

**WAPPENHAM PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING HELD VIA ZOOM  
AT 7:30 P.M. ON WEDNESDAY 27<sup>TH</sup> JANUARY 2021**

**PRESENT:** Cllrs P Featherstone (Chairman), I Atkins, A Robbins, M Stewart, S Thompson, H Wickham, M Wilkinson

**ABSENT:** None

**IN ATTENDANCE:** Mrs E Hart (Clerk)

**100.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

None.

**101.20/21 TO INVITE DECLARATIONS OF INTEREST:**

None.

**102.20/21 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16<sup>TH</sup> DECEMBER 2020**

**RESOLVED:** To approve the Minutes of the Parish Council Meeting held on 16<sup>th</sup> December 2020

**Noted** that Cllr Wickham had not needed to put a note out on WIZ regarding the poppies. (Minute 87.21/21)

**103.20/21 TO NOTE REPORTS FROM:**

**A. The Clerk**

**MATTERS ARISING**

**Minute 87.20/21 Village Directory**

Comments received were incorporated and the new version uploaded to the website.

**Minute 88.20/21 B Payments**

The paperwork to release the £250 grant for the tree guard has been submitted to SNC.

**Minute 89.20/21 C Precept**

SNC has confirmed that the precept request may be submitted on 28<sup>th</sup> January.

**Minute 90.20/21 Application S/2020/1507/FUL Holly Cottage 12 High Street**

The Planning Officer advised that this application had been delayed due to staff sickness and the need to respond to neighbour queries.

**Minute 91.20/21 C Policies**

The policies document was reviewed with Cllr Featherstone and is to be considered at item 8.1.

**Minute 96.20/21 Meeting with Helen Howard**

The meeting was postponed to March 2021 due to the announcement of the third lockdown.

**OTHER**

**Note** the correspondence from SNC regarding the Clerk's forum contains information on the forthcoming census. Electronic marketing media has been requested.

**RESOLVED:** To ensure the parish is informed of any information regarding the census via WIZ.

**Action:**the Clerk

**Note** that the elections are still due to take place on Thursday 6<sup>th</sup> May 2021. The term of office for elected Councillors is 4 years.

**B. the Chairman**

Village Directory – all Councillors were reminded to send Liz their final amends in order to sign off the Village Directory.

Open/Green Spaces – following the PC meeting an update was emailed to the Councillors of protecting Open Spaces /Views. Cllr Featherstone feels the Parish Council has correctly identified these spaces and views and they are formally logged in the VDS (supplementary planning guidance).

The importance of finalising and agreeing the 2021/22 budget receipts and payments and precept request had been highlighted prior to the meeting. The Chairman and Clerk reviewed the NorthantsCALC Documents and Policies recommendations.

Training – Councillors are encouraged to take advantage of the appropriate training.

**104.20/21 FINANCE SCHEDULE:****A. To Approve the Statement**

<b>Cash and Investment Accounts</b>	
Current Account – Santander (10 <sup>th</sup> January)	2390.85
Deposit Account (NS&I) (Jan 2020)	1615.22
<b>Total</b>	<b>4006.07</b>
Santander daybook balance @ 10th January 2021	<b>2310.85</b>

**RESOLVED:** To Approve the Statement above.

**B. To Ratify and Approve the Payments**

None presented.

**C. To Note Receipts**

None.

**105.20/21 BUDGET SETTING**

**A. To set final payments budget**

All payment items on the circulated budget paper were reviewed.

**RESOLVED:** To Set a Payments budget of £3341.70 as per Appendix A.

**B. To set final receipts budget**

All receipts items on the circulated budget paper were reviewed.

**RESOLVED:** To Set a Receipts budget of £7 (excluding precept) as per Appendix

**C. To set the precept**

**RESOLVED:** To Set the Precept at £3090, noting that £245 would be taken from general reserves to cover the budgeted expenditure.

**106.20/21 PLANNING**

**A. Applications**

**A.1. Application S/2020/2403/FUL at Land South East Of Wappenham Lodge Farm Wappenham Lodge Farm Road Wappenham – consultation**

**RESOLVED:** To have no objections to the application.

**A.2. Application S/2020/2296/AGD at Land South Priesthay Wood Wappenham Road Syresham (Astwell New Park Farm) – for information**

The background of the application was carefully considered.

**Agreed** that it appeared that the application should be submitted as a full planning application, noting that the application was for information only.

**RESOLVED:** To submit reasoning to SNC, highlighting why the Parish Council considered that planning permission was necessary.

**Action:** the Clerk

**B. Planning Consultations**

**B.1 Deanshanger Village Design Statement - Notice of Public Consultation: 15 January 2021 – 26 February 2021 – to comment**

**Noted**

**C. To receive update on other planning issues**

The update in the Clerk's report regarding Holly Cottage was **noted**.

**107.20/21 POLICIES AND DOCUMENTATION**

**A. To Review Proposals regarding the Northants CALC Policies Document**

**Noted** that the following works would be completed for review at the March meeting:

- Upgrade employee handbook to reflect ACAS Guidance from 2015 regarding Grievance and Disciplinary Procedures – Chairman
- Working from Home Policy - Clerk
- Pension and Retirement Policy - Clerk
- List of personal data consents (template from Northants CALC) – Clerk
- Register of gifts and hospitality – Clerk
- Complaints procedure (template from Northants CALC) – Clerk
- Produce list of policies requiring regular review and determine timescales for review
- Undertake necessary reviews in March 2021 including all GDPR

**108.20/21 UPDATE ON REQUEST TO INSTALL A TREE/MEMORIAL BENCH**

Cllr Wickham informed the meeting that she had contacted the relevant people regarding the bench refurbishment.

Communication from the Regulations Team was awaited regarding the silver birch which would then be purchased by the parishioner.

**109.20/21 TO CONSIDER PARISHIONERS' CORRESPONDENCE**

Correspondence to Andrea Leadsom from a parishioner was noted; it was to be hoped that a helpful response would be forthcoming.

Cllr Wickham had been contacted regarding a roaming dog.

**RESOLVED:** To contact the owner.  
Action: Cllr Featherstone

Correspondence had been received regarding works to the Cherry Tree in Pittams Lane.

**RESOLVED:** To check previous correspondence and resend if necessary.  
**Action:** the Clerk

**110.20/21 GENERAL CORRESPONDENCE REVIEW** (detailed in Appendix B)

**RESOLVED:** To check the ownership of the green and the verged area either side of the Manor with NCC.  
**Action:** the Clerk

**111.20/21 TO CONSIDER ISSUES RELATED TO HIGHWAYS, FOOTPATHS AND STREET AREAS INCLUDING CONSIDERATION OF CORRESPONDENCE RELATING TO PUBLIC BYWAYS SC14 & SC43 – WAPPENHAM & RA24 – ABTHORPE**

**RESOLVED:** To report issues on School Lane (sinking tarmac) and Highbridge Road on Street Doctor.  
**Action:** the Clerk

**Noted** that some signage remained in the village after the events/ occasions advertised had taken place.  
 Prompt removal of signs was to be encouraged.

**Noted** that during the pandemic many more parishioners were accessing footpaths than usual and that the relevant landowners had ensured that good access to the paths had maintained. The Parish Council would record its thanks to the landowners at the Annual Assembly.

**112.20/21 TO RECEIVE ITEMS FOR THE NEXT MEETING**

Freedom of the Village.

**113.20/21 TO SET FUTURE MEETING DATES**

**Wednesday 10<sup>th</sup> March 2021 – Parish Council Meeting**  
**Wednesday 14<sup>th</sup> April 2021 - Parish Council Meeting**  
**Wednesday 19<sup>th</sup> May 2021 Annual Meeting of the Parish Council**

The date for the Annual Assembly would be decided at the March meeting.

**114.20/21 COUNCILLORS' COMMENTS**

None.

The Meeting ended at 9:07p.m.

