

WOOTTON PARISH COUNCIL



Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the **Parish Council Meeting** held on **Wednesday 20th May 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 E Fisher, Cllr A Barbosa & Cllr S Phillips

Also present: T Charteress (Parish Clerk) and 2 members of the public

Due to the Coronavirus Pandemic the meeting was held via Zoom

Item no	
057/20	To elect the Chairman of Wootton Parish Council RESOLVED: Cllr Noel Lodge was elected as Chairman
058/20	To elect the Vice-Chairman of Wootton Parish Council RESOLVED: Cllr Jeff Servent was elected as Vice-Chairman
059/20	To receive apologies There were no apologies
060/20	To adopt the following policies: <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Complaints • Equal Opportunities • Internal Control • Health & Safety • Governance Risk Assessment • Building Risk Assessment • Fire Risk Assessment • Voluntary Litter Pickers Risk Assessment • Terms of Reference for the Finance & Community Centre Committee • Terms of Reference for the Community Centre Extension Committee • Data Protection • Records Retention • Data Breach RESOLVED: to adopt the policies on mass
061/20	To appoint Members to the Finance & Community Centre Committee RESOLVED: to appoint Cllrs Rayner, Lodge, Servent, Thakarar, Hamilton, Jarvis & Ghavami onto the Committee
062/20	To appoint Members to the Community Centre Extension Sub-Committee RESOLVED: to appoint Cllrs Servent, Lodge, Thakarar, Rayner, Hamilton, Fisher, Jarvis & Ghavami onto the Sub-Committee
063/20	To appoint NCALC as Data Protection Officer RESOLVED: to appoint NCALC as Data Protection Officer
064/20	This item was a duplicate as above
065/20	To receive and approve for signature the minutes of the meeting held on 18th March 2020 RESOLVED: The minutes of the meeting held on 18 th March 2020 were approved as a true record of the meeting

066/20	To note matters arising from the minutes not included on the agenda for report only Cllr Jarvis advised that no work had been done on the Heritage List due to the Coronavirus and asked if the item had now closed
067/20	Declarations of Interest There were no declarations of interest
068/20	To receive requests for dispensation There were no applications for dispensations
069/20	Police and Public Session The Police were unable to attend the meeting as they do not have the facility to use Zoom. A report has been received and detailed the following crime figures: 2 x criminal damage County Councillor Lizzy Bowen gave an update on: Covid response, schools, care homes, Local Government Reform, Recycling Centres & NCC Budgets.
070/20	To receive the list of delegated decisions made by the Clerk since the March Parish Council meeting – shown in Appendix A
071/20	Finance & Administration a To approve the payments made between 13th March – 13th May 2020 RESOLVED: to agree the payments made between 13 th March – 13 th May 2020 shown in Appendix B b To receive the bank balances for the end of April 2020 The Clerk reported bank balances as at the end of April 2020: <ul style="list-style-type: none"> • Unity £236,502.21 • Unity, Simpson Manor £55,110.00 • Unity Extension £37873.80 • Nationwide £210,315.29 The Clerk reported receipt of the half yearly Precept Demand of £105,250.00 c To receive an Actuals vs Budget Report Members received an up-to-date report
072/20	Annual Return a. To agree the Annual Governance Statements for 2019/2020 RESOLVED: to agree the Annual Governance Statements for 2019/2020 b. To agree the Annual Accounting Statement for 2019/2020 RESOLVED: to agree the Annual Accounting Statement for 2019/2020 c. To agree the dates for the Exercise of Public Rights RESOLVED: to set the dates for the Exercise of Public Rights for: 15 th June 2020 – 24 th July 2020 d. To receive the Internal Auditors Report Members received the Internal Audit Report and noted there were no actions
073/20	To consider a request from a member of the public regarding controlling dogs on public footpaths Following a lengthy debate Members: RESOLVED: to place signs on the footpath from Water Lane to Curtlee Hill advising the public to keep their dogs under control
074/20	To consider a request to trim the trees in the Pocket Park away from residents' gardens RESOLVED: not to carry out any further tree work in the Pocket Park
075/20	To Consider the following planning applications: N/2020/0481 – Agricultural building, Quinton Road, Northampton – change of use of agricultural land for the purposes of siting 20NO self-storage containers (use class B8); relocation of trailer; and utilisation of a section of had standing RESOLVED: Objection. The previous planning decision required the owners of the land to carry out some planting and to paint a trailer green; neither have been done. Members object to the increase in containers from 10 to 30. Cllr Servent will formulate a response using the Local Plan

	<p>N/2020/0483 – 31 Langford Drive, Northampton – Front porch and rear garden room extension RESOLVED: no objections</p>
075/20	<p>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</p>
076/20	<p>To consider items relating to the Community Centre Extension: a. To agree to increase the electricity supply coming into the Community Centre at a cost of £10,388.10 +VAT RESOLVED: To agree to increase the electricity supply coming into the Community Centre b. To agree to close and empty the library until build completion RESOLVED: to close the library and empty the contents into the Community Centre in anticipation of the build c. To receive and discuss the Community Centre extension Summary of Financials Cllr Thakarar presented the Financials to Members d. To seek the Secretary of State’s approval for borrowing up to £500,000 RESOLVED: Members agreed to seek the Secretary of State’s approval for borrowing up to £500,000. The term of the loan was agreed at 35 years and Members approved making the payments from existing revenue and not increasing the Precept</p>
033/19	<p>To note the date of the next meeting The next Parish Council meeting will be held on 17th June 2020</p>
	<p>Close The meeting closed at 9.15pm</p>

Signed _____

Date _____

Appendix A

Decisions Made Under Delegated Powers due to Covid-19

Monday 30th March

Furlough of Community Centre staff

Thursday 2nd April

Sponsor leaflets for the Wootton Covid-19 Mutual Support Group, arrange printing and deliver to volunteer's house

Wednesday 8th April

Cancel Parish Council meeting scheduled for 15th April

Tuesday 14th April

Cancel all Community Centre Bookings until the end of May offering alternative dates later in the year or a refund

Wednesday 15th April

Agree upgrade of the website at a cost of £750.00. The decision was made to make the most of staff working hours

Monday 27th April

Arrange for post to be diverted to the Parish Clerk's home address

Wednesday 29th April

Agree a monthly contract with Virgin Mobile for a Sim only contract

Monday 18th May

Re-open the MUGA

Cancel all Community Centre Bookings until the end of May offering alternative dates or a refund



Bill Payment List

13 March - 13 May, 2020

	Date	No.	Supplier	Amount
Unity Current A/C				
	30/03/2020	DDR	Siemens	-82.80
	30/04/2020	DDR	Siemens	-82.80
	25/03/2020	DDR	PWLB	-3,014.00
	24/03/2020	DDR	Barton Telecom Services	-91.17
	16/03/2020	OnLine	Total Gas & Power	-967.33
	17/03/2020	DDR	Booker Ltd	-741.64
	18/03/2020	Online	HMRC	-1,683.73
	18/03/2020	Online	Jones Wholesale	-23.96
	18/03/2020	Online	LGPS	-2,437.10
	18/03/2020	DDR	Lloyds Bank Card	-30.21
	18/03/2020	Online	Tony Bayley	-29.25
	18/03/2020	Online	Trade account card	-9.97
	26/03/2020	Dec 2023	Ashby Computer Services LLP	-114.00
	26/03/2020	Online	Carlo Ambrosia	-136.00
	26/03/2020	Online	ESPO	-65.76
	26/03/2020	Online	Etiquette Services Ltd	-218.40
	26/03/2020	Online	GRENKE Leasing Limited (Photocopier)	-125.32
	26/03/2020	Online	MCM	-78.00
	30/03/2020	Dec 2024	Quickbooks	-36.00
	30/03/2020	Online	RA Smith	-131.00
	30/03/2020	Online	Sophie Peirce	-153.50
	26/03/2020	Online	S Stevens	-116.00
	26/03/2020	Online	I Stokes	-26.20
	26/03/2020	Online	T Sokomba	-90.00
	26/03/2020	Online	Tony Bayley	-19.35
	26/03/2020	Online	Z Grayson	-28.20
	26/03/2020	Online	Z Hyde	-592.50
	25/03/2020	DDR	BOC	-145.80
	31/03/2020	Online	Parish & Shires Tree Specialists	-4,716.00
	31/03/2020	Online	Webb House	-102.00
	20/03/2020	STO	Personnel Advice & Solutions	-120.00
	19/03/2020	Online	L Pitcher	-26.00
	17/03/2020	DDR	Global Payments	-119.25
	15/04/2020	Online	HMRC	-1,765.85
	15/04/2020	Online	LGPS	-2,431.42
	09/04/2020	Online	Allseasons	-540.00
	09/04/2020	Online	Allseasons	-1,110.00
	20/04/2020	DDR	BOC	-145.80

	09/04/2020	Online	Business Stream (Scottish Water Co)	-177.70
	09/04/2020	Online	D Patel	-101.00
	15/04/2020	DDR	Global Payments	-84.23
	09/04/2020	DDR	Grenke Leasing Limited (CCTV)	-62.71
	09/04/2020	Online	Kerstar	-38.40
	09/04/2020	Online	NCALC	-2,106.99
	24/04/2020	Online	2commune	-900.00
	24/04/2020	DDR	Barton Telecom Services	-89.13
	24/04/2020	Online	ESPO Energy Gas	-261.59
	24/04/2020	Online	Gem Johnson	-10.00
	01/05/2020	DDR	Grenke Leasing Limited (CCTV)	-62.71
	30/04/2020	DDR	Quickbooks	-36.00
	23/04/2020	Online	Total Gas & Power	-870.81
	11/05/2020	Online	Allseasons	-1,663.80
	11/05/2020	Online	Almac	-246.00
	14/04/2020	DDR	Drays Wholesale Limited	-347.52
	16/04/2020	DDR	Lloyds Bank Card	-64.36
	20/04/2020	STO	Personnel Advice & Solutions	-120.00
	11/05/2020	Online	Trade account card	-5.00
	11/05/2020	Online	Webb House	-204.00
	11/05/2020	Online	Zoom	-14.39
	14/04/2020	Online	Kerstar	-19.15
	11/05/2020	Online	Amey	-52.80
	11/05/2020	Online	Amey	-37.44
	11/05/2020	Online	Amey	-789.98
				<u>-£</u>
Total for Unity Current A/C				30,712.02
Unity Extension				
	26/03/2020	Online	Avus Consulting	-7,664.40
	26/03/2020	Online	Peter Haddon & Partners	-9,000.00
	26/03/2020	Online	Peter Haddon & Partners	-1,200.00
	11/05/2020	Online	CS2 Limited	-1,200.00
				<u>-£</u>
Total for Unity Extension				19,064.40