

WOOTTON PARISH COUNCIL



NALC Council of the Year 2020

Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the Parish Council Meeting held on **Monday 13th December 2021** at 7.00pm.

Present: Chairman Cllr N Lodge, Cllr D Read, Cllr M Batson, Cllr H Hodgkinson, Cllr E Fisher, Cllr S Ghavami, Cllr A Barbosa, Cllr R Baxi & Cllr A Cozens

Also present: 3 members of the public

| Item no | |
|---------|---|
| 186/21 | To receive apologies – Apologies were received from Vice-Chairman Cllr S Homer & Cllr J Servent |
| 187/21 | To receive and approve for signature the minutes of the meeting held on 15th November 2021 RESOLVED: The minutes of the meeting held on 15 th November 2021 were approved as a true record of the meeting |
| 188/21 | To receive Declarations of Interest There were no declarations of interest |
| 189/21 | To receive requests for dispensation There were no applications for dispensations |
| 190/21 | Public Session There was no report from the Police Members of the public: There were no comments from Members of the public |
| 191/21 | To receive the Clerk's Report: <ul style="list-style-type: none"> • The Clerk advised Cllrs that the new Library Officer Jussy McLean, has started her role • A number of emails have been received regarding lorries for the Hardingstone houses getting stuck in Mortons Bush • Landimore Road will now no longer be closed for 2 months • The Community Midwife Team will be using the Meeting Room as their consultation Room for the next 9 months • New Covid legislation has meant the Community Centre corridors and Atrium and the Library area must be masked. A number of cancellations have been received as a result of the new Covid legislation • The winter Parish Mag has more or less been delivered but the Clerk asked for more help when it comes to delivering the next edition • The Clerk told Members she was concerned about the longevity of the Broadband service from Voneous. The offices had been receiving very slow broadband and customers have rung in saying their broadband has been discontinued • A meeting has taken place regarding the recruitment of a PCSO |
| 192/21 | Finance & Administration a To approve the payments made between 12th November – 9th December RESOLVED: to agree the payments made between 12 th November & 9 th December 2021 shown in Appendix A. b To receive bank balances for the end of November: <ul style="list-style-type: none"> • Unity £237,670.11 • Unity, Simpson Manor £17,190.25 |

| | |
|--------|---|
| | <ul style="list-style-type: none"> • Unity Extension £25,831.75 • Nationwide £10,384.89 <p>c To receive the Actuals vs Budget report Members received the Actuals vs Budget report</p> <p>d To receive the Internal Control Report and to note any actions raised Cllr Batson advised the meeting of no issues to raise</p> |
| 193/21 | <p>To discuss the budget for 2022/2023 Members discussed the budget in detail and decided to call an extraordinary meeting of the council</p> |
| 194/21 | <p>To Co-opt a new Councillor following the resignation of Daniel Smith RESOLVED: to Co-opt Rakesh Thakarakar onto the Parish Council</p> |
| 195/21 | <p>To consider requests from residents to look at noise reduction on the A45 RESOLVED: Cllr Baxi will take the lead on this project with Cllr Hodgkinson and Rakesh Thakarakar joining him</p> |
| 196/21 | <p>Open Spaces a To receive an update from the Open Spaces Working Group and to consider any action Cllr Hodgkinson said the group had planted the hedge at the top of Curtlee Hill & that the Hedgehog Highways will be in place with Wootton Primary in the new year</p> |
| 197/21 | <p>Simpson Manor Memorial Garden a To receive an update from the Working Group Cllr Ghavami said that the bases for benches are being completed, plants have arrived, and the trees are ordered. The project will be finished by the 18th December. Cllr Ghavami asked Members if they still wish to proceed with the time capsule. b To consider a request to place a memorial bench in the new garden This item will be discussed at a later meeting The Clerk was asked to express concerns regarding the finish date.</p> |
| 198/21 | <p>To consider Community Centre call out over Christmas The Clerk withdrew this item from the agenda as she said the EMO's were going to work during the festive season. Members agreed: RESOLVED: To pay a call out fee of £50 for the first hour and double time after that</p> |
| 199/21 | <p>To consider the following planning applications: WNN/2021/1053 – 34 Walkers Way, Wootton – Garage conversion with room over existing garage and single storey rear extension RESOLVED: no comment</p> |
| 200/21 | <p>To receive a report from Councillors attending meetings Cllr Baxi said he has met with estates agents who are very happy to give welcome packs to new residents moving into Wootton</p> |
| 201/21 | <p>To note the date of the next meeting – 17th January 2021</p> |
| | <p>Close The meeting closed at 20.15pm</p> |

Signed _____

Date _____

Appendix A

Bill Payment List
12 November - 9 December, 2021

| | <u>Date</u> | <u>No.</u> | <u>Supplier</u> | <u>Amount</u> |
|-----------------------------|-------------|------------|--|---------------|
| Unity Current A/C | | | | |
| | 30/11/2021 | DDR | Siemens | -82.1 |
| | 12/11/2021 | DDR | Kingfisher Office Services LLP | -79.1 |
| | 25/11/2021 | DDR | BOC | -113.1 |
| | 09/12/2021 | DDR | Eposnow | -102.1 |
| | 30/11/2021 | DDR | Veolia | -223.7 |
| | 14/11/2021 | DDR | Global Payments | -163.0 |
| | 23/11/2021 | DDR | Barton Telecom Services | -91.7 |
| | 17/11/2021 | DDR | Drays Wholesale Limited | -641.7 |
| | 16/11/2021 | DDR | Lloyds Bank Card | -735.0 |
| | 26/11/2021 | DDR | Quickbooks | -36.0 |
| | 01/12/2021 | DDR | Grenke Leasing Limited (CCTV) | -62.7 |
| | 01/12/2021 | DDR | West Northamptonshire Council - Business Rates | -77.0 |
| | 01/12/2021 | DDR | TV Licencing | -41.0 |
| | 24/11/2021 | OnLine | Zurich Municipal | -3,325.9 |
| | 24/11/2021 | OnLine | Zoom | -14.3 |
| | 24/11/2021 | OnLine | ESPO Energy Gas | -108.3 |
| | 24/11/2021 | OnLine | NVCA | -90.0 |
| | 24/11/2021 | OnLine | Chris Lowe Roofing Services | -270.0 |
| | 24/11/2021 | OnLine | Northampton Pension Funds | -718.0 |
| | 24/11/2021 | OnLine | Stoke Goldington | -110.0 |
| | 24/11/2021 | OnLine | Generation UK | -216.7 |
| | 23/11/2021 | DDR | Booker Ltd | -2,295.7 |
| | 24/11/2021 | OnLine | Business Stream (Scottish Water Co) | -388.7 |
| | 25/11/2021 | OnLine | MCM | -655.7 |
| | 25/11/2021 | Online | Jones Wholesale | -105.7 |
| | 25/11/2021 | Online | Gem Johnson | -7.9 |
| | 29/11/2021 | OnLine | Peoples Trust for Endangered Species (PTES) | -300.0 |
| | 09/12/2021 | OnLine | County Architectural Ironmongery (CAI) | -81.0 |
| | 09/12/2021 | OnLine | ESPO | -122.1 |
| | 09/12/2021 | OnLine | Zoom | -14.3 |
| | 09/12/2021 | OnLine | Webb House | -102.0 |
| | 09/12/2021 | OnLine | CS2 Limited | -600.0 |
| | | | | 11,976.1 |
| Total for Unity Current A/C | | | | |
| Unity Simpson Manor S106 | | | | |

| | | | |
|------------|--------|------------|-----------------|
| 24/11/2021 | Online | PJ Dolman | -2,205.1 |
| 29/11/2021 | OnLine | Wybone Ltd | <u>-1,791.1</u> |

Total for Unity Simpson Manor S106

3,996.1

Appendix 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 | | |
| Financial | | | | | |
| 1 | All bank statements filed (all accounts) | ✓ | | | ✓ MLB |
| 2 | Bank Reconciliation completed for previous month | ✓ | | | ✓ MLB |
| 3 | Invoice folder completed for previous month | ✓ | | | ✓ MLB |
| 4 | Banking received completed for previous month | ✓ | | | ✓ MLB |
| 5 | Date of last VAT refund? | ✓ | | 1 st Nov 2021 | ✓ MLB |
| 6 | Cash Control | ✓ | | | ✓ MLB |
| | • Cash banked under dual control | ✓ | | | ✓ MLB |
| | • Cash banked at different times of the week | ✓ | | | ✓ MLB |
| | • Float stored and managed in floor safe | ✓ | | | ✓ MLB |
| Payroll/Staff | | | | | |
| 6 | Monthly Payroll pack filed (previous month) | ✓ | | | ✓ MLB |
| 7 | TAX & NI Paid up to date | ✓ | | | ✓ MLB |
| 8 | Pension contribution | ✓ | | | ✓ MLB |
| Minutes | | | | | |
| 9 | Minutes signed, dated & filed from previous month | ✓ | | witnessed signatures | ✓ MLB |
| Community Centre - Hire | | | | | |
| 10 | Form, Insurance, payment for each event booked | ✓ | | | ✓ MLB |
| Miscellaneous | | | | | |
| 11 | Internal and external Notice boards up to date | ✓ | | Seen | ✓ MLB |
| | Task | Seen | | Comment | Completed |
| | | Yes | No | | |

| Health and Safety | | | |
|---|--|---|--|
| 12 | Risk Assessments up to date and recorded | ✓ | seen covid 19 wedding risk assessment. *MLB |
| General comments/recommendations to improve services | | | |
| <p>Everything to be in great order. Easy to understand, Thank you.</p> <p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p> | | | |

Audit completed

Councillor... M BATSON Dated ... 22/11/2021

Clerk/RFO ... Tina Chata

Actions completed

Councillor..... Dated

Clerk/RFO