



# Oundle Town Council

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## Minutes from the meeting of the Town Council held on Tuesday 21<sup>st</sup> October 2014 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

**Present:** Cllrs Chapple, Chesser, Clarke, Elliot, King, N Oakes, S Oakes, Pearson and Radcliffe.

**Minutes:** Debra Harper

### 14.113. Apologies for Absence

14.113.01. To receive apologies for absence.

Apologies for absence were received from Cllrs Fitzgerald (personal), Rose (personal), Sparkes (personal) and Stagg (personal).

14.113.02. To accept apologies for absence.

Apologies for absence were accepted from Cllrs Fitzgerald, Rose, Sparkes and Stagg.

**Proposed:** Cllr Clarke **Seconded:** Cllr S Oakes **Resolved Unanimously**

### 14.114. 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:

14.114.01. To declare any Disclosable Pecuniary Interests.

None.

14.114.02. To declare any Other Interests.

None.

14.114.03. To consider any requests for Dispensation.

None.

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

None.

14.114.05. To report any inappropriate gifts or hospitality offered.

None.

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

14.115.01 PROPOSITION: *'To approve and sign the minutes of the Full Council meeting held on 16 September 2014 as an accurate record.'* (*Standing Order 10c*)

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

### 14.116. Review of Actions of the Previous Meetings – 16.09.2014

The actions were noted as complete, in progress or contained on the agenda.

7.35pm The meeting was adjourned for the following item.

**14.117. Representations from Interested Parties**

In accordance with Standing Order 3d and 3e, Mr Paul Eveleigh was invited to speak regarding the verges maintained by NCC within the town.

Mr Eveleigh introduced himself and stated that the past few years have seen the Green Waste Recycling facility removed and the standard of maintenance of the verges diminish. He advised that despite previous efforts the town did not look good and that the entrances to the town have the worst kept verges, leading to a poor impression. He also stated that as there was such a long time between each cut, the grass was so long that it effectively left hay blowing around the town after the contractors have been. Mr Eveleigh concluded by stating that he supported the paper produced in support of Item 14.122.01. and hoped that the Council would take over the responsibility for verge maintenance.

7.39pm The meeting was reconvened.

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

See agenda item 14.122.01.

**14.119. Reports**

14.119.01. Mayors Report

The report was noted.

14.119.02. Police Report

Apologies were received from Sgt Andy Hunt as he was unable to attend the meeting. The crime figures were noted which show level rates of reported crime. Changes to the way the town is policed were also noted and it was confirmed that Sgt Hunt would talk about this at a future meeting.

14.119.03. District Councillors Report

Cllr Vowles advised that he was still working to ensure the enforcement of HGV's ignoring the 7.5T weight limit through the town. He stated that the Police say that vehicles are legitimately using the area for deliveries but that his experience shows otherwise. He reiterated his request that all residents provide the police with the vehicle registration numbers of HGV's using the town in order that they can investigate the purpose of their journeys. Cllr Vowles also stated that he wants to introduce Bring Bins to the town for recycling but ENC had no suitable sites. He advised that the Town Council had been asked for appropriate sites but that none had yet been forthcoming as it would entail losing car parking space. The Clerk asked for details of the site specification to be sent in order that this could be considered which Cllr Vowles confirmed he would send again.

Cllr Reichhold noted the successful outcome from the appeal relating to the Land between St Christopher's Drive and A605 Oundle Bypass and also highlighted correspondence received regarding proposed changes impacting the Corby Magistrate service that would have an adverse impact on residents of Oundle and the surrounding villages. Cllr Radcliffe advised that this correspondence had been received in the office and will be discussed later in the meeting.

#### 14.120. 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 S Oakes      **Seconded:** Cllr Chesser      **Resolved Unanimously**

#### 14.121. Operations Management Matters

##### 14.121.01. To approve the Budget Report & Balance Sheet - September 2014.

Cllr Radcliffe provided an overview of the Balance Sheet, confirming that all was in order. The Budget Report was also reviewed and Cllr Radcliffe advised that the Operations Management Committee would be going through the detail of this at their next meeting. The reports were then duly accepted.

##### 14.121.02. Payments for September 2014

PROPOSITION: *'That the schedule of payments for September 2014 as presented at this item are paid in the amount of £67,748.16 and that all related documentation and cheques are signed'*.

**Proposed:** Cllr Chapple      **Seconded:** Cllr N Oakes      **Resolved Unanimously**

#### 14.122. Town Matters

##### 14.122.01. To consider the report on maintaining the verges within the town and to:

###### a) approve a one-off cut in October 2014 at a cost of £700.00;

The state of the verges were noted and it was agreed that an additional cut should be arranged this year. Cllr N Oakes requested that it is noted that he had offered to do this free of charge but recognised that there were issues with Health & Safety and fulfilling the Highways criteria. Following this it was proposed *'that expenditure of up to £700.00 is approved to enable a cut of the verges within the town to take place in the next few weeks'*.

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

###### b) agree if Oundle Town Council becomes the responsible authority for the highway verges within the town;

The proposals for managing the verge cutting by Oundle Town Council were discussed with it being noted that there could be a net increase in cost to the town of circa £3800 if the Council agreed to this higher level of maintenance; however it was stressed that the proposition related to taking responsibility and not the number of cuts. Following a discussion and based on this, it was agreed that Oundle Town Council should opt out of the NCC Highways cutting provision and manage the cutting through ENC approved contractors.

**Proposed:** Cllr King      **Seconded:** Cllr N Oakes      **Resolved Unanimously**

###### c) agree the principle of wildlife verges and their location.

The introduction of some wildlife verges were agreed in principle. The Estate Management Committee were asked to consider where these will be located.

##### 14.122.02. To note progress on the lamp post installation and heritage lighting within the town.

The Clerk advised that NCC had not yet made progress with this but that a meeting should be taking place within the next few weeks. She advised that

as a result some expenditure from the delegated authority of £5000 given on 17<sup>th</sup> June 2014 may have to be spent to ensure that the banners to support Christmas 2014 could be erected. Approval for this was unanimously given.

- 14.122.03. To approve enhancements to the annual Christmas Light display resulting in a total cost of £12,600 for the 2014 display.

Cllr Radcliffe advised that the proposed spend for the Christmas Light enhancements had been agreed by Council when setting the 2014/15 budget which stood at £12,741.00. It was then proposed *'that the design and quotation for £12,600.00 from LITE Limited for the 2014 season be accepted'*. This was unanimously approved as follows:

**Proposed:** Cllr King **Seconded:** N Oakes **For:** 8 **Against:** 1

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

The report was noted and the proposal for a Yarn Bombing Event in July 2015 was approved.

### 14.123. Estate Matters

- 14.123.01. To receive an update on the renewal of the lease on Workshop 1.

The Clerk advised that having taken legal advice, it was in the Council's interest to issue the lease for the renewal of the workshop on the current terms and add in a clause regarding a possible rent increase rather than to delay the issuance of the lease as discussed at the last Council meeting. Following this, the Clerk was asked to proceed with the lease.

- 14.123.02. To approve a payment of £1500.00 for the Community Payback services.

The positive work carried out by the Community Payback Service was noted. It was agreed that this should be approved from the Cemetery R&M budget line but that for future years this should be reflected on the budget under a separate line as it was a worthwhile service and should be retained. It was then proposed *'that a payment of £1500.00 is made for the Community Payback services last year'*.

**Proposed:** Cllr Radcliffe **Seconded:** Cllr N Oakes **Resolved Unanimously**

- 14.123.03. To note the report on the Courthouse lift and to agree next steps.

The Clerk advised that following advice sought, a lift needs to be retained in The Courthouse and as a result the diagnostic report agreed at the last Full Council meeting would now be commissioned in order that decisions regarding repair versus replacement can be made.

### 14.124. Fletton House Acquisition Working Party Matters

- 14.124.01. To receive the minutes of the Fletton House Working Party meetings held on 13 October 2014.

The minutes were noted. Cllr Radcliffe advised that quotes for the lift at Fletton House had been received and that the best price is circa £37K. She confirmed that Cllr Fitzgerald was also looking at the heating and air specifications and that a meeting was soon to be held with the Community Pre-school to ascertain their intentions moving forward. Cllr Radcliffe

concluded the update to confirm that the building was now asbestos free.

#### **14.125. Communications Working Party Matters**

- 14.125.01. To receive the minutes from the Communications Working Party meeting held on 9<sup>th</sup> October 2014.

The minutes were noted. Cllr Clarke highlighted the need for people to help with the forthcoming 20 page Neighbourhood Planning questionnaire as volunteers were needed to help man a stall at the next two Farmers Markets and to help people to complete the forms. She also noted that the reference to a logo in Item 5 of the minutes should say slogan as this related to a strap line/phrase that could be used whenever Oundle is marketed. Cllr King requested that information on the markets are included within the next edition of the Oracle. This was agreed.

- 14.125.02. PROPOSITION: 'that Oundle Town Council considers having a film produced to market the town and its properties and, if agreed, that a brief is produced to enable interested parties to submit quotes'.

Cllr Clarke provided an overview of this initiative which was being considered in order to aid the marketing of the town and the Council's properties. Following a debate in which concern was expressed for the timing of this, it was agreed that the marketing strategy should be more fully developed before any work was progressed.

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

- 14.126.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 23 September 2014.

Noted.

- 14.126.02. To receive an update on progress with the 2014 Transport Study commissioned to support the development of the Oundle Neighbourhood Plan.

Cllr Radcliffe confirmed that the content of the draft Transport Study had been shared in a public meeting that took place prior to this Full Council meeting commencing. She advised that feedback received would be taken back by TPP and that the final report would be presented to Council the 18<sup>th</sup> November 2014 to be receipted and then used as evidence to support the Neighbourhood Plan. Cllr Chapple raised concerns about the timing of the report as the housing numbers for the town would not be firmed up for some time and therefore the information within the Transport Study would not correlate with the information within the Neighbourhood Plan. He also stated that there would be more information from the Site Owners by the end of the year and it would therefore be advisable to delay the report. Following a debate it was agreed that the stated timeframes with TPP would be retained but that the Mayor would discuss the presentation of the housing numbers with them.

It was noted that TPP have made reference to the Waitrose Transport Assessment stating that the car park is for Waitrose customers as well being intended to operate as a short-stay shoppers' car park for the general public

(maximum 2 hour stay). The Clerk was asked to check this as it appears that it could be advertised as a general car park.

14.126.03. To consider registering a Community Right to Bid on the NCC field adjacent to Abbott House utilised by Oundle Primary School.

The Clerk provided an overview of the Community Right To Bid and advised that in order for an asset to be accepted as being of community value its main use has to have recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. Cllr Chapple then confirmed that in light of the changes to the school tier system and funding gaps at the County Council, there is a likelihood that the field may be part of an asset disposal scheme. He also confirmed that the Neighbourhood Plan will designate this area as a significant green open space as it was an important area for the town. It was agreed that research needs to take place in order to ascertain if this space qualifies for a Community Right to Bid to be accepted. It was unanimously agreed that this should be progressed and Cllr Radcliffe confirmed she would commence the process.

9.04pm Cllr Elliot left the meeting for a business meeting.

**14.127. Planning Matters**

- 14.127.01 To receive the draft minutes from the Planning Committee meetings held on 7<sup>th</sup> October 2014.  
Noted.

**14.128. Meeting Reports**

- 14.128.01. To receive reports on meetings held by members on behalf of the Council.  
Cllr Chapple advised that Cllr Radcliffe and he had attended the Museum Trust meeting and that an invite was being extended to all members in order that they could view the display. He confirmed that this would be before the next Planning Committee meeting on 4<sup>th</sup> November 2014 and encouraged all Councillors to attend this.
- 14.128.02. To receive reports on meetings due to be held by members on behalf of the Council.  
None.

**14.129. Council Matters**

- 14.129.01. To consider the draft of the Oundle Town Council Business Plan 2015-19 and:  
a) Agree the measures documented on page 8 and 9 of the report 'What we want to achieve' and  
b) To agree the Community infrastructure Levy List (page 10).  
Cllr Radcliffe provided an overview of the Plan confirming that the intention was to agree the measures and Community Infrastructure List at this meeting and that further areas would be brought to future Council meetings for approval. She also stated that Council should consider having no new initiatives in 2015/16 in order to consolidate the Council's finances and workload. Following a review of pages 8, 9 and 10 of the report, it was agreed

that with some minor amendments the measures and CIL list would be approved. Cllr King confirmed that he would circulate the agreed amendments to all Councillors.

14.129.02. To note progress with the Councillor vacancy.

Cllr Radcliffe advised that an individual had expressed an interest in becoming a Councillor and that as a result, an agenda item for co-option will be included within the next Full Council agenda. The Clerk was asked to progress this, ensuring relevant advertising takes place.

14.129.03. To report on the 67<sup>th</sup> Annual General Meeting of Northants CALC.

Cllr Radcliffe confirmed that she attended the meeting and that the proposed changes to the Northants CALC subscriptions had been approved which will result in a higher charge next year. She also confirmed that it was an interesting meeting with an excellent presentation from Professor Colin Copus from De Montfort University on Localism and what it means for Parish Councils. At this stage of the meeting, the Clerk asked to speak and read a commendation given to Cllr Radcliffe in appreciation for her nearly thirty years of service to the Association. This was met with applause by all Councillors who endorsed the positive words.

14.129.04. To accept the proposed amendments to Oundle Town Council's Financial Regulations.

Cllr Radcliffe provided an overview of the changes. Following this it was proposed that *'the revised Oundle Town Council Financial Regulations are adopted'*.

**Proposed:** Cllr Chesser    **Seconded:** Cllr N Oakes    **Resolved Unanimously**

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

14.130.01. NCC Consultation on Household Waste Recycling Centre Public Consultation. End date 31 October 2014.

It was noted that this consultation was about site closures and opening hours. It was agreed that a response should be sent in to request that there be staggered closing dates across all sites.

#### **14.131. Correspondence for Action**

Cllr Radcliffe noted correspondence received regarding proposals to listing patterns which would result in work from Corby Magistrates Court being centralised at either the Kettering or Northampton Courts. Concern was expressed that this would make it impractical for people to travel from Oundle and the surrounding villages, particularly in light of the difficult transport situation which would lead to justice being further removed. Concern was also expressed regarding the loss of local knowledge within the Court and the fact that this would have an adverse impact on witnesses which may in turn stop them coming forward in the first place. It was agreed that a letter would be sent requesting this proposal to be reconsidered.

#### **14.132. Correspondence for Information**

14.132.01. To note the letter from Mrs Taylor regarding the Market Place and the

Council's response.

Noted. Cllr Chapple advised that he had also received a letter but that the response from the office had covered this.

**14.133. Any Other Relevant Matters for Report**

Cllr Radcliffe advised that CPRE Northants was holding a road show on 30 October 2014 at Great Houghton regarding solar farms and ridge and furrow fields and anyone wishing to attend should inform the office.

Cllr Radcliffe advised that she would not be contactable over the next few days but any correspondence would be dealt with via the office or on her return.

There being no further business the meeting closed at 9.40pm.

Signed:.....

Dated:.....

DRAFT