



Oundle Town Council

The Courthouse - Mill Road - Oundle – Peterborough - PE8 4BW

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Minutes of the meeting of the Town Council held on Tuesday 19th May 2015 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

Present: Cllrs Chapple, Chesser, King, Murphy, N Oakes, S Oakes, Piercy-Hughes, Sparkes and Stagg.

Minutes: Debra Harper

15.15. Apologies for Absence

15.15.01. To receive apologies for absence.

Apologies for absence were received from Cllrs Fitzgerald (personal) and Menck (business).

15.15.02. To accept apologies for absence.

Apologies for absence were accepted from Cllrs Fitzgerald and Menck.

15.16. 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:

15.16.01. To declare any Disclosable Pecuniary Interests.

None.

15.16.02. To declare any Other Interests.

None.

15.16.03. To consider any requests for Dispensation.

Cllr Chapple asked for confirmation of whether a request for dispensation needed to be submitted in respect of the Queen Victoria Hall Trust. The Clerk advised that she had taken advice regarding this from Sharn Matthews, Monitoring Officer at East Northamptonshire Council who had confirmed that as the Trustees would not have a Disclosable Pecuniary Interest a dispensation could not be granted. The advice given is that when the Queen Victoria Hall is to be discussed at a Council meeting, members present should declare an 'Other Interest' but could then stay in the meeting, discuss the transaction and vote.

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

None.

15.16.05. To report any inappropriate gifts or hospitality offered.

None.

15.17. Minutes of Previous Meetings – Full Council

15.17.01 PROPOSITION: 'To approve and sign the minutes of the Full Council meeting held on 21 April 2015 as an accurate record.' (Standing Order 10c)

It was noted that Cllr Murphy was in attendance at this meeting.

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

15.17.02 PROPOSITION: 'To approve and sign the minutes of the Full Council meeting held on 12 May 2015 as an accurate record.' (Standing Order 10c)

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

15.18. Review of Actions of the Previous Meetings – 21.04.2015 and 12.05.2015.

The actions were reviewed and noted as being complete or being progressed.

15.19. Representations from Interested Parties

None.

15.20. Consideration of Requests from Interested Parties

None.

15.21. Reports

15.21.01. Mayors Report

Cllr King provided a verbal report stating that he was honoured to be elected Mayor and to serve the town. He confirmed that there was a great deal of work to do and that as Councillor numbers are currently low it is very important that all apologies are passed through the office to ensure meetings are quorate. He concluded by confirming his commitment to ensuring a successful year.

15.21.02. Police Report

An overview of the crime figures and police activity was provided by Special Constable Carter and PCSO Wells. They also confirmed that the local police would be supporting the activities relating to the Women's Tour on both the 18th and 19th June 2015. Cllrs S Oakes and Piercy-Hughes asked some questions regarding the Dog Watch initiative and if there are plans to extend a scheme that enables any dog owner not carrying a poop scoop bag whilst out with their dog to be fined. It was agreed that the answer to these questions would be established and circulated to all members.

15.21.03. District Councillors Report

It was noted that no District Councillors were present to provide a report. Cllr King advised that he would speak to them prior to each meeting to ensure their attendance.

15.22. 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 Piercy-Hughes **Seconded:** Cllr Chapple **Resolved Unanimously**

15.23. Town Matters

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

The report was noted. Cllr Stagg drew member's attention to the rota for Councillor duties in respect of the forthcoming Women's Tour. Cllr Chapple advised that he may have difficulties with this due to work commitments and Cllrs N and S Oakes advised that they are on holiday during this week. It was noted that they should be removed from the rota. All other Councillors confirmed that they accepted the allocated roles.

15.24. Operations Management Matters

15.24.01. To approve the year end accounts for 31 March 2015.

Cllr Stagg provided an overview of the accounts and proposed '*that the year-end accounts for 31 March 2015 are approved*'.

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

15.24.02. Payments for April 2015.

PROPOSITION: '*That the schedule of payments for April 2015 as presented at this item are paid in the amount of £273,430.56 and that all related documentation and cheques are signed*'.

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

15.24.03. To review and approve the Annual Return for the year ending 31 March 2015.

Section 1 – The Accounting Statement was reviewed and the contents and statement duly approved.

Section 2 – The Annual Governance Statement was considered and the following answers approved:

Question 1: Yes Resolved Unanimously

Question 2: Yes Resolved Unanimously

Question 3: Yes Resolved Unanimously

Question 4: Yes Resolved Unanimously

Question 5: Yes Resolved Unanimously

Question 6: Yes Resolved Unanimously

Question 7: Yes Resolved Unanimously

Question 8: Yes Resolved Unanimously

Question 9: Yes Resolved Unanimously

It was then proposed '*that the Annual Return and the associated documents be signed by the Mayor and Clerk*'.

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

15.25. Estate Matters

15.25.01. To consider a request from the Oundle & District Royal British Legion to protect the war memorial during the forthcoming Women's Tour.

Following due consideration, members confirmed that they were sympathetic with the concerns expressed but felt that appropriate steps have been taken to mitigate any damage during the Tour. It was also agreed

that the Estate Management Committee will consider any steps needed to ensure the integrity of this important monument is maintained.

- 15.25.02. To note and respond to a 'Form of Notice of Application For Modification Order' submitted in respect of a claim over land at Fletton House.
Cllr Chapple expressed concern that the application has not been correctly completed within Form B (Part 1). It was therefore agreed that the Councils response would be Option 3 on Part B (Part 2) of the document. Cllr Chapple confirmed that he will liaise with the applicant and the Clerk to establish more details in order that the matter can be referred back to Council.

15.26. Fletton House Acquisition Working Party Matters

- 15.26.01. To receive the minutes from the Fletton House Working Party meeting held on 11th May 2015.
The minutes were noted.
- 15.26.02. To receive a verbal update on progress with Fletton House.
Cllr Stagg provided an overview of progress and advised that there had been an issue with the style of diffusers in the Chambers/Ceremony Room but confirmed that he felt the impact of these can be minimised with the correct furnishing.
- 15.26.03. PROPOSITION: 'that further expenditure of up to £150,000 is approved to enable the completion of Fletton House with the Operations Management Committee making the decision as to how to fund the additional budget'.
Cllr Stagg confirmed that additional budget was required to enable Fletton House to be completed and that this can be funded through the Council's reserves. Following due consideration the proposition was moved:
Proposed Cllr Stagg **Seconded:** Cllr Sparkes **Resolved Unanimously**
Cllr King encouraged all Councillors to view the progress at Fletton House and that a visit will be arranged via Cllr Fitzgerald.

15.27. Communications Working Party Matters

- 15.27.01. To receive the minutes from Communications Working Party meeting held on 20th April 2015.
Cllr King expressed thanks to the Communications Working Party and office for all their work in pulling together a well-run and successful Annual Town Meeting.

15.28. Neighbourhood Planning Working Party Matters

- 15.28.01. To receive the minutes of the Neighbourhood Planning Working Party meeting held on 28 April 2015.
Cllr King provided an overview of progress confirming that an important meeting was being held tomorrow with the Housing Sub-Group and housing/land developers to enable the housing stock for Neighbourhood Plan to progress.

15.29. Planning Matters

- 15.29.01 To receive the minutes from the Planning Committee meeting held on 5th May 2015.
Noted.

15.30. Meeting Reports

- 15.30.01. To receive reports on meetings held by members on behalf of the Council.
The reports were noted. Cllr King advised that all meetings attended should be documented for report at Full Council. He also confirmed that a meeting was held last night attended by himself, Cllr Sparkes and Cllr Menck and the Chair of the Association of Trade regarding a website called Visit Oundle that may eventually help act as a portal for the town.
- 15.30.02. To receive reports on meetings due to be held by members on behalf of the Council.
None.

15.31. Council Matters

- 15.31.01. To note progress with the 3 vacancies on the Town Council.
It was confirmed that the vacancies have been published on the Council website and interested people were also being contacted. The Clerk confirmed that the co-option of candidates will be on the June Full Council agenda.
- 15.31.02. To note the dates for the completion and distribution of the Council's June Oracle and Annual Report.
The Clerk confirmed that this is due to be sent to print on Monday 22 June and will be distributed within a one week period commencing on Friday 26 June 2015.
- 15.31.03. To approve the Standing Orders tabled at the Full Council meeting held on 21st April 2015.
Following a review and confirmation that Standing Order 3x should be amended to remove the reference to The Courthouse it was proposed *'that the Council's Standing Order revisions as reviewed are approved'*.
Proposed: Cllr Chapple **Seconded:** Cllr King **Resolved Unanimously**
- 15.31.04. To receive an update on progress with the Oundle Town Council 2015-19 Business Plan.
Cllr King provided an overview of the Business Plan and confirmed that pages 8 and 9 contain the objectives split by the Council's Committees and Working Parties and that these should be reviewed at the first meeting held by each group. He also requested that a report is written twice a year by each Committee/Working Party and submitted to Full Council to provide a documented update on progress.
Cllr Stagg advised that a system of mentoring for Councillors also needs to be incorporated into the Council's working practices. Cllr King confirmed that he would sponsor an informal induction programme in Chambers for all new Councillors during which each Councillor would be allocated a mentor. Cllr Stagg advised that he would also incorporate financial information into the Plan.
- 15.31.05. To consider nominations for a Councillor to stand as a Town and Parish Council Representative on the Joint Standards Complaints Committee.
It was proposed *'that Cllr Sparkes is nominated to stand as a Town and Parish Council Representative on the Joint Standards Complaints Committee'*.
Proposed: Cllr King **Seconded:** Cllr Chesser **Resolved Unanimously**

15.31.06. RESOLUTION: 'That Oundle Town Council confirms it meets the criteria of the General Power of Competence as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and hereby adopts its use'.

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

15.32. Consultations, Conferences and Training

14.32.01. NCC Wellbeing Community Interest Company Initial Online Consultation. End Date 8th June 2015 (Note: Allocated to Cllrs N Oakes and S Oakes).
Noted.

15.33. Correspondence for Action

None.

15.34. Correspondence for Information

15.34.01. ENC Monitoring Officer Town and Parish Councils Briefing – 15.04.2015.
Noted.

15.35. Any Other Relevant Matters for Report

Cllr King noted a request to install Automated External Defibrillators within the town which would be referred to the Estate Management Committee for consideration.
Cllr S Oakes advised that she had received a complaint about falls on a pavements by 3 different elderly residents and that she has reported this to the office.
Cllr Stagg advised that paperless working will be introduced with effect from next week once the Councillor iPads have been set-up and all Councillors have signed the agreement for use.

There being no further business the meeting closed at 8.49pm.

Signed:..... Dated:.....