



Minutes of the Wilbarston Parish Council Meeting Held on
Thursday 12th March 2020 at 7.30 pm in the Village Hall

Present:

Councillors: N Richards (Chair), L Dale, R Willatts, K Walkling, D James

Clerk: Becky Jones

Minute No.		ACTION
20/435	Apologies received – Cllr A Smith, S Dalton, Borough Cllr D Howes, County Councillor A Matthews RESOLVED: The apologies were accepted	
20/436	Declarations of Interest by Councillors – none	
20/437	Resolution to approve and sign minutes of the meeting of the Parish Council held on 13th February 2020 – Cllr Dale abstained and requested that the following statement was included in the minutes. When asked ‘do you agree with the minutes’ Cllr Dale said he would have to abstain, since the minutes did not reflect, in any respect, the debate that had taken place nor any detail as to how decisions were to be enacted. RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting	
20/438	Representations from Members of the Public – none	
20/439	Matters from previous meeting, to receive updates and determine future actions on the following;	
20/439 a	20/419 a February – Development of a good neighbour scheme and emergency planning Cllr James gave an update. The Council discussed what possible impact the coronavirus may have at this point and what action could be made by the good neighbour scheme. It was AGREED that members of the council and good neighbour scheme will meet to finalise the plan to assist self-isolating people with their shopping needs.	DJ/NR
20/439 b	20/419 b February – works required for entry into the best village competition Member councils still to be provided with further best village competition criteria	
20/439 c	20/419 c February – Asset of Community Value status of The Fox Council have been struggling to receive a reply from Kettering Borough Council regarding confirmation that the Asset of Community Value status will remain on the register. Council is concerned that the deadline is looming. Borough Cllr D Howes has been assisting the council on this matter.	

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Date:

<p>20/439 d</p> <p>20/439 e</p> <p>20/439 f</p> <p>20/439 g</p> <p>20/439 h</p>	<p>20/419 d February – Playing field inspection repairs Cllr James presented photos showing damage to the wooden planks of the ‘bridge’ on one piece of play equipment where the wood has deteriorated and screws are exposed, the second is in the ‘tunnel’ part of the play equipment where the Plexiglas / Perspex has been damaged leaving a large hole with ragged edges. Cllr James to contact Kettering Borough Council to arrange repairs.</p> <p>20/419 e February – Local Government reorganisation Cllr Richards gave an update on Local Government reorganisation</p> <p>20/424 February – Village Green Improvements Works have already been started. Benches now need to dry before the works can be completed</p> <p>20/426 February – May 2020 Parish/Town Elections Election flyers have been distributed to every household Elections to commence as planned unless the government instructs otherwise</p> <p>20/428 February – Suspected motor business activity on the B699 layby No further action deemed necessary at this time</p>	<p>DJ</p>
<p>20/440</p>	<p>To consider and agree any action regarding the future of the pilot bus service between Market Harborough and Corby beyond March 2020 Corby Borough Council had offered funding subject to Kettering Borough Council offering matched funding. There is a possibility that Kettering Borough Council will contribute. Council concerns over usage levels dropping off due to impact of the coronavirus</p>	
<p>20/441</p>	<p>To receive a report on the Village Hall Management Committee meeting Report received (see Appendix A)</p>	
<p>20/442</p>	<p>To discuss and resolve caretaking plans with regards to the Welland Valley VAS sign Clerk to arrange for the device to be added to the insurance policy</p> <p>It was proposed that Wilbarston Parish Council store and manage the use of the VAS device. Cllr Smith volunteered to move the sign between villages and maintain/install/charge/replace batteries as necessary. It was proposed that each village be contacted to contribute £10 for approximately one month's use to cover the cost of replacement batteries as they become necessary, and any mileage incurred.</p> <p>Clerk to contact each Council to seek interest and obtain agreement. Clerk to draw up a schedule for the use of the VAS device.</p> <p>Consideration was given to whether additional volunteers should be trained up to use the VAS device RESOLVED: The caretaking proposal was AGREED</p>	<p>Clerk</p> <p>Clerk</p>

