



Clerk: Ms. Fiona Young, 32 Holdenby Road, Spratton, Northampton. NN6 8JD
 Tel: 07729 608062 email: clerk@westhunsburyparishcouncil.gov.uk
 www.westhunsburyparishcouncil.gov.uk

**Minutes of the Ordinary Council Meeting, Held on Thursday March 17th 2022.
 at 7pm Parsons Meade Community Centre**

Members Present: Councillors Carl Squires (Chair) , Mavis Wilmshurst, Linda Hook, Katie Macey and Andrew Vincent, Colin Moore
 Also present – Fiona Young (Clerk)

Item no	
22/034	To receive any apologies and approve reasons for absence. Apologies were received and accepted from Cllr Richard Matthews and Cllr Kathryn Barker
22/035	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None
22/036	To approve and sign the Minutes of the Council Meeting held on February 17th 2022 The council Resolved to approve the minutes as a true record and they were signed.
22/037	Public Session. None present.
22/038	To Receive Reports from a) Police Representative. The report for February was circulated prior to the meeting. Burglary dwelling 1, Criminal Damage 1, Non residential burglary – 1 Councillors requested that a member of the Neighbourhood Policing Team is invited to attend a meeting quarterly so that Councillors can be updated on Neighbourhood issues. Clerk to send full Police report to councillors. b) West Northants Councillors. Nothing to report.
22/039	To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC. The Clerk and Cllr Hook attended the Code of Conduct Training session with Ncalc. Cllr Moore attended the off to a Flying Start course.

22/040	<p>Matters arising from previous minutes, for report only</p> <ul style="list-style-type: none"> • Clerk has received an update, Cllr has to repeat ID verification. • Clerk confirmed the planning letter for WNN/2021/0537 has been sent in. 																					
22/041	<p>Planning</p> <p>1. New applications – Council to resolve a response to the following applications;</p> <p>WNN/2022/0212 30 Whitegates, Single storey rear extension and alterations to improve external insulation to east side elevation and right side of front bay window</p> <p>Council Resolved to submit No Comments.</p>																					
22/042	<p>Staffing</p> <p>1. Council to approve the national pay increase for Local Government employees as detailed in the recent Ncalc mini update, this increase is for the financial year April 1 2021 – March 31st 2022 and is 1.75% It was Resolved to award the pay increase.</p> <p>2. Resolution to backdate the increase in the Clerks pay to April 1st 2021, the total amount payable is £178.75 before deductions. It was Resolved to back date the pay increase.</p> <p>3. Resolution to engage a payroll provider to oversee the Clerks payroll and HMRC payments. The Clerk obtained three quotes for a payroll provider, it was Resolved that the Council would sign up to the payroll scheme offered by Northants Calc provided that the quotations seen are correct. The Clerk will report back at the April meeting.</p>																					
22/043	<p>Finance</p> <p>1. Resolution to approve the payments listed below;</p> <table border="1" data-bbox="261 1240 1481 1536"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>Salary</td> <td>899.32</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI</td> <td>314.96</td> </tr> <tr> <td>21CC Group</td> <td>Jubilee Beacon</td> <td>588.00</td> </tr> <tr> <td>AE Hire</td> <td>Marquee hire for the Jubilee – smaller marquee</td> <td>600.00</td> </tr> <tr> <td>SLCC</td> <td>Online Practitioners Conference (% shared between 2 councils)</td> <td>50.00</td> </tr> <tr> <td>Odin Events</td> <td>Climbing Wall for Jubilee 50% deposit</td> <td>405.00</td> </tr> </tbody> </table> <p>It was Resolved to approve the payments listed above.</p> <p>2. Approval of the bank reconciliation statement below</p> <p>Bank reconciliation February 28th 2022 – Balance at April 1st 2021 £68,152.01 less payments £ £25,397.24 plus receipts £ £26,259.70 = £ £69,014.47 Bank accounts at 28.02.2022 £ £23,812.10 plus £ £45,202.37 = £ £69,014.47</p> <p>Bank reconciliation noted.</p> <p>3. Confirmation that the internal controls councillor has completed the checks to the payments.</p>	Payable to	Details	Amount £	F Young	Salary	899.32	HMRC	Tax and NI	314.96	21CC Group	Jubilee Beacon	588.00	AE Hire	Marquee hire for the Jubilee – smaller marquee	600.00	SLCC	Online Practitioners Conference (% shared between 2 councils)	50.00	Odin Events	Climbing Wall for Jubilee 50% deposit	405.00
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	Cllr Macey confirmed by email that the internal controls checks had been completed.
22/044	<p>Community Events – Cllr Hook</p> <p>1. To receive a report from the Community Events Committee Cllr Hook reported that all the documents required to get permission to hold the Jubilee event have been submitted to West Northants council. The schedule for the day is almost completed and in addition to the groups already booked a disability dance troop have been confirmed. There has been a small issue regarding public liability insurance which has affected some stall holders. In order to have a stall at the event each stall holder must have their own public liability insurance, the parish council cannot arrange this or use the council insurance cover.</p> <p>2. PA System, to discuss and agree action. Various quotes to purchase a PA system have been obtained and the average cost is over £2000. It was Resolved to hire a system that would be tailored for our event at a cost of approx. £390.00. It is felt that hiring a system was more financially viable.</p>
22/045	<p>Jubilee Bench - Cllr Squires</p> <p>1. Resolution to purchase a commemoration bench and agree where to site it. It was Resolved to order a wooden, carved, commemorative Jubilee Bench. The lead time for the bench is approx. 12 weeks, during that time the council will agree where the bench is to be placed and get permission from West Northants Council to install it. The cost of the bench is approx. £620.00 plus installation by EM Pell. The proposed location of the bench will be discussed and agreed at the next meeting in April.</p>
22/046	<p>Footpath working group – Cllr Barker</p> <p>1. Review the Terms of Reference of the Working Group and resolution to agree next steps. Cllr Hook reported on the most meeting of the Working Group which was last week. It was agreed that it was very important to adhere to the original Terms of Reference of the project as there was some concern that this was not the case. It has now been agreed that the group will split the parish into 6 sections and deal with each section at a time. A report will be generated for each section which will show the problems identified and what priority those issues should be given.</p>
22/047	<p>Claystones Open Space- Cllrs Barker & Macey</p> <p>1. To review progress made so far and resolution to agree next steps. Several concerns were raised regarding the new survey, the concerns included the wording on the survey, the lack of any official requests sent into the parish office for action in this area and the fact that the land in question is not owned by the parish council and therefore residents may feel, on reading the survey, that more work can be done by the PC than is possible given the current level of precept.</p> <p>It was agreed that the survey will be re-drafted and sent to everyone, the proposed dates for the open events will be put back until after the Jubilee weekend and the Chairman will obtain a quote for printing the survey. The project will be discussed again at the April meeting before any firm decisions are made.</p>
22/048	<p>Annual Parish Meeting</p> <p>Resolution to confirm arrangements for the Annual Parish Meeting which takes place between March 1st and June 1st.</p>

	It was Resolved to hold the Annual Parish Meeting on Thursday May 12 th subject to the availability of Parsons Meade. It was agreed that the Clerk would invite all local organisations and that the evening will have an informal feel with refreshments provided.
22/049	Correspondence and actions when needed. <ul style="list-style-type: none"> • WNC Town & Parish Briefing – Circulated • Nacre – Event information – Circulated • WNC – The Big Conversation
22/050	Next meeting – April 21st 2022

Meeting closed 9.00pm