

# 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 13<sup>th</sup> March 2023** at 7.00pm.

**Present:** Vice-Chairman Cllr Sara Homer, Cllr J Servent, Cllr H Hodgkinson, Cllr S Ghavami, Cllr R Thakrar, Cllr D Harrison, Cllr M Batson & Cllr D McClellan

**Also present:** Parish Clerk, Tina Charteress, 1 members of the public

Item no	
052/23	<b>To receive apologies</b> – Apologies were received from Chairman Cllr N Lodge, Cllrs Fisher & Cllr A Derham
053/23	<b>To receive and approve for signature the minutes of the meeting held on 20<sup>th</sup> February 2023</b> <b>RESOLVED:</b> The minutes of the meeting held on 20 <sup>th</sup> February 2023 were approved as a true record of the meeting
054/23	<b>To receive Declarations of Interest</b> There were no declarations of Interest
055/23	<b>To receive requests for dispensation</b> There were no applications for dispensations
056/23	<b>Public Session</b> The Clerk read out the police reports for February: <ul style="list-style-type: none"> <li>• 1 Criminal damage</li> <li>• 1 Non Residential Burglary</li> <li>• 1 Burglary Residential</li> <li>• 5 Vehicle crime</li> </ul> <b>Members of the public:</b> A member of the public advised Cllrs that a previous wooden play area burnt down. A resident advised of earthworks at the old sewage site; he expressed concerns about dumped concrete & tarmac
	<i>Cllr Batson arrived late to the meeting</i>
057/23	<b>To receive the Clerk's Report:</b> <ul style="list-style-type: none"> <li>• Library visitor figures for February were 1869. New initiatives are taking place in the library including a story writing competition, a kids book club, a new "crafternoon" session and an Easter funday. The Library Manager's hours are going up to 20 a week</li> <li>• The lights are still not fixed in Tudor Court</li> <li>• A meeting took place with Medical Centre and S106 monies have be found</li> <li>• The Spring Fayre was a massive success although was very short on Cllrs helping</li> <li>• A meeting took place with National Highways regarding the A45 meeting</li> <li>• A Meeting is taking place with WNC Assets &amp; Cllr Larratt regarding the final land transfers from NBC</li> <li>• Flooring for the Jubilee Room is ordered</li> <li>• AV equipment for the Jubilee Room &amp; Atrium is being installed on the 15<sup>th</sup> March</li> <li>• The events meeting due to take place on the 20<sup>th</sup> March has been cancelled</li> </ul>
058/23	<b>Finance &amp; Administration</b> <b>a To approve the payments made between 15<sup>th</sup> February – 8<sup>th</sup> March 2023</b> <b>RESOLVED:</b> to agree the payments made between 15 <sup>th</sup> February – 8 <sup>th</sup> March 2023 shown in Appendix A. <b>b To receive bank balances for the end of February:</b>

	<ul style="list-style-type: none"> <li>• Unity £92,439.73</li> <li>• Unity, Simpson Manor £292.90</li> <li>• Unity Extension £20,620.09</li> <li>• Nationwide £110,887.91</li> </ul> <p><b>c To receive the Actuals vs Budget report</b> Members received the Actuals vs Budget report</p> <p><b>d To discuss the Clerk's absence in March/April</b> The Clerk explained that she was having surgery on the 20<sup>th</sup> March and is expecting to be away from work for a month. She explained that the Bar &amp; Functions Manager &amp; Library Manager will be taking over responsibilities for running the Community Centre and that Cllrs will need to keep in touch with staff to assist with Parish Council matters</p>
<b>059/23</b>	<p><b>To receive the Minutes of the Finance Committee meeting:</b></p> <p>a To earmark Parish Council reserves in line with recommendations from the Finance Committee</p> <p><b>RESOLVED: to earmark</b></p> <ul style="list-style-type: none"> <li>• £110,880 general reserves</li> <li>• £40,000 reserves for the play area project</li> <li>• £15,000 for the purchase of new furniture for the Jubilee Room &amp; the main hall</li> </ul>
<b>060/23</b>	<p><b>To receive the Minutes of the Events Sub-committee:</b></p> <p>a To discuss &amp; consider recommendations from the Events Sub-committee for the Firework Event:</p> <ul style="list-style-type: none"> <li>• No staging or bands</li> <li>• Caroline Chisholm carpark will not be required</li> <li>• To obtain three quotes for traffic management</li> <li>• To consider hiring radios for the event</li> <li>• To obtain a quote for an outside bar set-up</li> <li>• To invite the Proprietor of Number 50 Coffee Lounge to an events sub-committee meeting prior to the Firework event.</li> <li>• To request a quotation from Scarrotts Fairground and First Responders</li> </ul> <p><b>RESOLVED:</b> To agree the recommendations as above</p>
<b>061/23</b>	<p><b>To consider a proposal to purchase new furniture for the Jubilee Room &amp; the main hall</b> <b>This item will be deferred to the next meeting</b></p> <p>A meeting will be arranged with Cllrs &amp; staff to discuss the purchase of new equipment and to consider the purpose of the Jubilee Room</p>
<b>062/23</b>	<p><b>To Co-opt one new Parish Councillor following resignation of Adrian Cozens</b> There were no candidates</p>
<b>063/23</b>	<p><b>To agree to support Russell Horsey to design site plans to support the next round of UTCF grant applications</b></p> <p><b>RESOLVED:</b> to agree to the work and to pay £375 +VAT for the design of the plans</p>
<b>064/23</b>	<p><b>To re-visit the motion to agree a wooden specification for the tender document for the new play area as requested by Cllrs Servent, Hodgkinson &amp; Ghavami</b></p> <p><b>RESOLVED:</b> To tender the site at Simpson Manor at a value of £60,000 with a preference of mixed materials and a themed playscheme to fit with the memorial garden</p> <p><b>RESOLVED:</b> To tender the site at Wootton Rec at a value of £100,000 with a preference of bright metal</p>
<b>065/23</b>	<p><b>To consider supporting a "No Mow May" initiative</b></p> <p><b>RESOLVED:</b> to request the following areas to form part of this initiative:</p> <ul style="list-style-type: none"> <li>• Wide verge at the bottom of Curtlee Hill</li> <li>• Wide verges x 2 at the top of Wooldale Road</li> <li>• Wide verge on Lady Hollow Drive</li> <li>• The top of SMMG (between the hedgerow and path)</li> <li>• The verge on the cut through from Martlet Close to the Quinton Road crossing</li> </ul>

	<ul style="list-style-type: none"> <li>A 2-metre margin along the hedgerows on the open space between the Community Centre and down to CCS (where the tree avenue was planted)</li> </ul>																					
066/23	<p><b>To consider working with the schools to arrange supervised activities on strike days</b>  <b>RESOLVED:</b> not to carry out any activity to support the strikes  <b>RESOLVED:</b> To look at running gaming events &amp; manga events during the summer</p>																					
067/23	<p><b>To consider formulating a response to the Manor Oak Homes Consultation</b>  <b>RESOLVED:</b> to respond to the consultation. Cllr Hodgkinson will formulate the response &amp; copy in the Clerk</p>																					
068/23	<p><b>To consider a request from Wootton Pre-School playgroup for a S137 Grant</b>  <b>RESOLVED:</b> to grant the pre-school £700 from S137</p>																					
069/23	<p><b>To consider the purchase of a long-range walkie talkie system for the staff to be able to better manage incidents</b>  This item was carried forward to a future meeting due to the lack of information</p>																					
070/23	<p><b>To consider the following planning applications:</b></p> <table border="1"> <tr> <td>WNN/2023/0162</td> <td>7 Walkers Way, Wootton</td> <td>Single storey rear extension following demolition of existing conservatory</td> </tr> <tr> <td>WNN/2023/0135</td> <td>7 Orchard Close, Wootton</td> <td>Demolition of existing garage &amp; outbuilding &amp; construction of single storey extension to front &amp; side of existing dwelling</td> </tr> <tr> <td>WNN/2023/0104</td> <td>18 Martlet Close, Wootton</td> <td>Landscaping to rear of property <b>RESOLVED:</b> to <b>object</b> &amp; to advise planners that this is not a landscaping project and is a significant build which is already under development. Plans appear to be missing on the website</td> </tr> <tr> <td>WNN/2023/0168</td> <td>35 Farmclose Road, Wootton</td> <td>Garden outbuilding <b>RESOLVED:</b> to <b>object</b> to the build. The proposal is overbearing on the site and the chimney will cause problem for neighbours</td> </tr> <tr> <td>WNN/2023/0211</td> <td>18 Fosberry Close, Wootton</td> <td>Demolition of existing conservatory &amp; erection of new single storey rear extension</td> </tr> <tr> <td>WNN/2023/0109</td> <td>1 Resthaven Road, Wootton</td> <td>Listed building consent application for deconstruction &amp; reconstruction of chimney due to poor state of repair</td> </tr> <tr> <td>WNN/2023/0217</td> <td>23 Langford Drive, Wootton</td> <td>Ground floor extension to the side of existing dwelling and new dormer in roof space to extend bathroom</td> </tr> </table>	WNN/2023/0162	7 Walkers Way, Wootton	Single storey rear extension following demolition of existing conservatory	WNN/2023/0135	7 Orchard Close, Wootton	Demolition of existing garage & outbuilding & construction of single storey extension to front & side of existing dwelling	WNN/2023/0104	18 Martlet Close, Wootton	Landscaping to rear of property <b>RESOLVED:</b> to <b>object</b> & to advise planners that this is not a landscaping project and is a significant build which is already under development. Plans appear to be missing on the website	WNN/2023/0168	35 Farmclose Road, Wootton	Garden outbuilding <b>RESOLVED:</b> to <b>object</b> to the build. The proposal is overbearing on the site and the chimney will cause problem for neighbours	WNN/2023/0211	18 Fosberry Close, Wootton	Demolition of existing conservatory & erection of new single storey rear extension	WNN/2023/0109	1 Resthaven Road, Wootton	Listed building consent application for deconstruction & reconstruction of chimney due to poor state of repair	WNN/2023/0217	23 Langford Drive, Wootton	Ground floor extension to the side of existing dwelling and new dormer in roof space to extend bathroom
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071/23	<p><b>To receive a report from Councillors attending meetings</b>  Cllr Hodgkinson attended meetings with:</p> <ul style="list-style-type: none"> <li>National Highways &amp; WNC. Plans to re-surface the A45 in the summer. Plans for the QE interchange are being re-visited. Discussions on the speed limit on the A45 &amp; weight limits on Wooldale Road</li> </ul>																					
072/23	<p><b>To receive a report from Councillors attending the Cllr monthly Surgery and to the consider any requests</b>  Cllr Fisher attended the surgery. A member of the public asked for some assistance with parking problems on football match days</p>																					
073/23	<p><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></p>																					
074/23	<p><b>To review and agree the recharging structure for the coffee shop utilities, insurance &amp; business rates</b>  <b>RESOLVED:</b> To obtain a re-quote for a meter for the coffee shop electricity noting this wouldn't cover the heating costs. If the quote is the same as before the Clerk will proceed with the work</p>																					

	<p><b>RESOLVED:</b> to obtain a quote to place a water meter on the water being used in the coffee shop</p> <p><b>RESOLVED:</b> to charge the coffee shop a square footage calculation for the building insurance premium from November 2022</p> <p><b>RESOLVED:</b> to ensure when the new build is re-evaluated for business rate the on cost will be charged to the tenant</p>
<b>075/23</b>	<b>To note the date of the next meeting – Parish Council Meeting 17<sup>th</sup> April 2023</b>
	<b>Close</b> - The meeting closed at 22.23pm

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Appendix A**

**Bill Payment List**  
**15 February - 8 March, 2023**

	<b>Date</b>	<b>No.</b>	<b>Supplier</b>	<b>Amount</b>
<b>Unity Current A/C</b>				
	17/02/2023	DDR	Kingfisher Office Services LLP	-131.69
	20/02/2023	DDR	BOC	-119.83
	28/02/2023	DDR	Barton Telecom Services	-88.29
	28/02/2023	DDR	Trade UK Account Card	-116.86
	28/02/2023	DDR	Veolia	-199.63
	16/02/2023	DDR	Lloyds Bank Card	-100.56
	02/03/2023	OnLine	TotalEnergies	-4,335.28
	23/02/2023	DDR	LWC NORTHAMPTON	-331.66
	02/03/2023	OnLine	Millennium Cleaning Services	-80.00
	16/02/2023	DDR	Global Payments	-225.21
	02/03/2023	OnLine	Simply Shredding	-108.00
	28/02/2023	DDR	Siemens	-82.80
	01/03/2023	DDR	TV Licencing	-41.00
	01/03/2023	DDR	Grenke Leasing Limited (CCTV)	-62.71
	02/03/2023	DDR	Quickbooks	-40.80
	02/03/2023	OnLine	Almac	-2,315.00
	03/03/2023	DDR	LWC NORTHAMPTON	-375.33
	02/03/2023	OnLine	K & J Hird Ltd	-2,721.60
	01/03/2023	DDR	SKY WINES LIMITED	-606.48
	02/03/2023	OnLine	2commune	-780.00
	02/03/2023	OnLine	Ashby Computer Services LLP	-794.33
	04/03/2023	DDR	2	-12.00
	02/03/2023	OnLine	R F Blount & Sons Ltd	-405.00
	02/03/2023	OnLine	Business Stream (Scottish Water Co)	-242.95
	02/03/2023	OnLine	Webb House	-102.00
	02/03/2023	OnLine	Garden Machines Ltd	-79.20
	02/03/2023	OnLine	Zoom	-14.39
	02/03/2023	OnLine	D Hutchinson	-20.00
	02/03/2023	OnLine	ESPO Energy Gas	-520.56
	02/03/2023	OnLine	Tony Bayley	-32.40
				-£
<b>Total for Unity Current A/C</b>				<b>15,085.56</b>
<b>Unity Extension</b>				
	02/03/2023	OnLine	Steele & Bray Limited	-23,548.27
				-£
<b>Total for Unity Extension</b>				<b>23,548.27</b>