



Oundle Town Council

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Minutes of the meeting of the Town Council held on Tuesday 17th March 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Chesser, Fitzgerald, King, Menck, Murphy, Pearson, Radcliffe and Stagg.

Minutes: Debra Harper

14.221. Apologies for Absence

14.221.01. To receive apologies for absence.

Apologies for absence were received from Cllr Clarke (business), Cllr N Oakes (personal), Cllr S Oakes (personal) and Cllr Sparkes (personal).

14.221.02. To accept apologies for absence.

The apologies for absence from Cllrs Clarke, N Oakes, S Oakes and Sparkes were accepted. Cllr Rose was absent.

14.222. Declarations of Interests

The following declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) were received:

14.222.01. To declare any Disclosable Pecuniary Interests.

None.

14.222.02. To declare any Other Interests.

None.

14.222.03. To consider any requests for Dispensation.

None.

14.222.04. To report any gifts or hospitality accepted over the value of £50.00.

None.

14.222.05. To report any inappropriate gifts or hospitality offered.

None.

14.223. Minutes of Previous Meeting – Full Council

14.223.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 17 February 2015 as an accurate record.'* (*Standing Order 10c*)

Proposed: Cllr Chapple **Seconded:** Cllr Murphy **Resolved Unanimously**

14.224. Review of Actions of the Previous Meetings – 17.02.2015

Cllr Radcliffe provided an update on the status of the actions, noting them as complete or in progress.

14.225. Representations from Interested Parties

None.

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14.226. Consideration of Requests from Interested Parties

None.

14.227. Reports

14.227.01. Mayors Report

Cllr Radcliffe provided an overview of the circulated report confirming that she had also attended the official launch of the Women's Tour on Monday 16th March which would provide further press coverage. She advised that the riders are still talking about Oundle as the best Grand Départ they had ever known.

14.227.02. Police Report

Acting Sgt Mitchinson advised that Sgt Andy Hunt has moved on and he is filling the role. He confirmed the information contained in the Police Report and that the team had been very busy carrying out many tasks including free catalytic marking, speed patrols and school patrols. He also confirmed he was hoping to have all 13 PCSO's on duty for the Women's Tour to ensure a high Police presence although it was noted that pleasingly the event last year saw no spike in crime.

14.227.03. District Councillors Report

Cllr Reichhold offered apologies from Cllr Stearn (unwell) and Vowles (personal) for their non-attendance. He then confirmed that ENC had agreed their 2015/16 budget and that as a result there will be a 0% increase from the District. He also confirmed that the Policy & Resources Committee were meeting on 23 March 2015 and that formal approval would be given at this meeting for a reduced rules for the licencing of catteries, kennels and pet shops. He also confirmed that there would be some rationalisation of the rules for disabled people requiring facilities which means where people have clear needs this can be managed more quickly. Cllr Reichhold was asked to send this information to Volunteer Action and the Oundle and District Care Committee.

Cllr Chapple asked Cllr Reichhold to confirm what ENC's attitude is towards the disposal of the garages in the town by Spire Homes. He confirmed that OTC had issued an objection to this and requires the support of the District Councillors. Cllr Reichhold advised that he was not aware of this and requested details to be sent to him. Cllr Radcliffe raised concerns with the timing of nomination papers being issued for the Town/Parish Council elections and asked that Cllr Reichhold investigate this to try and improve the very tight timescales.

14.228. Signing & Sealing

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

Proposed: Cllr Chesser **Seconded:** Cllr King **Resolved Unanimously**

14.229. Town Matters

14.229.01. To receive the report from the Events Officer and to consider and approve any recommendations.

The report was noted with the fact that the Bike and Hike, Picnic and Party Day originally planned for 7th June had been cancelled due to limited resource. All Councillors were asked to keep the 9th May, 18th June and 19th June 2016 clear to provide assistance at the Women's Tour events.

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14.230. Operations Management Matters

- 14.230.01. To consider and approve the grant request for £5150.00 received from the Queen Victoria Hall Trust for the ongoing provision of the community facility - Local Government Act (Misc Provisions Act 1976).
Proposed: Cllr Radcliffe **Seconded:** Cllr Chapple **Resolved Unanimously**
- 14.230.02. To receive the minutes of the Operations Management Committee meeting held on 10 March 2015.
Cllr Radcliffe provided an overview of the minutes which were duly noted.
- 14.230.03. To approve the Budget Report & Balance Sheet – February 2015.
Cllr Stagg advised that the accounts were positive with an overall underspend for the year. He also confirmed that the Balance Sheet was in order although it was evident that the Fletton House costs had now started to erode the balances. Following this the Budget Report and Balance Sheet were duly approved.
- 14.230.04. Payments for February 2015.
PROPOSITION: *'That the schedule of payments for February 2015 as presented at this item are paid in the amount of £236,183.17 and that all related documentation and cheques are signed'*.
Proposed: Cllr Chapple **Seconded:** Cllr Murphy **Resolved Unanimously**

14.231. Estate Matters

- 14.231.01. To receive the minutes from the Estate Management Committee meeting held on 10th February 2015.
Cllr King provided an overview of the minutes which were duly noted. Cllr Stagg advised that the matter with the Christmas Light provider had been resolved.
- 14.231.02. **PROPOSITION:** 'That expenditure of £2627.54 is approved to enable the budgeted works to St Christopher Drive Play Area to be progressed'.
Proposed: Cllr King **Seconded:** Cllr Fitzgerald **Resolved Unanimously**

14.232. Fletton House Acquisition Working Party Matters

- 14.232.01. To receive the minutes from the Fletton House Working Party meeting held on 9 March 2015.
The minutes were noted.
- 14.232.02. To receive a verbal update on progress with Fletton House.
Cllr Fitzgerald advised that the project would be overspent but the final picture is still not known. She advised that some of this is down to decisions made by OTC but other costs have been out of our control i.e. additional tarmac, plastering and drainage requirements and whilst there had been some savings on items such as the roof and the forecasts included guesstimates. She anticipated that the overspend will be in the region of £100K so more funds will be required. Cllr Fitzgerald concluded by stating that a full itemised report has been requested and also noted that the completion was delayed but should be complete by the end of June. Cllr Radcliffe confirmed that the Operations Management Committee would review all Council reserves and the costs of a loan from the Public Works Loan Board. The Clerk was asked to source the appropriate paperwork to enable a loan to be applied for at next Full Council meeting if it was decided that this was the best option.

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- 14.232.03. PROPOSITION: 'that a sum of £25,000 is allocated in the 2016/17 budget for the installation of photo voltaic panels on Fletton House subject to an assessment of energy savings that may be achieved once 6 months actual energy usage data is available'.

Following an overview of the process carried out and considerations of the quotes received, the above mentioned proposition was moved and passed as follows:

Proposed: Cllr Fitzgerald **Seconded:** Cllr Pearson **Resolved Unanimously**

14.233. Communications Working Party Matters

- 14.233.01. To receive the minutes from Communications Working Party meeting held on 16th February 2015 and a verbal report on the meeting held on 16th March 2015.

Cllr Radcliffe provided an overview of the meetings and also confirmed that progress has been made with the naming of the rooms at Fletton House. She confirmed that events were being planned to promote the building and to thank people involved in the work. A letter will be sent to the Lord Lieutenant outlining the project with a view to seeking an official visit in 2016. It was noted that the Oracle had been sent out but some Councillors had not yet had one delivered.

14.234. Neighbourhood Planning Working Party Matters

- 14.234.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 24 February 2015.

Cllr King provided an overview of the status of the Plan and confirmed that direct ownership will be needed by the new Council. He also confirmed that the January 2016 date will not be met and this is now more likely to be March 2016 due to strict protocols and some members of the Working Party still working through issues.

14.235. Planning Matters

- 14.235.01 To receive the minutes from the Planning Committee meeting held on 3rd March 2015.

Cllr Chapple advised that the circulated minutes were the draft copy and that a few matters of detail will be updated before sign-off at the next Planning Committee meeting.

14.236. Meeting Reports

- 14.236.01. To receive reports on meetings held by members on behalf of the Council.
Noted.

- 14.236.02. To receive reports on meetings due to be held by members on behalf of the Council.

Noted.

14.237. Council Matters

- 14.237.01. To note the closing date of 4pm on Thursday 9th April 2015 for nominations to stand as an Oundle Town Councillor in the forthcoming elections.

The cut-off date was noted and all Councillors were told to request nomination papers from East Northamptonshire Council Electoral Services in order that they can be sure to receive them. The office will also be requesting some packs for distribution to interested candidates.

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14.237.02.

To receive and accept the proposed membership criteria for the Committees and Working Parties in 2016/17 and the draft meeting schedule and to note any requirement to update the Council's Standing Orders.

Cllr Radcliffe provided an overview of the proposals from the Operations Management Committee on the memberships of the Committees and Working Parties and the proposed meeting schedule for the next Council year. Following a debate it was agreed that the proposals and the meeting schedule are accepted and that revisions to the Standing Orders are made for publishing on a future agenda.

Proposed: Cllr Murphy **Seconded:** Cllr Menck **Resolved Unanimously**

14.237.03. To review and approve any updates to the Council's Risk Assessment and Financial Management policies.

The Risk Assessment and Financial Management Policy was reviewed with a proposal *'that the following amendments are made:*

Page 4 – Risk Identified: Cheque payable is excessive and Cheque payable to wrong party. Update the Management of Risk to state 'Spot check of payments with signatory initialling cheque stub and invoice'.

Proposed: Cllr Chesser **Seconded:** Cllr King **Resolved Unanimously**

The Risk Assessment Policy was reviewed with a proposal *'that bullet point 5 is updated to include the Deputy Chairman to act as the Internal Controls Councillor'.*

Proposed: Cllr Chesser **Seconded:** Cllr King **Resolved Unanimously**

14.237.04. To review and approve any updates to the Council's Effectiveness of the Internal Audit Policy and to confirm our ongoing provider.

The Council's Effectiveness of the Internal Audit Policy was reviewed with a proposal *'that the following amendments are made:*

Item 1: Amend Area for Development to 'review annually'

Item 4: Amend Area for Development to 'encourage Councillors to attend NCALC training'.

Item 5: Amend Area for Development to remove reference to Petty Cash'.

Proposed: Cllr Radcliffe **Seconded:** Cllr Stagg **Resolved Unanimously**

It was then proposed *'that Oundle Town Council continues to use NCALC Internal Audit service'.*

Proposed: Cllr Radcliffe **Seconded:** Cllr Stagg **Resolved Unanimously**

14.237.05. To receive an update on progress with the Oundle Town Council 2015-19 Business Plan.

Cllr King confirmed that this would be brought to the April Full Council meeting.

14.238. Consultations, Conferences and Training

14.238.01. To consider the draft responses to the following consultations:

- Northamptonshire County Council Bio-diversity Supplementary Planning Document allocated to Cllr Chesser and Pearson. Consultation end date: 23 March 2015.

Cllr Pearson provided an overview on the consultation and advised that Oundle Town Council need not respond although it would be useful to attend the proposed training session.

- Upper Nene Valley Gravel Pits Special Protection Area Supplementary Planning Document allocated to Cllrs Menck and N Oakes. Consultation end date: 23 March 2015.

Cllr Menck provided an overview of the consultation and recommended that the response submitted is that OTC acknowledges the consultation but that there is no input.

14.239. Correspondence for Action

None.

14.240. Correspondence for Information

14.240.01. To note correspondence received from Mrs McKim regarding road safety.

The correspondence was noted and Cllr Radcliffe advised that a response had now been sent by NCC Highways which outlined the process for road gritting and the designation of routes. It was agreed that this response would be circulated to all Councillors and that an article on the gritting process should be included in the Autumn Oracle. It was also suggested that some information regarding bonfires should be included within the June Oracle edition.

14.240.02. Police and Crime Commissioner Update: 11.03.2015

Noted.

14.240.03. ENC Monitoring Officer Briefing: Publicity in Pre-Election Period and Celebrating the 2015 Democratic Anniversaries.

The report was noted and it was suggested that this is referred to the Communications Working Party to establish if the public can be engaged with the Magna Carta celebrations.

14.241. Any Other Relevant Matters for Report

Cllr King noted the delivery of the Oracle confirming that it was again a very good edition. Cllr Chapple advised that a comment he made at the last meeting of the Full Council may have inferred that a staff member may not have been carrying out her duties to her normal high standard which was in no way intended or indeed accurate. He asked that this be minuted as a public apology.

There being no further business the meeting closed at 9.06pm.

Signed:.....*Garr Radcliffe*.....

Dated:.....*23rd April*.....*March*.....2015

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