



Curtlee Hill, Wootton, Northampton, NN4 6ED
Telephone: 01604 705055
Email: clerk@woottonparishcouncil.gov.uk

Minutes of the **Annual Meeting of Wootton Parish Council** held on **Monday 19th May 2025** at 6.30pm.

Present: Chairman Cllr E Fisher, Cllr J Bilson, Cllr M Callan, Cllr A Hamilton, Cllr J Servent, and Cllr F Wuddah.
Mrs A Reynolds Clerk to the council, and 8 members of the public.

WPC/25/109 To elect the Chairman of Wootton Parish Council and signing of the Declaration of Acceptance of Office

RESOLVED: Cllr Callan proposed Cllr Fisher be elected Chairman, this was seconded by Cllr Hamilton, all councillors voted to elect Cllr Fisher. Cllr Fisher accepted the position and signed the declaration of office.

The council also passed a resolution for Cllr Ghavami to sign his acceptance of office prior to the next ordinary meeting of the parish council on 16th June 2025.

WPC/25/110 To elect the Vice Chairman of Wootton Parish Council

RESOLVED: Cllr Fisher proposed Cllr Servant be elected as Vice Chairman, Cllr Callan seconded this motion, all councillors voted to elect Cllr Servent as Vice Chair, and he accepted the position.

WPC/25/111 To receive apologies

Apologies were received from Cllr Ghavami.

WPC/25/112 To receive and approve for signature the minutes of the meeting held on 28th April 2025

RESOLVED: The minutes were approved as a true record of the meeting and signed by the Chairman.

WPC/25/113 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

Cllr Fisher declared an interest in item WPC/25/125, as she's related to the Facilities Manager.

WPC/25/114 To receive requests for dispensation

None.

WPC/25/115 Police & Public Session

A member of the public spoke to say they might be interested in co-option in the future and had attended the meeting to observe.

The Clerk advised that the neighbourhood Police team have handed the concerns about knife crime in St George's Fields to the Towcester Police Team, the clerk will chase for an update.

WPC/25/116 To receive the Chairman's Report

A copy of the Chairman's Report was circulated prior to the meeting, and no questions were raised. The report is appended to these minutes as Appendix A.

WPC/25/117 To receive the Clerk's Report

A copy of the Clerks Report was circulated prior to the meeting, and no questions were raised. The report is appended to these minutes as Appendix B.

The Clerk also updated that council that she has the money back from Global Payments that they took in error.

WPC/25/118 To re-adopt the following policies:

- | | |
|--------------------------|-----------------------------------|
| • Standing Orders | Records Retention |
| • Complaints | Data Breach |
| • Code of Conduct | Death of a Senior National Figure |
| • Equal Opportunities | Freedom of Information |
| • Internal Control | General Privacy Policy |
| • Health & Safety | Lone Worker Policy |
| • Travellers Policy | Data Protection |
| • Co-option Policy | Biodiversity Policy |
| • CCTV Policy | DBS Policy |
| • Library Safeguarding | Sexual Harassment |
| • Training Policy | Training Statement of Intent |
| • Social Media Policy | Tree Policy |
| • Contractual Agreements | Grant Funding Application Policy |

RESOLVED: To re-adopt all existing policies, subject to amendments to the Health and Safety Policy to include specific details regarding the location of the first aid boxes, the first aid book, and the fire risk assessment.

It was further **RESOLVED** to defer the re-adoption of the Standing Orders until the next meeting, as the Clerk advised that updates are required to reflect changes introduced by the new Procurement Act.

WPC/25/119 Resolve to re-adopt the following risk assessments

- | | |
|------------------------------|---------------------------|
| • Governance Risk Assessment | Fire Risk Assessment |
| • Building Risk Assessment | Financial Risk Assessment |

RESOLVED: To re-adopt all risk assessments.

The Clerk advised that the council also needs to re-adopt the Health and Safety Risk Assessment, and this will be included on the agenda for the next ordinary meeting of the parish council.

WPC/25/120 To appoint NCALC as Data Protection Officer

RESOLVED: To appoint NCALC as Data Protection Officer.

WPC/25/121 To appoint an Internal Auditor for the Term of Office of this Council

RESOLVED: Appoint Haines Watts as an independent internal auditor

WPC/25/122 To appoint internal controls councillors

RESOLVED: To appoint Cllr Hamilton as internal controls councillor and appoint a second internal controls councillor at next month's meeting.

WPC/25/123 To appoint bank signatories

RESOLVED: To appoint Cllr Fisher, Cllr Callan and Cllr Ghavami as bank signatories, it was also agreed to appoint a fourth bank signatory next month.

WPC/25/124 To appoint Members of the Finance and Community Centre Committee

DEFER MOTION: It was resolved to defer the appointment of the members of the Finance and Community Centre Committee until next month once new co-opted councillors take office.

WPC/25/125 To appoint Members of the HR Sub Committee

DEFER MOTION: It was resolved to defer the appointment of the members of the HR Sub Committee until next month once new co-opted councillors take office.

WPC/25/126 To appoint members of the events working group

DEFER MOTION: It was resolved to defer the appointment of the members of the events working group until next month once new co-opted councillors take office.

WPC/25/127 To appoint members the following responsibilities

- | | |
|---------------------------------|--------------|
| • Open Spaces | Seniors |
| • Parish Mag | Sports teams |
| • Path Wardens | Wombles |
| • Police Liaison Representative | Coffee shop |
| • Planning | |

DEFER MOTION: It was resolved to defer the appointment of the members for responsibilities until next month once new co-opted councillors take office.

WPC/25/128 To Co-opt New Councillors to fill five vacancies following the recent election

Six candidates applied to be co-opted to fill five vacancies on the Parish Council. Each candidate was invited to speak about their interest in becoming a parish councillor and responded to questions from members. Prior to the vote taking place, one candidate withdrew their application.

RESOLVED: That the following applicants be co-opted to Wootton Parish Council to fill the five vacant seats:

Ms Laura Couse – proposed by Cllr Callan and Seconded by Cllr Hamilton

Ms Karen Hobbs – proposed by Cllr Fisher and Seconded by Cllr Callan

Mrs Sheila Mellish – proposed by Cllr Fisher and seconded by Cllr Callan

Mr Craig Morris – proposed by Cllr Hamilton and seconded by Cllr Callan

Mrs Kate Thurlow – proposed by Cllr Servent and seconded by Cllr Fisher.

All councillors present voted in favour of each co-option. All applicants accepted their co-option and will formally join the council following the completion and signing their Declaration of Acceptance of Office.

WPC/25/129 Finance & Administration

- a. **To receive and approve for payment the list of invoices received between 1st May and 30th May 2025**

RESOLVED: To approve payments for May 2025 (Appendix C) and agree to transferring £18,768.52 from Unity Trust Bank to Nationwide Account for reserves.

- b. **To receive the bank balances for the end of April 2025**

- Unity Trust Bank - £226,153.70
- Nationwide Account - £17,540.58
- CCLA Investment Account - £85,000.00

- c. **To receive the budget vs actuals report**

RESOLVED: The budget vs actuals report had been circulated prior to the meeting. There appears to be an issue with the accounting software showing invoices items as actually received in the report. This isn't the case. The Clerk will investigate the settings.

WPC/25/130 Annual Return

- a. **To agree the Annual Governance Statements for 2024/2025**

RESOLVED: To agree the Annual Governance Statements for 2024/2025

- b. **To agree the Annual Accounting Statement for 2024/2025**

RESOLVED: To agree the Annual Accounting Statement for 2024/2025

- c. **To agree the dates for Exercise of Public Rights**

RESOLVED: To agree 3rd June to 14th July as dates for Exercise of Public Rights.

d. To receive the Internal Auditors Report and note any action

RESOLVED: Received the Internal Auditors report and noted no actions.

WPC/25/131 Resolve to apply for the Local Council Award Scheme, Bronze award -

RESOLVED: To apply for the Bronze Local Council Award Scheme.

WPC/25/132 Resolve to appoint two delegates to attend West Northamptonshire Council's Annual Parish Conference on Thursday 12th June 2025

RESOLVED: For Cllr Fisher and Cllr Servent to attend the Annual Parish Conference.

WPC/25/133 To consider a motion to rescind the previous resolution made on 28th April 2025 regarding the replacement of fire extinguishers with P50 models, following further investigation which indicates that standard extinguishers are more cost-effective long term.

RESOLVED: To rescind the decision.

WPC/25/134 Resolve to accept the quote for additional CCTV cameras

DEFER MOTION: One of the newly co-opted councillors advised that their company could provide CCTV cameras to the Parish free of charge.

WPC/25/135 Resolve to investigate and obtain quotes to remove the grass area that protrudes into the carpark (allowing traffic to pass), extend the footpath across to the running track and move the streetlight.

RESOLVED: To obtain quotes and bring them back to a future meeting.

WPC/25/136 Resolve to purchase new benches and agree to siting and location

RESOLVED: To purchase four new benches at an approximate cost £1000 each. For councillors to consider and suggest areas where to site the benches at next month's meeting.

WPC/25/137 To receive and discuss feedback from recent youth engagement activities and resolve next steps

RESOLVED: To investigate potential grant funding opportunities for improvements to the MUGA. It was further resolved that the Facilities Manager will assess the condition of the tennis nets and goal posts, with a view to the Council considering their use over the summer. The findings will be reported back at the next meeting for a decision.

WPC/22/138 Resolve to investigate asking local businesses (or similar) to spend one of their charity days painting/refurbishing the MUGA

RESOLVED: To include an article in the next edition of the Wootton Magazine inviting local businesses to support the refurbishment of the MUGA through charity or volunteer days.

WPC/25/139 Resolve to allow the funfair on the rec over the school summer holidays (dates to be agreed)

RESOLVED: To permit the funfair to operate on the recreation ground during the school summer holidays for a maximum of 48 hours, subject to the following conditions:

- The funfair must provide or fund appropriate security and port-a-loos;
- Advertising is restricted to within Wootton only.

It was further agreed that, should the funfair proceed, residents will be notified in writing in advance.

WPC/25/140 Resolve to accept the quotation to carry out a playground inspection

RESOLVED: To accept the quote of £342 ex VAT from Wickstead to carry out the playground inspection.

WPC/25/141 Resolve to accept the quotation for First Aid at Work training for two members of staff and Emergency First Aid training for four members of staff

RESOLVED: It was agreed to accept the quotation of £560.00 from South Northants Community First Responders.

WPC/25/142 Resolve to purchase a hedge trimmer at a cost of £261.24 ex VAT and a new strimmer at a cost of £78.33 ex VAT

RESOLVED: To purchase the hedge trimmer and strimmer.

WPC/25/143 Resolve to respond to correspondence received regarding moles

RESOLVED: To advise the enquirer to contact the landowner directly, as the Parish Council has no authority to take action in this matter.

WPC/25/144 Resolve to purchase banners for Wootton Bites, Fireworks and the Christmas Fayre

RESOLVED: To purchase two banners for each event from Merland at a cost of £52.32 + VAT per banner. It was further agreed that the Christmas Fayre banner will be designed to be more generic, allowing it to be reused for the Spring Fayre.

WPC/25/145 To receive a report from Councillors attending meetings

- Cllr Callan attended AI part two training, he found the course interesting and would recommend to the clerk to attend the course.
- Cllr Hamilton advised that members of the parish council and staff were invited to the Houses of Parliament with MP Mike Reader, and it was a fantastic day. He confirmed that he's writing an article about the trip for the parish mag.

WPC/25/146 Close

The meeting closed at 8.26pm

Date of the next Full Meeting of the Parish Council – Monday 16th June 2025

Signed _____

Date _____



Chairman's Report – 19th May 2025

Welcome to a new term of office. Thank you for having the courage to stand for Election, disappointing as it is that we didn't get to election and therefore do not gain the General Power of Competence. Nevertheless, Wootton Parish Council will continue to work as hard as ever to do the best for the Parish. We will spend wisely, and in the best interests of our residents and aim to deliver outstanding service and provide excellent value.

To those Councillors who did not stand or have served over the last term of office. Thank you for your hard work and dedication.

To our previous West Northants Councillors, particularly Phil Larratt, Lizzy Bowen and Jonathan Nunn, thank you very much for your assistance over the years, it's much appreciated, and we have been very lucky to have you all as our WNC representatives.

To our new WNC Cllrs for Nene Valley, Cllr Craig Morris, Cllr Laura Couse and Cllr Trefor Hughes, Wootton PC congratulates you on your appointment and we very much look forward to forming a strong working relationship in the future.

To remind all Cllrs that Parish Councils are not political, we work closely with our elected Cllrs at West Northants, as well as our Member of Parliament to ensure that Wootton is run and managed as effectively as possible. It's important that we all work together to ensure that our residents and parish are well looked after regardless of any political differences.

VE day was a huge success on Thursday 8th May. It was very well attended and thanks to the Events working group as well as Gemma our Events and Functions Manager.

Welcome to Helen, our new Bar Manager who has now started – good luck and all Cllrs please provide Helen with any support she needs. She will be working with Gemma as her line Manager so she's in good hands.

I opened the May Festival at Wootton Primary School on Sunday 4th May. It was a lovely event and very well attended. So many familiar faces and the children were all fabulous. The May Queen had been selected by her Peers, and it was a really nice afternoon.

Cllr Hamilton and I, along with some of our WPC Staff were given a tour of Westminster Palace on Monday 12th May. It was such an interesting outing and special thanks to MP Mike Reader and his team for arranging the tour.

As a final note, just to remind you all that Parish Councillors are not 'volunteers', we are holders of public office. This means that you must attend meetings, declare interests where necessary, and serve the parish of Wootton. We all have lives and other commitments, but it really is important to participate where you can (marshalling and events particularly), support the staff (Wootton Parish Council are employers of all of the staff members at the centre) and ensure that you are making a contribution to the Parish Council team. Together, we can achieve even greater things.

Thank you, and I look forward to working with all of you for another term.



Clerks Report

- Library figures for April were 1568
- The new fire alarm panel was fitted last week (week commencing 12th May)
- Parish and Shires have confirmed that they will start the work across both Thrupp Bridge and Simpson Manor on 21st May
- I met our new Police Sargent for Wootton on 7th May; he lives in Wootton and has been with the force for several years.
- Our Internal Audit was carried out on 2nd May, and there were no recommendations.
- VE day - thank you to our Events and Functions Manager for arranging the event, to Cllr Fisher, Cllr Bilson, Cllr Callan, Cllr Hamilton and Cllr Servent and all staff involved in making the event such a huge success.
- The land transfer documents and invoice to David Wilson Homes for £250,000 have been sent across to the solicitor, unfortunately the solicitor who was dealing with the case has left the company. We have been appointed a new solicitor who is out of the office until 22nd May, but I have been chasing their manager for updates.
- The deadline for articles for the Parish Mag is 9am on 30th May, please ensure that all articles are sent to bookings before this date to be included.
- Our first Wootton Bites is scheduled for 5-9pm this Friday 23rd May, can councillors please help with the event, particularly with help at the end of the event (9pm).

Appendix C

Bill Payment List Wootton Parish Council

May 1-31, 2025

Date	No.	Supplier	Amount	Power
21/05/2025	Online	Almac	-96.00	Local Government Act 1972 s142
21/05/2025	online	Ashby Computer Services LLP	-71.76	Local Government Act 1972, s111
21/05/2025	online	Aura Commercial Cleaning Services	-1,612.86	Local Government Act 1972, s111
20/05/2025	DDR	Barton Telecom Services	-61.76	Telecommunications Act 1984
20/05/2025	DDR	BOC	-270.10	Local Government (misc.prov) Act 1976 s19
19/05/2025	DDR	Cashflows	-229.72	Local Government Act 2003, sched 1, para 2
07/05/2025	DDR	Citation Ltd	-284.40	Health and safety at work act 1974
09/05/2025	DDR	Eposnow	-102.00	Local Government Act 1972, s111
21/05/2025	online	ESPO Energy Gas	-451.57	Local Government Act 1972, s111
21/05/2025	online	Haines Watts	-600.00	Local Audit & Accountability Act 2014
				National Insurance Act 1911 & Income tax ACT 2007
21/05/2025	online	HMRC	-4,621.17	
21/05/2025	online	Johnson Gemma	-11.50	Local Government Act 1972 s145
15/05/2025	DDR	Kingfisher Office Services LLP	-60.39	Local Government Act 1972, s111
21/05/2025	online	LGPS	-3,179.18	Pensions Act 2004
				Local Government Act 1972, s111, Local Government Act 1972 s145 & Telecommunications Act 1984
16/05/2025	DDR	Lloyds Bank Card	-599.28	
09/05/2025	DDR	LWC NORTHAMPTON	-1,222.74	Local Government (misc.prov) Act 1976 s19
23/05/2025	DDR	LWC NORTHAMPTON	-1,105.94	Local Government (misc.prov) Act 1976 s19
21/05/2025	Online	Northants Refrigeration	-2,040.00	Local Government Act 1972, s111
21/05/2025	online	Parish & Shires Tree Specialists	-768.00	Highways Act 1980 s142
20/05/2025	STO	Personnel Advice Solutions	-120.00	Local Government Act 1972, s111
21/05/2025	online	SERVE / NVCA	-580.00	Local Government (misc.prov) Act 1976 s19
				Clean Neighbourhoods and Environment Act 2005 s55
21/05/2025	online	Shield Maintenance Ltd	-520.00	
21/05/2025	Online	South Northants Responders	-120.00	Local Government Act 1972 s145
21/05/2025	online	Stage Support Services Ltd	-1,500.00	Local Government Act 1972 s145
21/05/2025	Online	TotalEnergies	-2,187.03	Local Government Act 1972, s111
21/05/2025	online	Trade UK Account Card	-201.34	Local Government Act 1972, s111
				Clean Neighbourhoods and Environment Act 2005 s59 & Local Government Act 1972, s111
28/05/2025	DDR	Veolia	-305.18	
21/05/2025	online	Webb House	-102.00	Local Government Act 1972, Section 112
		West Northants Council (Business Rates)		
01/05/2025	DDR		-193.00	Local Government Act 1972, s111
31/05/2025	Bank Charges	Unity Trust Bank	-23.25	Local Government Act 1972, s111
TOTAL			£23,240.17	
		Salaries	£15,040.23	