

**MINUTES OF THE MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY FEBRUARY 24<sup>TH</sup> 2016 AT THE OFFICES OF OAKHAM TOWN COUNCIL, VICTORIA HALL, 39, HIGH STREET, OAKHAM**

**PRESENT:**

Cllrs Adam Lowe, Martin Brookes, Stan Stubbs, Mrs Joyce Lucas BEM, Jasmine Hopkins, Vince Howard, Michael Elliott, Tracy Carr, Peter Ind (for part of the meeting), Sally Anne Wadsworth (for part of the meeting)

**ABSENT:**

Cllrs Alf Dewis and Michael Haley

Three members of the public were present at the start of the meeting

In the absence of the Chairman Cllr Adam Lowe chaired the meeting

**041/16 APOLOGIES**

- (i) Apologies had been received from Cllr Alf Dewis and Cllr Michael Haley
- (ii) It was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and resolved with 7 votes for and 1 abstention to approve the absence of Cllr Alf Dewis.

It was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and unanimously resolved to approve the absence of Cllr Michael Haley

**042/16 DECLARATIONS OF INTEREST**

Members are asked to declare, if required:

- (i) No Disclosable Pecuniary Interests were declared
- (ii) Cllr Martin Brookes declared his interest in Item 10 as the Councils representative to Citizens Advice Rutland when the original report had been considered. He had been granted a dispensation to take part in any discussions and vote. Cllr Brookes also declared an interest in Item 16 (xiii) as he knew the applicant. He stated he would leave the meeting during discussions and any vote

Cllr Stan Stubbs declared an interest in items 16 (iv) and (v) as he knew the applicant. He also declared an interest in item 16(xiii) as the applicant was a member of the Oakham Town Partnership and he was one of the Council's representatives to that organisation. He stated he would remain in the meeting but would not take part in any discussions or vote

**043/16 MINUTES**

It was proposed by Cllr Mrs Joyce Lucas, seconded by Cllr Stan Stubbs and resolved with 7 votes for and 1 abstention that the minutes of the meeting of Oakham Town Council held on Wednesday February 10<sup>th</sup> 2016 be signed by the Chairman as a true record of that meeting

## **044/16 COUNCILLOR'S QUESTIONS**

None

## **045/16 CHAIRMAN AND MEMBER'S REPORTS**

Cllr Mrs Joyce Lucas reported on a number of matters:

- The Environment Agency had stated that they had viewed the blockage to the brook at the rear of Grampian Way and had decided that the whole of the brook from its source to Rutland Water needed attention with overgrown material in the banks. This work would commence as soon as possible.
- The Festival Committee would meet on the first Monday of every month. Sponsorship for the 2016 event was being actively sourced and the programme would be available early
- The Agincourt Oak had been delivered and would be installed in Royces Recreation Ground as previously agreed. Two trees needed replacing as one had died and the other had disappeared. She recommended that the tree nearest to the Community Centre be felled and replaced and the tree to the rear of a property on Cold Overton Road needed to be severely pollarded but not to the extent of the works to the adjacent tree.
- A tour of the ongoing works to Oakham Castle had been undertaken by a number of members and Mrs Lucas gave a comprehensive report on it.

## **046/16 CLERK'S REPORT**

The Clerk reported as follows

### **Training**

Please note that the office will be closed from 11.30am on Monday 29<sup>th</sup> February to allow for the Clerk and Assistant Clerk to attend a Clerk's training course that afternoon at the offices of the Leicestershire and Rutland Association of Local Councils in Anstey.

### **Mayor's Charity Event – 6<sup>th</sup> April 2016**

Members are asked to note that tickets for the "Evening with Charles Hanson" are available from the office at £12.50 each.

Members are also asked to be aware that all the financial transactions for this event are completely separate from the Town Council's accounts and records / invoices / receipts etc. are being kept by the office. This is because the Mayor's Charity Account is not part of the financial records of the Council.

All records are available for inspection on request.

### **Play Area Inspections**

Four inspections will be taking place over the course of the next year. These will be undertaken by Wicksteed at a cost of £135.00 + VAT per visit. This is for inspections at Royces Recreation Ground, Cutts Close and Willow Crescent. This is the same cost as previously.

## **Parish Council Forum**

The draft minutes of the last meeting are available to view at:

<http://rutlandcounty.moderngov.co.uk/ieListDocuments.aspx?CIId=292&MIId=348>

One issue that was discussed at the Forum was the matter of Parish and Town Councils in Rutland possibly making a financial contribution to the cost of their street lighting. This has previously been mentioned to members on a number of occasions and a report on the matter is due to be considered by RCC Cabinet shortly.

### **047/16 DEPUTATIONS BY THE PUBLIC**

None

*It was then proposed by Cllr Adam Lowe, seconded by Cllr Stan Stubbs and unanimously resolved to alter the order of business so that Items 9 and 10 on the agenda would be considered next followed by Item 8*

### **048/16 CO-OPTION OF NEW MEMBERS**

Cllr Adam Lowe stated that the Council was perfectly within its rights to co-opt two new members with one single resolution.

It was then proposed by Cllr Adam Lowe, seconded by Cllr Martin Brookes and unanimously resolved that Sally Anne Wadsworth be co-opted as a member for the Oakham North East Ward and Peter Ind be co-opted as a member for the Oakham North West Ward.

*The meeting was suspended at 7.19pm to allow for the new Councillors to sign their Declarations of Acceptance of Office forms, witnessed by the Clerk to the Council. The meeting resumed at 7.23pm with the two new members taking their seats on the Council.*

### **049/16 CITIZEN'S ADVICE RUTLAND FUNDING**

Cllr Martin Brookes introduced his report. A representative from Citizens Advice was present and answered a number of questions from members relating to the CA's request for funding.

It was then proposed by Cllr Martin Brookes, seconded by Cllr Stan Stubbs and unanimously resolved that Oakham Town Council would contribute towards Citizens Advice Rutland Funding for the financial year 2016 – 2017

It was then proposed by Cllr Martin Brookes, seconded by Cllr Jasmine Hopkins and unanimously resolved that Oakham Town Council agree to fund a 6 month training officer post to enhance the competency levels of volunteer advisers and to train a debt and welfare rights specialist at a cost of £5,000.

It was then proposed by Cllr Martin Brookes, seconded by Cllr Stan Stubbs and unanimously resolved that Oakham Town Council agree to fund a Display stand and associated marketing material to get knowledge of the service into the community at a cost of £1,500

#### **050/16 WORKING GROUPS STRATEGY ASSURANCE**

After Cllr Adam Lowe had introduced the documents from the Promotion and Publicity Working Group, Cllr Martin Brookes made a number of comments. These included whether the approval of the documents also meant that the expenditures detailed in them would be authorised as there were some elements of the proposed expenditure that he was not happy with. The process was outlined to members as agreed in the Council's Financial Regulations.

It was then proposed by Cllr Adam Lowe, seconded by Cllr Mrs Joyce Lucas and resolved with 9 votes for and Cllr Brookes against that the Strategy assurance Documents from the Promotion and Publicity Working Group be approved.

#### **051/16 GROUNDS MAINTENANCE 2016 – 2017**

Members considered a report and following discussions it was proposed by Cllr Adam Lowe, seconded by Cllr Martin Brookes and unanimously resolved that the current Grounds Maintenance contract with Cory Environmental due to expire on March 31<sup>st</sup> 2016 be extended by one year to March 31<sup>st</sup> 2017 and that the Tender process beyond 2017 be started immediately.

#### **052/16 ACCOUNTING SOFTWARE AND EXTERNAL PREPARATION OF 2015 – 2016 ACCOUNTS**

Cllr Michael Elliott introduced a report from the Financial Matters and Procedures Working Group. There was considerable discussion relating to the purchase of new Accounting Software and it was then proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and unanimously resolved that Oakham Town Council purchases the Omega Financial Director Software from Rialtas at the costs stated in the report and authorises training in May 2016 for the Clerk and Assistant Clerk.

Members then discussed the possible preparation of the 2015 – 2016 accounts by an external firm of Accountants. Cllr Martin Brookes raised concerns about possible additional costs as well as stating that the Council already paid the Clerk to carry out this function. It was then proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and resolved with 8 votes for and Cllrs Adam Lowe and Martin Brookes against that the Council engages Streets Accountants to produce the 2015 – 2016 accounts for the Council at a cost of £750.00 + VAT which will then be used to prepare the statutory accounting statements for approval by the Council

### 053/16 PARKING REVIEW

Members considered a number of further proposals relating to the Parking Review 2015 that had been received from Rutland County Council (RCC)

Following discussions on each proposal it was proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and unanimously resolved that the Council responses should be:

RCC Ref.	Road	Location	Oakham Town Council Comments
36	Station Road	Outside Station	The Council supports this proposal
37	Market Street / High Street	Outside / beside Timpsons	The Council supports this proposal as long as other people do not abuse the disabled / Blue Badge bays
38	Long Row	Residents bays	The Council supports this proposal
45	Short Stay Car Parks	Church Street and Brooke Road Car Parks	The Council does not support this proposal as it would block spaces and potentially reduce footfall in Oakham
46	New Street and John Street	Residents Bays	The Council supports this proposal
47	Melton Road	Limited waiting bays	The Council supports this proposal

It was further proposed by Cllr Martin Brookes, seconded by Cllr Stan Stubbs and unanimously resolved that a request as to whether small parking signs could be fixed to the tubular fencing between Cutts Close and the new parking bays on Church Street be refused.

It was also agreed that the Council's concerns over how close parking on Church Street is to its junction with Station Road be communicated to RCC

### 054/16 HOLLANDS FAIR

It was proposed by Cllr Stan Stubbs, seconded by Cllr Vince Howard and resolved with 9 votes for and Cllr Tracy Carr against that Hollands Fair be granted permission to use Cutts Close from April 26<sup>th</sup> 2016 to May 2<sup>nd</sup> 2016 at a fee of £115.00 per day but that the contract with them be amended to require the removal of posters advertising the Fair that may be put up around Oakham and the surrounding area. The use of electricity would also be checked to ensure that it was being used safely

### **055/16 CEMETERY MAINTENANCE PAYMENT**

Councillor Adam Lowe introduced the report that had been submitted following a meeting between the Cemetery Working Group and officers from Rutland County Council. Extensive discussions on the issue took place.

It was then proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and resolved with 9 votes for and 1 abstention that the original decision to withhold payment be reversed and that an agreement be put in place for future years between Oakham Town Council and Rutland County Council and that no further payments would be made until such an agreement was in place.

### **056/16 PLANNING APPLICATIONS**

Members considered the following applications

- (i) 2016/0108/RES Larkfleet Homes  
Reserved Matters application for erection of apartment block comprising of 24 apartments and associated parking & infrastructure following planning APP/2011/0832  
Land between Barleythorpe and Burley Park Way  
**Recommend approval. Proposed by Cllr Stan Stubbs, seconded by Cllr Vince Howard and resolved with 6 votes for, Cllrs Jasmine Hopkins, Martin Brooks and Tracy Carr against and 1 abstention by Cllr Michael Elliott**
  
- (ii) 2016/0051/FUL Epic Pub Co  
Existing doors, windows & signage to be redecorated generally. New conservatory to rear & store to side. New fencing to rear patio area to replace existing. Fit-out of ground floor bar-restaurant, including new bar servery & relocation of kitchen. Fit-out of first floor to replace existing 9 bedrooms to 7 new en-suite letting bedrooms  
Calico Bar & Kitchen, 6 Mill Street  
**Recommend approval. Proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and resolved with 7 votes for and 3 abstentions**
  
- (iii) 2016/0050/LBA Epic Pub Co  
Existing doors, windows & signage to be redecorated generally. New conservatory to rear & store to side. New fencing to rear patio area to replace existing. Fit-out of ground floor bar-restaurant, including new bar servery & relocation of kitchen. Fit-out of first floor to replace existing 9 bedrooms to 7 new en-suite letting bedrooms  
Calico Bar & Kitchen, 6 Mill Street  
**Recommend approval. Proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and resolved with 7 votes for and 3 abstentions**

- (iv) 2016/0131/ADV Mr P Baggoley  
1 x externally illuminated fascia; 1 x externally illuminated double sided hanging projector; 1 x Non-illuminated staff information sign; 1 x Non-illuminated internally applied window vinyl  
ADP Dental Ltd, 17 Burley Road  
**Recommend approval on condition that the illuminated signage be switched off when the building was not in use. Proposed by Cllr Martin Brookes, seconded by Cllr Peter Ind and resolved with 7 votes for, 2 against and 1 abstention**
- (v) 2016/0097/LBA Mr P Baggoley  
1 x externally illuminated fascia; 1 x externally illuminated double sided hanging projector; 1 x Non-illuminated staff information sign; 1 x Non-illuminated internally applied window vinyl  
ADP Dental Ltd, 17 Burley Road  
**Recommend approval on condition that the illuminated signage be switched off when the building was not in use. Proposed by Cllr Martin Brookes, seconded by Cllr Peter Ind and resolved with 7 votes for, 2 against and 1 abstention**
- (vi) 2016/0091/LBA Rutland County Council  
Installation of lighting protection to the Great Hall  
Oakham Castle, Castle Lane  
**Recommend approval. Proposed by Cllr Vince Howard, seconded by Cllr Stan Stubbs and resolved unanimously**
- (vii) 2016/0113/LBA Rutland County Council  
Installation of mesh window stone guards to the east gable window of the Great Hall  
Oakham Castle, Castle Lane  
**Recommend approval. Proposed by Cllr Mrs Joyce Lucas, seconded by Cllr Jasmine Hopkins and resolved unanimously**
- (viii) 2016/0076/ADV Rutland County Council  
Erection of 1 No. 6m high white aluminium flagpole inside castle grounds for ceremonial use  
Oakham Castle, Castle Lane  
**Recommend approval. Proposed by Cllr Mrs Joyce Lucas, seconded by Cllr Vince Howard and resolved with 8 votes for and Cllrs Martin Brookes and Michael Elliott against**
- (ix) 2016/0071/FUL Mrs A Stebbins  
Rebuild existing outbuilding and convert part existing to form annexe for disabled purposes  
Stone House, 4 Barleythorpe Road  
**Recommend approval on condition that the materials used conform to the necessary requirements for a listed building. Proposed by Cllr Stan Stubbs, seconded by Cllr Vince Howard and resolved unanimously**

- (x) 2016/0073/LBA Mrs A Stebbins  
Rebuild existing outbuilding and convert part existing to form annexe for disabled purposes  
Stone House, 4 Barleythorpe Road  
**Recommend approval on condition that the materials used conform to the necessary requirements for a listed building. Proposed by Cllr Stan Stubbs, seconded by Cllr Vince Howard and resolved unanimously**

- (xi) 2016/0060/MAJ RPC Containers  
Erection of 4 No. 50 Tonne Silos. The installation of an Adiabatic Water Cooling System with concrete plinth 8m x 6m and a warehouse office 6m x 12m  
Schofield Road  
**Recommend approval. Proposed by Cllr Martin Brookes, seconded by Cllr Vince Howard and resolved unanimously**

- (xii) 2016/0052/PTA Mrs L Barnet  
Fell 1 No. Sycamore Tree, Fell 1 No Yew Tree  
16 Catmose Park Road  
**Recommend approval but the Council hoped that the resident would replant. Proposed by Cllr Stan Stubbs, seconded by Cllr Vince Howard and resolved with 6 votes for, 3 against and 1 abstention**

*At this point in the meeting Cllr Martin Brookes left the meeting and took no part in the discussion or vote.*

*Cllr Peter Ind also declared an interest at this point in the following item as his residence was in close proximity to the proposed development. He took no part in the discussion or vote*

- (xiii) 2016/0067/FUL Mr J Nowell  
Proposed single storey extension (revised scheme)  
9 Glebe Way  
**Recommend approval. Proposed by Cllr Vince Howard, seconded by Cllr Jasmine and resolved with 6 votes for and 4 abstentions.**

*Cllr Martin Brookes rejoined the meeting*

- (xiv) 2016/0088/FUL Mr P Mills  
Conservatory extension  
4 Snelston Close  
**Recommend approval. Proposed by Cllr Vince Howard, seconded by Cllr Adam Lowe and resolved with 9 votes for and 1 abstention**



- (xv) 2016/0122/CAT Mr P Berridge  
Cherry – remove tree near driveway (medium) to low stump. Apple – clean crown (remove ivy where possible, remove deadwood, reduce back from neighbour’s side. Pear – remove largest stems (rolling pollard), shape in, and reduce height  
7 Brooke Road  
**Recommend approval. Proposed by Cllr Stan Stubbs, seconded by Cllr Mrs Joyce Lucas and resolved with 9 votes for and Cllr Martin Brookes against**

**There being no further business the Chairman closed the meeting at 8.59pm**

**Signed:** \_\_\_\_\_  
**Chairman**  
**9<sup>th</sup> March 2016**