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	300472	£300.73	Clerk	Salary March 2020	s.112 LGA 1972		
	300473	£84.34	Clerk	Expenses February 2020	s.111 LGA 1972		
	300474	£18.00	Wilbarston Village Hall	Room Hire • Parish Council meeting 9th January '20	s.111 LGA 1972		
	300475	£130.80	Cllr Smith	Speed Sign replacement parts; £80.80 Batteries / Village Improvements; £50	Local Government Rating Act 1997 / Open Spaces Act 1906 ss9 & 10		
	300476	£35.00	Northamptonshire ACRE	Annual Membership	s.143 LGA 1972		
	300477	£240.60	FreeAqua Ltd	Solar-Powered Well installation	GPC		
	Welland Wander Bank Account						
	300026	£472.37	Lawson's of Corby February Payment	Welland Wanderer	GPC		
20/444 d	<p>RESOLVED: The above payments were agreed</p> <p>In conjunction with the council's financial regulations 6.8, consider and resolve the request for the clerk's salary payment to be made by standing order</p> <p>RESOLVED: The Clerks salary payment to be made by standing order was AGREED</p>						
20/445	<p>To agree a date to review Wilbarston Parish Council's Policies and Procedures in line with the clerk's recommendations, ready to adopt them in April</p> <p>Clerk to compile a report with recommendations to council. Councillors to receive at least two weeks before next meeting to study before they are asked to review</p>					Clerk	
20/446	Allotments						
20/446 a	<p>To consider and resolve the request from plot holder 9 to reduce from a full plot to a half plot and to agree payment due</p> <p>Payment of £10 had been received from plot holder 9 RESOLVED: The reduction of plot 9 to two half plots - 9a and 9b was AGREED</p>						
20/446 b	<p>To consider and resolve the re-letting of plot 9 b to an existing plot holder RESOLVED: The re-letting of plot 9b to an existing plot holder was AGREED. Plot holder 9b to pay £5 for the remainder of the term</p>						

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	Clerk to issue plot holders with allotment agreements	Clerk
20/447	Planning Applications – Consider response to any planning consultations received:	
20/447 a	KET/2020/0098 – 1A Church Street, Wilbarston, Full Application: Conversion of garage to habitable accommodation RESOLVED: Wilbarston Parish Council SUPPORTS the application Clerk to email the decision Kettering Borough Council	Clerk
20/447 b	KET/2020/0154 – 6 Springfield Road, Wilbarston – Full Application – Two storey front extension and canopy porch Clerk to contact Kettering Borough Council planning department for a planning extension as application documents were not made available to the council in enough time	Clerk
20/447 c	To receive and notes the Planning Report for March Report received (see Appendix B)	
20/448	To receive and note the monthly playing field inspection report and consider action in response to any proposals Report received – detail given under item 20/439d. Cllr Willatts to carry out the next inspection	RW
20/449	To receive the weekly defibrillator/telephone kiosk inspection report and consider action in response to any proposals Report received. Cllr Walkling reported an issue with the defibrillator alarm interlocking switch. Cllr Walkling to fix The defibrillator pads expire 25 th January 2021	KW
20/450	Date of the next Meeting: The meeting will be held on Thursday 9 th April 2020 at 7.30pm in the Village Hall	
	Meeting Closed: 9.11pm	

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Appendix A



**Wilbarston Village Hall Management Committee
Minutes of Meeting held on Thursday 5th March 2020**

Minutes of Meeting held on Tuesday 1st October 2019

Present: Mike Doyle, Georgina Royle, John Hooper, June Pocock, Barrie Leadbeater, Serena Mallows, Moira Loake, Tony Huxley, Ray Kemp

Apologies: Lawrence Dale.

Minutes of Last Meeting

The minutes were agreed as a true and correct record.

Proposed: Ray Kemp Seconded: Moira Loake

Matters arising from the previous meeting

- **Folgate fire safety.** After a recent visit from KBC grant officer, MD confident of obtaining a grant to cover upgrade to fire alarm system (£5,000 is available for bids in May 2020 from community halls fund).
- **Village of the year.** SM reported that an application has been submitted. Presently undergoing a review. A visit from the judges is likely to take place in June.
- **Master plan for table and chair storage.** MD to see KL about displaying a storage help sheet.

Treasurer's Report. Hall lettings £1,051. Bar takings in February £3,117 (it was noted that very few credit card payments were made). Replacement bar stock £1,544. Debtors account shows £915 - No issues and all current monthly payments up to date. We have a balance of £467.02 in our fund-raising account after completion of all the kitchen payments. We have £14,282 in our current account even after a considerable increase in outgoings this month. There is £2,714 in MH BS account. A huge thank you again to June and Keith for keeping the accounts up to date during a challenging time due to June's temporary incapacity.

Bar Report. The two major events in February were very successful and generated good bar takings. Bottle beer was popular on both occasions. JP expressed concern over the lack of card payments. It was thought to be an older clientele who may have preferred cash and were probably unaware that the VH had such a payment device. It was suggested that we advertise the facility on event posters and neighbourhood link. The till had been re set by KL and seemed to work well. KL has produced a guide to re booting the till if necessary. JP suggested we keep a cash float in the lounge till to use if the main till fails to open. We will monitor the reliability of the till over the next few functions. Thanks to TH for purchasing the fan for drying the hot glasses. The system appears to work well. BL decided not to buy extra glasses at this stage. The situation will be reviewed in the summer. Thank you to MD for the additional shelf erected in the lounge bar for the till. Casual bar staff working well. Lucy brought Freya from the Fox to help with glass collection and shelf stacking. She was so efficient BL would like to add her to our staffing under the role of Assistant Bar staff on an hourly rate of £8.20. Proposed by GR and seconded by whole committee. No problem with out of date stock apart from a few fruit ciders. MD requested a bar price review after Libra price increases. It's important that any additional cost we experience is passed on to the consumer. Combine with review of hire charges. MD, BL and KL will meet in June/July to discuss. The Waendel Walkers have requested the bar on 25th and 26th July.

Social Report. Wild Willy was extremely successful and wants to rebook for 2022. One over the eight have indicated their availability for April 18th. They have a new drummer. Volunteer bar staff to be decided at the April meeting. Ruth to design and print posters. RK kindly offered to display them around the villages. Other events include The Albany singers May 2nd and Harborough Band on May 16th. MD asked the committee's approval for letting the Albany singers hire the hall on a reduced rate. The event is non-profit making and not for personal use. The committee agreed a rate of £20 to cover cleaning costs.

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Correspondence. Acre are conducting a 10-year survey on the use of VHs across country. MD completed an extensive online questionnaire. Results will be providing a Nationwide snapshot of how village halls are being used. Two articles have been submitted to the Chronicle - our normal WVH quarterly report and an additional feature with photos introducing the new kitchen facilities. Information also on Facebook and our website. We now have the Wilbarston Foxes – a football team based in Wilbarston. The Fox pub is sponsoring the Kit, the Parish council is in negotiation with the team over pitch renovation and there are indications that KBC funding possibilities available. MD confirmed VH responsible only for changing room facilities. The committee welcomed the possibility of the Foxes becoming a feature of the village and this gives an opportunity for the young to get involved. MD confirmed completion of the annual Charity Commission summary accounts.

Hall Maintenance. Keys to the front door had to be replaced. (Keys lost during a previous booking) The damage waiver of £75 covered the cost. Thanks to KL for replacing the lock barrel. We now have all the kitchen and building regulation certificates. All the kitchen snags have been rectified and final invoice paid to contractors. Many thanks to TH for completing the hard standing for the bins. Both bins are new and lockable. PAT testing has been completed on all portable appliances used in the hall. Boiler to be serviced on March 20th. Fire extinguisher and alarm system servicing due at same time. MD and KL completed annual fire risk assessment – no major issues uncovered. Now that kitchen completed, MD has discussed with KL a deep clean and schedule for decorating. Blind required for the kitchen window MD to investigate. Car tyres and an old bike have been dumped at VH. MD to arrange removal to discourage further dumping.

AOB

- **Greater use of VH lounge– JH.** John suggested that we looked into the possibility offering the lounge to local interest groups/self-help groups at a reduced or no fee introduction rate. The committee were very supportive. He will write a proposal for the next meeting for committee members to discuss.
- **Corona Virus and mini projects-** In view of the uncertainty about the spread of the corona virus and the risk that wedding, birthday party and other bookings may be cancelled in the coming weeks, it was suggested that we would not embark upon large projects but keep spending to essential necessities for the time being. The committee approved this.

Date of Next Meeting – Thursday 2nd April 2020 7.30pm

Signed:

Date:

Chairman's signature:

Date:



Wilbarston Village Hall Management Committee
AGM
Minutes of Meeting held on Thursday 5th March 2020

Present: Mike Doyle, June Pocock, John Hooper, Georgina Royle, Tony Huxley, Moira Loake
 Barrie Leadbeater, Serena Mallows, Ray Kemp

Apologies: Lawrence Dale.

Minutes of 2018 AGM

The Management Committee accepted the Minutes as a true and correct record.

Proposed: Moira Loake

Seconded: John Hooper

Chairman's Report for Year ending August 2018/2019 (Mike Doyle)

"Once again, this financial year has been a mainly positive one for the management committee; despite still operating without a full complement of volunteers. The strategy over the last 2-3 years has been to renew and improve the structural integrity of the building and now having successfully completed a series of projects to achieve this, the focus this financial year has turned to enhancing the internal environment.

Towards the end of 2018, we replaced all the vinyl flooring in the corridors, foyer and bar area and this has greatly improved the appearance of the building. Then, early 2019 saw the committee engage in a concerted effort to raise the necessary grant funding to replace our rather worn and decrepit kitchen. The aim was to replace everything - involving new flooring, base and wall units, worktops, a complete electrical rewire, replacement LED lighting; new appliances, crockery etc. The target budget for the work was £30,000 and by the middle of 2019 we had raised £27,000 in grants from a variety of charitable foundations and the National Lottery. Through our own fundraising efforts, and with funding from our financial reserves, the village hall was able to make the additional financial contribution to bring us up to the target figure. After a detailed tendering process, site visits etc, we finally appointed a contractor and engaged with them in detailed design work during the second part of 2019. Work is now scheduled to commence on 10th December 2019 and be completed by end of January 2020. We hope that this will deliver a modern and hygienic catering facility to the community.

The committee has installed of a credit card reader in the bar to facilitate bar transactions and the first sign are positive with many customers using this facility. We anticipate demand will grow as cash payments in general decline. During the course of the year, the committee also reviewed the duties and responsibilities of the caretaker/cleaner and decided that from 1st June 2019, the job title would be changed to: "*Wilbarston Village Hall Manager*" and remuneration adjusted accordingly. The committee believes that this job title more accurately reflects the extra duties, complexity and effort that the role now requires. The committee was pleased to confirm our current caretaker, Keith Langdon in the new role. The committee thanks Keith for the support he has given to the management committee and his high level of commitment and efficiency in the role. The contribution he continues to make to the growing success of the hall is evidenced in the increase in

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bookings and events and positive feedback from our users about the general presentation of the hall.

In sum, we close the 2018/19 financial year in what we regard as a healthy financial position due to an increase both in bar revenue and the number of regular and celebration hiring's over the year. Thanks, are once again extended to all of the committee members, our hall manager and supporting volunteers for their efforts over the last 12 months. The management committee remains enthusiastic and motivated and with the support of the village community and Parish Council will continue to deliver an outstanding community facility"

Treasurers Report (June Pocock)

Income from hall hire for the current financial year was up from £12,623 to £13,313 - another welcome increase on previous years. Bar takings were up from £11,780 to 16,546. Net bar profit was up from £3,969 to £7,706. The committee noted that the hall manager, Keith, has worked hard to promote weddings and birthday parties. Grant income amounted to £21,500 thanks to MD efforts bidding for kitchen replacement grants Total income was down from £51,690 to £43,377. Net expenditure was £16,136. Fund balances carried forward on 31st August 2019 were £43,032. MD and JP cautioned that the figures are only a snapshot of a particular point in the year and are heavily affected by the movements in grant funding obtained during the course of the year. Building society £2,743. Overall, the village hall remains in a strong financial position.

The Chairman thanked the Treasurer for presenting the accounts for 2018/19 and for all her hard work managing the accounts so effectively.

Elections.

The Chair advised that the existing committee now stand down and the meeting was open for nominations. As no nominations were received, it was proposed by BL that if there were no resignations or objections, the existing members of the committee be re-elected to serve for another year in their current posts. Seconded by JH

AOB

MD expressed his delight in now having 10 committee members. Welcome to Serena Mallows and Ray Kemp recently joined the committee.

The Meeting closed at 7.30pm. No members of the public were present.

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Appendix B

PLANNING REPORT WILBARSTON PARISH COUNCIL – 12th March 2020

Planning Application to be considered at this meeting:

KET/2020/0098 – 1A Church Street, Wilbarston, Full Application: Conversion of garage to habitable accommodation

KET/2020/0154 – 6 Springfield Road, Wilbarston – Full Application – Two storey front extension and canopy porch

Planning Application considered at the 13th February meeting:

Site Specific Part 2 Local Plan - Publication Plan Consultation

Wilbarston Parish council considered this application and make the following comments:

Rural Area General Policies

13.172 Wilbarston Conservation Area Appraisal was adopted in June 1983. In addition to this, the Wilbarston Village Design Statement was adopted in 2010.

The above statement needs to be amended to read ‘Parish Plan’ not ‘Village Design Statement’

The map needs to be amended to include three highlighted open spaces; playing field, Carlton Road allotments and village green

KET/2019/0902 - Dale Farm, Church Street, Wilbarston - Certificate of Lawfulness - (Existing Operations): Creation of new dwelling in accordance with and forming one of the dwellings approved by the planning permission granted by Kettering Borough Council on 9 April 1986 (with reference KE/86/121)

RESOLVED: Wilbarston Parish Council OPPOSES the application and makes the following comments:

Wilbarston Parish Council would be happy to consider a new full application subject to current planning policies and practices for the conversion of the outbuildings but opposes the suggestion that what would be a significant development in the village should proceed on the basis of the arguments of 1986 and what may or may not have happened in the five years thereafter.

The listing of the current application refers to one new house within the package agreed in 1986 but the application refers to the whole development. Furthermore, the new house was specifically excluded from the permission dated 19 February 1986.

The information available to us is incomplete. The solicitors for the Applicant have submitted selected documents to support their argument but we have no way of knowing the context that these fitted into, although to a casual observer there is no indication that any form of development work has ever been carried out on the various outbuildings.

We do not think it is reasonable to try to base a decision on what effectively will be a new

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conversion on technicalities and policies which prevailed 34 years ago. It should be submitted as a new application and subjected to the requirements of the current process. For instance a major consideration now, not seen as such in the conditions of 1986, would be the need to provide off road parking for say 8 vehicles and the need for access through a narrow lane at a point where great care is already required due to blind spots. There are also environmental factors which receive more attention now than they would have done in 1986.

The application is noted as to be delegated. Due to the significance for the village we believe it should be considered by committee.

Kettering Borough Council has approved permission for the following applications:

Kettering Borough Council has withdrawn the following applications:

Chairman's signature:

Date: