



# Oundle Town Council

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## Minutes of the meeting of the Town Council held on Tuesday 17<sup>th</sup> November 2015 at 7.30pm in The Oundle Suite, Fletton House, Fletton Way, Oundle.

**Present:** Cllrs Chapple, Chesser, Davis, Fitzgerald, Grove, King, Menck, N Oakes, S Oakes, Piercy-Hughes, Sparkes, Stagg and Talbot.

**Minutes:** Debra Harper

### 15.131. Apologies for Absence

- 15.131.01. To receive apologies for absence.  
None. It was noted that Cllr Murphy was not present.
- 15.131.02. To accept apologies for absence.  
None.

### 15.132. 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:

- 15.132.01. To declare any Disclosable Pecuniary Interests.  
None.
- 15.132.02. To declare any Other Interests.  
None.
- 15.132.03. To consider any requests for Dispensation.  
None.
- 15.132.04. To report any gifts or hospitality accepted over the value of £50.00.
- 15.132.05. To report any inappropriate gifts or hospitality offered.

### 15.133. Minutes of Previous Meetings – Full Council

- 15.133.01 PROPOSITION: 'To approve and sign the minutes of the Full Council meeting held on 20 October 2015 as an accurate record.' (*Standing Order 10c*)  
**Proposed:** Cllr N Oakes **Seconded:** Cllr Piercy-Hughes  
**Resolved Unanimously**

### 15.134. Review of Actions of the Previous Meetings – 20.10.2015

None.

### 15.135. Representations from Interested Parties

None.

### 15.136. Consideration of Requests from Interested Parties

None.

### 15.137. Reports

15.137.01. Mayors Report

Tabled.

15.137.02. Police Report

Unfortunately there was no police presence at the meeting; however the published crime figures were noted. Cllr S Oakes noted the higher rate of burglaries and Cllr Grove advised that there had been a break in at Waitrose at the weekend. It was also noted that a Prince William student had been approached by a man driving a van and that this had been reported to the police at the time thereby preventing an incident. Armed raids at some local Thomas Cook branches were noted as was a significant incident in Oundle relating to national security.

15.137.03. District Councillors Report

It was noted that there were no District Councillors present. The Clerk advised that this was possibly due to email issues causing them not to receive the agenda.

### 15.138. Signing & Sealing

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

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

### 15.139. Town Matters

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

The report was noted. The Sausage Festival was deemed a huge success with many people visiting the town. Thanks were expressed to the Events Officer and the staff who supported her in this event.

### 15.140. Operations Management Matters

15.140.01. To approve the Balance Sheet and Budget Report – October 2015.

Cllr Stagg provided an overview of the Budget Report stating that business was as expected. He noted that expenditure was under budget for The Courthouse but that works to the Courthouse Office Units would be progressed soon. He also noted that the new Council van still needs to be purchased. The Balance Sheet was then reviewed and it was proposed that *'the Balance Sheet and Budget Report for October 2015 are approved'*.

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

15.140.02. Payments for October 2015.

PROPOSITION: *'That the schedule of payments for October 2015 as presented at this item are paid in the amount of £39,620.24 and that all related documentation and cheques are signed'*.

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

*RESOLUTION: '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 King    **Seconded:** Cllr Chesser    **Resolved Unanimously**

- 15.140.03. To receive a verbal update on the final accounts for Fletton House.  
This confidential minute has been extracted.
- 15.140.04. To consider and agree the Council's Profile Level in accordance with the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales and to amend the Town Clerk/RFO Grade accordingly.

This item was deferred to the December Full Council meeting.

#### **15.141. Estate Matters**

- 15.141.01. To consider the Business Plan for The Courthouse and to approve the recommendation from the Estate Management Committee.  
This confidential minute has been extracted.
- 15.141.02. To receive a report on an insurance claim relating to the Skateboard Park.  
This item was noted.

*The meeting was re-opened to the public following this agenda item.*

- 15.141.03. To receive the minutes of the Estate Management Committee meeting held on 3<sup>rd</sup> November 2015.  
Cllr Fitzgerald noted the tabled minutes. She also stated that Cllr Grove had been working very hard with the Oundle Recreation and Green Spaces Group advising that they had gathered lots of evidence to support the application for Village Field status on the field on Glaphorn Road. Cllr Grove confirmed that the Group were working to a very tight deadline and asked that everyone encourage all contributions to be submitted as soon as possible.

#### **15.142. Communications Working Party Matters**

- 15.142.01. To receive the minutes of the Communications Working Party meeting held on 10<sup>th</sup> November 2015.  
The minutes were noted. The office was asked to amend the figure mentioned in Item 7 to 9 people not 19 people being able to have access to the Hootsuite Pro system.
- 15.142.02. To receive a draft copy of the December 2015 Oracle and to consider the production timeline.  
Cllr Grove advised that this was a bumper edition of The Oracle for which advance notice was given for the article submission deadlines. She stated that despite this the lack of response by all other than Cllrs King and Talbot was deeply disappointing causing her to work very late and to tight deadlines.

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

- 15.143.01. To receive a verbal update on the Neighbourhood Planning Scrutiny Committee membership and Policy Co-Ordinators and the proposed timeline of activities.  
Cllr King advised that the memberships were now being confirmed and that the meeting schedule for the Scrutiny Committee would be as follows:
- |                   |   |
|-------------------|---|
| 22 December 2015: | Housing and Connectivity                        |
| 26 January 2016:  | Green Space                                     |
| 23 February 2016: | Town Centre & Retail plus Business & Employment |

#### **15.144. Planning Matters**

- 15.144.01. To receive the minutes from the Planning Committee meeting held on 3<sup>rd</sup> November 2015.  
Cllr N Oakes provided an overview of the minutes advising that the Oundle School master plan was difficult to follow due to the numerous submission being made and the lack of details currently available. He confirmed that the response date is 3<sup>rd</sup> December 2015 and that the matter would be considered at the next meeting to be held on 1<sup>st</sup> December 2015.
- 15.144.02. To note a meeting held to discuss parking issues at Classic Reclaims Ltd resulting from Condition 28 in Planning Application EN/12/01051/FUL 66 East Road.  
Cllr King provided an overview of the meeting held which involved all interested parties. He confirmed that a further meeting will be held in December to ascertain any progress made as a result of efforts being made by Waitrose to alleviate the problems.

#### **15.145. Meeting Reports**

- 15.145.01. To receive reports on meetings held by members on behalf of the Council.  
Noted.
- 15.145.02. To receive reports on meetings due to be held by members on behalf of the Council.  
Cllr King advised that he and the Deputy Mayor would be having an informal meeting with the Headmaster of Oundle School on the 25 November 2015 but noted that this would not replace the formal annual meeting that is held. Cllr Fitzgerald noted that the behaviour of the pupils walking in the town needs to be raised as this has deteriorated over the years and asked that this be addressed at the meeting.

#### **15.146. Council Matters**

- 15.146.01. To consider and agree the new Oundle Town Council logo.  
This item was delayed until the Full Council meeting to be held on 15 December 2015.
- 15.146.02. To note plans for the official opening of Fletton House.  
Cllr King advised that this would be held on Wednesday 2 December with approximately 60 attendees. He advised that a red ribbon would be cut by Cllr Fitzgerald and himself.
- 15.146.03. To note action regarding the Local Council Awards Scheme.  
Cllr King advised that the submission for this had been delayed and that as a result the logo would be removed from the letterhead and website at the end of December. He advised that this would be a short term situation as a process would be put in place for the Council to achieve the Gold Award in 2016.
- 15.146.04. To receive a verbal update with progress on the marketing plan for Oundle.  
Cllr King confirmed that progress was being made with this and a paper would be submitted to the December Full Council meeting.

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

- 15.147.01 NCC Consultation: School Admissions arrangements for September 2017 - Consultation on Schools' Oversubscription Criteria and Published Admissions Numbers. Start Date: 10.11.2015 End Date: 31.12.2015 Note: Consultation allocated to Cllrs Chesser and Chapple.

The consultation was noted and will appear on the December Full Council meeting agenda for a response.

**15.148. Correspondence for Action**

15.148.01. To consider concerns with the replacement street lighting in Mill Road.  
Noted.

**15.149. Correspondence for Information**

None.

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

Cllr Stagg advised that the budget processed was commencing on Thursday and stressed the importance that all requests from Committees, Working Parties and individuals are submitted to the office by then.

Cllr King asked everyone to hold the date for the Mayors Ball which is being planned for 16 April 2016.

There being no further business the meeting closed at 9.32pm.

Signed:.....

Dated:.....