

# WOOTTON PARISH COUNCIL



**NCALC** Council of the Year 2020

Curtlee Hill, Wootton, Northampton, NN4 6ED

Telephone: 01604 705055

Email: [clerk@woottonparishcouncil.gov.uk](mailto:clerk@woottonparishcouncil.gov.uk)

---

Minutes of the **Ordinary Parish Council Meeting** held on **Monday 21<sup>st</sup> October 2024** at 6.30pm.

**Present:** Chairman Cllr E Fisher, Cllr B Churchus, Cllr M Callan, Cllr S Ghavami, Cllr A Hamilton, Cllr J Servent arrived late to the meeting and Cllr D Harrison left the meeting early.  
Mrs A Reynolds Clerk to the council, Cllr P Larrett – WNC and no members of the public.

**201/24 To receive apologies**  
Apologies were received from Cllr Bilson and Cllr Revill.

**202/24 To receive and approve for signature the minutes of the meeting held on 16<sup>th</sup> September 2024**

**RESOLVED:** The minutes were approved as a true record of the meeting and signed by the Chairman.

**203/24 To receive declarations of interest**  
There were no declarations of interest.

**204/24 To receive requests for dispensation**  
There were no applications for dispensations.

**205/24 Police & Public Session**  
Police report received and circulated with no comments

Cllr Larrett attended the meeting and advised:

- That the improvement works to the Queen Eleanor Roundabout have been delayed further by National Highways. Cllr Larrett and the head of Highways at WNC are extremely frustrated. They have escalated this with National Highways and are working hard to get the improvements approved and scheduled.
- Improvements to Brackmills roundabout on the A45 have been put on hold due to the traffic being a lot lighter since more people have been working from home.
- National Highways haven't scheduled a time to mow the grass on the A45, nor will they allow WNC Highways to litter pick. WNC are again trying to get these tasks scheduled with National Highways.
- New footpaths were opened on 18<sup>th</sup> October around Delapre Abbey– making cycling and walking from Far Cotton to Brackmills and Wootton a lot easier.
- The Market Square has now opened and has been well received. More advanced CCTV cameras have also been installed.
- Brackmills are replacing all ANPR cameras on the estate.
- Segro have almost finished the groundworks at the Rail Freight Interchange. The Railway works are still to be completed and should be tested at the end of next year/beginning of the year after.
- There have been lots of reports and problems with flooding due to the recent bad weather. Concerns were raised about flooding on Wooldale Road. Cllr Larrett confirmed that the balancing pond isn't working, WNC are investigating with Anglian Water and the Environmental Agency.

- The Local Plan has been delayed. The Government are issuing figures to WNC with regards to the number of new homes that must be built. As soon as WNC receive the figures they will investigate where to locate the houses and will be able to continue with the Local Plan. The new homes should be in more rural areas and to the North of the County.
- Concerns were raised regarding Bedford Road/Cliftonville Lane in Northampton as traffic backing up onto the A45 – **Cllr Larrett will investigate.**
- St Johns car park will be closed for a while following the accident where a car hit the car park and has damaged the brickwork.
- An extra £10 Million has been put into repairing roads this year – **Cllr Larrett will investigate the potholes around the roundabouts in Wootton.**

#### **206/24 To receive the Chairman's Report**

- This year's Fireworks event is being held on 3<sup>rd</sup> November, members of the events committee need to be on site from 12pm, with the exclusion zone being ready before 3pm, The Bar and Functions Manager has put together a brilliant emergency report, that goes from strength to strength each year.
- Cllr Callan, the Clerk and the Chairman attended NCALC Annual Conference, it was worth attending as it refreshes knowledge and cements the reason for being a parish councillor. The chairman shared information about a mapping tool that maps assets- Cllr Churchus advised he will be able to assist with a free mapping tool  
**Action: Cllr Churchus**
- CCLA have an investment option that is low risk for Parish Councils, the Finance and Community Centre Committee will investigate this further.
- Cllr Callan and the Clerk were both recognised at the NCALC conference for their dedication to training. Cllr Callan has completed NCALC's councillor development framework programme, the Chairman encouraged all councillors to complete the training.
- The Chairman attended the opening of Northampton market, there were a number of stalls offering craft activities that the Chairman has contacted to assist with events at the library - Discover Northampton hold craft activities and Nene River Trust have make your own top trumps.
- The Chairman attended the Lego Club on Saturday which had an amazing turn out (114 people attended). Companies have been contacted requesting grants to purchase more Lego. The Chairman asked the councillors to support the Library Manager with the library events as/when they are needed.

#### **207/24 To receive the Clerk's Report**

- Library figures for the month of September totalled 1984
- The Clerk, Chairman – Cllr Fisher and Cllr Callan attended NCALC's annual conference on Saturday 5<sup>th</sup> October where elections and building a councillor was discussed.
- The Clerk attended the SLCC National Conference on 8<sup>th</sup> & 9<sup>th</sup> October, the clerk networked with other clerks, spoke to exhibitors and attended seminars about play, Martyn's law, planning and wellbeing.
- Plans for the fireworks event are coming together – thank you to Cllrs Callan, Fisher and Ghavami for delivering the permits to residents affected by the road closures. The clerk reminded all councillors that their help will be needed on 3<sup>rd</sup> November. She's also emailed round for emergency contacts for the day in case they are needed.
- We have received the final part payment from Urban Tree Challenge Fund for the wild about Wootton tree project of £6,923.52
- We also received the second half of our precept - £157,788.00 on 27<sup>th</sup> September.
- The Facilities & Operations Manager and the Clerk met with Citation on 14<sup>th</sup> October who carried out a Health and Safety audit of the premises. The Health & Safety report will be circulated shortly.

#### **208/24 Finance & Administration**

##### **a. To approve the payments made between 12<sup>th</sup> September – 16<sup>th</sup> October 2024**

**RESOLVED:** To approve the payments made between 12<sup>th</sup> September and 16<sup>th</sup> October 2024.

**b. To receive the bank balances for the end of September 2024**

- Unity Trust Bank      £194,248.27
- Nationwide            £114,925.82

**c. To receive the budget vs actuals report**

Members received the report and there were no questions.

**d. Resolve to receive the internal controls councillor report for Q1.**

Cllr Revill completed the internal controls councillor role for Q1 a copy of her report was circulated prior to the meeting.

**RESOLVED:** The report was received and there were no questions. Cllr Hamilton confirmed that he will carry out the internal controls for Q2.

**Action: Cllr Hamilton**

**209/24      Resolve to receive and note minutes from the Finance and Community Centre Committee meeting held on 30<sup>th</sup> September 2024**

A copy of the minutes was circulated prior to the meeting.

**RESOLVED:** The minutes were received and noted.

**210/24      Resolve to note changes in employment law – Employer’s new duty to prevent sexual harassment at work, adopt the Sexual Harassment policy and read the training briefing circulated prior to the meeting**

**RESOLVED:** To adopt the Sexual Harassment Policy and all councillors confirmed that they had read the training briefing.

**211/24      Resolve to adopt the following policies:**

**a. Co-option policy**

**RESOLVED:** To adopt the policy with an amendment to 2.10.

**b. Training policy**

**RESOLVED:** To adopt the training policy

**c. Training statement of intent**

**RESOLVED:** The training statement of intent was adopted and signed by the Chairman.

**d. Library Safeguarding policy**

**RESOLVED:** To adopt the library safeguarding policy.

**212/24      Resolve to accept the quotation for annual insurance**

Three quotes were obtained and circulated prior to the meeting

**RESOLVED:** To accept the quotation from Zurich, and for the clerk to investigate the cost for a 3-year fixed price deal with Zurich.

**Action: Clerk**

**213/24      Resolve to retrospectively approve changes in suppliers for cheaper contracts**

**RESOLVED:** Retrospectively approved changing the supplier of the dog waste bin contractor and the supplier of the credit card terminals.

**214/24      Motion for the council to propose to rescind the decision to pay a retainer to the previous clerk until the end of the year.**

**MOTION FAILED:** Cllr Fisher requested a recorded vote – Cllrs Hamilton, Harrison and Ghavami voted to rescind the decision and Cllrs Callan, Churchus, Fisher and Servent voted against.

**215/24**      **Resolve to accept the sum of £250,000.00 from David Wilson Homes relating to the 1997 land transfer.**

**RESOLVED:** To accept the sum of £250,000.00 providing the transfer is completed by 31<sup>st</sup> March 2025.

**216/24**      **Resolve to purchase two poppy wreaths and make a donation to the Royal British Legion for this year's Remembrance Day - Section 137**

**RESOLVED:** To use section 137 to purchase two poppy wreaths and make a donation to the Royal British Legion.

**217/24**      **Resolve to consider the proposal received from Hackleton Parish Council with regards to the precept for St George's fields**

**RESOLVED:** To obtain advice from WNC and NCALC before making any decision.

**218/24**      **Resolve to investigate installing a Vehicle Speed Activation device on Water Lane**

**RESOLVED:** For Cllr Harrison to investigate installing a VAS device on Water Lane and present findings to the parish council.

**Action: Cllr Harrison**

**219/24**      **Resolve to accept the quotation of £360.00 to sever wild clematis from a tree behind Chisholm Close to prevent further growth/coverage.**

**RESOLVED:** To accept the quotation.

**220/24**      **Planning**

**To consider the following planning applications:**

a. **2024/4478/FULL – 77 Farmclose Road, NN4 6HL – Proposed ground and first floor rear extension and removal of existing brick outbuilding.**

**RESOLVED:** No objections.

b. **2024/4596/FULL – 29 Middle Greeve, NN4 6BB – Garage conversion.**

**RESOLVED:** No objections.

**221/24**      **To receive a report from Councillors attending meetings**

- Cllr Hamilton attended the Climate Summit on 9<sup>th</sup> October it was the first meeting of a five-year programme aimed to enable parish councils to engage with their communities to make their parish a better place. This included behaviour change, waste management, changes to rules on food waste management, biodiversity and the local nature and recovery strategy. WNC are keen to trial a black box solution for managing food waste in Wootton and will send Cllr Hamilton information on the scheme. Cllr Hamilton would also like to write an article about food waste for the next Wootton Mag.

**Action: Cllr Hamilton**

- Cllr Churchus attended the Off to a flying start training course, which he found thoroughly enjoyable and useful. It cemented what a great parish council Wootton is.
- Cllrs Callan and Ghavami advised that they attended a planning briefing.

**222/24**      **Resolve to exclude the press and public due to the confidential nature of the business to be transacted.**

**RESOLVED:** The resolution was passed, and the meeting was closed to members of the press and public at 8.24pm, the closed confidential session then re-opened.

**223/24**      **To accept quotation for community centre contractors.**

**RESOLVED:** To accept the quotation from Aura cleaning contractors.

**224/24**      **Close**

The meeting closed at 8.46pm

**Date of the next Parish Council Meeting: 18<sup>th</sup> November 2024**

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Appendix A**

**Wootton Parish Council**  
**Bill Payment List**  
**September 12-October 16, 2024**

<b>Account</b>	<b>Date</b>	<b>No.</b>	<b>Supplier</b>	<b>Amount</b>
Unity Current A/C	25/09/2024	DDR	PWLB	-£ 2,556.13
Unity Current A/C	15/09/2024	DDR	Kingfisher Office Services LLP	-£ 36.64
Unity Current A/C	25/09/2024	DDR	BOC	-£ 133.71
Unity Current A/C	28/09/2024	DDR	Veolia	-£ 294.91
Unity Current A/C	20/09/2024	DDR	Barton Telecom Services	-£ 111.74
Unity Current A/C	09/10/2024	DDR	Eposnow	-£ 102.00
Unity Current A/C	13/09/2024	DDR	Global Payments	-£ 303.04
Unity Current A/C	20/09/2024	DDR	LWC NORTHAMPTON	-£ 175.10
Unity Current A/C	18/09/2024	online	Tina Charteress	-£ 500.00
Unity Current A/C	27/09/2024	DDR	LWC NORTHAMPTON	-£ 712.05
Unity Current A/C	16/09/2024	online	Weedwise Ltd	-£ 132.00
Unity Current A/C	24/09/2024	online	Ashby Computer Services LLP	-£ 108.00
Unity Current A/C	24/09/2024	online	Business Stream (Scottish Water Co)	-£ 853.83
Unity Current A/C	02/10/2024	online	Eposnow	-£ 178.17
Unity Current A/C	24/09/2024	online	ESPO Energy Gas	-£ 186.94
Unity Current A/C	24/09/2024	online	Fensome Locksmiths	-£ 120.00
Unity Current A/C	24/09/2024	online	Forde & McHugh Ltd	-£ 477.60
Unity Current A/C	01/10/2024	DDR	GRENKE Leasing Limited (Photocopier)	-£ 150.12
Unity Current A/C	15/10/2024	DDR	Kingfisher Office Services LLP	-£ 29.04
Unity Current A/C	04/10/2024	DDR	LWC NORTHAMPTON	-£ 898.93
Unity Current A/C	24/09/2024	online	NCALC	-£ 57.60
Unity Current A/C	02/10/2024	DDR	02	-£ 14.27
Unity Current A/C	30/09/2024	DDR	Quickbooks	-£ 45.60
Unity Current A/C	02/10/2024	online	Nesbets	-£ 3,016.76
Unity Current A/C	02/10/2024	online	MPLC (Motion Picture Licensing Company)	-£ 391.52
Unity Current A/C	02/10/2024	online	Webb House	-£ 102.00
Unity Current A/C	02/10/2024	online	Benn Security Services	-£ 66.00
Unity Current A/C	02/10/2024	online	Weedwise Ltd	-£ 2,670.50
Unity Current A/C	02/10/2024	online	LGPS	-£ 3,156.95
Unity Current A/C	02/10/2024	online	HMRC	-£ 4,072.52

Unity Current A/C	18/09/2024	Cheque	Marlene Batson	-£ 24.67
Unity Current A/C	20/09/2024	SO	Personnel Advice & Solutions	-£ 120.00
Unity Current A/C	11/10/2024	online	LGPS	-£ 4,436.36
Unity Current A/C	11/10/2024	online	SLCC	-£ 403.00
Unity Current A/C	11/10/2024	online	Mrs Nicky Rayfield	-£ 225.00
Unity Current A/C	11/10/2024	online	Trade UK Account Card	-£ 1,137.85
Unity Current A/C	11/10/2024	online	Trade UK Account Card	-£ 148.37
Unity Current A/C	11/10/2024	online	Trade UK Account Card	-£ 26.97
Unity Current A/C	11/10/2024	online	Safewater Environmental	-£ 126.00
Unity Current A/C	11/10/2024	online	Almac	-£ 39.60
Unity Current A/C	14/10/2024	DDR	Global Payments	-£ 401.37
Unity Current A/C	16/10/2024	online	Tina Charteress	-£ 500.00
Unity Current A/C	16/10/2024	online	TotalEnergies	-£ 7,914.82
Unity Current A/C	16/10/2024	online	ESPO	-£ 320.34
Unity Current A/C	16/10/2024	online	West Northants Council (Premises Licence)	-£ 180.00
Unity Current A/C	16/10/2024	online	Alison Reynolds (Expenses)	-£ 64.89
Unity Current A/C	16/09/2024	DDR	Lloyds Bank Card	-£ 254.54
Unity Current A/C	16/10/2024	DDR	Lloyds Bank Card	-£ 176.06
Unity Current A/C	16/09/2024	online	GALA Fireworks	-£ 2,350.00
Unity Current A/C	16/09/2024	online	Alison Reynolds (Expenses)	-£ 100.00
				<hr/>
<b>Total for Unity Current A/C</b>				<b>40,603.51</b>
<b>Salaries</b>				<b>£12,377.02</b>