



Minutes of the Wilbarston Parish Council Annual Meeting Held remotely on
Thursday 14th May 2020 at 7.30 pm via Zoom, meeting ID 831-2085-1817

Present:

Councillors: N Richards (Chair), A Smith, K Walkling, D James, R Willatts

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
20/467	To elect the Chairman of Wilbarston Parish Council RESOLVED: To elect Cllr Richards as Chairman was AGREED The Declaration of Acceptance of Office form by Chairman was signed	
20/468	To elect the Vice-Chair of Wilbarston Parish Council RESOLVED: To elect Cllr Smith as Vice-Chair was AGREED	
20/469	Apologies received – Cllr L Dale, Cllr Matthews – County Councillor, Cllr Howes – Borough Councillor RESOLVED: The apologies were accepted	
20/470	Declarations of Interest by Councillors – none	
20/471	Resolution to approve and sign minutes of the meeting of the Parish Council held on 9th April 2020 – RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting	
20/472	Representations from Members of the Public – none	
20/473	To receive and accept the resignation of Cllr Sacha Dalton The resignation of Cllr Dalton was ACCEPTED Council to send letter of thanks	NR/Clerk
20/474	To consider and resolve any expression of interest in and /or proposals to fill by co-option the existing and most recent councillor vacancy The council considered two applicants for the existing councillor vacancies. Cllr Smith made representations on behalf of the candidates - Ann Dowling and Tommy Kelly. It was proposed that both candidates be co-opted. RESOLVED: It was AGREED that Ann Dowling and Tommy Kelly be co-opted as councillors to Wilbarston Parish Council. Clerk to issue the welcome letter and new councillor pack	Clerk
20/475 20/475 a	Covid-19: To consider any possible actions in response to current guidelines VAS Sign: Enquiries had been received from neighbouring parishes requesting an update on the schedule.	

Chairman's signature:

Date:

<p>20/475 b</p>	<p>RESOLVED: Following the latest Government advice, the commencement of the VAS Sign was AGREED Clerk to devise the schedule and liaise with neighbouring parishes. It was proposed that an additional £5 fee would be incurred by any participating parish requiring a secondary installation. RESOLVED: A fee of £5 to cover a secondary installation was AGREED</p> <p>Tennis Courts: Further to the latest Government announcements on the lockdown rules, the Council considered the reopening of the tennis courts. RESOLVED: The tennis courts to be opened restricting activity to two players per court was AGREED Cllr Richards to contact Kettering Borough Council to obtain a notice Council to promote the reopening of the facility. Notices to go in the shop, parish website, noticeboard and social media</p> <p>Village Maintenance Maintenance work, specifically the village benches and fences to be restarted providing Government advice on social distancing is followed</p> <p>Allotment Solar Powered Irrigation Cllr Smith reported that Free Aqua may decide to continue with their works in the next couple of weeks depending on any impact from the recent lockdown relaxation</p> <p>To consider the purchase of a Zoom annual licence to take advantage of a 50% discount in fees RESOLVED: The purchase of a discounted annual licence was AGREED</p>	<p>Clerk</p> <p>NR NR/AS/ RW/Clerk</p> <p>Clerk</p>
<p>20/476</p>	<p>To consider whether any response is necessary to the Notice of Declaration that confirms The Fox Public House as an Asset of Community Value The council has reviewed the Notice of Declaration and accompanying map and believes the area shown on the map is incorrect. The outbuildings and land to the side of the pub is a key access area and is used as an outdoor seating area, all pub related uses. However, District Law stated that they are only able to register a building whose actual current use furthers the social wellbeing or social interests of the local community and that “The small detached building on the opposite side of the yard from the listed property (which is currently used as storage space) does not fall within the legal definition and cannot therefore be registered.” The council has responded asking that a review of the detail of the map takes place.</p>	
<p>20/477 20/477 a</p>	<p>Finance: To receive the finance report, bank statements & reconciliation for April Reports received</p>	

Chairman's signature:

Date:

Receipts:

Paid into Current A/C	Amount	Received from	Reason for Payment
2/4/20	£161.60	Kettering Borough Council	Donation (replacement batteries VAS sign)
6/4/20	£5.00	Plot holder 9b	Allotment rent
16/4/20	£12,000	Kettering Borough Council	Precept
Welland Wanderer	Amount	Received from	Reason for Payment
3/4/20	£380.00	Middleton	Welland Wanderer contribution

Monthly Bank Reconciliation – Current Account Balance £23,337.18 Welland Wanderer Account Balance £3,732.72 Reserve Account Balance £4,751.50

Bank Statement & Bank Reconciliation 30th April 2020

Bank Accounts	Current A/C	Wanderer A/C	Reserve A/c
Balance 1 Apr 19 per statement	£11,607.00	£0.00	£4,751.50
Outstanding Receipt Reconciled balance 1 Apr 19	£11,607.00	£3,355.72	£4,751.50
Receipts	£12,166.60	£380.00	£0.00
Payments	£436.42	£0.00	
U/p Cheques			
Transfer Current to Reserve a/c			
Closing Balance	£23,337.18	£3,735.72	£4,751.50

Bank Reconciliation	30-Apr-20
Balance per Statement	£23,337.18
U/p Cheques	£0.00
Reconciled Balance	£23,337.18

20/477 b

To consider and approve the accounts for payment

Accounts for Payment:

Cheque No.	Amount	Payee	Reason for Payment	Statutory Power
Standing Order	£269.62	Clerk	Salary April 2020	s.112 LGA 1972
300488	£62.22	Clerk	Overtime April as agreed April - ref: 20/462 e	s.112 LGA 1972
300489	£116.02	Clerk	Expenses April 2020	s.111 LGA 1972
DD	£35.00	ICO	Annual Membership	s.143 LGA 1972

LGA = Local Government Act

RESOLVED: The above payments were AGREED

Chairman's signature:

Date:

20/477 c	To receive the finance group report from April noting the Quarter 4 summary and the end of year accounts for 2019/20 including the Welland Wanderer accounts Report received, see appendix A	
20/477 d	To agree the year end VAT return RESOLVED: The year-end VAT return of £211.56 was AGREED	
20/477 e	To consider and resolve the asset register for 2020/21 RESOLVED: The 2020/21 Asset Register was AGREED	
20/477 f	To consider and resolve the clerks' overtime of 17 1/2 hours RESOLVED: The clerks' overtime of 17 1/2 hours was AGREED	
20/477 g	To consider and approve the Financial & Management Risk Assessment RESOLVED: The Financial & Management Risk Assessment was AGREED	
20/477 h	To consider and resolve the reserves as at earmarked 2019/20 RESOLVED: £950 be earmarked for village green maintenance Clerk to make a deduction of £950 on the general reserves	
20/477 i	Resolution to certify Wilbarston Parish Council as exempt from a limited assurance review under section 9 of the LA (smaller authorities) regs 2015 RESOLVED: It was AGREED to certify Wilbarston Parish Council as exempt from a limited assurance review	Clerk
20/478	Planning Applications – Consider response to any planning consultations received:	
20/478	KET/2020/0271 – 1 Barlows Lane – Single storey rear extension RESOLVED: The application was supported. Clerk to respond	Clerk
20/479	Allotments:	
20/479 a	To consider the current number of non-parishioner allotment holders RESOLVED: The council AGREED that, during the current restrictions and with the emphasis on home production, that the two-current vacant ½ plots will be promoted locally. Council to review again by Autumn if vacancies remain	AS/Clerk
20/479 b	To consider and resolve the application for the vacant allotment ½ plot to a non-parishioner Clerk to respond to applicant	Clerk
20/480	To receive a report from the clerk to update members on existing council business Report received see Appendix B	
20/481	Date of the next Meeting: The meeting will be held on Thursday 11 th June 2020 at 7.30pm remotely via Zoom unless restrictions for all gatherings have been lifted by the Government	
	Meeting Closed: 9.00pm	

Chairman's signature:

Date:

Appendix A

Finance Group Report on 2019/20 Q4 Financial Analysis and Full Year Accounts

Note: It has not been possible for the group to meet in the usual way. Preliminary work was carried out by NR in conjunction with the clerk and details circulated to other members for comment/amendment with the possibility of a remote meeting to discuss if necessary. The report has been concluded on the basis of email and telephone contact.

Q4 Budget Monitoring Analysis.

This has been restated to reflect that Actual and Predicted Full Year columns are the same. The bank account reconciliation now embraces both current and reserve accounts and is consistent at both ends, as it were. Basically, our income exceeded expenditure by £6399.19 for a variety of reasons including non-spend of any local government reorganisation money.

Note 1 is no longer needed as the interest is included, the 9b allotment rental included in note 2 should be £5 which is not material and the village hall roof expenditure referred to in note 8 was planned to be recovered, rather than spent, in 2019/20. The wording just needs clarifying. There is a significant underspend against village maintenance, and it is suggested we carry forward an earmarked reserve to cover expenditure for work which we have 'ordered' but which hasn't yet been done. See later.

Year End Accounts

Figures all tally with Q4 Summary and bank balances.

Reserves.

A suggestion for allocation of reserves. This does not form part of the year end approval, but it has exercised our minds in the past, particularly when budgeting.

The allotments maintenance is the accumulation of rents in less rents out, rounded.

The pump installation is the approximate balance to be paid on completion, rounded. In doing this we are also carrying forward the benefit of the contribution already received from the Allotments Association.

Local Government Reorganisation - self explanatory

Website - continued need for this is not clear so it is suggested we drop it.

General. Everything else, still roughly equivalent to one year's forecast expenditure. The other reserves are rounded but this has to be the balancing figure. The total matches the year end bank balances.

Village Maintenance. As mentioned above if we identify expenditure, we have committed to but not yet completed, it is recommended we should earmark a reserve. Should we later decide on further expenditure not budgeted in 2020/21 there is nothing to stop us deciding to do so from the general reserve, which is at a healthy level, so we are not limiting ourselves.

Chairman's signature:

Date:

Total movement in reserves agrees with the surplus of income over expenditure in the year.

Welland Wanderer figures.

These are not part of our normal activity so all the figures and most importantly the banking are kept separate. The activity is however in our name and under our control so as last year the totals are included in our annual return and the accounts should be accepted by the council. Last year the auditor was happy with this and raised no queries. The accounts have already been distributed to the other participating parishes and no questions have been forthcoming.

Basically, the figures show total payments of £7523.98 to the operator for the service in the year. This compares with an estimate of £7800 based on £75 per trip, twice weekly for 52 weeks. Expenditure exceeded income in the year because we relied partly on contributions previously received. As noted on the document we then moved into 2020/21 with funds received or in the pipeline of £4531.60, sufficient at usual passenger levels to complete six months with a surplus and with possibilities of funding from KBC/CBC and central matched funding to supplement this. We no longer know what the prospects are from those sources, but we do have sufficient in the bank to resume the service when it becomes possible and needed. The only continuing outgoing in the meantime is the quarterly bank charge of £18.

Agreement of the Q4 analysis and the 2019/20 Accounts is recommended. The few queries or possible adjustments mentioned above are offered for consideration.

NR on behalf of the Finance Advisory Group - 13/05/20

Appendix B

Report from the clerk on existing council business

Village Awards

Cllr Willatts reported that the Northamptonshire Village awards for 2020 had been cancelled. Instead all Parishes would be invited to state how they responded to Covid 19 and join in a celebration of community spirit.

Playing Field

Cllr Richards checked the closed areas on the playing fields - the children's play area is padlocked and closed by KBC and this seems to be being observed. The MUGA is not locked but the sign is still in place. Clearly until guidelines change the tennis nets will not be put up. On the odd occasions when I've been up there on my own exercise outings, I've seen no groups and plenty of distancing.

Local Government Reorganisation

Received 13 May 2020

Plans to create two new councils undergo major redesign as Covid crisis continues

With tackling the Coronavirus everyone's top priority, plans for creating two new councils in Northamptonshire will be scaled down, with a new approach called 'Safe and Legal Plus'.

Chairman's signature:

Date:

New legislation that came into effect on 8 May, as expected confirms the new North and West Northamptonshire Councils will start on 1 April 2021. This follows the postponement of this spring's scheduled unitary elections due to the Covid-19 pandemic.

The North and West Shadow Councils' Executives at their first meetings in late June will be considering proposals to prioritise work to ensure all services are set up safely and legally for day one of the two new authorities, whilst still working hard to bring together and improve as many existing services as possible.

Preparations will continue towards setting up the new countywide Children's Trust by 1 April next year, with the timescale dependent on the ongoing pandemic response.

The priorities of the proposed revised Safe and Legal Plus programme include:

- Ensuring all services for the new councils are ready to go next April so residents continue to access services as they usually would.
- Setting up the new North and West shadow authorities, which are made up of the existing district, borough and county councillors. They will meet in June and replace the West and North Northants Joint Committees.
- Ensuring budgets are set for each new council, and developing plans for equalising Council Tax rates across each unitary area.
- Bringing together the existing district and borough services into the new North and West unitary councils and splitting county council services across the two areas.
- Even better joint working in Adults Services and Health and Social Care, with improved ways of working to improve services for residents and deliver significant savings.

Cllr Russell Roberts, Leader of the new North Northamptonshire Shadow Authority said: "Our councils and services are facing unprecedented challenges in responding to the Covid pandemic and the health and welfare of our residents is at the forefront of everything we are doing.

"We're working on the assumption that safe and legal is deliverable by 1 April 2021 but due to the uncertainty that exists at the moment, we will continually review what is possible to achieve and by when as we move through the next few months.

"We've had to re-think our ambitions as to what we can achieve by Go Live Day, but while the focus is on Safe and Legal we'll be doing what we can between now and April."

Councillor Ian McCord, Leader of the new West Northamptonshire Shadow Authority, said:

"Providing essential public services to residents and businesses during the Coronavirus pandemic has rightly been our top priority, with work on the new councils put on the back burner. As a result, we've had to scale back how much we can do before launch of the two new councils next April. We'll certainly have each new council up and running on time, but will complete much of the behind-the-scenes work of integrating staff from the previous councils later on. What's most important is that residents relying on public services continue to see them run smoothly."

To view the vision document, 'Prospectus for Change-the next chapter' and to find out more about the new Safe and Legal Plus approach for the unitary preparations visit www.futurenorthantsnorth.org/publications-and-background-documents/

Welland Wanderer

Chairman's signature:

Date:

Cllr Richards reported that Northamptonshire County Council are now able to offer matched funding on a month by month basis as the bus gets used

Good Neighbour Scheme

Magnets to be distributed with the Summer Chronicle

Planning

Kettering Borough Council has approved permission for the following applications: KET/2020/0154 – 6 Springfield Road, Wilbarston – Full Application – Two storey front extension and canopy porch

Chairman's signature:

Date: