



# Oundle Town Council

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## Minutes of the meeting of the Town Council held on Tuesday 16<sup>th</sup> September 2014 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

**Present:** Cllrs Clarke, Fitzgerald, King and Radcliffe and Rose.

**Minutes:** Debra Harper

### 14.92. Apologies for Absence

14.92.01. To receive apologies for absence.

Apologies for absence were received from Cllrs Chapple (personal), Chesser (prior commitment), Elliot (business), N Oakes (personal), S Oakes (personal), Pearson (personal), Sparkes (personal) and Stagg (personal). Cllr Radcliffe noted the disappointing attendance stating that this was the lowest turnout she had experienced in her 35 years of serving at Oundle Town Council.

14.92.02. To accept apologies for absence.

The apologies for absence from Cllrs Chapple, Chesser, Elliot, N Oakes, S Oakes, Pearson, Sparkes and Stagg were accepted.

### 14.93. 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:

14.93.01. To declare any Disclosable Pecuniary Interests.

None.

14.93.02. To declare any Other Interests.

None.

14.93.03. To consider any requests for Dispensation.

None.

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

None.

14.93.05. To report any inappropriate gifts or hospitality offered.

None.

### 14.94. Minutes of Previous Meeting – Full Council

14.94.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 12 August 2014 as an accurate record.'* (*Standing Order 10c*)

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

**14.95. Review of Actions of the Previous Meetings – 15.07.2014 & 12.08.2014**

The status of the actions were noted and it was confirmed that they would continue to be reviewed for progress.

**14.96. Representations from Interested Parties**

None.

**14.97. Consideration of Requests from Interested Parties**

None.

**14.98. Reports**

14.98.01. Mayors Report

Tabled.

14.98.02. Police Report

The crime figures were tabled. Cllr Radcliffe advised that there would be no police presence as they were attending the Joint Action Group regarding policing changes. The Clerk was asked to ascertain if it is correct that The Ship will be closing for a week due to issues with underage drinking.

14.98.03. District Councillors Report

Cllr Vowles provided an update on activity confirming that he was still pursuing the issue of HGV's using West Street and North Street, advising that enforcement was an issue and many drivers claim they have access rights as they are doing deliveries. Cllr Vowles also provided an update on planning matters advising that the letter received by many people from ProVision regarding proposed development at Cotterstock Road seemed to suggest that this had progressed further than it has. He also advised that the appeal result from the St Christopher's Drive planning application was due to be received in about 3 weeks' time.

Cllr Radcliffe concluded this agenda item by thanking Cllr Vowles for his update and asking for ENC's support in ensuring the 2015 Friends Life Women's Tour was supported by the District Council.

**14.99. 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 Fitzgerald    **Seconded:** Cllr King    **Resolved Unanimously**

**14.100. Operations Management Matters**

14.100.01. To receive the draft minutes from the Operations Management Committee meeting held on 9<sup>th</sup> September 2014.

The draft minutes were noted.

14.100.02. Payments for August 2014  
PROPOSITION: *'That the schedule of payments for August 2014 as presented at this item are paid in the amount of £26,636.97 and that all related documentation and cheques are signed'*.

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

14.100.03. PROPOSITION: 'That the payment of £12,784.56 to Faithful+Gould for Detailed Design (Stage E, f & G) is paid as soon as the final designs are signed off by Oundle Town Council'.

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

14.100.04. To approve the Budget Report Balance Sheet - August 2014.

Cllr Radcliffe provided an overview of the Balance Sheet confirming that current assets less current liabilities stood at £1,194,839.11 and that the next instalment of the precept was soon to be received. Following a review the Budget Report and Balance Sheet were approved.

*Cllr Radcliffe asked that with member's permission she would like to take the agenda items relating to Fletton House at this point of the meeting due to a large spending decision being proposed. This was unanimously agreed.*

#### **14.103. Fletton House Acquisition Working Party Matters**

14.103.01. To receive the minutes of the Fletton House Working Party meetings held on 14 July 2014, 11 August 2014 and 8 September 2014.

Noted.

14.103.02. PROPOSITION: 'That the overall budget for the refurbishment of Fletton House is increased to £950K and that Oundle Town Council proceeds with phase 2 of the project immediately, subject to agreement on phase 1 costs'.

Cllr Radcliffe provided an overview on the Council's reserves and committed expenditure confirming that the balance available to spend on community buildings currently stood at £931,414. She advised that with the reserves and the grant funding already received, the Council had adequate provision for the full project. Cllr Fitzgerald then explained that the project costs for Phase 1 were currently higher than expected but were being reviewed to bring these down and that Phase 2 (roof, windows and doors) were much lower. She advised that as the prices were lower and there were savings to be made on scaffolding etc. if all elements of the project were done together, that it was proposed to pull the project back into one phase at a slightly higher budget of £950K. Cllr Fitzgerald stated that not doing the works on phase 2 initially would have a negative impact on the look of the building and costs for heating etc. and that this expenditure would need to be incurred at some stage in the future. Following a debate, the proposition was moved with the following outcome:

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

- 14.100.05. To provide an update on the Council's Five Year Strategy (2014-19) and the 2014-15 work plan.

Cllr King was thanked for the paper produced. It was agreed that due to the low numbers of attendees this would be considered at the next meeting.

- 14.100.06. To report progress on the Council's Community Infrastructure Levy requirement list.

Comments as per Item 14.100.05.

#### 14.101. Town Matters

- 14.101.01. To note progress on the lamp post installation and heritage lighting within the town.

The Clerk advised that, despite pressing NCC for progress report and costs, an update was not yet available.

- 14.101.02. PROPOSITION: 'To approve expenditure of £5000 to Northamptonshire County Council to secure a stage of the 2015 Friends Life Women's Tour'.

Following a lengthy debate, the proposition was moved and passed with the following outcome:

**Proposed:** Cllr Radcliffe **Seconded:** Cllr Fitzgerald **For:** 3 **Against:** 2

It was agreed that everything should be done to mitigate these costs through obtaining sponsorship and other funding.

- 14.101.03. PROPOSITION: 'To make provision in the 2015/16 budget of £3500 to support the delivery of the 2015 Friends Life Women's Tour'.

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

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

The report was noted and the recommendations were considered with the following outcomes:

Proposal 1: *To amend the charging mechanism for ad-hoc externally organised markets from a flat fee to a price per stall basis.*

It was unanimously agreed that this could be implemented for a trial period from now until December 2015 with a charge of £20 (plus vat) per stall being made to the organisers. It was noted that this would only be for markets that were fully managed by an external organisation and were new to the town.

Proposal 2: *That a 1940s weekend is endorsed by the Council and forms part of the 2015 events calendar.*

This was unanimously approved.

Proposal 3: *That a 'Yarn Bombing' Event is held in the town from 11<sup>th</sup> June 2015 to September 2015.*

Concern was expressed on the length of time this event would be on for and how it may impact other events in the town. It was also highlighted that if left too long, the knitting could look very messy. On this basis, the Events Officer was asked to amend the proposal for resubmission.

The costs for the Events Calendar were reviewed and it was agreed that these will be considered at the next Communications meeting in order that a recommendation could be put forward.

14.101.05. To comment on the proposals for revised speed limits on Mill Road/Barnwell Road and the amended weight limits on South Bridge.

The reopening of South Bridge was welcomed on the proviso that the 18T amenity limit is restricted to either side of the Bridge in order that no claim for using the bridge for access to make deliveries can be made.

#### 14.102. Estate Matters

14.102.01. To receive a progress report on Estate Management matters.

The report was noted. Cllr King confirmed that the budgetary implications arising from the property inspections would be considered by the Estate Management Committee at their next meeting. Cllr Radcliffe advised that she had been approached by the church community who have stated that they do not want a replacement tree in the area where the walnut tree was removed from and instead want the area opened up and graves relocated to create a usable space for the public. It was agreed that this would be referred to the Estate Management Committee for their consideration.

14.102.02. To note issues with the lift in The Courthouse and to approve expenditure of £495.00 to enable a full report to be produced.

The ongoing issues with the reliability of the lift were highlighted and it was agreed that a report on the lift should be produced. Concern was expressed about using the same company to produce a diagnostic report as the one who currently services and repairs it. As a result it was proposed *'that expenditure of up to £495.00 is approved to enable a full diagnostic report to be produced and that the Clerk is given delegated authority to progress this with a company of her choice'*.

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

14.102.03. To consider a request to renew the lease on Workshop 1.

Following a debate it was agreed that the review of The Courthouse, Fletton House and Queen Victoria Hall must be conducted before a final agreement on the lease could be made. It was stressed that the tenant was much valued by the Council and that the delay was not related to his tenancy which would be allowed to continue as is for the present time.

#### 14.103. Fletton House Acquisition Working Party Matters

These items were taken earlier in the agenda.

#### 14.104. Communications Working Party Matters

14.104.01. To receive the draft minutes from the Communications Working Party meeting held on 4<sup>th</sup> September 2014.

The minutes were noted. Cllr Clarke advised that the issue of the Council using MailChimp for email newsletters etc. had now been approved by the Operations Management Committee.

- 14.104.02. To discuss matters arising from the Communications Working Party meeting.  
It was agreed that this items would be included within the October Full Council meeting agenda.

#### **14.105. Neighbourhood Planning Working Party Matters**

- 14.105.01. To receive the minutes of the Neighbourhood Planning Working Party meetings held on 22 July 2014 and 26 August 2014.  
The minutes were noted. Cllr Radcliffe stated that all members of the Working Party must ensure that all formal and informal consultations carried out for research must be logged and published on the website as this information provides the Evidence Base required for a successful inspection of the Neighbourhood Plan.
- 14.105.02. To receive a verbal update on progress with the 2014 Transport Study.  
Cllr Radcliffe advised that a briefing meeting had been held with the consultants from TPP and that an update on progress would be provided at the October Full Council meeting, with the final report being submitted at the November meeting.

#### **14.106. Planning Matters**

- 14.106.01 To receive the draft minutes from the Planning Committee meetings held on 1<sup>st</sup> July 2014, 12<sup>th</sup> August 2014 and 2<sup>nd</sup> September 2014.  
The minutes were noted.
- 14.106.02. To consider the draft response to the Technical Consultation on Planning for submission by 26 September 2014.  
Cllr Clarke confirmed that a meeting of members from the Planning Committee was held last Thursday 11<sup>th</sup> September 2014 during which they agreed a response. She confirmed that Cllr Chapple will be providing a report to the attendees for agreement before this was sent to the office for submission. Cllr Radcliffe requested that the draft response is sent to her too before it is sent.

#### **14.107. Meeting Reports**

- 14.107.01. To receive reports on meetings held by members on behalf of the Council.  
The reports were noted. Cllr Radcliffe advised that a further meeting would be held with Prince William School to discuss plans following the proposed changes to the schooling system and their building requirements.
- 14.107.02. To receive reports on meetings due to be held by members on behalf of the Council.  
Cllr Radcliffe advised that a meeting would be taking place next week with Sharn Matthews and Cllr Stearn regarding the Welland Market Town Peer Review and any subsequent grant funding opportunities. She also advised that a meeting was being held with NCC and the schools regarding the scheduling of the school buses and a meeting with the Association of Trade and Commerce was planned for next week.

#### **14.108. Council Matters**

14.108.01. To note progress with the Councillor vacancy.

It was noted that no further candidates have come forward but that continued publicity including the article in the Oracle may help with this.

14.108.02. To agree the delegates to attend the 67<sup>th</sup> Annual General Meeting of Northants CALC on Saturday 18 October 2014 and to nominate one voting delegate.

It was agreed that Cllr Radcliffe and Cllr King would attend with Cllr Radcliffe being the voting delegate.

14.108.03. To agree Oundle Town Council's response to the revised 2015 Northants CALC fees.

The revised fees were considered and accepted as this was a valuable service offered to the Town Council.

#### **14.109. Consultations, Conferences and Training**

Members agreed that the recent Social Media overview workshop was useful and noted that there was further detailed training for staff arranged.

#### **14.110. Correspondence for Action**

None.

#### **14.111. Correspondence for Information**

14.111.01. To note the communications between Classic Reclaims Ltd and East Northamptonshire Council regarding monitoring of parking following the introduction of the Waitrose store.

Noted. Cllr Rose highlighted the need for improved enforcement of parking restrictions and requested that this be raised with the police.

14.111.02. ENC Monitoring Officer Briefing Note: Individual Elector Registration.  
Noted.

14.111.03. Supt Andy Cox, County Commander Northamptonshire Police: Future Policing Programme.

The letter received was noted. It was agreed that a meeting may need to be arranged dependent upon the outcome of Joint Action Group meeting.

#### **14.112. Any Other Relevant Matters for Report**

Cllr King advised that there was a meeting arranged for Friday 19<sup>th</sup> September 2014 with the Neighbourhood Planning consultants to progress the development of a questionnaire.

Cllr Fitzgerald advised that there was to be a clearance at Fletton House on Thursday 18<sup>th</sup> September between 6-8pm and asked everyone to publicise this and attend.

Cllr Rose stated that the verges in the town required action as they are unkempt and did not portray a good image of the town. He also stated that there were weeds in the drains in Blackpot Lane and asked that action is taken to ensure all drains in the town are cleared before the onset of the winter months.

There being no further business the meeting closed at 9.36pm.

Signed:.....

Dated:.....

DRAFT