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Oakham Town Council

Rol House, Long Row, Oakham, Rutland, LE15 6NL

01527 723627

[enquiries@oakhamtowncouncil.gov.uk](mailto:enquiries@oakhamtowncouncil.gov.uk)

[www.oakhamtowncouncil.gov.uk](http://www.oakhamtowncouncil.gov.uk)

**MINUTES OF A MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 13 OCTOBER 2021 AT 6.30 P.M. IN THE TOWN COUNCIL CHAMBERS**

**IN ATTENDANCE:** Cllrs: A. Burton, D. Graham, A. Lowe, Z. Nealson, C. Nix, A. Orchard, D. Romney & S-A. Wadsworth,

**ALSO IN ATTENDANCE:** K. Bell (Locum Town Clerk)

**APOLOGIES:** Cllrs. Fresia-Farelly, Denyer & Buxton

Cllr Nealson opened the meeting and welcomed all present including K. Bell the Locum Town Clerk.

**10/21 – 01 APOLOGIES AND REASONS FOR ABSENCES**: Apologies were received from Cllrs. Fresia-Farelly, Denyer and Buxton, each apology and reason was considered as follows:

It was proposed, seconded and **RESOLVED** that the apology received from Cllr. Fresia-Farelly in respect of a work commitment be accepted  **Unanimous**

It was proposed, seconded and **RESOLVED** that the apology received from Cllr. Denyer in respect of a prior commitment be accepted  **Unanimous**

It was proposed, seconded and **RESOLVED** that the apology received from Cllr. Buxton in respect of a prior commitment be accepted  **Unanimous**

**10/21 – 02 DECLARATIONS OF MEMBERS INTERESTS AMD APPLICATIONS FOR DISPENSATIONS:** Whilst no interests were declared; Cllrs Burton and Orchard stated that they would declare interests in items relating to the allotments.

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**10/21 – 03 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 29 SEPTEMBER 2021**

Following a discussion, it was proposed, seconded and:

**RESOLVED:** By a majority of 4 in favour, 2 against and 3 abstentions that the minutes from the meeting be approved and signed by the Chairman as a correct record of the proceedings.

**By Majority**

Cllrs Lowe and Wadsworth requested that their objection in respect of the accuracy of the minutes be minuted.

**10/21 – 04 DEPUTATIONS BY THE PUBLIC:** There were none

**10/21 – 05 COUNCILLORS QUESTIONS**

**Proposed Skate Park:** The Chairman confirmed that some members had had conversations with members of the public, but these had been in a personal capacity and that the person campaigning for a Skate Park had been advised to submit a proposal to the Town Council for formal consideration.

**10/21 – 06 CLERKS REPORT**

* **Trees:** The dangerous branch from the Sweet Chestnut tree adjacent to the shelter on Cutts Close had been removed. It was noted that the removal of more dead wood was required to trees in Cutts Close. It was noted that on 13 October 2021, the Locum Clerk and Deputy Clerk had visited Cutts Close where they met with the RCC Tree Warden and that the Deputy Clerk was progressing the items raised within the recent tree report and where work was required to trees with TPOS the planning applications were in the process of being submitted to RCC. It was further noted that one tree had been identified as having a bacterial infection and whilst it was not pretty to look it was not life threatening to the tree.
* **Cutts Close, Streetlights**: OTC’s contractor had investigated and had established that lamp post No 6 had no power and would need to be lowered prior to any work taking place, lamp post No 2 had a blown fuse and the parts had been ordered and the lamp post near the play area was found to have a broken head which had been removed.
* **Playgrounds:** All 3 playgrounds and equipment had received their monthly cleans and were due to receive their operational inspections on 14 October 2021.

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**10/21 – 07 CHAIRMANS REPORT**

* On behalf of Oakham Town Council, the Chairman offered her thanks and appreciation to former Clerk Alison Greaves for her hard work and dedication to Oakham and Oakham Town Council. The Chairman formally welcomed Karen Bell as the Locum Town Clerk.
* She had attended a number of events in her capacity as Mayor including a reception at RAF Wittering, a RNLI Luncheon a performance of Cats which was held in Stamford and she had attended the 1st Walking Tour of the Town.
* She was liaising with the RCC Play Spaces Officer with a view to Oakham Town Council and RCC working together to improve the play provision offering within Oakham.

**10/21 – 08 REPORTS FROM MEMBERS, WORKING GROUPS AND OUTSIDE BODIES**

**LRALC:** Cllr. Nealson reported that she, Cllr. Lowe and the Deputy Clerk had attended the Clerks conference which was an interesting and informative event. She drew attention to new best practice that individual names of proposers and seconders were not to be recorded unless specifically requested and that going forward this practice would be adopted by OTC.

**Market:** Cllr Burton clarified that whilst OTC had agreed to pay for any shortfall incurred by the market with regard to street closure costs this did not apply to capital costs and the market organisers had been advised to submit a formal grant application towards the capital costs of marquees / gazebos etc. Cllr. Wadsworth stated that she believed that RCC had purchased gazebos, tables, chairs etc which were stored at RCC and advised that it might be worth the market organisers ascertaining if this equipment could be made available to them.

**Christmas Events 2021**

**Lights:** It was reported that the installation of the Councils Christmas lighting display was due to take place on 14-15 November. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the Christmas Lights Switch On would take place on either 17 or 21 November 2021 depending on the availability of the High Sheriff and the Mayor of Oakham to do the honours.

**Unanimous**

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**Santa Fun Run:** Following council agreement for Rutland Rotary Club to hold their Santa Fun Run on 12 December 2021, OTC had been asked for permission for the use of the PA system during the event. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That permission be granted subject to favourable weather conditions.

**Unanimous**

**10/21 – 09 TO CONSIDER CORRESPONDENCE RECEIVED**

1. **Letter from the Lord Lieutenant of Rutland, Dr Sarah Furness PhD outlining national events taking place over the weekend of 02 June 2022 – 05 June 2022.** It was reported that it was HM The Queen’s wish to celebrate her jubilee through a series of events which would promote and celebrate community spirit. Given this background, the Lord Lieutenant was seeking help from local councils within Rutland to promoted platinum jubilee celebrations. Following a discussion, it was:

**RESOLVED:** That the letter be RECEIVED AND NOTED.

**Unanimous**

It was further

**RESOLVED:** That Oakham was already heavily involved in planning many community events and the Lord Lieutenant would be advised of these so that they could be included within the diary for Rutland.

**Unanimous**

1. **Email from Rutland and Stamford Sound:** OTC had been asked if it was interested in advertising its events on the local radio. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the advertising budget would be used to pay for advertising specific events such as the Christmas Fayre and Christmas Lights Switch On. **Unanimous**

It was further

**RESOLVED:** That the events would be advertised throughout November. **Unanimous**

**10/21 – 010 TO CONSIDER FINANCIAL ISSUES**

1. **Expenditure and statement of accounts to 30 September 2021.** It was proposed, seconded and:

**RESOLVED:** That the expenditure and statement of accounts to 30 September 2021 be approved.  **Unanimous**

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1. **Budget Report as at 30 September 2021.** It was proposed, seconded and:

**RESOLVED:** That the Budget Report as at 30 September 2021 be approved.  **Unanimous**

1. **Bank Mandate Signatories:** It was proposed, seconded and:

**RESOLVED:** That S-A Wadsworth and former councillor A. Skipworth would be removed from the list of signatories in respect of OTC’s account with The Cambridge Building Society. **Unanimous**

It was further

**RESOLVED:** That Cllr. A Burton would be added to the account as a signatory. **Unanimous**

1. **Conclusion of 2020/2021 External Audit:** It was proposed, seconded and:

**RESOLVED:** That the conclusion of audit documentation be RECEIVED, NOTED AND APPROVED.

**Unanimous**

It was noted that in accordance with legislative requirements the conclusion of notice documentation had been published on the councils’ noticeboards and website. It was further noted that the auditor had commented within the external audit report that information had come to their attention that they must consider before certifying the completion of the audit review. This matter was being progressed by the Clerk so that the auditor could be discharged of their responsibilities.

**10/21 – 011 FLORAL DISPLAYS**: It was reported that in 2020 OTC included in its Floral schedule a winter / spring planting of the tired cubes on the High Street. This was provided at minimal cost which took into consideration the savings made in the contractor not having to remove and reinstall them and that should OTC wish to have these again the cost would be £250.00. It was further reported that the contactor had advised that they would need to increase their costs by 2.5% for the summer 2022 planting arrangements. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That expenditure of £250.00 would be approved in respect of the winter / spring planting of the tiered cubes on the High Street.

It was further

**RESOLVED:** That the council would approve an increase of 2.5 % for the summer planting arrangements.

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**10/21 -012 DATE AND TIME OF NEXT MEETING**: Confirmed as 10 November 2021

There being no additional business, the meeting concluded at 19.07 hours

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