

Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA
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Minutes of the Meeting of the Town Council held on Tuesday 17th September 2019 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

Members Present: Cllrs C Humphreys, T Robinson, T Stagg, I Clark, P Peel, M Glen, D Chapple, R Sparkes, J Hutton, N Oakes and S Oakes.

In attendance: Lisa Allan – Deputy Town Clerk
District Councillor Rupert Reichhold

Absent: Cllr S Baker

19.62. Apologies for Absence

- 19.62.01. To receive apologies for absence.
Apologies have been received from Cllr Chesser.
- 19.62.02. To accept apologies for absence.
The apologies were accepted.

19.63. 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.)

- 19.63.01. To declare any Disclosable Pecuniary Interests - None.
- 19.63.02. To declare any Other Interests – Cllr's Robinson, Chapple, Sparkes & Oakes – Trustees of the Oundle Museum.
- 19.63.03. To consider any requests for Dispensation - None.
- 19.63.04. To report any gifts or hospitality accepted over the value of £50.00 - None.
- 19.63.05. To report any inappropriate gifts or hospitality offered - None.

19.64. Minutes of Previous Meetings

- 19.64.01. PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 16th July 2019 as an accurate record.'* (*Standing Order 12*).
The minutes were approved.

Proposed: Cllr P Peel **Seconded:** Cllr S Oakes **Resolved:** All in favour

- 19.64.02. PROPOSITION: *'To approve and sign the minutes of the Extraordinary Full Council meeting held on 6th August 2019 as an accurate record.'* (*Standing Order 12*).

Proposed: Cllr M Glen **Seconded:** Cllr C Humphreys **Resolved:** All in favour

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

Representative from Oundle Cricket Club – Grant

Member of Oundle Cricket Club presented information to the Council regarding their grant application.

Representative from Oundle & District Twinning Association – Grant

Member of Oundle & District Twinning Association presented information to the Council regarding their grant application.

Representative from Oundle Amateur Theatrical Society - Grant

Member of Oundle Amateur Theatrical Society presented information to the Council regarding their grant application.

Representative from Oundle Festival of Music and Drama – Grant

Member of Oundle Festival of Music and Drama presented information to the Council regarding their grant application.

Oundle Recreation and Green Spaces Group – Fletton Field update

Member of the Oundle Recreation and Green Spaces Group gave an update regarding the future plan for Fletton Field.

19.66. Consideration of Requests from Interested Parties - None

19.67. Reports

19.67.01. Mayor's Report

The Mayor's report was received.

19.67.02. District Councillors Report

Cllr Reichhold's report was received by the Council.

19.68. Grant Applications

19.68.01. To consider grant request from Oundle Cricket Club.

This decision was deferred to the next Finance & General Purposes meeting.

Proposed: Cllr D Chapple **Seconded:** Cllr T Stagg **Resolved:** All in favour

19.68.02. To consider grant request from Oundle and District Twinning Assoc.

Cllr's questioned how this arrangement benefitted the residents of Oundle. The grant for £250.00 for Oundle and District Twinning Association was approved but it was agreed that any future applications from O&DTA should be supported with evidence as to how residents of Oundle benefit from this arrangement and what it gives back to the town.

Proposed: Cllr T Robinson **Seconded:** Cllr C Humphreys **Resolved:** 6 in favour/5 against

19.68.03. To consider grant request from Oundle Festival of Music and Drama.

The grant of £500 for Oundle Festival of Music and Drama was approved.

Proposed: Cllr N Oakes **Seconded:** Cllr P Peel **Resolved:** 10 in favour/1 abstained



19.68.04. To consider grant request from Oundle Amateur Theatrical Society.
This decision was deferred to the next Finance & General Purposes meeting.

Proposed: Cllr T Robinson **Seconded:** Cllr T Stagg **Resolved:** All in favour

19.69. Town Matters

19.69.01. To receive an update on Fletton Field.
Update received.

19.69.02. To receive an update on North Bridge.
Update received.

19.69.03. To consider notification from BT regarding the removal of two BT telephone kiosks in Oundle.
The Council voted all in favour for the removal of the BT telephone kiosks in Oundle.

19.69.04. To consider proposal from Northamptonshire Highways for double yellow lines on Cotterstock Road.
The Council voted all in favour for double yellow lines in Cotterstock Road and requested they be extended past the junctions with Lime Avenue and Bellamy Road.

19.70. Council Matters

19.70.01. To receive the Clerks Report.
The report was received.
The Council asked for their thanks be passed to the Outside Amenities Officer for her work in managing the St Osyth's Lane car park.

19.70.02. To consider report from the review of the Polling Districts, Polling Places and Polling Stations – Phase 2 and to respond with any comments by 29th September.
The Council accepted the report and had no comments.

19.70.03. To consider the offer from Persimmon Homes to transfer the areas of public open spaces at Creed Road.
The Council voted all in favour of declining Persimmon Homes offer of adopting this public area.

19.70.04. To discuss the plan from Oundle Museum and lease requirements for the Museum Trust.
The Council thanked the Oundle Museum Trust for their lease plan document. The Council confirmed that they are in full support of the Museum and wish to continue this support, however, they unanimously decided that the long-term future of the Courthouse needed to be looked in to before any decisions could be taken regarding this lease.

19.70.05. To discuss the Environmental Policies and approved the appropriate one.
This item was deferred for discussion to the next Estates Management



Committee Meeting on the 24th September with a view to bringing recommendation back to Full Council.

19.71. Financial Matters

- 19.71.01. To approve the Bank Reconciliation, Balance Sheet and Hub Trading Account for July and August 2019.
The monthly bank balances as at 31st July 2019 were as follows:
Natwest Reserve Account £106,346.85 and Barclays Account £346,458.14.
The monthly bank balance as at 31st August were as follows:
Natwest Reserve Account £106,364.33 and Barclays Account £327,630.18.
Proposed: Cllr T Stagg **Seconded:** Cllr M Glen **Resolved:** All in favour
- 19.71.02. Payments for September 2019.
PROPOSITION: *'That the schedule of payments for September 2019 as presented at this item are paid up and that all related documentation and cheques are signed'*.
Proposed: Cllr M Glen **Seconded:** Cllr S Oakes **Resolved:** All in favour
- 19.71.03. To approve the quote for work to trees as detailed in the Tree Survey at a cost of £3,500.
Proposed: Cllr I Clark **Seconded:** Cllr N Oakes **Resolved:** All in favour
- 19.71.04. To receive Internal Control checklist from check carried out on 24th July 2019.
The Internal Control Checklist was received.
- 19.71.05. To approve the sale of land in Culme Close subject to the advice received.
It was proposed the land should be sold with restrictions.
Proposed: Cllr I Clark **Seconded:** Cllr N Oakes **Resolved:** 5 in favour/4 against

19.72. Neighbourhood Plan

- 19.72.01. To receive an update on the Neighbourhood Plan progress and discuss next steps.
Cllr Peel gave a brief update and details of the next planned meetings.

19.73. Planning Matters

- 19.73.01. To receive the minutes from the Planning Committee meeting held on 3rd September 2019.
The minutes were received.

19.74. Correspondence for Information

- 19.74.01. To receive list of items of interest received from Northamptonshire ACRE regarding the Oundle Children's Playground.
The list was received.
- 19.74.02. To receive information from Historical Promotions and Events Management regarding WWI and WWII events for 2020.
The information was received.
Cllr Sparkes gave a brief update on events currently planned by the Royal




British Legion in the Oundle area.

19.74.03. To receive the Employment Law Update for August 2019.
The update was received.

19.75. Any Other Relevant Matters for Report Only - None

The meeting closed at 9.33pm

Signature:.....



Dated:.....

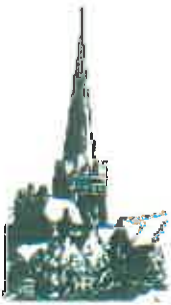
15th October 2019

OTC Monthly Payments - August 2019

Barclays Online payment date September 19th

<u>Payee</u>	<u>Reason</u>	<u>£(Incl VAT)</u>
	Total Salary	£ 15,315.52
NCC Pension	Monthly Pension	£ 1,680.95
Healys of Winwick	Christmas market overpayment	£ 15.00
Pudding & Pie	Christmas market overpayment	£ 15.00
Abacus	Stationery	£ 104.33
Anglian Water - Wave	Water Rates FH,ER,CH,Chapel	£ 1,030.95
Bluemoon	IT Support	£ 144.60
BNP Paribas	Photocopier rental	£ 367.91
Clean4Shaw	Cleaning of SO, CH & FH	£ 2,327.88
Coles	Cycle rack materials	£ 138.06
E-On UK Plc	Unmetered supplies * 2	£ 413.16
ENC	FH Premises Licence	£ 180.00
Fox Directories	Oundle Advertiser	£ 110.00
S Garrett Harvey	Grass cutting verges * 2	£ 2,094.00
HI Rise Lifts	Lift Service CH & FH	£ 420.00
High Speed Training	Manual Handling Awareness Course	£ 324.00
John Dawson Associates	H&S Services	£ 149.95
The Mailing Room	Franking Machine Service & Ink	£ 439.46
Kevin Mears	Litter Picking Oundle	£ 200.00
Oundle Spares & Repairs	Repairs & Maintenance	£ 103.24
Pick Arthey	Fuel * 2	£ 320.03
Plantool hire centres	Cherry Picker hire	£ 60.00
RGS Arborial Consultants	Detailed assessment of Sycamore SCD	£ 474.00
RVS Group	Photocopies	£ 16.94
Smiths Fire	FH Fire extinguisher replacements	£ 114.00
Sam Stopford Sackville	Professional Fees	£ 55.00
Stu Pots	Stationery	£ 4.99
	Total	£ 11,303.45
<u>DIRECT DEBITS</u>	<u>Currently NW</u>	
Aviva Pension	Monthly Pension	£ 1,630.95
Barclaycard	Bank Charges	£ 84.42
Barclays	Bank Charges	£ 3.00
Barclays Debit Card	All	£ 854.60
Barton Telecom Services	Telephone monthly fee	£ 268.63
Brakes	The Hub Food & Drink	£ 894.96
British Gas	Various sites	£ 758.04
HMC&Revenue	PAYE via Cottons	£ 3,040.08
Mathew Algie	Coffee m/c rental & Coffee	£ 973.25
Talk Talk	Broadband at Unit 7	£ 35.11
Waitrose	The Hub	£ 147.73
Watering Well	Water for meetings	£ 81.23
	Total Direct Debits	£ 8,772.00
	Total Payments	£ 35,390.97

This figure is in addition to "Regular Monthly SO & DD payments 2019-20" agreed at FC May 2019



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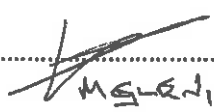
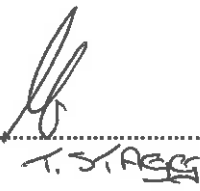
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All Inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	Bank statements seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish Widows A/c 50905010899 (Account Closed 12.03.2019) QVH A/c 24030791 Barclays A/c 90985996 Barclays QVH A/c 20230901 	✓			✓
2	Bank Reconciliation seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish W A/c 50905010899 QVH A/c 24030791 Barclays A/c 90985996 Barclays A/c 20230901 	✓			✓
3	Supplier Invoice folder completed for previous month	✓			✓
	List of Payments for Full Council Meetings	✓			✓
4	Aged Debtors List	✓			✓
5	Banking received completed for previous month	✓		Payment on 15/12/19 to be checked by Paul	✓
6	Date of last VAT return?	✓		02/05/19	✓
7	Cash Control <ul style="list-style-type: none"> Cash from Hub counted and put in safe. Signing sheet completed by Hub staff member. Next morning counted + signing sheet completed by OTC staff member 	✓			✓

	<ul style="list-style-type: none"> Cash banked daily at different times during the week and by different staff member. Float stored and managed in safe 	✓		ADD TIME ONTO BANKING SHEET	✓
Payroll/Staff					
8	Monthly Payroll pack filed (previous month)	✓			✓
9	TAX & NI Paid up to date	✓			✓
10	Pension contribution <ul style="list-style-type: none"> LGPS Aviva – Staff Aviva - Hub 	✓	✓		✓
Minutes					
11	Minutes signed, dated & filed from previous month	✓			✓
Room Hire - Hire					
12	Events are booked in Calendar. Invoices at the beginning of the month.	✓			✓
Miscellaneous					
13	Internal and external Notice boards up to date.	✓		O/S FLETON HOUSE: CERT. OF INSURANCE NOT CURRENT	✓
	Task	Seen		Comment	Completed
		Yes	No		
Health and Safety					
14	Risk Assessments up to date and recorded	✓			✓
General comments/recommendations to improve services					
<p>The insurance certificate has been updated in Fleton House Noticeboard 24/7/19 Point S - Receipt of £206.26 relates to the Hub card machine payments.</p> <p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>					

Audit completed

Councillor.....  

Dated 29/July/2019

Clerk/RFO / Finance Officer

Actions completed

Councillor.....

Dated 3/9/19

Clerk/RFO 

Internal control checks are to take place every quarter and reported back to at the next Full Council meeting.

Councillor	Month	Inspection by	Parish Council Meeting	Documents
Verification Councillor	June	End of Second week July	July	Internal monitoring Report
Verification Councillor	September	End of Second week October	October	Internal monitoring Report
Verification Councillor	December	End of Second Week January	January	Internal monitoring Report
Verification Councillor	March	End of Second Week April	April	Internal monitoring Report

Items 1, 2 & 3 on internal control checklist verified monthly prior to Full Council Meeting

All others a minimum of quarterly