

WOOTTON PARISH COUNCIL



Curtlee Hill, Wootton, Northampton, NN4 6ED

Telephone: 01604 705055

Email: clerk@woottonparishcouncil.gov.uk

Minutes of the **Parish Council Meeting** held on **Wednesday 17th February 2021** at 7.00pm.

Present: Chairman Cllr N Lodge, Vice Chairman Cllr J Servent, Cllr A Hamilton, Cllr S Ghavami, Cllr E Fisher, Cllr A Barbosa, Cllr E Jarvis & Cllr L Davis

Also present: T Charteress (Parish Clerk) and 0 members of the public

Due to the Coronavirus Pandemic the meeting was held via Zoom

Item no	
018/21	<p>To receive apologies Apologies were received from Cllrs Homer & Cllr Y Rayner</p>
019/21	<p>To receive and approve for signature the minutes of the meeting held on 20th January 2021 RESOLVED: The minutes of the meeting held on 20th January 2021 were approved as a true record of the meeting</p>
020/21	<p>Declarations of Interest There were no declarations of interest</p>
021/21	<p>To receive requests for dispensation There were no applications for dispensations</p>
022/21	<p>Police and Public Session The Police advised of the following crime figures: 1 x residential burglary Members of the public: There were no members of the public present County Councillor Bowen Cllr Bowen updated the meeting: <ul style="list-style-type: none"> • 32 days until NCC ceases to exist and the new Unitary Authority starts. • County has done exceptionally well on the roll out of vaccines compared to the rest of the country • Ofsted are looking at the Children's Trust Questions were asked regarding planning and whether the land housing banks in the three authorities will be amalgamated. The Clerk was asked to speak with Cllr Larratt to obtain the information</p>
023/21	<p>Finance & Administration a To approve the payments made between 15th January – 11th February 2021 RESOLVED: to agree the payments made between 15th January – 11th February 2021 shown in Appendix A b To receive the bank balances for the end of January 2021 The Clerk reported bank balances as at the end of January 2021 <ul style="list-style-type: none"> • Unity £210,163.19 • Unity, Simpson Manor £55,056.00 • Unity Extension £68,396.49 • Nationwide £10,380.58 c To receive an Actuals vs Budget Report Members received the up to date report d To receive the Internal Control Report from Cllr Rayner and to note any actions</p>

	<p>The Internal Control Report was received and Members noted there were no actions</p> <p>e To receive the Interim Internal Audit Report and to note any actions</p> <p>The Interim Internal Audit Report was received and Members noted there were no actions</p>
024/21	<p>To receive the Clerks report</p> <p>The Clerk reported the following:</p> <ul style="list-style-type: none"> • Articles and adverts are coming in for the Wootton Mag • Highways have agreed to fix the sink hole • The furloughed EMO's are coming back to work week beginning 8th March to decorate the offices and meeting room. Two other members of staff will remain furloughed until the end of March • Two incidents of criminal damage have been reported to the police; one was the roundabout set on fire and the other the intercom system which was shot. The Clerk thanked the local resident who repaired the roundabout and resprayed it • A building waste spoil heap has been reported to Persimmon Homes following complaints from residents of Simpson Manor • Tree planting is taking place on the land at Wooldale Road by the Environment Agency • A number of overgrown hedges, potholes & blocked drains have been reported to Highways • The office has been working on a procedure for Operation London Bridge and Operation Forth Bridge. Condolence books have been purchased and a policy written • The £500,000 loan from PWLB has been drawdown and paid into the extension account • The quarterly VAT claim resulted in a VAT investigation • A newly formed group of litter pickers, the Wootton Wombles, are signed up and covered by the Council's volunteer insurance
025/21	<p>To agree delegated power to the Clerk to advertise the Parish Council elections in May</p> <p>RESOLVED: to delegate power to the Clerk to advertise the election in May</p>
026/21	<p>To consider the following planning application:</p> <p>N/2021/0033 – 32 Harris Close, Wootton Fields – Removal of existing glass conservatory and bay to rear of property and construction of single storey rear extension</p> <p>RESOLVED: No comments</p> <p>N/2021/00 26 Villa Way, Wootton Fields - New outbuilding attached to side, to include replacement boundary wall fence to back of footpath on side elevation (resubmission of N/2020/0042)</p> <p>RESOLVED: Objection – has a harmful appearance on the host property and detrimentally changes the street scene</p>
027/21	<p>To discuss creating a Dog Park</p> <p>Following lengthy discussion members:</p> <p>RESOLVED: Not to create a dog park</p>
028/21	<p>To discuss the condition of the footpaths in the Pocket Park and consider any action</p> <p>Members discussed the condition of the path and decided to leave it as is</p>
029/21	<p>To discuss a proposal to create a weekend food market in the car park at the Community Centre</p> <p>RESOLVED: to enter into discussions with a company regarding the proposal. Cllrs Fisher, Lodge & the Clerk will arrange a meeting</p>
030/21	<p>To receive an update on the Community Centre extension and to consider any action:</p> <p>The Clerk updated Members on the progress of the build and advised that work on the new bar has started. The Clerk also advised Members that two sets of doors were having to be purchased as the existing doors do not meet fire regulations.</p> <p>Work has started on the soffits & facias; the build is currently 3 weeks behind schedule. The contractors hope to make that time up</p>
031/21	<p>To discuss and consider a Community Governance Review</p> <p>RESOLVED: to pursue a Community Governance Review which will look at the Parish Boundary between Hackleton & Wootton</p>

032/21	To note the date of the next meeting The date of the next Parish Council meeting – Wednesday 17 th March 2021
	Close The meeting closed at 20.25pm

Signed _____

Date _____



Bill Payment List

15 January - 11 February, 2021

	Date	No.	Supplier	Amount
Unity Current A/C				
	25/01/2021	DDR	BOC	-24.47
	22/01/2021	DDR	Barton Telecom Services	-76.09
	20/01/2021	Online	HMRC	-1,661.77
	20/01/2021	Online	LGPS	-2,567.42
	20/01/2021	STO	Personnel Advice & Solutions	-120.00
	18/01/2021	DDR	Lloyds Bank Card	-35.31
	28/01/2021	OnLine	ESPO Energy Gas	-76.49
	28/01/2021	OnLine	LexisNexis	-119.99
	28/01/2021	OnLine	MCM	-48.00
	28/01/2021	OnLine	Marcus Young Landscapes Ltd	-5,616.00
	30/01/2021	DDR	Siemens	-82.80
	28/01/2021	OnLine	Gem Johnson	-10.00
	30/01/2021	Chq no: 300068	Veolia	-97.20
	01/02/2021	DDR	Grenke Leasing Limited (CCTV)	-62.71
	11/02/2021	OnLine	Kingfisher Office Services LLP	-27.00
	01/02/2021	DDR	Quickbooks	-36.00
	11/02/2021	OnLine	Webb House	-240.00
	11/02/2021	OnLine	Zoom	-14.39
	11/02/2021	OnLine	LGSS	-166.08
	11/02/2021	OnLine	Bar King	-75.00
				-£
Total for Unity Current A/C				11,156.72
Unity Extension				
	11/02/2021	OnLine	CS2 Limited	-1,200.00
	11/02/2021	OnLine	CS2 Limited	-1,200.00
				-£
Total for Unity Extension				2,400.00



Appendix A

All Inspections, once completed must be filed in the Parish Council office and retained for a period of 12 months

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed (all accounts)	✓			
2	Bank Reconciliation completed for previous month	✓			
3	Invoice folder completed for previous month	✓			
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?	✓			
6	Cash Control <ul style="list-style-type: none"> • Cash banked under dual control • Cash banked at different times of the week • Float stored and managed in floor safe 	✓			
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date	✓			
8	Pension contribution	✓			
Minutes					
9	Minutes signed, dated & filed from previous month	✓			
Community Centre - Hire					
10	Form, Insurance, payment for each event booked	✓			
Miscellaneous					
11	Internal and external Notice boards up to date	✓			
	Task	Seen		Comment	Completed
		Yes	No		
Health and Safety					

Wootton Parish Council
Internal Control Procedure re-adopted 15th May 2019

12	Risk Assessments up to date and recorded	✓		
General comments/recommendations to improve services				
<p>All records continue to be well maintained despite difficult times due to the Covid 19 virus restrictions. Parish Office is closed with the Clerk and her Team working from home. However the Parish has continued to provide a good service to the Community</p>				
*Discuss with staff/Raise at Parish Council Meeting (*delete one)				

Audit completed

Councillor..... *[Signature]* Dated *8/2/21*

Clerk/RFO

Actions completed

Councillor..... Dated

Clerk/RFO