

WAPPENHAM PARISH COUNCIL

Draft Minutes of the ordinary meeting of Wappenham Parish Council held on
Wednesday 6th January 2016 at Wappenham Village Hall at 7:30pm

Present: Councillors Featherstone, Supple, Stewart, Wilkinson, Warren
One members of the public was present.

Parish Clerk: Liz Hart

Cllr Featherstone chaired the meeting in the absence of Cllr Wickham.

Action

2084 Apologies

Apologies had been received from Hilary Wickham for a personal commitment; these were accepted by the Council.

2085 Declarations of Interest

None declared.

2086 Approval of minutes of the 10th November 2015

The minutes of the above meeting were approved and signed by Cllr Featherstone..

2087 Matters Arising

None.

2088 To co-opt to fill the Councillor vacancy

No one present put them themselves forward for co-option; item carried forward. Cllr Featherstone would circulate details of the new dates/timings on WIZ to try to attract some interest.

**Cllr
Featherstone**

2089 Finance

a) Financial statement

It was resolved to accept the following statement as submitted:

Cash and Investment Accounts	
Current Account – Santander (10 th Nov)*	4963.48
Deposit Account (NS&I)	1562.22
Total	6525.70

**Three payments were issued at the November meeting totalling £223.54 which are not reflected in this total. The current daybook therefore totals £4739.94. Next bank statement is expected 15th January. A statement from NS&I is also due January 2016.*

b) To consider previously deferred grant application

It was resolved to defer the application for one further time to the February meeting pending an update being received from the applicant.

Clerk

c) To agree bills for payment

It was resolved to accept the following payments, noting the budgetary implications:

Bills received	NET	VAT	TOTAL	Cheque number	Power
E Hart	414.37	0.00	414.37	524	LGA 1972 s111
Complete Ground Management Ltd 3285	60.00	12.00	72.00	525	Open Spaces Act 1906 s9

d) To note payments received

The following was noted:

Details	Date and account credited	Amount
NCC (Empowering Councillors' Grant)	19 th October (Santander)	500.00

e) To receive update on grant application for costs incurred for implementation of the Transparency Code and resolve any further actions required.

It was noted that confirmation had been received from NorthantsCALC that the application for £462 had been successful. It was resolved that once the money was visible in the bank account (proof to be circulated by the Clerk), that Cllr Featherstone and the Clerk would identify and purchase a suitable laptop to the value of the grant (£330 plus VAT). The residuary amount for the time training and uploading to the website would be paid out in the 2016-17 financial year.

**Cllr
Featherstone**

f) To agree the budget for 2016/17

It was resolved to set the budget at £2925.90 as detailed in Appendix A. This included an increase of 0.5 contracted hours per week to 3.5 for the Clerk to reflect the actual workload and on the guidance of NorthantsCALC.

f) To agree the precept for 2016/17

It was resolved to set the budget at £2773 as detailed in Appendix A

g) To note observations regarding the New Homes Bonus scheme following correspondence from SNC

It was noted that £604 remained in the scheme ringfenced for the parish.

i) To confirm that the Council will remain opted in to the Sector Led Body arrangements for the procurement of external audit

It was resolved to continue to be opted in as detailed above.

j) To review system of internal control and effectiveness of internal audit

The documentation as circulated was reviewed and adopted by the Council.

k) To considering alternative bank arrangements

Item deferred to the February meeting.

2090 To receive update on the Speed Radar Project and resolve any further actions required

It was noted that a Purchase Order had been placed with the agreed supplier. A quote from Highways for the installation of two poles was expected from Steve Barber. It was

	<p>resolved that, providing the quote was within the budget of £400, the Clerk would instruct works to be carried out.</p> <p>2091 Planning:</p> <p>a) to resolve responses to the following applications</p> <p>i. S/2015/3027/FUL - Land adjacent to 43 High Street Wappenham NN12 8SN- Conversion of garage to dwelling</p> <p><i>The Chairman invited public participation.</i> The applicant clarified that the only amendment on the application compared with the previous one was the inclusion of some additional measurements. <i>Public participation ended.</i></p> <p>It was resolved that the Parish Council respond that it has no objections to the application but would make the following comments:</p> <p>It is noted that the site lies outside the Village Confines Boundary and therefore is classed as Open Countryside, however it is considered that policies EV16/17 may apply in this case to permit change of use to residential. If the Local Authority is minded to approve the application, the Parish Council would expect all permitted development rights to be removed from the site. It is also suggested that if the driveway surfacing is to be gravel, that the splay be in an alternative firm material to avoid ingress of loose stone on to the highway. It is noted that the thirty speed limit boundary is very close to the site and may need to be moved. There is also an advisory "bend" sign in the locality.</p> <p>ii. S/2015/3035/PA Bloxhams Barn Wappenham Road Weedon Lois (within Wappenham parish) Determination as to whether prior approval is required (under Class Q of Part 3 of the above Order) for the change of use of an agricultural building to 1No. dwellinghouse</p> <p>It was resolved to support the application with no further comments.</p> <p>h) To receive update from the Clerk on other planning issues</p> <p>It was noted that application S/2015/2064/PA had been for information only rather than a consultation. The Clerk had queried this with SNC who had confirmed that there was no requirement for Parish Councils to be consulted on these types of applications but that a decision had now been made to do so in future.</p> <p>It was noted that the Court of Appeal had overturned the previous High Court decision regarding the Poplars Farm wind turbine application.</p>	<p>Clerk</p>
<p>2090</p>	<p>General Correspondence Review</p> <p>Correspondence as per Appendix B was noted. It was resolved to include the "Knob" in the response to the consultation on Open Space, Sport and Recreation.</p>	<p>Clerk</p>
	<p>The Clerk was asked to contact Eliz Bond regarding her correspondence on damage to the verge near the church.</p>	<p>Clerk</p>
<p>2091</p>	<p>To consider responses to</p> <p>a) NCC Draft Parking Standards Consultation b) Proposed Changes to National Planning Policy (via ACRE) c) NCC Highways Consultation (satisfaction survey) d) SNC Draft Statement of Community involvement e) NCC Draft Budget Consultation</p> <p>It was resolved to submit no responses to the above consultations.</p>	
<p>2092</p>	<p>To consider ongoing maintenance of the village website</p> <p>It was resolved to ask Cllr Wickham to check with Dianne Walsh whether she is happy to do ongoing updates for village activities.</p>	<p>Cllr Wickham</p>

2093 To consider any actions regarding dog fouling problem in the village

It was felt that the cost of installing and emptying dog waste bins outweighed the possible benefits of doing so as it was unlikely to solve the issue of dog waste not being picked up. This was deferred for re-consideration at the next budget setting meeting.

Clerk

It was noted that bagged dog waste may be disposed of in the black waste bin belonging to the Village Hall and that Cllr's Stewarts waste bin is also easily accessible for dog walkers to use.

**2094 Risk assessment:
a) annual review of risk assessment policy**

It was resolved to adopt the amended policy as circulated.

b) To review the significant risks to achieving the council's objectives and the adequacy of the arrangements to manage those risks

The Parish Council carefully considered the risks to achieving their objectives; measures taken to minimise significant risks were considered: published Standing Orders, Financial Regulations, Risk Assessment, reference to NCALC, Clerk's CiLCA qualification, Cllrs' training courses and seminars attended, Internal Control Councillor, the review of Risk Management Policy. It was resolved that the Council declare that to its current knowledge no significant risks exist.

2095 To consider any action required regarding highways issues including parking

The Clerk had circulated updates on outstanding issues and would continue to do so. Cllr Wickham was actioned to contact residents regarding parking issues and an overhanging hedge.

Cllr Wickham

2096 To receive update from the Village Hall Committee

Cllr Wickham was actioned to request an invoice for the hall hire and to ask if consideration could be given to the installation of a PIR light as this had been identified as an issue on the risk assessment policy.

Cllr Wickham

2097 To consider Footpaths issues

None raised.

2098 Dates of Future Meetings

Wednesday 24th February – 7:30pm
Wednesday 6th April – 7:30pm

2099 Councillors' Questions

Cllr Warren informed the meeting that she had some responses regarding the celebration for the Queen's Birthday from the article in WIZ and there was a possibility that an event would be organised.

The meeting closed at 9:10pm

Appendix A

Date: Jan 2016									
Budget and precept setting									
	Budget 2014/15	Actual	Variance	Budget 2015/16	Actual	Expected Jan-March	Variance	Budget 2016/17	Notes
INCOME									
Precept	2,602.00	2602.00	0.00	2,605.00	2605.00		0.00	TBC	
Other (interest +VAT)	3.00	0.00	3.00	3.00	2,576.65	462.00	-3,035.65	3.00	2076.65 VDS, 500 NCC and 462 Transparency Code funding
Total	2,605.00	2,602.00	3.00	2,608.00	5,181.65		-2,573.65	3.00	
EXPENDITURE									
Radar project						2,576.65			(total PP and NCC money)
Transparency fund						462.00			100% of Transparency Code funding
s137 donations	100.00	100.00	0.00	100.00	64.54		35.46	100.00	PC to decide w hether to continue with village grants
Village Improvements	135.00	20.00	115.00	70.00	120.00	72.00	-122.00	70.00	
Staff Costs	1,622.40	1,622.40	0.00	1,657.50	828.74	828.76	0.00	1,918.00	SCP22 £10.538@increased from 3 to 3.5 hrs per week
Auditor Fees (external)	0.00	0.00	0.00	0.00	0.00			0.00	Nil for 2016/17
Internal audit fees	82.00	85.00	-3.00	85.00	85.00		0.00	85.00	Might require extra.
Insurance	285.00	265.00	20.00	290.70	265.00		25.70	265.00	
NorthantsCALC	112.00	113.53	-1.53	217.60	217.61		-0.01	219.90	CALC portion of NCALC is up £1 per 100 electors
Village Hall Fees	140.00	130.00	10.00	140.00	0.00	130.00	10.00	140.00	
Other/admin	100.00	29.30	70.70	100.00	65.66		34.34	50.00	
Training	29.00	78.00	-49.00	68.00	75.00		-7.00	78.00	Two courses @ £39
Newsletter	100.00	0.00	100.00	50.00	0.00		50.00	0.00	TBA by Jane Harries (total requested)
Total	2,705.40	2,443.23	262.17	2,778.80	1,721.55		1,057.25	2,925.90	
Net gain/loss	-100.40	158.77		-170.80	3,460.10				
	Brought forward y/e 2015			Cashbook balance Jan 16	O/S this yr (debits + credits)	Expected balance y/e 2016			
Santander National Savings	1279.84			4739.94	3607.41	1132.53			
	1562.22			1562.22	3.00	1565.22			
Total	2842.06			6302.16		2697.75			
Based on the figures our anticipated expenditure is 2,925.90									
less our anticipated income (exc precept) 3.00									
*-/± adjustment to general/earmarked reserves -150									
Precept Request 2,772.90									
Rounded 2773									
Previous precept 2,605.00									
Percentage increase on last year 6.45%									

Appendix B - Correspondence Received 10th November 2015 – 5th January 2016

South Northamptonshire Council

- Weekly Planning Application listings
- Planning consultation: S/2015/3027/FUL - Land adjacent to 43 High Street Wappenham NN12 8SN- Conversion of garage to dwelling; ii. S/2015/3035/PA - Bloxhams Barn Wappenham Road Weedon Lois (within Wappenham parish) Determination as to whether prior approval is required (under Class Q of Part 3 of the above Order) for the change of use of an agricultural building to 1No. dwelling house
- Rough Sleeper Estimate – report of nil returns for the District
- Press releases: Feed your Caddy, WI centenary year, food recycling competition, landowner fined over eyesore, help for rough sleepers, Christmas bin collections, tribute to former Chairman, grant details, restaurateur fined, new car park, blue bin sale, illegal land occupiers, recycling operative qualifications, pre-application advice for licences, dog nuisance fine, food safety, entertainment licences, Gayton and Stoke Bruene's conversation areas
- Consultation Draft Statement of Community involvement
- Precept Request
- Electoral Register Data

Northamptonshire County Council

- Nortoft: Open Space, Sport and Recreation Review
- Details of new campaign to recruit foster carers
- Highways' Newsletter
- County Council Newsletter - November
- Helen Howard – regarding comments on parking issues and overhanging verges
- Consultations on Draft Budget, Parking Standards, Joint Health and Well Being, Minerals and Waste
- Steve Barber – confirmation of receipt of information for radar scheme, comments on parking issues and overhanging verges
- Superfast Broadband Newsletter
- Police Inspector – changes to communications procedures
- Street Doctor Updates
- Northamptonshire Emergency Response Corps information
- Independent Advisory Group Open Evening details (police)

NCALC

- Update November/December 2015
- Various clerking vacancies
- Details of various consultations of interest, change to external audit procedures

- Confirmation of successful application to the Transparency Fund for £462

Miscellaneous

- HMRC – confirmation of online submissions for Real time PAYE
- Grand Union Housing Group press release regarding Give a Gift for Christmas, installation of air source heat pumps, house price increases
- ACRE – concerning Proposed Changes to National Planning Policy
- Santander – November statement
- SNVB – newsletters
- Paul Elcoat – response to council correspondence regarding tree works and verge damages and regarding outcome of Poplars Farm Court of Appeal judgement
- Came and Company – seasonal news
- Eliza Bond – parking outside the church
- Peter Anderson – response to PC correspondence regarding sites for the speed radar
- Complete Ground Management – invoice for £60 + VAT
- Request from Syresham PC about community communications
- Jane Harries – confirmation that no PC funds are required for the newsletter