



# North Northamptonshire Council

**IMPORTANT:** Please return form by **Friday 19th January 2024**. Where there is a NIL return a signed copy is still required.

Please return the completed form to **pina.patel@northnorthants.gov.uk**

**Oundle** Parish/Town Council

Year ending 31 March 2025.

The above named Parish/Town Council hereby precepts for the sum of £ 565,043.00 in respect of the above mentioned year.

Authorised at a Meeting of the Parish/Town Council held on 19/12/2023  
 (Please include, with this form, a copy of the minutes of this meeting if the precept has a value of more than £100,000).

Signed:   
 Designation: TOWN CLERK  
 (The officer appointed for this purpose).

Name and address of officer signing the Precept:

EMMA BAKER
OUNDE TOWN COUNCIL
FLETON HOUSE
FLETON WAY
OUNDE PE8 4JA

Email Address:

emma@ounde.gov.uk
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**To be completed by all Parish and Town Councils**  
 Name and address of Parish/Town Council's Bank:

Unity Trust Bank
PO BOX 7193
PLANETARY RD
WILLOWHALL
WV1 9DQ

Title of Account: <u>OUNDE TOWN COUNCIL</u>
Sort Code: <u>60 83 01</u>
Account Number: <u>20435985</u>

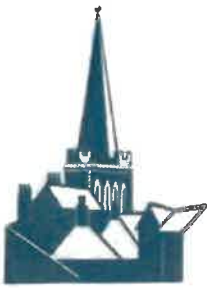
**For Council's use:**

Date of receipt of Precept:

Entered on Payments Register:

## OTC Trial Balance

Description	2023-24		Proposed 2024-25	
	£	Budget	£	Budget
Markets	£	25,068	£	25,680
B/Fwd	£	20,274	£	10,000
The Hub Income	£	-	£	2,000
FH Room Hire	£	26,145	£	26,300
FH Tenants	£	4,850	£	3,620
CH Tenants	£	39,579	£	41,331
JSC/ORC/RG/CS/QVH	£	6,407	£	3,907
Cemetery	£	7,900	£	7,900
Grants/NP	£	4,137	£	15,110
<b>Precept</b>	<b>£</b>	<b>550,775</b>	<b>£</b>	<b>565,043</b>
<b>Total Excluding Precept</b>	<b>£</b>	<b>685,135</b>	<b>£</b>	<b>700,891</b>
<b>Income excluding Precept</b>	<b>£</b>	<b>134,360</b>	<b>£</b>	<b>135,848</b>
<b>Total</b>	<b>£</b>	<b>819,495</b>	<b>£</b>	<b>836,739</b>
<b>Name</b>				
Markets	£	12,369	£	14,500.00
Cemetery & Churchyard	£	31,575	£	18,450.00
Herne Park, DH & St O Car Park	£	35,034	£	32,582.00
Occupation Road & Recreation Ground	£	7,041	£	11,500.00
Eastwood Road	£	13,760	£	-
St Chistophers Drive, War Memorial, JSC	£	1,500	£	2,500.00
Grants - Arts & QVH	£	42,000	£	43,676.62
Community Safety/Environment	£	9,421	£	11,000.00
Highways	£	10,027	£	11,000.00
Maintenance & Community Payback	£	6,179	£	15,320.00
NCC Services	£	-	£	-
Court House Expenditure	£	41,172	£	39,334.00
Street Furniture	£	400	£	400.00
Staff	£	261,995	£	296,864.84
Office costs	£	90,950	£	91,475.50
FH Expenditure	£	93,918	£	86,495.00
The Hub Expenditure	£	5,000	£	3,000.00
PWLB Loans	£	22,793	£	22,793.20
<b>Total</b>	<b>£</b>	<b>685,135</b>	<b>£</b>	<b>700,891.16</b>



# 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 full council meeting held on Tuesday 19<sup>th</sup> December 2023 at 7.30pm in the Oundle Suite in Fletton House.**

**Members Present:** Cllrs D Chapple, L Gray, J Wade, R Reichhold, J Hutton, J Arnold, L Jones, M Schurer and V Chesser.

**In attendance:** Emma Baker – Town Clerk  
**Present:**

## **23.114. Apologies for Absence**

22.114.01. To receive apologies for absence

Apologies were received and accepted from Cllrs Desbois, Clark, Fuller and Davis

The apologies were received and accepted

## **23.115. 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.)

23.115.01. To declare any Disclosable Pecuniary Interests.

23.115.02. To declare any Other Interests.

23.115.03. To consider any requests for Dispensation.

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

23.115.05. To report any inappropriate gifts or hospitality offered.

## **23.116. Minutes of Previous Meetings**

23.116.01. PROPOSITION: *'To approve and sign the minutes of the Town Council meeting held on 21<sup>st</sup> November 2023 as an accurate record.'* (*Standing Order 10c*)

An amendment to item 23.105.05. was added and the minute numbering amended. It was agreed that the draft minutes would be circulated in the week after the meeting.

**Proposed:** Cllr Wade

**Seconded:** Cllr Arnold

**Resolved:** All in favour

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

There were none

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

There were none.

### **23.119. North Northants Council**

- 22.119.01. To receive report from NNC Ward Councillor  
Apologies were received from Cllr Smithers.

### **23.120. Town Matters**

- 23.120.01. To receive an update following the installation of the Oundle Town Christmas tree and approve the request to send a letter of thanks to the people involved.  
It was agreed that a formal letter of thanks would be sent to Fotheringhay Trees for donating the tree.
- 23.120.02. To receive feedback from the Christmas Market.  
Generally the feedback about the Christmas market was positive. Cllr Arnold informed the meeting that some of the retailers in the town had asked that we have different sized stalls. The Clerk informed the meeting that we do have double pitches, single pitches and potentially triple pitches if required. There was also a call for more music on the day. The potential food poisoning mentioned on Facebook was also discussed. The clerk informed the meeting that NNC Environmental Health had been informed. However, no cases had been confirmed medically.
- 23.120.03. To consider the Annual Waiting Restriction Review Consultation.  
Both requests were supported by the Town Council.
- 23.120.04. To consider the report on the Oundle Food Festival and agree OTC's involvement in the 2024 Food Festival.  
It was agreed that OTC would organise the 2024 food festival. Cllr Wade and Cllr Schurer agreed to meet with the OTC staff, who organise the event, to discuss the vision for 2024. It was also agreed that OTC staff can meet with Creative Oundle to discuss music and entertainment for the event.
- 23.120.05. To discuss ideas for the D-Day celebrations and consider next steps.  
It was agreed that the ideas for the D-Day celebrations would overstretch OTC staff resources considering the Food Festival would be held within a couple of weeks. The council supported the RBL organising a wreath laying ceremony at the War Memorial.
- 23.120.06. To receive the letter from Tom Purslove regarding the Remembrance Day Parade.  
The letter was received.

### **23.121. Council Matters**

- 23.121.01. To receive the mayor's report  
The mayor's report was received.
- 23.121.02. To receive the clerks report.  
The report was received.

23.121.03. To receive the Employment Law Update – November 2023.

The newsletter was received.

23.121.04. To approve the signing of the Museum Lease

The council agreed that the Clerk and Mayor sign the lease once it is received subject to there being no further amendments.

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

23.121.05. To consider how we promote tourism for the Town following a presentation at the Larger Councils meeting.

It was agreed that the Comms working party investigate how Northamptonshire Surprise can help OTC promote tourism in Oundle at their meeting to be arranged in January 2024.

23.121.06. To consider request from Northamptonshire Community Payback Team for individual placements.

It was agreed that further investigation was needed before we adopted the scheme. The Clerk and Cllr Gray to arrange a meeting with the probation service Officer to discuss how the scheme will work.

23.121.07. To receive report on visit to Rothwell Town Council and consider actions raised.

It was agreed that a review of the OTC vision would be included in the February agenda.

### 23.122. Financial Matters

23.122.01. To approve the Bank Reconciliation Balance Sheet and Budget for November 2023.

The monthly bank balance as of 30<sup>th</sup> November 2023 is as follows:

Unity Trust Bank Account    £35,285.97

Unity Trust Instant Access Savings Account £719,424.83

The accounts were approved.

**Proposed:** Cllr Reichhold                      **Seconded:** Cllr Chesser                      **Resolved:** All in favour

23.122.02. Payments for November 2023

PROPOSITION: 'That the schedule of payments for November 2023 as presented at this item are paid.'

The payments were approved.

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

23.122.03. To receive the minutes from the Finance and General Purposes Committee meeting on 12<sup>th</sup> December 2023.

The minutes were received.

23.122.04. To approve the budget and precept for 2024 – 2025

The budget was approved.

It was agreed that the committee recommend a precept of:

Proposed income (excluding precept)	£135,848.00
Proposed Expenditure	£700,891.00
<b>Proposed Precept</b>	<b>£565,043.00</b>

This is an increase of £14,268.00 (2.59%) on 2023 / 2024.

The precept of £565,043.00 was approved.

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

**23.122.05. To approve quote for Occupational Health consultant.**

The quote from CHM in principle was approved subject to confirmation of some of the contract specifications. Further information and formal approval would be included on the next full council meeting agenda.

**23.122.06. To agree to use S106 funds currently held with NNC to pay for Fletton Field.**

It was resolved that the S106 is used to pay for Fletton Field and to fund the proposed layout.

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

**23.122.07. To approve the quote for the Aco drain in the Drill Hall car park.**

A budget of a maximum of £5,500.00 was approved to pay for the Aco drain.

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

**23.122.08. To agree the Hub Manager holding an “Warm for Winter” event in the hub.**

The event was approved.

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

**23.123. Highways Matters**

**23.123.01. To receive the report from the Speed Indicator Device.**

The report was received.

**23.123.02. To receive Transport WP report and consider cycling training request.**

The Brightwayz cycle workshop was approved subject to there being enough space in the car park. It was agreed that the Clerk arrange to meet with the company to discuss the amount of space required before the event takes place. It was also agreed that OTC support the ZEBRA2 bid.

**23.124. Planning Matters**

**23.124.01. To receive the minutes from the Planning Committee meeting held on 5<sup>th</sup> December 2023.**

The minutes were received.

**23.125. Estates Management Matters**

**23.125.01. To receive the minutes from the Estates Committee meeting held on 28<sup>th</sup> November 2023.**

The minutes were received. Cllr Arnold informed the Councillors that members of the Estates Committee had met with members of the Fletton Field Association to discuss the partnership agreement. The meeting had been successful and would be reported back at the next Estates Committee meeting.

23.125.02. To consider having OTC properties valued

It was resolved that OTC have all their properties valued in 2024.

**Proposed:** Cllr Schurer

**Seconded:** Cllr Hutton

**Resolved:** All in favour

**23.126. Communications Working Party**

23.126.01. To receive the latest edition for the Oundle Advertiser.

Received.

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

Cllr Jones informed the council that this will be his last meeting as he will be taking on the role of House master at Oundle School in January. The Mayor thanked Cllr Jones for all he had done whilst on the council.

Cllr Arnold asked a question about S106 funding.

**23.128. To consider questions raised from draft lease and agree response.**

Due to the meeting overrunning it was agreed that this item be deferred to the January meeting.

The meeting closed at 9.51pm

Signature:..........16/1/24

OTC Monthly Payments - November 2023

Unity Bank Online payment date

21/12/2023

<u>Payee</u>	<u>Reason</u>	Total Salary	<u>£(incl VAT)</u>	
			£	19,392.43
Butternut Box	Christmas market refund - Duplicate payment	£	160.00	
NCC Pension	Pension November	£	2,323.70	
NCC Pension	Pension December	£	1,753.39	
Wave	Water Rates - SO/CH/ER/FH/Cemetery	£	2,022.85	
Tollers	Legal Fees Deposit Fletton Field	£	600.00	
Ableclean	CH 6 monthly carpet clean	£	456.00	
Anglotech	Monthly Photocopier printing costs	£	205.49	
Bibby - Clean4Shaw	Cleaning contract CH/SO/FH	£	2,304.00	
Bluemoon	IT Support Contract + MS Upgrade	£	794.42	
County Life	Nene Valley News	£	297.60	
Emma Baker	Refund of Hunt & Combs Statutory Papers	£	31.00	
Fox Directories	Oundle Advertiser Editorial Page	£	169.00	
First Responders	Grant	£	500.00	
Isa Cam	For provision of Staff 2nd of December 2023	£	3,400.80	
LPR	Property Records OTC	£	795.00	
Marshalls Farm	Grazing and management of Snipe Meadow	£	1,122.00	
Optimum Design Services	Measured survey of FH pre Maintenance Move	£	660.00	
PDS Lighting	Music for Christmas Market	£	346.20	
Pumpkin Signs	Christmas market signs	£	313.80	
RG & MF Sadlers	CH Annex repairs	£	559.00	
RGS	Initial tree appraisal	£	360.00	
SLCC	EB Membership	£	357.00	
Smith of Derby	Clock Service	£	210.00	
Sparx	Christmas lights	£	21,276.00	
Tollers Solicitors	CH Lease * 2	£	1,440.00	
Trade UK	Maintenance Consumables	£	51.24	
Village Connect	Advertisement Farmers Market	£	186.00	
Wallgate	SO Keys & Soap	£	137.73	
Yarwell Brass Band	Christmas Market	£	275.00	
		<b>Total</b>	<b>£</b>	<b>43,107.22</b>
<b><u>Unity DIRECT DEBITS &amp; Other Payments</u></b>				
All Star	Monthly Fuel	£	137.37	
Barton Telecom Services	Telephone monthly fee	£	226.42	
Biffa	CH/FH Monthly wheelie bin service	£	165.07	
Crown Gas	CH,ER,FH Gas	£	698.00	
EDF Energy	FH, SO, ER, Unmetered supplies Electric	£	1,853.63	
HMR&Customs	P32 PAYE via Cottons	£	4,025.39	
Talk Talk	Broadband at Unit 7	£	51.14	
Unity Bank Charges	Service Charge	£	17.68	
Unity Debit Card	Various	£	749.05	
		<b>Total Direct Debits</b>	<b>£</b>	<b>7,923.75</b>
	<b>Total Payments</b>		<b>£</b>	<b>70,423.40</b>

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