

Minutes of the Wilbarston Parish Council Extraordinary Meeting Held on
Thursday 12th September 2019 at 7.30 pm in the Village Hall

**Present:**

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

Clerk: Becky Jones

Minute No.		ACTION
19/329	Apologies received – Cllr Dalton, Cllr Smith, Cllr Walkling RESOLVED: The apologies were accepted	
19/330	Declarations of Interest by Councillors – None	
19/331	Resolution to approve and sign minutes of the meeting of the Parish Council held on 11th and 24th July 2019 – RESOLVED: The minutes were each signed by the Chairman as a correct record of the meeting	
19/332	Representations from Members of the Public – None present	
19/333	Matters from previous meeting, to receive updates and determine future actions on the following;	
19/333 a	19/307 b July 19 – Development of a good neighbour scheme and emergency planning Initial meeting of the steering group had taken place and the reaction was positive. A constitution had been drafted. The Clerk investigated insurance cover with the parish council insurance company, who advised that the scheme would need to be run by the council if the scheme is to be covered by council insurance. It was noted that insurance could be taken out by the scheme and that the scheme could apply to the council for a grant to cover insurance and stationery costs.	
19/333 b	19/307 d July 19 – Planning for replacement MUGA lighting at the Playing Field Deferred until October when Cllr Smith is present	
19/333 c	19/311 July 19 – Light pollution of the external light at the village hall and whether a light sensor/LED lighting is an option for any future maintenance plans Meeting to take place between the Chair of the Village Hall Management committee and the electrician	
19/333 d	19/315 July 19 – Amendment of the dates on the village commemorative bench to read 1914 - 1918 Deferred until October when Cllr Walkling and Cllr Smith are present	KW/AS
19/334	To consider and resolve the proposal for a solar powered irrigation at the parish allotments at a cost of approximately £2,500 Allotment committee were in favour of the proposal. Another quote had been	

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	obtained. The option of the Allotment Association applying for the funding of this project should be considered as they may be more eligible than the Parish Council. Cllr Willatts to attend the North Northamptonshire funding day. RESOLVED: Council agreed to support the proposal in principle and is to work with the Allotment Association to establish the best way to obtain possible funding. It was agreed it will not be possible for the council to provide significant funds towards this project	RW
19/335	Allotments: To consider and resolve the recent application for vacant plots 7b and 16 to non-parishioners RESOLVED: The applications for vacant allotment plots 7b and 16 to non-parishioners were agreed	
19/336	To receive an update and consider action regarding the co-option of a new councillor No further update. Considerations to be given towards next years elections Article to be written for the next Chronicle	LD
19/337	To receive an update and take any necessary decision on the pilot scheme for a restricted bus service between Market Harborough and Corby Council to investigate options to keep the scheme running for a further 12 months. Consultation with active parishes to take place prior to November ahead of precept planning	NR
19/338	To note any developments regarding Local Government Reorganisation and consider any appropriate action Kettering Borough Council is consulting on whether to have a Town Council for Kettering or not	
19/339	To receive a report on the Village Hall Management Committee meeting Report received (see Appendix A)	
19/340	To consider and agree any improvements and or maintenance work of the village green Deferred until October when Cllr Walkling is present	KW
19/341	To consider any preparatory works required for entry into the best village competition A committee to steer the preparatory works required for the entry was suggested. It was noted that any group in the village can enter the competition. Cllr Richards to speak with groups in the village with the intention of forming a collective committee to drive the works required for the entry	NR
19/342	To consider the request for the planting of two oak trees, which will be provided, on the playing field in memory of two residents RESOLVED: The request for the planting of two oak trees on the playing field in memory of two residents was agreed	
19/343	To consider the existing Asset of Community Value status of The Fox and determine any future action Re-registration of the Asset of Community Value needs to take place prior to February next year. Further update to be given in October when Cllr Walkling and Cllr Smith are present	KW/AS
19/344	To consider the email received regarding road safety improvements in	

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	<p>Wilbarston specifically; - 1- A reduced speed limit on the B669 between Wilbarston and Stoke Albany and providing street lighting, or alternatively, widening the stretch of road and constructing pavement. 2 - Further speed reduction measures including speed humps 3 - Double yellow lines on both sides of the B669 near the school, from Barlows Lane, to the end of the current 30MPH zone, and on the south side of School Lane (B669) between Main Street and Barlows Lane.</p> <p>The council agreed that the issues will be raised at the next meeting with Northamptonshire Highways and the school Cllr Richards to respond to the email received</p>	NR																																																		
<p>19/345 19/345 a</p>	<p>Finance: To receive the Finance Report, Bank Statements & Bank Reconciliation for July/August: reports received</p> <p>Receipts Paid –</p> <table border="1" data-bbox="264 779 1286 949"> <thead> <tr> <th>Paid into Welland Wander Bank A/C</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>17/7/19</td> <td>£3900</td> <td>Northamptonshire County Council</td> <td>Funding Contribution</td> </tr> </tbody> </table> <p>Monthly Bank Reconciliation – Current Account Balance £15,504.96 Welland Wanderer Account Balance £4612.68 Reserve Account Balance £4,737.21</p> <p><u>Bank Statement & Bank Reconciliation 31st August 2019</u></p> <table border="1" data-bbox="264 1151 1286 1854"> <thead> <tr> <th rowspan="2"><u>Bank Accounts</u></th> <th>Unity Trust</th> <th>Welland</th> <th>Unity Trust</th> <th rowspan="2"><u>Bank Reconciliation Balance per Statement</u> 31-Aug-19 U/p Cheques £15,504.96</th> </tr> <tr> <th>Current A/C</th> <th>Wanderer A/C</th> <th>Reserve A/c</th> </tr> </thead> <tbody> <tr> <td>Balance 1 Apr 19 per statement</td> <td>£5,060.02</td> <td>£0.00</td> <td>£4,737.21</td> <td rowspan="8"></td> </tr> <tr> <td>Outstanding Receipt Reconciled balance 1 Apr 19</td> <td>£5,060.02</td> <td>£4,267.70</td> <td>£4,732.49</td> </tr> <tr> <td>Receipts</td> <td>£13,667.02</td> <td>£3,900.00</td> <td>£4.72</td> </tr> <tr> <td>Payments</td> <td>£4,201.89</td> <td>£3,555.02</td> <td></td> </tr> <tr> <td>U/p Cheques</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transfer Current to Reserve a/c</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Closing Balance</td> <td>£14,525.15</td> <td>£4,612.68</td> <td>£4,737.21</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Reconciled Balance £15,504.96</td> </tr> </tbody> </table>	Paid into Welland Wander Bank A/C	Amount	Received from	Reason for Payment	17/7/19	£3900	Northamptonshire County Council	Funding Contribution	<u>Bank Accounts</u>	Unity Trust	Welland	Unity Trust	<u>Bank Reconciliation Balance per Statement</u> 31-Aug-19 U/p Cheques £15,504.96	Current A/C	Wanderer A/C	Reserve A/c	Balance 1 Apr 19 per statement	£5,060.02	£0.00	£4,737.21		Outstanding Receipt Reconciled balance 1 Apr 19	£5,060.02	£4,267.70	£4,732.49	Receipts	£13,667.02	£3,900.00	£4.72	Payments	£4,201.89	£3,555.02		U/p Cheques				Transfer Current to Reserve a/c				Closing Balance	£14,525.15	£4,612.68	£4,737.21					Reconciled Balance £15,504.96	
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<p>19/345 b</p>	<p>To consider and approve the accounts for payment:</p>																																																			

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	Cheque No.	Amount	Payee	Reason for Payment	Statutory Power	
	300442	£269.62	Clerk	Salary September 2019	s.112 LGA 1972	
	300443	£52.64	Clerk	Expenses July/August 2019	s.111 LGA 1972	
	300444	£36.00	Wilbarston Village Hall	Room Hire <ul style="list-style-type: none"> Parish Council meeting 11th / 24th July 2019 	s.111 LGA 1972	
	300445	£66.00	The National Allotments Society	Annual membership	s.143 LGA 1972	
	300446	£112.35	Parish Magazine Printing	Autumn Chronicle Newsletter	s.42 LGA 1942	
	Welland Wander Bank Account					
	300020	£869.37	Lawson's of Corby August Payment	Welland Wanderer	GPC	
19/345 c	RESOLVED: The above payments were agreed					
	To receive an update on the finances quarter 1 from the finance group					
	Report received					
19/345 d	To set a date to conduct the internal controls May – July 2019					
	Internal controls had been carried out prior to the meeting by Cllr Richards and the clerk					
19/346	Planning Applications – Consider response to any planning consultations received;					
19/346 a	KET/2019/0536 – Full Application: Single storey side extension – 11 School Lane, Wilbarston					
	RESOLVED: The council supported this application with no comments					
	Clerk to respond to Kettering Borough Council					Clerk
	KET/2019/0523 – Full Application: First floor front extension – 14 Springfield Road, Wilbarston					
	RESOLVED: The council considered the application and made no comments					
	Clerk to respond to Kettering Borough Council					Clerk
19/346 b	To receive and notes the Planning Report for July/August					
	Report received (see Appendix B)					
19/347	To receive and note the monthly playing field inspection report and consider action in response to any proposals					

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	Report received It was reported that a couple of slats are going rotten on the multi-use climbing frame	
19/348	To receive the weekly defibrillator/telephone kiosk inspection report and consider action in response to any proposals Deferred until October when Cllr Walkling is present	
19/349	Date of the next Meeting: The meeting will be held on Thursday 10 th October 2019 at 7.30pm in the Village Hall	
	Meeting Closed: 9.17pm	

Chairman's signature:

Date:

Appendix A



Wilbarston Village Hall Management Committee
Minutes of Meeting held on Tuesday 3rd September 2019

Present: Mike Doyle, June Pocock, Lawrence Dale, Moira Loake. John Hooper, Tony Huxley, Keith Langdon.

Apologies: Barrie Leadbeater, Georgina Royle.

MD welcomed Keith Langdon to this meeting in his capacity as a member of the kitchen refurbishment project team (see item under AOB)

Minutes of Last Meeting

The minutes were agreed as a true and correct record.

Proposed: John Hooper

Seconded: Moira Loake.

Hard copies of the agenda and minutes of previous meeting were not available but MD encouraged members to have read and have available these documents in preparation for future meetings. They had been circulated by email by GR. MD will arrange for members without email access to have hard copy delivered.

Matters arising from the August meeting

- **Kitchen Refurbishment.** See AOB.
- **Replacement China.** Moira showed the meeting examples of IKEA crockery which looked very promising. ML was asked to let GR have a look so that we could make a decision at the next meeting.
- **Treasurer's report.** Successful grant applications, including KBC now total around £27,000. We may have to consider writing off the £135 owed by Messy Monsters.
- **Bar Report.** Stocktake has been completed thanks to Barry and Moira.
- **Hall Maintenance** Final quotations on the kitchen refurbishment have been received. See AOB.
- **AOB – Outside light** Prices for sensor/timer control for the light are being obtained.
- **AOB – October meeting date.** Noted that the Parish Council would like to use the committee room on the first Thursday in October. See date of next meeting.

Treasurer's Report.

Lettings down to £469 for the period from £740 in the previous period. Bar recipes Year to date £4000 up on previous year, mainly due to the bar being open to the public during the closure of the Fox.

On debtors, £60 outstanding from the Bowls club has been received. £135 still outstanding from the Playgroup. This covers February, May & June. JP could see little prospect of this being paid. No further bookings are being accepted from the group and they have some equipment in the Hall which is locked away. It was decided to write off this debt.

Chairman's signature:

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Bar Report

Out of date stock is valued at £50 and will be written off and be disposed of. It was noted that some of our bar staff were now at the Fox and BL is asked if this would cause any problems.

Social Committee Report

DW has indicated that the Facebook platform requires an administrator. The committee were not sure what this means. GR to speak with Dee.

The new village band (no name yet) founded by Peter Chilton will be performing on 9th November. TH to organise publicity and the Bar will be required. It was suggested that 60% of ticket sales go the Band and 40% to the VH. The Bonfire event is on the 2nd of November and Youth Brass are giving a concert on the 13th October – need to arrange posters etc.

Correspondence

MD reported that insurance for the hall is now paid and the new certificate of insurance for the hall is now posted in the foyer.

Hall Maintenance

KL reported just minor routine maintenance carried out.

AOB**Kitchen refurbishment contractors' quotes.**

The project team of Mike Doyle, Keith Langdon and John Hooper, together with input from other committee members, have been working with three potential contractors on the specification and have reviewed some of their previous contracts. Brief comments from the project team: -

JMG Smart Solutions – Not VAT registered and it has been difficult to establish their status as a kitchen installation contractor. Suggest they are not considered for the work.

Saturn Interiors – While there was detail of the work to be carried out, there was no break-down of costs. Price quoted - £28,000 inc VAT (does not include new range gas cooker). Review of previous contract was satisfactory.

A Class Kitchens – Very detailed quotation with full break-down of costs. Review of previous contract was satisfactory. Price quoted – £28,620.80 inc VAT. (includes cost of all appliances and range gas cooker at £1147.50 plus VAT). It was decided not to include high speed dishwasher in price at this stage to give us some contingency in the budget. However, space to be made for future installation.

A Class kitchens is the project team's recommendation. After discussion it was decided unanimously by the committee that the contract should go to A Class Kitchens. There may be some minor amendments during the work and the colour of the units and work top has yet to be decided. Some reduction in costs may be possible as the roller shutter to the main hall will be retained (to reduce fire spread risk) and a new electrical board may not be required. MD to contact the contractors and arrange with JP to pay the required deposit to A Class Kitchens. He will also obtain a schedule of work and organise visit to discuss colours, finishes etc .

MD reported that a surveyor from KBC Building control visited on 29th August to discuss the Building Control Implications of the refurbishment. KBC requires a rough sketch of the kitchen with particular reference to the fire doors and hatch positions (to lounge and Hall). To reduce fire spread risk, surveyor stated that the metal roller shutter to the hall should be retained and a fire rated metal roller shutter should be fitted to the new lounge serving hatch. There will be a fee charged by KBC for this work.

ML has been offered a heated hostess trolley which she will look at to see if it would be useful.

Chairman's signature:

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The kitchen refurbishment work will be carried out during January 2020, but this has to be confirmed by A Class kitchens.

It was suggested that we may be able to put on a small exhibition of the work using some of the CAD/CAM drawings from the contractor. MD to contact and arrange.

Review of energy contract

MD reported that our energy contract with British Gas ends on 21st Sept. Using renewal quote from BG has contacted a number of brokers to seek a better deal. Through a broker, Perfect Clarity, SSE can offer a 2year fixed price contract making savings. These are: -

Projected annual costs of a new contract – British Gas, Elect £1323, Gas £1209. SSE, Elect £1111, Gas £864. The committee agreed we should go with the SSE offer as this represented a substantial cost saving.

Date of Next Meeting Tuesday 1st October 2019

Signed:

Date:

Chairman's signature:

Date:

Appendix B

PLANNING REPORT WILBARSTON PARISH COUNCIL – 12th September 2019

Planning Application to be considered at this meeting:

KET/2019/0536 – Full Application: Single storey side extension – 11 School Lane, Wilbarston

KET/2019/0523 – Full Application: First floor front extension – 14 Springfield Road, Wilbarston

Notices of Approval received:

KBC has approved permission for the following applications:

KET/2019/0354 – PCC All Saints Church – All Saints Church, Church Street, Wilbarston – Full Application: Single storey side extension for disability facilities

Chairman's signature:

Date: