



Minutes of the Wilbarston Parish Council Meeting Held at the Village Hall
on Thursday 13th May 2021 at the Village Hall, 7.30 pm

Councillors Present:

N Richards (Chair), A Smith, R Willatts, D James, T Kelly, B Sullivan, J Piercy,

Clerk: Becky Jones

To elect the Chair of Wilbarston Parish Council

a – Signing of the Declaration of Acceptance of Office form by Chair

Minute No.		ACTION
21/69	<p>To elect the Chair of Wilbarston Parish Council RESOLVED: To elect Cllr Richards as Chairman was AGREED The Declaration of Acceptance of Office form by Chairman was signed Apologies received – Cllr A Dowling Cllr D Howes, Cllr Tebbutt and Cllr Dearing - Desborough Ward. The apologies were accepted</p>	
21/70	<p>Declaration of acceptance of office, all members, to Wilbarston Parish Council Signing of the Declaration of Acceptance of Office forms by newly elected members The Declaration of Acceptance of Office form by members were signed</p> <p>Cllr James requested that the following statement be minuted: The council had been told that holding a meeting remotely was not possible as we would be breaking the law and were open to prosecution. However, being forced to hold a meeting in person was outside the current guidelines regarding the number of people who were allowed to meet. Whatever the council opted for, we would be breaking the law in one way or another.</p>	
21/71	<p>To elect the Vice-Chair of Wilbarston Parish Council RESOLVED: To elect Cllr Smith as Vice-Chair was AGREED The Declaration of Acceptance of Office form by Vice-Chair was signed</p>	
21/72	<p>Declarations of Interest by Councillors – Cllr A Smith expenses - minute ref 21/83 b</p>	
21/73	<p>Resolution to approve and sign minutes of the meeting of the Parish Council held on 8th April 2021 RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting</p>	
21/74	<p>Representations from Members of the Public – none</p>	
21/75	<p>To appoint and agree members of Wilbarston Parish Council's advisory groups/areas of interest and council members of outside bodies and committees Finance & Employment Advisory Group – Cllr Richards, Cllr Smith, Cllr Kelly & Cllr Piercy Chronicle Representatives – Cllr Willatts</p>	

Chairman's signature:

Date:

	<p>Care Scheme – Cllr James</p> <p>Bonfire Representative – Cllr James</p> <p>Highways & Public Transport Representative – Cllr Willatts</p> <p>Footpaths Officer North – Cllr Piercy</p> <p>Footpaths Officer South – Cllr Kelly</p> <p>Sport Ground/Playing Field Officer – Cllr Dowling</p> <p>Snow Officer – Cllr Smith & Cllr Piercy</p> <p>Twining - Vacant</p> <p>Planning Committee – not a standing committee</p> <p>Village Hall Committee Representatives – Cllr Kelly</p> <p>Best Village Lead – Vacant</p> <p>RESOLVED: The appointment of members was AGREED</p>	
21/76	<p>To confirm the calendar of Council meetings for 2021/22</p> <p>It was noted that an extraordinary meeting can be called in August if required</p> <p>RESOLVED: The calendar of council meetings for 2021/22 was AGREED</p>	
21/77	<p>To agree that Wilbarston Parish Council as at 12th May meet the two criteria for eligibility (Localism Act 2011 s8) set out in a statutory instrument known as the Parish Councils General Power of Competence (Prescribed Conditions Order 2012</p> <p>RESOLVED: Wilbarston Parish Council meet the two criteria of eligibility for the General Power of Competence</p>	
21/78	<p>Matters from previous meetings, to receive updates and determine future actions on the following;</p>	
21/78 a	<p>21/45 a – committed works to provide a solar powered irrigation system at the parish allotments</p> <p>Due to the contractor suffering continued illness after contracting the COVID-19 virus, it was PROPOSED that the works to provide a solar powered irrigation system at the allotments be carried out voluntary by Cllr Smith, Cllr Kelly and the chair of the allotments association, with the contractor providing the consultancy service</p> <p>RESOLVED: the above was AGREED on the basis that sufficient insurance protection and the necessary health and safety measures are in place</p> <p>Insurance cover to be confirmed. Council to prepare a risk assessment</p>	AS/DJ Clerk
21/78 b	<p>21/59 c - the planting of wildflowers in the parishes open spaces</p> <p>Wildflower group has started to plant out the native wildflowers which they have grown and have received permission from the Village Hall to include the area around the car park as a no mow area. Botanical surveys are on-going</p>	
21/78 c	<p>21/59 d – fencing (removal and replacement) along the northern boundary of the playing field</p> <p>Fence erected, positive feedback had been received</p>	
21/78 d	<p>21/59 e – Local Government Reorganisation</p> <p>No change</p>	

Chairman's signature:

Date:

<p>21/78 e</p> <p>21/78 f</p>	<p>21/59 g – planting of a community sponsored tree in the parish recognising councillor Dales 37+ years of service to the community Discussions have taken place and planting will not be earlier than September Council to ensure checks are carried out in the meantime</p> <p>21/60 a – the latest advice with regards to the holding of in-person meetings of the council Virtual full council (decision making) meetings are no longer lawful</p>	<p>ALL</p>																					
<p>21/79</p>	<p>The appointment of a Police Liaison Representative to act as a single point of contact with Northamptonshire Police No volunteer had come forward, discussion took place about possible candidates to be approached</p>	<p>NR</p>																					
<p>21/80</p>	<p>To receive an update and to consider any action regarding the Welland Wanderer bus service Update received.</p>	<p>NR</p>																					
<p>21/81</p>	<p>To consider options regarding the request from the Village Hall Management Committee for planting required to thicken up the hedge at the Village Hall where a horse had been reported jumping over it Cllr Richards to contact North Northamptonshire Council</p>	<p>NR</p>																					
<p>21/82</p>	<p>To consider and resolve the annual insurance cover commencing 1st June 2021 The clerk presented proposals from four Parish Council approved insurance providers RESOLVED: the 3 year long term agreement through Zurich insurance was AGREED</p>	<p>Clerk</p>																					
<p>21/83</p> <p>21/83 a</p>	<p>Finance:</p> <p>To receive the finance report, bank statements & reconciliation for April. Reports received: Receipts:</p> <table border="1" data-bbox="263 1400 1295 1675"> <thead> <tr> <th>Account</th> <th>Date</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>Welland</td> <td>9/4/21</td> <td>£15.00</td> <td>Braybrooke - payment made to the wrong bank account</td> <td>VAS contribution</td> </tr> <tr> <td>Current</td> <td>30/4/21</td> <td>£12,000</td> <td>North Northants Council</td> <td>Precept</td> </tr> </tbody> </table> <p>Monthly Bank Reconciliation – Current Account Balance £25,660.35 Welland Wanderer Account Balance £6,606.00 Reserve Account Balance £4,756.24</p> <p>Bank Statement & Bank Reconciliation 30th April 2021</p> <table data-bbox="263 1892 1295 2024"> <tr> <td>Bank Accounts</td> <td>Unity Trust Current A/C</td> <td>Welland Wanderer A/C</td> <td>Unity Trust Reserve A/c</td> <td>Bank Rec</td> <td>30-Apr-21</td> </tr> </table>	Account	Date	Amount	Received from	Reason for Payment	Welland	9/4/21	£15.00	Braybrooke - payment made to the wrong bank account	VAS contribution	Current	30/4/21	£12,000	North Northants Council	Precept	Bank Accounts	Unity Trust Current A/C	Welland Wanderer A/C	Unity Trust Reserve A/c	Bank Rec	30-Apr-21	
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					Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19																							
21/83 c	LGA = Local Government Act RESOLVED: The above payments were AGREED It was PROPOSED that the two previous councillors be removed from the banking mandate and internet banking RESOLVED: the above proposal was AGREED																											
21/83 d	To consider and resolve the purchase of a second set of batteries for the new VAS sign RESOLVED: the purchase of 2 sets of batteries for the VAS sign were AGREED To receive the finance group report from its meeting early May noting the Quarter 4 analysis, acceptance of the accounts (including the Welland Wanderer accounts and year-end reserves The finance report was received, see Appendix A The year-end reserves were proposed: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Earmarked reserves:</td> </tr> <tr> <td style="padding-left: 20px;">Allotments - Solar Installation</td> <td style="text-align: right;">2300</td> </tr> <tr> <td style="padding-left: 20px;">Local Govt. Reorganisation</td> <td style="text-align: right;">2000</td> </tr> <tr> <td style="padding-left: 20px;">Election Expenses</td> <td style="text-align: right;">1000</td> </tr> <tr> <td style="padding-left: 20px;">Website Expenditure</td> <td style="text-align: right;">615</td> </tr> <tr> <td style="padding-left: 20px;">Playing Field Fence</td> <td style="text-align: right;">1700</td> </tr> <tr> <td style="padding-left: 20px;">Welland Wanderer</td> <td style="text-align: right;">6591</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">14206</td> </tr> <tr> <td style="padding-left: 20px;">General reserve</td> <td style="text-align: right;">12471</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">12471</td> </tr> <tr> <td style="padding-left: 20px;">Total reserves</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">26677</td> </tr> </table>					Earmarked reserves:		Allotments - Solar Installation	2300	Local Govt. Reorganisation	2000	Election Expenses	1000	Website Expenditure	615	Playing Field Fence	1700	Welland Wanderer	6591		14206	General reserve	12471		12471	Total reserves	26677	AS
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21/83 e	RESOLVE: the accounts were AGREED																											
21/83 f	To consider and approve the Financial & Management Risk Assessment RESOLVED: The Financial & Management Risk Assessment was AGREED																											
21/83 g	To consider and agree the reserves policy RESOLVED: The reserves policy was AGREED To consider and resolve the reserves as at earmarked 2020/21 including the allocation of any surplus funds for year end 2020/21					Clerk																						

<p>21/83 h</p> <p>21/83 i</p> <p>21/83 j</p>	<p style="text-align: center;">Earmarked reserves:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Allotments - Solar Installation</td> <td style="text-align: right;">2300</td> </tr> <tr> <td>Local Govt. Reorganisation</td> <td style="text-align: right;">2000</td> </tr> <tr> <td>Election Expenses</td> <td style="text-align: right;">1000</td> </tr> <tr> <td>Website Expenditure</td> <td style="text-align: right;">615</td> </tr> <tr> <td>Playing Field Fence</td> <td style="text-align: right;">1700</td> </tr> <tr> <td>Welland Wanderer</td> <td style="text-align: right;">6591</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">14206</td> </tr> <tr> <td>General reserve</td> <td style="text-align: right; border-top: 1px solid black;">12471</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">12471</td> </tr> <tr> <td>Total reserves</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">26677</td> </tr> </table> <p>RESOLVED: it was AGREED that the proposed reserves be earmarked</p> <p>To receive and accept the annual internal audit report for 2020/21 and confirm that the advice contained within the report is being actioned</p> <p>The annual internal audit report was ACCEPTED and ACTIONED</p> <p>It was PROPOSED that the clerk double checks any new supplier bank details by phone to close the loop on any possible fraud opportunities</p> <p>Resolution to approve & sign the Annual Governance Statement Annual Return for year ended March 2021</p> <p>RESOLVED: the Annual Governance Statement Annual Return for year ended March 2021 was AGREED</p> <p>Resolution to approve & sign the Statement of Accounts Annual Return for year ended March 2021</p> <p>RESOLVED: the Statement of Accounts Annual Return for year ended March 2021 was AGREED</p>	Allotments - Solar Installation	2300	Local Govt. Reorganisation	2000	Election Expenses	1000	Website Expenditure	615	Playing Field Fence	1700	Welland Wanderer	6591		14206	General reserve	12471		12471	Total reserves	26677	Clerk
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<p>21/84</p>	<p>Planning Applications – Consider response to any planning consultations received:</p> <p>NK/2021/0416 - 42 Rushton Road, Wilbarston - Notification of Works to Trees in Conservation Areas: T1 Ash - fell to leave trunk standing at approx 1.3m - The council made no comment</p> <p>To receive and note the Planning Report for April/May</p> <p>No update</p>																					
<p>21/85</p>	<p>Agree to defer reviewing Wilbarston Parish Council's Policies and Procedures in line with the clerk's recommendations to its meeting in June</p> <p>Clerk to prepare the policies and procedures proposal for June</p> <p>Clerk to update the internal controls policy</p>	Clerk																				

Chairman's signature:

Date:

	RESOLVED: The Policies and Procedures were deferred until June	
21/86	To receive the monthly Playing Field inspection report and consider action in response to any proposals Inspection was carried out, there was nothing new to report	
21/87	To receive the weekly Defibrillator/Telephone Kiosk inspection report and consider action in response to any proposals Defibrillator inspected with no faults detected East Midlands Ambulance Service website had been updated with the clerk and Cllr Smith as point of contact	
21/88	Date of the next Meeting: The meeting will be held on Thursday 10 th June 2021 at the Village Hall at 7.30pm	
	Meeting Closed: 9.26 pm	

Chairman's signature:

Date:

Appendix A

Finance Group Report to PC Meeting 13 May 2021

The finance group met to consider the year end figures to 31 March 2021 and reserves to be carried forward to 2021/22.

It was noted that the figures for the year just ended had already been subject to the local audit without problem.

Income and expenditure against budget in the year were both distorted by receipt of a grant for and purchase of a new vehicle activated sign. A number of expenditure areas had been affected by reduced activity due to Covid and neither of the reserves for local government reorganisation or election expenses had been utilised but were being carried forward. Overall it was felt that the figures for the year ended 31 March 2021 required no further comment.

Looking at the reserves it was felt that certain items had been committed and not yet spent by the year end and reserves should be earmarked for them.

	Reserve Mar 2020	Change in Year	Reserve Mar 2021
Allotments - General	£185.00	£65.00	£250.00
Allotments Solar Installation	£2,300.00	£0.00	£2,300.00
Local Govt. Reorganisation	£1,500.00	£500.00	£2,000.00
Election Expenses	£0.00	£1,000.00	£1,000.00
Website Expenditure	£0.00	£615.00	£615.00
Playing Field Fence	£0.00	£1,700.00	£1,700.00
Sub Total	£3,985.00	£3,880.00	£7,865.00
General	£12,207.00	£15.00	£12,222.00

The general reserve is the total of the bank balances available to the council at the year-end less the earmarked reserves.

These figures are recommended but the group considers that in future the basis on which reserves are being accumulated for local government reorganisation costs and election expenses should be reviewed before any further provision is made. Building an LGR reserve was recommended by NCalc in case of otherwise unbudgeted expenditure in the short term but it is still not clear when such expenditure is likely to arise. The reserve for election costs was created when Kettering Borough Council advised they were ceasing to cover these for parish councils. We do not yet know the actual cost in 2021.

Chairman's signature:

Date:

Appendix B



Wilbarston Village Hall Management Committee
Minutes of the Online Meeting held on Thursday 6th May
2021

DUE TO 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, Serena Mallows, Tony Huxley, Moira Loake, Ray Kemp and Tommy Kelly.

Apologies: None

Minutes of Last Meeting : Approved

Matters arising from April meeting MD

ACRE membership certificate – Certificate received and posted on notice board

New WVH website – SM/KL/JH continue to hold meetings to plan way forward. New web site imminent! SM to update committee.

Hall hire charges – After discussion, between MD and KL decided better PR if we delay rise for current regular users until 1st September

Lounge carpet tiles and bar floor – New carpet tiles laid in lounge, (discovered we actually had two old carpets, one laid directly on top of the other, Ugh!). Floor did not have to be skimmed so cash saving there. However, removal lowered overall level meaning skirting board will have to be repainted. KL will organise. Bar floor replaced to H&S standards. Again, after removing old floor covering discovered wooden chipboard that was starting to rot, all replaced and floor levelled! Door mat being purchased for fire door access.

Grant support - Confirmation on 6th May that Covid Restart grant of £8,000 has been paid into our account

Cleaning chairs in lounge – All chairs cleaned. Contractor confirms “they were grubby”

AOB, Recruit cleaner – 3 applicants were interviewed by KL and MD, position given to Mark Wildman who lives in Cottingham. Mark joined us for the Deep Clean on Tuesday 4th May and started to receive training from KL

Deep clean – Took place on May 4th (see below)

Stage and Wall lighting – MD, KL and RK have had meetings and demonstrations with Paul Butler of Mushroom Lighting Technologies of Northampton, specialist lighting engineers, about replacement wall lighting and possible stage lighting. Based on their quotations, it was decided to only replace the wall lighting as priority stage lighting can be done at a later date using grant funding). The proposed new wall lighting consists of 8 LED wall battens (4 each side), fully programmable to provide a selection of colours and lighting effects – far superior to our current set up. After negotiations, about installation costs, we have now received best estimate of £4,097.83 (including VAT). This includes all materials, installation and setup. In light of latest additional grant to our financial resources, and our policy of spending to improve the hall, it is proposed that we place a contract for the new replacement lighting to be installed before major events occur in July. Can committee please confirm their view?

Access gate to kitchen – gate repaired by A Class Kitchens under warranty

Blue recycling bin – bin modified to prevent unauthorised access for rubbish

Treasurer’s Report. JP

We’ve just received another £8000 in our bank as of 5th May, so not included in the April figures.

Chairman’s signature:

Date:

This takes our total to approx. £32k. This means that when we are considering improvements we have extra funding available.

We are expecting £2000 bill from Welland Flooring in the next few days, but this will still leave us a surplus to consider the lighting in the hall.

Income: Total Income: **£175**

Expenditure: Wages - Keith £417. Gas £305.28. R & M £426. 23

Net Loss £973.51

Debtors £80 - Outstanding Debt

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

Float: **£350**. Petty Cash: **£38.61** Current A/c: **£23,768.98** **Total assets** **£28,707.38**

Correspondence. MD

Reopening the hall – Continue to receive Covid updates about hall reopening from ACRE and putting into action.

ACRE survey – MD completed national survey about how Covid has affected village halls

Grant application - MD submitted grant application to National Lottery for funding for hall lighting.

However, this was a long shot – given priorities for grant would be targeted at Covid affected organisations. Received notification that grant would not be forthcoming on this occasion. MD will look at alternative sources for stage lighting in due course.

Charity Commission – MD completed and submitted annual report

WPC assembly – MD submitted summary of hall activities to Nick Richards Chair of WPC for their recent Parish Assembly

Hall Maintenance. MD

Hall Closure – The hall remains closed – security and maintenance checks by hall manager are continuing. KL continues to carry out small maintenance tasks.

Cleaning the hall – The committee, together with Keith our hall manager and our new cleaner Mark, gave the hall a major deep clean on Tuesday 4th May in advance of the hall opening. The hall is now ready to receive users back. Big pat on the back to us all!

Hedge fronting Carlton Road – Following video clip of horse jumping the hedge, closer examination revealed the length of hedge from the flag pole to the car park entrance is in poor condition. MD has asked WPC to investigate possible replacement.

Gents toilet – The automatic flush mechanism for the urinal appears to have seized up – plumber being arranged

Bar glasswasher – Problem with washing small wine glasses, to be investigated

Bar operations – BL/KL/MD met 30th April to discuss bar prices, restocking bar and bar staffing ready for busy summer. Agreed that BL would do comparison between Libre our current supplier and other possible suppliers. We will now stock a number of flavoured gins and some new beers from Langton Brewery. BL to check bar staff availability. KL to update bar price list.

Website update – SM

‘The new website is almost there. We expect a week or so before it is ready to share with everyone.’

Committee response

Chairman’s signature:

Date:

Lighting. Positive feedback from committee members all supportive of the work to be done.

Thank you – Committee members continued to acknowledge the work done by MD, KL and committee members for working hard to ensure that the WVH will be ready to reopen on May 17th 2021. Delighted to hear we have a new cleaner who will take over cleaning duties from Keith.

Mice - GR noticed whilst cleaning the changing room that we have evidence of mice. MD has already arranged for a humane trap to be set.

AOB MD

Face-to-face committee meeting – With the likely relaxation of social distancing conditions on June 21st, MD proposes that the committee meets face –to-face on **Thursday July 1st**. Meeting to commence at **7pm** with postponed AGM. As required, notice about AGM will be posted in village 2 weeks prior to meeting.

All committee members supported the proposal.

Date of Next Meeting – Thursday 3rd June 2021. Hopefully, our last Online meeting

Signed:

Date:

Chairman’s signature:

Date: