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Oakham Town Council

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**MINUTES OF A MEETING OF OAKHAM TOWN COUNCIL HELD ON WEDNESDAY 08 DECEMBER 2021 AT 6.30 P.M. IN THE TOWN COUNCIL CHAMBERS**

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

**ALSO IN ATTENDANCE:** K. Bell (Locum Town Clerk), K. Geraghty (Deputy Clerk) & 4 residents

**APOLOGIES:** Cllrs: Buxton, Denyer, A. Orchard,

Cllr Nealson opened the meeting and welcomed all present.

**12/21 – 01 APOLOGIES AND REASONS FOR ABSENCES**: Apologies were received from Cllrs. Buxton, Denyer, A. Orchard, D. Romney.

 It was proposed, seconded and:

 **RESOLVED:** That the apology and reason received from Cllr. Romney (Family Commitment) be accepted.

 It was proposed, seconded and

 **RESOLVED:** That the apology and reason received from Cllr. Orchard (Work Commitment) be accepted.

 It was proposed, seconded and

 **RESOLVED:** Thatthe apology and reason received from Cllr. Denyer (Work Committment) be accepted.

 It was proposed, seconded and

 **RESOLVED:** That the apology and reason received from Cllr. Buxton (Unwell), be accepted.

**12/21 – 02 DECLARATION OF MEMBERS’ INTERESTS AND APPLICATIONS FOR DISPENSATION:** There were none

**12/21 – 03 DEPUTATIONS FROM MEMBERS OF THE PUBLIC**

 **12/21 – 02.1 Correspondence**

* 200+ Emails received, expressing views for and against Cottesmore Hunt using Cutts Close.
* Correspondence received from resident regarding FB dialogue.

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  **12/21 - 02.2 Questions from Members of the Public**: A resident spoke against the use of OTC land by Cottesmore Hunt.Following a discussion, it was proposed, seconded and

  **RESOLVED:** That Standing Orders would be suspended in order to vary the order of the agenda and to bring forward agenda item 13.1 (Minute 12/21 - 13..1 refers) for council to consider the use of Cutts Close by Cottesmore Hunt on Boxing Day (27 December 2021). **Unanimous**

 It was reported that whilst The Hunt had not sought permission from OTC to meet on the council’s land, the item had been included on the agenda in order for OTC to acknowledge and discuss correspondence received from members of the public and that to provide policy direction should OTC be contacted by The Hunt. Following a discussion, it was proposed, seconded and:

  **RESOLVED**: That if contacted by Cottesmore Hunt permission to use OTC land would be denied.

 **By Majority**

 **(The Chairman used her casting vote)**

 It was further proposed, seconded and:

 **RESOLVED:** That moving forward OTC would consult with the people of Oakham and obtain a consensus of opinion on what residents would like to see take place on OTC land.

 **By Majority**

**12/21 – 04 COUNCILLOR VACANCY:**  Following the resignation of R. Fresia-Farelly, in accordance with regulations, RCC had been notified and notices posted on the website and noticeboards. RCC would advise soon after 16 December 2021 if the council was able to fill the vacancy by co-option.

**12/21 – 05 MEETINGS HELD ON 10 NOVEMBER 2021 AND 24 NOVEMBER 2021**

 **12/21 - 05.1 MINUTES FROM MEETING HELD ON 10 NOVEMBER 2021:**Following a discussion it was proposed, seconded and

**RESOLVED:** By a majority of 7 in favour with 1 abstention that the minutes from the meeting be approved and signed by the Chairman as a correct record of the proceedings. Cllr Gilbody requested that his abstention be minuted as he was not present at the meeting. **By Majority**

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  **12/21 – 05.2 MEETING FROM MEETING HELD ON 24 NOVEMBER 2021**

Following a discussion it was proposed, seconded and

**RESOLVED:** By a majority of 6 in favour with 2 abstentions that the minutes from the meeting be approved and signed by the Chairman as a correct record of the proceedings. Cllrs Nix and Wadsworth requested that their abstentions be minuted as they were not present at the meeting.

 **By Majority**

 **12/21-05.2 Update on any matters arising not included elsewhere on the agenda:** There were none

**12/21 – 06 FINANCE COMMITTEE**

 **11/21 – 06.1 Minutes:** The minutes from the meetings held on 10 November 2021 and 30 November 2021 were **RECEIVED AND NOTED**. No questions were asked of the Committee Chairman

 **11/21 – 06.2 2022-2023 Budget:** Following a discussion, it was proposed, seconded and

 **RESOLVED:** That the 2022-2033 expenditure budget be set at £276,820 requiring a precept of £228,000 which was a reduction of £47,595.(17.27%) on the 2021-2022 precept

 which was £275,595. **Unanimous**

 **11/21 – 06.3 Financial Policies & Procedures:** Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the following policies and procedures as prepared by the Clerk and copied to members be approved.

* Risk Management Strategy
* Investment Policy & Strategy
* Review of Earmarked Reserves **Unanimous**

**12/21 – 07 RECREATION AND PLANNING COMMITTEE**

 **12/21 – 07.1 Minutes:** The minutes from the meeting held on 24 November 2021 were **RECEIVED AND NOTED.**

 **12/21 – 07.2 Matters Arising of Information**

 **Minute 21/15.3 Oakham City Status Application:** Enquiries had been made with the Civic Office Cabinet Office who had advised not only could the deadline not be extended from 08 December 2021 but that applications were invited from principal councils only and they would not therefore accept an application from the Town Council.

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 **12/21 – 07.3 Planning Applications****:** Following a discussion, it was proposed, seconded and:

  **RESOLVED:** To comment as follows to RCC **Unanimous**

  **2021/1362/CAT** (T1) 1 No. Ash leaf Maple to be felled to ground level as it is too close to the property at 79 Station Road, Oakham, LE15 6QT

 **NO OBJECTION**

 **2021/1375/FUL** Proposed rear single storey extension to dwelling at 121 Brooke Road, Oakham, LE15 6HQ

  **NO OBJECTION**

 **2021/1380/FUL** Increase head of central door and replace with new door. Inset steps internally only to access principle entrance level at 1 – 2 Church Passage, Oakham, LE15 6DR

  **NO OBJECTION**

 **12/21 – 07.4 Street Furniture Application -** Notice of intention by RCC to grant permission under S.115E Highways Act 1980 to Rutland Refill, 1 Westgate, Oakham to place tables and chairs on the highway known as Westgate at the following times Monday, Wednesday, Friday and Saturday (inclusive) 09.30 to 17.00 and 09.30 to 20.00 on Tuesday and Thursday for the purpose of a pavement café. Following a discussion, it was proposed, seconded and:

  **RESOLVED:** To comment as follows to RCC Highways. **OBJECTION By majority**

 **12/21 – 07.5 Oakham & Barleythorpe Neighbourhood Plan:** It was reported that the consultation on the examiners recommended modifications closed on 07 January 2022.

**12/21 – 08 STAFFING COMMITTEE:** The minutes from the meeting held on 17 November 2021 were **RECEIVED AND NOTED.** It was proposed, seconded and:

  **RESOLVED:** That the recommendations from the Staffing Committee would be considered in private at the end of the meeting.

 **Unanimous**

**12/21 – 09 COUNCILLOR’S QUESTIONS:** Cllr Lowe had requested feedback regarding the tree planting which had been approved earlier in the year. This was being progressed.

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**12/21 – 10 CLERKS’S REPORT:** Key issues of note over the past month had included:

* Invitations received for OTC representatives to attend the Raund’s Town Mayors Family Carol Service and the All Saints Oakham service of Nine Lessons and Carols and for OTC representatives to attend the RCC Waste consultation Focus Group..
* RCC Parish Forum on 06 December 2021 when the main discussions included Future Rutland Vision and an Overview of Places Services. Updates on the planning system and the local plan would be presented at the next meeting.
* The Deputy Clerk would be attending an RCC Parish Clerk liaison Meeting on the new planning application software.
* Information received included Rutland Health and Well Being Strategy, The Future Rutland, Rapid Covid-19 tests, Mental Health, LRALC Newsletter, Clerks & Councils Direct, The Clerk Magazine, SLCC Desk calendar, Minutes of RCC’s Highways & Transportation WG and weekly updates from LRALC and RCC.
* Temporary road closure would be in place on 13 December affecting Stamford Road and Burley Park Way.
* Deputy Clerk worked brilliantly coordinating the Christmas Market. Thanks also due to Cllrs. Romney and Wadsworth.
* Armed Covenant Bronze Award Received
* Cllr Lowe had inspected the defibrillator located at the Oakham Fitness Centre and a replacement had been ordered for a damaged sign adjacent to the defibrillator on Princess Avenue.
* The 3 parks had been cleaned.

### 12/21 – 11 CHAIRMAN’S REPORT: Cllr Nealson reported as follows:

* She continued to meet with Penny Sharpe from RCC, Cllr. Nealson was firmly of the opinion that it was essential to keep communications with RCC going in a positive direction. She was due to meet with more RCC representatives shortly.
* She had attended a performance by the Rutland Musical Theatre and had attended an event where the VIP had been the Duke of Gloucester.

**12/21 – 12 WORKING GROUPS AND OUTSIDE BODIES**

 **12/21 – 12.1 Reports from members, working groups and outside bodies**

  **12/21 – 12.1.1 Welcome Back fund:** Cllr Burton reported that the WG had met to consider projects on which to spend the £10,000 Welcome Back monies which needed to be spent before 31 March 2022. The projects would be costed, and recommendations bought to council for consideration early in 2022.

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 **12/21 – 12.1.2 LRALC Councillors Training:** Cllr Wadsworth reported that she and Cllr Nix had attended recent training events which whilst interesting and informative could be improved upon.

 **12/21 – 12.2 OTC Representation on working groups and outside bodies**

  **12/21 - 12.2.1 Oakham Skatepark Working Group:** Following a discussion, it was proposed, seconded and

 **RESOLVED:** That OTC representation would consist of Cllrs Lowe, Nealson and Romney **Unanimous**

 **12/21 – 12.2.2 Victoria Hall Trustees:** It was noted that OTC should have 3 voting representatives. Following a discussion, it was proposed, seconded and

 **RESOLVED:** That replacing Cllrs Denyer and Gilbody as OTC’s representatives would be Cllrs. Burton, Graham and Wadsworth **Unanimous**

 **12/21 – 12.3 Role of councillors when representing OTC:** Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the protocol which had been prepared by the Locum Clerk and copied to members be adopted. **Unanimous**

**12/21 -13 TO CONSIDER CORRESPONDENCE RECEIVED**

 **12/21 – 13.1 Use of Cutts Close by Cottesmore Hunt:** Minute 12/21 – 02.2 refers.

 **12/21 – 13.2 Public Footpath E204 (Park Lane / Huntsmans Drive):** It was reported that RCC was seeking the views of OTC regarding the retainment of a street lighting column that was not currently part of RCC Highways Lighting. OTC had been asked to consider whether the column was required, if so RCC might consider adding it to their unmetered inventory, however energy costs would then become the responsibility of OTC. Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That RCC would be advised that the streetlight was required. **Unanimous**

 It was further:

  **RESOLVED:** That RCC would be asked to use LED fixings as they were more economical and environmentally friendly. **Unanimous**

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**12/21 – 14 FINANCIAL ISSUES**

 **12/21 - 14.1 Payments for Approval:** It was proposed, seconded and

  **RESOLVED**: That the following payments would be made: **By Majority**

 BNP Paribas S111/112 Copier Lease £113.29

 Millenium S111/112 Office 365, backup

 & monthly charge £300.96

 Lidbetter & Hicks S19 Streetlighting £153.08

 S111/112 Repairs Xmas Lights £60.00

 Midland Flags S111/112 Op London Bridge £32.98

 Always Available S19 Public Convenience

 Cleaning October £1.672.00

 Steeldrumbands S19 Performance 29.08.21 £550.00

 Rutland Cleaning &

 Maintenance S19 Cleaning parks x 3 £425.00

 Window flowers S19 Planting £250.00

 Pumpkin sign &

 Display S111/112 Xmas Banners £193.80

 Viking S111/112 Stationery £103.32

 Mr A Lowe S111/112 Expenses as receipted £50.91

 Leicestershire CC S111/112 Pension Contributions £290.79

 HMRC S111/112 Salary Deductions £24.12

 Ms K Geraghty S111/112 November Salary £920.19

 SLCC S111/112 Locum Clerk Costs

 Oct / Nov 2021 £3,837.12

 Wisteria hotel S111/112 Locum Clerk Accom

 October / November 2021 £430.00

 Paul Ford Tree

 Surgery Ltd S19 Removal of town bunting £852.00

 Barker Signs S111/112 Mayoral lettering £115.20

 Millenium S111/112 Removal of user & set up new

 User £55.20

 PHS Group S19 Maintenance Public

 Conveniences £478.04

 W & S Doody S111/112 Rental of Ground Floor

 Rol House £2,400.00

 Royal Images S111/112 Op London Bridge £155.28

 G & R Gregg S111/112/19 Installing Xmas banners £45.00

 Rushton Tree &

 Garden Services S19 Tree Work £480.00

 Millenium Telecom S111/112 Office telecoms £80.04

 LRALC S111/112 Training £130.00

 Lend a Hand S111/112 Cleaning of Offices £27.00

 Viking S111/112 Stationery £76.28

 John cox (Plumbing)

 &Heating Ltd S19 Maintenance Public

 Conveniences £600.14

 Millenium Telecom S111/112 Monthly charge £12.00

 Rutland Cleaning &

 Maintenance S19 Remove & dispose burnt

 Out bin from Cutts Close £210.00

 Always Available S19 Public Convenience

 Cleaning November £1,602.00 Milllenium S111/112 Office 365 & remote

 access £115.68

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 The Christmas

 Decorators S19 Xmas Lighting £17,556.00 The Stamford

 Marquee S111/112/19 Xmas Fayre £1.344.00

 BIFFA S19 Bins / Maintenance £4,998.98

  **TOTAL £40,740.40**

 **12/21 - 14.2 Bank Reconciliation as at 30 November 2021:** These were to follow as not all of the statements had been received.

 **12/21 – 14.3 Oakham Hopper:** It was reported that RCC was reviewing the service cost provision of the Oakham Hopper and after discussions with The Chairman and Locum Clerk had presented the following options for consideration by OTC:

 **1. If OTC decided not to support the service:**

 RCC had allocated funding to operate the service in its until October 2022.  A report would then be taken to cabinet for a decision on whether to withdraw the service partially or fully. Potentially this could result in the termination of the service.

 2. **If OTC decided to support the service:**

 a. The contract could be sent out to tender to bus operators to reintroduce a local bus service on which fares could be taken. This was the most expensive option.

 b. The existing service could continue to be run by RCC, but subsidised by OTC.

 c. OTC could approach VAR or another community transport organisation to investigate delivery of the service via their resources.

 d. OTC could consider delivering the transport in another format such as demand responsive or dial a ride.

 e. OTC could investigate setting up a community-based transport service.

 f. OTC Could mirror the approach taken by UTC with their hopper service which involved the purchase or lease of a minibus and use of volunteer drivers.

 Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the future of the Oakham Hopper required more consideration and information  **Unanimous**

 It was further:

  **RESOLVED:**  That OTC would consult with residents.

 **Unanimous**

 It was further

  **RESOLVED:**  That OTC would seek advice from an independent transport advisor.  **Unanimous**

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 It was further

  **RESOLVED:** That RCC would be invited to meet with members at its January 2022 meeting **Unanimous**

 It was further

  **RESOLVED**: That a Working Group would be set up who would be tasked to investigate the issues further with the view to making recommendations to the council,  OTC would like RCC to be represented on this Working Group.**Unanimous**

It was further

 **RESOLVED:** That the Oakham Hopper Working Group would consist of Cllrs Burton, Gilbody and Romney **Unanimous**

 **12/21 – 14.4 Melton Building Society Account:** It was reported that whilst the application was ready to be submitted to Melton Building Society, it needed to be accompanied by an initial investment deposit. Following a discussion, it was proposed, seconded and:

  **RESOLVED:** That the initial investment would be £75,000. **Unanimous**

 **12/21 – 14.5 Land and Building Asset Up to Date Valuation for Insurance Purposes**: It was reported that OTC had been advised to ensure that a full reinstatement valuation was carried out by a qualified surveyor of its land and buildings every five years and it this had not been carried out recently then the council should consider arranging for this to be done. Following a discussion, it was:

 **RESOLVED:** That the council would arrange for a surveyor to carry out a full reinstatement valuation of its buildings.  **Unanimous**

 **12/21 – 14.6 CIL Funding:** RCC had advised that the CIL funding could be used towards the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that was concerned with addressing the demands that development placed on an area.

**12/21 – 15 VOLUNTEERS POLICY:** Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the Volunteers Policy which had been prepared by the Locum Clerk and copied to members be adopted. **Unanimous**

 It was further

 **RESOLVED:** That OTC would now progress with the appointment of an Oakham Town Crier and a draft application pack would be prepared for consideration at the next meeting. **Unanimous**

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**12/21 – 16 2021 CHRISTMAS LIGHTING:** The contractor had provided a report on the 2021 Christmas Installation which had been copied to members. Attention was drawn to some infrastructure deficiencies which had been identified during the 2021 installation works. The Wilko HGV’s had not helped matters as they had damaged several lighting installations in the way that they had incorrectly entered and exited the site on making deliveries. Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That Prior to the installation of the 2022 Christmas lighting, the infrastructure would be inspected at the following locations, Mill Street, High Street, Market Place and Gaol Street with the intention that any modifications can be carried out in good time. **Unanimous**

 It was further

 **RESOLVED:** That the contractor would be asked to remove the damaged lights.  **Unanimous**

 It was further

 **RESOLVED:** That the Events Committee would be tasked with reviewing the Christmas Lighting arrangements for 2022. **Unanimous**

**12/21 – 017 THE PARTY IN THE PARK CELEBRATIONS – JULY 2022 – FUNDING REQUEST:** Following a discussion, it was proposed, seconded and:

  **RESOLVED:** That £2,000 would be allocated from reserves towards the event.

 It was further

 **RESOLVED:** That council would consider making available additional funds if needed.

Due to the lateness of the meeting, it was proposed, seconded and

**RESOLVED:** That the meeting be extended by 30 minutes.

Cllrs. Burton and Graham left the meeting at this point in the proceedings.

**12/21 – 018 CUTTS CLOSE SHELTER IMPROVEMENTS:** Following a discussion, it was proposed, seconded and:

  **RESOLVED:** That Council invite tenders for an extended and rendered shelter

**12/21 – 019 MATTERS FOR FUTURE DISCUSSION:** There was none.

**12/21 – 020** **MATTERS FOR CONSIDERATION IN PRIVATE:** Following a discussion, it was:

 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the following items on the grounds that they related to individuals and the financial affairs of particular

 persons. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

 **12/21 - 20.1 Appointment of Town Clerk:** Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the Contract of Employment be approved and issued to the appointee.

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 **12/21 – 020.2 Salary Scale for Deputy Clerk:** Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That the SCP be 16 – 23 backdated to 01 September 2021.

 **12/21 – 020.3 Review of the Bowls Club and Tennis Club leases**: It was reported that advice and draft leases had been received from the councils solicitor and copied to members. Following a discussion, it was proposed, seconded and:

 **RESOLVED:** That consideration be deferred to January 2022.

**12/21 – 021 DATE AND TIME OF NEXT MEETING:** Confirmed as 12 January 2022 @ 6.30 p.m.

There being no additional business, the meeting concluded at 8.45 p.m.

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