



Minutes of the Wilbarston Parish Council Meeting Held remotely on  
Thursday 8<sup>th</sup> April 2021 at 7.30 pm via Zoom, meeting ID 831-2085-1817

**Councillors Present:**

N Richards (Chair), K Walkling, A Smith, R Willatts, A Dowling, D James, T Kelly, County Cllr A Matthews, Borough Cllr D Howes

**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
21/55	<b>Apologies received</b> – Cllr L Dale <b>RESOLVED:</b> The apologies were accepted	
21/56	<b>Declarations of Interest by Councillors</b> – Cllr A Smith expenses - minute ref 21/63 b Cllr N Richards nonpecuniary planning interest – minute ref 21/64 NK/2021/0238 Cllr D James expenses – minute ref 21/63 b	
21/57	<b>Resolution to approve and sign minutes of the meeting of the Parish Council held on 11th March 2021</b> Minute 21/47 'budge' to be amended to 'budget' <b>RESOLVED:</b> The minutes were amended and signed by the Chairman as a correct record of the meeting	
21/58	<b>Representations from Members of the Public</b> – County Cllr A Matthews and Borough Cllr D Howes spoke about Local Government Reorganisation	
21/59	<b>Matters from previous meetings, to receive updates and determine future actions on the following;</b>	
21/59 a	<b>21/44 b – the purchase of a new VAS sign and the possibility of shared usage between neighbouring parishes</b> The sign was purchased and arrived in March Clerk to contact participating villages to assess the demand for the extra device New locations to be checked with highways to ensure the device is attached to the correct street furniture Cllr smith to locate the new sign in various spots throughout Wilbarston until a response is received	Clerk
21/59 b	<b>21/44 c - funding for the planting of wildflowers in the parishes open spaces</b> Update received	

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21/59 d	<b>21/44 d – fencing (removal and replacement) along the northern boundary of the playing field</b> Contractor hoping to start next Thursday, contractor to confirm	AS
21/59 e	<b>21/44 i – Local Government Reorganisation</b> The provision of services will continue as usual for the time being	
21/59 f	<b>21/44 g – May elections</b> Update received, the council is on track to receive a least 8 nominations	
21/59 g	<b>21/47 – planting of a community sponsored tree in the parish recognising councillor Dales 37+ years of service to the community</b> It was proposed that an Oak tree be purchased and planted on the playing field. Cllr Kelly and Cllr Willatts to investigate further	TK/RW
21/59 h	<b>21/50 – grant award to North Northants First Responders</b> Grant was awarded and the funds were paid in March	
21/60 21/60 a	<b>Covid-19: To receive an update and consider any possible actions in response to current guidelines –</b> <b>To consider the latest advice with regards to the holding of in-person meetings of the council</b> The council discussed the ending of the legislation that permits the holding of remote council meetings in conjunction with government regulations on social distancing and considered the legal action, which hopes to see provision for remote meetings being extended beyond 7 <sup>th</sup> May 2021. With all considered it was <b>PROPOSED</b> that the council continue holding remote meetings until 30 <sup>th</sup> June <b>RESOLVED:</b> The above was <b>AGREED</b>  The hearing is expected to take place during the week commencing 19 April 2021, and a judgement is expected within 7 days of the hearing	
21/61	<b>To receive an update and to consider any action regarding the Welland Wanderer bus service including resumption of service</b> Final match funding was received Cllr Richards to contact participating parishes for resumption of the service on 4 <sup>th</sup> May	NR
21/62	<b>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</b>  Council to inspect for further consideration in May	NR
21/63 21/63 a	<b>Finance:</b> <b>To receive the finance report, bank statements &amp; reconciliation for March.</b> Reports received: <u>Receipts:</u>	

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Account	Date	Amount	Received from	Reason for Payment
Current	2/3/21	£10.00	Internal Transfer from WW account	VAS sign contribution Brampton Ash
Current	5/3/21	£3260.00	PCC Northants	VAS sign grant
Current	11/3/21	£500.00	Kettering BC	Fence grant
Current	16/3/21	£10.00	Plot holder 2 Rushton Road	Should have been sent to the Allotment Ass
Current	29/3/21	£10.00	Stoke Albany	VAS sign contribution
Welland W	26/3/21	£1,079.22	Northamptonshire CC	Welland Wanderer contribution

**Monthly Bank Reconciliation – Current Account Balance £15,330.02 Welland Wanderer Account Balance £6,591.00 Reserve Account Balance £4,756.24**

**Bank Statement & Bank Reconciliation 31<sup>st</sup> March 2021**

<u>Bank Accounts</u>	Unity Trust Current A/C	Welland Wanderer A/C	Unity Trust Reserve A/c	<u>Bank Rec</u> Balance per Statement U/p Cheques	31-Mar-21  <b>£15,330.02</b>
Balance 1 Apr 20 per statement	£11,607.00	£0.00	£4,756.24		
Outstanding Receipt Reconciled balance 1 Apr 20	£11,607.00	£3,355.72	£4,751.50		
Receipts	£16,697.76	£10,206.84	£4.74		
Payments	£12,974.74	£6,971.56			
U/p Cheques Transfer Current to Reserve a/c					
Closing Balance	<b>£15,330.02</b>	<b>£6,591.00</b>	<b>£4,756.24</b>	Reconciled Balance	<b>£15,330.02</b>

**Payments processed in March:**

Type	Amount	Payee	Reason for Payment	Statutory Power
IB	£500.00	North Northants CFR	Grant (first responder emergency kit)	GPC

21/63 b

**To consider and approve the accounts for payment**

**Accounts for Payment:**

Type	Amount	Payee	Reason for Payment	Statutory Power
SO	£276.93	Clerk	Salary March 2021	s.112 LGA 1972

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	IB	£28.92	Clerk	Expenses March 2021	s.111 LGA 1972		
	IB	£4.50	Cllr Andrew Smith	Travel Expenses – VAS sign transportation	s.111 LGA 1972		
	IB	£36.00	CPRE	Annual Membership 2021-22	s.143 LGA 1942		
	IB	£134.05	Parish Magazine Printing	Chronicle Newsletter	s.42 LGA 1942		
	IB	£526.28	Northants CALC	Membership/Internal Audit/Data Protection Officer fee	s.143 LGA 1942/ s.111 LGA 1972		
	IB	£21.50	Penny James	Plants for the village green	GPC		
	IB	£636.00	2commune	Hosting, support, annual license, and email addresses	s.111 LGA 1972		
	LGA = Local Government Act						
	<b>RESOLVED:</b> The above payments were <b>AGREED</b>						
	<b><u>PAYE End of Year Submission &amp; PAYE Real Time from April 2020 to March 2021:</u></b> The PAYE End of year submission to March 2021 was completed and sent to HMRC online on 4/4/21.						
<b>21/63 c</b>	<b>To set a date for a finance group meeting to consider and report to the May meeting on the following; Quarter 4 analysis, End of Year Accounts for 2020/21, year-end reserves</b>						
	Date to be arranged						NR/TK/AS
<b>21/63 d</b>	<b>To consider and resolve the asset register for 2020/21</b>						
	<b>RESOLVED:</b> The asset register was <b>AGREED</b>						
<b>21/63 e</b>	<b>To agree the year-end VAT return</b>						
	A claim for the refund of VAT from 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2021 will be submitted to HM Customs & Excise for the total amount of £845.75. The year-end VAT return was noted						
<b>21/63 f</b>	<b>To receive the Internal Audit Timetable</b>						
	<b><u>Internal/External Audit Dates:</u></b> Details of the annual audit for Wilbarston Parish Council for the year ending 31 <sup>st</sup> March 2021 have been received from PKF Littlejohn, External Auditor.						
	<b>Activity and Key dates for the 2020/21 reporting season</b>				<b>Date Arranged</b>		
	Internal Audit to be carried out by NCALC, Internal Auditor				tbc		

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	<p>Presentation of Accounts 20/21 to Wilbarston Parish Council for approval</p> <p>Section 1 (Statement of accounts) and Section 2 (Annual Governance statement) of the Audit Commission annual return to be presented to Wilbarston Parish Council for approval</p> <p>Display Notice (online and notice board) Notice of Public Rights &amp; Publication of Annual Governance &amp; Accountability Return <b>and</b> Sections 1 &amp; 2 of the approved AGAR</p> <p>Send annual return. Deadline by which completed &amp; approved AGAR and all applicable supporting documents or Exemption Certificate must be submitted to PKF Littlejohn sba@pkf-littlejohn.com (Please email PKF Littlejohn if this deadline cannot be met.)</p> <p>Statutory common period to be included in the smaller authority's period for the exercise of public rights – for all authorities, both exempt and subject to our review. Authorities should publish the dates of their public inspection period. If this is significantly earlier or later than in previous years they should inform the public through their websites (where available) of the reasons why they are departing from normal practice for 2021.</p> <p>Make records available. Suggested period to be included in the smaller authority's period for the exercise of public rights. As above</p> <p>For those authorities subject to a review only, the statutory deadline by which the AGAR Part 3 &amp; signed external auditor report must be published by the smaller authority (this includes publishing on the smaller authority's website). NB: The <i>Notice of Conclusion of Audit</i>, which will be emailed to non-exempt authorities at the end of the review process along with our External Auditor Report and Certificate, must be published at the same time. There is no signed external auditor report or other closure documentation issued by the external auditor for authorities who have claimed exemption from the limited assurance regime. This is the date by which the Part 3 AGAR Sections 1, 2 and 3 including the completed External Auditor Report and Certificate must be published. This does not apply to an authority that has certified itself as exempt and submitted a Certificate of Exemption to the external auditor.</p>	<p><b>Thurs 13 May 21</b></p> <p><b>Thurs 13 May 21</b></p> <p><b>By 31<sup>st</sup> May 21</b></p> <p><b>Absolute latest Thurs 1 July 21</b></p> <p><b>Mon 14 June – Fri 23 July 21</b></p> <p><b>Mon 14 June – Fri 23 July 21</b></p> <p><b>Thurs 30 September 21</b></p>	
<b>21/64</b>	<p><b>Planning Applications</b> – Consider response to any planning consultations received: <b>NK/2021/0186 - The Old Manor, 2 Main Street, Wilbarston PROPOSAL: Application for Listed Building Consent: Replacement satellite dish</b></p> <p><b>RESOLVED:</b> The Parish Council made no comment</p>		Clerk

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<b>21/64 b</b>	<p><b>NK/2021/0238 - 12 Weinahr Close, Wilbarston PROPOSAL: Full Planning Permission: Loft conversion to include cladded box dormer to rear and 4 no. rooflights to front location</b></p> <p><b>RESOLVED:</b> The Parish Council made no comment</p> <p><b>To receive and note the Planning Report for March/April</b> No update</p>	Clerk
<b>21/65</b>	<p><b>To review arrangements for the Annual Parish Assembly on 22<sup>nd</sup> April 2021</b> Update received Cllr Willatts to post a reminder on Nextdoor Wilbarston Councillors to spread the word</p>	RW ALL
<b>21/66</b>	<p><b>To receive the monthly Playing Field inspection report and consider action in response to any proposals</b> Inspection was carried out, there was nothing new to report</p>	
<b>21/67</b>	<p><b>To receive the weekly Defibrillator/Telephone Kiosk inspection report and consider action in response to any proposals</b> Report to follow Cllr Smith take over the weekly Defibrillator inspections Defibrillator signs to be updated with Cllr Smith details Cllr Smith to be registered with EMAS</p>	KW AS Clerk KW
<b>21/68</b>	<p><b>Date of the next Meeting:</b> The meeting will be held on Thursday 13<sup>th</sup> May 2021 at 7.30pm remotely via Zoom</p>	
	<b>Meeting Closed: 8.58 pm</b>	

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## Appendix A



**Wilbarston Village Hall Management Committee**  
**Minutes of the Online Meeting held on Thursday 1<sup>st</sup> April**  
**2021**

**DUE TO THE CORONA VIRUS THE FEBRUARY 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 March meeting** MD

**Waste bins** – New bin has arrived! Bins stored in hall until hall opens.

**ACRE membership certificate** – Membership for 2021 arranged, cheque sent

**New WVH website** – SM/KL/JH continue to hold meetings to plan way forward. New web designers organised. SM to update.

**Hall hire charges** – MD and KL have met to discuss revisions to the hall hire charges against the backdrop on increasing energy and other costs, including Covid secure measures. Analysis revealed that in some situations of hall hire, we were making no money at all after cleaning and other costs were taking into consideration! Attached to these minutes is a revised list of charges. Key points:

- No increase in Gold and Silver charges
- Weekend hire of main hall increased from £15 to £20 per hour with minimum 3 hours, Occasional hire £15 per hour. Regular users of hall from £10 to £15 per hour for first hour and then revert to £10 after that.
- Regular users of lounge from £9 to £10 per hour including use of kitchen. Occasional users £15 per hour including kitchen.

If committee is in agreement, propose increases will take place when hall reopens on May 17<sup>th</sup>. All regular users will be notified in advance and website amended.

**Lounge carpet tiles and bar floor** – quotation received from Welland Flooring based on sample selected. Cost lounge £1233, Bar £645, total cost incl VAT £2253.60 (NB possible additional £700 if lounge floor requires to be levelled). MD collected sample of *Tobago Sands* tiles and laid out 6 in the lounge. A number of members of committee viewed tiles and collectively decided colour was too light. A revised, darker colour will be chosen. Fitting date of Monday 26<sup>th</sup> April has been booked

**Grant support** - MD contacted KBC about outstanding Local restrictions grant payment for Feb/March. KBC confirmed £2096 now paid into our account.

**Fire system test and extinguisher service** - Carried out Monday 29<sup>th</sup>

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**Annual fire risk assessment** - Carried out by MD and KL on Wednesday 24th March

**Boiler service** – Completed Wednesday 24<sup>th</sup> March

**Cleaning chairs in lounge** – Contractor will clean chairs 1<sup>st</sup> April

**AOB, Recruit cleaner** – New job description drafted, adverts placed in village shop, on WVH website; ‘Next Door’; Facebook. A number of applications have been received via FB and first interviews scheduled for 2<sup>nd</sup> April.

**Treasurer’s Report.** JP

MD has been busy getting another lockdown grant. The Village Hall has received £2,096 from KBC – National Lockdown Grant

**Income:** Lettings: £480. Grant £2,096      Total Income: **£2,576.00**

**Expenditure:** Wages - Keith £417. Electric £168.73. R & M £40.99. Website domain - £337.59. Stationary £5

Total Expenditure : **£969.31**      **Net Profit : £1606.69**

**Debtors £80** - Outstanding Debt

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

Float: **£350**. Petty Cash: **£87.53**. Current A/c: **£23,540.21**      **Total assets**    **£24,088,82**

**Correspondence.** MD

**Reopening the hall** – Have received detailed instructions from ACRE about reopening the hall (50 pages!!). As previously, MD and KL will meet later in the month once we have ‘digested’ the content. (just reminding everybody that to get us up and running and in good shape for reopening, volunteers from the committee will be required to help deep clean of the whole hall end of April/begin May – details to follow)

**Grant support** – Email from ACRE advising that further grant support is now available from 1<sup>st</sup> April under “The Restart Grant” scheme designed to assist in reopening premises, including village halls. Potentially £8,000 might be available. MD has contacted KBC and advised to monitor their grants website for more info to be published about applying.

**Changes to Terms and Conditions of Hire:** Update from ACRE to clause relating to insurance and safeguarding policy. T&Cs amended.

**Hall Maintenance.** MD

**Hall Closure** – The hall remains closed – security and maintenance checks by hall manager are continuing

**Stage and wall lighting** – In the spirit of continuing improvements at the hall, MD reported that he has contacted specialist lighting contractors Mushroom Lighting of Northampton about installing new stage and wall lighting in the main hall to replace current obsolete and inadequate lighting. They visited hall on Monday 22<sup>nd</sup> March to discuss our requirements with MD and KL. They were extremely helpful and positive with lots of good ideas. They have supplied us with a list of options and costs which we will need to examine and find the solution that best fits our need. MD/KL RK will meet in near future to discuss. MD will seek external grant funding from previous donors to finance the project.

**Hatch between kitchen and main hall.** The access gate is jamming. Reported to A Class Kitchens and will be repaired under warranty. Booked for 6<sup>th</sup> April

**Blue external recycle bin.** Bin needs to be modified to prevent unauthorised use

**Website update** – SM

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'We have made good progress, our web designer Wingnut, has started to pull together an initial page for us to see in a week or so, we have provided the logo, initial material and photos. We have purchased a domain name; wilbarstonvillagehall.co.uk and that is now ours and can be used going forward. We hope to have everything up and running by late April.

### **Committee response**

**Hall hire charges** – All committee members were in total agreement with the new proposals. GR asked if 'the committee were still differentiating between local, non-profit / fund raising use for village events and private functions? 'She felt there needed to be a reduction for Church, School, Seniors etc considered by the committee on an individual basis. MD replied saying 'we did discuss the village community functions and felt that charges there should be on a purely non-profit basis as past years, just cover our costs. Keith will be contacting village event hirers to agree a reasonable charge'

**Lounge carpet tiles and bar floor** – BL 'I didn't see the carpet tiles on display so didn't see how light they were. Can I ask, are they being changed for a darker version of Tobago Sands, or are we getting a different design? RK 'Just an observation on the carpet tiles. Darker but with a dash of colour would be my thought but then again, I didn't vote for Tobago Sands. I think the room needs some colour whilst retaining practicality in terms of cleaning'. The modified colour decision yet to be shared with the committee. MD is hoping that the tiles will be fitted for the reopening in May.

**Website** – The committee continued to acknowledge the work done by Serena and the team and look forward to viewing the draft.

**Lighting** – RK 'Lots to consider on the lighting front particularly how much we feel we want/need to spend. It will be good to meet and see what Paul can show us'

**Bar** – BL 'I have cleared the committee room bar area of glasses from the bar display & emptied the fridge in readiness for the floor covering'.

**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 17<sup>th</sup> 2021.

### **AOB MD**

We need to get the hall ready for reopening with the first gig being the hall acting as a polling station for the local elections on May 6<sup>th</sup> and WPC meeting on 13<sup>th</sup> and then the big day arrives on May 17<sup>th</sup>!!!

Because of Covid restrictions over the last 12 months, with Keith furloughing etc there is a lot to do to bring the hall back to the standard we all want to see and we want to give Keith our support .

I therefore propose that we meet as a team at the hall at **10am on Tuesday May 4<sup>th</sup>** after bank holiday to give the hall a really big deep clean. We will have some cleaning gear available but it would be useful if individuals could bring their own cloths, mops buckets etc . It shouldn't take more than a couple of hours to complete the job.

**Date of Next Meeting** – Thursday 6<sup>th</sup> May 2021. Hopefully, our last Online meeting

Signed:

Date:

Chairman's signature: .....

Date: .....