

WOOTTON PARISH COUNCIL



NCALC Council of the Year 2020

Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the **Annual Parish Council Meeting** held on **Monday 20th May 2024** at 6.30pm.

Present: Chairman Cllr Emma Fisher, Vice-Chairman Cllr J Servent, Cllr S Ghavami, Cllr M Callan, Cllr S Burnell, Cllr J Bilson, Cllr J Reville & Cllr B Churchus

Also present: 2 members of the public

Item no	
070/24	To elect the Chairman of Wootton Parish Council RESOLVED: to elect Cllr Fisher as Chairman of Wootton Parish Council
071/24	To elect the Vice-Chairman of Wootton Parish Council RESOLVED: to elect Cllr Servent as Vice-Chairman of Wootton Parish Council
072/24	To receive apologies Apologies were received from Cllr R Hensby due to work commitments Apologies were also received from West Northants Cllr Phil Larratt & the Police
073/24	To re-adopt the following policies: <ul style="list-style-type: none"> • Standing Orders • Complaints • Code of Conduct • Equal Opportunities • Internal Control • Health & Safety • Governance Risk Assessment • Building Risk Assessment • Fire Risk Assessment • Data Protection • Records Retention • Data Breach • Death of a Senior National Figure • Freedom of Information • General Privacy Notice • Lone Worker Policy • Asset Register • Travellers Policy RESOLVED: to adopt the policies on mass The Clerk advised Members of the receipt of the new Financial Regulations which will be personalised at the Finance Meeting on the 3 rd of June and brought back to full council at the June meeting
074/24	To appoint NCALC as Data Protection Officer RESOLVED: to appoint NCALC as Data Protection Officer
075/24	To appoint Internal Control Councillors RESOLVED: to appoint Cllrs Burnell & Reville as Internal Control Cllrs
076/24	To appoint Bank Signatories

	RESOLVED: to appoint Cllrs Fisher, Callan & Churchus
077/24	<p>To agree Committees & Sub-Committees & to appoint Members to them & to discuss Cllr responsibility areas</p> <p>RESOLVED: To agree a Finance & Community Centre Committee</p> <p>RESOLVED: Cllrs Fisher, Callan, Servent & Burnell will join the Committee</p> <p>RESOLVED: To create an Events Working Group</p> <p>RESOLVED: Cllrs Ghavami, Burnell & Churchus will join the Working Group</p> <p>RESOLVED: To create an HR Sub-Committee</p> <p>RESOLVED: Cllrs Fisher & Servent will join the Sub-Committee</p> <p>RESOLVED Councillor responsibilities:</p> <ul style="list-style-type: none"> • Highways – Cllrs Ghavami • The Mag – Cllr Callan • Sports Teams – Cllr Burnell & Ghavami • Planning – Cllr Servent • Coffee shop – Cllrs Fisher • Wombles – Cllr Ghavami • Seniors – Cllr Fisher • Schools – Cllr Fisher • Open Spaces – Cllr Bilson
078/24	<p>To appoint a Police Liaison Representative</p> <p>RESOLVED: to appoint Cllr Churchus as the Police Liaison Officer</p>
079/24	<p>To receive and approve for signature the minutes of the meeting held on 15th April 2024</p> <p>RESOLVED: The minutes of the meeting held on 15th April 2024 were approved as a true record of the meeting</p>
080/24	<p>To receive Declarations of Interest</p> <p>There were no declarations of interest</p>
081/24	<p>To receive requests for dispensation</p> <p>There were no applications for dispensations</p>
082/24	<p>Public Session</p> <p>The Police sent a detailed crime report</p> <p>Members of the public:</p> <p>There were no members of the public wishing to speak</p>
083/24	<p>To receive the Chairmans Report:</p> <p>The Chairman working groups & committees</p>
084/24	<p>To receive the Clerk's Report:</p> <ul style="list-style-type: none"> • The Clerk advised members about rats & overflowing bins on Wootton Hope Drive. She said that WNC have been asked to empty street bins more frequently and that the Co-op have advised their bins will be emptied more frequently too • A Hemlock bush has been discovered on the open space owned by the council but managed by Idverde; it is being removed • The resident living on the boundary of Wootton & Hackleton Parish is getting very little help from anyone and the sinkhole is getting bigger • The fence has been installed on the footpath between Tudor Court and the open space. It needs some tweaking • Carpark lining will take place as soon as we have a run of dry days • Two benches have been ordered • The Clerk said she has attended another local plan consultation, the monthly LAP meeting, a meeting with Gallagher Developments, Highways Operational Focus Group, the larger council clerks forum & a meeting with the Internal Auditor • The Clerk advised that the Wooldale Road land transfer could complete within the next couple of weeks subject to the Council agreeing the licenses • The Good Councillors Guide has been updated and is a very useful tool
085/24	To co-opt new councillors to fill two vacant positions

	RESOLVED: to co-opt Clare Wanjohi onto the parish council								
086/24	Finance & Administration a To approve the payments made between 11th April – 14th May 2024 RESOLVED: to approve the payments made between the 11 th April – 14 th May 2024 b To receive the bank balances for the end of April 2024 <ul style="list-style-type: none"> • Unity £176,661.27 • Nationwide £113,871.82 The Clerk advised Members of the receipt of the first half of the Precept of £157,788.00 c To receive the budget vs actuals report Members received the report.								
087/24	Annual Return a To agree the Annual Governance Statements for 2023/2024 RESOLVED: To agree the Annual Governance Statements for 2023/2024 b To agree the Annual Accounting Statement for 2023/2024 RESOLVED: To agree the Annual Accounting Statements for 2023/2024 c To agree the dates for the Exercise of Public Rights RESOLVED: To agree the confirmation of the dates for the exercise of public rights at 3 rd June – 12 th July 2024 d To receive the Internal Auditors Report and to note any action RESOLVED: Members received the report and noted there were no actions								
088/24	To consider a Section 137 grant application from Wootton Seniors Club RESOLVED: To agree a S137 grant of £500.00 to help the Seniors Club fund the room hire								
089/24	To agree a response to the Local Plan consultation RESOLVED: to agree to submit a response as drafted by Cllr Servent								
090/24	To agree to a response to the Flood Risk Management Strategy RESOLVED: to agree the response as written by Cllr Servent								
091/24	To agree proposed football pitch marking for the 2024/2025 season and to agree to Wootton St George Youth club's request to field an extra team This item was deferred to the next council meeting								
092/24	To consider a request for a wildflower meadow at the Simpson Manor Memorial Garden RESOLVED: not to plant a new wildflower meadow								
093/24	To discuss the management of the new trees following an email from the Forestry Commission RESOLVED: To ask Wild about Wootton & the EMO team to strim around the trees								
094/24	To agree a quote from RF Doors to fix the broken library shutter RESOLVED: To agree the quote from FR Doors at a cost of £778.80								
095/24	To consider quotes for creating a path around the Coffee Shop RESOLVED: to appoint Parish & Shires to build the path ensuring they will level the manholes								
096/24	To consider a consultation from Northamptonshire Highways re parking restrictions on Hermitage Way RESOLVED: to support the consultation								
097/24	To consider a request from a local resident for parking restrictions on the visual splay coming out of Elm Grove RESOLVED: The Clerk was asked to write to the van owners and ask them to park more considerably								
098/24	To consider the following planning applications: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">2024/1532/FULL</td> <td style="width: 30%;">Merryfield House Rest Home 90 High Street Wootton Northampton NN4 6JR</td> <td style="width: 50%;">Remove existing metal railing fence and install new brick retaining boundary wall RESOLVED: No comment</td> </tr> <tr> <td>2024/1726/FULL</td> <td>75 Battalion Drive, Northampton, NN4 6RX</td> <td>Single storey rear extension, side canopy and alterations to the front RESOLVED: No comment</td> </tr> </table>			2024/1532/FULL	Merryfield House Rest Home 90 High Street Wootton Northampton NN4 6JR	Remove existing metal railing fence and install new brick retaining boundary wall RESOLVED: No comment	2024/1726/FULL	75 Battalion Drive, Northampton, NN4 6RX	Single storey rear extension, side canopy and alterations to the front RESOLVED: No comment
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	2024/2015/FULL	3 Volunteer Close, Northampton, NN4 6SB	Demolition of existing garage, proposed single storey extension to rear and two storey side extension RESOLVED: No comment
	2024/2186/FULL	65 Villa Way, Wootton NN4 6JH	Loft room in the conversion, new front window and roof windows RESOLVED: No comment
099/24	To receive a report from Councillors attending meetings Cllr Callan has attended the following courses: Procurement & Being a Good Employer and he has been awarded the Advanced Cllr Framework. He also went to Gallagher Homes meeting and the local plan briefing Cllr Servent attended the local plan briefing Cllrs Ghavami & Burnell met with Wootton St George Youth football team		
100/24	Exclusion of the press and public – due to the confidential nature of the business to be transacted the press and public are excluded from the next items on the agenda:		
101/24	To discuss & consider staff matters RESOLVED: to agree the recommendation from the Chairman & Vice-Chairman to offer the role of Clerk to Wootton Parish Council to Mrs Alison Reynolds		
102/24	To note the date of the next meetings: <ul style="list-style-type: none"> • Finance & Community Centre Committee meeting on Monday 3rd June • Parish Council Meeting Monday 17th June. 		
	Close - The meeting closed at 20.39pm		

Signed _____

Date _____



Appendix A

Bill Payment List

11 April - 14 May, 2024

	Date	No.	Supplier	Amount
Unity Current A/C				
	15/04/2024	DDR	SKY WINES LIMITED	-881.28
	02/05/2024	Online	HMRC	-3,289.66
	02/05/2024	Online	LGPS	-3,180.53
	02/05/2024	Online	Ashby Computer Services LLP	-52.56
	02/05/2024	Online	Mick Barker	-8.98
	23/04/2024	DDR	Barton Telecom Services	-108.41
	20/04/2024	DDR	BOC	-124.36
	16/04/2024	Online	ch4 central heating supplies	-70.00
	02/05/2024	Online	GALA Fireworks	-600.00
	14/04/2024	DDR	Global Payments	-374.13

02/05/2024	Online	K & J Hird Ltd	-2,419.20
23/04/2024	DDR	Kingfisher Office Services LLP	-27.00
16/04/2024	DDR	Lloyds Bank Card	-59.42
29/04/2024	DDR	LWC NORTHAMPTON	-810.26
02/05/2024	Online	NLT Stocktakers	-130.00
02/05/2024	Online	Northants ACRE	-42.00
02/05/2024	Online	NCALC	-140.40
02/05/2024	DDR	2	-14.27
30/04/2024	DDR	Quickbooks	-45.60
02/05/2024	Online	RF Doors	-534.00
02/05/2024	Online	Safewater Environmental	-126.00
29/04/2024	DDR	SKY WINES LIMITED	-363.00
02/05/2024	Online	TotalEnergies	-4,371.98
28/04/2024	DDR	Veolia	-270.34
02/05/2024	Online	Webb House	-102.00
02/05/2024	Online	West Northants Council (Green Waste)	-312.00
02/05/2024	Online	Business Stream (Scottish Water Co)	-88.53
02/05/2024	Online	Northantsfire	-564.00
20/04/2024	STO	Personnel Advice & Solutions	-120.00
02/05/2024	Online	Webb House	-102.00
02/05/2024	2703	Proludic play and sports areas	-987.94
10/05/2024	DDR	LWC NORTHAMPTON	-863.66
01/05/2024	DDR	Grenke Leasing Limited (CCTV)	-62.71
02/05/2024	Online	BullFinch Limited	-354.00
14/05/2024	DDR	Global Payments	-433.78
10/05/2024	DDR	Eposnow	-102.00
14/05/2024	Online	HMRC	-3,519.16
14/05/2024	DDR	Data Protection (ICO)	-35.00
14/05/2024	Online	LGPS	-3,309.83
14/05/2024	Online	TotalEnergies	-4,018.86
			-£ 33,018.85
			14076.26

Total for Unity Current A/C

Net salary costs: