



Minutes of the Wilbarston Parish Council Meeting Held at the Village Hall
on Thursday 10th June 2021 at the Village Hall, 7.30 pm

Councillors Present:

N Richards (Chair), A Smith, R Willatts, D James, B Sullivan, J Piercy, A Dowling
Desborough Ward Councillor D Howes

Clerk: Becky Jones

Minute No.		ACTION
21/89	Apologies received – Cllr T Kelly RESOLVED: The apologies were accepted	
21/90	Declarations of Interest by Councillors – Cllr A Smith expenses - minute ref 21/98 b	
21/91	Resolution to approve and sign minutes of the meeting of the Parish Council held on 13th May 2021 RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting	
21/92	Representations from Members of the Public – Cllr Howes gave an update on the North Northants unitary council and possible replacements for the previous rural forums	
21/93	Matters from previous meetings, to receive updates and determine future actions on the following;	
21/93 a	21/78 a – committed works to provide a solar powered irrigation system at the parish allotments Update received. Work due to start 12 th /13 th June 2021. Clerk confirmed that adequate insurance cover was in place and a risk assessment was prepared	AS
21/93 b	21/78 b - the planting of wildflowers in the parishes open spaces The verges had been planted. Ongoing botanical surveys are being carried out	AD
21/93 c	21/78 d – Local Government Reorganisation Update received	
21/93 d	21/78 e – planting of a community sponsored tree in the parish recognising councillor Dales 37+ years of service to the community It was recommended that the planting does not happen until at least November. Project is ongoing	ALL
21/93 e	21/79 – appointment of a police liaison representative Cllr Richards to make enquiries with neighbouring parishes with regards to a volunteer and the possibility of the representative covering both parishes	NR
21/93 f	21/81 – planting required to thicken the hedge at the Village Hall Awaiting response from NNC	NR

Chairman's signature:

Date:

21/94	<p>To receive an update and to consider any action regarding the Welland Wanderer bus service Update received.</p>	NR																																	
21/95	<p>To consider arrangements for the second VAS sign including an increase in cost to villages requiring more than one monthly drop and the purchase of a telescopic ladder to assist with the moving of the VAS sign Update received Speed sign data to be featured in the Chronicle It was PROPOSED that the contribution from the other villages for a multiple visit be increased from £5 to £10 and the purchase of a telescopic ladder to assist with the moving of the VAS sign up to the value of £200 was AGREED</p>	RW Clerk/AS																																	
21/96	<p>To consider the purchase of a weatherproof notice board for the bus shelter RESOVED The purchase of an A1 weatherproof notice board to the value of £110.40 incl VAT was AGREED</p>	Clerk																																	
21/97	<p>To discuss and consider arrangements for the repair of the village sign Update received, potential supplier to be contacted for a quote Quote to be obtained for a hinge socket so that the sign can be removed and remounted whilst under repair</p>	Clerk/NR/ BS DJ																																	
21/98 21/98 a	<p>Finance: To receive the finance report, bank statements & reconciliation for May. Reports received: Receipts:</p> <table border="1" data-bbox="264 1126 1297 1458"> <thead> <tr> <th>Account</th> <th>Date</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>26/5/21</td> <td>£846.75</td> <td>HMRC</td> <td>VAT Refund</td> </tr> <tr> <td>Welland</td> <td>14-28/5/21</td> <td>£3280</td> <td>Sutton Basset £100, Wilbarston PC £700, Gretton PC £1230, Cottingham PC £790, Rockingham PM £100, Middleton PC £360</td> <td>Welland Wanderer contribution</td> </tr> </tbody> </table> <p>Monthly Bank Reconciliation – Current Account Balance £22,627.93 Welland Wanderer Account Balance £9871.00 Reserve Account Balance £4,756.24</p> <p><u>Bank Statement & Bank Reconciliation 31st May 2021</u></p> <table border="1" data-bbox="264 1682 1297 1995"> <thead> <tr> <th><u>Bank Accounts</u></th> <th>Unity Trust Current A/C</th> <th>Welland Wanderer A/C</th> <th>Unity Trust Reserve A/c</th> <th><u>Bank Rec</u></th> <th>31-May-21</th> </tr> </thead> <tbody> <tr> <td>Balance 1 Apr 21 per statement</td> <td>£15,330.02</td> <td>£0.00</td> <td>£4,756.24</td> <td>per Statement</td> <td>£22,627.93</td> </tr> <tr> <td>Outstanding Receipt</td> <td></td> <td></td> <td></td> <td>U/p Cheques</td> <td></td> </tr> </tbody> </table>	Account	Date	Amount	Received from	Reason for Payment	Current	26/5/21	£846.75	HMRC	VAT Refund	Welland	14-28/5/21	£3280	Sutton Basset £100, Wilbarston PC £700, Gretton PC £1230, Cottingham PC £790, Rockingham PM £100, Middleton PC £360	Welland Wanderer contribution	<u>Bank Accounts</u>	Unity Trust Current A/C	Welland Wanderer A/C	Unity Trust Reserve A/c	<u>Bank Rec</u>	31-May-21	Balance 1 Apr 21 per statement	£15,330.02	£0.00	£4,756.24	per Statement	£22,627.93	Outstanding Receipt				U/p Cheques		
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21/98 c	<p>To set a date for the quarterly internal controls to be carried out</p> <p>Date to be set, Clerk to liaise with CLlr Piercy</p>			Clerk/JP																																																	
21/98 d	<p>To consider and approve the renewal of the clerk SLCC/ALCC membership</p> <p>RESOLVED: the renewal of the clerk SLCC/ALCC membership was AGREED</p>																																																				

Chairman’s signature:

Date:

<p>21/98 e</p> <p>21/98 f</p>	<p>To set a date for the finance group meeting to consider the Quarter 1 analysis Meeting to take place on Tuesday 6th July</p> <p>To consider and resolve councillors to be added to the bank account and internet banking RESOLVED: Councillors John Piercy and Tommy Kelly to be added to the bank account and internet banking was AGREED</p>	<p>NR/JP/AS/ TK</p>
<p>21/99</p>	<p>Planning Applications – Consider response to any planning consultations received:</p> <p>To receive and note the Planning Report for May/June Notice of refusal: Application Number: NK/2021/0238 Location: 12 Weinahr Close, Wilbarston Description: Loft conversion to include dormer to rear and 4 no. rooflights to front</p>	
<p>21/100</p>	<p>To review and resolve Wilbarston Parish Council’s Policies and Procedures in line with the clerk’s recommendations</p> <p>Report received (see Appendix A) The council’s policies and procedures were considered and AGREED in line with the clerk’s recommendations except for the Internal Controls policy where the Clerk suggested the following be added to section ‘EXPENSES ARE PROPERLY AUTHORISED BEFORE PAYMENT IS MADE’:</p> <p>Clerk to double check (via other means) all new supplier bank details to help against the risk of fraud</p> <p>RESOLVED: The Policies and Procedures were ADOPTED with the above changes</p>	<p>Clerk</p>
<p>21/101</p>	<p>To receive the monthly Playing Field inspection report and consider action in response to any proposals Inspection was carried out, there was nothing new to report</p>	
<p>21/102</p>	<p>To receive the weekly Defibrillator/Telephone Kiosk inspection report and consider action in response to any proposals Defibrillator inspected with no faults detected</p>	
<p>21/103</p>	<p>Date of the next Meeting: The meeting will be held on Thursday 8th July 2021 at the Village Hall at 7.30pm</p>	
	<p>Meeting Closed: 9.14 pm</p>	

Chairman’s signature:

Date:

Appendix A

Report to Wilbarston Parish Council
June 2020 – Agenda Item 21/100

Review of Wilbarston Council Policies and Procedures

Purpose of the Report

On an annual basis the Parish Council is required to review its' policies and procedures. The Clerk has undertaken this review and recommends that the following changes be made:

Standing Orders

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

Financial Regulations

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

Clerk Delegation – It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2021

Child Protection Policy – Adopted November 2015 - It is recommended that the policy is re adopted in June 2021

Equal Opportunities Statement – Adopted April 2016 - It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2021

Risk Assessment – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

Allocation of Allotments Policy – adopted March 2018 it is recommended that the policy be re adopted in June 2021

Finance Committee Terms of Reference – adopted July 2016 – It is recommended that the Council reviews this policy when the Council forms a Finance Committee

Reserves Policy – Adopted 15.09.11. It is recommended that the policy be re adopted in June 2021

Freedom of Information Publication Scheme – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

Code of Conduct – It is recommended that the council adopts the new model code of conduct issued and adopted by North Northamptonshire Council.

Internal Controls – It is recommended that the revised internal controls policy is adopted

The Parish Council should formally review and record its opinion of the effectiveness of its system of internal control which includes the arrangements for the management of risk (The Accounts and Audit Regulations 2011). An effective system of internal control can be split into three parts:

- Identification of potential risk (Risk Assessment)
- Controls or procedures in place to mitigate the risks identified (Control Systems)
- System for testing the adequacy of internal controls (Internal Audit)

Complaints Procedure – last review March 2017 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

Website Disclaimer – Adopted 15.09.11, last reviewed March 2017 – It is recommended that the policy be amended and re adopted in June 2021

Chairman's signature:

Date:

Website Policy – Adopted 15.09.11, last reviewed March 2017 – It is recommended that the policy be amended and re adopted in June 2021

Training & Development Policy – Adopted on 13th October 2016 - Resolution No: 16/84 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

Press and Media Policy

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

GDPR Security Compliance Checklist – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

GDPR Data Breach Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

GDPR Privacy Notice Public – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

GDPR Records Retention Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

GDPR Data Protection Policy– It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

GDPR Subject Access Request Procedure – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

Grant Awarding Policy and Application Form

It is not recommended that any amendment be made to this document, it is recommended that the policy and application form be re adopted in June 2021

Electronic Payments

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

accessibility Statement

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2021

NOTE: Wilbarston Parish Councillors were issued (over email) with a full set of Parish Council Policies and Procedures in June 2021

Becky Jones
Clerk to Wilbarston Parish Council

Chairman’s signature:

Date:

Appendix B



Wilbarston Village Hall Management Committee
Minutes of the Online Meeting held on
Thursday 3rd June 2021

Minutes of Meeting held on Tuesday 1st October 2019

DUE TO THE CORONA VIRUS THE MAY COMMITTEE MEETING WAS CONDUCTED ONLINE WITH COMMITTEE MEMBERS PARTICIPATING FROM HOME VIA EMAIL

Online Presence: Mike Doyle, Georgina Royle, John Hooper, June Pocock, Serena Mallows, Tony Huxley, Moira Loake, Ray Kemp and Tommy Kelly.

Apologies: None

Minutes of Last Meeting : Approved

Matters arising from May meeting MD

New WVH website – New web site imminent! SM will update committee when available to view.

Lounge carpet tiles and bar floor – New door mat purchased for fire door access.

Stage and Wall lighting – Wall lighting components have been ordered, deposit paid. Now awaiting notification of installation date.

Treasurer's Report. JP

All very positive. £8000 lock down grant.

Lettings: £1203

Income: Total Income: **£9203**

Expenditure: Wages - Keith £317.25. Postage £7.92

Maintenance: Mushroom(lighting) £3073.37

Upholstery Cleaning £180

Welland Carpet £2253.60

Browns Boiler service £254.34

Scan Alarms £156

Mat for lounge £27.99 paint £9.79 cleaning materials £6.86 = £44.64

Total Expenditure: £6287.12 Net profit: £2915.88

Debtors £633 - Outstanding Debt

Balance Sheet: Stock : **£1164.44** Fund raising A/c **£719.02**. MHBS: **£2,743**

Float: **£250**. Petty Cash: **£114.04** Current A/c: **£25689.65**

Liabilities £156 Total assets £31623,26

Bar Report BL

'I have, over the last couple of weeks, been looking at the possibility of changing to a more local supplier than Libra, who are in Nottingham. This has proved a more complicated task than anticipated, certainly with regard to the beers we currently stock. Our customers, at present, do seem to like what we offer & I thought one way forward would be to provide a wider choice of beers from our other supplier Langtons,

Chairman's signature:

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who are of course local. My thoughts are to stock, on a trial basis, not only Inclined Plane which we stock now, but Thomas Lift & Caudle, the latter of which is a session beer. This will allow us to stay with Libra, who I have found to be consistent & very reliable. We also intend to keep Doom Bar, which we get from Libra. We are going to change the basic 'optic' gin that we have stocked in the past, ie. Gordon's. I have been in touch with Libra who are going to e-mail me a list of their Warner gins they stock, along with a recommendation of an 'optic' gin. Not being a gin drinker, help was needed & any suggestions from committee are also welcome! We have already stopped stocking 2 lagers, Becks & Carling & there maybe other drinks in the near future that could go. Again thoughts from committee are welcome. I have Libra & Langton's 2021 price lists & Keith will be checking with his magic formula, the price we need to sell at to see if we need to increase our charges.

With regard to staffing, I am hoping to still have the services of Lesley, Jodie & Lucy, who are excellent & there is a chance that the new cleaner Mark, could progress to helping behind the bar, as he apparently has some experience here. I am also hoping that committee could help with glass collecting, shelf stocking etc, when required'

Correspondence. MD

Energy contract renewal: Current contracts for gas and electricity with SSE due for renewal in October. Our energy broker, "Perfect Clarity", have researched market for best commercial deal. Gas, 48 month with British Gas and electricity, 24 month with Good Energy offer the best value. Contracts have now been arranged.

Hall Maintenance. MD

Hall reopening: The hall reopened on May 17th and is now being used again under current Covid secure restrictions. A number of regular users have opted to delay their return until September. We are still receiving enquiries for regular and one-off bookings. New keep fit class now on Tuesday evenings.

Hedge fronting Carlton Road – WPC have advised that they have approached North Northants Council for advice and support regarding the dilapidated section of hedge/fence in the car park.

Gents toilet – The automatic flush mechanism now replaced with PIR sensor operated valve. This should result in a decent saving on water consumption

Lounge skirting board: Thanks to KL for repainting the lounge skirting board following fitting of new carpet tiles. Also painting internal door in the bar storage room. Plastic ferrules being fitted to the legs of all tables and chairs in lounge to protect new carpet.

Bar alarm: Service due in June, date has been arranged

Painting external render: The external render at rear and side of the hall is looking decidedly scruffy and could do with repainting with suitable masonry paint. Now that summer is here, should we do the painting ourselves or employ a contractor?

Bar glasswasher – BL advises that problem with washing small wine glasses now resolved.

Mouse trap: Humane mouse trap was laid in changing rooms with bait but no "victims" caught! Now removed

Website update – SM

'The new website is ready to go live, we have one more tweak to make with the google calendar, which is proving to be a challenge, but once this is sorted, we can go live. We are very excited with how it looks and we hope you will all approve'

Committee response

Revised drinks for bar. Staffing TK – 'Lesley Jodie and Lucy all happy to return to work when required and going on there experience they advised to stay with Gordon's normal and flavoured Gins as they are so much cheaper though still popular' TH – 'I agree that some of the extended Langton range are very nice. We may not want to have too many varieties though as I can imagine that may lead to waste and

Chairman's signature:

Date:

uncertainty in gauging stocking levels. Having said that it maybe worth considering adding an IPA to the range as they appear very popular. I'm inclined to agree with the views expressed regarding gin. There are so many different flavoured gins these days it would be hard to guess which ones to buy and I wonder what their demand would be? I agree about dropping the Becks and Carling. I seem to remember the Peroni was a good seller and I believe we have Bud as lighter option. We could try San Miguel or Moretti if we needed to add another option. Drinks do have their fashions. Do we have a low alcohol beer?' ML – 'Happy to help with the bar if needed'

Improvements .SM – ' I am inclined to say, given we have the funds available, we hire someone to paint the outside' RK – 'I am more than happy to help painting the render with Sandtex or similar paint. I recommend we should do this ourselves'

Thank you. Committee members continue to acknowledge the hard work done by individuals to make the village hall it best it has ever been.

Online finance reports. JP – 'Can I ask if I can still email you the reports and you can access them via your emails? I will print of one or two for the records, but it will save on resources as well – please let me know if any objections'. No objections were logged.

AOB MD

Face-to-face committee meeting – With media reports about possible delay to the likely relaxation of social distancing conditions on June 21st, we will need to keep our plan for the committee to meet face – to-face on **Thursday July 1st** under review. MD to monitor

Date of Next Meeting – Thursday 1st July 2021.

Signed:

Date:

Chairman's signature:

Date: