

WAPPENHAM PARISH COUNCIL

Draft Minutes of the ordinary meeting of Wappenham Parish Council held on Wednesday 2nd May 2018 at Wappenham Village Hall at 7:40pm

Present: Councillors Wickham, Featherstone, Lauren, Wilkinson, Stewart

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

		Action																																										
2421	Apologies None																																											
2422	Declarations of Interest Cllrs Wickham and Stewart declared an interest in item 2428b																																											
2423	Approval of minutes of the Ordinary meetings held on 7th and 28th March 2018 The minutes of the 7 th March meeting were approved and signed by Cllr Lauren with one amendment: 2401b cheque no 22039 amended to 22029. The minutes of the 28 th March were approved and signed by Cllr Lauren.																																											
2424	Matters Arising 2401d - The Clerk would check that the amended copy of the Financial Regulations was on the website. 2408 – The Clerk was asked to report two issues on Street Doctor.	 Clerk Clerk																																										
2425	Finance a) Financial statement It was resolved to accept the following statement as submitted: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Cash and Investment Accounts</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Current Account – Santander (10th April)</td> <td style="text-align: right;">2328.23</td> </tr> <tr> <td style="text-align: center;">Deposit Account (NS&I) (Jan 2018)</td> <td style="text-align: right;">1590.86</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">3919.09</td> </tr> </tbody> </table>	Cash and Investment Accounts		Current Account – Santander (10 th April)	2328.23	Deposit Account (NS&I) (Jan 2018)	1590.86	Total	3919.09																																			
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	b) To agree expenditure for payment It was resolved to approve expenditure as below. <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Requests received</th> <th style="text-align: center;">NET</th> <th style="text-align: center;">VAT</th> <th style="text-align: center;">TOTAL</th> <th style="text-align: center;">Cheque number</th> <th style="text-align: center;">Applicable Power</th> <th style="text-align: center;">Resolved to approve? Y/N</th> </tr> </thead> <tbody> <tr> <td>Hilary Wickham</td> <td style="text-align: right;">13.70</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">13.70</td> <td style="text-align: center;">22030</td> <td>LGA 1972 s111</td> <td></td> </tr> <tr> <td>NCALC audit</td> <td style="text-align: right;">96.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">96.00</td> <td style="text-align: center;">22031</td> <td>LGA 1972 s111</td> <td></td> </tr> <tr> <td>NCALC membership</td> <td style="text-align: right;">227.94</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">227.94</td> <td style="text-align: center;">22031</td> <td>LGA 1972 s143</td> <td></td> </tr> <tr> <td>Wappenham Village Hall</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">50.00</td> <td style="text-align: center;">22032</td> <td>LGA 1972 s137</td> <td></td> </tr> <tr> <td>Liz Hart</td> <td style="text-align: right;">26.66</td> <td style="text-align: right;">5.33</td> <td style="text-align: right;">31.99</td> <td style="text-align: center;">22033</td> <td>LGA 1972 s111</td> <td></td> </tr> </tbody> </table>	Requests received	NET	VAT	TOTAL	Cheque number	Applicable Power	Resolved to approve? Y/N	Hilary Wickham	13.70	0.00	13.70	22030	LGA 1972 s111		NCALC audit	96.00	0.00	96.00	22031	LGA 1972 s111		NCALC membership	227.94	0.00	227.94	22031	LGA 1972 s143		Wappenham Village Hall	50.00	0.00	50.00	22032	LGA 1972 s137		Liz Hart	26.66	5.33	31.99	22033	LGA 1972 s111		
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c) **To note income received**

The following income was noted:
£76.96 received on 8/3/2018 into the Santander account (Transparency code funding)

d) **To sign off Accounts for Year Ending 31/03/2018**

The Clerk presented the accounts for y/e 31/03/2018; after due consideration it was resolved that they be signed off.

e) **Approval of Annual Governance and Accountability Return**

i. Section 1 – Annual Governance Statement

The statements from the annual Governance section were reviewed. All responses were in the affirmative with final trust funds statement not applicable and it was resolved to approve the Annual Governance Statement. Cllr Lauren and the Clerk as Responsible Finance Officer signed the Annual Return.

ii. Section 2 – Accounting Statements 2017/18

Cllr Featherstone presented the figures. It was resolved to approve the statement of accounts and Cllr Lauren and the Clerk as Responsible Finance Officer signed the Annual Return.

f) **To receive Internal Auditor's Report**

It was noted that there were no serious issues with cause for concern. It was noted that the auditor had commented that minutes could be made more concise by recording only the decisions made and not the reasoning behind them; it was felt that that the minutes should be transparent whilst being as concise as practical. The Clerk would agenda the consideration of the asset register for the next meeting regarding the inclusion of the electrical work undertaken for the defibrillator.

Clerk

2426

To receive update on the village directory and welcome book

Item carried forward in the absence of Cllr Robbins.

2427

To receive update regarding the Freedom of the Village scroll

Cllr Wickham reported that the paper been obtained and the italic pens provided. She would contact the Village Hall Committee regarding the best position.

2428

To consider filling Cllr vacancy

Cllr Featherstone would issue an advert on WIZ to try and attract applications.

Cllr
Featherstone

2429

To review any issues from the Annual Assembly

It was noted that the Council would endeavour to keep abreast of the impact of the formation of the unitary council and to disseminate information to the parish.

2430

To resolve actions regarding the next Wombling Day

The next event would be on 19th May; Cllr Lauren would contact Cllr Robbins to arrange equipment.

Cllr Lauren

2431

To resolve any actions concerning GDPR

It was resolved to appoint NorthantsCALC as the DPO and the one year agreement was signed; it was felt to be disappointing that NorthantsCALC indemnify themselves against any liability. It was resolved to draft all necessary

policies and to register with the ICO.

2432 Planning - To receive update from the Clerk on planning issues/decisions/conditions

It was noted that the i. S/2018/0518/FUL Poplars Farm Poplars Farm Syresham Road Wappenham NN12 8SU- Single storey front extension and reinstatement of boundary wall had been approved.

2433 To consider parishioners' correspondence

None requiring review.

2434 General Correspondence Review

Correspondence as per Appendix A was noted.
Cllr Lauren had corresponded with Cllr Morris as he felt the recent road closure had been unnecessary.

2435 To receive update on highways issues

No further issues raised.

2436 Dates of Future Meetings

Wednesday 13th June – 7:30pm – Ordinary Meeting
Wednesday 1st August – 7:30pm – Ordinary Meeting
Wednesday 12th Sept – 7:30pm – Ordinary Meeting

2437 Councillors' Questions

The Clerk was asked to minute the issue of requesting Blue Plaques for Gilbert Scott buildings on the next agenda.

Clerk

The meeting closed at 9 pm

APPENDIX A Correspondence Received – 8th March – 1st May 2018

South Northamptonshire Council

- Press releases as circulated
- Electoral Role
- Regarding Parish Cllr vacancy
- Planning application reference S/2018/0518/FUL at Poplars Farm Poplars Farm Syresham Road Wappenham NN12 8SU

Northamptonshire County Council

- Highways' Newsletters
- Policing: updates and crime alerts,
- Northamptonshire County Council - Consultation on Direct Payments or Personal Budget rate for people with Personal Assistants
- TTO 18-19-231 Brookside Wappenham
- TTO 18-19-167 High Street Wappenham

NCALC

- Joining instructions for GDPR Training Wednesday 2 May 2018
- Various clerking vacancies
- Northants CALC eUpdate – March/April
- Appointment of Northants CALC as DPO
- GDPR - A Quick Start Guide for Parish Council
- Regarding Internal audit date
- Friday Mini Update
- Internal Audit Report

Miscellaneous

- HS2 Liaison Group minutes
- Reports for the Annual Assembly
- Came and Company – Council Matters
- HMRC Confirmation of PAYE transmission
- Northampton Male Voice Choir - 2018 Recruitment Campaign
- Advance notification of cycle event
- PKF Littlejohn - 2017/18 AGAR and external auditor instructions