



Minutes of the Wilbarston Parish Council Annual Meeting Held at the Village Hall
Thursday 9th June 2022 at 7.30 pm

Present:

Councillors: J Piercy, R Willatts, A Smith, A Dowling, B Sullivan, North Northamptonshire
 Councillor D Howes

Clerk: Becky Jones

Minute No.		ACTION
22/91	<p>Apologies received – Cllr James, Cllr Kelly, Cllr Richards, North Northants Councillors Cllr Tebbutt and Cllr Dearing RESOLVED: The apologies were ACCEPTED Formal thanks were given for Cllr Richards chairing the Parish Council for the past 19 years</p>	
22/92	<p>Declarations of Interest by Councillors –Cllr Smith item 22/103 b expense</p>	
22/93	<p>Resolution to approve and sign minutes of the meeting of the Parish Council held on 12th May 2022 – RESOLVED: The minutes were amended and signed by the chairman as a correct record of the meeting Minute 22/74 – ‘millage’ was amended to ‘mileage’</p>	
22/94	<p>Representations from Members of the Public – none</p>	
22/95	<p>Matters from previous meetings, to receive updates and determine future actions on the following;</p>	Clerk
22/95 a	<p>22/56 c – 20mph proposal at School Lane and efforts to re-classify the speed limit Update received. Councillors had met with the Assistant Community Liaison Officer from Northamptonshire Highways It was PROPOSED that the Clerk write to Stoke Albany PC to strongly express our support, with regards to the overgrown vegetation between Stoke Albany and Wilbarston, in any action they take, was AGREED</p>	
22/95 b	<p>22/79 a - the planting of wildflowers in the parishes open spaces Update received</p>	
22/95 c	<p>22/79 b – arrangements for the repair of the village sign and noticeboard Update received; the base of the sign has gone off to be galvanised</p>	
22/95 d	<p>22/79 e – signage to deter dog waste Deferred</p>	
22/95 e	<p>22/79 f – upkeep of the sports facilities incl refurbishment/replacement if the Village Hall floodlights</p>	

Chairman's signature:

Date:

	Update received. A further quote was obtained for the supply and installation of floodlighting and refurbishment of the sports facilities It was PROPOSED that a grant for £10,000 be applied for from Sport England and if successful, it was AGREED that the council proceeds with this quote and funds to cover the balance of £2754.00 be met either from an additional grant or parish council funds	AS/JP Clerk
22/95 f	22/79 e – confirming NNC land / updating the trustees of parish council land Update received. See Appendix C with maps from Northamptonshire Highways Update received. Only half of the land is registered correctly based on the sale documents. There is only one living member on the Charitable Trust Council to seek Legal advice from NNC and NALC	JP/Clerk
22/95 g	22/79 f – street lighting and maintenance of verges outside the school Update received. Clerk to confirm if the light has been installed	Clerk/JP
22/95 h	22/79 i – purchase of additional defibrillators Quotes had been obtained The village hall committee had AGREED a 50:50 cost split for one defibrillator at the VH It was PROPOSED that the Parish Council upgrade the existing defibrillator with the purchase of a bleed kit for a cost of £85.00 + VAT It was PROPOSED that the Parish Council apply for a £300 grant and fund the balance £1280 + VAT for a second defibrillator at Springfield/Rushton Road. It was noted installation was not included in this figure and a further expense maybe incurred. RESOLVED: The above was AGREED The amount of £615 + VAT to purchase a third defibrillator at the Village Hall was not agreed	JP/Clerk
22/95 i	22/79 j – commercial vehicles breaking the weight limit rules on the Stoke/Desborough Road Update received – VPK acknowledged that the issues were not acceptable. Clerk awaiting an update on action taken from VPK	Clerk
22/95 j	22/79 k – update on the repair of the village hall flagpole Flagpole had been repaired	
22/95 k	22/79 l – replacement of three damaged street name plates Name plates replaced	
22/96	The appointment of a Police Liaison Representative to act as a single point of contact with Northamptonshire Police Item to be carried forward, AS to speak with existing PLR	AS
22/97	To receive an update and consider any action on Neighbourhood Planning from the Neighbourhood Planning Working Group Update received.	NR

Chairman's signature:

Date:

	<ul style="list-style-type: none"> • Sally Hughes was appointed Chair and Elizabeth (Liz) Evans as Vice Chair was AGREED • Minutes to be provided to PC meetings and recorded/ posted on the website for complete transparency • Terms of Reference to be re-named as an advisory committee rather than a group • Proposal that the entire parish should be the Plan area was AGREED • The consultant Gary Kirk, a who quoted initially offered to talk to the advisory committee/council on a no obligation basis to assess whether or how a consultant could help. GK to be invited to the next meeting on 3 August • Advisory committee to liaise with Andrew Needham at NNC and David Grayson, Chair at Cottingham to hear about their experiences • Initial discussion about aim, scope, process and likely timescale is thought to be about two years however it was felt that we should tap into all the experience on offer before proceeding • Likely first exercise will be an open day/meeting in the Autumn to find out what matters and what are the issues for residents. A questionnaire to get further input to follow <p>See Appendix D for minutes from the Neighbourhood Planning Working Group meeting</p> <p>Following feedback sought from the NP advisory committee and Northants CALC the clerk PROPOSED amendments to the Terms of Reference. The amended ToR were AGREED, see Appendix E</p>	Clerk/NR
22/98	<p>To consider the request from a resident requiring the council’s permission for Electronic Vehicle Charging at their home where there is no off-road parking</p> <p>The Parish Council is not authorised to give permission but has no objection to the resident charging their vehicle at their home. The advice received from Highways is to be passed on. Cllr Piercy to talk to the resident and discuss options</p>	JP/NR
22/99	<p>To receive an update and to consider any action regarding the Welland Wanderer bus service including the approval and sign off the Community Fund grant application agreement to receive £4000 towards the Wanderer costs in 2022/23</p> <p>Update received. The council was successful in its bid for £4000 from the NNC community fund and it was reported that another £4000 is available in the NNC budget this year to support the service. The passenger numbers are gradually building back towards pre-covid levels, average cost per trip is around £90, which is quite a bit more than the £75 on which we based our forecasts. Wilbarston’s bus stop notice board and publicity elsewhere has been revamped and this seems to be paying off. Participating villages approached in case anybody else wants to do similar.</p> <p>It was reported that a traffic warden in Market Harborough told the Welland Wanderer bus operator whilst stopping at the bus layby that he could not stop</p>	

Chairman’s signature:

Date:

	there. As the service is a registered schedule the Clerk is to obtain an official letter of confirmation to prevent any further issues	Clerk																																												
22/100	To consider and resolve the council's Policies and Procedures in line with the clerk's report RESOLVED: The Policies and Procedures were AGREED . See Appendix B																																													
22/101	To consider and resolve the purchase of a tool to manage passwords as an additional level of security Two-factor authorisation is already required for the making payments. No action was taken																																													
22/102	To consider the allotment committees recommendation for the reletting of plot 12b RESOLVED: The reletting of plot 12 b was AGREED Cllr Smith to speak with the holder of plot 12 b	Clerk/AS																																												
22/103 22/103 a	Finance: To receive the finance report, bank statements & reconciliation for May/June Reports received Receipts:																																													
	<table border="1"> <thead> <tr> <th>Paid into Current A/C</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>13/5/22</td> <td>£30.00</td> <td>Brampton Ash PC</td> <td>VAS Contribution</td> </tr> <tr> <td>23/5/22</td> <td>£30.00</td> <td>Braybrooke PC</td> <td>VAS Contribution</td> </tr> <tr> <td>27/5/22</td> <td>£1030.30</td> <td>HMRC VTR</td> <td>VAT Refund</td> </tr> <tr> <td>30/5/22</td> <td>£5.00</td> <td>Plot holder 14b</td> <td>Allotment plot holder</td> </tr> <tr> <th>Paid into Welland W</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> <tr> <td>10/5/22</td> <td>£344.00</td> <td>Weston by Welland £110.00 / East Carlton £234.00</td> <td>Welland Wanderer Contribution</td> </tr> <tr> <td>11/5/22</td> <td>£30.00</td> <td>Ashley PC</td> <td>VAS Contribution</td> </tr> <tr> <td>12/5/22</td> <td>£150.00</td> <td>Ashley PC</td> <td>Welland Wanderer Contribution</td> </tr> <tr> <td>15/5/22</td> <td>£700.00</td> <td>Wilbarston PC</td> <td>Welland Wanderer Contribution</td> </tr> <tr> <td>17/5/22</td> <td>£360.00</td> <td>Middleton PC</td> <td>Welland Wanderer Contribution</td> </tr> </tbody> </table>	Paid into Current A/C	Amount	Received from	Reason for Payment	13/5/22	£30.00	Brampton Ash PC	VAS Contribution	23/5/22	£30.00	Braybrooke PC	VAS Contribution	27/5/22	£1030.30	HMRC VTR	VAT Refund	30/5/22	£5.00	Plot holder 14b	Allotment plot holder	Paid into Welland W	Amount	Received from	Reason for Payment	10/5/22	£344.00	Weston by Welland £110.00 / East Carlton £234.00	Welland Wanderer Contribution	11/5/22	£30.00	Ashley PC	VAS Contribution	12/5/22	£150.00	Ashley PC	Welland Wanderer Contribution	15/5/22	£700.00	Wilbarston PC	Welland Wanderer Contribution	17/5/22	£360.00	Middleton PC	Welland Wanderer Contribution	
Paid into Current A/C	Amount	Received from	Reason for Payment																																											
13/5/22	£30.00	Brampton Ash PC	VAS Contribution																																											
23/5/22	£30.00	Braybrooke PC	VAS Contribution																																											
27/5/22	£1030.30	HMRC VTR	VAT Refund																																											
30/5/22	£5.00	Plot holder 14b	Allotment plot holder																																											
Paid into Welland W	Amount	Received from	Reason for Payment																																											
10/5/22	£344.00	Weston by Welland £110.00 / East Carlton £234.00	Welland Wanderer Contribution																																											
11/5/22	£30.00	Ashley PC	VAS Contribution																																											
12/5/22	£150.00	Ashley PC	Welland Wanderer Contribution																																											
15/5/22	£700.00	Wilbarston PC	Welland Wanderer Contribution																																											
17/5/22	£360.00	Middleton PC	Welland Wanderer Contribution																																											
	Monthly Bank Reconciliation – Current Account Balance £23299.31 Welland Wanderer Account Balance £5387.82 Reserve Account Balance £4,759.11																																													
	Bank Statement & Bank Reconciliation 31st May 2022																																													
	<table border="1"> <thead> <tr> <th>Bank Accounts</th> <th>Current</th> <th>Wanderer</th> <th>Reserve</th> <th>Bank Rec</th> <th>31-May-22</th> </tr> </thead> <tbody> <tr> <td>Balance 1 Apr 22</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>per statement</td> <td>£19,482.08</td> <td>£0.00</td> <td>£4,759.11</td> <td>Bal per Statement</td> <td>£23,299.31</td> </tr> <tr> <td>Outstanding Receipt</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Bank Accounts	Current	Wanderer	Reserve	Bank Rec	31-May-22	Balance 1 Apr 22						per statement	£19,482.08	£0.00	£4,759.11	Bal per Statement	£23,299.31	Outstanding Receipt																										
Bank Accounts	Current	Wanderer	Reserve	Bank Rec	31-May-22																																									
Balance 1 Apr 22																																														
per statement	£19,482.08	£0.00	£4,759.11	Bal per Statement	£23,299.31																																									
Outstanding Receipt																																														

