

# 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 22<sup>nd</sup> May 2023** at 7.00pm.

**Present:** Vice-Chairman Cllr Sara Homer, Cllr E Fisher, Cllr J Servent, Cllr S Ghavami, Cllr R Thakarar, Cllr D Harrison, Cllr M Batson, Cllr A Derham & Cllr D McClellan

**Also present:** 1 member of the public

Item no	
093/23	<b>To elect the Chairman of Wootton Parish Council</b> <b>RESOLVED:</b> Cllr E Fisher was elected as Chairman of the Parish Council and signed the Declaration of Acceptance of office
094/23	<b>To elect the Vice-Chairman of Wootton Parish Council</b> <b>RESOLVED:</b> Cllr S Homer was appointed Vice-Chairman
095/23	<b>To receive apologies</b> – Apologies were received from Cllr Noel Lodge & Cllr H Hodgkinson
096/23	<b>To re-adopt the following policies:</b> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Complaints</li> <li>• Code of Conduct</li> <li>• Equal Opportunities</li> <li>• Internal Control</li> <li>• Health &amp; Safety</li> <li>• Governance Risk Assessment</li> <li>• Building Risk Assessment</li> <li>• Fire Risk Assessment</li> <li>• Data Protection</li> <li>• Records Retention</li> <li>• Data Breach</li> <li>• Death of a Senior National Figure</li> <li>• Freedom of Information</li> <li>• General Privacy Notice</li> <li>• Lone Worker Policy</li> <li>• Asset Register</li> </ul> <b>RESOLVED:</b> to adopt/re-adopt the policies on mass <b>RESOLVED:</b> to adopt the Grants Policy
097/23	<b>To appoint NCALC as Data Protection Officer</b> <b>RESOLVED:</b> to appoint NCALC as Data Protection Officer
098/23	<b>To appoint Internal Control Councillors</b> <b>RESOLVED:</b> Cllrs Thakarar & Derham were appointed as Internal Control Councillors
099/23	<b>To appoint bank signatories</b> <b>RESOLVED:</b> Cllrs Fisher, Homer, Batson & Harrison
100/23	<b>To agree Committees &amp; Sub-Committees &amp; to appoint Members to them &amp; to discuss Cllr responsibility areas</b>

	<p>The Clerk explained that the team at the Community Centre didn't want to set up an Events Sub-Committee this year as it hadn't worked in the previous year and just made more work for the Bar &amp; Functions Manager</p> <p>The Clerk also explained that it would be a good idea for Cllrs to take responsibilities for areas using their expertise</p> <p><b>RESOLVED:</b> To agree a Finance Committee</p> <p><b>RESOLVED:</b> Cllrs Thakarar, Fisher, Derham, Batson &amp; Lodge will join the Committee</p> <p><b>RESOLVED:</b> To create an Events Working Group.</p> <p><b>RESOLVED:</b> Cllrs Homer, Batson, Harrison, Hodgkinson, Ghavami &amp; McClellan will join the Working Group</p> <p><b>RESOLVED:</b> To create an Open Spaces Working Group.</p> <p><b>RESOLVED:</b> Cllrs Hodgkinson, Servent, Batson &amp; McClellan will join the Working Group</p> <p><b>RESOLVED:</b> To create an HR Sub-Committee</p> <p><b>RESOLVED:</b> Cllrs Homer, Batson, Fisher &amp; Lodge will join the Sub-Committee</p> <p><b>RESOLVED:</b> To look into allocating Cllr responsibilities. The Clerk will create a list for distribution and the item will be resolved at the next meeting</p>
<b>101/23</b>	<p><b>To appoint a Police Liaison Representative</b></p> <p><b>RESOLVED:</b> Cllr Homer was appointed to the role</p>
<b>102/23</b>	<p><b>To receive and approve for signature the minutes of the meeting held on 17<sup>th</sup> April 2023</b></p> <p><b>RESOLVED:</b> The minutes of the meeting held on 17<sup>th</sup> April 2023 were approved as a true record of the meeting</p>
<b>103/23</b>	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of Interest</p>
<b>104/23</b>	<p><b>To receive requests for dispensation</b></p> <p>There were no applications for dispensations</p>
<b>105/23</b>	<p><b>Public Session</b></p> <p>The Clerk read out the police reports for April:</p> <ul style="list-style-type: none"> <li>• 1 Criminal damage</li> <li>• 0 Non Residential Burglary</li> <li>• 1 Burglary Residential</li> <li>• 4 Vehicle crime</li> </ul> <p><b>Members of the public:</b> The meeting was advised that the footpath from High Street to Resthaven Road has not been cut and is completely overgrown. The member of the public also advised of land grabbing in the area</p> <p>A suggestion was made to wildflower the bank outside Farmclose Road</p>
<b>106/23</b>	<p><b>To receive the Clerk's Report:</b></p> <ul style="list-style-type: none"> <li>• The Clerk advise Cllrs that she is catching up following being off work</li> <li>• Wootton Bites Street food event is taking place this Friday and the Bar &amp; Functions Manager would welcome help from Cllrs both setting up and taking down</li> <li>• Year-end procedures have been completed and the Annual Internal Audit has been done</li> <li>• The Clerk reminded Cllrs that there are no staff on callout to let people out of the car park should they be blocked in. There are a number of Cllrs who have car park keys for this purpose</li> </ul>
<b>107/23</b>	<p><b>Finance &amp; Administration</b></p> <p><b>a To approve the payments made between 13<sup>th</sup> April – 17<sup>th</sup> May 2023</b></p> <p><b>RESOLVED:</b> to agree the payments made between 13<sup>th</sup> April – 17<sup>th</sup> May 2023 shown in Appendix A.</p> <p>The Clerk advised Members the first instalment of the Precept of £150,406.00 has been paid into the bank account. The Clerk also advised Members she is going to move reserves of £40,000.00 into the Nationwide Account. The Finance Committee will then look into a possible investment with CCLA</p> <p><b>b To receive bank balances for the end of April:</b></p> <ul style="list-style-type: none"> <li>• Unity £182,917.24</li> </ul>

	<ul style="list-style-type: none"> <li>Nationwide £111,122.11</li> </ul> <p><b>c To receive the Actuals vs Budget report</b> Members received the Actuals vs Budget report</p>
108/23	<p><b>Annual Return</b></p> <p><b>a To agree the Annual Governance Statements for 2022/2023</b> <b>RESOLVED:</b> To agree the Annual Governance Statements for 2022/2023</p> <p><b>b To agree the Annual Accounting Statement for 2022/2023</b> <b>RESOLVED:</b> To agree the Annual Accounting Statement for 2022/2023</p> <p><b>c To agree the dates for the Exercise of Public Rights</b> <b>RESOLVED:</b> To set the dates for the Exercise of Public Rights as Monday 5<sup>th</sup> June – Friday 15<sup>th</sup> July 2023</p> <p><b>d To receive the Internal Auditors Report and to note any action</b> <b>RESOLVED:</b> to receive the Annual Internal Audit Report and to note no action necessary</p>
109/23	<p><b>Community Centre</b></p> <p><b>a To consider football arrangements during the summer and pre-season</b> <b>RESOLVED:</b> To agree to Wootton St George Youth Awards event plans The discussion regarding pre-season training was deferred. Clarification will be sort including which team needs to train/play, when and how often</p> <p><b>b To consider a quotation for the replacement of 7 carpark lights</b> <b>RESOLVED:</b> To agree a quote for replacing 7 car park lights</p> <p><b>c To consider erecting a Beacon at the Community Centre</b> Cllr McClellan asked Cllrs if they would be interested in the purchase/build of a beacon. Cllrs decided to look into the idea and Cllr McClellan said he would bring information back to a future meeting</p> <p><b>d To consider the purchase of new furniture for the Jubilee Room</b> This item was deferred to the next Parish Council meeting</p> <p><b>e To consider the purchase of walkie talkies for staff members</b> <b>RESOLVED:</b> to agree the quote in principle and the purchase of the walkie talkies and to delegate to the Clerk information gathering re maintenance &amp; warranties going forward</p> <p><b>f To consider the purchase of a “Bleed Kit”</b> <b>RESOLVED:</b> To purchase a bleed kit from the Community Responders</p> <p><b>g To consider a quotation to repair/replace the front doors at the Community Centre</b> The Clerk explained that the front doors need repairing and that they are not working in line with fire safety requirements. She advised Members she had obtained quotes for a temporary repair fix and also a quotation to replace them <b>RESOLVED:</b> To repair the door at a cost of £450.00</p> <p><b>h To discuss &amp; consider planting at the Community Centre</b> The Clerk explained that there would not be a supply of plants from the plant sale in Hackleton as the plants had all been sold <b>RESOLVED:</b> To set a budget of £750 + £200 of vouchers for Cllrs Hodgkinson &amp; Servent to decide &amp; implement at the Community Centre</p>
	<i>The Chairman suspended standing orders to obtain permission from Members to carry on past the two hour limit</i>
110/23	<p><b>Open Spaces</b></p> <p><b>a To consider the purchase of a water tank and/or watering bags to water the new trees using the UTCF maintenance grant</b> <b>RESOLVED:</b> To purchase the tank &amp; watering bags</p>
111/23	<p><b>To discuss the land transfer from David Wilson Homes &amp; to consider a way forward</b> The Clerk advised Members that David Wilson Homes wish to add a claw back into the land transfer documents as they are wanting to obtain land to build on Quinton Road <b>RESOLVED:</b> The Clerk was asked to bring the item to the next agenda following advice from the Parish Council Solicitor</p>

<b>112/23</b>	<b>To consider the following planning applications:</b>		
	WNN/2023/0292	19 Ditchford Close	Change of mixed use from Residential garage to mix use of office therapy room and residential use after hours including conversion of garage & wheelchair access  <b>RESOLVED: to object to a change in street scene &amp; parking</b>
	WNN/2023/0419	31 Green Lane, Wootton	Removal of conservatory and erection of single storey rear extension and two single storey side extensions with a new dormer & chimney
	WNN/2023/0389	35 Curlbrook Close, Wootton	Proposed front porch & rear single storey extension
	WNN/2023/0217	23 Langford Drive, Wootton	Ground floor extension to the side of existing dwelling, new dormer in roof space to extend bathroom, retention of UPVC clad side dormer, UPVC cladding to front gable and render to walls
	WNS/2023/5030/SCR	Hardingstone Rise	EIA screening opinion for up to 1000 new homes, 2 form entry primary school, local centre, locally equipped area for play (LEAP, allotments landscaping and drainage, access and associated development Hardingstone Rise  <b>Object: concerns over traffic</b>
<b>090/23</b>	<b>To receive a report from Councillors attending meetings</b> None attended		
<b>091/23</b>	<b>To receive a report from Councillors attending the Cllr monthly Surgery and to the consider any requests</b> Cllr Thakarar attended the surgery; a couple of residents came into the surgery regarding the use of the piece of land in Villa Way. The Clerk will look into the matter and will contact WNC & the police		
<b>092/23</b>	<b>To note the date of the next meeting – Parish Council Meeting 19<sup>th</sup> June 2023</b>		
	<b>Close</b> - The meeting closed at 21.50		

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Appendix A**

**Bill Payment List**

**13 April - 17 May, 2023**

	<b>Date</b>	<b>No.</b>	<b>Supplier</b>	<b>Amount</b>
<b>Unity Current A/C</b>				
	17/04/2023	OnLine	Almac	-78.00
	25/04/2023	DDR	Barton Telecom Services	-91.96
	20/04/2023	DDR	BOC	-119.83
	17/04/2023	OnLine	Business Stream (Scottish Water Co)	-108.50
	17/04/2023	OnLine	ESPO	-359.66
	17/04/2023	OnLine	GALA Fireworks	-600.00
	20/04/2023	DDR	Global Payments	-209.19
	17/04/2023	OnLine	K & J Hird Ltd	-2,419.20
	17/04/2023	DDR	Lloyds Bank Card	-359.40
	13/04/2023	DDR	LWC NORTHAMPTON	-471.57
	17/04/2023	OnLine	NCALC	-2,284.07
	17/04/2023	OnLine	NLT Stocktakers	-125.00
	28/04/2023	DDR	Veolia	-220.80
	17/04/2023	OnLine	Webb House	-102.00
	17/04/2023	OnLine	West Northants Council (Green Waste)	-252.00
	17/04/2023	OnLine	Zoom	-15.59
	17/04/2023	OnLine	Safewater Environmental	-126.00
	17/04/2023	OnLine	Garden Machines Ltd	-112.88
	28/04/2023	DDR	LWC NORTHAMPTON	-420.68
	02/05/2023	DDR	2	-13.61
	02/05/2023	DDR	Quickbooks	-40.80
	25/04/2023	DDR	SKY WINES LIMITED	-500.29
	16/05/2023	OnLine	TAG Electrical (Northants) Ltd	-852.29
	09/05/2023	DDR	Eposnow	-102.00
	16/05/2023	OnLine	TotalEnergies	-4,114.55
	16/05/2023	OnLine	ESPO Energy Gas	-445.18
	01/05/2023	DDR	Grenke Leasing Limited (CCTV)	-62.71
	01/05/2023	DDR	Siemens	-82.80
	01/05/2023	DDR	West Northants Council (Business Rates)	-52.00
	20/04/2023	STO	Personnel Advice & Solutions	-120.00
	21/04/2023	Online	HMRC	-2,702.27
	21/04/2023	Online	LGPS	-2,588.03
	18/04/2023	Online	John McKay	-57.96
	11/05/2023	DDR	Booker Ltd	-108.70
	14/05/2023	DDR	Global Payments	-297.26
	16/05/2023	DDR	Lloyds Bank Card	-51.13
	16/05/2023	OnLine	Tony Bayley	-45.00
	16/05/2023	OnLine	Business Stream (Scottish Water Co)	-624.53
	16/05/2023	OnLine	Ashby Computer Services LLP	-340.50

16/05/2023	OnLine	NCALC	-57.60
16/05/2023	OnLine	Trade UK Account Card	-142.19
16/05/2023	OnLine	Webb House	-102.00
16/05/2023	OnLine	Weedwise Ltd	-5,544.50
16/05/2023	OnLine	Zoom	-15.59
16/05/2023	OnLine	John McKay	-20.39
			-£
<b>Total for Unity Current A/C</b>			<b>27,560.21</b>