

# 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 18<sup>th</sup> September 2023** at 7.00pm.

**Present:** Chairman Cllr E Fisher, Cllr J Servent, Cllr S Ghavami, Cllr R Thakarar, Cllr H Hodgkinson, Cllr D Harrison, Cllr D McClellan & Cllr M Callan

**Also present:** 4 members of the public

Item no	
159/23	<b>To receive apologies</b> Apologies were received from Cllr Batson
160/23	<b>To receive and approve for signature the minutes of the meeting held on 19<sup>th</sup> June 2023</b> <b>RESOLVED:</b> The minutes of the meeting held on 19 <sup>th</sup> June 2023 were approved as a true record of the meeting
161/23	<b>To receive Declarations of Interest</b> Cllrs Fisher & McClellan declared an interest in item 166/23h – due to having children/grandchildren attending the playgroup
162/23	<b>To receive requests for dispensation</b> There were no applications for dispensations
163/23	<b>Public Session</b> The Clerk read out the police reports for July & August: <ul style="list-style-type: none"> <li>• 4 Criminal damage</li> <li>• 0 Non-Residential Burglary</li> <li>• 1 Burglary Residential</li> <li>• 6 Vehicle crime</li> </ul> <b>Members of the public:</b> There were no comments from members of the public
164/23	<b>To receive the Chairmans Report:</b> The Chairman asked Cllrs to check their emails on a regular basis and keep in touch. She also asked Cllrs to make sure they send their apologies to ensure meetings are quorate
165/23	<b>To receive the Clerk's Report:</b> <ul style="list-style-type: none"> <li>• The Clerk advised the meeting that the Vice-Chairman has resigned; she said the council doesn't have to have a Vice-Chairman and she will wait until the council has a full compliment of Cllrs before it goes back onto the agenda</li> <li>• The Clerk advised Members that the Library Reading Challenge had been incredibly well received with 357 children starting the challenge and 244 finishing – that's a 68% completion rate. The Library received 2605 visitors in July and 2712 visitors in August</li> <li>• The lights on Curtlee Hill keep going out and this has been reported many times. Western Power are having to attend the site frequently to repair but the problem is relating to the fuse not being large enough to cope with the volume of electricity needed. Balfour Beatty are keeping a close eye on the matter</li> <li>• The Clerk advised she had met with Sargeant Danny Morris for an update since he had taken up the post in March</li> <li>• The new Van has been purchased, insured and branded – the van has a log book for all employees to record usage</li> <li>• The walkie talkies have arrived and will need setting up</li> </ul>

	<ul style="list-style-type: none"> <li>• A number of applications have been received for the Facilities and Operations Managers vacancy</li> <li>• The new TV's and screens are now live but the screen in the Atrium needs commissioning by Ashby Computers and staff need training how to use it</li> <li>• The trees have been watered all summer and this will come to a halt at the end of the month. The grant from UTFc for watering has yet to be received and following numerous chaser emails the Clerk has been advised that the process is not open until October</li> <li>• The Clerk met with the Sports Consultant used by Gallaghers Homes</li> <li>• The Covid vaccination clinics start again on Friday the 22<sup>nd</sup> September</li> <li>• Knit and Natter have made hundreds of poppies which are being put together to make an enormous poppy wreath for the Atrium</li> <li>• Benches and suggestion boxes agreed by Council in July have yet to be ordered</li> </ul>
166/23	<p><b>Finance &amp; Administration</b></p> <p><b>a To approve the payments made between 13<sup>th</sup> July - 13<sup>th</sup> September 2023</b>  <b>RESOLVED:</b> to approve the payments made between the 13<sup>th</sup> July – 13<sup>th</sup> September 2023</p> <p><b>b To receive the bank balances for the end of August 2023</b></p> <ul style="list-style-type: none"> <li>• Unity £50,217.32</li> <li>• Nationwide £151,790.01</li> </ul> <p>The Clerk advised Members that the second payment of the annual Precept is due to be paid on the 29<sup>th</sup> September.</p> <p>The Clerk advised the quarterly Finance Meeting couldn't take place as the meeting was not quorate</p> <p><b>c To receive the Actuals vs Budget report</b>  Members received the report</p> <p><b>d To receive the Internal Control report for Quarter 1 and to note any matters for attention</b>  Members received the report and noted no action</p> <p><b>e To retrospectively agree to pay the annual vehicle tax for the van by direct debit</b>  <b>RESOLVED:</b> to retrospectively agree the new direct debit</p> <p><b>f To receive the Annual External Audit Report and to note any action raised</b>  <b>RESOLVED:</b> to receive the Annual External Audit Report and to note there are no actions</p> <p><b>g To confirm the Notice of Conclusion of Audit has been displayed and to confirm the inspection rights may be exercised</b>  <b>RESOLVED:</b> to confirm the Exercise of Public Rights has been displayed and to confirm inspection rights may be exercised</p> <p><b>h To consider a S137 Grant Application from Wootton Pre-School Playgroup</b>  <b>RESOLVED:</b> To agree a S137 Grant for the value of £500 to assist payment of trikes</p>
	<i>The Chairman suspended standing orders whilst Cllr Harrison left the room briefly</i>
167/23	<p><b>Firework Event</b></p> <p><b>a To agree quotations for:</b></p> <ul style="list-style-type: none"> <li>• Traffic management</li> <li>• Outside bar</li> <li>• Toilet hire</li> <li>• Fairground</li> </ul> <p><b>RESOLVED: to agree:</b></p> <ul style="list-style-type: none"> <li>• Traffic management – Etiquette</li> <li>• Outside bar – Tony King</li> <li>• Toilet hire – Any Occasion</li> <li>• Fairground – Invite Scarrotts in for a discussion and delegate power to the Clerk to make decision on a revised offer or to find another fairground</li> </ul> <p><b>b To agree road closures on Curtlee Hill and Farmclose Road</b>  <b>RESOLVED:</b> to apply for both road closures</p>

	<p><b>c To agree:</b></p> <ul style="list-style-type: none"> <li>• <b>Food vendors &amp; charges</b></li> <li>• <b>Additional stalls</b></li> </ul> <p><b>RESOLVED: to agree:</b></p> <ul style="list-style-type: none"> <li>• Eight food vendor charges at £200</li> <li>• Additional stalls including light wands at a charge of £60</li> </ul> <p><b>d To agree beneficiaries of monies raised at the event</b></p> <p><b>RESOLVED:</b> to split the monies between Wootton St George Youth football club and Wootton Scouts</p>					
<b>168/23</b>	<p><b>Community Centre</b></p> <p><b>a To agree a quotation for a sub-meter to manage the re-charge of the Coffee Shop utilities</b></p> <p><b>RESOLVED:</b> to agree the quotation for the works</p> <p><b>b To consider reinstating the cricket pitch following a request from a Milton Keynes based team</b></p> <p><b>RESOLVED:</b> The request was declined</p>					
<b>169/23</b>	<p><b>To co-opt a new parish councillor</b></p> <p><b>RESOLVED:</b> to co-opt Rob Hensby and Colin Mills onto the Parish Council</p> <p><i>The Chairman suspended standing order whilst Cllr McClellan left the room briefly</i></p>					
<b>170/23</b>	<p><b>To agree an Extension of the watering contract with Parish &amp; Shires for the Tree Avenue using the grant fund that has been awarded for this purpose</b></p> <p><b>RESOLVED:</b> to extend the contract with Parish &amp; Shires for next 2 years</p>					
<b>171/23</b>	<p><b>To consider an email from Delightful Trees</b></p> <p><b>RESOLVED:</b> Cllrs Servent &amp; Hodgkinson will make contact and revert to council with a proposal</p>					
<b>172/23</b>	<p><b>To consider the purchase of an additional VAS to place Eastbound on Wooldale Road at a cost of £2783.00</b></p> <p><b>RESOLVED:</b> To request the Community Safety Team to include the Wooldale Road going towards the A45</p> <p><b>RESOLVED:</b> Not to purchase the speed sign</p>					
<b>173/23</b>	<p><b>To develop a fast response process to enable speedy eviction of any travellers who may set up on Parish Council owned land</b></p> <p>This item was carried over to the October meeting due to changes in processes by Northants Police &amp; Government legislation</p>					
<b>174/23</b>	<p><b>To consider revised transfer plans from David Wilson Homes and to agree the commuted sum</b></p> <p><b>RESOLVED:</b> to agree in principle the updated transfer plans and to agree a commuted sum of £240,000</p>					
<b>175/23</b>	<p><b>To consider the following planning application:</b></p> <table border="1" data-bbox="336 1444 1474 2049"> <tr> <td><b>WNN/2023/5978/EIA</b></td> <td><b>Manor Oak EIA</b></td> <td> <p><b>Outline application for up to 900 dwellings including 35% affordable, a new local centre, land for a new 2FE primary school, open space including an extension to the adjacent country park and community allotments, enhanced off-site pedestrian and cycle links, and associated off-site highways works, with all matters reserved other than site access</b></p> <p><b>RESOLVED:</b> to object to the planning application – the vote was unanimous</p> <p><b>RESOLVED:</b> to agree a letter of objection written by Cllr Hodgkinson – the vote was unanimous</p> <p><b>RESOLVED:</b> to agree to promote the flyer by social media &amp; a public drop in – Cllr Fisher voted against</p> </td> </tr> </table>			<b>WNN/2023/5978/EIA</b>	<b>Manor Oak EIA</b>	<p><b>Outline application for up to 900 dwellings including 35% affordable, a new local centre, land for a new 2FE primary school, open space including an extension to the adjacent country park and community allotments, enhanced off-site pedestrian and cycle links, and associated off-site highways works, with all matters reserved other than site access</b></p> <p><b>RESOLVED:</b> to object to the planning application – the vote was unanimous</p> <p><b>RESOLVED:</b> to agree a letter of objection written by Cllr Hodgkinson – the vote was unanimous</p> <p><b>RESOLVED:</b> to agree to promote the flyer by social media &amp; a public drop in – Cllr Fisher voted against</p>
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	<b>WNN/2023/0711</b>	<b>3 Quebec Close, Wootton</b>	<b>Front &amp; rear roof dormers to main house and front single storey garage extension</b> <b>RESOLVED:</b> no comment
	<b>WNN/2023/0707</b> <i>Planning extension agreed</i>	<b>8 High Greeve, Wootton</b>	<b>Ground floor rear extension, front porch extension &amp; garage conversion</b> <b>RESOLVED:</b> Overbearing on the plot, over development of the site; the application effects the privacy of the neighbouring property
	<b>WNN/2023/0660</b>	<b>3 Stockwell Avenue Wootton</b>	<b>Single storey side &amp; rear extensions, dropped kerb access &amp; permeable paving to front of dwelling</b> <b>RESOLVED:</b> No comment
	<b>WNN/2023/0652</b>	<b>19 Longmeadow, Wootton Fields</b>	<b>Single storey front extension</b> <b>RESOLVED:</b> No comment
	<b>WNN/2023/0591</b>	<b>9 Walkers Way, Wootton Fields</b>	<b>Single storey extension to replace conservatory</b> <b>RESOLVED:</b> no comment
	<p>The Chairman thanked Cllrs for the work they have done pulling together a flyer and attending meetings on behalf of the Parish Council</p> <p>The Chairman suggested going forward engaging a planning consultant when looking at larger planning applications</p> <p>The Clerk was asked to write to WNC to complain about the fact that Wootton Parish Council were not consulted</p>		
<b>176/23</b>	<b>To receive a report from Councillors attending meetings</b> Cllrs Callan, Ghavami and Servent attended the Gallagher Homes consultation with the Clerk Cllrs Hodgkinson & Fisher attended a forum with National Highways		
<b>177/23</b>	<b>To receive a report from Councillors attending the Cllr monthly Surgery and to the consider any requests</b> Cllrs Fisher & Callan did the monthly surgery		
<b>178/23</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>179/23</b>	<p><b>To discuss and consider staff matters</b></p> <p>Following a process of consultation with the Deputy Clerk regarding a proposal to move their work into the new post of Facilities and Operations Manager, the Council has been able to consider all points that were raised during that process:</p> <ul style="list-style-type: none"> <li>• Create the new post of Facilities and Operations Manager to be able to respond to a significant increase in workload for the Community Centre.</li> <li>• Absorb the Community Centre and Library activities conducted by the Clerk and Deputy Clerk into the post of Facilities and Operations Manager.</li> <li>• As a result there will be a significant drop in demand for the post of Deputy Clerk, effectively making it redundant.</li> </ul> <p><b>RESOLVED:</b> to make the post of Deputy Clerk redundant with effect from the 31<sup>st</sup> December 2023</p>		
<b>180/23</b>	<b>To note the date of the next meeting – Parish Council Meeting 16<sup>th</sup> October 2023</b>		
	<b>Close</b> - The meeting closed at 21.59		

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Appendix A**

**Bill Payment List  
13 July - 13 September, 2023**

<b>Unity Current A/C</b>	<b>Date</b>	<b>No.</b>	<b>Supplier</b>	<b>Amount</b>
	20/07/2023	DDR	BOC	-179.48
	14/07/2023	DDR	LWC NORTHAMPTON	-525.85
	14/07/2023	DDR	Global Payments	-301.57
	30/07/2023	DDR	Veolia	-353.58
	17/07/2023	Online	LGPS	-2,622.08
	17/07/2023	Online	Kalki Health Ltd	-780.00
	17/07/2023	Online	Tony Bayley	-27.90
	17/07/2023	Online	Pathfinder Legal Services Limited	-13.68
	20/07/2023	STO	Personnel Advice & Solutions	-120.00
	20/07/2023	Online	Midland Vans online	-500.00
	27/07/2023	Online	Midland Vans online	-10,294.00
	01/08/2023	DDR	West Northants Council (Business Rates)	-52.00
	30/07/2023	DDR	Siemens	-82.80
	01/08/2023	DDR	Grenke Leasing Limited (CCTV)	-62.71
	01/08/2023	DDR	Siemens	-82.80
	01/08/2023	OnLine	Ashby Computer Services LLP	-436.68
	17/07/2023	DDR	Barton Telecom Services	-105.58
	01/08/2023	DDR	Eposnow	-102.00
	01/08/2023	OnLine	ESPO Energy Gas	-260.80
	01/08/2023	OnLine	Hassett Plant Centre	-213.00
	17/07/2023	DDR	Lloyds Bank Card	-372.30
	21/07/2023	DDR	LWC NORTHAMPTON	-539.08
	01/08/2023	OnLine	Millennium Cleaning Services	-80.00
	01/08/2023	DDR	2	-13.61
	01/08/2023	OnLine	Parish & Shires Tree Specialists	-96.00
	01/08/2023	OnLine	TotalEnergies	-3,721.09
	01/08/2023	OnLine	Stanair	-576.00
	10/08/2023	DDR	PWLB	-9,997.49
	17/07/2023	Online	HMRC	-2,969.07
	17/07/2023	Online	LGPS	-2,607.47
	02/08/2023	DDR	Booker Ltd	-235.50
	03/08/2023	OnLine	Zurich Municipal	-221.50
	03/08/2023	OnLine	Zoom	-15.59
	03/08/2023	OnLine	Performing Room	-300.00
	31/07/2023	DDR	Quickbooks	-40.80
	03/08/2023	OnLine	Weedwise Ltd	-5,341.00

03/08/2023	OnLine	K & J Hird Ltd	-2,721.60
03/08/2023	OnLine	Mick Barker	-14.00
15/08/2023	OnLine	Tony Bayley	-20.70
15/08/2023	OnLine	John McKay	-43.92
20/08/2023	DDR	BOC	-124.36
14/08/2023	DDR	Global Payments	-568.48
18/07/2023	DDR	SKY WINES LIMITED	-545.86
14/08/2023	DDR	SKY WINES LIMITED	-187.55
14/08/2023	DDR	SKY WINES LIMITED	-361.91
09/09/2023	DDR	Eposnow	-102.00
15/08/2023	OnLine	Almac	-24.00
21/08/2023	DDR	Barton Telecom Services	-99.30
16/08/2023	DDR	Lloyds Bank Card	-264.72
15/08/2023	OnLine	TotalEnergies	-3,776.86
15/08/2023	OnLine	Trade UK Account Card	-44.52
15/08/2023	OnLine	Wicksteed Leisure Ltd	-158.40
30/08/2023	DDR	Veolia	-511.26
16/08/2023	Online	HMRC	-2,788.85
16/08/2023	Online	LGPS	-2,543.60
17/08/2023	OnLine	ESPO Energy Gas	-223.71
17/08/2023	OnLine	South Northants Responders	-50.00
17/08/2023	OnLine	Fensome Locksmiths	-36.00
31/08/2023	DDR	Quickbooks	-40.80
17/08/2023	OnLine	Northantsfire	-424.46
16/08/2023	DDR	GOV.UK (Road Tax)	-320.00
01/09/2023	DDR	Grenke Leasing Limited (CCTV)	-62.71
01/09/2023	DDR	TV Licencing	-41.00
01/09/2023	DDR	West Northants Council (Business Rates)	-52.00
06/09/2023	OnLine	Ashby Computer Services LLP	-1,408.68
06/09/2023	OnLine	ESPO	-365.58
01/09/2023	DDR	2	-13.61
06/09/2023	OnLine	PPLPRS Limited	-3,281.22
06/09/2023	OnLine	Tangerine Red Limited	-270.00
06/09/2023	OnLine	Zoom	-15.59
06/09/2023	OnLine	Webb House	-306.00
06/09/2023	OnLine	Weedwise Ltd	-2,670.50
20/08/2023	STO	Personnel Advice & Solutions	-120.00
17/08/2023	DDR	Kingfisher Office Services LLP	-152.74
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		Total for Unity Current A/C	£68,999.50
		Net salary costs	£11,025.78