Chairman's signature:

Date:

	Reconciled balance 1 Apr 22	£19,482.08	£6,180.36	£4,759.11	
	Receipts	£13,360.30	£1,834.00	£0.00	
	Payments	£9,543.07	£2,626.54		
	U/p Cheques Transfer Current to Reserve				
	Closing Balance	£23,299.31	£5,387.82	£4,759.11	
					Reconciled Balance £23,299.31
22/103 b	To consider and approve the accounts for payment				
	<u>Paid after May meeting:</u>				
	Cheque No.	Amount	Payee	Reason for Payment	Statutory Power Local Government Act
	IB	£477.52	Lawsons of Corby	Welland Wanderer	GPC
	<u>Accounts for Payment:</u>				
	Cheque No.	Amount	Payee	Reason for Payment	Statutory Power Local Government Act
	SO	£281.84	Clerk	Salary June 2022	GPC
	IB	£146.59	Clerk	Clerk expenses May/June 2022	GPC
	IB	£1.80	Cllr Andrew Smith	VAS Mileage	GPC
	IB	£650.00	Joe Stafford Joinery	Works to repair/restore the noticeboard	GPC
	IB	£843.60	North Northamptonshire Council	New streetlight opposite 43 Rushton Road	GPC
	IB	£7.00	Cllr Andrew Smith	Spare keys for the flagpole	GPC
	IB	£165.65	Parish Magazine Printing	Summer Chronicle	GPC
	IB	£12.00	Penny James	Flowers for the Village Green	GPC
	IB	£583.80	Lawsons of Corby Ltd	Welland Wanderer	GPC
	Transfer	£30.00	Wilbarston bank account	£30.00 paid into Welland Wanderer by Ashely PC for	GPC

Chairman's signature:

Date:

			VAS – went to wrong bank account	
22/103	LGA = Local Government Act RESOLVED: The above payments were AGREED			
22/103 d	<p>To set a date for the quarterly internal controls to be carried out Date to be arranged outside of the meeting but to take place early July</p> <p>To set a date for a finance group meeting to consider the Quarter 1 analysis Date to be arranged outside of the meeting but to take place early July</p>			
22/104	Planning Applications – Consider response to any planning consultations received:			
22/104 a	NK/2022/0337 – LOCATION: 24 Barlows Lane, Wilbarston PROPOSAL: Non-Material Amendment: Demolition of outbuildings and single storey rear extension. Erection of 1 no. dwelling plus single storey side and two storey rear extensions to no. 24 - Section 73 (Determination of applications to develop land without compliance with conditions previously attached to Planning Permission NK/2021/0636) consisting of the insertion of a single rooflight in the north-western (side) roof slope of the new 1 no. dwelling adjacent to 24 Barlows Lane, Wilbarston. Non-minor amendments to boundary treatments (Condition 4), landscaping details (Condition 5) and surfacing details (Condition 16) of NK/2021/0636			
	RESOLVED: Clerk to make the following point that all works have already been completed and the application wasn't retrospective			
22/104 b	To receive and note the Planning Report for May/June Nothing to note			
22/105	To receive the monthly Playing Field inspection report and consider action in response to any proposals Update received The lower pitch Football bench needs replacing, item to be added to the next agenda			
22/106	To receive the weekly Defibrillator/Telephone Kiosk inspection reports and consider action in response to any proposals Update received with no issues arising			
22/107	Date of the next Meeting: Due to the clerk's holiday in July it was PROPOSED that the meeting be moved from Thursday 14 th July 2022 to Thursday 11 th August at the Village Hall at 7.30pm, the change of date was AGREED			
	Meeting Closed: 21.23pm			

Clerk

Clerk

Chairman's signature:

Date:

Appendix A



Wilbarston Village Hall Management Committee
Minutes of the meeting held on 1st June 2022

Attendance: Mike Doyle, John Hooper, Tony Huxley, June Pocock, Georgina Royle, Barrie Leadbeater, Ray Kemp

Apologies: Tommy Kelly, Serena Mallows, Moira Loake

Minutes of Last Meeting : The minutes of the April meeting were agreed as a true and correct record. Amendment: We had problems accessing our energy account from Good Energy not British Gas.

