

WOOTTON PARISH COUNCIL



Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the **Parish Council Meeting** held on **Wednesday 18th March 2020** at 7.00pm.

Present: Chairman Cllr N Lodge, Vice-Chairman Cllr J Servent, Cllr A Hamilton, Cllr E Jarvis & Cllr S Ghavami

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

Due to the Coronavirus outbreak the meeting was held in closed session

Item no	
034/20	To receive apologies Apologies were received from Cllr R Thakarar, Cllr Y Rayner, Cllr E Fisher, Cllr A Barbosa
035/20	To receive and approve for signature the minutes of the meeting held on 19th February 2020 RESOLVED: The minutes of the meeting held on 19 th February 2020 were approved as a true record of the meeting and signed by the Chairman
036/20	To note matters arising from the minutes not included on the agenda for report only No reports
037/20	Declarations of Interest There were no declarations of interest
038/20	To receive requests for dispensation There were no applications for dispensations
039/20	Police and Public Session The meeting was closed to the public
040/20	The Clerk's Report No report
041/20	<p>Finance & Administration</p> <p>a To approve the payments made between 13th February – 12th March 2020 RESOLVED: to agree the payments made between 13th February – 12th March 2020 shown in Appendix A</p> <p>b To receive the bank balances for the end of February 2020 The Clerk reported bank balances as at the end of February 2020:</p> <ul style="list-style-type: none"> • Unity £178,359.54 • Unity, Simpson Manor £43,128.00 • Unity Extension £55,756.22 • Nationwide £210,177.37 <p>c To receive an Actuals vs Budget Report Members received an up-to-date report</p> <p>d To receive the Internal Control Report from Cllr Rayner and to consider any items raised Cllr Rayner was unable to carry out the Internal Control Report due to the Coronavirus outbreak. She will complete the Internal Control remotely and report to the next meeting</p> <p>e To earmark Parish Council reserves The Clerk recommended earmarking reserves as below:</p> <ul style="list-style-type: none"> • General reserves: £138,000 • Cemetery fence & hedge: £10,000 • Wootton & East Hunsbury Pension: £10,000.00 • Extension: £265,975 • Simpson Manor: £55,128

	RESOLVED: to earmark the reserves as detailed
042/20	To receive an update on the Simpson Manor Land and to consider any actions as necessary RESOLVED: This item was deferred until a future meeting
043/20	To consider items relating to the Community Centre Extension: a To receive an update on the extension progress Members received an update from the Clerk & Cllr Servent b To discuss applying for a PWLB loan This item was deferred until a future meeting c To consider putting the Coffee Shop lease out to tender RESOLVED: to place an invitation to tender on the public contract finder's website d To consider giving three months' notice to NCC for the removal of the mobile building housing the library RESOLVED: To give three months' notice to NCC
044/20	To consider addition security for the Community Centre during the school holidays RESOLVED: Members are happy with the CCTV and intercom and decided not to add any further security
045/20	To consider emergency planning in relation to Coronavirus RESOLVED: to agree the statement below: "In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place". RESOLVED: to close the Community Centre to all users and members of the public from the 20 th March. Office & EMO staff will continue to work in the Centre until directed otherwise. All functionality of the Parish Council can now be actioned remotely
046/20	To consider items relating to the Firework Event: a To consider which charities will benefit b To consider a document relating to sponsorship c To consider an offer from Wootton Scouts regarding the event This item was deferred until a future meeting
047/20	To receive an update from Youth Club and to discuss the club going forward This item was deferred until a future meeting
048/20	To consider producing a Parish Council Newsletter for distribution during April This item was deferred until a future meeting
049/20	To consider requesting a Tree Protection Order is placed on the Scotts Pine on Quinton Road RESOLVED: to apply for a tree protection order on the Scotts Pine Tree
050/20	To consider placing new dog fouling signage in various areas of Simpson Manor This item was deferred until a future meeting
051/20	To consider placing a new dog bin at the top of Water Lane on the junction with the Newport Pagnell Road This item was deferred until a future meeting
052/20	To consider setting up a Community Litter Pick This item was deferred until a future meeting
053/20	To discuss tree and hedge management on the newly acquired land at Curtlee Hill This item was deferred until a future meeting
054/20	To consider areas of the Parish to be added to the Local Heritage List Cllrs Ghavami, Jarvis and Hamilton will look into creating a list.
055/20	To receive reports from Parish Councillors attending meetings on behalf of the Parish Council

	This item was deferred until a future meeting
033/19	To note the date of the next meeting The next Parish Council meeting will be held on TBA
	Close The meeting closed at 8.30pm

Signed _____

Date _____



Bill Payment List
13 February - 12 March, 2020

	Date	No.	Supplier	Amount
Unity Current A/C				
	29/02/2020	DDR	Siemens	-82.80
	02/03/2020	DDR	TV Licencing	-39.87
	20/02/2020	OnLine	Allseasons	-342.00
	20/02/2020	OnLine	Aylesbury Mains	-88.68
	20/02/2020	OnLine	Almac	-138.00
	25/02/2020	DDR	Barton Telecom Services	-102.34
	25/02/2020	DDR	BOC	-145.80
	18/02/2020	DDR	Global Payments	-65.45
	20/02/2020	Online	MCM	-674.40
	20/02/2020	OnLine	NCALC	-36.00
	20/02/2020	OnLine	ESPO Energy Gas	-378.98
	20/02/2020	OnLine	Total Gas & Power	-1,090.01
	20/02/2020	OnLine	Webb House	-102.00
	20/02/2020	OnLine	2commune	-1,290.00
	20/02/2020	OnLine	GALA Fireworks	-660.00
	20/02/2020	OnLine	Bar King	-120.00
	20/02/2020	OnLine	CPRE	-39.00
	19/02/2020	DDR	Booker Ltd	-1,129.50
	26/02/2020	DDR	Quickbooks	-32.40
	20/02/2020	OnLine	Safewater Environmental	-36.00
	20/02/2020	OnLine	NN Pulse Magazine	-330.00
	20/02/2020	OnLine	LGSS	-144.91
	20/02/2020	Online	HMRC	-1,776.39
	20/02/2020	Online	LGPS	-1,713.47
	20/02/2020	Online	Tony Bayley	-36.00
	20/02/2020	STO	Personnel Advice & Solutions	-120.00
	27/02/2020	OnLine	2commune	-60.00
	01/03/2020	DDR	Grenke Leasing Limited (CCTV)	-62.71
	27/02/2020	OnLine	BACA	-172.08
	27/02/2020	OnLine	Webb House	-102.00
	27/02/2020	OnLine	PHS Group	-1,077.62
	27/02/2020	Online	Haines Watts	-450.00
	12/03/2020	OnLine	Garden Machines Ltd	-279.21
	12/03/2020	OnLine	LGSS	-242.40
	12/03/2020	OnLine	Northampton Leisure Trust	-1,260.00
	12/03/2020	OnLine	Kingfisher Office Services LLP	-79.22
	12/03/2020	OnLine	Northants ACRE	-35.00
	12/03/2020	OnLine	Stanair	-795.60

Total for Unity Current A/C				-£ 15,329.84
Unity Extension				
	20/02/2020	OnLine	BCAL Consulting	-2,685.00
	20/02/2020	OnLine	CS2 Limited	-5,400.00
	20/02/2020	OnLine	JPIMedia Publishing	-210.00
	20/02/2020	OnLine	Listers GeoTechnical Consultants Limited	-5,862.00
	27/02/2020	OnLine	CS2 Limited	-1,200.00
Total for Unity Extension				-£ 15,357.00
Net salary cost				8498.71