

WOOTTON PARISH COUNCIL



Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the **Parish Council Meeting** held on **Wednesday 20th November 2019** at 7.00pm.

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

Also present: T Charteress (Parish Clerk) and 6 member of the public

Item no	
194/19	To receive apologies Apologies were received from Cllr E Jarvis
195/19	To receive and approve for signature the minutes of the meeting held on 16th October 2019 RESOLVED: The minutes of the meeting held on 16 th October 2019 were approved as a true record of the meeting and signed by the Chairman
196/19	To note matters arising from the minutes not included on the agenda for report only No reports
197/19	Declarations of Interest There were no declarations of interest
198/19	To receive requests for dispensation There were no applications for dispensations
199/19	Police and Public Session Police – the Police were unable to attend the meeting but reported the following incident numbers: Criminal damage – 2 Public Time A member of the public asked if Wootton Seniors Club could benefit from the S137 monies A resident asked about the impact on the slip road following the new housing developments The Clerk will write to Highways asking for an impact analysis Borough Councillor Jonathan Nunn gave an update on the Borough Council Borough Councillor Luke Graystone did not attend the meeting County Councillor Lizzy Bowen sent her apologies and was unable to attend the meeting
200/19	The Clerk's Report <ul style="list-style-type: none"> • The Clerk advised Members that the Outdoor Fitness Pitch is still not all working properly and that the new floor signage has almost faded away already. The Clerk said that she is in regular contact with the company and that she is still holding onto a retainer • The Clerk told the meeting that the Police have now found and visited the young man who up-rooted a play panel in the small children's play area • A report showing the income and expenditure of the Firework display will be issued to Councillors in the next couple of weeks • A number of overgrown hedges have been reported to NBC and they will be cut back in the new year • The Street Lights on the footpath at the top of the field are not working and are all being replaced with LED lamps shortly • Land transfers from NBC are proceeding
201/19	Finance & Administration a To approve the payments made between 11th October – 13th November 2019

	<p>RESOLVED: to agree the payments made between 11th October – 13th November 2019 shown in Appendix A</p> <p>b To receive the bank balances for the end of October 2019 The Clerk reported bank balances as at the end of October 2019:</p> <ul style="list-style-type: none"> • Unity £213,726.33 – The Clerk advised Members that the half yearly Precept of £95,672.50 has been paid into the bank account • Unity, Simpson Manor £43,146.00 • Unity Extension £36,807.07 • Nationwide £209,759.83 <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 and to note any actions Cllr Raynor presented the report and advised there were no actions</p> <p>e To agree to a request from the Clerk to publicise the Parish Council elections in May 2020 RESOLVED: to give permission to the Clerk to publicise the Parish Council elections in 2020</p> <p>f To appoint a bank signatory following the resignation of Sally Knights RESOLVED: to appoint Cllr Fisher as a bank signature</p>
202/19	<p>To discuss Anti-Social behaviour in the Parish and to consider a way forward Cllr Fisher said she would like to support the Community and protect residents from the anti-social behaviour in the Parish. She asked for permission to try and make a difference in this regard. Cllrs Barley, Ghavami & Hamilton volunteered to become involved in this group.</p> <p>RESOLVED: to create an Anti-Social behaviour Working Group</p> <p>Cllr Servent said he would like to see some better-quality lighting in the car park. The Chairman said he would take some readings of the existing lighting and the Clerk will ask for a quotation from Aylesbury Mains</p>
203/19	<p>To agree the Insurance Policy RESOLVED: to appoint Zurich as the Parish Council insurers</p>
204/19	<p>To consider holding a Firework event in 2020 The Chairman thanked Sally Knights for the enormous amount of work she put into delivering the event which was so successful</p> <p>RESOLVED: To hold a Firework Event in 2020; Cllr Fisher volunteered to manage the event</p>
205/19	<p>To consider the following requests under Section 137 of the Local Government Act 1972:</p> <ul style="list-style-type: none"> • A request from Wootton Scouts for the purchase of new tents and radios <p>RESOLVED: To allocate £1,000 of Section 137 monies to Wootton Scouts</p> <ul style="list-style-type: none"> • A request from Wootton Medical Centre for a contribution towards a new vaccination fridge <p>RESOLVED: To request more information on the organisation requesting the grant and to defer the item until the next meeting</p>
206/19	<p>206/19 To consider the following library requirements:</p> <ul style="list-style-type: none"> • To agree the Service Level Agreement between Wootton Parish Council and Northamptonshire County Council for the running and ownership of Wootton Library RESOLVED: To request some changes in the SLA and to re-consider at the next Parish Council meeting • To consider taking ownership of the library during mid-December RESOLVED: To delay taking the ownership of the library • To consider a request from NCC to formally agree that the break clause (notice period) will be shortened from 12 months to terminate 31 March 2020 RESOLVED: To defer the item
207/19	<p>To sign the Transfer Deed for the land at Curtlee Hill RESOLVED: the transfer deed was signed in the presence of Members</p>
208/19	<p>To discuss and agree the future management of the Pocket Parkland being transferred to Wootton Parish Council from David Wilson Homes</p>

	The Clerk explained that a meeting had been arranged with David Wilson Homes who then didn't attend. A complaint was issued to David Wilson Homes and a new more senior member of their team is now taking forward the land transfer. A further meeting in December has been arranged to discuss the maintenance work required before the land is handed over and the item will be placed on the agenda for December for further discussion
209/19	To consider creating a Working Group to investigate Flood Emergency Planning and support RESOLVED: to defer the item until Cllr Jarvis returns from holiday
210/19	To consider the following planning application comments: N/2019/1310 – 2 Brooks Close Northampton NN4 6FH – Single storey rear extension and part conversion of garage to gym RESOLVED: No comment N/2019/01255 – 17 High Greeve, Northampton - Two storey side extension and single storey rear extension RESOLVED: Comments were made on parking
211/19	To receive reports from Parish Councillors attending meetings on behalf of the Parish Council Cllrs Fisher & Ghavami attended the Remembrance Day Service
212/19	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:
213/19	To discuss staffing requirements for the new financial year including the management of the library RESOLVED: to create a new budget line for the library including a possible staff member RESOLVED: to increase the EMO salary budget RESOLVED: to increase the Community Centre staffing budget
214/19	To receive an update on Wootton Youth Club RESOLVED: Invite Youth Club organisers to attend the next meeting
215/19	To note the date of the next meeting The next Parish Council meeting will be held on Wednesday 18th December 2019
	Close The meeting closed at 20.56pm

Signed _____

Date _____



Bill Payment List

11 October - 13 November, 2019

	Date	No.	Supplier	Amount
Unity Current A/C				
	30/10/2019	DDR	Siemens	-82.80
	24/10/2019	OnLine	Fabtronic Group	-261.00
	24/10/2019	OnLine	GALA Fireworks	-1,980.00
	20/10/2019	DDR	BOC	-145.80
	24/10/2019	Online	Cervine Ltd	-240.00
	24/10/2019	Online	DJ LYNTON	-1,875.00
	22/10/2019	Online	HMRC	-1,840.85
	22/10/2019	Online	LGPS	-1,683.91
	29/10/2019	DDR	Barton Telecom Services	-113.02
	24/10/2019	OnLine	Allseasons	-1,110.00
	24/10/2019	OnLine	BACA	-180.71
	24/10/2019	OnLine	Business Stream (Scottish Water Co)	-102.88
	24/10/2019	OnLine	Total Gas & Power	-779.59
	24/10/2019	OnLine	ESPO Energy Gas	-113.88
	24/10/2019	OnLine	Kerstar	-113.70
	24/10/2019	OnLine	LGSS	-59.82
	24/10/2019	OnLine	NCALC	-2,003.84
	14/10/2019	DDR	Global Payments	-119.18
	24/10/2019	OnLine	ESPO	-196.90
	01/11/2019	DDR	Grenke Leasing Limited (CCTV)	-62.71
	01/11/2019	OnLine	NBC	-180.00
	30/10/2019	DDR	Quickbooks	-32.40
	24/10/2019	OnLine	Amey	-1,047.74
	30/10/2019	DDR	Booker Ltd	-717.27
	05/11/2019	DDR	Eposnow	-820.80
	31/10/2019	OnLine	Kingfisher Office Services LLP	-66.33
	31/10/2019	OnLine	BT	-114.48
	31/10/2019	OnLine	Safewater Environmental	-36.00
	31/10/2019	Online	Trade account card	-14.78
	16/10/2019	DDR	Lloyds Bank Card	-3.00
	20/10/2019	STO	Personnel Advice & Solutions	-120.00
	28/10/2019	DDR	Drays Wholesale Limited	-851.89
	30/10/2019	DDR	Siemens	-21.51
	31/10/2019	Online	Wellingborough Netball Team	-36.00
	31/10/2019	Online	Jade Cusack	-15.00
	11/11/2019	OnLine	Allseasons	-1,644.00
	11/11/2019	OnLine	Ashby Computer Services LLP	-1,242.00
	11/11/2019	OnLine	Bar King	-315.00
	11/11/2019	OnLine	J E Matthews & Sons Ltd	-120.00

	11/11/2019	OnLine	LGSS	-99.70
	11/11/2019	OnLine	Slim47	-300.00
	11/11/2019	OnLine	Safewater Environmental	-36.00
	11/11/2019	OnLine	Webb House	-102.00
	12/11/2019	Online	Tony Bayley	-56.25
	12/11/2019	Online	GL Baines	-39.70
	12/11/2019	Online	John McKay	-11.34
	12/11/2019	Online	Jones Wholesale	-153.28
	01/11/2019	DDR	NBC Business Rates	-179.00
Total for Unity Current A/C				21,441.06
Net salary cost				9,819.12



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 well maintained .</p> <p style="text-align: right; font-size: small;">*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>				

Audit completed

Councillor..... *[Signature]* Dated *6/11/19*

Clerk/RFO *Tina Chater*

Actions completed

Councillor..... Dated

Clerk/RFO