



Minutes of the Wilbarston Parish Council Meeting Held remotely on
Thursday 10th September 2020 at 7.30 pm via Zoom, meeting ID 831-2085-1817

Councillors Present:

N Richards (Chair), A Smith, D James, R Willatts, T Kelly, County Cllr A Matthews

Clerk: Becky Jones

Announcement

The Coronavirus Act 2020 received Royal Assent on 25 March 2020 and made provision for the Secretary of State to bring forward regulations on local authority meetings, including the ability to hold them virtually. The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 came into force on 4 April and allow parish and town councils to meet virtually on a platform such as Zoom.

Minute No.		ACTION
20/521	Apologies received – Cllr A Dowling, Cllr L Dale RESOLVED: The apologies were accepted	
20/522	Declarations of Interest by Councillors – Cllr Smith Item 20/529 b expense claim	
20/523	Resolution to approve and sign minutes of the meeting of the Parish Council held on 13th August 2020 – RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting	
20/524	Representations from Members of the Public – none	
20/525	Covid-19: To consider any possible actions in response to current guidelines - none	
20/526	To receive an update and consider any necessary action with regards to improvements to road safety on the road between Stoke Albany and Wilbarston following the site meeting scheduled for 3 September Site meeting on Thursday 3rd with representatives of county highways and borough maintenance. There clearly is very little budget for any work but the existing signs warning of no walkway are to be made more eye-catching with yellow backing boards and an additional sign “no walkway for 100 yards” is to be installed on the approach from Stoke towards the last corner before the school where pedestrians are furthered hampered by the armco barriers. Highways mow the grass verges along the length of the road twice a year but are not responsible for the tree growth above them. Council considered speaking to the landowners about them being cut back. Further suggestions included a sign warning of horses and the possibility of traffic lights being installed at either end of the road to improve road safety. Cllr Matthews to follow up with regards to the warning sign and traffic light suggestions and reinforce feedback about the trees and verges to Stoke Albany. Cllr Richards to liaise with Stoke Albany with regards to the trees and trimming the verges.	AM NR

Chairman’s signature:

Date:

20/527	<p>To review and resolve Wilbarston Parish Council's Policies and Procedures in line with the clerk's recommendations Report received (see Appendix B) The council's policies and procedures were considered and AGREED in line with the clerk's recommendations except for the Risk Management policy where the following was suggested: Item 3 - number of councillors to be amended from 4 to 5 Item 5 – magnitude level for receipts seemed too high Risk levels felt to be a little ambiguous without reference to a risk matrix Clerk to include a risk matrix and amend the risk magnitude level on item 5 The policies and procedures were AGREED with the above changes</p>	Clerk																								
20/528	<p>To receive an update and to consider any action regarding the Welland Wanderer bus service Update received</p>																									
20/529 20/529 a	<p>Finance: To receive the finance report, bank statements & reconciliation for August Reports received</p> <table border="1" data-bbox="263 936 1300 1529"> <thead> <tr> <th>Paid into Current A/C</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>10/8/20</td> <td>£10.00</td> <td>Ashley Parish Council</td> <td>VAS sign contribution</td> </tr> <tr> <td>14/8/20</td> <td>£15.00</td> <td>Transfer from 20397641 (Braybrooke VAS Contribution)</td> <td>VAS Contribution</td> </tr> <tr> <th>Welland Wanderer</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> <tr> <td>4/8/20</td> <td>£2660.00</td> <td>Kettering Borough Council</td> <td>Welland Wanderer Contribution</td> </tr> <tr> <td>4/8/20</td> <td>£2660.00</td> <td>Corby Borough Council</td> <td>Welland Wanderer Contribution</td> </tr> </tbody> </table> <p>Monthly Bank Reconciliation – Current Account Balance £18,940.76 Welland Wanderer Account Balance £9,837.72 Reserve Account Balance £4,756.24</p>	Paid into Current A/C	Amount	Received from	Reason for Payment	10/8/20	£10.00	Ashley Parish Council	VAS sign contribution	14/8/20	£15.00	Transfer from 20397641 (Braybrooke VAS Contribution)	VAS Contribution	Welland Wanderer	Amount	Received from	Reason for Payment	4/8/20	£2660.00	Kettering Borough Council	Welland Wanderer Contribution	4/8/20	£2660.00	Corby Borough Council	Welland Wanderer Contribution	
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Chairman's signature:

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Bank Statement & Bank Reconciliation 31st August 2020

	Unity Trust	Welland	Unity Trust		
Bank Accounts	Current A/C	Wanderer A/C	Reserve A/c	Bank Reconcili ation Balance per Statement U/p Cheques	31-Aug-20
Balance 1 Apr 19 per statement	£11,607.00	£0.00	£4,756.24		£18,940.76
Outstanding Receipt Reconciled balance 1 Apr 19	£11,607.00	£3,355.72	£4,751.50		
Receipts	£12,452.76	£6,525.00	£4.74		
Payments	£5,119.00	£43.00			
U/p Cheques Transfer Current to Reserve a/c Closing Balance	£18,940.76	£9,837.72	£4,756.24		
				Reconciled Balance	£18,940.76

20/529 b

To consider and approve the accounts for payment**Accounts for Payment:**

Cheque No.	Amount	Payee	Reason for Payment	Statutory Power
Standing Order	£269.62	Clerk	Salary September 2020	s.112 LGA 1972
Internet Banking	£43.68	Clerk	Salary NJC increase of 2.75% back dated from April 2020	s.112 LGA 1972
Internet Banking	£10.80	Clr Andrew Smith	Mileage for transporting the VAS sign between participating parishes min ref	GPC
Internet Banking	£112.35 awaiting invoice	Parish Magazine Printing	The Chronicle Autumn Edition	s.42 LGA 1942
Internet Banking	£1278 awaiting invoice	Lawsons of Corby Ltd	Welland Wanderer bus service resumption - 8 trips without any deductions	GPC

LGA = Local Government Act

RESOLVED: The above payments were **AGREED**

20/529 c

To set a date to conduct the internal controls May - July 2020

Clerk to meet with Cllr Richards to carry out internal controls

Date to be arranged

NR / Clerk

Chairman's signature:

Date:

20/529 d	<p>To note and implement the NJC (National Joint Council) scale annual pay award of 2.75% under the terms of the National Agreement in line with the clerks contract, backdated to 1 April 2020 (standing order payment to be amended)</p> <p>Noted</p>	
20/530	<p>Planning Applications – Consider response to any planning consultations received:</p> <p>The council proposed the following be discussed in October:</p> <ul style="list-style-type: none"> - “Planning for the Future” – Governments White Paper - To consider the need for a Neighbourhood Plan and investigate what is involved in producing one 	Clerk
20/531	<p>To receive a report from the clerk to update members on existing council business</p> <p>Report received see Appendix C</p>	
20/532	<p>Date of the next Meeting:</p> <p>The meeting will be held on Thursday 8th October 2020 at 7.30pm remotely via Zoom unless restrictions for all gatherings have been lifted by the Government</p>	
	<p>Meeting Closed: 8.39pm</p>	

Chairman’s signature:

Date:

Appendix A



Wilbarston Village Hall Management Committee
Minutes of the Online Meeting held on Thursday 3rd
September 2020

DUE TO THE OUTBREAK OF 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, Barrie Leadbeater, Serena Mallows. Moira Loake, Tony Huxley, Ray Kemp

Apologies: Ray Kemp

Minutes of Last Meeting :

There was no online objection to passing the minutes from the July meeting as a true and correct record.

Matters arising from the previous meeting

Village of the year – SM to continue monitoring

Bar stock – SM and BL have organised delivery soft drinks to Corby food bank – thanks to them both

Use of Lounge – JH’s proposal deferred until crisis over

Tribute to LD – Postponed until after crisis

Debtors – No Response from football team regarding debt. Suggest debt written off. Team will not be allowed access to WVH again until debt cleared

Waste bins – No response yet from KBC regarding replacement general waste bin with modified lock. MD to contact for update.

AOB, Bar stock check – Stock check completed by JP and KL.

Hall Insurance – Building and Contents insurance now in force with Allied Westminster on 3 year deal. Renewal premium originally quoted by previous company for August 2020 was £983.73 new premium with Allied is £796, saving of £187.73. We also had a “free” building valuation survey carried out which has ensured the hall is properly covered for insurance (£75 up front payment will now be reimbursed).

Treasurer’s Report. There have been quite a few calls for parties – Baby shower, Kids parties and Silver wedding. Tai Chi, Dog training and a new event, Kick boxing have started in the hall recently, and Youth Brass have started practising on a Sunday as well.

Income. Lettings £265

Beer Sales £38

Total Sales £303

Expenditure. Insurance £721, Elect £102.18, Stationery £26.22, Rep & Maint £315

Wages £586.75

Debtors **£235** Bad debt written off (Des football club) £45

Total **£1796.15** Net loss **£1493.15**

Bar Stock check carried out by KL, JP at the end of August revealed that the stock has gone down by about £380 from last year’s figures.

Balance Sheet: Fund raising A/c £719.02. MHBS: **£2714.43.**(Interest to be added) Float: £450. Petty Cash: £73.33. Current A/c: **£16283.90**

Bar Report.

Correspondence. More detailed information received from ACRE about preparations for reopening village halls. Things constantly shifting and we are now up to Issue 5!! MD and KL continue to meet regularly to review changes and measures required and have started to implement necessary changes. MD queried ACRE membership certificate for 2020 not received – being sent out

Chairman’s signature:

Date:

Hall Maintenance.

Attempted break in to WVH - Efforts were made to break into hall via rear changing room door (we think) over weekend 22nd/23rd August. Attempt failed but door badly damaged and will have to be replaced. Competitive quote received from Wades glass and £474 (incl VAT). With insurance excess of £250, and impact on future premiums, it is cheaper in long term to meet cost from WVH resources. New door organised, for fitting 5th October. Door confirmed to meet all security standards.

CCTV installation? - In light of the break in, MD raised issue of installing CCTV. Email sent to all committee members seeking their views. There is possible grant support of £1,000 available from KBC to cover majority of costs of £1490. However, general consensus was that it would not be effective against professional burglars and have limited deterrent effect against amateur and vandals. In view of committee's view installation not to be pursued at this time but continue to investigate. MD has contacted Scan Alarms about feasibility of extending internal alarm system using wireless sensors linked to new bar alarm. Cost would be £75 plus VAT per sensor. However, it will need further consideration how to operate system efficiently with hirers.

Full 5 yearly electrical test - Full test carried out on August 6th/7th and overall satisfactory rating achieved. Some minor defects identified - none having safety implications. Defects will be rectified in due course.

Bikers -Lads on bikes have not been seen for some weeks. WPC Chair confirms that land behind the hall is the jurisdiction of WPC. They have contacted KBC about possible insurance issues but no response yet.

Health and safety Policy -MD/KL have finalised WVH Health and Safety policy document (another insurance requirement). Document now stored with accident book in cupboard above fridge in kitchen. All hirers will be made aware.

Terms and Conditions - In light of various changes that have occurred over last year, MD/KL have reviewed the current Ts&Cs for hiring the hall and amended accordingly. Copies available if any committee member wishes to view.

AOB –

MD proposes that WVH committee meets again in main hall with appropriate social distancing measures in place. The majority of committee members voted to return to the village hall for the October committee meeting unless circumstances change.

Date of Next Meeting – Thursday 1st October . Village Hall committee room. 7.30pm. To be confirmed.

Signed:

Date:

Appendix B

Report to Wilbarston Parish Council
September 2020 – Agenda Item 20/527

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 makes the following recommendations: (changes are highlighted on the policy documents)

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 September 2020

Financial Regulations - It is recommended that the 2019 are made and adopted
Financial Regulations are one of the council's main governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the

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council's Standing Orders and any individual financial regulations relating to contracts. The new NALC Model Financial Regulations were introduced in 2019

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 September 2020

Child Protection Policy – Adopted November 2015 - It is recommended that the policy is re adopted in September 2020

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 September 2020

Risk Assessment – It is recommended that revisions are made to include a risk assessment for online payments

Allocation of Allotments Policy – adopted March 2018 it is recommended that the policy be re adopted in September 2020

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, last reviewed March 2017 – It is recommended that the policy be re adopted in September 2020

Freedom of Information Publication Scheme – last review date March 2017 – Clerk has updated the Publication Scheme to include certain information being found on the website. It is recommended that the policy be re adopted in September 2020

Code of Conduct – On 12th July 2012 (Minute 11) the Parish Council adopted the new Kettering Borough Council Code of Conduct which was last reviewed in March 2017 and readopted in June 2019 – It is recommended that the council reviews the new model policy once it becomes available, the consultation phase completes at the end of September 2020.

Internal Controls – It is recommended that revisions be made to include internal controls for online payments

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 September 2020

Website Disclaimer – Adopted 15.09.11, last reviewed March 2017 – It is recommended that the policy be amended and re adopted in September 2020

Website Policy – Adopted 15.09.11, last reviewed March 2017 – It is recommended that sections 6 and 12 are amended.

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 September 2020

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 September 2020

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 September 2020

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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 September 2020

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 September 2020

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 September 2020

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 September 2020

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 September 2020

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 September 2020

Electronic Payments

It is recommended that this new policy be adopted in September 2020 now that the council resolved to make payments online

NOTE: Wilbarston Parish Councillors were issued (over email) with a full set of Parish Council Policies and Procedures in August 2020

Becky Jones
Clerk to Wilbarston Parish Council

Appendix C

Parish Council Meeting September 2020

School Lane Conifers - school were advised that the council supported their intention to remove the conifers along School Lane but could not offer financial support. They are considering possible sources of funding. We have become aware that Moulton College usually carry out a number of fellings each year as part of their course work. This would be a long shot but is being investigated.

Possible anti-social behaviour in the vicinity of the village hall - nothing observed or reported since last meeting and this is also the experience of the management committee.

Road between Stoke Albany and Wilbarston - site meeting on Thursday 3rd with representatives of county highways. There clearly is very little budget for any work but the existing signs warning of no walkway are to be made more eye-catching with yellow backing boards and an additional sign is to be installed on the approach from Stoke towards the last corner before the school where pedestrians are furthered hampered by the armco barriers. Highways mow the grass verges along the length of the road twice a year but are not responsible for the tree growth above them. We could consider speaking to the landowners about their being cut back.

NACRE celebration of communities in lockdown - our entry based on the Summer Chronicle was submitted and has been acknowledged. 77 towns/parishes in the county put themselves forward for the celebration of community champions

Face to Face Council Meetings - given our problem of being able to accommodate the council and clerk socially distanced in the village hall but not being able to guarantee access to as many members of the public as might wish to attend we have asked informally about 'hybrid' meetings, with the council present

Chairman’s signature:

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in person and the public able to attend via Zoom. This is possible apparently but presents technical challenges. Overwhelmingly at the moment Zoom meetings appear to be favoured and recommended, with some councils seeing advantages over face to face meetings such as the ability to attend of those suffering from problems which might prevent them from getting to a traditional meeting.

*****Government announced social gatherings of more than six people to be banned by law in England from Monday 14th amid rise in coronavirus cases*****

Village Green Maintenance - Sandy Childs has offered to maintain a register of volunteers and to plan what work is required on the green and when. Volunteers would be able to work to the instructions within a broad time slot but to suit their own more specific timetables. This will make it harder for us to arrange refreshments, but we can probably agree those dates in advance within the timetables. Sandy has attracted a number of volunteers and is pushing on. There may be a need to fund a small amount of new planting and she has been advised this could come from the council's village maintenance budget

VAS Sign - The VAS sign was transported from Sutton Bassett and installed at Braybrooke on Saturday 5 September. Braybrooke have paid for the sign to be transported to another location in the village, Cllr Smith liaising with a contact on the council. The VAS sign will move to Wilbarston early October.

Planning

Kettering Borough Council has approved permission for the following applications:

KET/2020/0413 - 10 School Lane, Wilbarston - Porch to front elevation. Alterations to outbuilding roof necessary to install 1 no. roof light, including ceiling raise.

Repairs to roof, walls and window. Modifications to outbuilding stable door and internal insulation of walls, floor and roof space. Install internal timber joinery, electrical power and radiators.

KET/2020/0422 – 4 Orchard Close – Full Application: Replace timber windows and doors with aluminium

KET/2020/0493 – 10 School Lane – Full Application: Porch to front elevation. Alterations to outbuilding to include 1 no. roof light, repairs to roof, walls and window, modifications to stable door and associated internal works

Good Neighbour Scheme

The demand has increased further for people wanting lifts for medical appointments and hospitals

It was reported that the Care Scheme is no longer running

40 + people are signed up as volunteers although there is some difficulty getting volunteer drivers

Rosalind Willatts and Andrew Smith agreed to help with driving

Good Neighbourhood Scheme funding is available through Northants ACRE

Asset of Community Value – It has been confirmed that the whole premises is listed as an asset

Local Government Reorganisation

NCALC Forum for Kettering Towns/Parishes 7 Sep 2020

This was organised by NCALC to discuss the particular issues which will arise during the reorganisation due to the relationship which Kettering Borough Council has with its towns and parishes. Following the last local government reorganisation Kettering adopted a system whereby it offered a package of direct services to the towns and parishes along with grants sufficient to cover the basic overheads of their councils. As a result, those councils had fewer powers and smaller budgets than was the case almost everywhere else in the country. In recent years, since the grants were removed all but the smallest parishes have begun to precept but the average in the borough is well below that elsewhere in the county.

Chairman's signature:

Date:

The areas of difference in Kettering centre on services provided and the ownership of some assets. In terms of services we are talking about such things as street lighting and grass cutting/parks maintenance. These are likely to be available to the parish council at some point in the not too distant future, but the question is whether the finance will follow the function. At the moment the costs of these provisions are met from within council tax raised by the borough. If the parishes take over the provision, they will need to raise their own precept to cover the costs. The council tax payable by residents to the new authority should drop very slightly to compensate, as they will no longer be funding the service, but will it?

The above background to the situation was covered in a presentation by Danny Moody, NCALC Chief Exec. Points that then come out in the presentation and in discussion included -

The discrepancy between direct service provision in Kettering and elsewhere will be ironed out. This may not be in year one. There are groups looking at various areas including council tax harmonisation but due to delays in the process caused by covid 19 the priority at the moment is around being safe and legal by 1 April 2021.

Parish Councils prepare budgets in Oct/Dec annually for the following council year so will need similar notice of likely changes to be able to prepare.

Legally parish councils cannot be forced to take on additional powers, but principle authorities can decide to discontinue provision of services anyway.

Within the overall scale of the new authorities the total activity of the parish councils is relatively small so we will need to make a lot of noise for our views to be noticed.

Kettering town council will come into being on 1 April 2021 with 38000 electors. Apparently the outgoing KBC will be responsible for setting its precept in the first year.

Future planning - not specific to Kettering but there is a lot of worry about the impact of the government's 'Planning for the Future' white paper. One effect could be a greater spotlight on local neighbourhood plans, to the point where they are mandatory. There are also concerns that much of what we rely on at the moment will be removed.

Discussion about the absence of rural forum meetings at the moment, when they could be a key means of exchanging information about the change. They were suspended originally because of lock down but not clear at the moment what the intention is.

Next steps -

There is a Q & A session next Monday for all North Northants towns and parishes with representatives of the shadow council, Leader Russell Roberts, Deputy Martin Griffiths and Deputy Chief Exec Liz Elliott. Russell is known to us from KBC, the others are from Wellingborough. The Chief Exec designate is Rob Bridges. We are encouraged to start trying to pin these individuals down to more detail.

It is recommended that we 'audit' the local authority assets and services in our parish, identify what is owned or provided by which council, including the parish council, and decide what we want to see owned/provided by the parish council when the process concludes..

NR 7 Sep 2020

Chairman’s signature:

Date: