

WOOTTON PARISH COUNCIL



NCALC Council of the Year 2020

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Minutes of the **Ordinary Parish Council Meeting** held on **Monday 16th September 2024** at 6.30pm.

Present: Chairman Cllr E Fisher, Cllr J Servent, Cllr J Bilson, Cllr M Callan, Cllr S Ghavami, Cllr A Hamilton, Cllr D Harrison and Cllr J Revill.

Also present: Mrs A Reynolds Clerk to the council and 3 members of the public.

174/24 To receive apologies

Apologies were received from Cllr Churchus.

175/24 To receive and approve for signature the minutes of the meeting held on 19th August 2024

RESOLVED: The minutes of the meeting held on 19th August 2024 were amended to include that the Chairman declared an interest and advised that the new Facilities & Operations Manager was her brother when the clerk updated the council that the appointment had been made. The minutes were then approved as a true record of the meeting and signed by the Chairman.

176/24 To receive declarations of interest

There were no declarations of interest.

177/24 To receive requests for dispensation

There were no applications for dispensations.

178/24 Police & Public Session

The Police sent a detailed crime report for August which had been circulated prior to the meeting.

Members of the public: One resident raised concerns about the continuing development around Wootton, and asked what infrastructure is being put in place to facilitate all the new development. Concerns specifically around the amount of traffic on the roads and the strain on the already full doctor's surgery.

Response: The Parish council are aware of all the new developments and echo concerns with regards to the infrastructure and lack of doctors and are raising these concerns with planning and developers. Although the parish council are consulted regarding the developments, West Northamptonshire Planning department make the final decision.

Work on the Queen Eleanor roundabout is overdue, West Northamptonshire Council have submitted several plans to Highways England who keep pushing the plans back. Work is due to start in January, pending approval from Highways England.

Action: The Clerk will contact WNC Highways for an update as to when work on the Queen Eleanor roundabout will start.

179/24 To receive the Chairman's Report

- The Chairman asked all councillors to respond to emails, specifically with regards to the upcoming events. Shifts will be needed for the Christmas Fayre, and all councillors need to help at the Fireworks events.
- Twelve events have been booked in to the calendar for next year. Councillors need to support the events to help keep the cost of the precept down. Cllr Harrison and Hamilton offered to help with the PA.

180/24 To receive the Clerk's Report

- Library figures for the month of August totalled 2955, this is the most people ever to come through the doors of the library in a month.
- The clerk advised that she's updated the website with the company organisational chart and has also included staff photos.
- The clerk asked all councillors to submit any items along with costings that they would like the finance and community centre committee to consider adding to next years budget by Wednesday 9th October 2024.
- The clerk is currently carrying out DSE workstation assessments with all staff.
- Emails have been sent to all organisations asking for articles for the next Wootton Mag, the closing date for submissions is 30th September, any article submitted after this date will not be included in the publication.
- The clerk advised the council that the solicitor has advised that they originally estimated £1500 for the work for transferring Villa Way, however it is now estimated that the cost will be £2500.24 (not including disbursements) there's an uplift for Villa Way mainly due to delays from WNC.

Action: The Clerk will ask WNC to pay the additional uplift fees.

- The developers for Wymersley Green - land at the green, Great Houghton are holding a drop-in session on 17th September from 9am-6pm at Wootton Community and Sports Centre.
- The Clerk and the Facilities & Operations Manager have met with a company to discuss purchasing all cleaning products from them to ensure that the council has a copy of COSHH certificates for all products used within the community centre.

181/24 Resolve to co-opt a new councillor after 17th September to fill the vacant position should no election be called

The clerk advised that as well as the vacancy arising from Cllr Burnell's resignation, the vacancy that was filled last month by Mr Wyatt is also vacant, due to changes in personal circumstances he can no longer commit to the role of councillor.

RESOLVED: To co-opt two new councillors.

182/24 Finance & Administration

a To approve the payments made between 15th August – 11th September 2024

RESOLVED: To approve the payments made between 15th August – 11th September 2024.

b To receive the bank balances for the end of August 2024

- Unity £43,727.78
- Nationwide £114,718.38

c To receive the budget vs actuals report

Members received the report and there were no questions.

183/24 Resolve to appoint a new internal controls councillor

RESOLVED: Cllr Hamilton was appointed as an internal controls' councillor.

184/24 Resolve to appoint a new member of the events working group

RESOLVED: Cllr Hamilton was appointed as a new member of the events working group.

185/24 Resolve to appoint a new member to the Finance and Community Centre Committee

RESOLVED: To not appoint a new member of the Finance and Community Centre Committee at present.

186/24 Resolve to adopt the social media policy

RESOLVED: To adopt the social media policy.

187/24 Resolve to consider allowing No 50 Coffee Shop the use of the centre kitchen to prepare afternoon teas.

RESOLVED: To allow No 50 Coffee Shop to use a small section of the staff kitchen worktop to prepare sandwiches for pre-booked afternoon teas on a trial basis to be reviewed after Christmas.

188/24 Resolve to allow the rec to be used to fly a hot air balloon

RESOLVED: To allow the resident to use the rec to fly their hot air balloon providing their insurance is in place and they book the field in advance to ensure that it's not booked out by other users. The council were happy to accept donated flights/having the balloon at future events in exchange for the resident using the field.

189/24 Resolve to accept quotation for a health and safety specialist company to assist in managing Health and Safety Policies, Training and Risk Assessments to ensure legal compliance

RESOLVED: Accept the quotation from Citation for a three-year term at a cost £259.00 per month.

Action: Facilities & Operations Manager to try to negotiate a reduction in the cost.

190/24 Resolve to accept quotation to carry out work to the culvert on Spartan Close

Three quotes were circulated to the council prior to the meeting.

RESOLVED: To accept the quotation of £4,754.00 obtained by West Northamptonshire Council and instruct West Northamptonshire Council to manage the work on the parish council's behalf.

Action: Clerk

191/24 Wootton Mag

1. Resolve whether to print Wootton mag in full colour and to pay for delivery

RESOLVED: To accept the quotation of £2415.00 from our existing printers to print the mag in colour. It was also resolved to pay £895 to have the mag delivered.

The Chairman thanked Cllr Callan for his hard work in investigating quotes and securing advertisements.

2. Resolve to deliver the mag to St George's field

RESOLVED: It was resolved to deliver the mag to St George's field development from November at last month's meeting.

192/24 Resolve to accept the quotation to have a donkey attend the Christmas Fayre

MOTION FAILED: The council rejected the quotation.

193/24 Fireworks

1. Resolve to accept the quotation for the traffic management company to assist with the Fireworks event

RESOLVED: To accept the quotation from Etiquette Services of £1644.00 ex VAT for their traffic management and security services.

2. Resolve to agree for Wootton St George Adults to be a beneficiary (along with the Scouts) from money raised at the Firework event

RESOLVED: To split the money raised at the Fireworks event between Wootton St George Adults and the Scouts.

194/24 Resolve to plant 1000 donated crocus bulbs in the parish

RESOLVED: To accept the donated crocuses and plant them between the posts on the drive to the community centre and by the new benches on the rec.

Action: Cllr Bilson to contact Wootton Primary School inviting the children to assist with the planting.

195/24 Resolve whether to instruct our solicitor to chase David Wilson Homes' solicitor prior to David Wilson Homes accepting our solicitor's uplift fees

RESOLVED: For the clerk to ask our solicitor for David Wilson Homes' solicitor details so we can chase ourselves.

Action: Clerk

196/24 Resolve to respond to the Hermitage Way, Wootton parking restriction TRO – P/2042

RESOLVED: To support the plans for parking restrictions on Hermitage Way.

197/24 Resolve to respond to the Additional HMO Licensing Consultation

RESOLVED: For all Councillors to respond to the consultation individually

Action: All Councillors

198/24 Resolve to respond to the Local Transport Plan Consultation

RESOLVED: For all Councillors to respond to the consultation individually

Action: All Councillors

199/24 To receive a report from Councillors attending meetings

No meetings were attended.

200/24 Close

The meeting closed at 8.25pm

Note the date of the next Parish Council Meeting: 21st October 2024

Signed _____

Date _____

Appendix A

Wootton Parish Council Bill Payment List

August 15-September 11, 2024

Account	Date	No.	Supplier	Amount
Unity Current A/C	15/08/2024	DDR	Kingfisher Office Services LLP	-£ 36.95
Unity Current A/C	25/08/2024	DDR	BOC	-£ 133.71
Unity Current A/C	28/08/2024	DDR	Veolia	-£ 204.96
Unity Current A/C	16/08/2024	DDR	Global Payments	-£ 483.31
Unity Current A/C	21/08/2024	DDR	Barton Telecom Services	-£ 111.74
Unity Current A/C	21/08/2024	online	LGPS	-£ 3,093.04
Unity Current A/C	21/08/2024	online	HMRC	-£ 3,676.28
Unity Current A/C	21/08/2024	online	Tina Charteress	-£ 500.00
Unity Current A/C	29/08/2024	online	Weedwise Ltd	-£ 2,670.50
Unity Current A/C	02/09/2024	DDR	SKY WINES LIMITED	-£ 666.79
Unity Current A/C	29/08/2024	online	Millennium Cleaning Services	-£ 80.00
Unity Current A/C	29/08/2024	online	Ashby Computer Services LLP	-£ 108.00
Unity Current A/C	29/08/2024	online	SLCC	-£ 180.00
Unity Current A/C	29/08/2024	online	BACA	-£ 226.92
Unity Current A/C	30/08/2024	DDR	LWC NORTHAMPTON	-£ 376.36
Unity Current A/C	29/08/2024	online	ESPO Energy Gas	-£ 193.30
Unity Current A/C	16/08/2024	DDR	Lloyds Bank Card	-£ 365.13
Unity Current A/C	20/08/2024	S/O	Personnel Advice & Solutions	-£ 120.00
Unity Current A/C	02/09/2024	DDR	02	-£ 14.27
Unity Current A/C	10/09/2024	online	ch4 central heating supplies	-£ 90.00
Unity Current A/C	10/09/2024	online	ESPO	-£ 4.32
Unity Current A/C	10/09/2024	online	Emma Fisher	-£ 818.30
Unity Current A/C	10/09/2024	online	RF Doors	-£ 174.00
Unity Current A/C	10/09/2024	online	Webb House	-£ 102.00
Unity Current A/C	10/09/2024	online	Parish & Shires Tree Specialists	-£ 960.00
				<hr/> -£ 15,389.88
			Salaries	£13,776.33