

Minutes of the **Parish Council Meeting** held on **Wednesday 19<sup>th</sup> June 2019** at 7.00pm.

**Present:** Vice-Chairman Cllr J Servent, Cllr Y Rayner, Cllr R Thakarar, Cllr P Barley, Cllr E Jarvis, Cllr J Horsley, Cllr A Barbosa, Cllr Knights & Cllr Hamilton

**Also present:** T Charteress (Parish Clerk) and 7 members of the public

Item no	
115/19	<p><b>To receive apologies</b> Apologies were received from Chairman Cllr N Lodge, Cllr E Fisher and Cllr S Ghavami</p>
116/19	<p><b>To receive and approve for signature the minutes of the meeting held on 15<sup>th</sup> May 2019</b> <b>RESOLVED:</b> The minutes of the meeting held on 15<sup>th</sup> May 2019 were approved as a true record and signed by the Vice-Chairman</p>
117/19	<p><b>To note matters arising from the minutes not included on the agenda for report only</b> No reports</p>
118/19	<p><b>Declarations of Interest</b> There were no declarations of interest</p>
119/19	<p><b>To receive requests for dispensation</b> There were no applications for dispensations</p>
120/19	<p><b>Police and Public Session</b> <b>Police</b> – PC Sophie Duffree was unable to attend the meeting but reported the following incident numbers: <b>Vehicle crime – 5</b> <b>Criminal damage – 2</b> <i>Vice-Chairman asked for Police attendance at the next meeting</i> <b>Public Time</b> A member of the public asked when Borough Councillor Jonathan Nunn last attended a Parish Council meeting A member of the public advised the meeting that a number of drains are blocked in the Parish; he detailed Water Lane and High Street A resident asked if the Parish Council have a plan for traveller incursion Members of the public raised concerns about agenda item 126/19: proposed parking solutions In Farmclose Road <b>Borough Councillor Jonathan Nunn</b> did not attend the meeting <b>Borough Councillor Luke Graystone</b> did not attend the meeting <b>County Councillor Lizzy Bowen</b> sent her apologies</p>
121/19	<p><b>The Clerk's Report</b></p> <ul style="list-style-type: none"> <li>• The Clerk advised Members that she has attended a Parish Clerks Forum in which the Local Government Reform was discussed</li> <li>• The Year End process has been completed and will be sent to the External Auditor following the meetings approval of the statements</li> <li>• The new Finance and Administration Officer's post has been advertised and a number of applications have been received. Job descriptions have been re-written for those staff out of contract.</li> <li>• Air Broadband have been in touch and have reported installation figures of 39 in Wootton and 1 in Hackleton</li> </ul>

	<ul style="list-style-type: none"> <li>The Clerk reported a horrific incident in the small children's play area in which beer bottles had been smashed, up-ended and placed in the new matting at the bottom of the slide. Luckily the problem was spotted early on and the glass removed. The Police have been notified and new CCTV is being placed in the area which will mean any future culprits will be able to be identified</li> <li>The formal letter from NBC giving authority to transfer the land at Curtlee Hill directly between the Parish Council and David Wilson Homes has now been received</li> <li>Cllr Jarvis &amp; the Clerk attended a meeting on LGR hosted by NCALC</li> </ul>
122/19	<p><b>Finance &amp; Administration</b></p> <p><b>a To approve the payments made between 3<sup>rd</sup> May – 13<sup>th</sup> June 2019</b>  <b>RESOLVED:</b> to agree the payments made between 3<sup>rd</sup> May – 13<sup>th</sup> June 2019 shown in Appendix A</p> <p><b>b To receive the bank balances for the end of May 2019</b>  The Clerk reported bank balances at the end of May 2019:</p> <ul style="list-style-type: none"> <li><b>Unity £311,211.45</b></li> <li><b>Unity, Simpson Manor £43,182.00</b></li> <li><b>Unity Extension £39,962.00</b></li> <li><b>Nationwide £209,233.07</b></li> </ul> <p><b>c To receive an Actuals vs Budget Report</b>  Members received an up to date report</p> <p><b>d To receive the Internal Control Report and to note any comments</b>  Members received the report – as shown in Appendix B - from Cllr Raynor and noted there were no comments</p> <p><b>e To receive the Internal Audit Report from Haines Watts and to consider any comments</b>  Members received the Internal Audit Report and noted there were no comments</p>
123/19	<p><b>Annual Return</b></p> <p><b>a. To agree the Annual Governance Statements for 2018/2019</b>  <b>RESOLVED:</b> to agree the Annual Governance Statements for 2018/2019</p> <p><b>b. To agree the Annual Accounting Statement for 2018/2019</b>  <b>RESOLVED:</b> to agree the Annual Accounting Statements for 2018/2019</p> <p><b>c. To agree the dates for the Exercise of Public Rights</b>  <b>RESOLVED:</b> to agree the dates for the exercise of Public Rights as: 21<sup>st</sup> June 2019 – 1<sup>st</sup> August 2019</p>
124/19	<p><b>To consider safety improvements at Simpson Manor footpath junction with Newport Pagnell Road</b>  <b>RESOLVED:</b> To write to Highways to improve the safety of the junction and to contact Persimmon Homes to ask for safety measures to be installed to protect cyclists &amp; pedestrians</p>
125/19	<p><b>To consider formally writing to Northampton Borough Council regarding a possible new planning application for the garages at Farmclose Road from Northampton Partnership Homes</b>  <b>RESOLVED:</b> To write to the Leader &amp; Deputy Leader of the Borough Council &amp; The Chairman of Northampton Partnership Homes</p>
126/19	<p><b>To discuss potential parking solutions around The Green at Farmclose Road</b>  Cllr Knights showed Members a plan of The Green at Farmclose Road and explained that she was trying to look for solutions for parking if the garage site at Farmclose Road was to be built on. As the application has now been withdrawn Cllr Knights said the item was just an idea to try and help.</p>
	<p><i>Cllr Knights left the meeting at 8.40pm</i></p>
127/19	<p><b>To consider a revised Library design for the extension to the Community Centre, allowing increased space for Library services as per PHP drawings, and to consider amending the planning application as appropriate.</b>  Cllr Servent advised Members of the background to his proposal and following a lengthy debate Members:</p>

	<b>RESOLVED:</b> to agree a revised library design; the vote was 5 in favour with 3 abstaining
<b>128/19</b>	<p><b>To consider the following planning applications:</b></p> <p><b>N/2019/005550 -19 Berry Lane, Northampton</b> – Variation of condition 2 of planning permission N/2016/0108 (two storey side extension, single storey front extension and rear Juliet style balcony) to change hipped to gable roof</p> <p><b>RESOLVED: No objection</b></p> <p><b>N/2019/0649 – 7 Spartan Close, Northampton</b>– Replacement and enlargement of existing single storey rear extension</p> <p><b>RESOLVED: No objection</b></p> <p><b>N/2019/00700 – 1 Fieldgate Close Wootton</b> – Retention of a detached Home/shed</p> <p><b>RESOLVED: No objection</b></p> <p><b>N/2019/0706 – 21 Farmers Close, Northampton</b> – Conversion part of garage to living accommodation with first floor extension above and rear single storey extension and removal of existing conservatory</p> <p><b>RESOLVED:</b> Objection on grounds of: over-looking, over-shadowing, over-development of the site, loss of privacy, over-bearing and change in street scene</p>
<b>129/19</b>	<p><b>To note the date for the next meeting</b></p> <p>The next Parish Council meeting will be held on <b>Wednesday 17<sup>th</sup> July 2019</b></p>
	<p><b>Close</b></p> <p>The meeting closed at 9.30</p>

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Appendix A**

**Bill Payment List**

**3 May - 13 June, 2019**

	<b>Date</b>	<b>No.</b>	<b>Supplier</b>	<b>Amount</b>
<b>Unity Current A/C</b>				
	03/05/2019	DDR	Drays Wholesale Limited	-1,205.73
	24/05/2019	DDR	BOC	-151.80
	14/05/2019	DDR	Booker Ltd	-112.96
	28/05/2019	DDR	Drays Wholesale Limited	-391.49
	22/05/2019	OnLine	ESPO	-276.02
	14/05/2019	DDR	Global Payments	-71.81
	22/05/2019	OnLine	Kerstar	-111.00
	22/05/2019	OnLine	Lee Warren Electrical Contractors	-144.00
	22/05/2019	OnLine	Total Gas & Power	-803.97
	22/05/2019	OnLine	Round Wood Trading Limited	-600.00
	22/05/2019	OnLine	Ricoh UK Ltd	-185.46
	31/05/2019	DDR	Quickbooks	-32.40
	22/05/2019	OnLine	Amey	-10.56
	22/05/2019	Online	T Robertson	-15.00
	23/05/2019	Online	HMRC	-1,566.49
	23/05/2019	Online	LGPS	-1,647.00
	23/05/2019	Online	Tony Bayley	-35.55
	23/05/2019	Online	Personnel Advice & Solutions	-120.00
	23/05/2019	Online	Trade account card	-41.24
	16/05/2019	Online	Lloyds Bank Card	-202.64
	29/05/2019	Online	Unity Trust Bank	-6.00
	06/06/2019	OnLine	BT	-71.64
	06/06/2019	OnLine	ESPO Energy Gas	-254.47
	06/06/2019	OnLine	Lee Warren Electrical Contractors	-144.00
	06/06/2019	OnLine	LGSS	-485.78
	06/06/2019	Online	Hackleton & District WI	-250.00
	06/06/2019	Online	Webb House	-102.00
	12/06/2019	Online	GALA Fireworks	-660.00
	12/06/2019	Online	Tony Bayley	-37.35
	12/06/2019	DDR	Booker Ltd	-937.71
	13/06/2019	OnLine	R & G	-1,914.84
	13/06/2019	OnLine	Total Gas & Power	-781.53
	13/06/2019	OnLine	Allseasons	-2,184.00
<b>Total for Unity Current A/C</b>				<b>-£ 15,554.44</b>
<b>Unity Extension</b>				
	22/05/2019	OnLine	Peter Haddon & Partners	-6,000.00
	22/05/2019	Online	CS2 Limited	-1,020.00
	06/06/2019	Online	Peter Haddon & Partners	-114.26
<b>Total for Unity Extension</b>				<b>-£ 7,134.26</b>
<b>Net salary costs</b>				<b>8335.78</b>



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		
<b>Financial</b>					
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				
	• Cash banked under dual control	✓			
	• Cash banked at different times of the week	✓			
	• Float stored and managed in floor safe	✓			
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date	✓			
8	Pension contribution	✓			
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month	✓			
<b>Community Centre - Hire</b>					
14	Form, Insurance, payment for each event booked	✓			
<b>Miscellaneous</b>					
15	Internal and external Notice boards up to date	✓			
	Task	Seen		Comment	Completed
		Yes	No		
<b>Health and Safety</b>					

Wootton Parish Council  
Internal Control Procedure re-adopted 18<sup>th</sup> May 2016

16	Risk Assessments up to date and recorded	✓		
<b>General comments/recommendations to improve services</b>				
<p>All checks completed and records continue to be well maintained .</p>				
<p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>				

**Audit completed**

Councillor..... *[Signature]* ..... Dated ..... *21/5/19* .....

Clerk/RFO ..... *Tina Chanta* .....

**Actions completed**

Councillor..... ..... Dated .....

Clerk/RFO .....