Minutes of the meeting of Wootton, Wootton Fields and Simpson Manor Parish Council held on Wednesday, 17th June 2015 at 7:00pm.

Present:  Cllr D Bailey, Cllr L Costello (Chairman), Cllr Fenlon-Smith, Cllr S Homer (Vice-Chair), Cllr M Jones, Cllr K Lever, Cllr C Mills, Cllr B Perkins, Cllr Y Rayner, Cllr J Servent

Also present:  C Holgate (Clerk), Cllr Nunn, Cllr Larratt, PCSO Danny Steele and 4 members of the public

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| 15/22  | To receive and approve apologies for absence  
Clr De-Vere Burt submitted apologies – work commitment  
RESOLVED: to approve Cllr De-Vere Burt’s absence. |
| 15/23  | To receive and approve for signature the minutes of the last meeting  
The minutes of the meeting held on 20th May 2015 (copies of which being Folios 1-4 had been previously circulated) were approved as a true record and signed by the Chairman. |
| 15/24  | To note matters arising from the minutes not included on the agenda for report only  
The following items were reported to the Council:  
• that a site meeting at the A45 sliproad to Berry Lane was being arranged with the Highways Agency, and the Clerk would notify the members of the date;  
• Chairman advised the members that a budget meeting would take place in the next week. |
| 15/25  | Declarations of Interest  
• Cllr Bailey declared an interest in item 35 as he is providing security to the event.  
• Cllr Lever declared an interest in item 31 as an employee of Northamptonshire Police. |
| 15/26  | Co-option of Councillor  
The Chairman informed the meeting that two applications had been received for the vacancy, but one applicant had withdrawn. A vote to co-opt was unanimous by show of hands.  
RESOLVED: to co-opt Veronica Watling to fill the vacancy on the council.  
Cllr Watling then joined the meeting. |
| 15/27  | Police and Public Session  
PCSO Danny Steele introduced himself and advised the council that he will be covering for PCSO Egdell while he is on long term sick leave.  
PCSO Steele reported the following incidents in the parish:  
• Theft of tools from a van;  
• 2 robberies linked to organised crime.  
PCSO Steele informed the members that patrols will be increased because of the lighter evenings and groups of year 11 students who are no longer at school.  
It was noted that there will be attendance by the Police at Walk in the Park but numbers are unknown.  
• A member of the public asked that the parish council continue the work of Wootton & East Hunsbury Parish Council in relation to the planning application at Collingtree which has now gone to appeal.  
• Cllr Nunn said that he would be happy to contribute £500 from his Empowerment Fund to Walk in the Park.  
• Cllr Nunn advised the members that Northampton Borough Council had approved the work to install bollards around the green on Farmclose Road and will arrange for a leaflet to go out to residents informing them of the specification etc. |
• Cllr Nunn referred to the Hardingstone planning appeal and advised the members that he was registered to speak. Cllr Homer confirmed that she was registered to speak on behalf of Brackmills as there would be a particular impact on the businesses there.
• Cllr Larratt advised the members that lots of work was being carried out to replace street lights and the plans were available on the County Council’s website. Cllr Larratt had particular concerns to ensure that the heritage lights on Green Lane were preserved.
• Cllr Larratt confirmed that he had spoken at the Hardingstone planning appeal that afternoon and had stressed the impact of the development on Wooldale Road/Wootton interchange, Newport Pagnell Road/Water Lane junction and the continued traffic problems with the Waitrose entrance.
• A member of the public asked why the pedestrian access alongside 31 Green Lane had been blocked. The Chairman advised that the Council will investigate.

Action: Clerk

15/28
Highways Issues
a) Quinton Road/Berry Lane junction
   The council considered various options that could prevent speeding vehicles along this road, and options to make the bend safer.
RESOLVED: that Northants Highways be asked to carry out a safety audit, site visit and report (copy to Cllr Larratt).

Action: Clerk

15/29
Planning
(a) To consider planning applications submitted to the Parish Council
   The following planning applications were discussed:
   N/2015/0499 – 15 High View– two storey and single storey rear extensions
   No objections or comments.
   N/2015/0515 – Merryfield, 90 High Street – Part demolition of existing rear two storey extension and erection of new rear 3 storey extension and single storey orangery
   No objections or comments.
RESOLVED: that the Planning Authority be informed of the comments made.

Action: Clerk

(b) To consider a response to the planning appeals received by the Parish Council
   The following appeals were discussed:
   N/2013/1035 and 1036 – Land south of Rowtree Road and west of Windingbrook Lane
   It was noted that the above appeal required written responses to be received by 3rd July. The council asked the Clerk to prepare a response for comment by the members. (Copy to Cllrs Nunn and Larratt).
   N/2013/0338 – Land to the East of Hardingstone North of Newport Pagnell Road
   Cllr Nunn gave some background to this appeal and the Council would review their response at a future meeting.

Action: Clerk

(c) To consider a request from Morris Homes Ltd to take on the responsibility of the managed areas at St. George’s Fields
   The council considered the request and it was noted that the development falls outside of the parish boundary, and that there are no commuted sums attached to the managed areas.
RESOLVED: to reject the offer to take on the managed areas.

Action: Clerk
d) To consider submitting a request to South Northants Council to pay the playing field Section 106 contribution to this council

The Chairman advised the members that the Section 106 agreement for the first phase of the St. George’s Fields development allowed for a sum of £35,000 to maintain sports pitches that serve the development. As the nearest sports pitches to the development the members were asked to consider whether the council should approach South Northants Council for those commuted sums. Cllr Servent also asked that an approach is made regarding intended Section 106 for the second phase of the development.

RESOLVED: to write to South Northants Council requesting the playing field contribution due under the Section 106 Agreement.

Action: Clerk

15/30 Finance

a) RESOLVED: to approve the payments to be made.

b) RESOLVED: to approve the final payments to be made from the Wootton & East Hunsbury current account.

c) To agree a Payments Policy

RESOLVED: The Payments Policy previous circulated was approved.

d) To note the contents of the Internal Audit Report

The contents of the final Internal Audit Report of Wootton & East Hunsbury Parish Council were noted.

e) To approve the resolution to amend the Mandate for operation of the bank account

The resolution to amend the mandate for operation of the bank account was produced to the meeting. The Clerk explained that the resolution was required because signatories were being added to the account. Resolution was proposed by Cllr Costello and seconded by Cllr Homer. A vote followed and it was

RESOLVED: that

1. The amendments to the Mandate for the operation of the bank account, payment instructions and banking services be approved and be provided to the Bank by person authorised to do so in accordance with the bank’s procedures and the Mandate;

2. The bank is entitled to rely upon the amended Mandate until it received a later Mandate amending it, and the Bank is entitled to rely on instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person;

3. The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3;

4. The Bank will be notified in writing to any changes to the organisation as per the terms and conditions of the account.

e) To approve and sign direct debit mandates

The Clerk produced various direct debit mandates to the meeting. It was noted that further mandates were likely to be required as more accounts were moved to the bank account from the Wootton & East Hunsbury Parish Council account.

RESOLVED: to approve and sign the direct debit mandates and delegate authority to the authorised signatories to sign direct debit mandates without full council approval.

Action: Clerk

15/31 PSCO Agreement

Cllr Lever left the room having declared an interest.
A full discussion took place regarding the background to the agreement and its original intended purpose. It was noted that any decision to terminate the agreement would require six months’ notice.

It was proposed by Cllr Perkins and seconded by Cllr Rayner that the agreement be terminated. A vote was then called and the proposal was defeated. It was agreed that a meeting will be organised with Northants Police to discuss the agreement going forward.

Cllr Lever returned to the meeting.

### 15/32 Change of Parish Name

To agree to change the name of the parish to Wootton Parish Council. The Council discussed the proposal. A vote by show of hands was unanimous.

**RESOLVED:** to change the name of the parish from Wootton, Wootton Fields & Simpson Manor Parish Council to Wootton Parish Council.

**Action:** Clerk

### 15/33 Community Centre and facilities

(a) **To agree a policy for booking and payment of football fixtures and changing rooms.**

It was noted that there are a number of teams who would like to play at the community centre but too many games will damage the pitch. It was agreed that advice would be sought from the Institute of Groundsmanship for a pitch maintenance programme. Hire agreements would be updated with a clause that centre staff are able to call off matches if the pitch is considered unplayable to prevent further damage.

**RESOLVED:** to put a limit of two games per weekend on the pitches.

**RESOLVED:** that all games be paid up front, before the match.

**Action:** Clerk

(b) **To create a working group to review bar food and drink prices, bar opening times and tv channel subscriptions.**

**RESOLVED:** to form a working group of Cllr Bailey, Cllr Homer and Cllr Watling and the Centre Steward once appointed.

**Action:** Cllrs Bailey, Homer and Watling

(c) **To consider quotes received to carry out repairs to the MUGA.**

The Clerk advised the members that quotes had been received some time ago but were being updated. Matter will be deferred to a future meeting.

### 15/34 To discuss proposals for a duty rota system and Councillor points of contact

A discussion took place regarding the need for a duty rota system. The council agreed that this was not required at present as members of staff all had access to the councillors contact information and could get hold of them at any time.

The Clerk advised the members that the centre has a Red Care alarm system and the points of contact would need to be updated.

**RESOLVED:** to update contact information for the Red Care alarm system.

**Action:** Clerk

### 15/35 Walk in the Park

(a) **Update**

Cllr Bailey updated the members of the progress made on Walk in the Park. Lynton Kellett had been instrumental in organising the line up. Cllr Homer gave the meeting a review of the expected stalls and raffle prizes obtained. It was noted that the fairground would be on site...
from the Wednesday before Walk in the Park, so regular users of the recreation ground would need to be informed.

b) Change of DPS for Recreation Ground
It was noted that the DPS had not been changed at the same time as the DPS for the Community Centre and the Clerk had now submitted an application to change the DPS for the rec.

RESOLVED: to retrospectively agree a change of Designated Premises Supervisor for the Recreation Ground.

15/36 Administration
(a) To agree to receive summons and related documents in electronic form
The Clerk explained to the members that it is a requirement to deliver the summons/agenda and related documents to their home address unless they gave consent to receive them electronically. Consent forms were received from the members.

b) To note correspondence received from the Police Commissioner.
The members considered the request for a meeting with the Police Commissioner.

RESOLVED: to invite the Police Commissioner to attend the next, or a future, parish council meeting.

Action: Clerk

15/37 Exclusion of press and public
It was moved by the Chairman and

RESOLVED: that in view of the confidential nature of the business next to be transacted regarding staffing issues it is advisable in the public interest that the press and public be excluded.

15/38 Recruitment
The Chairman advised the members that the last date for receipt of applications for the parish clerk vacancy was 19th June. It was noted that the spinal point bracket could be increased for the right applicant.

RESOLVED: that the interview panel (Cllrs Costello, Homer and Servent) be delegated authority to appoint without further agreement from full council; and
That the spinal point bracket for the parish clerk post be increased to SP32 if necessary.

Action: Cllrs Costello, Homer and Servent

The Chairman presented a report to the members regarding the applicants for the centre steward position who had both been interviewed. The interview panel were impressed with both candidates and it was

RESOLVED: that Rob Wallis be employed as the Centre Manager on an hourly rate of £ , and Sue Whitehead be employed as deputy Centre Manager on an hourly rate of £ .

Action: Cllr Costello/Clerk

15/39 Staff Pensions
The Clerk answered questions from the members relating to the report on pensions previously circulated. There followed a discussion on whether a suitable alternative scheme could be sought for existing members of the LGPS scheme. The Clerk will seek advice from NCALC and Chris Moses. After due consideration it was

RESOLVED:
1) to delegate existing pension scheme members to the new Wootton, Wootton Fields & Simpson Manor Parish Council fund, unless a suitable alternative scheme could be found
2) to close the scheme to all other employees.
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<td><strong>15/40</strong></td>
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<td><strong>To note holiday requests received</strong></td>
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<td>The following requests for holiday were approved:</td>
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<td>Caroline Holgate – 25th June to 2nd July.</td>
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<td>The meeting closed at 9:45pm</td>
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Signed: ____________________________  
Dated: ____________________________