



Minutes of the Wilbarston Parish Council Meeting Held on  
**Thursday 13<sup>th</sup> December 2018 at 7.30 pm in the Village Hall**

**Present:**

Councillors: N Richards (Chairman), L Dale, R Willatts, G Royle, D James, S Dalton, Borough  
 Councillor David Howes

**Clerk:** Becky Jones

Minute No.		ACTION
18/178	<p><b>Apologies received</b> – Cllr A Smith, Cllr K Walkling, County Councillor Allan Matthews</p> <p><b>RESOLVED:</b> The apologies were accepted</p>	
18/179	<p><b>Declarations of Interest by Councillors</b> – none</p>	
18/180	<p><b>Resolution to approve and sign minutes of the meeting of the Parish Council held on 8<sup>th</sup> November 2018 –</b></p> <p>The following be amended to minute 18/164:          13<sup>th</sup> September amended to 11<sup>th</sup> October</p> <p><b>RESOLVED:</b> The minutes were signed by the Chairman as a correct record of the meetings</p>	
18/181	<p><b>Representations from Members of the Public</b> – none</p>	
18/182	<p><b>Matters from previous meeting, to receive updates and determine future actions on the following;</b></p>	
18/182 a	<p><b>18/166 b November 18 – the need for a sign to warn motorcyclists of the offence of riding their vehicles in the playing field</b></p> <p>Deferred due to Cllr Walkling's absence from the meeting</p>	
18/182 b	<p><b>18/166 c November 18 – village seat commemorating the 100<sup>th</sup> anniversary of the end of the 1<sup>st</sup> World War</b></p> <p>Seat installed</p>	
18/183	<p><b>To receive an update and agree any necessary decisions relating to the pilot scheme for a restricted bus service between Market Harborough and Corby for a fixed period to 31 March 2019</b></p> <p>Cllr Richards reported on the following:</p> <ul style="list-style-type: none"> <li>- A task and finish meeting between participating parishes has been organised for 23<sup>rd</sup> January to discuss the pilot bus scheme</li> <li>- Requests received to extend the Tuesday service to Corby</li> <li>- Any amendments to the registered service will require re-registering</li> <li>- Any extension to Corby would require the service to be pushed back to accommodate a 9.30am start there</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Early figures indicate that the west service to Market Harborough has the potential to be commercially viable as although the passenger numbers are lower the average fare paid is higher</li> <li>- Corby Borough Council have indicated that they will be contributing £2660 towards the Welland Wanderer pilot bus service</li> <li>- All parishes are likely to receive back a significant part of their contributions</li> <li>- Stoke Albany parishioners have been joining the bus at Wilbarston</li> <li>- Request received to amend the Christmas Day and New Year's Day service to Christmas Eve and New Year's Eve, a cost would be incurred for the re-registration and there is insufficient time to give notice of change</li> </ul> <p>Cllr Howes reported on the potential interest from Stoke Albany Parish Council to be added to the service</p>	
<b>18/184</b>	<p><b>To authorise and sign the paperwork received from Northamptonshire County Council to transfer the ownership of county owned grit bins to Wilbarston Parish Council</b></p> <p><b>RESOLVED:</b> The paperwork transferring the ownership of county owned grit bins* to Wilbarston Parish Council was signed by the Chairman.</p> <p>*The agreement regarding the grit bin on Barlows Lane near the lamppost is not to be issued to Northamptonshire Highways until the grit bin has been replaced to good order</p> <p>Clerk to contact Northamptonshire Highways Winter Maintenance team about the replacement of the grit bin</p>	Clerk
<b>18/185</b>	<p><b>To consider future renewal of the registration of assets of community value</b></p> <p>The registration of The Fox as an asset of community value is due for renewal in 2020</p>	
<b>18/186</b>	<p><b>To note any developments regarding Local Government Reorganisation and consider any appropriate action</b></p> <ul style="list-style-type: none"> <li>- Elections in 2019 have been deferred for 12 months</li> <li>- Council to consider the consultation regarding the proposed reorganization of local government in Northamptonshire for future comment and planning but nothing will be bonding</li> </ul>	
<b>18/186 b</b>	<p><b>Consider obtaining quotes for the maintenance of grass and open spaces in the parish</b></p> <p>The council agreed that estimates for possible future maintenance of grass and open spaces and other potential services that maybe devolved to parishes will be useful for future budgeting and planning</p>	
<b>18/187</b>	<p><b>To consider the appointment of Northants CALC as the Data Protection</b></p>	

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	<p><b>Officer for 2019/20 at a cost of £10 a year</b>  <b>RESOLVED:</b> to appoint Northants CALC as the Data Protection Officer for 2019/20 at a cost of £10 a year was agreed</p>																																																															
18/188	<p><b>To receive a report on the Village Hall Management Committee meeting</b>                  Report received (see Appendix A)</p>																																																															
18/189	<p><b>Finance:</b></p>																																																															
18/189 a	<p><b>To receive the Finance Report, Bank Statements &amp; Bank Reconciliation for November:</b> reports received</p>																																																															
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				1972
300403	£18.00	Wilbarston Village Hall	Room Hire Parish Council meetings 8 <sup>th</sup> November	s.111 LGA 1972
300404	£112.35	Parish Magazine Printing	<ul style="list-style-type: none"> <li>Winter Issue of Wilbarston Chronicle</li> </ul>	s.42 LGA 1942
<b>Welland Wander Bank Account</b>				
300001	£1154.00	Lawson's of Corby Ltd	Registration and November Bus Services	GPC
<b>18/189 c</b>	<p><b>RESOLVED:</b> That the above accounts were agreed for payment</p> <p><b>To resolve the payment from the Welland Wanderer Account of the November invoice from Lawsons of Corby Ltd, amount to be advised</b></p> <p><b>RESOLVED:</b> That the payment of £1154.00 to Lawson's of Corby was agreed</p>			
<b>18/189 d</b>	<p><b>To receive the Internal Controls Councillor report for August – October 2019</b></p> <p>Report received with no issues arising</p>			
<b>18/189 e</b>	<p><b>To receive the Finance advisory group recommendations from their meeting held on 29<sup>th</sup> November 2017</b></p> <p>Cllr Richards reported on the budget proposal for 2019/20 See Appendix B</p>			
<b>18/189 f</b>	<p><b>To resolve the budget and earmarked reserves for 2019/20</b></p> <p>The council agreed to the finance advisory group recommendation to proceed with the proposed budget and to set the precept at £12,000, an increase of £1060</p> <p><b>RESOLVED: The recommended budget for 2019/20 was agreed</b></p> <p><b>Earmarked Funds into 2019/20</b> Office equipment £300 Devolved Services from County Council/Borough Council £2200 Salaries, Training &amp; Audit £3593 Hall Hire/Expenses/Insurance/Website/Defibrillator £1976 Memberships £600 Maintenance £500 Allotment Running Costs £180</p> <p><b>RESOLVED: The following funds be earmarked at the end of 2018/19</b></p>			
<b>18/189 g</b>	<p><b>To resolve the precept for 2019/20</b></p> <p><b>RESOLVED:</b> The precept of £12,000 be agreed for 2019/20</p>			

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<b>18/190</b>	<b>Planning Applications –</b>	
<b>18/190 a</b>	<b>KET/2018/0859 - Mr &amp; Mrs Harris - 43 Rushton Road (land adj to), Wilbarston - Full Application: 1 no. dwelling and associated access drive</b> <b>RESOLVED:</b> Wilbarston Parish Council supports this application with the following comment: Has the effect on traffic on the unadopted road been considered?	
<b>18/190 b</b>	<b>KET/2018/0857 - Mr Childs - Ashdown, 13 Rushton Road, Wilbarston - Full Application: Installation of 13 solar panels to the South East roof plane</b> <b>RESOLVED:</b> Wilbarston Parish Council supports this application	
<b>18/190 c</b>	<b>KET/2018/0898 – Mr &amp; Mrs Szafranski - 18 Dallacre Drive, Wilbarston - Full Application: Two storey side extension, alterations to roof (front and rear) to create first floor accommodation</b> <b>RESOLVED:</b> Wilbarston Parish Council make no comment	
<b>18/190 d</b>	<b>To receive and note the Planning Report for November</b> See appendix C	
<b>18/191</b>	<b>To receive the monthly Playing Field inspection report and consider action in response to any proposals</b> Inspection carried out with no issues arising Cllr James noted that the fencing around play area is really good Cllr Willatts to carry out the next inspection	
<b>18/192</b>	<b>To receive the weekly Defibrillator/Telephone Kiosk inspection report and to agree action in response to any proposals</b> Verbal advice had been received that the inspection was carried out with no issues arising. Paper report to follow.	
<b>18/193</b>	<b>Date of the next Meeting:</b> The next Parish Council meeting will be held on Thursday 10 <sup>th</sup> January 2019 at 7.30pm in the Village Hall	
	<b>Meeting Closed: 9.32pm</b>	

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## Appendix A



**Wilbarston Village Hall Management Committee**  
**Minutes of Meeting held on Tuesday 4<sup>th</sup> December 2018**

**Present:** Mike Doyle, John Hooper, Lawrence Dale, Georgina Royle, June Pocock, Barrie Leadbeater, Tony Huxley. Moira Loake

**Apologies:****Minutes of Last Meeting**

The minutes were agreed as a true and correct record.

Proposed: John Hooper

Seconded: Lawrence Dale

**Matters arising from the November meeting**

- **Additional bar staff** – Advert for bar staff featured in the Chronicle. Staffing issue now resolved, Staff from Fox have offered to help when necessary.
- **Pam Dyson** – Pam and her ideas for community activities to link with the Crafty wobblers in January 2019.
- **Curtains** on the main doors into the hall for Black out purposes. MD to discuss with caretaker
- **Improved lighting** in the main Hall. MD reported that started to organise quotes but more complicated than thought, will continue to explore
- **Kitchen refurbishment.** GR organising consultation and then we will get quotes
- **Card Reader** for the bar, see AOB

**Treasurer's Report.**

Current account £14, 874 but will drop to £11,000 after floor replacement payment. Lettings generated £1,020 and bar receipts totalled £880. Admin fees for Richard Brown's auditor's report and financial statements paid during this month. No concerns over debtors. JP reminded the committee that they have achieved a great deal in 2018 with regard to the maintenance and upkeep of the building. MD added that the aim of the management committee is not to retain excessive funds but to spend on essential maintenance and improvements whilst keeping a healthy financial position.

Richard Brown, Chartered Accountant attended the meeting to report to the committee on the 2017/18 annual accounts. The introduction, written by the Chair was very positive. Issue arose over the drop in bar profits. Stock charges have gone up and we have not increased our prices

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accordingly. Normally work on a 60% profit margin. MD and BL to investigate. Overall, the auditor did not express any concerns about the financial position

### **Bar Report**

Two bookings made since the last meeting. Bonfire evening was very successful. Forthcoming events requiring the bar in December include the Seniors Christmas Party on the 7<sup>th</sup> and a private party on 15<sup>th</sup>. Appreciation of the recent improvements made to the bar.

### **Social Committee Report**

Nothing booked for January but Dr Len is booked for 23<sup>rd</sup> March. Band agreed a fee of £200. Tickets £10 on door and £8 in advance. TH to take over responsibility for organising Jazz night, MD to arrange introduction to Len. Wild Willy still to be confirmed and promoted for February. Special thanks to Ray and Kevin, our volunteers who helped clear up after the bonfire night.

### **Correspondence**

The £3,000,000 grant for maintenance and repairs of Village halls is not quite as straight forward as it seemed. ACRE still investigating but looks like we are not eligible.

Acre newsletter emailed to committee members MD and ML to attend the event on 23<sup>rd</sup> Jan 2019, anybody else let MD know.

### **Hall Maintenance / bookings**

Keith continues to improve facilities. New flooring in the entrance and bar has been a great success. Bar has improved shelving.

Regular booking are good. Craig has the Village hall microphone and extension lead which needs to be returned for senior's party. TH to follow up.

### **AOB**

**Card Reader** – JH produced a comparison table between 3 possible providers. *Paymentsence*, *WorldPay Simplicity* and *PayPal Here*. *WorldPay Simplicity* appeared to be meet all our needs at an affordable price. JH to check all term and conditions before we sign a contract.

**Giga Clear** A year has passed since our first instalment. The company have not, as yet, used the hall for any promotional events. It was agreed that it was the responsibility of GigaClear to contact us if they wish to use our facilities at any time.

GR requested signs displaying the wifi connection code. JP to ask Keith to arrange.

**Facebook.** – Georgina to oversee handover from Jo Faraday to Delina Price.

**Next Meeting will be Thursday 3<sup>rd</sup> January 2019. at 7:30pm**

Signed:

Date:

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## Appendix B

**WILBARSTON PARISH COUNCIL**  
**Draft Budget for Precept 2019/20 (November 18)**

	<b>Actual 2017/18</b>	<b>Budget 2018/19</b>	<b>Predicted Outcome 2018/19</b>	<b>Proposed Budget 2019/20</b>	<b>Notes</b>
<b>Receipts:</b>					
Precept	£8,440.00	£10,940.00	£10,940.00	£12,000.00	Precept calculation for 2019/20: increased by just over £1000 to build contingency funds for services that may get devolved to Wilbarston PC
Bank Interest	£5.23	£0.00	£0.00	£0.00	
Allotment Rents	£417.50	£410.00	£415.00	£410.00	
Donations:	£1,536.67	£0.00	£0.00	£0.00	
Grants	£1,315.91	£0.00	£1,300.00	£0.00	
Other	£43.50	£0.00	£104.60	£0.00	
Income re Welland Bus Project	£0.00	£0.00	£4,770.00	£0.00	
VAT Refund	£2,097.02	£0.00	£216.16	£0.00	
<b>Total Income</b>	<b>£13,855.83</b>	<b>£11,350.00</b>	<b>£17,745.76</b>	<b>£12,410.00</b>	
<b>Payments:</b>					
Village Hall Hire	£180.00	£230.00	£290.00	£326.00	Budgeted for an additional 2 extra meetings for possible community engagement/local government reorganisation
S. 137 Payments	£60.00	£150.00	£60.00	£60.00	
Clerk's Salary	£3,127.51	£3,600.00	£3,305.01	£3,417.00	Possible CALC

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					recommended annual salary increase of 2% and possible overtime provision £200 (works out to be under 1.5 hrs a month)
Clerk's Expenses incl printing/mileage	£356.46	£400.00	£477.35	£450.00	
Village Maintenance	£330.00	£460.00	£1,816.50	£1,500.00	Future maintenance projects; weed spraying, grass cutting, grit bin maintenance, others?
Training & Development incl millage	£617.19	£500.00	£281.50	£500.00	Councillr NCALC training sessions, Clerk ongoing Professional Development
Insurance	£440.96	£450.00	£415.92	£450.00	
Audit Fees (internal and external)	£267.00	£275.00	£172.00	£176.00	
Subscriptions inc. Data Protection	£548.50	£580.00	£586.81	£600.00	Northants Calc membership increase rounded up
Chronicle Printing	£437.97	£320.00	£442.40	£450.00	
Village Hall Maintenance	£1,844.00	£0.00	£0.00	£0.00	
Village Hall Roof Repairs	£0.00	£2,500.00	£5,000.00	£1,000.00	Rent negotiated at flat rate for several years
Allotment Rent	£350.00	£350.00	£350.00	£350.00	
Allotment Running Costs	£0.00	£60.00	£60.00	£60.00	£200 annual cllr email, £330 hosting, support, annual licence, clerk email, £75 review, manage, host domain 1 yr
Website Expenditure	£425.00	£650.00	£595.00	£650.00	Towards replacement electrode pads in 2020
Defibrillator	£0.00	£100.00	£84.00	£50.00	
Defibrillator Set Up	£0.00	£0.00	£0.00	£0.00	
Office Equipment Purchased	£152.83	£140.00	£35.02	£240.00	Budget for £100 office 365 & £40

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Other / General Reserves	£272.00	£585.00	£6,814.00	£631.00
Local Government Reorganisation	£0.00	£0.00	£0.00	£1,500.00
VAT Paid	£216.16	£0.00	£1,546.83	£0.00
<b>Total Expenditure</b>	<b>£9,625.58</b>	<b>£11,350.00</b>	<b>£22,332.34</b>	<b>£12,410.00</b>
<b>Excess Income over Expenditure</b>	<b>£4,230.25</b>	<b>£0.00</b>	<b>-£4,586.58</b>	<b>£0.00</b>

anti virus annual subscriptions, £100 to go into reserves if equipment needs updating  
 Bank Charges £144 across 2 bank accounts plus extra for reserves  
 £1500 reserves for devolved services/community engagement

	<b>Actual 01/04/17</b>	<b>Actual 01/04/18</b>	<b>Projected 01/04/19</b>
<b>Bank Accounts:</b>			
Current Account	£4,926.15	£9,286.67	£4,700.09
Reserve Account	£4,711.59	£4,711.59	£4,723.07
<b>Total</b>	<b>£9,637.74</b>	<b>£13,998.26</b>	<b>£9,423.16</b>

	<b>Proposed Earmarked Reserves 01/04/19</b>
<b>Earmarked Reserves:</b>	
Office Equipment	£300.00
Salaries & Audit	£3,593.00
Hall Hire/Expenses/Insurance/Web Site/Defibrillator	£1,976.00
Memberships	£600.00

Reserves for when new equipment is required  
 Reserved to cover 1 years worth of admin costs  
 Reserved to cover 1 years worth of admin costs  
 Reserved to cover 1 years worth of membership costs

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Maintenance				£500.00	Reserved for future maintenance Reserved for future allotment running costs Reserved to future proof the council against possible devolved services
Allotment Running Cost				£180.00	
Local Government Reorganisation				£2,200.00	
<b>Total Earmarked Reserves</b>				£9,349.00	

<b>Available/Projected General Reserves</b>				£74.16
<b>Total Earmarked/General Reserves</b>	£0.00	£0.00	£0.00	£9,423.16

Adopted by Wilbarston Parish Council at its' meeting on

..... Cllr  
N Richards, Chairman

Appendix C

**PLANNING REPORT WILBARSTON PARISH COUNCIL – 13th December 2018**

**Planning Application to be considered at this meeting:**

**KET/2018/0859 - Mr & Mrs Harris - 43 Rushton Road (land adj to), Wilbarston - Full Application: 1 no. dwelling and associated access drive**

**b - KET/2018/0857 - Mr Childs - Ashdown, 13 Rushton Road, Wilbarston - Full Application: Installation of 13 solar panels to the South East roof plane**

**c - KET/2018/0898 – Mr & Mrs Szafranski - 18 Dallacre Drive, Wilbarston - Full Application: Two storey side extension, alterations to roof (front and rear) to create first floor accommodation**

**Planning Notifications:**

**KET/2018/0910 - 14 Main Street, Wilbarston – Notification of Works to Trees in Conservation Areas: T1 Silver Birch - prune; T2 Apple - fell; T3 Rowan - height reduction**

**KET/2018/0922 – Croft House, 15 Main Street, Wilbarston – Notification of Works to Trees in Conservation Areas: T2 Poplar - fell**

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