



Minutes of the Wilbarston Parish Council Meeting Held remotely on  
Thursday 11<sup>th</sup> February 2021 at 7.30 pm via Zoom, meeting ID 831-2085-1817

**Councillors Present:**

N Richards (Chair), K Walkling, A Smith, R Willatts, A Dowling, D James, T Kelly, County Cllr A Matthews, Borough Cllr D Howes

**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
21/22	<b>Apologies received</b> – Cllr L Dale <b>RESOLVED:</b> The apologies were accepted	
21/23	<b>Declarations of Interest by Councillors</b> – Cllr A Smith expenses - minute ref 21/33 b, Cllr D James planning - minute ref 21/36a	
21/24	<b>Resolution to approve and sign minutes of the meeting of the Parish Council held on 14th January 2021</b> Minute ref 21/11 to be amended from sheet netting to sheep netting <b>RESOLVED:</b> The minutes were amended as above and signed by the Chairman as a correct record of the meeting	
21/25	<b>Representations from Members of the Public</b> – none	
21/26	<b>Matters from previous meetings, to receive updates and determine future actions on the following;</b>	
21/26 a	<b>21/7 - appointing a Police Liaison Representative to act as a single point of contact with Northamptonshire Police</b> In progress	ALL
21/26 b	<b>21/9 - applying for a grant from the Police, Fire and Crime Commissioner's fund, for the purchase of a more refined VAS sign or camera</b> Grant application forms to be submitted by the end of the week	Clerk/AS
21/26 c	<b>21/10 - funding for the planting of wildflowers in the parishes open spaces</b> Work in progress	AD
21/26 d	<b>21/11 – fencing (removal and replacement) along the northern boundary of the playing field</b> Two quotes had been received for sheep netting, quote a) £1720, quote b) £2700	

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	<p>It was <b>PROPOSED</b> that quote a) for £1720 + VAT be <b>AGREED</b> for the fencing work at the playing field</p> <p><b>RESOLVED:</b> Quote a) was <b>AGREED</b> for the works to remove and replace the fencing along the northern boundary of the playing field</p> <p>A proposal was made for the works to commence in March. Cllr Richards to liaise with the estate</p>	AS/NR
<b>21/26 e</b>	<p><b>Neighbourhood Plan and participants for the steering group</b> Article to appear in the Chronicle to generate interest</p>	NR/RW
<b>21/26 f</b>	<p><b>Emergency Planning</b> Draft document to be presented in March</p>	DJ
<b>21/27</b> <b>21/27 a</b>	<p><b>Covid-19: To receive an update and consider any possible actions in response to current guidelines –</b> <b>Committed works to provide a solar powered irrigation system at the parish allotments</b> Council to continue to earmark the £400 donation from the Allotments Society Cllr Smith to obtain an update from the contractor by the end of March</p>	ALL AS
<b>21/28</b>	<p><b>To receive an update and to consider any action regarding the Welland Wanderer bus service</b> Report received</p> <p>Welland Wanderer account currently owed match funding of £1413.91 from Northamptonshire County Council</p> <p>Cllr Richards proposed that the Welland Wanderer bus service be suspended to protect the remaining funds with the view of re-launching the service when the current circumstances improve. Specifically, the impact of Covid-19 and the uncertainty about possible future funding with the new authority.</p> <p>Cllr Richards to consult with participating villages and seek agreement with Lawson's of Corby.</p> <p><b>RESOLVED:</b> The proposal was <b>AGREED</b> on the proviso that the project partners agree</p> <p>Council to write an article for the Chronicle to suggest alternative transportation options if anyone has an urgent need to travel</p>	NR          NR   NR/RW
<b>21/29</b>	<p><b>To consider and agree arrangements for the annual parish assembly</b> Parish assembly to take place via Zoom, Thursday 22<sup>nd</sup> April at 7.30pm meeting ID 837 9356 4281 Cllr Willatts to inform residents of the parish assembly in the next Chronicle</p>	RW

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21/30	<p><b>To review the Definitive Map and consider any issues it raises, specifically where a public rights of way (part or whole), where the route was also served by a full highway, may have been removed without consultation with Wilbarston Parish Council</b></p> <p>The council thanked Northants CALC for bringing it to their attention and the item was noted. Clerk to communicate back to Northants CALC</p>	Clerk																																																																						
21/31	<p><b>To agree a plan of action to promote candidacy at the May 2021 elections</b></p> <p>Article/poster to appear in the Chronicle, council website and the Nextdoor app</p>	RW/Clerk																																																																						
21/32	<p><b>To review the snow arrangements and consider the purchase of replacement salt for the grit bins</b></p> <p>Cllr Walkling to audit the stock levels of each grit bin in the parish</p> <p><b>RESOLVED:</b> It was <b>AGREED</b> that the Clerk will place an order of salt for any bin requiring a top up</p>	KW Clerk/AS																																																																						
21/33  21/33 a	<p><b>Finance:</b></p> <p><b>To receive the finance report, bank statements &amp; reconciliation for January.</b></p> <p>Reports received:</p> <p><b>Receipts:</b></p> <table border="1" data-bbox="263 929 1300 1232"> <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>14/1/21</td> <td>£20.00</td> <td>Plot holder 6b &amp; 12b</td> <td>Annual allotment rent 20/21</td> </tr> <tr> <td>25/1/21</td> <td>£10.00</td> <td>Plot holder 9b</td> <td>Annual allotment rent 20/21</td> </tr> <tr> <td>25/1/21</td> <td>£10.00</td> <td>Sutton Bassett</td> <td>VAS sign contribution</td> </tr> </tbody> </table> <p><b>Monthly Bank Reconciliation – Current Account Balance £16,718.38 Welland Wanderer Account Balance £5,417.50 Reserve Account Balance £4,756.24</b></p> <p><b><u>Bank Statement &amp; Bank Reconciliation 31<sup>st</sup> January 2021</u></b></p> <table border="1" data-bbox="263 1456 1300 2016"> <thead> <tr> <th><b>Bank Accounts</b></th> <th><b>Unity Trust Current A/C</b></th> <th><b>Welland Wanderer A/C</b></th> <th><b>Unity Trust Reserve A/c</b></th> <th><b>Bank Rec Statement</b></th> <th><b>31-Jan-21</b></th> </tr> </thead> <tbody> <tr> <td>Balance 1 Apr 19 per statement</td> <td>£11,607.00</td> <td>£0.00</td> <td>£4,756.24</td> <td><b>£16,718.38</b></td> <td></td> </tr> <tr> <td>Outstanding Receipt Reconciled balance 1 Apr 19</td> <td>£11,607.00</td> <td>£3,355.72</td> <td>£4,751.50</td> <td></td> <td></td> </tr> <tr> <td>Receipts</td> <td>£12,887.76</td> <td>£7,703.71</td> <td>£4.74</td> <td></td> <td></td> </tr> <tr> <td>Payments</td> <td>£7,776.38</td> <td>£5,641.93</td> <td></td> <td></td> <td></td> </tr> <tr> <td>U/p Cheques</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transfer Current to Reserve a/c</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Closing Balance</td> <td><b>£16,718.38</b></td> <td><b>£5,417.50</b></td> <td><b>£4,756.24</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Reconciled Balance</td> <td><b>£16,718.38</b></td> </tr> </tbody> </table>	Paid into Current A/C	Amount	Received from	Reason for Payment	14/1/21	£20.00	Plot holder 6b & 12b	Annual allotment rent 20/21	25/1/21	£10.00	Plot holder 9b	Annual allotment rent 20/21	25/1/21	£10.00	Sutton Bassett	VAS sign contribution	<b>Bank Accounts</b>	<b>Unity Trust Current A/C</b>	<b>Welland Wanderer A/C</b>	<b>Unity Trust Reserve A/c</b>	<b>Bank Rec Statement</b>	<b>31-Jan-21</b>	Balance 1 Apr 19 per statement	£11,607.00	£0.00	£4,756.24	<b>£16,718.38</b>		Outstanding Receipt Reconciled balance 1 Apr 19	£11,607.00	£3,355.72	£4,751.50			Receipts	£12,887.76	£7,703.71	£4.74			Payments	£7,776.38	£5,641.93				U/p Cheques						Transfer Current to Reserve a/c						Closing Balance	<b>£16,718.38</b>	<b>£5,417.50</b>	<b>£4,756.24</b>							Reconciled Balance	<b>£16,718.38</b>	
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<b>21/33 b</b>	<p><b>To consider and approve the accounts for payment</b>  <b>Accounts for Payment:</b></p> <table border="1" data-bbox="263 291 1300 974"> <thead> <tr> <th>Cheque No.</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> <th>Statutory Power</th> </tr> </thead> <tbody> <tr> <td>Standing Order</td> <td>£276.93</td> <td>Clerk</td> <td>Salary January 2021</td> <td>s.112 LGA 1972</td> </tr> <tr> <td>IB</td> <td>£4.00</td> <td>Clerk</td> <td>Expenses</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>IB</td> <td>£3.60</td> <td>Cllr Andrew Smith</td> <td>Travel Expenses – VAS sign transportation</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>IB</td> <td>£61.00</td> <td>Cllr Andrew Smith</td> <td>Village Maintenance (gravel)</td> <td>Open Spaces Act 1906 ss 9&amp;10</td> </tr> <tr> <td>IB</td> <td>£tbc*</td> <td>Lawson’s of Corby Ltd</td> <td>January Welland Wanderer charges</td> <td>GPC</td> </tr> <tr> <td>IB</td> <td>£26.40</td> <td>Sharon Harding</td> <td>Village Maintenance</td> <td>Open Spaces Act 1906 ss 9&amp;10</td> </tr> </tbody> </table> <p>LGA = Local Government Act</p> <p>*Subject to receipt of the invoice, it was <b>RESOLVED</b> that the ongoing monthly payment to Lawson’s of Corby will be processed, up to a maximum amount of £900.00 for the January Welland Wanderer charges</p> <p><b>RESOLVED:</b> The above payments were <b>AGREED</b></p>	Cheque No.	Amount	Payee	Reason for Payment	Statutory Power	Standing Order	£276.93	Clerk	Salary January 2021	s.112 LGA 1972	IB	£4.00	Clerk	Expenses	s.111 LGA 1972	IB	£3.60	Cllr Andrew Smith	Travel Expenses – VAS sign transportation	s.111 LGA 1972	IB	£61.00	Cllr Andrew Smith	Village Maintenance (gravel)	Open Spaces Act 1906 ss 9&10	IB	£tbc*	Lawson’s of Corby Ltd	January Welland Wanderer charges	GPC	IB	£26.40	Sharon Harding	Village Maintenance	Open Spaces Act 1906 ss 9&10	
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<b>21/33 c</b>	<p><b>To receive the finance group review of the Quarter 3 financial analysis</b>  Report received</p>																																				
<b>21/34</b>	<p><b>To consider the request for funding from North Northants First Responders (a voluntary group qualified to provide an emergency response to 999 calls within the local area) to assist with the continuation of their service</b>  Cllr Smith to contact First Responders for further information</p>	AS																																			
<b>21/35</b>	<p><b>Local Government Reorganisation</b> – update received</p>																																				
<b>21/36</b>	<p><b>Planning Applications</b> – Consider response to any planning consultations received:</p>																																				
<b>21/36 a</b>	<p><b>NK/2021/0026</b> – 2A Queens Road, Wilbarston - Full Application: Two and single storey extension and porch to side  <b>RESOLVED:</b> The council considered the application and made no comment  Clerk to notify Kettering Borough Council planning</p> <p><b>Kettering Borough Council has approved permission for the following applications:</b></p>	Clerk																																			

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	<b>KET/2020/0839</b> – 3 Springfield Road, Wilbarston - Full Application: First floor extension with rooflight and additional window to front, single and two storey side and single storey rear extensions and Juliette balcony to rear	
<b>21/37</b>	<p><b>To receive the monthly Playing Field inspection report and consider action in response to any proposals</b></p> <p>Report received  Cllr Dowling stated that some of the works reported previously are outstanding  Cllr Dowling to submit a list of those works to the Clerk for action by Kettering Borough Council  Smashed up plastic chairs had been dumped in the village, Council to arrange for the chairs to be disposed of</p>	<p>AD/Clerk</p> <p>ALL</p>
<b>21/38</b>	<p><b>To receive the weekly Defibrillator/Telephone Kiosk inspection report and consider action in response to any proposals</b></p> <p>Report received with no issues arising  Cllr Walkling to provide East Midlands Ambulance Service with the Clerks details as a secondary contact on the council</p>	<p>KW</p>
<b>21/39</b>	<p><b>Date of the next Meeting:</b></p> <p>The meeting will be held on Thursday 11<sup>th</sup> March 2021 at 7.30pm remotely via Zoom unless restrictions for all gatherings have been lifted by the Government</p>	
	<b>Meeting Closed:</b> 9.13pm	

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## Appendix A



**Wilbarston Village Hall Management Committee**  
**Minutes of the Online Meeting held on Thursday 4<sup>th</sup>**  
**February 2021**

***DUE TO THE CORONA VIRUS THE FEBUARY 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 :**

**Matters arising from January meeting** MD

**Use of Lounge** – JH's proposal deferred until crisis over

**Waste bins** – still waiting for delivery of stock with the new D type lock.

**ACRE membership certificate** – MD has contacted - Frances Harris confirms certificates delayed due to crisis but will be sent in due course.

**AmazonSmile scheme** - MD discussed with Treasurer and felt little advantage to WVH – given the extra work to set up. Decided not to pursue any further

**Hire charges** – KL is carrying out an analysis of the income flows from bookings over last 2 years to see if any change to hire charges is justified. Analysis ongoing, MD will to arrange to discuss with KL once analysis completed and prepare proposals for consideration.

**AOB New website** – SM/KL/JH to hold initial meetings to plan way forward. SM to update committee on progress

**Treasurer's Report.** JP

The hall is still closed so no further income for February. The grant from KBC was secured. We received £4000 National Lockdown Grant. £2001 for local restrictions plus another £238.21 and a further instalment of local restrictions grant of £934. A total of £7173.21

**Income** Lettings: Nil

**Expenditure.** Wages - Keith £417

**Debtors £20** - Outstanding Debt - We owe Waendel Walkers £100. Waiting for invoice. Walkers are likely to rebook for May 2021.

**Balance Sheet:** Stock : **£1164.44** Debtors: **£40.** Fund raising A/c **£719.02.** MHBS: **£2,743**

Float: **£350.** Petty Cash: **£91.56.** Current A/c: **£23,695.42** **Total assets** **£29,150,05**

**Correspondence.** MD

**Covid guidance** – ACRE still keeping us advised and informed with useful emails as crisis continues.

**Grant support** – Under the government's Local Restrictions grant scheme, WVH has received notification of a series of payments to compensate for lockdown (see Treasurer's report for details). These payments comprise a one-off grant of £4,000 and regular fortnightly amounts which will be paid during periods of hall closure or restrictions on our activities. The payments are designed to cover ongoing fixed and

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variable costs. Now that we have this added financial security, there may be scope to consider continuing with hall improvements? (see MD proposal in AOB).

**ACRE Publicity** – Acre has asked for our cooperation in publicising “Rural assistance” scheme by posting notices, having leaflets available and posting on our website etc when hall re-opens. Have agreed to help and passed details to WPC who have also agreed to assist.

**Hall Maintenance.** MD

**Hall Closure** – The hall remains closed – security and maintenance checks by hall manager will continue

**Electrical work** – At the last 5 yearly inspection, a number of minor defects were identified. There were also some other repairs required. This remedial work was postponed until the financial situation improved. Now that things have improved, this work can proceed.

New electrical problem identified in the car park security light which will have to be replaced. Also renew defective security lights (2) at rear of hall at same time.

**Gas cooker inspection** – Annual cooker certification inspection organised for 5<sup>th</sup> February.

**KBC Kitchen hygiene inspection** – Questionnaire arrived for completion. MD advised KBC that little has changed since last questionnaire completed in 2018. KBC confirmed they are happy to accept this.

**Website update** - SM

‘For our first meeting we discussed the following:

What does our current website offer? Who is it aimed at? What message does it deliver to potential users? How user friendly is it?

A new website should include:

More up to date photos of hall and surrounding area. Less dialogue on things like the new kitchen. Description of facilities. Better information on our location, including a map and parking facilities. Reviews from other users. Link to Facebook. Function examples. Calendar of events. How to book. Enquiries

We felt the main users were: Committee. One off user. Regular users

We have the names of two companies that host charity websites, their basic package is free, but if we want something more there is a cost, but we have not established how much yet. We have been in touch with the companies and are waiting some more information.’

**AOB**

**Financial update** – MD has circulated a note to all committee members in advance about WWH financial situation which creates the option to start spending on postponed hall improvements.

KL suggested priorities for work:

‘Lounge carpet best completed before hall is opened as we can clear the lounge furniture into the main hall. Bar flooring – not essential but may be cheaper if done by lounge carpet supplier at same time. Lighting would be nice before the (hopeful) wedding bookings. Roll down screen to replace white paper on wall in main hall. Roll down screen on wall of lounge. Replace projector with one that has a remote switch on. (currently need ladder to switch on the unit) Repair and Paint Hall ceiling – needs scaffolding, maybe change lighting to led units at same time.’

Committee were in support of the improvements although many had forgotten what condition certain areas were in after such a long absence from the building. The majority of committee members were in favour of replacing lounge carpet, bar flooring and cleaning the lounge upholstery

JP thought it would be beneficial to ‘find a company that could match our ideas and throw in some suggestions we hadn't considered.

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TH suggested it may be possible to borrow Pete Gibson’s scaffold tower to help with lighting replacements.

RK reported that ‘Lighting in my opinion can transform most environments and I am sure that many of us have used a variety of lighting solutions at home. All areas of the hall could benefit from a range of lighting upgrades. LEDs are naturally energy efficient and dimmers provide great flexibility in terms intensity and mood. Naturally there are areas where, beam angle and simple functional brightness are the most important factors. So we are into Kelvins and Lumens rather than just Watts. I support a review of all lighting with a view to upgrade and improvement but appreciate that we would not undertake change for the sake of it nor where lighting has been upgraded to energy efficient fittings’

JH suggested for future improvements, ‘it would be worth looking at the outside situation. Our location is a big draw with unique views over the valley. Ideas to consider:-

- More paved area at the back and improvement to the fence/hedge
- More paved area to the east side as many functions spill out through the emergency doors. More hard landscaping could be very functional and attractive.
- Look at the front. Not much scope for development but I think we could improve the look with some paint work and cleaning up the hard areas.

There might be an issue about how much of the outside area we would be allowing to work on, so working with the PC would be important.’

GR reminded the committee that ‘we have discussed extending the building to create a bespoke and much needed storage area.’

ML wondered if we ‘might consider new toilets as our next large project, with all the other improvements these now look very dated in comparison’

BL reminded everyone that ‘there are improvements within the bar area that could be considered, but our biggest problem there is lack of space’

**Summary and points of Action** - MD - ‘First of all many thanks for the feedback. I have read through all of the comments from the committee members and we are generally in favour of the principle of spending some of our reserves to make improvements to the hall.

Therefore, in terms of priority, improvements to the lounge and lounge bar were generally supported and therefore we will make these the first priority area. I have provisionally contacted Welland Flooring in Corby who have carried out a lot of work for us in the past and are competitive and reliable when compared with other contractors. Although their showroom is closed they have told me they can visit to measure and bring samples of possible coverings. When I organise their visit, suggest we try to find a mechanism so that members of the committee can have a look at samples of lounge carpeting and make collective choices – as we did for the kitchen worktops etc, but observing social distancing etc. They also repaired the flooring in the main bar (which is a specialist covering) and we can ask them to quote for the lounge bar floor at the same time with a view to them doing the work as a package. Examining the chairs in the lounge, they are pretty dirty so will also get quotes from contract upholstery cleaners too – should not be too expensive and will freshen the room as well!

Regarding the other ideas mooted, I will record and hold these on file. Once we have completed the lounge work we can review our finances and make decisions about the next ‘project’

Finally, I am actively exploring possible grant funding to contribute to these and other improvements as the year progresses.’

**First Social Event in celebration** – TH felt ‘that it may be a nice idea to for the hall to host a free celebratory event for the village, when the nations recovery from the pandemic has reached a suitable point to do so’

**March 2021 AGM** – MD proposes that the AGM is postponed until the Covid crisis has eased sufficiently for face-to-face meetings to recommence and the village community be permitted to attend. The existing Committee is therefore invited to remain in post until such time as an AGM can be convened.

**Thank you** – Committee members continued to acknowledge the work done by KL and committee members for working hard to keep WVH on standby ready to reopen as soon as Government legislation permits.

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**Date of Next Meeting** – Thursday 4<sup>th</sup> March 2021. Online.

Signed:

Date:

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