

WOOTTON PARISH COUNCIL



Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the **Parish Council Meeting** held on **Wednesday 18th September 2019** at 7.00pm.

Present: Chairman Cllr N Lodge, Vice-Chairman Cllr J Servent, Cllr Y Rayner, Cllr R Thakarar, Cllr J Horsley, Cllr E Jarvis, Cllr A Barbosa, Cllr Knights, Cllr E Fisher, Cllr P Barley, Cllr A Hamilton & Cllr S Ghavami

Also present: T Charteress (Parish Clerk) and 4 members of the public

Item no	
152/19	To receive apologies There were no apologies
153/19	To receive and approve for signature the minutes of the meeting held on 17th July 2019 RESOLVED: The minutes of the meeting held on 17 th July 2019 were approved as a true record and signed by the Chairman
154/19	To note matters arising from the minutes not included on the agenda for report only No reports
155/19	Declarations of Interest Cllr Knights declared an interest in 162/19
156/19	To receive requests for dispensation There were no applications for dispensations
157/19	Police and Public Session Police – PC Sophie Duffree was unable to attend the meeting but reported the following incident numbers: Criminal damage – 4 Public Time A member of the public advised that there has been an increase in criminal damage and asked if CCTV could be placed around the village – this item will be placed on the next agenda A member of the public asked if the Parish Council could fund floodlighting at the church Borough Councillor Jonathan Nunn did not attend the meeting Borough Councillor Luke Graystone did not attend the meeting County Councillor Lizzy Bowen gave an update on NCC and invited Members to attend cabinet meetings should they wish
158/19	The Clerk's Report <ul style="list-style-type: none"> • The Clerk advised Members that bollards will be placed on the cycle way at the junction of the footpath from New Road to Newport Pagnell Road • The Clerk attended the Parish Clerks Forum in which an update was given on the Community Governance Review and a presentation was received on a process to manage the death of a member of the royal family • The land transfer from David Wilson Homes is progressing and a meeting has taken place regarding land transfers from NBC • The Clerk has attended a Procurement Course • The overgrown trees and hedge on Curtlee Hill owned by David Wilson Homes have been reported to the developer. There are also a number of hedges through out the parish which have been reported to land owners • The Clerk confirmed the summer had been very difficult with a large numbers of anti-social behaviour incidents. She advised Members that support from the local Community Policing Team had been superb throughout the summer

	<ul style="list-style-type: none"> • The Outdoor Fitness Sports Pitch has been really well received; there are a few teething problems which are being sorted. • Councillors will shortly be receiving details of their new email addresses which will be via 2Commune, the website providers • A meeting has taken place with library services regarding training the volunteers and general support for the library
159/19	<p>Finance & Administration</p> <p>a To approve the payments made between 5th July - 11th September 2019 RESOLVED: to agree the payments made between 5th - 11th September July 2019 shown in Appendix A</p> <p>b To receive the bank balances for the end of August 2019 The Clerk reported bank balances as at the end of August 2019:</p> <ul style="list-style-type: none"> • Unity £274,432.52 • Unity, Simpson Manor £43,164.00 • Unity Extension £39,829.74 • Nationwide £209,549.66 <p>c To receive an Actuals vs Budget Report Members received an up to date report</p> <p>d To receive the External Audit Report and to note any actions necessary The Clerk confirmed the Annual External Audit has been received and there no actions necessary</p> <p>e To confirm the Notice of Conclusion of Audit has been displayed and to confirm the inspection rights may be exercised The Clerk confirmed the Notice of Conclusion of Audit is displayed on the website and notice boards alongside the AGAR</p> <p>f To receive the Internal Control Report and to note any comments Cllrs Rayner reported the invoices paid have not been signed by signatories in line with due process; the Clerk confirmed this has now been addressed and the invoices are up to date. The report is detailed in Appendix B</p>
160/19	<p>To consider creating a Litter Picking Team Cllr Knights advised Members she would like to set up a Litter Picking team. The Clerk advised that there are currently two volunteer litter pickers in the Parish and that a Policy exists to manage this. The Clerk was asked to put a message out on social media to generate interest</p>
161/19	<p>To consider a process for feeding into the West Northants Strategic Plan Issues consultation Councillors were asked to send information to the Clerk by the beginning of October; the Clerk will then formulate a response</p>
162/19	<p>To consider the appointment of Albion Lettings & Sales as a sponsor for the firework event RESOLVED: Members agreed to Albion Lettings & Sales sponsoring the event subject to approving a proposal</p>
163/19	<p>To consider the next steps for Library provision following the acceptance by NCC of the Business Plan Members expressed concerns regarding the lack of support for the library including lack of training for the volunteers. Cllr Bowen advised Members that she would arrange a meeting with the Director concerned</p>
164/19	<p>To receive a report from the Firework Working Group and to consider:</p> <ul style="list-style-type: none"> • Appointing a charity to benefit from the event RESOLVED: to raise money for Cynthia Spencer • Parish Councillor involvement and commitment on the day RESOLVED: Cllr Barbosa, Jarvis & Hamilton will attend the next meeting and the Chairman asked all Councillors to attend and help where possible • Including the Outdoor Gym opening with this event RESOLVED: to hold a press opening day at 2pm on the same day as the Firework event <p>Members decided to apply for a road closure from the top of Curtlee Hill to Woodgate Road</p>

165/19	<p>To receive a report and to consider any actions from the Simpson Manor Working Group following a meeting held with the Princes Trust</p> <p>Cllr Servent explained a meeting had been held with the Princes Trust to invite involvement with the Simpson Manor Land. Ideas have been discussed and a plan will be presented at the next council meeting.</p>
166/19	<p>To consider the purchase of an Intercom System on the entrance to the Community Centre</p> <p>RESOLVED: to purchase the system</p>
167/19	<p>To retrospectively agree the following planning application comments:</p> <p>N/2019/0706 - 21 Farmers Close Wootton Fields - Conversion part of garage to living accommodation with first floor extension above and rear single storey extension and removal of existing conservatory (amended plans): No comment</p> <p>N/2019/0869 - 20 Low Greeve Wootton Fields - First Floor side extension over garage No Comment</p> <p>N/2019/0985 - 97 Water Lane Northampton - Two storey side extension No Comment</p> <p>N/2019/0978 - Agricultural building, Quinton Road Northampton - Change of use of area of agricultural land for the purposes of siting 10NO self-storage containers and trailer with construction of section of hard standing erection of new electronic gate, additional fencing and positioning of CCTV cameras (retrospective) Objection: The application for change of use should only be for the 0.15ha required, not the whole site which should be left as agricultural. The blue line map in the planning statement indicates the whole 60 acres as the application site, which technically could designate the whole farm for B8 use The area butts a large residential development and as such 24-hour access will involve vehicles coming and going loading and unloading creating a noise and lighting nuisance</p> <p>N/2019/1002 - 18 Ditchford Close, Wootton Fields - Single storey rear extension, two storey side extension with garage space under part removal existing garage building and new porch No Comment</p>
168/19	<p>To receive reports from Parish Councillors attending meetings on behalf of the Parish Council</p> <p>No reports</p>
169/19	<p>Exclusion of the press and public – due to the confidential nature of the business to be transacted the press and public are excluded from the next items on the agenda:</p>
170/19	<p>To discuss and consider a pre-application for planning issued to Hackleton Parish Council, Quinton Parish Council & Grange Park Parish Council</p> <p>RESOLVED: to write to SNC expressing disappointment and objection regarding the pre-app process and the planning application</p>
171/19	<p>To consider recommendations from the Community Centre Extension Committee to appoint a Structural Engineer, a Mechanical and Electrical Services Consultant and a Quantity Surveyor</p> <p>RESOLVED: To appoint:</p> <ul style="list-style-type: none"> • BCAL Consulting as Structural Engineers • Avus Consulting as Mechanical and Electrical Services • CS2 as Quantity Surveyors
172/19	<p>To note the date of the next meeting</p> <p>The next Parish Council meeting will be held on Wednesday 16th October 2019</p>
	<p>Close</p> <p>The meeting closed at 9.08pm</p>

Signed _____

Date _____



Bill Payment List
5 July - 11 September, 2019

	Date	No.	Supplier	Amount
Unity Current A/C				
	28/07/2019	DDR	BOC	-145.80
	16/07/2019	DDR	Quickbooks	-32.40
	18/07/2019	OnLine	Allseasons	-2,004.00
	29/07/2019	DDR	Drays Wholesale Limited	-1,394.04
	18/07/2019	OnLine	ESPO Energy Gas	-124.71
	18/07/2019	OnLine	ESPO	-404.06
	18/07/2019	OnLine	Etiquette Services Ltd	-168.00
	18/07/2019	OnLine	Kerstar	-96.60
	18/07/2019	OnLine	GRENKE Leasing Limited (Photocopier)	-125.32
	18/07/2019	OnLine	Total Gas & Power	-734.63
	10/07/2019	DDR	Booker Ltd	-1,074.99
	22/07/2019	DDR	Barton Telecom Services	-108.02
	18/07/2019	OnLine	Bar King	-30.00
	30/07/2019	DDR	Quickbooks	-32.40
	18/07/2019	OnLine	LGSS	-183.49
	18/07/2019	OnLine	Amey	-2,111.81
	18/07/2019	OnLine	D G WARD	-360.00
	23/07/2019	Online	HMRC	-1,984.00
	23/07/2019	Online	LGPS	-1,711.41
	24/07/2019	OnLine	Kingfisher Office Services LLP	-86.89
	24/07/2019	OnLine	Safewater Environmental	-36.00
	24/07/2019	OnLine	BACA	-139.13
	24/07/2019	Online	Tony Bayley	-32.40
	22/07/2019	STO	Personnel Advice & Solutions	-120.00
	01/08/2019	Online	Tony Bayley	-42.75
	01/08/2019	Online	BT	-71.64
	16/07/2019	DDR	Lloyds Bank Card	-46.28
	01/08/2019	Online	NCALC	-75.00
	01/08/2019	Online	Trade account card	-176.88
	01/08/2019	Online	Wicksteed Leisure Ltd	-108.00
	12/08/2019	DDR	Siemens	-82.80
	30/08/2019	DDR	Siemens	-82.80
	16/08/2019	DDR	Lloyds Bank Card	-26.99
	01/08/2019	DDR	NBC Business Rates	-179.00
	20/08/2019	DDR	Personnel Advice & Solutions	-120.00
	02/09/2019	DDR	TV Licencing	-39.89
	20/08/2019	OnLine	Amey	-10.56
	29/08/2019	DDR	Barton Telecom Services	-108.42

25/08/2019	DDR	BOC	-145.80
28/08/2019	DDR	Drays Wholesale Limited	-1,337.55
20/08/2019	OnLine	ESPO Energy Gas	-115.57
20/08/2019	OnLine	Fensome Locksmiths	-54.00
14/08/2019	DDR	Global Payments	-146.99
20/08/2019	OnLine	Lee Warren Electrical Contractors	-96.00
20/08/2019	OnLine	MCM	-180.00
05/09/2019	DDR	Quickbooks	-32.40
20/08/2019	OnLine	Total Gas & Power	-913.32
20/08/2019	OnLine	Webb House	-102.00
20/08/2019	OnLine	Northants Pest Control Company	-75.00
21/08/2019	Online	HMRC	-1,915.41
21/08/2019	Online	LGPS	-1,672.91
19/08/2019	Online	Air Broadband Ltd	-7,200.00
09/09/2019	OnLine	Allseasons	-1,836.00
07/08/2019	DDR	Booker Ltd	-1,032.09
16/07/2019	DDR	Global Payments	-111.70
05/08/2019	DDR	Grenke Leasing Limited (CCTV)	-62.71
09/09/2019	OnLine	Allseasons	-2,070.00
09/09/2019	OnLine	Ashby Computer Services LLP	-1,029.89
09/09/2019	OnLine	BT	-100.44
09/09/2019	OnLine	ESPO	-417.00
04/09/2019	DDR	Grenke Leasing Limited (CCTV)	-62.71
04/09/2019	DDR	Booker Ltd	-1,029.93
09/09/2019	OnLine	A M DAVEY	-120.00
09/09/2019	OnLine	Kerstar	-99.30
09/09/2019	OnLine	Lee Warren Electrical Contractors	-132.00
09/09/2019	OnLine	Webb House	-102.00
10/09/2019	Online	Proludic play and sports areas	-49.99
10/09/2019	Online	Tony Bayley	-52.20
10/09/2019	Online	NA Reilly	-74.10

Total for Unity Current A/C	36,780.12
Net salary – August	8,868.11
Net salary – September	8,581.65



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	✓			
	• 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 up to date. Invoices need to be signed by Councillors for the months of April - July. Suggest invoices are signed each month at the Finance Meeting.</p> <p style="font-size: small;">*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>				

Audit completed

Councillor..... *[Signature]* Dated 15/8/19

Clerk/RFO *Tina Chater*

Actions completed

Councillor..... Dated

Clerk/RFO