

WAPPENHAM PARISH COUNCIL

Draft Minutes of the Zoom Meeting of Wappenham Parish Council held on Wednesday 15th April 2020 at 7.30 p.m.

Present: Councillors Atkins, Featherstone, Robbins, Stewart, Thompson, Wickham, Wilkinson
In attendance: Liz Hart, Parish Clerk, one member of the public

		Action
2678	Election of Chairman RESOLVED that Cllr Featherstone be elected as Chair for the duration of the meeting only.	
2679	Apologies for Absence None.	
2680	Declarations of Interest None.	
2681	Approval of minutes of the Ordinary meeting held on 26th February 2020 RESOLVED: to approve the minutes. The minutes would be signed as soon as circumstances permit.	
2682	Matters Arising 2618 – fly-tipping – this had been re-reported but needed further reporting. 2657 – Pothole at the bottom of School Lane. Agreed that Cllr Wickham would speak to the parishioner regarding its depth and whether it could now be reported. 2657 –Noted that the road closure signs had been reported as being in a dangerous position. 2657 – Blackthorn plants on footpath – these were no longer an issue. 2667 – Risk assessment – Clerk to contact the Village Hall Committee regarding a PIR - <i>carried forward</i> . 2671 Elections – noted that the elections would now take place in May 2021 due to the COVID-19 pandemic. 2673 Village Spring Clean – the new proposed date of September 2021 was noted.	Clerk Cllr Wickham Clerk
2683	Finance a) Financial statement RESOLVED: to approve the statement overleaf.	

Cash and Investment Accounts	
Current Account – Santander (10 th March 2020)	2145.92
Deposit Account (NS&I) (Jan 2020)	1615.22
Total	3761.14

a) To resolve payments

RESOLVED: to approve the following expenditure.

Requests received	NET	VAT	TOTAL	Cheque number	Applicable Power	Resolved to approve? Y/N
NCALC audit	102.00	0.00	102.00	22057	LGA 1972 s111	Y
NCALC membership (includes £10 DPO fee)	253.29	0.00	253.29	22057	LGA 1972 s143	Y

b) To note receipts

None.

c) To note revised procedures for the internal and external audit

The documents as circulated by the Clerk were **noted**.

2684 Asset register - to amend to reflect the new equipment from SNC

RESOLVED: to approve the register at £4464 as per Appendix A.

2685 Planning:

a) To consider response to: S/2020/0517/AGD at The Laurels 31 High Street Wappenham NN12 8SN - Determination as to whether prior approval is required (under Class A of Part 6 of the above Order) for the erection of an agricultural building in respect of: the siting, design and external appearance of the building.

RESOLVED that based on a review of the plans, and taking into consideration the siting and design of the proposal, the Parish Council is of the opinion that prior approval is not required.

b) To note correspondence from SNC regarding planning

It was **noted** that SNC Planning Development had issued the following notice: "We have changed the way we are publicising planning applications as a result of COVID-19. We are no longer sending neighbour letters direct to neighbouring properties informing them of an application next door to them. This has been brought in to combat the need for staff to attend the offices unnecessarily. Instead neighbours of an application site will be notified by way of a site notice posted on or near to the site by the applicant. This accords with the legislation requirements for publicity of planning applications. Details on publicising planning

Clerk

	<p>applications can be found here.</p> <p>It was further noted that this is a temporary arrangement during the COVID-19 pandemic.</p> <p>Noted that it was unclear whether the neighbour consultee list would still appear under each application.</p> <p>RESOLVED that Wappenham Parish Council will inform that village of the SNC decision and undertakes to publish details of the planning applications received via WIZ and on the village website www.wappenham.net to ensure that parishioners are made aware of all applications in case they wish to make a representation to SNC.</p> <p>RESOLVED that Cllr Featherstone would highlight the arrangement in the Spring/Summer newsletter as well as the new website address.</p> <p>RESOLVED that the Clerk would highlight applications so that the Councillors could see whether site notices appeared.</p>	<p>Clerk</p> <p>Cllr Featherstone</p> <p>Clerk</p>
2686	<p>General Correspondence Review including that relating to COVID-19, in particular new legislation, support groups and LA communications and determine any necessary actions</p> <p>Noted that the new legislation to legalise online meetings was only intended to be used during the COVID-19 pandemic.</p> <p>RESOLVED to advise the village of the availability of the Community Food Larder boxes.</p>	<p>Clerk</p>
2687	<p>To receive update on highways and footpaths issues</p> <p>RESOLVED that the Clerk should write a letter of thanks to the landowner who had removed some concrete blocks from the verge and would re-report the presence of the granite sets.</p> <p>Noted that a landowner was disappointed that a significant amount of trespassing was taking place on their land and that whilst it is the landowner's responsibility to keep the paths correctly marked and clear, the general public has a duty to ensure that they keep to the defined paths.</p> <p>RESOLVED that the Clerk would forward details of a Mapping company to Cllr Wickham in her capacity of Paths Warden as the landowner had expressed a wish to display a reproduction of the Ordnance Survey Map in the vicinity to highlight the designated paths. The Clerk would also contact NCC to see if she could obtain any footpath signs.</p> <p>RESOLVED to contact a landowner regarding a tree blocking a footpath over a bridge.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Featherstone</p>
2688	<p>Dates of Future Meetings</p> <p>Noted that the Annual Assembly scheduled for Wednesday 6th May — 7:15pm for 7.30pm would not take place. Under current legislation the meeting is required to be scheduled before 30th June – further legislation is therefore awaited.</p> <p>Wednesday 20th May 7:30pm – Annual and Ordinary Meeting – on Zoom if necessary</p>	

Wednesday 1st July 7:30pm – Ordinary Meeting – on Zoom if necessary.

2689 Councillors' Questions

The Clerk confirmed she would send out all attachments in PDF format to address IT issues with some devices.

The meeting closed at 21:10pm.

Appendix A

Wappenham Parish Council - Asset Register - Year ending 31 March 2020										
Ref No.	Description	Location	Date acquired	Payment Ref.	Supplier	Asset Value (based on original purchase cost where known)	Insurance Value	Market Value	Title/Possesion	Date disposed
AD001	Asus X555LA Laptop	Station House, Station Rd, Helmdon	22/01/2016	528	Ebuyer.com	£349.98	£349.98	£349.98	Clerk	-
AD002	Laptop HP 255 G7 - 15.6" - Ryzen 3 2200U - 8 GB RAM - 256 GB SSD - UK	Station House, Station Rd, Helmdon	13/03/2020	N/A-grant	SNC	£295.00	£295.00	£295.00	Clerk	
AD003	HDMI cable	Station House, Station Rd, Helmdon	13/03/2020	N/A-grant	SNC	£2.01	£2.01	£2.01	Clerk	
AD004	Projector 9H.JY77.33E BenQ MH535 Projector 3500 ANSI 1080p	Station House, Station Rd, Helmdon	13/03/2020	N/A-grant	SNC	£391.45	£391.45	£391.45	Clerk	
AD005	Projector screen Manual Pull Down projection screen 94" diag (16:10) Viewing Area 202cm x 127cm. 94" pulldown screen	Station House, Station Rd, Helmdon	05/03/2020	N/A-grant	SNC	£103.67	£103.67	£103.67	Clerk	
SF0001	VAS 300 71292 Serial no 7552	Wappenham Highway	29/06/2016	531	Thermotor Ltd	£2,160.00	£2,160.00	£2,160.00	Parish	-
SF002	Heated AED cabinet	Wappenham Baptist Chapel	21/02/2017	22011	SADS UK	£300.00	£300.00	£300.00	Parish	
SF003	Defibrillator unit	Wappenham Baptist Chapel	21/02/2017	22012	Physio-Control Ltd	£650.00	£650.00	£650.00	Parish	
SF004	Electrical installation	Wappenham Baptist Chapel	05/04/2017	22013	VTK Management	£211.75	£211.75	£211.75	Parish	
Total Asset Value						£4,464				

Key	
BL	Buildings and monuments
AD	Administration and business
SF	Street Furniture
PE	Park Equipment
IN	Long term investments
LD	Land holdings

Appendix B- Correspondence Received -- 27th February – 15th April 2020

South Northamptonshire Council

- Notice of postponement of Parish Elections - 7 May 2020
- Planning application reference S/2020/0517/AGD at The Laurels 31 High Street Wappenham NN12 8SN
- Update for Parish & Town Councils Covid-19
- Weekly list of planning applications
- Parish Council Newsletter
- Parish consultation letters = notice of cessation of hard copy applications

Northamptonshire County Council and Police

- Newsletters from my county council
- Northamptonshire Highways - Weekly Schemes Works Programme For Councillors
- Street Doctor updates

NCALC

- Friday mini eUpdates
- Update March/April 2020
- Weekly COVID19 updates

Miscellaneous

- Brackley Community Hospital – presentation (to replace attendance at parish meeting)
- Keep Britain Tidy – notice of cancellation
- HMRC Confirmation of PAYE transmissions
- CPRE Northants April 2020 Planning Roadshow – notice of cancellation
- Santander – March statement
- Tove Valley Broadband – website communications
- Highways England Response - 11706977/21566332 - A43 Abthorpe Roundabout – confirmation of support from Greens Norton and Abthorpe
- Brackley Town Council – regarding food boxes
- Calor's Rural Community Fund- details
- Outdoor Cinema Event Northamptonshire - Postponed
- SNFEA South Northants Food and Education Alliance : Emergency Community Larder
- PKF Littlejohn - instructions delayed pending clarity over coronavirus implications
- Sectigo Certification Authority –notification of website registration
- Andrea Leadsom – regarding Coronavirus support