and Marketing Working Party Terms of Reference would be reviewed at the next Communication and Marketing meeting and brought back to Full Council for approval.
Proposed: Cllr Fuller **Seconded:** Cllr S Oakes **Resolved:** All in favour

17.13.07 To elect/confirm the Council representatives to the following bodies:
The following Councillors were elected to represent the Council.

| | |
|--|--|
| Oundle Museum Trust Mayor and Deputy Mayor 2 Chapple and N Oakes | Larger Council Partnership Cllr Fuller, |
| Oundle Church Clock Fund Mayor and Deputy Mayor | Fairtrade Cllr Sparkes |
| Youth Counselling Service (CHAT) Cllr Chesser, | Association of Trade & Commerce Cllr S Oakes and Cllr Glen Resurrect the meetings with Council |
| Parson Latham's Council representatives Cllr Peel, stay on for a term. | Volunteer Action Representative Cllr Chesser |

| | |
|--|-----------------------------------|
| Oundle Twinning Association Cllr Peel Information to Cllr Peel | Oundle Transition Town Vacancy |
|--|-----------------------------------|

Meeting closed at 8.38pm

Meeting opened at 8.39pm

- 17.13.08 To elect/confirm the Council Flood Warden
Cllr Fuller was elected at the Council Flood Warden
Proposed: Cllr N Oakes **Seconded:** Cllr S Oakes **Resolved:** All in favour
- 17.13.09 To elect/confirm the Council Path Warden
Cllr N Oakes and Cllr S Oakes were elected the Council Path Wardens N
Proposed: Cllr Fuller **Seconded:** Cllr Humphreys **Resolved:** All in favour
- 17.13.10 To elect/confirm the Verification Councillor (Financial Regulation 2.2)
It was agreed that Cllr Glen be the Verification Councillor for the Council.

17.14. Financial Matters

- 17.14.01. To review and amend the signatories on the Council bank account to ensure that the bank mandate is updated to reflect the signatories of the Mayor, Deputy Mayor, Clerk and serving Councillors.
It was agreed that Cllr Best be added to the list of signatories.
Proposed: Cllr Chapple **Seconded:** Cllr N Oakes **Resolved:** All in favour
- 17.14.02. To agree to set up a direct debit for the franking machine.
The direct debit was approved.
Proposed: Cllr Oakes **Seconded:** Cllr Fuller **Resolved:** All in favour
- 17.14.03. To approve the Bank Reconciliation, Balance Sheet and Budget Report and Trial Balance for 2016/2017*.
Cllr Chapple gave an update of the end of year figures for 2016.2017.
The Bank Reconciliation, Balance Sheet, Budget report and Trial Balance were approved.
Proposed: Cllr Chapple **Seconded:** Cllr Fuller **Resolved:** All in favour
- 17.14.04. Payments for April 2017
PROPOSITION: 'That the schedule of payments for April 2017 as presented at this item are paid up and that all related documentation and cheques are signed'.
The payments for April were approved.
Proposed: Cllr Chapple **Seconded:** Cllr Fuller **Resolved:** All in favour

17.15. Planning Matters

- 17.15.01 To receive the minutes from the Planning Committee meeting held on 2nd May 2017.
The meeting minutes were received.



- 17.15.02 To approve the Neighbourhood Plan and agree the next steps.
Cllr Chapple updated the Council on the draft Neighbourhood Plan. He gave an overview of how the plan was put together and who had been on the NP group.
The Clerk informed the meeting that she was still waiting for a second consultant to be put forward from NPIERS to get another quote for the health check. The Planning Committee recommended that the Council approve the draft plan.

It was Proposed that the press and public be removed for the following discussion.

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

The press and public were asked to leave the meeting at 9.21pm.

The press and public were invited back into the meeting at 10.01pm

It was proposed that the Council does not approve the Neighbourhood Plan at this meeting but arranges an Extraordinary meeting to discuss the plan further prior to approval. The Extraordinary meeting will take place on 6th June after the Planning Committee meeting.

Proposed: Chapple **Seconded:** Fuller **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 3c).

At 10.05 pm it was proposed that the press and public be asked to leave.

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

The meeting opened at 10.06pm and press and public arrived back in the meeting.

17.16. Personnel Matters

- 17.16.01 To receive the minutes from the Personnel meeting held on 9th May 2017.
The minutes were received.

- 17.16.02 To approve the Dignity at Work / Bullying and Harassment Policy
The Dignity at Work / Bullying and Harassment Policy was approved.
Proposed: Cllr Fuller **Seconded:** Cllr S Oakes **Resolved:** All in favour

17.17. Correspondence for Action

- 17.17.01 To consider invitation from Oundle Rotary Club to provide training in emergency life support procedures by Heartstart Oundle.
It was agreed that the Clerk arrange training for the staff and Councillors and that the training sessions were publicised in the town. It was agreed that the video of how to use the defibrillator was put on the website.



17.18. Correspondence for Information

17.18.01 To receive letter from Glapthorn Neighbourhood Planning Group regarding the dates of the public exhibitions on 27th May and 10th June.
Received

17.18.02 To receive email from Inspector Daryl Lyon regarding accessibility dates in Oundle.
Received. The Clerk informed the meeting that she had received a letter from Inspector Lyon regarding the Police attending meetings. The Clerk would circulate the letter to the Councillors.

Any Other Relevant Matters for Report

Cllr Fuller informed the meeting that he had met with two representatives from the Emergency Planning Group for Northamptonshire regarding the Parthfinder project. Cllr Fuller suggested that they attend our Annual Town meeting in future to give an annual update. There is due to be an Emergency planning survey carried out in Oundle.

There being no further business the meeting closed at 10.16pm.

Signature: 

Dated: 