**MINUTES OF THE MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY12TH JUNE 2019 AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39, HIGH STREET, OAKHAM**

**PRESENT:**

Cllrs David Romney (Chair) Adam Lowe, Sally-Anne Wadsworth, Jean Denyer MBE, Zoe Neal, Joy Clough, Alan Walters, Paul Ainsley, Mark Lomas, Ian Razzell, Nick Woodley

**ABSENT:** Cllr Paul Buxton

**IN THE PUBLIC GALLERY**: Five

**101/19 APOLOGIES**

1. Apologies were received from Cllr Buxton due to a prior commitment
2. Proposed these be accepted by Cllr Lowe, seconded by Cllr Neal and unanimously resolved

 **102/19 DECLARATIONS OF INTEREST**

1. No disclosable pecuniary interests were declared
2. Cllr Walters declared an interest in item 19 (ii). Cllr Walters stated he would leave the room
3. Cllr Lowe declared an interest in item 19 (i) as the applicant was known to him. Cllr Lowe stated he would remain in the room, and would take part in discussion and in any vote under that item of business
4. Cllr Clough declared an interest in item 19 (iii) as the applicant was known to her. Cllr Clough stated she would remain in the room, and would take part in discussion and in any vote under that item of business
5. Cllr Neal declared an interest in item 22 (Fii) as the applicant was known to her. Cllr Neal stated she would remain in the room, and would take part in discussion and in any vote under that item of business

**103/19 MINUTES**

Proposed by Cllr Lowe, seconded by Cllr Wadsworth and unanimously resolved that the minutes of the meeting of Oakham Town Council held on Wednesday 15th May 2019 were confirmed, signed by the Chairman and adopted as a true and accurate record of that meeting

**104/19 CHAIRMAN AND MEMBER’S REPORTS**

The following reports were received and noted by the members:

1. Cllr Lowe tabled a report on the Memorial Institute meeting he had attended as Councils representative
2. Cllr Lowe tabled a report regarding Military Commemorations. It was then proposed by Cllr Lowe, seconded by Cllr Woodley and resolved with 10 votes for and 1 against that Council support Merchant Navy Day (3rd September 2019) and approve expenditure of up to £180 for an advert in the local press

 **105/19 COUNCILLOR’S QUESTIONS**

 None received

 **106/19 DEPUTATIONS BY THE PUBLIC**

1. A member of the public gave a deputation regarding item 18 on the agenda
2. A member of the public gave a deputation regarding items 10, 11 and 22 on the agenda
3. A member of the public gave a deputation regarding item 19 (i) on the agenda

 **107/19 CLERKS REPORT**

All the towns floral displays have now been installed

*At this point in the meeting and in accordance with procedures laid down in Standing Orders 6 (a) the Chairman altered the order of business so that Items 18 and 19 could be considered after item 6*

**108/19 TREE WARDEN**

Proposed by Cllr Woodley, seconded by Cllr Clough and resolved with 10 votes for and 1 abstention that Council resolve to create and approve a Volunteer Policy and in addition a role description for the Tree Warden based on the implementation of the policy

**109/19 PLANNING APPLICATIONS**

1. 2019/0424/FUL Mr Munton

 Revised Plan: Construction of annexe ancillary to the use of the main dwelling

 151 Cold Overton Road

Recommend refusal on the grounds of over development, over shadowing and not in keeping with the street scene

Proposed by Cllr Lowe, seconded by Cllr Razzell and unanimously resolved

*At this point in the meeting, 7.12pm, having declared an interest, Cllr Walters left the room. He returned at 7.16pm.*

1. 2019/0387/FUL Ms Gilboy

Change of use from photography studio to D1 non-residential community centre

2A High Street

Recommend approval

Proposed by Cllr Woodley, seconded by Cllr Clough and resolved with 9 votes for and 1 abstention by Cllr Lowe (Cllr Walters not present)

1. 2019/0478/FULL Mr Duce

Minor material amendment of application 2017/0442/FULL (partial demolition and conversion of existing office premises to form 4 No. apartments and erection of 2 No. dwellings to rear)

43 South Street

Recommend approval and express Town Councils thanks to the Planning department for ensuring the appropriate standards are maintained in the conservation area.

Proposed by Cllr Ainsley, seconded by Cllr Wadsworth and unanimously resolved

1. 2019/0505/FUL Mr & Mrs Fadden

Demolition of existing dwelling and garage and erection of new dwelling and detached garage with studio above and relocation of existing garage to be used as a garden store, new walls and piers to entrance, fencing and gate to driveway

23 Stamford Road

Recommend approval with the caveat that recommendations of the tree report were followed, particularly with regard to safeguarding wildlife.

Proposed by Cllr Clough, seconded by Cllr Razzell and resolved with 9 votes for and 1 against

**110/19 WORKING GROUPS**

1. Cllr Walters gave a verbal report as a member of the Finance Working Group
2. Cllr Clough gave a verbal report as a member of the Floral Working Group

**111/19 STATEMENT OF ACCOUNTS**

(i) Proposed by Cllr Walters, seconded by Cllr Neal and resolved unanimously resolved to approve the Statement of Accounts to 30th April 2019

(ii) Proposed by Cllr Neal, seconded by Cllr Wadsworth and unanimously resolved to approve the Statement of Accounts to 31st May 2019

 **112/19 INTERNAL AUDITORS REPORT**

Proposed by Cllr Romney, seconded by Cllr Wadsworth and unanimously resolved that members acknowledge the report for year ending 31st March 2019, and the overall internal audit opinion is good. Recommendations to reviewed by the Finance and Policies and Procedures working groups

 **113/19 APPOINTMENT OF INTERNAL AUDITOR**

Proposed by Cllr Walters, seconded by Cllr Wadsworth and unanimously resolved to instruct the Clerk to register its interest in joining the LRALC Internal Audit Service for the coming financial reporting period to 31st March 2020

 **114/19 AUTHORISATION TO AN PAY INVOICE OVER £5000**

Proposed by Cllr Razzell, seconded by Cllr Clough and unanimously resolved to authorise the payment to Plantscape Ltd for the provision of the 2019 town floral displays subject to correction and verification of the invoice total and not exceeding £9530.30+VAT

 **115/19 NEIGHBOURHOOD PLAN EXPENDITURE**

Proposed by Cllr Lowe, seconded by Cllr Woodley and unanimously resolved to authorise the reimbursement of the following:

1. Neighbourhood Plan website for £72.00 + vat
2. Stationery for £36.67 + vat

 **116/19 REPORTS AND ACTIONS**

Proposed by Cllr Romney, seconded by Cllr Lowe and unanimously resolved to defer this to the

 Policies and Procedures working group

 **117/19 DEFIBRILLATOR AT PRINCESS AVENUE**

Proposed by Cllr Romney, seconded by Cllr Neal and unanimously resolved to appoint Cllr Lowe to perform a visual inspection every month

 **118/19 SOCIAL MEDIA / PRESS OFFICER**

(i) Proposed by Cllr Romney, seconded by Cllr Clough and unanimously resolved to appoint Cllrs Lowe and Wadsworth as Councils Facebook moderators

(ii) Proposed by Cllr Lowe, seconded by Cllr Denyer and unanimously resolved to appoint Cllr Walters as Councils Press Officer

**119/19 CORRESPONDENCE**

Members noted the correspondence from Citizens Advice Rutland

**120/19 EXEMPT ITEM**

1. Proposed by Cllr Woodley, seconded by Cllr Walters and resolved with 7 votes for, 1 against and 2 abstentions by Cllrs Lowe and Neal, not to exclude the Public and Press during consideration of item 21 on the agenda, but the letter and quotation will remain exempt
2. Proposed by Cllr Lowe, seconded by Cllr Woodley and unanimously resolved to exclude the Public and Press during consideration of item 22 on the agenda, due to the confidential and contractual nature of the matter to be discussed

**121/19 WILLOW CRESCENT PLAY AREA FENCING**

1. Proposed by Cllr Lowe, seconded by Cllr Walters and resolved with 6 votes for and 5 against (Cllrs Razzell and Clough) that Council agree in principle to replace the fence on further investigation and in consultation with the school regarding shared cost, ownership and specification.
2. Proposed by Cllr Romney, seconded by Cllr Denyer and unanimously resolved that Council appoint Cllrs Ainsley and Woodley to liaise directly with the school

*Proposed by Cllr Lowe, seconded by Cllr Ainsley and resolved with 9 votes for and 1 against, to extend the meeting by thirty minutes to allow for the business to be transacted*

**122/19 OCC LEASE**

1. Proposed by Cllr Romney, seconded by Cllr Wadsworth and unanimously resolved that the lease is initially for a term of one year only and permission is granted for the lease to be signed
2. Proposed by Cllr Razzell, seconded by Cllr Woodley and resolved with 9 votes for and 2 against that Council agree in principle with the draft Deed of Surrender

Record Note Item 22 / Minute reference 122/19 are recorded on a separate confidential page of the minutes and will be filed with the Town Council official minute book

**The Chairman thanked everyone for their contributions and closed the meeting at 8.34pm**

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

 **26th June 2019**

 **Chairman**