

**DRAFT MINUTES OF THE MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 20<sup>TH</sup> MARCH 2019 AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39, HIGH STREET, OAKHAM**

**PRESENT:**

Cllrs Adam Lowe (Chair), Martin Brookes, Anne Skipworth, Paul Buxton, Sally-Anne Wadsworth, Joy Clough, David Romney, Jean Denyer MBE

**ABSENT:** Cllrs, Joyce Lucas BEM, Peter Ind, Zoe Neal, Daniel Bottomley

**IN THE PUBLIC GALLERY:** None

*Prior to the commencement of the business, Cllr Skipworth thanked friends from the Council for the beautiful flowers she received following her operation*

**48/19 APOLOGIES**

- (i) Apologies were received from Cllrs, Lucas, Ind, Neal and Bottomley due to prior commitments
- (ii) Proposed these be accepted by Cllr Skipworth, seconded by Cllr Denyer and resolved with 7 votes for and 1 abstention

**49/19 DECLARATIONS OF INTEREST**

- (i) No disclosable pecuniary interests were declared
- (ii) No non-pecuniary interests were declared

**50/19 MINUTES**

Proposed by Cllr Buxton, seconded by Cllr Wadsworth and resolved with 7 votes for and 1 abstention that the minutes of the meeting of Oakham Town Council held on Wednesday 13<sup>th</sup> February 2019 were confirmed, signed by the Chairman and adopted as a true and accurate record of that meeting

**51/19 CHAIRMAN AND MEMBER'S REPORTS**

Cllr Buxton gave a verbal report on an Oakham In Bloom meeting he attended as Councils representative

**52/19 COUNCILLOR'S QUESTIONS**

None received

**53/19 DEPUTATIONS BY THE PUBLIC**

None received

**54/19 CLERKS REPORT**

**Pre-Year End Review**

On Thursday 7<sup>th</sup> March 2019, I had an initial review with the Internal Auditor. He is happy with the progress we have made in the past year. A meeting has been arranged later in April once we have completed year end accounts. Once I receive the final report, I will bring this to Council.

**Bank Reconciliation for February 2019**

The bank reconciliation for February has been carried out and verified by the members of the cheque signatories.

**Pinders Circus**

Just to remind members, Pinders Circus will be in the park this weekend, leaving on Sunday.

**55/19 WORKING GROUPS**

- (i) Proposed by Cllr Wadsworth, seconded by Cllr Buxton and resolved with 5 votes for and 3 against to purchase two flower planters to stand either side of the entrance to Knights Yard and to approve the expenditure of £250

It was proposed by Cllr Skipworth to look in to the possibility of purchasing an additional two planters to stand either side of the entrance to Crown walk. There was no seconder, so the motion fell

- (ii) Proposed by Cllr Skipworth, seconded by Cllr Buxton and unanimously resolved to approve the purchase of Easter Eggs with an expenditure of £75, and to approve the purchase of magnets with an expenditure of £100

#### **56/19 STATEMENT OF ACCOUNTS**

Proposed by Cllr Wadsworth, seconded by Cllr Denyer and resolved with 7 votes for and 1 abstention to approve the Statement of Accounts to 28<sup>th</sup> February 2019

#### **57/19 AUTHORISATION TO AN PAY INVOICE OVER £5000**

Proposed by Cllr Wadsworth, seconded by Cllr Clough and unanimously resolved to authorise the payment to Rutland County Council, invoice No. 9114676, for £11499.97 (no Vat) for Community Street Lighting Recharge

#### **58/19 TWINNING EVENT**

Council agreed to contribute to the Barmstedt community visit to Oakham during 11<sup>th</sup> – 15<sup>th</sup> April 2019. It was there for:

- (i) Proposed by Cllr Skipworth, seconded by Cllr Clough and resolved with 7 votes for and 1 against by Cllr Brookes to approve the expenditure of £80 towards a visit to Bede House
- (ii) Proposed by Cllr Skipworth, seconded by Cllr Buxton and resolved with 7 votes for and 1 against by Cllr Brookes to approve the expenditure of £250 towards a visit to Burghley House
- (iii) Proposed by Cllr Denyer, seconded by Cllr Skipworth and resolved with 6 votes for and 2 against by Cllrs Brookes and Clough to approve the expenditure of a maximum of £140 towards gift boxes
- (iv) Proposed by Cllr Skipworth, seconded by Cllr Clough and resolved with 7 votes for and 1 against by Cllr Brookes to approve the expenditure of £300 towards fuel

#### **59/19 MAGICAL LANTERN WALK**

Proposed by Cllr Skipworth, seconded by Cllr Denyer and unanimously resolved to grant permission for the Magical Lantern Walk event to take place on Sunday 10<sup>th</sup> November 2019. The PPWG to look in to the possibility for fairy lights to be put up around the Bandstand

#### **60/19 REVIEW OF POLICIES AND PROCEDURES**

- (i) Proposed by Cllr Romney, seconded by Cllr Skipworth and resolved with 6 votes for, 1 against and 1 abstention to adopt the Strategic Plan 2019-2025, with the insertion of 3.8 Freedom of Entry
- (ii) Proposed by Cllr Romney, seconded by Cllr Denyer and unanimously resolved that the policies required no changes or additions and to be adopted with effect.  
Members went through each recommendation of the Standing Orders:
- (iii) No 35. Email Account – insert after abusive, *intimidation, insulting and bullying*. Remove 2 Councillors.  
Proposed by Cllr Romney, seconded by Cllr Wadsworth and resolved with 6 votes for, and 2 against by Cllrs Clough and Brookes
- (iv) No 36. Office Access- accept recommendations *a, b,c,and e*. Remove *f*.  
Amend *d* - *Members will not be allowed to remove the original papers from the office*  
Proposed by Cllr Romney, seconded by Cllr Clough and unanimously resolved
- (v) No 37. Member Training – Remove a and b and insert with:
- *All members should undertake Councillor training, and training for dealing with planning applications when possible.*
  - *Chairman should undertake Chairman training.*
  - *The council should inform Councillors of training opportunities.*
  - *The council will reimburse Councillors for traveling expenses incurred for training.*
- Proposed by Cllr Clough, seconded by Cllr Brookes and unanimously resolved

#### **61/19 REVIEW OF CUTTS CLOSE LETTINGS**

Proposed by Cllr Romney, seconded by Cllr Clough and unanimously resolved that Council accepts the recommendations with immediate effect

#### **62/19 BUS STOP ENHANCEMENTS**

Members considered the correspondence dated 21<sup>st</sup> January 2019 from Rutland County Council in relation to bus stop improvements. It was proposed by Cllr Lowe, seconded by Cllr Wadsworth and resolved with 7 votes for and 1 abstention that after May 2019, a Working Group is set up to look at all the bus stops and the recommendation and comments back to RCC are that any damage is repaired

#### **63/19 THE STRATEGIC HOUSING MARKET ASSESSMENT**

This item was deferred as the report was not received by the Neighbourhood Plan Steering group

#### **64/19 PLANNING APPLICATIONS**

- (i) 2019/0188/FUL Mrs Fan Yau  
First floor extension including dormer to rear.  
34 Noel Avenue  
Recommend refusal on the grounds of the objections given by the Planning officer  
Proposed by Cllr Skipworth, seconded by Cllr Denyer and resolved with 3 votes for, 2 against and 3 abstentions
  
- (ii) 2019/0229/FUL Mr Matthew Denny  
Proposed front porch and rear single storey extension.  
3 Sunnyfield  
Recommend approval  
Proposed by Cllr Wadsworth, seconded by Cllr Denyer and unanimously resolved
  
- (iii) 2019/0133/PTA Mrs Morse  
T1 1 No. Western Red Cedar – Reduce height by up to 4 m to lessen loading on the large bark inclusion on the main stem. T2 1 No. Yew – Crown raise to 4m to allow good vehicle access and more light into area. T3 1 No. Beech – Side boundary – Crown raise tree by removing 3 no. branches as per photograph. T4 and T5 2 No. Beech – Within boundary line – Fell.  
15 Stamford Road  
Recommend that the application is deferred and that the case officer should inform OTC before any work proceeds  
Proposed by Cllr Wadsworth, seconded by Cllr Clough and unanimously resolved
  
- (iv) 2019/0178/PTA Mr Matthew Ellis  
Fell 1 No. Ash tree.  
Aisby House, 10 The Dell  
Recommend refusal on the grounds that this could have been avoided at the planning stage of the building  
Proposed by Cllr Skipworth, seconded by Cllr Denyer and resolved with 7 votes for and 1 abstention

*Proposed by Cllr Lowe, seconded by Cllr Romney and unanimously to extend the meeting by thirty minutes to allow for the business to be transacted*

#### **65/19 EXEMPT ITEM**

Proposed by Cllr Wadsworth, seconded by Cllr Buxton and unanimously resolved to exclude the Public and Press during consideration of items 19 and 20 on the Agenda, under Section 100 (2) of the Local Government Act 1972, as amended due to the contractual nature of the matters to be discussed

### **66/19 OCC BUILDING**

Proposed by Cllr Lowe, seconded by Cllr Romney and unanimously resolved to:

- (i) Accept the Deed of Surrender from its current tenant
- (ii) Award the lease to Emily Redding Dance Academy
- (iii) Propose the amendments to the Head of Terms, that the lease is for initially 12 months, and the forfeiture of sum outstanding is changed from 21 to 14 days

### **67/19 RUTLAND HOUSE COMMUNITY TRUST**

Proposed by Cllr Lowe, seconded by Cllr Skipworth and resolved with 6 votes for and 2 against that:

- A rent increase for the adjoining amenity land to be increased to £1447 and on acceptance of the new rent increase, the new amount is effective immediately
- An emergency vehicle access to the new building was agreed, taking into account planning considerations for emergency vehicle access, a suitable grass block system should be used, this will enable the access to remain grassed.
- The Council have request to be advised which grass block system is going to be used and that it meets the required planning considerations in regard to emergency vehicle access.
- Upon installation there should be emergency access signage stating that the grass block system is for emergency access only.
- All revised plans, including the grass block system will need to have been agreed and passed by the Planning Department at Rutland County Council.

**The Chairman thanked everyone for their contributions and closed the meeting at 8.53pm**

**Signed:** \_\_\_\_\_

**17<sup>th</sup> April 2019  
Chairman**