## Appendix A

Date January 2021						
	Budget 2020/21	Actual to date	Expected Jan-	Expected total	Draft Budget	Comments for 2021/22 Budget
<b>INCOME</b>						
Precept	3,147.00	3,147.00		3,147.00		Based on the calculations below
Other (interest +VAT)	7.00	0.00	326.80	326.80	7.00	Interest
<b>Total</b>	<b>3,154.00</b>	<b>3,147.00</b>		<b>3,473.80</b>	<b>7.00</b>	
<b>EXPENDITURE</b>						
s137 donations	0.00	0.00		0.00	0.00	
Village Improvements	91.00	384.96		384.96	30.96	VAS battery
Staff Costs	2,082.88	1573.83	524.61	2,098.44	2,161.39	3% increase as advised by NorthantsCALC
Auditor Fees (external)	0.00	0.00		0.00	0.00	
Internal audit fees	102.00	102.00		102.00	105.00	As advised by NorthantsCALC
Insurance	308.00	301.00		301.00	320.00	Increased - mindful of current circumstances
ICO fee	40.00	40.00		40.00	40.00	Standard fee still relevant
DPO fee	10.00	10.00		10.00	10.00	As advised by NorthantsCALC
NCALC +ACRE	242.04	243.29		243.29	246.35	Based on NorthantsCALC advised rate and 260 electors
Village Hall Fees	140.00	80.00		80.00	140.00	Assume resumption of face to face meetings
Other/admin	115.00	16.99		16.99	115.00	
Election costs	39.00	0.00		0.00	39.00	(Noting costs of contested election would be higher)
Training	84.00	0.00		0.00	84.00	Anticipate new Councillor training
Newsletter	50.00	0.00		0.00	50.00	As advised by Jane Harries
Website	100.00	100.00		100.00	0.00	No ongoing costs
<b>Total</b>	<b>3,403.92</b>	<b>2,852.07</b>		<b>3,376.68</b>	<b>3,341.70</b>	
<b>Net gain/loss</b>						
	<b>Brought forward y/e 2020</b>		<b>Cashbook balance Jan 21</b>	<b>O/S this yr (debits + credits)</b>	<b>Expected balance y/e 2021</b>	
<b>Santander National Savings</b>	2015.92 1615.22		2310.85 1615.22	-197.81 7.00	2113.04 1622.22	
<b>Total</b>	<b>3631.14</b>		<b>3926.07</b>		<b>3735.26</b>	
Based on the figures our anticipated expenditure is less our anticipated income (exc precept)						
			3341.70	7.00		
*-/± adjustment to general/earmarked reserves						
Precept Request			-245	3090		
Previous precept			3147			
Precept Percentage increase on last year			-1.82%			
<b>Tax base calculation</b>						
Parish precept 2021-22			3090			
Tax base 2021-22			148.4			
Amount for Band D property			20.82			
Last year's Band D calculation						
Parish precept 2020-21			3147			
Tax base 2020/21			151.1			
Last year's Band D			20.83			
Percentage increase for Band D property			-0.03%			

Appendix B - Correspondence Received – 15th December 2020 – 26th January 2021

**South Northamptonshire Council**

- Planning application: reference S/2020/2403/FUL at Land South East Of Wappenham Lodge Farm, S/2020/2296/AGD at Land South Priesthay Wood Wappenham Road Syresham (Astwell New Park Farm)
- Planning Officer regarding Holly Cottage 12 High Street Wappenham
- Virtual Parish Forum – Minutes and Reports
- SNC Building Stronger Communities Strategy
- Update Parish Information request
- Notice of Public Consultation on Draft Housing SPD 27 January - 26 February 2021
- Draft Deanshanger Village Design Statement Consultation 15 January 2021 to 26 February 2021

**Northamptonshire County Council and Police**

- Northamptonshire Highways - Weekly Schemes Works Programme For Councillors
- Tarmac A43 Whitfield & North Midland Construction A43 Scheme Updates
- Helen Howard – regarding Slapton Bridge and Highbridge Road
- Public Byways SC14 & SC43 - Wappenham & RA24 - Abthorpe
- Highway services weekly E- Bulletins
- A43 night closure
- Supporting Independence Programme - Public Health
- Regulations Team – regarding the proposed tree
- Consultations
  - Budget consultation for next year's council tax precept (December 21 - January 11)

**NCALC**

- Friday mini eUpdates
- Northants CALC Training Newsletter

**Miscellaneous**

- Parishioner correspondence regarding traffic road closure in Abthorpe (Case Ref: AL23018)
- Freedom of the Village – Eric Malcomson

- HS2 cycleway discussion
- SNVB information
- ACRE - Village Viewpoint
- HMRC - Successful Receipt of Online Submission