Proposed: JH Seconded, JP

Matters arising from May meeting (MD)

Stage curtains – Track for curtains installed. Curtains to be fitted on 10th June.

Giga Clear – JH still trying to formalise the contract with Giga Clear

AV project – Report in minutes

Toilet renovations – Structural survey was successful. There are no supporting walls in our planned renovations. Architect now needs to draw up some plans with estimated costs for each major area.

Next Door – SM explained that she is still exploring how to post message on ND under name of WVH.

Treasurer's Report. (JP)

Income

Total Lettings - £1,937

Bar Receipts- £0

Other income- £0

Total Income- £1,937

Expenses

Expenses (wages, energy rates, structural survey etc) - £1,115.67

Net profit for month £821.33

Balance sheet

Current account: £28,112.38 MHBS: £2,743 Fundraising account £335.02 Stock £2,047, Debtors £121, Bar float £450, Petty cash £252.83

Bar Report: BL

No functions in May, although the Jehovah Witness function did pay for the bar and the corkage. Libra delivery arrived on 1st June, but the stock had not been loaded onto the van. Plan to redeliver on Thursday 2nd. Keith to accept the stock in BL absence. Plastic glasses have been obtained for Jubilee Saturday. MD to contact Bookers Cash and Carry to update names of committee members entitled to membership card access. Children's party have booked the bar on 11th June 1 – 4 pm.

Social Report. TH

TH to obtain photos of the gig for posting on FB and website.

Queens Jubilee Report GR

GR gave a run down of final preparations / plans for the 4 day celebration. Keith provided all necessary information for Hall users. MD thanked GR as the village hall representative on the QJ committee, for all her efforts.

Chairman's signature:

Date:

Correspondence. MD

Village Halls have been granted £3, million in the latest funding. MD to monitor developments. Letter from NNC business rates confirming our discretionary relief for business rates until April 2023

Hall Maintenance and Improvement. MD

Toilet renovations – Committee agreed to go ahead with architect to get some idea how much this project is likely to cost. MD gave a warning about the problems we may find in obtaining grant funding due to the present financial climate.

Stage curtains – the job should be completed on 10th June.

Football store – Renovating the old football store for surplus Bar stock has been agreed and will take place in due course.

AOB

AV project: JH

John visited Wilbarston Primary School to gain experience of their wall mounted projector. Very impressive and easy to use. Their model has now been updated. A similar system would be ideal for use in the lounge. John provided the committee with two sets of pricing to purchase the projector, mounting, fixed screen, wireless adaptor, and wall input plate. Both companies provide a charity discount and were significantly cheaper than Curry’s or Amazon. The committee voted to go ahead, JH recommended we use **Just Projectors** Hampshire. BL suggested we enquire about technical support / visiting engineer if the product should fail. Est cost £1,935 for hardware. Quote from our electrician to move the heating sockets and install the device is estimated at £200. MD proposed we go ahead if a smaller screen can be sourced. The 2 metre screen was felt to be too big for the space available.

Defibrillator: MD

A second machine has been authorised by PC for Wilbarston and will be positioned outside the front entrance to the Village Hall. PC has queried possible contribution from WVH. Amount to be discussed once total cost and possible grant aid has been calculated.

Credit card reader – JP having difficulty in getting World Pay to sort out payments for card reader. Committee felt we needed a paper trail to prove our frustration with the payment system. JP to email WP.

Date of Next Meeting – Thursday 7th July 2022 at 7:30pm (MD will be absent, JH to chair meeting)

Signed:

Date:

Appendix B**Report to Wilbarston Parish Council June 2022****Review of Wilbarston Council Policies and Procedures****Purpose of the Report**

On an annual basis the Parish Council is required to review its' policies and procedures. The Clerk has undertaken this review and recommends that the following changes be made:

Standing Orders

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Financial Regulations

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Clerk Delegation – It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2022

Child Protection Policy – Adopted November 2015 - It is recommended that the policy is re adopted in June 2022

Equal Opportunities Statement – Adopted April 2016 - It is not recommended that any amendments be made to this document, it is recommended that the policy to be re adopted in June 2022

Financial & Management Risk Assessment Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Allocation of Allotments Policy – adopted March 2018 it is recommended that the policy be re adopted in June 2022

Finance Committee Terms of Reference – adopted July 2016 – It is recommended that the Council reviews this policy when the Council forms a Finance Committee

Reserves Policy – Adopted 15.09.11. It is recommended that the policy be re adopted in June 2022

Freedom of Information Publication Scheme – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Code of Conduct – adopted June 2021 it is recommended that the policy be re adopted in June 2022

Internal Controls – adopted June 2021 it is recommended that the policy be re adopted in June 2022

The Parish Council should formally review and record its opinion of the effectiveness of its system of internal control which includes the arrangements for the management of risk (The Accounts and Audit Regulations 2011). An effective system of internal control can be split into three parts:

- Identification of potential risk (Risk Assessment)
- Controls or procedures in place to mitigate the risks identified (Control Systems)
- System for testing the adequacy of internal controls (Internal Audit)

Complaints Procedure – last review March 2017 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Website Disclaimer – Adopted 15.09.11, last reviewed March 2017 – It is recommended that the policy be re adopted in June 2022

Website Policy – Adopted 15.09.11, last reviewed March 2017 – It is recommended that the policy be re adopted in June 2022

Chairman's signature:

Date:

Training & Development Policy – Adopted on 13th October 2016 - Resolution No: 16/84 – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Press and Media Policy

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

GDPR Security Compliance Checklist – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

GDPR Data Breach Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

GDPR Privacy Notice Public – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

GDPR Records Retention Policy – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

GDPR Data Protection Policy– It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

GDPR Subject Access Request Procedure – It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Grant Awarding Policy and Application Form

It is not recommended that any amendment be made to this document, it is recommended that the policy and application form be re adopted in June 2022

Electronic Payments

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Accessibility Statement

It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Advertising Policy

Adopted in March 2022. It is not recommended that any amendment be made to this document, it is recommended that the policy to be re adopted in June 2022

Neighbourhood Planning Terms of Reference

Adopted in May 2022. It is recommended that the new amendments be adopted in June 2022

NOTE: Wilbarston Parish Councillors were issued with access to a full set of Parish Council Policies and Procedures in June 2022 - [Policies and Procedures | Wilbarston Parish Council](#)

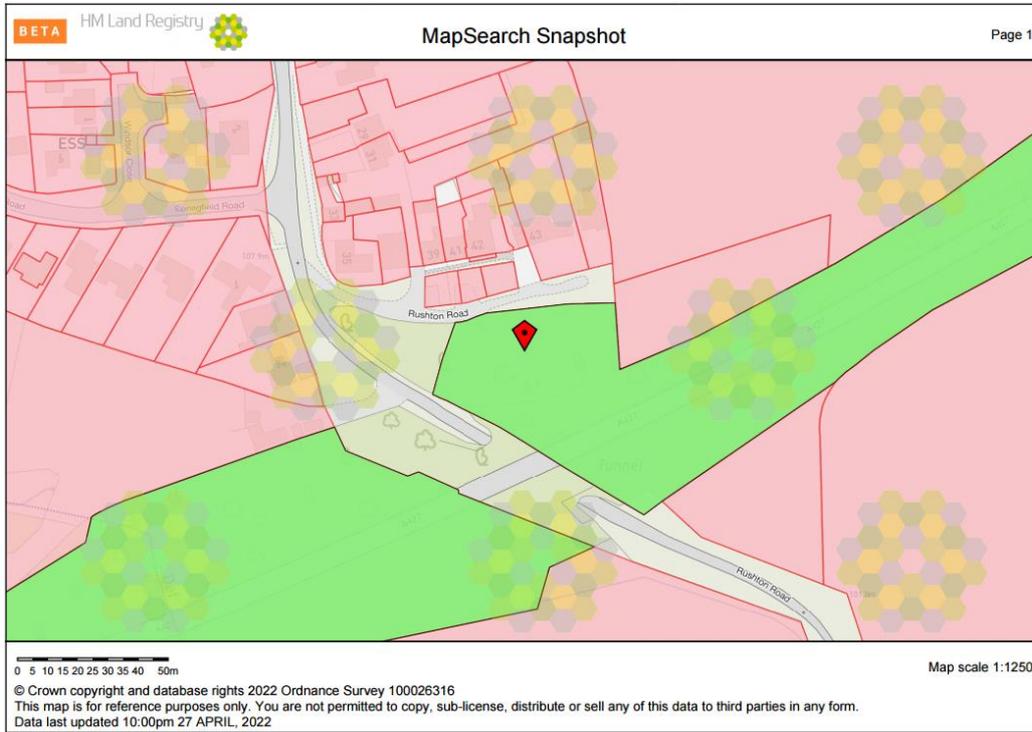
Becky Jones
Clerk to Wilbarston Parish Council

Chairman’s signature:

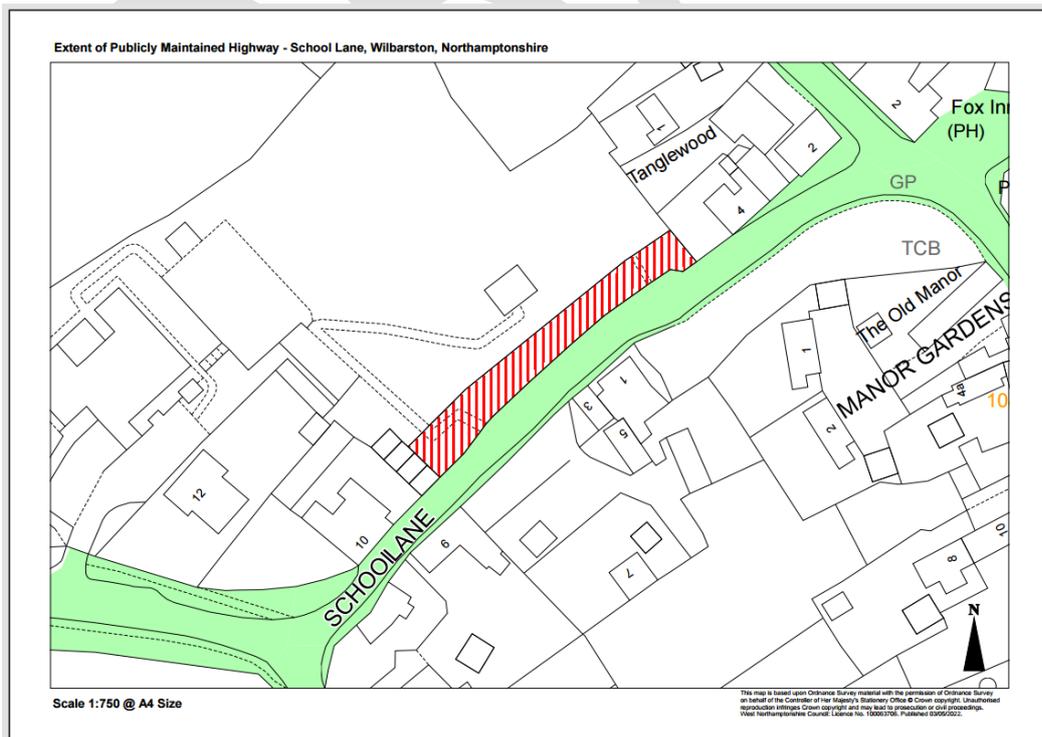
Date:

Appendix C

Land at Rushton Road



Land at School Lane. The green shading on the attached plan indicates the extent of the publicly maintained highway at the location in question. The area shown hatched in red is currently the responsibility of MONTSAYE COMMUNITY LEARNING PARTNERSHIP of Montsaye School, Greening Road, Rothwell, Kettering NN14 6BB.



Chairman's signature:

Date:

Land at the Playing Field at north-eastern end

This land is registered to THE OFFICIAL CUSTODIAN FOR CHARITIES on behalf of the Charity known as Wilbarston Playing Field, Wilbarston, Northants.

The larger southern section is within the ownership of North Northamptonshire Council.

HM Land Registry

Official copy
of register of
title

Title number NN86070

Edition date 27.05.2021

- This official copy shows the entries on the register of title on 28 APR 2022 at 10:02:43.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 28 Apr 2022.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Leicester Office.

A: Property Register
This register describes the land and estate comprised in the title.

NORTH NORTHAMPTONSHIRE

- 1 (19.03.1986) The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being land lying to the North East of Carlton Road, Wilbarston.
- 2 (26.02.1990) A new filed plan based on the latest revision of the Ordnance Survey Map has been substituted for the original plan.
- 3 (22.06.1999) A new filed plan based on the latest revision of the Ordnance Survey Map has been prepared.

B: Proprietorship Register
This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (19.03.1986) PROPRIETOR: THE OFFICIAL CUSTODIAN FOR CHARITIES on behalf of the Charity known as Wilbarston Playing Field, Wilbarston, Northants.
- 2 (19.03.1986) RESTRICTION:-No disposition or other dealing by the proprietor of the land is to be registered without the consent of the Charity Commissioners or an order of the Registrar.

C: Charges Register
This register contains any charges and other matters that affect the land.

- 1 A Deed of Exchange dated 7 January 1985 made between (1) Commander Leslie Michael MacDonald Saunders Watson and (2) Wilbarston Parish Council contains restrictive covenants.
NOTE: Original filed.
- 2 The land is subject to the rights granted by the Deed of Exchange dated 7 January 1985 referred to above.

1 of 2

Title number NN86070

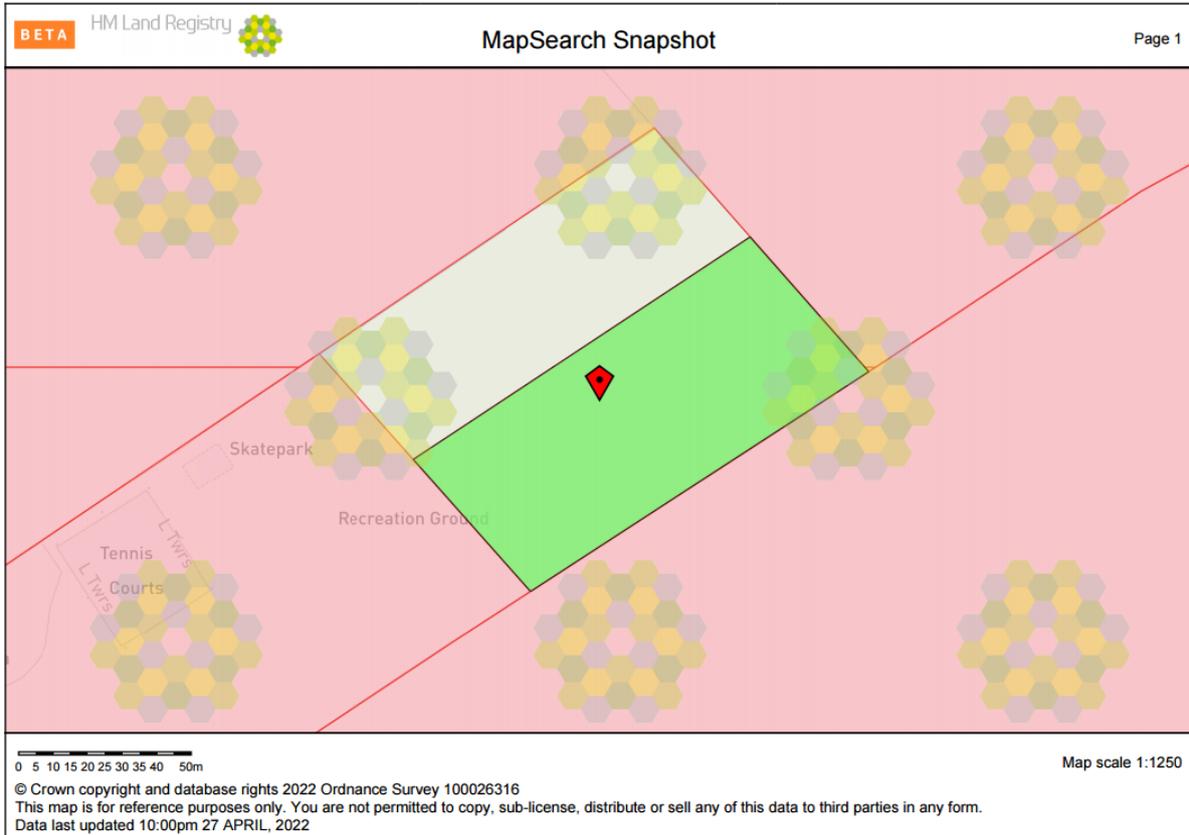
C: Charges Register continued

- 3 The Deed of Exchange dated 7 January 1985 referred to above also contains a right of pre-emption upon the terms as therein mentioned.

End of register

Chairman's signature:

Date:



DRAFT

Chairman's signature:

Date:

Appendix D

**Minutes of Meeting of Wilbarston Neighbourhood Plan Advisory Committee
8th June 2022, 7.45pm at Wilbarston Village Hall**

Present: Jeremy Burrell, Guy Cotton, Ann Dowling, Liz Evans, Mike Goldsmith, Baxter Horton (via Zoom), John Hooper, Sally Hughes, Nick Richards

Others Present: None

Item	Action by:
Declarations of a Personal or Prejudicial Interest in the Agenda Items None	
1/ 1 Election of Chair Sally Hughes was unanimously elected as Chair of the Advisory Committee.	
1/ 2 Election of Deputy Chair Liz Evans was elected as Deputy Chair.	
1/ 3 Agree Arrangements for Minute Taking Liz Evans to take the minutes and circulate them to the group, to Wilbarston Parish Council (WPC) and to others as appropriate. They would also be posted on the village noticeboard.	LE
1/ 4 Agree Arrangements for Regular Meetings It was agreed that regular meetings would take place bi-monthly, two weeks prior to WPC meetings, commencing in August 2022. Other meetings would take place on an 'as required' basis. Meetings would be advertised and would be open to the public wherever feasible. All meetings would be minuted and published.	
1/ 5 Agree Terms of Reference Terms of Reference were agreed, subject to the group being re-named as the Wilbarston Neighbourhood Plan Advisory Committee. Additionally, Nick Richards suggested that members might find the following document from the Locality organisation helpful: https://neighbourhoodplanning.org/wp-content/uploads/How-to-write-a-terms-of-reference-for-neighbourhood-plans-2021.03.15.pdf	
1/ 6 Consider the Proposed Plan Area It was agreed that the proposed Neighbourhood Plan would extend to all Wilbarston parish boundaries.	
1/ 7 Consider Arrangements for Communicating with WPC and North Northamptonshire Council (NNC) It was agreed that the minutes would be forwarded to WPC two weeks prior to their scheduled meetings. It was agreed that Nick Richards would approach NNC and invite a representative to the advisory committee's next meeting to discuss procedures and liaison.	NR
1/ 8 Consider Proposal to Invite Gary Kirk, Managing Director Your Locale (Neighbourhood Plan Consultant) to an Initial Discussion Without Commitment It was agreed that Baxter Horton would invite Gary Kirk to address committee members at the next meeting of the advisory committee, subject to his availability. It was further agreed that Nick Richards would ask David Grayson, Chair of Cottingham Parish Council to speak to the advisory committee. Similarly, John Hooper would ask Bob Hooper, Great Bowden Parish Council to address the advisory committee.	BH NR JH
1/ 9 Consider What Parties, Other than Residents and Landowners, we Must Consult With The below list is not exhaustive: other organisations/agencies may be added as appropriate: Anglian Water and any other relevant sewerage companies British Gas and any other relevant energy suppliers Chamber of Commerce/local businesses/employers Church/faith groups	

Chairman's signature:

Date:

	<p>Communications Operators/Facility owners (eg mobile/phone masts)</p> <p>Disability organisations</p> <p>Environment Agency</p> <p>Highways England</p> <p>Historic England</p> <p>Natural England</p> <p>North Northants Council</p> <p>Police, Fire & Rescue</p> <p>Western Power</p> <p>Wilbarston Primary School</p> <p>Wildlife Trust</p>	
1/ 10	<p>Broadly Map the Process, Including Possible Scope and How to Launch</p> <p>The committee initially aims to identify stakeholders, establish their relationship to the proposed Neighbourhood Plan, identify and manage their needs and expectations. It was agreed that a well-publicised meeting should be held with the aim of encouraging stakeholders to participate and state their needs, expectations and concerns. It should be stressed to stakeholders that a failure to allow appropriate development in the village could render facilities such as the school, shop, pub and some businesses non-viable meaning that they may well be lost. Furthermore, the finalised Neighbourhood Plan would be in the 'ownership' of the village and it would provide an important tool in influencing wider decision making by, for example, NNC and other statutory bodies. The advisory committee recognised the importance of providing timely, ongoing and transparent feedback to stakeholders.</p> <p>Members were advised to view the Wilbarston Parish Plan 2010 for background reading: https://www.kettering.gov.uk/download/downloads/id/283/wilbarston_parish_plan.pdf</p>	
1/ 11	<p>Broadly Estimate Time-scale and Costs of the Project</p> <p>It was agreed that a desirable timescale would be 2 years maximum. The costs will be fully considered when more information is available.</p>	
1/ 12	<p>Any other Business</p> <p>None</p>	
1/ 13	<p>Next Meeting</p> <p>Wednesday 3rd August 2022, 7.45 at Wilbarston Village Hall. The agenda will be circulated in due course.</p>	SH/LE

Meeting closed 8.45pm

Chairman's signature:

Date:

Appendix E**Wilbarston Parish Council (WPC)**

Terms of Reference and Governance for Wilbarston Parish Council Neighbourhood Plan Advisory Committee

To advise the Parish Council by making proposals for the creation of a Neighbourhood Plan for the Parish of Wilbarston, to (a) assist the council in the setting of its objectives, outcomes and actions, (b) take forward the objectives, outcomes and actions once agreed by Wilbarston Parish Council and (c) incorporate appropriate new ideas on what the Parish wishes to achieve, reflecting local and national priorities. The Advisory Committee is not a Council Committee, but rather an Advisory Consortium and, as such, is not required to operate within the Standing Orders of such formal Council Committees. Members however should observe Wilbarston Parish Council's code of conduct. The Group thus has no delegated powers to make decisions (other than project "operational" decisions about how it will manage and progress the delivery of its objectives, including any necessary formation of subgroups) leaving ultimate responsibility with the PC.

Name

The name of the group shall be the Wilbarston Neighbourhood Plan (NP) Advisory Committee.

Background

The parish council has determined to proceed with a Neighbourhood Plan for the parish. This requires the establishment of an advisory group which will also be a working group planning and actioning all detail aspects of the exercise. This process falls under the umbrella of the Parish Council in order to benefit from its governance structure and to provide administrative support.

Purpose/Objectives

To work with the community to draft a neighbourhood plan which will meet with the approval of the planning authority and be adopted as local planning policy for Wilbarston parish. This will represent the combined view of the residents as best it can be collated rather than the combined view of the group.

Role

The role of the NP Advisory Committee is to carry out the following NP tasks on behalf of the Parish Council:

Undertake the preparation of an NP for the designated area of the Parish of Wilbarston

Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NP is comprehensive and inclusive

Identify and implement a wide variety of ways to engage the whole community throughout the process

To ensure the NP is in general conformity with North Northamptonshire Council's existing Core Strategy and emerging Local Plan

To ensure the NP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations

Tasks and Activities

Chairman's signature:

Date:

The group will do whatever is necessary to engage with the community, the planning authority and other potentially interested parties to identify and prioritise areas to be addressed by the plan and then to obtain maximum possible input from the community on those areas in order to analyse those views and formulate the plan. Activities will include open meetings/days and a questionnaire.

Group Membership

The membership of the Advisory Committee consists of: a number of Councillors and a number of members of the community/voluntary stakeholder groups. Members of the group will be appointed by the Parish Council.

The group will appoint its own Chair and Vice Chair and ensure that a note or minute of each meeting is recorded and provided to the parish council.

Meeting Arrangements

The group will arrange its own meeting dates, but these would usually be no more than two months apart. Minutes will be provided to the parish council and a report given to each of their meetings, at which point any proposed actions can be ratified. Minutes of the groups meetings to be published on the Parish Council website for complete transparency.

Declarations of Interest shall be a standard agenda item at the beginning of each meeting.

Finances

The group will not have responsibility for a budget, and any expenditure will need to be approved by the parish council and implemented by the Clerk/Responsible Finance Officer. As early as possible in the exercise the group will provide an estimate of the likely cost of the project to enable the parish council to consider budgeting and fund-raising options.

Changes to Terms of Reference

Amendments may be proposed/agreed by the parish council, particularly to reflect experience gained as the project progresses.

Dissolution

The group will be dissolved once the Neighbourhood Plan is adopted or if an earlier decision is taken by the parish council not to continue with the project.

Appointment/Dismissal of Members

These will be at the discretion of the parish council. Typically, new appointments will arise when an individual with a relevant skill or knowledge, possibly identified by the group, wishes to become involved and dismissals will arise when a member ceases to be involved in the process without explanation.

Wilbarston Parish Council

[9 June] 2022

Chairman's signature:

Date: