

# WAPPENHAM PARISH COUNCIL

## Minutes of the ordinary meeting of Wappenham Parish Council held on Wednesday 7<sup>th</sup> March 2018 at Wappenham Village Hall at 7:30pm

**Present:** Councillors, Lauren, Wickham, Wilkinson, Robbins, Stewart

Parish Clerk: Liz Hart; one member of the public.

**Action**

**2397 Apologies**

Apologies were accepted from Cllr Featherstone. It was noted that sadly Cllr Supple had decided to resign from the Parish Council. Her efforts over a long period of time, particularly regarding the new website were commended.

**2398 Declarations of Interest**

None declared.

**2399 Approval of minutes of the Ordinary meeting held on 24th January 2018**

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

**2400 Matters Arising**

**2386/2372 Slapton Turn fence** – the Clerk awaiting a response from the Abthorpe Clerk.

**Clerk**

**2386/2372 Freedom of Parish scroll** – A parishioner will be writing the scroll; the Clerk would loan pens to Cllr Wickham.

**Clerk**

**2401 Finance**

**a) Financial statement**

It was resolved to accept the following statement as submitted:

Cash and Investment Accounts	
Current Account – Santander (10 <sup>th</sup> January)	2770.82
Deposit Account (NS&I) (Jan 2018)	1590.86
<b>Total</b>	<b>4361.68</b>

**b) To agree expenditure for payment**

It was resolved to approve expenditure as below.

Requests received	NET	VAT	TOTAL	Cheque number	Applicable Power	Resolved to approve? Y/N
Wages (4/4) *	488.59	0.00	488.59	22027	LGA 1972 s111	Y
E Hart (battery)	25.80	5.16	30.96	22028	Road Traffic Regulations Act 1984, s72	Y
Wappenham Village Hall	130.00	0.00	130.00	22039	LGA 1972 s111	Y

c) **To note income received**

The following income was noted:

Details	Date and account credited	Amount
Interest	1 <sup>st</sup> January 2018 NS&I	7.46

d) **Annual review of Financial Regulations and Standing Orders**

It was resolved to make no amendments to the Financial Regulations and to delete "not" in section 1m of the Standing Orders as follows:

*Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is ~~not~~ permitted without the Council's prior (written) consent.*

The Clerk would update the electronic version on the website.

Clerk

e) **Asset register review**

It was agreed that the asset register as presented in Appendix A was accurate.

2402 **To receive update on the village directory**

It was noted that there had been a response rate of approximately 50% from parishioners to be included in the listing. It was felt appropriate that this part of the directory should list personal details rather than commercial listings as these were included elsewhere in the pack. A master copy of the Welcome Pack would be reformatted by Cllr Robbins prior to the next meeting.

Cllr Robbins

2403 **To consider compliance issues with General Data Protection Regulation (GDPR)**

Cllr Robbins gave a summary of the impact as received in documentation received from NCALC. The Clerk confirmed that Cllr Robbins was booked on to the May GDPR course. It was noted that in future parishioners' names would not be identified in the Parish Council minutes. Cllr Robbins would provide a disclaimer to the Clerk.

Clerk  
Cllr Robbins

2404 **Risk Assessment**

a) **Annual review of all risk assessments**

It was resolved to re-adopt the document 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 Councilor, the review of Risk Management Policy. It was resolved that the Council declare that to its current knowledge no significant risks exist.

2405 **Planning**

a) **To receive update from the Clerk on planning issues/decisions/conditions**

It was noted that that SNC had determined that SNC had determined that prior approval was required for Determination as to whether prior approval is required for the erection of an agricultural building in respect of: the siting, design and external appearance of the building at Holly Blue Farm Abthorpe Road Wappenham NN12 8QA.

It was noted that prior approval had been granted for Manor Farmhouse for change of use of an agricultural building to 2 dwelling houses.

**2406 To consider parishioners' correspondence**

None requiring review.

**2407 General Correspondence Review**

Correspondence as per Appendix B was noted.  
Cllr Wickham informed the meeting that she had attended the HS2 meeting and would approach the Village Hall Committee to ask if they wished to attend in future depending on whether they were seeking to put in a project application.

**2408 To receive update on highways issues**

The Clerk was asked to contact NCC regarding abandoned road signs in the verge by Slapton bridge.  
There is some car debris on the right hand side of the side before Holly Blue Farm.

**2409 Dates of Future Meetings**

Wednesday 7<sup>th</sup> March – 7:30pm – Ordinary Meeting

Wednesday April – Annual Assembly – it was noted that only those groups represented at the meeting would have the chance to read out their news; the rest would be included in the meeting report. The Clerk was asked to invite the Police and the County and District Councillors. Cllr Wickham volunteered to organise the refreshments.

Wednesday 2<sup>nd</sup> May Annual meeting and Ordinary Meeting


**2410 Councillors' Questions**

It was noted that a Royal Wedding Tea was due to take place on Sunday 20<sup>th</sup> May and suggested that money in the PC budget originally earmarked for the Village Directory which was now not required might be used to make a contribution of £50. The Clerk was asked to agenda the request for the May meeting and Cllr Stewart would email details of the request to the Clerk.

Clerk

**The meeting closed at 9 pm**

## APPENDIX A – Financial Information



**Tayna Ltd Invoice #980870**  
Invoice Date: 03 March 2018

Tayna Ltd, Central Warehouse, High Street, Abergelle, Conwy, LL22 7AR  
www.tayna.co.uk    TEL 01745 823399    FAX 01745 832527    VAT No. GB863194017

**Invoice To**

Elizabeth Hart  
Wappenham Parish Council  
Station House  
Station Road  
Helmdon  
Brackley  
NN13 5QS

**Deliver To**

Elizabeth Hart  
Wappenham Parish Council  
Station House  
Station Road  
Helmdon  
Brackley  
NN13 5QS  
United Kingdom

Product	Quantity	Price
Yuasa Yucel Y12-12 VRLA/AGM Battery	1	£19.16
	Carriage	£6.64
	Subtotal	£25.80
	VAT	£5.16
	<b>TOTAL</b>	<b>£30.96</b>

**Your Investment Account statement** 

Wappenham Parish Council  
Mrs E A Hart  
Station House  
Station Road  
Helmdon  
NORTHANTS  
NN13 5QS

National Savings  
and Investments  
Classroom  
018 188  
www.nsand.com  
Helpline: 08005 007 007  
24 hours a day  
7 days a week

Account details			
Account holder	Wappenham Parish Council		
Account number	138079742		
Balance	£1,590.86		
Interest rate	0.70% gross/AER		
Statement	6 (page 1 of 1)		

Period covered: 1 January 2017 to 31 December 2017

Date	Details	Money in	Money out	Balance
1 Jan 18	Balance brought forward			£1,583.40
	Interest capitalisation	£7.46		£1,590.86
<b>Totals</b>		<b>£7.46</b>	<b>£0.00</b>	<b>£1,590.86</b>

**Important tax information**  
The gross interest (without tax deducted) that has been credited to this account in the tax year ending 5 April 2018 is: £7.46  
Because the interest is subject to UK Income Tax, you may need to declare it to HM Revenue & Customs, depending on your circumstances. So please keep this statement for your records.


**Interest rate**  
The rate quoted is correct at the time of printing and is the rate that applied to your account balance at that time. The interest rate is variable - you can check the current rate at any time by visiting our website nsand.com  
This statement is a record of all your transactions over the year, so please keep it safe.  
Your statement, along with any transaction records you receive, replaces your passbook, so you no longer need to send us your book if you still have it. To make any deposits or withdrawals please use the forms which you can download and print from nsand.com. Or call us and we'll send you the forms you need. Thank you for saving with NS&I.

**Definitions**  
Gross is the taxable rate of interest without the deduction of UK Income Tax.  
AER (Annual Equivalent Rate) illustrates what the annual rate of interest would be if the interest was compounded each time it was paid. Where interest is paid annually, the quoted rate and the AER are the same.

### Wappenham Village Hall

## INVOICE

DATE: 4<sup>th</sup> March 2018

 **Parish Clerk**  
Wappenham Parish Council

For:  
Hall Hire

DESCRIPTION	AMOUNT
Yearly cost of hiring Wappenham village hall for Parish Council meetings (inc heating)	£130.00
<b>TOTAL</b>	<b>£130.00</b>

Make all cheques payable to **Wappenham Village Hall**  
If you have any questions concerning this invoice, contact Julie Long 01327 860625

Wappenham Parish Council - Asset Register - Year ending 31 March 2018										
Ref No.	Description	Location	Date acquired	Payment Ref.	Supplier	Asset Value (based on original purchase cost where known)	Insurance Value	Market Value	Title/Possession	Date disposed
AD001	Asus X555LA Laptop	Station House, Station Rd, Helmdon	22/01/2016	528	Ebuyer.com	£349.98	£349.98	£349.98	Clerk	-
SF001	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	
<b>Total Asset Value</b>						<b>£3,460</b>				
<b>Key</b>										
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 – - 24<sup>th</sup> January – 7<sup>th</sup> March 2018**

### **South Northamptonshire Council**

- Press releases as circulated
- Parish Precept Receipt
- South Northants Parish Clerk Forum Dates 2018 – June 2018
- South Northants Council Peer Challenge Review - Final Report
- 2018 Funding Fair at Towcester Racecourse Wednesday 16 May 2018
- Consultation: Guide to Neighbourhood Planning

### **Northamptonshire County Council**

- Highways' Newsletters
- Policing: updates and crime alerts,
- Northamptonshire County Council 2018-19 Budget Consultation: Phase 2
- Budget proposals from Northamptonshire County Council press release
- TTRO(17/18) 1149 - High Street, Wappenham
- Street Doctor Updates

### **NCALC**

- Confirmation of course booking for Cllr Robbins
- Various clerking vacancies
- Northants CALC eUpdate – Jan/Feb
- NALC GDPR Toolkit
- Regarding Internal audit date
- Presentation - Chairmanship Training on 5 February 2018

### **Miscellaneous**

- HS2 Liaison Group Agenda information
- Tess Goodhart – in response to query regarding the website
- Receipt for new battery
- Wappenham Village Hall invoice
- HMRC Confirmation of PAYE transmission
- Cam and Company - Snow & Ice - Council Matters
- 2018 CPRE Northants Litter Heroes
- Northampton Male Voice Choir - 2018 Recruitment Campaign
- Resignation from Cllr Supple