

WOOTTON PARISH COUNCIL



Curtlee Hill, Wootton, Northampton, NN4 6ED

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

Present: Chairman Cllr N Lodge, Vice Chairman Cllr J Servent, Cllr A Hamilton, Cllr E Jarvis, Cllr S Ghavami, Cllr R Thakarar, Cllr Y Rayner, Cllr S Phillips, Cllr E Fisher, Cllr Barbosa & Cllr Davis
Also present: T Charteress (Parish Clerk) and 1 member of the public

Due to the Coronavirus Pandemic the meeting was held via Zoom

Item no	
147/20	To receive apologies There were no apologies
148/20	To receive and approve for signature the minutes of the meeting held on 21st October 2020 RESOLVED: The minutes of the meeting held on 21 st October 2020 were approved as a true record of the meeting
149/20	To note matters arising from the minutes not included on the agenda for report only Cllr Jarvis asked for financials on the new Wootton Mag Cllr Jarvis asked when the library tender will be ready
150/20	Declarations of Interest There were no declarations of interest
151/20	To receive requests for dispensation There were no applications for dispensations
152/20	Police and Public Session Sergeant Nick Paul attended the meeting and apologised for not attending meetings during the Pandemic. He said it had been a very interesting year and gave an update to Members. Sergeant Paul advised of the following crime figures: 1 x criminal damage County Councillor Bowen did not attend the meeting There were no members of the public in attendance
153/20	Finance & Administration a To approve the payments made between 15th October – 12th November 2020 RESOLVED: to agree the payments made between 15 th October – 12 th November 2020 shown in Appendix A b To receive the bank balances for the end of October 2020 The Clerk reported bank balances as at the end of October 2020: <ul style="list-style-type: none"> • Unity £222,976.31 • Unity, Simpson Manor £55,074.00 • Unity Extension £33,509.42 • Nationwide £210,368.31 c To receive an Actuals vs Budget Report Members received the up-to-date report
154/20	To discuss a request from a member of the public to fund a lollipop person on the crossing at Caroline Chisholm The Clerk advised the meeting that a member of the public made the request as there was an incident outside Caroline Chisholm School. The member of the public had advised that the school stated it is the Parish Council's responsibility to fund this.

	RESOLVED: Members agreed the responsibility sits with the County Council and asked the Clerk to investigate
155/20	To receive an update on the Outdoor Gym and to consider paying the outstanding retention The Clerk advised members that the cross trainers are being realigned and the plastic seats on all pieces of equipment are being changed as they have faded. RESOLVED: Not to pay the invoice until all outstanding issues have been resolved
156/20	To consider creating an award for Outstanding Contribution to the Parish Cllr Servent advised members that there are a number of people who do so much work for the Parish and it would be nice to recognise the contribution. Members agreed it was a good idea and the Clerk will ask colleagues how this is managed in other Councils
157/20	To consider a visit from Father Christmas to the Parish Cllr Fisher stated she would like invite Father Christmas to visit the parish. Members asked the Clerk to contact The Rotary Club to see if they are planning on carrying out their normal route so this can be promoted
158/20	To consider the annual insurance policy RESOLVED: to agree the annual insurance policy renewal with Zurich which will need re-visiting following the build completion
159/20	To receive an update on the Community Centre Extension and to consider any action Members discussed the bar design. Cllr Fisher told members that the bar should be re-vamped to a high spec to fit in with the new build. Members discussed options and asked the Clerk to obtain some alternatives from pHp. Members also discussed some additional lighting for the bar and will re-visit this topic at the December meeting
160/20	Land transfers a To receive an update on the land transfer from David Wilson Homes and to agree the transfer plans and revised commuted sum RESOLVED: to agree the transfer plans and the commuted sum of £200,000 b To discuss creating a Working group for the new Pocket Park land RESOLVED: Cllrs Phillips, Jarvis, Rayner & Davis will form a working group
161/20	To consider creating a Working Group for the setting up and ongoing processes for the library RESOLVED: Cllrs Ghavami & Jarvis & Servent volunteered to form a Library Working Group
162/20	To consider the following planning applications: N/2020/1355 - 40 Woodgate Road, Wootton - Construction of Wooden Frame Garden Gazebo at bottom left of garden RESOLVED: No objections N/2020/1331 - 5 Chestnut Avenue, Wootton - Extension to the front of garage RESOLVED: No objections N/2020/1316 - 1 Orchard Close, Wootton – erection of 2no one-bedroom apartments RESOLVED: Members asked if the application meets the parking policy N/2020/0577 – 1 Stratford Drive Northampton – Amended plans RESOLVED: No objections
163/20	To receive reports from Cllrs attending meetings Cllrs Lodge and Ghavami have met with contractors regarding the memorial garden at Simpson Manor
164/20	Exclusion of the press and public – due to the confidential nature of the business to be transacted the press and the public are excluded from the next items on the agenda: RESOLVED: to exclude the press and public from the meeting
165/20	To discuss and consider quotes received to mend the Community Centre central heating system RESOLVED: To carry this item to the next meeting
146/19	To note the date of the next meeting The date of the next Parish Council meeting – Wednesday 16 th December

	Close The meeting closed at 20.48pm
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Signed _____

Date _____



Bill Payment List

23 July - 14 October, 2020

	Date	No.	Supplier	Amount
Unity Current A/C				
	28/07/2020	DDR	Veolia	-66.36
	25/07/2020	DDR	BOC	-108.58
	23/07/2020	Online	HMRC	-1,759.29
	23/07/2020	Online	LGPS	-2,952.38
	01/08/2020	DDR	Grenke Leasing Limited (CCTV)	-62.71
	27/07/2020	Online	ESPO Energy Gas	-74.03
	27/07/2020	OnLine	MCM	-136.08
	30/07/2020	DDR	Siemens	-82.80
	28/07/2020	Online	Edge IT Systems LTD	-465.60
	28/07/2020	Online	Trade account card	-59.95
	13/08/2020	OnLine	Northantsfire	-360.37
	20/08/2020	DDR	BOC	-108.58
	13/08/2020	OnLine	Webb House	-204.00
	13/08/2020	OnLine	Allseasons	-1,749.00
	27/07/2020	DDR	Virgin Mobile	-12.00
	30/07/2020	DDR	Quickbooks	-36.00
	20/08/2020	STO	Personnel Advice & Solutions	-120.00
	14/08/2020	DDR	Global Payments	-61.00
	01/09/2020	DDR	TV Licencing	-40.64
	28/08/2020	DDR	Veolia	-195.18
	13/08/2020	OnLine	Parish & Shires Tree Specialists	-1,368.00
	13/08/2020	OnLine	LGSS	-145.32
	13/08/2020	OnLine	Total Gas & Power	-247.72
	01/09/2020	DDR	Grenke Leasing Limited (CCTV)	-62.71
	24/08/2020	DDR	Barton Telecom Services	-140.37
	13/08/2020	OnLine	ESPO Energy Gas	-76.49
	13/08/2020	OnLine	Filtermist Systems Limited	-46.80
	19/08/2020	Online	HMRC	-1,759.29
	19/08/2020	Online	LGPS	-2,952.38
	17/08/2020	DDR	Lloyds Bank Card	-90.93
	13/08/2020	Online	Western Power	-12,465.72
	13/08/2020	Online	Tony Bayley	-34.65
	27/08/2020	OnLine	Safewater Environmental	-36.00
	27/08/2020	OnLine	ESPO	-717.48
	01/09/2020	DDR	Quickbooks	-36.00
	27/08/2020	Online	Abington Pest Control	-96.00
	27/08/2020	Online	BACA	-37.50
	27/08/2020	Online	Trade account card	-4.96
	27/08/2020	DDR	Virgin Mobile	-12.00
	24/09/2020	OnLine	Business Stream (Scottish Water Co)	-21.14

	16/09/2020	Online	HMRC	-1,759.09
	16/09/2020	Online	LGPS	-2,952.38
	24/09/2020	OnLine	Webb House	-204.00
	25/09/2020	DDR	PWLB	-2,963.13
	14/09/2020	DDR	BOC	-61.00
	28/09/2020	DDR	Veolia	-97.20
	24/09/2020	OnLine	Total Gas & Power	-255.68
	01/10/2020	DDR	Barton Telecom Services	-118.54
	24/09/2020	OnLine	ESPO Energy Gas	-76.49
	24/09/2020	OnLine	ESPO	-21.76
	01/10/2020	DDR	GRENKE Leasing Limited (Photocopier)	-125.32
	01/10/2020	DDR	Grenke Leasing Limited (CCTV)	-62.71
	24/09/2020	OnLine	Kingfisher Office Services LLP	-84.74
	30/08/2020	DDR	Siemens	-82.80
	30/09/2020	DDR	Siemens	-82.80
	30/09/2020	DDR	Quickbooks	-36.00
	24/09/2020	OnLine	LGSS	-72.66
	24/09/2020	OnLine	Wicksteed Leisure Ltd	-144.00
	16/09/2020	DDR	Lloyds Bank Card	-83.40
	24/09/2020	Online	Tony Bayley	-24.30
	24/09/2020	Online	Trade account card	-51.36
	25/09/2020	DDR	BOC	-108.58
	08/10/2020	Online	Tony Bayley	-32.40
	20/09/2020	STO	Personnel Advice & Solutions	-120.00
	28/09/2020	DDR	Virgin Mobile	-12.00
	25/09/2020	Online	Zoom	-28.78
				-£
Total for Unity Current A/C				38,667.13
Unity Extension				
	08/10/2020	Online	PortalPlanQuest Ltd	-58.00
				-£
Total for Unity Extension				58.00



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 Yes No		Comment	Completed
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>Centre closed from March due to the Covid 19 Virus All records well maintained. Invoices although not signed off by Councillors, all payments have been agreed at Full Council Meetings Government have reimbursed salaries/wages for staff throughout. Well done to Tina and team for keeping the Parish operating during very difficult times.</p> <p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>				

Audit completed

Councillor..... *Jayes* Dated 6/8/20

Clerk/RFO

Actions completed

Councillor..... Dated

Clerk/RFO