

WOOTTON PARISH COUNCIL



NALC 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 17th March 2025** at 6.30pm.

Present: Chairman Cllr E Fisher, Cllr J Bilson, Cllr T Bowyer, Cllr M Callan, Cllr S Ghavami, Cllr A Hamilton, Cllr J Servent, and Cllr F Wuddah.
Mrs A Reynolds Clerk to the council, Mr Tom Lowe Facilities Manager and Neighbourhood PCSO
No members of the public.

WPC/25/54 To receive apologies
Apologies were received from Cllr Wanjohi and Cllr Churchus has resigned.

WPC/25/55 To receive and approve for signature the minutes of the meeting held on 17th February 2025

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

WPC/25/56 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda
None

WPC/25/57 To receive requests for dispensation
None

WPC/25/58 Police & Public Session

PCSO attended and advised that there was low crime in February. Main issue currently is antisocial behaviour involving two teenage girls, the PCSO has been dealing with them for the past week. The girls have been banned from the centre, but they are not staying away, they have received advice letters from Police and referrals have been made a team to work with them to help prevent future issues.

There's no outcome from either of the two toilet sink incidents. The facilities manager confirmed that he received a call from the police advising that they've visited two of the boys who had damaged the sink however neither have owned up to the damage.

The suspects involved in the assault at the outdoor gym have been identified, and the police are going to carry out voluntary interviews with those involved.

WPC/25/59 To receive the Chairman's Report

The Chairmans report was circulated prior to the meeting, there were no questions or queries.

- The Chairman advised that she had met with Mike Reader, our MP to discuss Wootton and how he could help us assist the Medical Centre to find a more suitable premises, asked him for assistance with Firstport (Management Company on St Georges Fields), He has now started holding a monthly MP surgery at the centre in the Jubilee Bar in order to help residents. He is going to start engaging with the local businesses in Wootton (just past the Queen Eleanor) and will see if they are able to sponsor anything for us or advertise in our Mag. He also highlighted our amazing library and posted on social media about this.

- The Chairman has opened dialogue with Morris Homes/First Port about St Georges Fields and is awaiting details about how they maintain the open spaces on the development. She has also asked them about community engagement (including sponsoring things such as Easter Egg hunts, bulb planting etc)
- Max Engel solicitors who have relocated from town to Tudor Court and recently invited the Chairman, Clerk and Cllr Wuddah to their offices. The Chairman mentioned advertising in the Parish Mag and asked about them participating in community events.
- The WHO have invited the Chairman to open the May Festival in May.
- Monday 17th March was the first day of her assemblies at Caroline Chisholm School to try and generate some ideas about what to offer our local teenagers and also to educate them on how the Parish Council is funded (by their parents!).
- The Chairman has asked Wild About Wootton and the Wootton Wombles about starting some preparation works at the Thrupp Bridge Pocket Park. She's also asked the Library Manager if we can hold some craft events to create the fairies/toadstools etc. She has also asked Wootton Pre School the same and they would love to participate. Once a plan is in place she will also approach the primary schools in the parish.
- The Parish Council held a 'Welcome to Wootton' event on Saturday 15th March to welcome the residents of St Georges Fields. Although the turnout was low, we did provide support to some residents. Thank you to Cllr Callan, Cllr Ghavami, Cllr Hamilton and Cllr Billson who all turned up to help. The Chairman advised that she has also been speaking to a resident of St Georges Fields who is pushing Morris Homes to complete the surfacing of the streets and has offered the Parish Council's support.
- The Chairman is very concerned about the Antisocial Behaviour that we're experiencing around the centre and has asked the Clerk to prepare a policy for what to do if they're feeling unsafe or threatened in order to empower them to keep themselves safe. The clerk is also obtaining quotations for security (which we may need to engage over the easter break) and quotations for an upgraded CCTV system.
- There are only two weeks until the end of the Financial Year, the Clerk will prepare a list of debtors and creditors to enable us to close off the year in the best position possible.
- There has been lots of activity on Social Media regarding the precept increase. Any queries can be directed to the Clerk.

WPC/25/60 To receive the Clerk's Report

The Clerks report was circulated prior to the meeting, there were no questions or queries.

- Library figures for February were 2185
- Thank you to the councillors who attended St George's Fields Welcome event on Saturday 15th March – Cllr Fisher, Cllr Callan, Cllr Ghavami, Cllr Bilson and Cllr Hamilton
- Cllr Ghavami and I met with the curate at St George's church. She wants to engage more with the community so suggested coming into the atrium and sit and play games/chat with teens who come into the centre after school.
- The Bar and Functions Manager has voiced concerns regarding assistance with the VE Day celebrations. The council will have gone to election and the event is before the Annual Meeting of the Parish Council, can current councillors who may/may not be standing/elected volunteer to help.
- The new library desk has arrived, the Library Manager and volunteers are very happy with it – it really opens the library making it more welcoming.
- I have received a freedom of information request asking about the precept and play equipment as well as asking for costs and income associated with the Mag, they've also asked if the council has considered making the mag available online only.

- I have set up a QR code for residents to sign up to MailChimp to receive updates from the parish council.
- I have reached out for further quotes to flatten the slope at Simpson Manor, I'm hoping to be able to include them on next month's agenda.
- The national living wage is increasing from £11.44 per hour to £12.21 from 1st April (we pay bar staff the national living wage).
- The community centre has had some more antisocial behaviour with the sink in the toilet being damaged (thankfully not the pipes and no flood) this was reported to the police and teenagers involved have been identified. The police have issued the teenager who was riding their moped on the field with a section 59 warning – if they or someone they allow rides it on the rec again within 12 months the bike will be seized. We have also received further antisocial behaviour from two teenage girls who following advice from the Neighbourhood Police have been banned from the centre.
- Cllr Fisher, Cllr Wuddah and I were invited to Max Engle Solicitors on Thursday 6th March it was good to meet them and welcome them to the parish and have a tour of their newly refurbished offices.
- Cllr Fisher and I attended the larger council's partnership meeting on 4th March, it was extremely interesting with information about keeping yourself safe and possible funding options available for sports.
- The PCN have given notice that they will no longer be hiring the meeting room at the centre on a long term let after 31st March.
- The Annual Parish Meeting is taking place on Wednesday 19th March, all councillors are asked to attend.
- The Spring fayre is happening on Saturday 22nd March – thank you to those councillors who have agreed to help – Cllr Fisher, Cllr Callan, Cllr Ghavami and Cllr Bilson – if anyone else is able to help/assist it would be much appreciated.
- I'm pleased to announce that Miss Helen Ward has been appointed as Bar Manager, starting on 22nd April.

WPC/25/61 Finance & Administration

a. To approve the payments made between 12th February to 11th March 2025

RESOLVED: To approve the payments made between 12 February and 11th March.

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

- Unity Trust Bank - £37,104.13
- Nationwide - £30,847.39
- CCLA - £85,000.00

c. To receive the budget vs actuals report

Members received the report and there were no questions.

WPC/25/62 Resolve to receive and note the minutes of the Finance and Community Centre Committee Meeting on 3rd March 2025

RESOLVED: The minutes were received and noted.

WPC/25/63 Resolve to accept the Finance and Community Centre Committee's recommendation to make a donation of £500 to Hackleton Parish Council for their two noticeboards that are on Lady Hollow Drive and St George's Fields once the Community Governance Boundary change has been completed

RESOLVED: Resolved to make a donation of £500 to Hackleton Parish Council for their two noticeboards that are on Lady Hollow Drive and St George's Fields.

WPC/25/64 **Receive feedback from the Facilities Manager regarding the removal of the kitchen and resolve next steps.**

RESOLVED: For the Facilities Manager to remove the cooker and deep fat fryer and offer them for free to the community.

WPC/25/65 **Resolve whether to purchase new plants for the parish planters or instead hold a community planter competition**

RESOLVED: Facilities Manager will contact the new garden centre to ask if they could donate the plants and ask the schools to plant them. Should no donation be made the council resolved to set a budget of £500 for plants.

WPC/25/66 **Resolve to investigate providing a community garden**

RESOLVED: To consider for future developments but to not provide a community garden at present.

WPC/25/67 **Resolve to accept the quote to upgrade the fire alarm panel**

RESOLVED: To accept the quote from Northants Fire of £3495.00 ex VAT providing the panel is compliant.

WPC/25/68 **Resolve to accept the quote for filling and regrading the footpath that joins the new bridge in the spinney**

RESOLVED: To rectify the slope at Thrupp bridge but investigate options and drawings and obtain further quotes first.

WPC/25/69 **Resolve to allow the WI to replace the tree that they planted on the Green in Wootton in 2018 to commemorate the Centenary of Wootton WI**

RESOLVED: To allow the WI to replant the tree and for EMOs to assist with digging a hole.

WPC/25/70 **To receive the estimated costs to replace the path at the Memorial Garden and resolve next steps**

An approximate estimated cost to replace the path was £23,775 ex VAT.

RESOLVED: To not replace the path at the memorial garden.

WPC/25/71 **Resolve to purchase locks for the toilet/disabled toilet in the community centre**

RESOLVED: To purchase the National Key Scheme lock for the disabled toilet and purchase spare keys for the office, coffee shop and library.

WPC/25/72 **Resolve to investigate providing a new dog waste bin on Lady Hollow Drive**

RESOLVED: To not purchase a new dog waste bin for Lady Hollow Drive. The Clerk has posted on social media advising residents to clean up after their dog and that dog waste can be disposed of in general waste bins. The dog warden has visited the area and put up signs.

WPC/25/73 **Resolve to accept the quote to replace the air conditioning units in both the front office and the meeting room**

MOTION FAILED: The air conditioning units are not being used, so the council resolved to not to accept the quote to replace the units.

WPC/25/74 **Resolve to accept the quote from the Community First Responders to supplying first aid for our VE beacon lighting event and our family fun day**

RESOLVED: To accept the quotations of £120 for the VE beacon lighting event and £220 for the Family Fun Day

WPC/25/75 **Resolve to increase the bar prices as recommended by the Events and Bar Manager**

RESOLVED: To increase the bar prices as follows – to increase Fosters £5.10 pint and Birra Moretti, Inchs and Guinness £5.50 pint and add 5p to the rest of the product range.

WPC/25/76 **Resolve to select two councillors to visit local schools the week beginning 27th October to advertise the upcoming firework event on 2nd November**

RESOLVED: To select two councillors to visit the local schools after elections.

WCP/25/77 **Policies**

a. Resolve to adopt the DBS Policy

RESOLVED: Adopt

b. Resolve to adopt the Memorial Inspection Policy and purchase binding machine, stakes and signage

RESOLVED: Wait for the church to provide a copy of the closed churchyard order before adopting the memorial inspection policy.

WPC/25/78 **Resolve to approve the Asset List**

RESOLVED: To approve the Asset List.

WPC/22/79 **Resolve to agree for the unsuitable for HGV signs to be installed by Highways on Berry Lane**

RESOLVED: To agree for the signs to be installed.

WPC/25/80 **Resolve to sign the David Wilson Homes Land Transfer documents**

RESOLVED: To ask solicitor for clarification as the land transfer document and lease appear to contradict each other.

WPC/25/81 **Resolve to allow Hackleton Primary School to include a write up about the school in the Wootton Mag**

RESOLVED: To allow all schools in the Wootton catchment area to include a write up about their school in the Wootton Mag

WPC/25/82 **Planning**

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

a. 2025/0920/TCA – Yeoman of England Public House, High Street, NN4 6LP – Tree works to include – prune to 4 x lime trees, prune and ivy removal from sycamore and holly trees, removal of ivy from 1 x sycamore, maple, yew and laburnum trees

RESOLVED: No Objections

WPC/25/83 To receive a report from Councillors attending meetings
Nothing to report.

WPC/25/84 Close
The meeting closed at 8.27pm

Date of Wootton Community Meeting: 19th March 2025
Date of next meeting: Monday 28th April 2025

Bill Payment List
Wootton Parish Council
February 12-March 11, 2025

Date	No.	Supplier	Amount
14/02/2025	DDR	Kingfisher Office Services LLP	-30.02
09/03/2025	DDR	Eposnow	-102.00
07/03/2025	DDR	Citation Ltd	-284.40
03/03/2025	DDR	TV Licencing	-43.62
12/02/2025	DDR	Booker Ltd	-95.01
21/02/2025	DDR	LWC NORTHAMPTON	-1,127.57
28/02/2025	DDR	Veolia	-296.95
20/02/2025	DDR	BOC	-133.71
20/02/2025	Online	MMK Civil Engineers	-6,479.98
20/02/2025	online	NCALC	-110.40
20/02/2025	online	West Northants Council (Works)	-5,705.28
20/02/2025	online	Shield Maintenance Ltd	-416.00
20/02/2025	online	ESPO Energy Gas	-1,141.32
20/02/2025	online	LGPS	-718.00
10/03/2025	online	LGPS	-2,989.32
10/03/2025	online	HMRC	-3,704.47
26/02/2025	STO	Personnel Advice & Solutions	-120.00
17/02/2025	DDR	Lloyds Bank Card	-303.02
27/02/2025	online	Pathfinder Legal Services Limited	-2,544.60
27/02/2025	online	Pathfinder Legal Services Limited	-409.08
27/02/2025	online	Northants ACRE	-42.00
27/02/2025	online	Forde & McHugh Ltd	-962.00
27/02/2025	online	Weedwise Ltd	-2,670.50
27/02/2025	online	Aura Commercial Cleaning Services	-1,622.40
20/02/2025	DDR	Barton Telecom Services	-58.06

10/03/2025	online	Ashby Computer Services LLP	-71.76
10/03/2025	online	Webb House	-102.00
10/03/2025	online	Benn Security Services	-144.00
10/03/2025	online	Garden Machines Ltd	-193.75
17/02/2025	DDR	Lloyds Bank Card	-0.25
11/03/2025	online	Almac	-3,050.00
11/03/2025	online	Forde & McHugh Ltd	-192.40
			-
			£35,863.87
			-
			£35,863.87
TOTAL		Salaries	£14161.02

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