

WOOTTON PARISH COUNCIL



NALC Council of the Year 2020

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Minutes of the **Ordinary Parish Council Meeting** held on **Monday 17th February 2025** at 6.30pm.

Present: Chairman Cllr E Fisher, Cllr J Bilson, Cllr T Bowyer, Cllr M Callan, Cllr S Ghavami, Cllr A Hamilton and Cllr C Wanjohi.
Mrs A Reynolds Clerk to the council and two members of the public.

WPC/25/27 To receive apologies

Apologies were received from Cllr Servent and Cllr Wuddah.

WPC/25/28 To receive and approve for signature the minutes of the meeting held on 20th January 2025

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

WPC/25/29 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

WPC/25/30 To receive requests for dispensation

None

WPC/25/31 Police & Public Session

- The local neighbourhood PCSO attended the meeting, he advised that the five girls who pulled the sink off the wall in the disabled toilet have been identified, and the crime has been reopened and issued to a Police officer to investigate.
- The Local Area Partnerships (LAP) boundaries are not moving, as the police share the same boundaries it means that a different police force will be remain assigned to St George's fields. Changing police boundaries takes a lot of time to sort systems.
- The Chairman asked if there were issues with HMOs in Wootton, the PCSO advised that they aren't aware of any but most complaints would go directly to West Northamptonshire Council.
- The Chairman thanked the PCSO for attending Wootton Playgroup.

WPC/25/32 To receive the Chairman's Report

- The Chairman and Clerk are visiting Caroline Chisolm School the week commencing 17th March to attend assemblies so speak to each year group to explain what a parish council does and establish what activities they would like us to put on for them to try to develop a positive relationship.
- The Parish Council arranged for PCSO to visit Wootton Playgroup.
- St George's Fields welcome event will be held on Saturday 15th March, from 12.30 – 2.30pm and be an open forum. There will be a table that requires two

councillors to be on hand to answer any questions about the parish council. A welcome banner has been made which will be put up on the day and then move to St George's fields on 1st April.

- The Chairman has been in contact with Morris Homes and First Port (management company) for St George's Fields. First Port have confirmed that they clean the apartments but haven't provided any information about playground inspections. The Chairman will continue to chase this.
- The Clerk and Chairman met with our local MP on Friday 14th February. The Chairman spoke to him about the HMO consultation, and the Medical Centre. She also enquired about the land surrounding the Methodist Church and carpark on Farmclose Road. The Parish Council will need to extend the car park for the Community Centre so Farmclose Road garage site could be used to extend our carpark.
- The MP had shared on social media that they had written to First Port about other developments in Northamptonshire, the Chairman is going to request his help getting information from them about the playground on St George's Fields. We will also ask the MP to attend the St George's welcome event.

WPC/25/07 To receive the Clerk's Report

- Library figures for the month of January totalled 2100
- The library held a Lego construction club today – 17th February, the first day of half term, with over 200 visitors to the session. It was so popular that the atrium was full, as no classes were using the main hall, we were able to open the bi-fold doors and set up further tables and chairs allowing more children to participate in the activity. The library is holding another free half term activity on Thursday 20th March a junk modelling day.
- Weedwise confirmed that the quote that was discussed at last month's meeting to cut back around the perimeter of the rec included mulching the waste, any large branches that will be cut will be wood chipped, so no large branches will be left in the hedgerow. The work is due to be completed before March.
- The Clerk asked all councillors to let her know when they have received the copy of the new parish mag due to be delivered by 1st/2nd March.
- The Clerk advised that she met with Cllr Larrett, who confirmed that he's chasing up regarding the dredging of the balancing pond. The Clerk will chase this again. Cllr Larrett also advised that he's spoken to National Highways who have finally agreed for WNC to carry out the prep work for the improvements to the Queen Eleanor Roundabout. Work is hopefully due to commence in March.
- CCLA account has been set up and £85,000.00 is due to be transferred from Nationwide to Unity Trust account before being transferred into the CCLA investment account.
- The Clerk asked if councillors could let her know if they are intending to re-stand at the elections, this will allow her to know how much canvassing for new councillors is needed. She attended 'planning for elections' training and has circulated the handouts with key dates to all councillors.

WPC/25/34 Finance & Administration

a. To approve the payments made between 15th January – 11th February 2025

RESOLVED: To approve the payments made between 15th January and 11th February.

b. To receive the bank balances for the end of January 2025

- Unity Trust Bank - £84,213.94
- Nationwide - £115,715.16

c. To receive the budget vs actuals report

Members received the report and there were no questions.

d. To receive the internal controls councillor report for Q3

Cllr Hamilton completed a thorough check as internal controls councillor prior to the meeting on 17th February, everything was in order and a copy of the report has been circulated to all councillors.

e. Resolve to renew Northants ACRE membership at a cost of £35 ex VAT

RESOLVED: Renew the membership for another year, and for the Clerk to forward copies of the NACRE newsletters to all councillors when received.

WPC/25/35 Events

a. Resolve to include a save the bees activity as part of our spring fayre

RESOLVED: To include a save the bees activity at the spring fayre.

b. Resolve to accept the quote to hire a trailer stage for VE Day

RESOLVED: To accept the quote of £1275.00 to hire a trailer stage for VE Day to make the event more of a celebration.

c. Resolve to accept the quote for the Halloween Discos

RESOLVED: To accept the quote of £235.00 for the Halloween Discos including a SEN session.

d. Resolve to accept the quote for the fireworks

RESOLVED: To accept the quote (price the same as last year) of £2950.00 for the fireworks event.

e. Resolve to book a pantomime for 20th/21st December

RESOLVED: To accept the quote of £580.00 to book Sinbad the Sailor Pantomime.

WPC/25/36 Resolve to sign up to the Civility and Respect Pledge

RESOLVED: To sign up to the Civility and Respect Pledge.

WPC/25/37 Resolve to consider and respond to the government's consultation on strengthening the standards and conduct framework for local authorities in England

RESOLVED: To respond to the consultation as a council and for all councillors to respond as a parish councillor or individual.

WPC/25/38 Resolve to carry out Enhance DBS checks for all staff and councillors

RESOLVED: To carry out voluntary checks on staff and councillors, with DBS checks being mandatory for all future staff. Councillors' checks will be completed after the elections.

WPC/25/39 Resolve to review the current usage of the kitchen facilities, including an assessment of all existing cooking equipment, to explore options for optimising the space.

RESOLVED: For the Facilities Manager to investigate potential financial returns for the removal of the kitchen.

WPC/25/40 Resolve to join the Parish Path Warden Scheme and appoint a Parish Path Warden

RESOLVED: To join the scheme and for Cllr Ghavami and Cllr Callan to be the Parish Path Wardens

WPC/25/41 Risk assessments

a. Resolve to adopt the Health and Safety Risk Assessment

RESOLVED: To adopt the Health and Safety Risk Assessment

b. Resolve to adopt the Financial Risk Assessment

RESOLVED: To adopt the Financial Risk Assessment

WPC/25/42 Resolve to accept the quote for filling and regrading the footpath that joins the new bridge in the Spinney

DEFER MOTION: To defer until the next meeting, once councillors have had a chance to look at the path at the spinney.

WPC/25/43 Resolve to turn the spinney into a Fairy Wood and run fairy and bug hotel making craft workshops in conjunction with the library

RESOLVED: To turn the spinney into a Fairy Wood and run craft workshops.

WPC/25/44 Resolve whether to purchase new plants for the parish planters or instead hold a community planter competition

DEFER MOTION: To defer to next meeting

WCP/25/45 Resolve to change the Parish Council Logo and mission statement

RESOLVED: To change the parish council logo and mission statement and for the Chairman and Clerk to ask the children of Caroline Chisolm School to design a new logo.

WPC/25/46 Resolve to purchase a new welcome desk for the library

RESOLVED: To purchase a new welcome desk for the library.

WPC/22/47 Resolve to purchase a time capsule and agree burial position at Simpson Manor Memorial Garden

RESOLVED: To purchase a time capsule at a cost of £45.85 and defer the burial position to the next meeting.

WPC/25/48 Resolve to respond to One West Northamptonshire Plan consultation

RESOLVED: To respond to the One West Northamptonshire Plan consultation as individuals.

WPC/25/49 Planning

To consider and determine the council's response to the following planning application:

a. 2025/0192/FULL – 9 Nettle Gap Close, NN4 6AH – Conversion of garage into living space and front bay extension with internal alterations

RESOLVED: No objections

WPC/25/50 To receive a report from Councillors attending meetings

- Cllr Bilson attended writing reports online training course.
- Cllr Callan, Cllr Ghavami, Cllr Servent and the Clerk attended the One West Northamptonshire Consultation briefing.

WPC/25/51 Resolve to exclude the press and public due to the confidential nature of the business to be transacted

RESOLVED: The meeting was closed to members of the press and public at 8.40pm and the closed confidential session re-opened.

WPC/25/52 Staff Matters

RESOLVED: To standardise holiday for all staff, with new starters having 23 days a year increasing by a day each year up to 5 years of service to 28 days per year plus bank holidays – pro-rated for part-time staff.

It was also agreed to change the holiday year from April to March, to January to December.

The council agreed to explore offering staff perks and discounts, including granting staff members free use of either the Main Hall or Jubilee Room once a year.

WPC/25/53 Close

The meeting closed at 8.46pm

Date of the next Parish Council Meeting: 17th March 2025

Date of Wootton Community Meeting: 19th March 2025

Signed _____

Date _____

**Wootton Parish Council
January 15-February 11, 2025**

Date	No.	Supplier	Amount
20/01/2025	DDR	BOC	-133.71
28/01/2025	DDR	Veolia	-222.62
21/01/2025	online	Barton Telecom Services	-105.37
09/02/2025	DDR	Eposnow	-102.00
24/01/2025	DDR	LWC NORTHAMPTON	-1,606.11
16/01/2025	online	Aubergine 262 Ltd	-2,098.80
27/01/2025	STO	Personnel Advice & Solutions	-120.00
27/01/2025	online	NCALC	-165.60
27/01/2025	online	Ashby Computer Services LLP	-108.00
27/01/2025	online	ESPO	-189.30
27/01/2025	online	Millennium Cleaning Services	-80.00
27/01/2025	online	Safewater Environmental	-126.00
27/01/2025	online	Shield Maintenance Ltd	-416.00
01/02/2025	DDR	02	-14.27
07/02/2025	DDR	Citation Ltd	-284.40
27/01/2025	Online	MCM	-50.40
27/01/2025	online	ESPO Energy Gas	-954.44
10/02/2025	DDR	PWLB	-9,997.49
05/02/2025	online	LGPS	-3,032.14

05/02/2025	online	HMRC	-3,650.84
27/01/2025	online	Siemens (MOP Smart Infrastructure)	-128.40
27/01/2025	online	Trade UK Account Card	-21.98
27/01/2025	online	Trade UK Account Card	-14.38
16/01/2025	DDR	Lloyds Bank Card	-279.53
06/02/2025	online	Merland Copy Shop Limited	-75.46
11/02/2025	Online	Webb House	-102.00
11/02/2025	online	Secure-a-field fencing & Access Solutions	-7,471.52
			-£31,550.76
		Salaries	£20,023.12