



East
Northamptonshire
Council

Cedar Drive Thrapston Northamptonshire NN14 4LZ
Telephone 01832 742000
Email: finance@east-northamptonshire.gov.uk
www.east-northamptonshire.gov.uk

IMPORTANT: Please return form by **Friday 15 January 2021**. Where there is a NIL return a signed copy is still required.

Oundle Town Council

Year ending 31 March 2022.

The above named Town Council hereby precepts for the sum of £ 496,893.....
in respect of the above mentioned year.

Authorised at a Meeting of the Town Council held on 15th December 2020.....

(Please include, with this form, a copy of the minutes of this meeting if the precept has a value of more than £100,000).

Signed:

Designation: *TOWN CLERK*
(The officer appointed for this purpose).

Name and address of officer signing the Precept:

| |
|---------------------|
| Emma Baker |
| Oundle Town Council |
| Fletton House |
| Fletton Way |
| Oundle PE8 4JA |

Email Address: *(To which remittance advice is to be sent)*

emma@oundle.gov.uk

To be completed by all Parish and Town Councils

Name and address of Parish/Town Council's Bank:

| |
|----------------|
| Barclays Bank |
| 8 Market Place |
| Kettering |
| Northants |
| NN16 0AX |

Title of Account: Oundle Town Council

Sort Code: 20 45 77

Account Number: 90985996

Council for the District of East Northamptonshire

Payment Information

| Precept Value | Instalments | Dates | | | |
|----------------------|--------------------|---------------|--------------|-----------------|-----------------|
| £50,000 or less | 1 | 30 April 2021 | | | |
| £50,001-£500,000 | 2 | 30 April 2021 | | 31 October 2021 | |
| £500,000+ | 4 | 30 April 2021 | 31 July 2021 | 31 October 2021 | 31 January 2022 |

For District Council's use:

Date of receipt of Precept:

Entered on Payments Register:



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: admin@oundle.gov.uk Website: www.oundle.gov.uk

Minutes of the Meeting of the Town Council held on Tuesday 15th December 2020 at 7.30pm via Zoom.

Members Present: Cllrs T Robinson, D Chapple, I Clark, J Hutton, D Fuller, V Chesser, C Humphreys and M Glen

In attendance: Emma Baker – Town Clerk
2 members of the public
Cllr Rupert Reichhold – ENC Councillor

20.137. Apologies for Absence

- 20.137.01. To receive apologies for absence.
Apologies were received from Cllrs Sparkes and Peel
- 20.137.02. The apologies were accepted.

20.138. 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.)

- 20.138.01. To declare any Disclosable Pecuniary Interests.
- 20.138.02. To declare any Other Interests. Cllr Clark – Item 20.146.04
Cllr Chesser – Item 20.144.06
- 20.138.03. To consider any requests for Dispensation.
- 20.138.04. To report any gifts or hospitality accepted over the value of £50.00.
- 20.138.05. To report any inappropriate gifts or hospitality offered.

20.139. Minutes of Previous Meetings

- 20.139.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 17th November 2020 as an accurate record.'* (*Standing Order 12*).
The minutes were approved.

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

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

A member of the public informed the Council that there had been some progress with repairs to the pavements and roads in Oundle following his article in the Oundle Chronicle. Out of the 12 reports logged on Fix my Street 9 have been actioned. The Council thanked the resident for the commitment and determination they had shown in helping to improve the roads and pavements in Oundle.

7.34pm Cllr Chesser logged into the meeting.

20.141. Consideration of Requests from Interested Parties

There were none.

20.142. Reports

20.142.01. Mayor's Report

The Mayor informed the meeting that he had submitted his complaint to the Ombudsman as a resident as the Ombudsman could not follow up the complaint made by the Town Council. He also reported on the increase of traffic on South Road and East Road since the one-way system had been installed in St Osyth's Lane.

20.142.02. District Councillors Report

The Clerk had previously circulated a report from Cllr Reichhold, however he attended the meeting and was available to take any questions.

20.143. Town Matters

20.143.01. To receive an update on the proposed cycle way on Glaphorn Road and Cotterstock Road.

Cllr Hutton updated the Council on the progress so far. The designs for the cycle way have been received but there are still some outstanding questions that need to be answered before a decision can be made. It was agreed that OTC would inform the residents once the proposal had been finalised.

20.143.02. To receive the information regarding the 2021 Census.

The information was noted and it was agreed that the Council would help encourage people to complete the Census.

20.143.03. To consider complaint from resident regarding the Herne Road car park.

It was agreed that the Clerk look into getting the car park repaired.

20.143.04. To consider complaint from resident regarding parking and speeding on Glaphorn Road.

It was agreed that the Clerk write to the chair of Governors for the Primary School regarding the issues with parking and speeding.

20.144. Council Matters

20.144.01. To receive the Clerks Report.

The report was received.

20.144.02. To consider and approve the OTC response to the Public Consultation on the Draft North Northamptonshire Housing Allocation Scheme.

The Council agreed that as the Council would not respond.

20.144.03. To consider whether the Council should co-opt new Councillors or wait until the 2021 Election.

It was agreed to wait until the election instead of co-opting new Councillors on to the council. The Clerk agreed to invite all the people interested in

joining the Council to the meetings leading up to the election to get a feel for what is involved.

20.144.04. To consider proposal from ENC for all Town Councils in the ENC area to have the use of a shop at Rushden Lakes to promote their towns.

It was agreed that we should pursue but we should involve the OBA.

20.144.05. To consider the proposal from ENC for all Town Councils in the ENC area to have a consultant from Your Town visit our town and propose a plan to help improve our high streets and communities.

It was agreed that the Town Council go ahead with the proposal in the initial stages before making a decision about committing to the plan.

20.144.06. To consider donating the OTC unused computers to Volunteer Action.

It was agreed that the unused computers be donated to VA.

20.145. Financial Matters

20.145.01. To approve the Bank Reconciliation and Balance Sheet for November 2020.

The monthly bank balance as at 30th November 2020 is as follows:

Barclays Account £618,739.94.

The accounts were approved.

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

20.145.02. Payments for November 2020.

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

Approved

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

20.145.03. To approve the Budget and Precept for 2021/2022.

The budget for 2021/2022 was approved. It was resolved that the precept for 2021/2022 would be £496,893.00.

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

20.145.04. To approve the quote to replace the Pre-school door.

It was approved that the quote for £1,390 + VAT to supply and install 1 x UPVC Fire exit door.

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

20.145.05. To consider approval for the Communication working party to purchase a digital camera and linked smart phone for livestreaming events, including Town meetings, and video creation, with some data functionality possible at limited annual cost.

The quote for £339 for the digital camera was approved. However, it was agreed that we get more quotes for smart phones before making a decision.

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

20.145.06. To approve the grant application from the Oundle Business Association.

The grant application for £2,620 from Oundle Business Association was approved.
Proposed: Cllr Robinson **Seconded:** Cllr Clark **Resolved:** All in favour

20.145.07. To receive the Pension House Annual Review and Governance Report.
The information was received. The Mayor asked the Clerk to find out from the staff if they were receiving information about their pensions.

20.146. Planning Matters

20.146.01. To receive the minutes from the Planning Committee meeting held on 1st December.

The minutes were received.

20.146.02. To receive the response from ENC to the letter address to Cllr Mercer.

The response was noted.

20.146.03. To receive the update from Titchmarsh Parish Council regarding the sale of Glebe Land.

The update was received.

20.146.04. To receive the letter from resident of St Peter's Road regarding access road to the Cotterstock Road development and consider response.

Cllr Chapple informed the meeting that he would look into the matter and see if it was worth progressing.

20.147. Communications Working Party Matters

20.147.01. To receive an update from the communications working party.

The update on the new Oundle.info website was approved.

20.147.02. To consider the proposal from Oundle Life magazine for OTC.

It was agreed that OTC would look to put an article in the Oundle Life magazine quarterly and continue with the Advertiser on a monthly basis.

20.148. Correspondence for Information

20.148.01. To receive Employment Law Newsletter.

Noted

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)

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

The meeting closed at 8.38pm

The meeting opened at 8.57pm

20.149. Confidential Matters

20.149.01. To receive an update on staffing matters and consider actions.

The update was received. It was agreed that the Clerk draw up a plan for consideration at a Personnel Committee meeting early in the New Year.

20.149.02. To receive an update from Courthouse letting Agent regarding potential letting of vacant offices.

The update was received.

20.150. Any Other Relevant Matters for Report Only

Cllr Clark informed the meeting that he had spoken with Northants Highways about the proposals for the war memorial. The proposal is still being considered.

Cllr Hutton raised his concerns about the temporary one-way system on St Osyth's Lane and the impact it was having on South Road and East Road.

Cllr Humphreys informed the meeting that the Farmers Market on 12th December was a success.

Cllr Glen raised his concerns that some stall holders were not wearing masks at the markets.

The meeting closed at 9.04pm.

Signature:.....

DRAFT

OTC Trial Balance

| <u>N/C</u> | <u>Description</u> | | 2020-21 | | Proposed |
|-------------|---|----------|----------------|----------|-----------------|
| | | | Budget | | 2021-22 |
| | | | | | Budget |
| 4000-4008 | Markets | £ | 25,800 | £ | 22,600 |
| 4100-4110 | B/Fwd | £ | - | £ | - |
| 4601-4603 | The Hub Income | £ | 74,240 | £ | - |
| 4700-4707 | FH Room Hire | £ | 34,000 | £ | 25,500 |
| 4708-4720 | FH Tenants | £ | 8,600 | £ | 10,400 |
| 4800-4850 | CH Tenants | £ | 37,708 | £ | 40,009 |
| 4901-4950 | JSC/ORC/RG/CS/QVH | £ | 6,207 | £ | 6,207 |
| 4970-4972 | Cemetery | £ | 6,000 | £ | 8,000 |
| 4977-4979 | Grants/NP | £ | 1,860 | £ | 3,643 |
| 4999 | Precept | £ | 494,506 | £ | 496,893 |
| | Total Excluding Precept | £ | 688,921 | £ | 613,252 |
| | Income excluding Precept | £ | 194,415 | £ | 116,359 |
| N/C | Name | | | | |
| 5000-5009 | Markets | £ | 14,906 | £ | 12,547 |
| 5050-5056 | Cemetery & Churchyard | £ | 9,320 | £ | 13,246 |
| 5080-5111 | Herne Park, DH & St O Car Park | £ | 40,662 | £ | 57,807 |
| 5120-5137 | Occupation Road & Recreation Ground | £ | 8,500 | £ | 16,545 |
| 5140-5148 | Eastwood Road | £ | 12,370 | £ | 12,816 |
| 5150-5180 | St Chistophers Drive, War Memorial, JSC | £ | 6,500 | £ | 4,545 |
| 5300-5302 | Grants - Arts & QVH | £ | 35,000 | £ | 46,621 |
| 5501-5554 | Community Safety/Environment | £ | 10,300 | £ | 6,309 |
| 5555-5555 | Highways | £ | 9,000 | £ | 8,240 |
| 5607-5620 | Maintenance & Community Payback | £ | 7,470 | £ | 7,310 |
| 6000-6030 | Court House Expenditure | £ | 36,840 | £ | 31,310 |
| 6200-6210 | Street Furniture | £ | 400 | £ | 412 |
| 7000-7016 | Staff | £ | 204,570 | £ | 208,536 |
| 7017-7019 | The Hub Staff | £ | 44,780 | £ | - |
| 7100-7126 | Office costs | £ | 103,100 | £ | 90,414 |
| 7220-7299 | FH Expenditure | £ | 90,950 | £ | 73,802 |
| 7358-7390 | The Hub Expenditure | £ | 31,460 | £ | - |
| 7903-7904 | PWLB Loans | £ | 22,793 | £ | 22,793 |
| | Total | £ | 688,921 | £ | 613,252 |