



Minutes of the Wilbarston Parish Council Meeting Held at the Village Hall
on Thursday 12th August 2021 at the Village Hall, 7.30 pm

Councillors Present:

N Richards (Chair), J Piercy, A Dowling, A Smith, T Kelly, B Sullivan, R Willatts, Desborough
Ward Councillor D Howes

Clerk: Becky Jones

Minute No.		ACTION
21/121	Apologies received – Cllr D James, Desborough Ward Councillors Cllr M Dearing, Cllr M Tebbutt RESOLVED: The apologies were accepted	
21/122	Declarations of Interest by Councillors – Cllr Smith expenses item 21/130b	
21/123	Resolution to approve and sign minutes of the meeting of the Parish Council held on 8th July 2021 RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting	
21/124	Representations from Members of the Public – Members of the public made representations on item 21/125 a – the planting of wildflowers in the parishes open spaces	
21/125	Matters from previous meetings, to receive updates and determine future actions on the following;	
21/125 a	21/108 b - the planting of wildflowers in the parishes open spaces Report received – see appendix A The wildflower group are to provide a draft management plan for 2022 which will be published in the September Chronicle. Feedback will be sought on this and it was suggested that one means for this could be by way of Zoom at a date and time to be published. Cllr Piercy to arrange and chair this.	JP / RW
21/125 b	21/108 c – Local Government Reorganisation Cllr D Howes gave an update	
21/125 c	21/108 d – planting of a community sponsored tree in the parish recognising councillor Dales 37+ years of service to the community It was AGREED to defer action until next meeting with a view to organising the planting in November. In the meantime, supply/cost of guard and plaque to be researched	
21/125 d	21/108 f – planting required to thicken the hedge at the Village Hall Update to be received in September	
21/125 e	21/108 g – VAS sign arrangements Update received. Cllr Smith to prepare VAS sign data graphs for the Chronicle	AS

Chairman's signature:

Date:

<p>21/125 f</p> <p>21/125 g</p> <p>21/125 h</p>	<p>21/108 h – arrangements for the repair of the village sign New contractor to be found. Cllr Smith to contact a parishioner who may be able to help It was noted and recommended that the parish notice board should also be repaired It was PROPOSED and AGREED that the notice board be repaired up to a maximum budget of £400</p> <p>21/110 – her Majesty The Queen’s Platinum Jubilee celebrations Update received. A task and finish group is to be set up. A public meeting is to be arranged for the 15th September pending Village Hall availability. An article to appear in the Chronicle and website</p> <p>21/113 h – Northamptonshire Village Awards No action proposed at this time</p>	<p>AS</p> <p>AS</p> <p>RW / ALL Clerk</p>
<p>21/126</p>	<p>To receive an update and to consider any action regarding the Welland Wanderer bus service Update received</p>	<p>NR</p>
<p>21/127</p>	<p>To receive an update and consider how best to obtain improvement of pavements which are damaged but do not meet NNC criteria for repair including the consideration of the road marking proposal which would introduce some additional “SLOW” carriageway markings alongside the existing warning signs, of School Lane and another “SLOW” immediately prior to the bend / narrow section to highlight the possible danger Update received Council to request rumble strips be used instead of the “SLOW” markings Email to be sent to highways with regards to the damaged pavements Cllr D Howes to request a highways team inspection</p>	<p>RW RW DH</p>
<p>21/128</p>	<p>To consider and resolve the need to purchase a replacement laptop RESOLVED The purchase of a business refurbished replacement laptop and a backup device at a maximum budget of £500 was AGREED It was recommended that the laptop contains an SSD drive Clerk to research solutions to present to the council</p>	<p>Clerk</p>
<p>21/129</p>	<p>To consider arrangements for the creation of a neighbourhood plan and Council to look for participants for a steering group Meeting to be scheduled for the 15th September pending Village Hall availability</p>	<p>ALL Clerk</p>
<p>21/130</p> <p>21/130 a</p>	<p>Finance:</p> <p>To receive the finance report, bank statements & reconciliation for July/August. Reports received:</p> <p>Receipts: none</p> <p>Monthly Bank Reconciliation – Current Account Balance £20,318.03 Welland Wanderer Account Balance £8,139.65 Reserve Account Balance £4,756.24</p>	

Chairman’s signature:

Date:

Bank Statement & Bank Reconciliation 31st July 2021

Bank Accounts	Unity Trust Current A/C	Welland Wanderer A/C	Unity Trust Reserve A/c	Bank Rec per Statement	31-Jul-21 £20,318.03
Balance 1 Apr 21 per statement	£15,330.02	£0.00	£4,756.24		
Outstanding Receipt Reconciled balance 1 Apr 21	£15,330.02	£6,591.00	£4,756.24		
Receipts	£12,861.75	£3,529.00	£0.00		
Payments	£7,873.74	£1,980.35			
U/p Cheques Transfer Current to Reserve a/c					
Closing Balance	£20,318.03	£8,139.65	£4,756.24		
				Reconciled Balance	£20,318.03

21/130 b

To consider and approve the accounts for payment

Payment processed early August – as previously resolved:

Type	Amount	Payee	Reason for Payment	Statutory Power
IB	£20.86	Andrew Smith	Allotment Irrigation expenses	GPC

Accounts for Payment:

Type	Amount	Payee	Reason for Payment	Statutory Power
S Order	£276.93	Clerk	Salary August 2021	s.112 LGA 1972
IB	£196.81	Clerk	Expenses July/August 2021	s.111 LGA 1972
IB	£4.95	Cllr Andrew Smith	Travel Expenses – VAS sign transportation	s.111 LGA 1972
IB	£40.00	ALCC	Membership	s.143 LGA 1972
IB	£44.00	Northants CALC	Off to a flying start training	s.111 LGA 1972
IB	£18.00	Wilbarston Village Hall	Room Hire Parish Council meeting 8 th July 21	s.111 LGA 1972
IB	Maximum of £1437.75	Lawson's of Corby	Welland Wanderer bus service	GPC

LGA = Local Government Act

RESOLVED: The above payments were **AGREED**

Chairman's signature:

Date:

21/130 c	Audit update Auditor had requested further explanation of variances. Awaiting auditor response	Clerk
21/131	To consider council delegates for attendance at the 74th Northants CALC Annual General Meeting on Saturday 2 October 2021 Delegate to be confirmed	
21/132	Planning Applications – Consider response to any planning consultations received:	
21/132 a	NK/2021/0580 - 3 Springfield Road, Wilbarston – Full Planning Permission: First floor front extension with rooflight and additional window to front, single storey front and two storey side extension with Juliet balcony, Juliet balcony and associated works to existing rear bedroom RESOLVED: The council made no comment	Clerk
21/132 b	NK/2021/0636 – 24 Barlows Lane, Wilbarston - s.73 Application: Removal of condition 8 of KET/2020/0347, in respect of window frames colour RESOLVED: The council supported the above application	Clerk
21/132 c	To receive and note the Planning Report for July/August Nothing to report	
21/133	To receive the monthly Playing Field inspection report and consider action in response to any proposals Inspection was carried out with no issues arising. A user had raised the issue of a raised rivet head on the skate half pipe and this had been reported to and dealt with by NNC	
21/134	To receive the weekly Defibrillator/Telephone Kiosk inspection report and consider action in response to any proposals Inspection carried out with nothing to report	
21/135	Date of the next Meeting: The meeting will be held on Thursday 9 th September 2021 at the Village Hall at 7.30pm	
	Meeting Closed: 9.25 pm	

Chairman's signature:

Date:

Appendix A

An idea of the flora on the different areas has been gained and through this outline management plans have been drawn. For all the areas the immediate concern is of the lush growth of grass, to combat this, Yellow Rattle plants and seeds - paid for by members of the Wildflower Group - have been set and scattered.

Carlton Road - the flora and grasses on this bank are typical of disturbed ground, the predominant grass being Rye which was probably seeded when the road was widened. For this area we would certainly be looking at Poppy, Fumitory, and other plants which like this type of ground and probably a bare area so that mining bees have somewhere to dig their holes. We have to bear in mind that behind the fence is a nitrogen fuelled growth of nettles which although brilliant for wildlife would not be so good for the bank.

The Village Green - with the trees and their low growing branches this is quite a shady area and so we would be looking at plants such as Woodruff and early spring flowers to complement the Cowslip. An idea being looked at is that paths would be mown through with specimen planting by the paths to help with the identification of plants which are seen in the environs of Wilbarston.

Daisy Bank - not an awful lot needs to be done for the restoration of the wild flora, again it is grass control. A bare area will again be created for the bees.

The School Bank. This was sadly a misunderstanding with the mowing team which has now been resolved. The school have held a competition among the pupils for what they would like to see there and a winner chosen from a very good and knowledgeable entry. This will be put in operation once the children have returned to School. We must thank the School and Teachers for their enthusiasm for the project.

These areas of plants including grasses, are the shelters, nurseries and food plants for a wide variety of insects, which in turn are food for birds and mammals. The creation of areas of biodiversity is paramount if we are to halt the free fall of our wildlife and work towards some restoration of the massive amount we have lost.

The Wildflower Group and Chairman of the Council, Nick, are meeting with either Sarah Parr, Grounds Maintenance Manager for North Northants or her Deputy next week, where a mowing regime will be discussed particularly having a strip of path regularly mown next to the public pathways. We were out about three weeks ago clearing the vegetation overhanging the paths around the Village Green and School Bank and a few days later Carlton Road.

There is a problem at Carlton Road due to the overgrowth of Travellers Joy and with the encroachment over the path with vegetation which has happened over several years which is beyond our control.

We have acted in strict accordance with the agreement made in principle with Northamptonshire County Council.

Chairman's signature:

Date:

Unfortunately we haven't done as well as Cambridge where orchids popped up on their unmown grassy areas but quite unexpectedly , on Daisy Bank, cornflowers appeared which have been extinct as a wildflower in the County since the 1940's but, even as a garden escapee is considered rare for the County. One of the wonderful surprises that nature can throw our way if given the chance.

DRAFT

Chairman's signature:

Date:

Appendix B

Wilbarston Village Hall Management Committee
AGM
Minutes of Meeting held on Thursday 5th August 2021

Present: Mike Doyle, June Pocock, John Hooper, Georgina Royle, Tony Huxley, Tommy Kelly

Apologies: Moira Loake, Barrie Leadbeater, Serena Mallows, Ray Kemp

The hall manager attended the meeting. No members of the general public were present.

Minutes of 2018 AGM

The Management Committee accepted the Minutes as a true and correct record.

Proposed: June Pocock

Seconded: John Hooper

Chairman's Report for financial year ending August 2020

'The closing months of 2019 were very busy for the management committee. The hall was being used extensively on most days of the week. Income from bookings was averaging at c. £1,000 per month. The committee had also achieved its fundraising target of £27,000 for the kitchen renovation and, with a further contribution from our healthy financial reserves, had a budget of £30,000 to complete the work. A project plan was agreed with our contractors, A Class Kitchens, and work commenced on 10th December 2019. The renovation work went broadly to plan; there were a number of changes and amendments to the specification but work was completed by the end of January 2020 on time and within budget. The committee is pleased with the end result and the hall now has a modern and well-equipped kitchen.

After the renovation was complete, our regular users resumed their activities in February and the hall returned to normal. However, things came to a shuddering halt on 20th March 2020 when the Government announced a national lockdown due to the Covid pandemic requiring that the hall be closed with immediate effect. In conjunction with the Hall manager, the management committee took immediate steps to place the hall into 'hibernation' – closing down all non-essential facilities and making the building secure.

Following the closure, the committee's primary concern was the loss of income but thankfully, the hall was eligible for a £10,000 government grant which was paid to the hall in March and provided welcome support. One immediate concern however, was the bar stock. An audit of the canned and bottled beer and ciders revealed that most had a sell-by date of September – December 2020. The committee decided that the stock had to be disposed of and applied for a temporary off-sales licence to sell the beer directly to the village community. A sale was organised for 13th June and all the stock was successfully disposed of; but at a small financial loss. During the lockdown, it was not possible for the committee to hold its regular face-to-face monthly meetings, so it was decided to hold virtual

Chairman's signature:

Date:

meetings instead. And so we communicated via email with each other – a system that has worked very well but most members are missing the social interaction!

The Government announced an easing of lockdown in June and after considerable preparatory work by the hall manager and the committee, we made the hall “Covid secure” with necessary social distancing and sanitation measures. The hall reopened again on 6th July 2020. All of the regular users were contacted and most indicated they would be returning to resume their activities in the coming weeks. During July and August 2020, the hall has slowly returned to something resembling normality but still with many restrictions imposed by the Covid crisis – not least the inability to host weddings and large celebration gatherings which are important revenue generators.

In sum, 2020 has been an extremely challenging year for the management committee. On a positive note, we have installed kitchen to be proud of equally, we have faced a major crisis which we have had to manage our way through and the committee is satisfied with the way it has dealt with the crisis thus far. Thankfully, the hall went into the crisis in a strong financial position and this was bolstered by the government grant we were awarded in March. Nevertheless, our income has been drastically reduced and expenditure exceeds our revenue at the present time. This has required us to maintain stringent financial measures to manage our financial reserves going forward. In closing, the committee would like to commend the Hall Manager, Keith Langdon, for all his efforts during the crisis, translating the excellent advice from Northants ACRE to make the hall Covid secure and allow it to reopen in an efficient manner. We would also like to convey our thanks to Lawrence Dale who retired from the committee at the beginning of 2020 for his long-standing service and commitment to the village hall.

Additional note: (Due to Covid restrictions this note was added to give a full update of hall activity since September 2020)

The AGM scheduled for March 2021 was postponed due to ongoing Covid restrictions. Because of the time elapsed, the Chair would like to update the committee and the village with a brief resume of what has occurred since September 2020 – July 2021.

The hall was placed in a short lockdown from November-December 2020 and then again from early January 2021- May 2021 when infections dramatically increased. During the lockdown periods, the hall has been kept secure and well maintained in line with ACRE recommendations – our thanks to our Hall Manager Keith Langdon and various committee members for all their efforts.

At the start of the pandemic, the committee were concerned about its financial situation but thankfully we qualified for generous Government grants over the lockdown periods which have kept us in a strong financial position. As well as covering our fixed costs, this has allowed our strategy of improvement and renovation to continue. A new carpet has been laid in the lounge, the lounge bar floor has been renovated and the obsolete wall lighting in the main hall will shortly be replaced with programmable LED battens. We now have a much improved website (thanks to Serena Mallows, John Hooper and Keith Langdon) and further improvements in the hall are planned.

Most users of our regular users returned to the hall when we re-opened on May17th. We have received a lot of celebration bookings over the summer which will provide a healthy income flow.

In sum, the hall is being well managed on behalf of the village community and committee is looking forward to things returning to normal once again’

Chairman’s signature:

Date:

Dr Mike Doyle
Chair, Wilbarston Hall Management Committee
On behalf of the Management Committee,

Treasurers Report (June Pocock)

A detail document showing the annual accounts for financial year ending August 31st 2020 was presented to the committee. In summary it was acknowledged that the Village Hall had survived the lack of funding due to enforced closure. The Government grants of c. £18,000 kept the accounts afloat and enabled us to continue with hall improvements and general maintenance. We made a loss but weathered the storm with £22,000 in our account. JP explained to the committee that although the financial report listed a Bar income of £8,000 that didn't include the cost of the drinks and bar wages. Actual profit would be in the region of £4,000. JP thanked MD for obtaining the 'Covid closure Grants'. MD explained to the committee that it had be an easy application with no means testing or endless form filling.

The Chairman thanked the Treasurer for presenting the accounts for 2019/20 and for all her hard work managing the accounts so effectively.

Elections.

The Chair advised that the existing committee now stand down and the meeting was open for nominations. As no nominations were received, it was proposed by the committee that if there were no resignations or objections, the existing members of the committee be re-elected to serve for another year in their current posts. MD will continue as Chair, GR as Secretary and JP as Treasurer.

AOB

MD expressed his delight in now having face to face committee meeting again and thanked everyone for their continued support and hard work.

The Meeting closed at 7.10 pm .

Signed:

Date:

Chairman's signature:

Date:

Appendix C



**Wilbarston Village Hall Management Committee
Minutes of the held on Thursday 5th August 2021**

Present: Mike Doyle, Georgina Royle, John Hooper, June Pocock, Tony Huxley, and Tommy Kelly.

Apologies: Barrie Leadbeater, Ray Kemp, Serena Mallows, Moira Loake.

Minutes of Last Meeting : Approved

Matters arising from July meeting

WVH website – Thank you to SM for agreeing to be our Web Master and keeping Web information up dated and relevant.

Wall lighting – Contractors have now fitted the new wall lights in the hall. Thank you to Keith for a guided demonstration.

Bar prices – BL and KL have reviewed and updated the bar price list. Beer prices have been increased to £3. 80 per bottle from £3.50 to cover inflation. Other drink prices remain the same as last year.

Disrepair of the hedges in front of the hall – WPC are still pursuing a solution with North Northants Council via Nick Richards from Wilbarston Parish Council. TK to check with WPC on current position.

Painting external rendering – RK speaking to a decorator from the village about painting the external render and the changing rooms. Will ask him to contact MD to arrange visit

Field gate – The gate is locked to prevent unauthorised access, but rapid access is needed in case of an emergency. Names of key holders have been recently changed. GR suggested that the Post office holds a key along with Parish Councillors. TK to confirm the names of the new WPC key holders and MD will update notice attached to the gate and details also placed on the village hall notice board.

Hall cleaner – Unfortunately the new appointed cleaner didn't workout and he has gone. Adverts for the job have been placed on Facebook and Nextdoor. There have been some enquires.

New Hire charges.- There were no objections to the increased hall charged submitted to the committee by MD and KL. Regular hall hirers have been informed about the slight increases. There have been no negative objections. The Silver and Gold hire charges remain the same as last year.

Treasurer's Report. JP

Income:

Lettings up. The best for a long time at £2,278. Bar receipts £1,579 due to 3 party bookings.

Total Income: £3,857.55

Expenditure:

Bar stock £785.70

Wages: £594.5

Maintenance: £1,599.38 which includes the new lighting system in the main hall.

Heat, light and power: £278.66

Stationary: £0

Total Expenditure: £2472.54 Total Profit £ 599.31

Balance Sheet:

Chairman's signature:

Date:

Current Assets: £1023.81

Debtors: £2098.00

Stock : **£1164.44**

Fund raising A/c **£719.02.**

MHBS: **£2,743 .00**

Float: **£450** Petty Cash: **£56.45** Current A/c: **£24,021,11**

Total Assets £31252.02

Bar Report No official report submitted by BL. The previous 3 functions had been successful. Thank you to those who helped run the bar during the functions. The additional alcohol requested was consumed. Request for increased bar staff support is covered in AOB.

Correspondence. MD

ACRE – ACRE continue send us updated information regarding the covid situation. Hall manager has translated these into practical measures and advised hirers accordingly.

Insurance – Current insurer renewal premium Increased by £16 over last year. Allied Westminster is recommended by ACRE as a specialist VH Insurer and therefore no reason to change our policy holder as they are likely to remain most competitive.

Business rates – We are entitled to 80% mandatory relief reduction on rates as a registered charity. But in previous years, WVH received an additional 10% discretionary award from KBC. Noted that in most recent rates demand our previous £16 per month has been increased by North Northants to £30 and it does not appear to include 10% discretion? MD is querying this. (Possible that NN will not be as generous as KBC with local grants?)

Renewed Energy contract – From October we change our contract. Gas will be provided by British Gas and electricity from Good Energy. We have locked into a favourable 2 year contact as prices set to rise shortly.

Hall Maintenance and improvements MD

Village Hall Cleaner – Post has been readvertised

Bar Ice making machine – has been replaced for £180. Works well. May need another – BL to monitor demand for ice.

Exterior flood lights - 2 out of the 4 lights have failed and one was failing. All 4 lights have been successfully replaced.

Main Hall lights – Wall lights now installed and functioning

Floor tape now removed. Thank you for all those that helped to remove the tape.

Plea for loft timber – Good response from community. MD has cut the wood to size to get flooring up through the loft hatch. Need a team of volunteers to lay a work platform. A job for a wet day. TH, RK and TK offered help.

Plumbing – Following the fitting of a new PIR system to flush men's toilets, found that isolating valves in the loft were defective. This led to the need to replace the ball valves in the roof. W. Brown have quoted the cost of £454.

Youth Brass – have requested we 'house' a container outside the hall to store their larger instruments. Objection from JP and GR for aesthetic and other reasons. MD will forward the request to the Parish Council. At the moment, the youth band store smaller instruments under the stage.

AOB MD

Chairman's signature:

Date:

Printer – JP requested a replacement black laser printer to use for VH business printing / scanning etc. Estimated cost £190. Committee approved purchase, JP to select suitable model. JP agreed to print copies of the agenda’s and meeting minutes.

Bar Support – BL has requested additional support. Maybe a teenager from the village. JP suggested that bar staff teach successful applicant how to manage restocking of shelves, health and safety etc. MD suggested that we increase wage from £5 to £6 an hour as the job is now more than just glass collecting. Committee approved.

Future projects – Committee mindful of change of funding from Kettering to North Northampton Council who may not be as generous with grant funding. It was felt that we need to proceed with caution. Limit 2021 /2022 to replacement printer, painting and acquiring audio visual equipment for the use of hirers. JH agreed to set up a small project to investigate audio visual equipment to suit our needs.

Facebook – TH and partner are currently managing the social media site and happy to continue. Excellent platform for job adverts, up coming events etc. SM will also post information on website and Next Door. The committee thanks both for their efforts.

World pay – Previous contact cost Hall £23 a month plus 1% of contactless taking. During Covid restrictions and lockdown, moved us to a new contract with no monthly contract but we pay 1.5 % of transactions. Committee proposed that we monitor the amount a compare the options.

Support for VH cleaning – KL and JP need to isolate from 23rd August for 3 days prior to a hospital operation. Volunteers have been requested to cover any cleaning duties during that period. MD to organise

Wild flower project for next year. JH explained to the committee that the grass around the car park would be mown with a metre edging. The rest of the grass would be left to grow and seed naturally.

Bookings – KL will no longer email committee members with information. All booking are clearly visible on the website.

The Queens Platinum Jubilee will be celebrated in June 2022 with a huge village event. MD advised that the Parish council are setting up a social committee to help plan the event and will be looking for a volunteer from WVH to assist. MD advised that WPC told the hall has been reserved for the bank holiday weekend.

Meeting closed at 8.50pm

Date of Next Meeting – Thursday 2nd September 2021.

Signed:

Date:

Chairman’s signature:

Date: