



# Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: [admin@oundle.gov.uk](mailto:admin@oundle.gov.uk) Website: [www.oundle.gov.uk](http://www.oundle.gov.uk)

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## Minutes of the Meeting of the Town Council held on Tuesday 18<sup>th</sup> June 2024 at 7.30pm in the Oundle Suite in Fletton House.

**Members Present:** Cllrs I Clark, J Wade, D Chapple, D Fuller, P Davis, L Gray, V Chesser, L Bull, and M Schurer.

**In attendance:** Emma Baker – Town Clerk  
Cllr Jason Smithers – Oundle Ward Councillor

### 24.23. Apologies for Absence

- 24.23.01. To receive apologies for absence.  
Apologies were received from Cllrs Fuller, Reichhold and Arnold
- 24.23.02. To accept apologies for absence.  
The apologies were received.

### 24.24. 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.)

- 24.24.01. To declare any Disclosable Pecuniary Interests.
- 24.24.02. To declare any Other Interests.
- 24.24.03. To consider any requests for Dispensation.
- 24.24.04. To report any gifts or hospitality accepted over the value of £50.00.
- 24.24.05. To report any inappropriate gifts or hospitality offered.  
There were none received.

### 24.25. Minutes of Previous Meetings

- 24.25.01. PROPOSITION: *'To approve and sign the minutes of the Annual Meeting of the Full Council meeting held on 21<sup>st</sup> May 2024 as an accurate record.'*  
(*Standing Order 10c*)  
The minutes were approved.

**Proposed:** Cllr Clark                      **Seconded:** Cllr Chapple                      **Resolved:** All in favour

### 24.26. To consider and approve co-option of Councillor to Oundle Town Council.

Mr. Rob Fordham was co-opted onto the Council.

**Proposed:** Cllr Clark                      **Seconded:** Cllr Davis                      **Resolved:** All in favour

#### **24.27. North Northants Council**

##### **24.27.01. Q&As with Cllr Jason Smithers.**

Cllr Smithers thanked the Town Council for inviting him to the meeting and for seeing the list of questions prior to the meeting. Most of the questions had been answered. He was asked if there was an update on the question relating to VAT on school fees and the demand for places at PWS and OPS over the next couple of years. He informed the meeting the VAT question would not be addressed until after the election and that at present there were not seeing a huge demand on the schools in Oundle. However, if they do get a year with a large demand they have plans in place (BulgeYear) if this happens. He was asked if he had seen parents registering their children even if they will not be sending them to state schools? He reported that they had not seen this happening in Northamptonshire.

He informed the Councillors that any housing on the Cotterstock development that were across the Glapthorn and Oundle boundary would be decided on a case-by-case basis. Questions were raised regarding the number of accidents on the A605 between Thrapston and Oundle and what was being done to make the road safer. Cllr Smithers agreed to get the figures for the number of accidents and report back to the Town Council. The Mayor thanked Cllr Smithers for attending.

#### **24.28. Public Participation from Interested Parties or Members of the public**

*For a maximum of 15 minutes.*

There were none

#### **24.29. Consideration of Requests from Interested Parties**

There were none.

#### **24.30. Town Matters**

##### **24.30.01. To receive the Annual Town Meeting Report.**

The report was received.

##### **24.30.02. To receive an update on the Food Festival.**

The Clerk informed the meeting that there was a reduction in the number of stalls this year but there was still over 50. She also asked if OTC would continue to organise the event moving forward. It was agreed that OTC would continue to run the Food Festival.

#### **24.31. Council Matters**

##### **24.31.01. To receive the Mayor's report**

The Mayor's report was received.

Cllr Davis agreed to arrange a meeting for the Emergency plan with a resilience co-ordinator.

##### **24.31.02. To receive the Clerks report.**

The report was received. It was agreed that we include the CCLA investment account with the monthly accounts.

##### **24.31.03. To approve the draft letter as part of the purchase of Fletton Field and**



consider the restrictions that NNC would like included.

The letter was approved subject to the amendment to change playing fields to open space.

**Proposed:** Cllr Clark

**Seconded:** Cllr Davis

**Resolved:** All in favour

24.31.04. To receive the Oundle Baptist Church Ukraine Wraparound Support Group report.

The report was received.

24.31.05. To consider email regarding the lighting in Danford Close and agree next steps.

Cllr Bull gave a report on the correspondents she has had with Balfour Beatty, Longhurst and NNC. The Clerk to email Longhurst on behalf of the Council in support of the people in Danford Close.

24.31.06. To receive report on the Thursday market and agree next steps.

OTC push the support of the market – Town councillor stall on market on Thursday and Farmers market. Offer space to sports clubs to advertise. Morag to set out a vision statement for the market how she would like to see it develop. Consult with the residents. The Clerk informed the meeting that footfall is a problem. The mayor proposed that a working party is set up to work with the Market manager commit in August to be on the Thursday and Farmers market. Put something out on social media John, Rob Paul.

24.31.07. To consider request from NNC Resilience Team to use Fletton House as an Emergency Hub.

It was agreed to become an emergency hub.

24.31.08. To agree to hold a meeting between OTC and Oundle Businesses and Fletton House and consider content for the meeting.

Sept 5<sup>th</sup> Hub and Oundle Suite booked. OTC host the OBA meeting leave inviting businesses to OBA. Find out what they need regards to room

24.31.09. To approve the Financial Regulations.

The Financial Regulations were approved.

**Proposed:** Cllr Clark

**Seconded:** Cllr Wade

**Resolved:** All in favour

24.31.10. To approve the Standing Orders.

The Standing were approved.

**Proposed:** Cllr Clark

**Seconded:** Cllr Davis

**Resolved:** 9 in favour  
1 abstention

23.31.11. To approve the Complaints Procedure.

The Complaints Procedure was approved subject to one amendment changing “clerk” to “Clerk”

**Proposed:** Cllr Clark

**Seconded:** Cllr Chesser

**Resolved:** All in favour

## 24.32. Financial Matters

24.32.01. To approve the Bank Reconciliation Balance Sheet and Budget for May 2024.

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The monthly bank balance as of 31<sup>st</sup> May 2024

Unity Trust Bank Account £51,685.53

Unity Trust Instant Access Savings Account £659,266.16

**Proposed:** Cllr Clark                      **Seconded:** Cllr Hutton                      **Resolved:** All in favour

24.32.02.      Payments for May 2024

PROPOSITION: *'That the schedule of payments for May 2024 as presented at this item are paid up and that all related documentation are signed'.*

**Proposed:** Cllr Clark                      **Seconded:** Cllr Davis                      **Resolved:** All in favour

24.32.03.      To receive the Finance and General Purposes Committee Meeting minutes from the meeting held on 11<sup>th</sup> June 2024.

The minutes were received.

24.32.04.      To approve the First Responder grant application as recommended by the Finance and General Purposes Committee.

The grant of £3,000 was approved.

**Proposed:** Cllr Clark                      **Seconded:** Cllr Wade                      **Resolved:** All in favour

24.32.05.      To approve the renewal of the annual subscription to the ICCM (The Institute of Cemetery and Crematorium Management).

The subscription was approved.

**Proposed:** Cllr Clark                      **Seconded:** Cllr Chapple                      **Resolved:** All in favour

24.32.06.      To approve quote to tree work in the Recreation Ground.

The quote was approved.

**Proposed:** Cllr Clark                      **Seconded:** Cllr Davis                      **Resolved:** All in favour

### 25.33. Highways Matters

24.33.01.      To receive speed indicator device report.

The speed indicator device report was received.

Cllr Chapple declared an interest.

24.33.02.      To receive letter from resident regarding heavy vehicles in North Street.

There was a lot of discussion about the numbers of large vehicles and buses using North Street and the impact on the historic buildings. It was agreed that we find out if the schools have a bus travel plan and ask if it should be reviewed to consider a way to cause less impact. The Mayor agreed to draft a letter.

### 24.34. Planning Matters

24.34.01.      To receive the minutes from the Planning Committee meeting held on 28<sup>th</sup> May 2024.

The minutes were received. It was agreed that the Terms of Reference go on the next full council meeting agenda.

### 24.34. Estates Management Committee

24.34.01      To receive the minutes from the Estates Committee meeting held on 4<sup>th</sup>



June

The minutes were received. It was agreed that the Clerk would include the Estates report with the minutes.

24.35.02. To consider request to hold wedding reception in the Glaphorn Room.  
Following a discussion, it was agreed that further information was required about the event. We would require the total number of people attending, a deposit and consideration for the residents living in nearby before a decision was made.

24.35.03. To review item 23.94.03. from October 2023 Full Council Meeting "To receive Estates update from the Transition Oundle Presentation on the installation of solar panels at Fletton House, consider recommendations and agree next steps." and to consider further action.  
It was agreed that the Mayor renew the quotes for solar panels.

**24.36. Communications Working Party**

24.36.01. To receive the draft Oundle Advertiser Article.  
The article was received.

**24.37. Any Other Relevant Matters for Report Only**

Cllr Bull informed the meeting that the windows on the Natwest building have been replaced following the correspondence she has been having with the owners.  
Cllr Clark informed the meeting that there is going to be a meeting with the owner of NNC Comminibus, Oundle TC, Barnwell PC and Thrapston TC to discuss a local bus service.

*Please note 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 Clark                      **Seconded:** Cllr Chapple                      **Resolved:** All in favour

Meeting Closed 9.18 pm

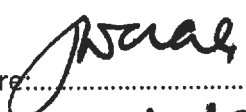
Meeting Opened 9.22 pm

**24.38. Human Resources Matters**

The update regarding the member of staff was discussed and the next steps were agreed.

**Proposed:** Cllr Clark                      **Seconded:** Cllr Schurer                      **Resolved:** All in favour

The meeting closed at 9.23pm

Signature:  .....  
16/11/2024



**OTC Monthly Payments - May 2024**

**Unity Bank Online payment date June 20th**

<u>Payee</u>	<u>Reason</u>	<u>Total Salary</u>	<u>£(incl VAT)</u>
		£	14,156.67
NCC Pension	June LGPS Pension	£	1,696.56
Anglotech	Monthly Photocopier printing costs	£	99.44
Aspiring Trees	New Road recreation ground Tree works	£	280.00
Bluemoon	IT Support Contract	£	805.55
Clean4Shaw	Cleaning contract CH/SO/FH	£	2,304.00
County Life	Nene Valley News advert	£	234.00
Grant	Oundle Fringe	£	600.00
Grant	Oundle Festival of Music & Drama	£	400.00
Fox Directories	Oundle Advertiser Editorial Page	£	169.00
Huws Gray	Maintenance materials	£	230.35
Institute of Cemetery Management	2024-25 Subscription	£	100.00
Mowerman	Cemetery & Verge Cutting - 5 & 6 of 10	£	4,332.00
Oundle School	ATM Printing	£	36.00
Pumpkin	Food Festival Signage	£	359.06
QI Marketing	www.loveOundle.org May - July	£	264.00
RPM	RG Basketball Court Lines	£	720.00
Tollers Solicitors	Professional Fees CH WS 2 Lease	£	720.00
Trade UK	Paper Rolls & Cable Ties	£	144.56
UK Identity	ID Badge	£	6.50
CrossKeys	Food Festival Entertainment	£	50.00
JC Sanders	Five String Thing Ceilidh Band	£	50.00
		<b>Total</b>	<b>£ 13,601.02</b>
<b><u>Unity DIRECT DEBITS &amp; Other Payments</u></b>			
Aviva Pension	Monthly Pension February	£	2,123.08
All Star	Monthly Fuel	£	239.41
Barton Telecom Services	Telephone monthly fee	£	242.49
Biffa	CH/FH Monthly wheelie bin service	£	187.54
Crown Gas	CH,ER,FH Gas	£	908.57
Direct 365	CH/FH Feminine hygiene	£	261.40
EDF Energy	FH, SO, ER, Unmetered supplies Electric	£	1,450.18
HMR & Customs	P32 PAYE via Cottons	£	4,283.51
Talk Talk	Broadband at Unit 7	£	54.98
Unity Bank Charges	Service Charge	£	17.68
Unity Debit Card	Various	£	767.97
		<b>Total Direct Debits</b>	<b>£ 10,536.81</b>
	<b>Total Payments</b>	£	<b>38,294.50</b>

This figure is in addition to "Regular Monthly 2023-24 payments" agreed at FC May 2023