

WOOTTON PARISH COUNCIL



Curtlee Hill, Wootton, Northampton, NN4 6ED

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Minutes of the **Parish Council Meeting** held on **Wednesday 21st October 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

Also present: T Charteress (Parish Clerk) and 5 members of the public

Due to the Coronavirus Pandemic the meeting was held via Zoom

Item no	
122/20	To receive apologies There were no apologies
123/20	To receive and approve for signature the minutes of the extraordinary meeting held on 28th August 2020 RESOLVED: The minutes of the meeting held on 28 th August 2020 were approved as a true record of the meeting
124/20	To note matters arising from the minutes not included on the agenda for report only There were no matters arising
125/20	Declarations of Interest There were no declarations of interest
126/20	To receive requests for dispensation There were no applications for dispensations
127/20	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: 1 x criminal damage County Councillor Bowen advised Members that it is 6 months until the new Unitary Authority is created Cllr Bowen updated Members on the latest details regarding Covid-19. She said that 4 schools had been closed and that the council are trying not to have to go into tier two. Cllr Bowen said that budgeting for 2021/2022 is proving difficult with the lack of council tax being received; she also gave an update on the Children's Trust, Ofsted, and the splitting of LGSS. A member of the public gave a detailed description objecting to a planning application in Brownlee Place. A number of other residents agreed with the information provided.
128/20	Finance & Administration a To approve the payments made between 23rd July – 14th October 2020 RESOLVED: to agree the payments made between 23 rd July – 14 th October 2020 shown in Appendix A b To receive the bank balances for the end of September 2020 The Clerk reported bank balances as at the end of September 2020: <ul style="list-style-type: none"> • Unity £238,649.21 • Unity, Simpson Manor £55,074.00 • Unity Extension £36,637.82 • Nationwide £210,359.38 c To receive an Actuals vs Budget Report Members received the up-to-date report

	<p>d To receive the Internal Control Report from Cllr Rayner and to note any action Members received the report and noted there are no actions</p> <p>e To Receive the External Audit Reports and to note any actions Members received the report and noted there were not any actioned reported</p> <p>f To confirm the Notice of Conclusion of Audit has been displayed and to confirm the inspections rights may be exercised RESOLVED: to confirm the Conclusion of Audit</p>
129/20	<p>To consider putting up a Christmas Tree/decorations at the Community Centre and to discuss a community wide "light the Parish" project RESOLVED: Members will encourage residents to light the parish project</p>
130/20	<p>To co-opt Cllrs following the resignations of Peter Barley & Jay Horsley RESOLVED: to Co-opt Louise Davis as Parish Councillor for Wootton Parish Council</p>
131/20	<p>To consider producing a quarterly Wootton Parish Magazine to replace The Link which has folded The Clerk advised Members that the Link magazine is no longer in production. She said there is now a gap in communication to all residents and advised that this could be picked up by the Parish Council. The initial costings to create and produce the first edition of a new magazine for all dwellings within the parish would cost c£1500; monies have been allowed in the budget for this. RESOLVED: to create a new quarterly Parish Mag</p>
132/20	<p>To receive a report from Cllr Ghavami regarding the Garden of Remembrance proposal at Simpson Manor and to consider any actions Cllr Ghavami updated Members of plans to create a monument to commemorate the regiment. Cllrs Ghavami, Servent & lodge will pull together plans to enable the project to go out to tender RESOLVED: To go out to tender for the commemorative stone & garden</p>
133/20	<p>To receive a report on the Community Centre extension and to consider any actions The Clerk updated Members on the build progress</p>
134/20	<p>To consider issuing invitation to tender notices for the lease of the Coffee Shop & the fit of the library Members discussed the parameters of each tender. They concluded an Invitation to Tender for the coffee shop to include experience, vision & funding. Interested parties selected will then be invited to present their business plan and designs to the Parish Council for final decision. A tender will be issued for the library to include the possible use of existing furniture and new. RESOLVED: to create an Invitation to Tender for the coffee shop RESOLVED: to create a tender document for the library fit out</p>
135/20	<p>To delegate authority to the Clerk to make decisions on behalf of the Parish Council for the Community Centre Extension RESOLVED: to delegate power to the Clerk to make decision on matters relating to the build in line with the agreed tender</p>
136/20	<p>Land transfers</p> <p>a To receive an update on the land transfer from David Wilson Homes The Clerk advised members that the horses were all in safe sanctuaries and that the land had now been opened up. She said that the brook has been cleared & hedges trimmed. A RoSPA report has been commissioned and signage is needed as there are areas which may have some deep water. New gates and chicanes are being put in to allow public use but no access to vehicles unless authorised. David Wilson Homes have asked if the Parish Council will take on some additional land & hedgerows and will be making an offer with a new plan shortly</p> <p>b To agree the Heads of Terms for the land adjacent to the cemetery RESOLVED: to agree the Heads of Terms with Northampton Borough Council for the land transfer adjacent to the cemetery</p>
137/20	<p>To agree a Deed of Surrender for Blackymore Community Centre</p>

	<p>The Clerk explained that Blackymore Community Centre is in East Hunsbury and the lease should have been transferred to East Hunsbury Parish Council in 2015 when the two council's split. It had been missed by Northampton Borough Council and now needs to be addressed; East Hunsbury Parish Council are taking ownership of the asset.</p> <p>RESOLVED: to agree a Deed of Surrender on the lease for Blackymore Community Centre</p>
138/20	<p>To receive an update on the plans for Remembrance Day</p> <p>The Clerk advised Members that meetings have taken place with the vicar regarding planning for the Remembrance Day service.</p> <p>It is planned to carry on with the event making sure it falls in line with Covid-19 restrictions. The event will be streamed live via Zoom and both the church & the Parish Council are trying to encourage residents to "poppy the parish"</p> <p>The Chairman Cllr Lodge, asked the Clerk to place poppies on Curtlee Hill and Hermitage Way</p>
139/20	<p>To consider the following planning application:</p> <p>N/2020/1157 – Land at Brownlee Place, Wootton - Construction of 6no new two-bedroom dwellings with on-site parking</p> <p>RESOLVED: Objection</p> <p>N/2020/1076 – 3 Battle Close Wootton – First floor side & rear extension</p> <p>RESOLVED: No objection</p> <p>N/2020/1027 – 3 Berry Lane, Wootton – Listed building consent application for fitting of plastic box for broadband to exterior wall</p> <p>RESOLVED: No objection</p> <p>N/2020/0577 – 1 Stratford Drive, Wootton – Amended plans</p> <p>RESOLVED: No comment</p>
140/20	<p>To receive reports from Cllrs attending meetings</p> <p>Cllr Hamilton advised he attended a meeting on Church Road relating to poor road surface. He said that whilst everyone agreed the road surface was extremely poor; it does not meet the requirements for a new road surface and there isn't any money in the pot.</p> <p>Chairman Cllr Lodge told members he attended the NCALC AGM in which the Parish Council was awarded Council of the Year 2020</p>
141/20	<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:</p> <p>RESOLVED: to exclude the press and public from the meeting</p>
142/20	<p>To discuss and consider quotes received to mend the Community Centre central heating system</p> <p>The Clerk requested this item is delayed until the next meeting</p>
143/20	<p>To agree the Intermediate building contract with Steele & Bray</p> <p>RESOLVED: Members agreed the Intermediate JCT 2016 contract</p>
144/20	<p>To receive an update on staffing matters and to discuss and consider staffing matters</p> <p>The Clerk advised Members that the bar staff had all been furloughed and were eligible for the scheme until it finishes at the end of October. With the current Covid - 19 conditions and the build starting, the role of bar staff cannot be considered with the government's new scheme. The bar staff have therefore been made redundant as the role is redundant. Staff have been advised that the Parish Council will be in touch when the bar is re-opened with the possibility of re-employment</p> <p>Members were also advised of another role within the Community Centre that is now redundant due to the Covid pandemic and the new building work. The member of staff has formally applied for voluntary redundancy</p> <p>RESOLVED: to agree to a voluntary redundancy request</p>
145/20	<p>To agree staff salaries in line with the national agreement</p> <p>RESOLVED: to agree to the increase in staff salaries in line with the National agreement</p>
146/19	<p>To note the date of the next meeting</p> <p>The date of the next Parish Council meeting – Wednesday 18th November</p>
	<p>Close</p> <p>The meeting closed at 21.17pm</p>

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
				<u>-£</u>
Total for Unity Current A/C				38,667.13
Unity Extension				
	08/10/2020	Online	PortalPlanQuest Ltd	-58.00
				<u>-£</u>
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</p> <p>All records well maintained.</p> <p>Invoices although not signed off by Councillors, all payments have been agreed at Full Council Meetings</p> <p>Government have reimbursed salaries/wages for staff throughout.</p> <p>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