

# WOOTTON PARISH COUNCIL



**NCALC** Council of the Year 2020

Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the **Ordinary Parish Council Meeting** held on **Monday 15<sup>th</sup> July 2024** at 6.30pm.

**Present:** Chairman Cllr E Fisher, Cllr J Servent, Cllr J Bilson, Cllr S Burnell, Cllr M Callan, Cllr B Churchus, Cllr S Ghavami, Cllr D Harrison and Cllr C Wanjohi

**Also present:** Mrs T Charteress & Mrs A Reynolds and 0 members of the public

Item no	
125/24	<b>To receive apologies</b> Apologies were received from Cllr Jane Revill
126/24	<b>To receive and approve for signature the minutes of the meeting held on 17<sup>th</sup> June 2024</b> <b>RESOLVED:</b> The minutes of the meeting held on 17 <sup>th</sup> June 2024 were approved as a true record of the meeting and signed by the Chairman.
127/24	<b>To receive Declarations of Interest</b> There were no declarations of interest
128/24	<b>To receive requests for dispensation</b> There were no applications for dispensations
129/24	<b>Public Session</b> The Police sent a detailed crime report and clerk will include on website and social media <b>Members of the public:</b> There were no members of the public
130/24	<b>To receive the Chairman's Report:</b> <ul style="list-style-type: none"> <li>• The meeting at Hardingstone regarding the Community Governance Review was held on 4<sup>th</sup> July, it was extremely busy, four residents who live on the new development were in attendance. Cllrs Fisher, Callan and Ghavami attended to represent Wootton Parish Council and explained that Wootton isn't trying to take over the area/new sports centre but explained that if Hardingstone Parish Council were unable to run it then Wootton Parish Council would consider taking it on. The residents living on the new development would like to remain part of Hardingstone, they did say that they loved Wootton and use our services.</li> <li>• The Chairman thanked councillors who attended the Clerk Mrs Charteress' leaving do, it was an emotional gathering. Her last official last day will be 1<sup>st</sup> August.</li> <li>• Councillors were asked to participate more in communicating with each other, and attend the community centre and library, as well as participating in more email discussions.</li> </ul>
131/24	<b>To receive the Clerk's Report:</b> <ul style="list-style-type: none"> <li>• Library figures for the month of June totalled: 1700</li> <li>• The car park lines were repainted on 21<sup>st</sup> and 22<sup>nd</sup> June</li> <li>• The Clerk attended the Larger Clerk's Forum and a meeting with Highways, she's been set up to test the pilot the new Highways app from West Northamptonshire Council.</li> <li>• The Clerk advised that a meeting has been requested with the police to discuss kerbing anti-social behaviour during the summer the week commencing 15<sup>th</sup> July 2024.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Clerk will be subscribing to Canva Pro at a cost of £100 a year to enable the council to produce posters/adverts/social media posts to promote community centre and library events, promote the Parish Council and advertise vacancies etc.</li> <li>• The concrete bases for the two new benches on the rec have been installed, with the benches being fitted the week commencing 15<sup>th</sup> July.</li> <li>• The mag has been printed; the Clerk thanked those councillors who have already helped deliver them, but asked for further help to deliver to a couple more areas.</li> <li>• The Library Manager is hoping to work towards a professional qualification from CILIP (Chartered Institute of Library and Information Professionals) at a cost of £45 enrolment fee, £45 submission fee for her portfolio and £160 Annual Membership for part time associates.</li> <li>• The Library Manager has visited six schools, speaking to 1700 children promoting the summer reading challenge.</li> <li>• The Clerk attended the LAPS meeting on 11<sup>th</sup> July, where she was advised that the new Police Constable will be piloting a scheme in September at CCS tackling online safety, mobile phones, social media, photos, knife crime etc. This will be a two-way forum with parents and then assemblies with the children.</li> <li>• The Clerk has updated the councillor's section on the website, to include committees, working groups and responsibilities of each councillor, and a link to WNC's website showing Members' interests. The Clerk asked all councillors ensure that their members interests are up to date. She also advised that she's included an attendance register for Parish Council and committee meetings on the website.</li> </ul>
132/24	<p><b>To co-opt new councillors to fill two vacant positions</b>  <b>RESOLVED:</b> To co-opt for the two vacant positions, no applications have been received.</p>
133/24	<p><b>Finance &amp; Administration</b></p> <p>a. <b>To approve the payments made between 13<sup>th</sup> June – 10<sup>th</sup> July 2024</b>  <b>RESOLVED:</b> To approve the payments made between the 13<sup>th</sup> June – 10<sup>th</sup> July 2024</p> <p>b. <b>To receive the bank balances for the end of June 2024</b></p> <ul style="list-style-type: none"> <li>• Unity £115,017.43</li> <li>• Nationwide £114,290.88</li> </ul> <p>c. <b>To receive the budget vs actuals report</b>  Members received the report and there were no questions.</p> <p>d. <b>To appoint a new bank signatory</b>  <b>RESOLVED:</b> to appoint Cllr Ghavami and Cllr Wanjohi as additional bank signatories.</p> <p>e. <b>To agree to subscribe to Spotify Premium for all community centre events at a cost of £11.99 per month</b>  <b>DEFER:</b> Cllr Harrison will investigate the terms and conditions for businesses using Spotify for events, and the clerk will include the item on a future agenda.  <b>Action:</b> Cllr Harrison</p>
134/24	<p><b>To legally appoint a Responsible Finance Officer (RFO)</b>  <b>RESOLVED:</b> To appoint the Clerk – Mrs A Reynolds as RFO</p>
135/24	<p><b>To consider a quotation to install a 5m double handrail to one side of the slope on Simpson Manor Park</b>  <b>RESOLVED:</b> To not accept the quotation to install a handrail, but to investigate the previous quote that was received for flattening the area. Cllr Servent will investigate creating a more appealing entrance and signage. These costings will be considered when setting the budget for next financial year.  <b>Action:</b> Cllr Servent</p>
136/24	<p><b>To consider and respond to the request from Wootton St George Youth Football Club to have exclusive use the Parish Council recreation ground for their football games from September through May.</b>  <b>RESOLVED:</b> It was agreed that Wootton St George Youth Football Club would not be given exclusive use of the Parish Council recreational ground for their football games. The council</p>

	aren't against football but agree that the area is a recreational ground for multi-use to be used by all residents.							
137/24	<b>To discuss security options for the community centre over the school summer holidays</b> <b>RESOLVED:</b> Defer until after the Clerk has met and spoken with the police. The new path has been fitted around the coffee shop, allowing access to the shop when the atrium doors are locked.							
138/24	<b>To discuss and consider the safety inspection reports from Wickstead</b> <b>RESOLVED:</b> There were no immediate risks identified on the inspection report from Wickstead. The Environmental Maintenance Officers are going to re-level the playground area. S106 money is pending from the David Willson Homes which will be used to enhance the playground with new equipment.							
139/24	<b>To adopt the Biodiversity Policy</b> <b>RESOLVED:</b> For the Clerk to amend the policy and for it to be adopted once the amendments have been made.							
140/24	<b>Resolve to purchase a replacement 75inch TV</b> <b>RESOLVED:</b> To accept the quotation from Blasons Sound & Vision for them to supply and install a new 70-inch Sharp TV at a cost of £775 inc VAT. It was agreed that the Environmental Maintenance Officers would make some corner protectors for the new TV.							
141/24	<b>Resolve to contact Hackleton Parish council/Morris Homes and request that they consider transferring the management of any land/playground to us instead of their management company (along with any commuted sums involved) due to the pending transfer of this development into Wootton</b> <b>RESOLVED:</b> The land has already been transferred to a management company, so Wootton Parish Council are unable to stop the transfer.							
142/24	<b>To discuss managing mowing around newly planted trees</b> <b>RESOLVED:</b> The Parish Council have limited powers with regards to the Idverde mowing contract. They should however be mowing around the original trees and lampposts, the Clerk will speak to them. They will not mow around the new trees, so the parish council may want to investigate the possibility of Weedwise mowing around the new trees next financial year.							
143/24	<b>To consider documents relating to the transfer of Villa Way/Curtlee Hill and agree to continue with the transfer</b> <b>RESOLVED:</b> To agree and sign the land transfer.							
144/24	<b>To accept the commuted sum of £240,000.00 (not index linked) from David Wilson Homes relating to the 1997 land transfer</b> <b>RESOLVED:</b> Defer to future meetings once we've received the license. The commuted sum should be index linked.							
145/24	<b>To consider plan and recommendation to re-build the wall on the culvert at the rear of Spartan Close</b> <b>RESOLVED:</b> For the Clerk to ask the insurance company if they will accept re-building the wall on the culvert as an insurance claim and wait for costings from WNC. The Clerk will include this on a future agenda.							
146/24	<b>Planning</b> <b>To consider the following planning applications:</b> <table border="1" data-bbox="336 1715 1469 2033"> <tr> <td>2024/3046/TPO</td> <td>Queen Eleanor Public House, Newport Pagnell Road, Northampton, NN4 7JJ</td> <td>Remove to ground level 1 x Horse Chestnut – TPO 096 G1 <b>RESOLVED:</b> No Objections, the Clerk will write to the Queen Eleanor asking them to replace the tree.</td> </tr> <tr> <td>2024/2917/S73</td> <td>Land to the East of Hardingstone, North of</td> <td>Variation of condition 6 (external facing materials) of permission</td> </tr> </table>		2024/3046/TPO	Queen Eleanor Public House, Newport Pagnell Road, Northampton, NN4 7JJ	Remove to ground level 1 x Horse Chestnut – TPO 096 G1 <b>RESOLVED:</b> No Objections, the Clerk will write to the Queen Eleanor asking them to replace the tree.	2024/2917/S73	Land to the East of Hardingstone, North of	Variation of condition 6 (external facing materials) of permission
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		<b>Newport Pagnell Road, Northampton</b>	N/2019/0048 (Reserved Matters Application pursuant to Outline Planning Permission N/2013/0338 (Sustainable Urban Extension for up to 1,000 dwellings; local centre; primary school; community uses; associated infrastructure improvements and highway access from Landimore Road and Newport Pagnell Road) for Phase One development comprising 385no dwellings with associated infrastructure and open space areas) to change the brick <b>RESOLVED:</b> No Objections.
<b>147/24</b>	<p><b>To receive a report from Councillors attending meetings</b></p> <p>Cllr Bilson attended the Local Climate Summit meeting, there's another meeting on 9<sup>th</sup> October that Cllr Bilson is unable to attend. The next meeting will include a toolbox for Parish Councils to be connected to climate change. The Local Nature Recovery Strategy is due in March 2025.</p> <p>Cllr Ghavami attended a Community Library Managed Coordinators meeting with the Library Manager. West Northamptonshire Council (WNC) are cutting library staff and amalgamating responsibilities.</p> <p>It was also advised at the meeting that WNC self-service library machine although it's managed by WNC they will not insure the hardware.</p> <p>Cllr Ghavami attended the Manor Homes planning meeting with Grange Park &amp; Quinton who are raising further questions with the planning officer.</p> <p>Cllr Churchus attended the Police Liaison Representative meeting where the role of PLRs was discussed as well as antisocial behaviour in shops. Cllr Churchus will share any reports he receives from the PLR with the council.</p>		
<b>100/24</b>	<b>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:</b>		
<b>101/24</b>	<p><b>RESOLVED:</b> The resolution was passed, and the meeting was closed to members of the press and public at 8.15pm and the closed confidential session re-opened.</p> <p><b>To discuss &amp; consider staff matters</b></p> <p>The vacancy advert has gone out for a new Facilities Manager, with the closing date for applications at the end of July.</p> <p>It was agreed to pay the outgoing Clerk a retainer until the end of the year.</p>		
<b>102/24</b>	<p><b>To note the date of the next meetings:</b></p> <ul style="list-style-type: none"> <li>● Parish Council Meeting Monday 19<sup>th</sup> August 2024</li> </ul>		
	<b>Close</b> - The meeting closed at 8.25pm		

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Bill Payment List

13 June - 10 July, 2024

Unity Current A/C	Date	No.	Supplier	Amount
	15/06/2024	DDR	Kingfisher Office Services LLP	-24.07
	20/06/2024	DDR	Barton Telecom Services	-109.82
	14/06/2024	DDR	Global Payments	-603.84
	30/06/2024	DDR	Siemens	-82.80
	30/06/2024	DDR	Veolia	-323.81
	17/06/2024	Online	Eco2Lec	-1,404.00
	17/06/2024	Online	ESPO Energy Gas	-1,103.78
	17/06/2024	Online	Glasdon UK Ltd	-1,832.18
	17/06/2024	Online	K & J Hird Ltd	-2,419.20
	17/06/2024	Online	NCALC	-2,379.23
	17/06/2024	Online	Parish & Shires Tree Specialists	-1,656.00
	17/06/2024	Online	South Northants Responders	-144.00
	17/06/2024	Online	TotalEnergies	-4,008.67
	17/06/2024	Online	Webb House	-102.00
	17/06/2024	Online	Wicksteed Leisure Ltd	-356.40
	17/06/2024	Online	Wootton Seniors	-500.00
	25/06/2024	DDR	BOC	-491.63
	20/06/2024	STO	Personnel Advice & Solutions	-120.00
	27/06/2024	Online	Ashby Computer Services LLP	-108.00
	27/06/2024	Online	ESPO Energy Gas	-273.70
	01/07/2024	DDR	GRENKE Leasing Limited (Photocopier)	-150.12
	27/06/2024	Online	HMRC	-3,753.36
	27/06/2024	online	LGPS	-3,466.43
	28/06/2024	DDR	LWC NORTHAMPTON	-566.69
	27/06/2024	online	MCM	-84.00
	02/07/2024	DDR	2	-14.27
	27/06/2024	online	Pathfinder Legal Services Limited	-670.32
	01/07/2024	DDR	Quickbooks	-45.60
	27/06/2024	online	RF Doors	-198.00
	24/06/2024	DDR	SKY WINES LIMITED	-693.49
	27/06/2024	online	Weedwise Ltd	-2,670.50
	27/06/2024	online	Weedwise Ltd	-828.00
				-£
<b>Total for Unity Current A/C</b>				<b>31,183.91</b>
<b>Net Salary figure, July</b>				<b>£18,332.48</b>