

WAPPENHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT 7:30 P.M. ON WEDNESDAY 19TH MAY 2021 IN WAPPENHAM VILLAGE HALL

PRESENT: Cllrs P Featherstone (Chairman), I Atkins, M Wilkinson

ABSENT: None

IN ATTENDANCE: Mrs E Hart (Clerk), four members of the public

01.21/22 **ELECTION OF CHAIRMAN FOR 2021/22**

RESOLVED: To elect Cllr Featherstone as Chairman.

02.21/22 **SIGNING OF CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Featherstone signed the declaration of acceptance of office.

03.21/22 **TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

None.

04.21/22 **TO RECEIVE COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE OR, IF NOT RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED**

Noted that all forms would be returned within two weeks.

05/21/22 **TO RECEIVE COMPLETED DECLARATIONS OF INTERESTS FORMS**

Noted that all forms must be forwarded to West Northamptonshire Council within 28 days.

06.21/22 **TO INVITE DECLARATIONS OF INTEREST:**

None.

07.21/22 **ELECTION OF VICE CHAIRMAN FOR 2021/22**

RESOLVED: To elect Cllr Atkins as Vice Chairman

08.21/22 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14TH APRIL 2021**

RESOLVED: To approve the Minutes of the Parish Council Meeting held on 14th April 2021.

09.21/22 **TO NOTE REPORTS FROM:** **A. The Clerk**

MATTERS ARISING

Minute 136.20/21 B

A follow-up email was sent to WNC Planning.

Plans have been obtained from West Northamptonshire Council (circulated)

Minute 140.20/21 – Speed Limit Extension

Helen Howard has confirmed that the request will be reviewed by the next Speed Panel Committee Meeting.

Minute 141.20/21 – Silver Birch

Signed documentation has been received.

OTHER

A meeting was held with the Chair of the Village Hall to ensure that it was Covid-19 compliant for the first face-to-face meeting.

The report was **noted**.

B. The Chairman:

Elections – many thanks to Mark Wilkinson and Ian Atkins for filing their nominations and being elected unopposed.

Prejudicial or non-prejudicial vs. pecuniary interest

As emphasised by the Clerk, there is no such thing as prejudicial or non-prejudicial interests. Interests are either PECUNIARY or personal. Pecuniary “relating to or consisting of money” – financial, monetary, capitol, budgetary.

A WIZ note was circulated after a parishioner had a near miss incident while out walking in April.

Concerns raised by a parishioner regarding perceived building works are addressed.

A briefing meeting with a representative of the Village Hall on Thursday 13th May was attended to discuss Covid protection and risk assessments for the village hall in preparation to a return to face-to-face meetings.

The PC section for the Village Newsletter was submitted on 10th May 2021

C. Unitary Councillors: nil report

10.21/22

FINANCE SCHEDULE:

A. To Approve the Statement

Cash and Investment Accounts	
Current Account – Santander (10 th May)	3531.24
Deposit Account (NS&I) (Jan 2021)	1626.85
Total	5158.09
Santander daybook balance @ 10th May 2021	3531.24

RESOLVED: To Approve the Statement.

B. To Ratify and Approve the Payments

Requests received	NET	VAT	TOTAL	Cheque number	Applicable Power	Resolved to approve? Y/N
E Hart (battery)	25.80	5.16	30.96	22072	Road Traffic Regulations Act 1984, s72	Y

RESOLVED: To Approve the Payments above.

C. To Note Receipts

Details	Date and account credited	Amount
Precept (1 of 2 payments)	4 th May Santander	1545.00

Noted.

D. To Approve the Accounts for year ending 31st March 2021

RESOLVED: To Approve the Accounts.

11.21/22 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21**
PART 2:

A. To consider the Internal Audit Service Report dated 10th May 2021

Noted that no issues regarded been identified by the Internal Auditor for consideration. The Clerk was thanked for achieving this outcome.

B. To note the completion of the Internal Audit Report (p4 AGAR)

Noted.

C. To approve Section 1 – Annual Governance Statement AGAR

The Council considered the measures taken in support and concluded that:

1. It had put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. It had maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. It had taken all reasonable steps to assure itself that there were no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances.
4. It provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. It had carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. It had maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. It had taken appropriate action on all matters raised in report from internal and external audit.
8. It had considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, had a financial impact on the Council and, where appropriate, had included them in the accounting statements.

RESOLVED: To:

- i) Answer Yes to Statements 1-8 and to record that Statement 9 relating to Trust funds was Not Applicable
- ii) Approve Section 1 – Annual Governance Statement 2020/21.

D. To approve Section 2 – Accounting Statements AGAR

RESOLVED: To Approve the Accounting Statements

E. To note the Bank Reconciliation to 31st March 2021

Noted.

F. To note the explanation of variances

Noted.

G. To declare exemption from the requirement of a limited assurance review

Noted that the figures for income and expenditure were below £25,000 and that the Parish Council was exempt for a limited assurance review and qualified to submit a certificate of exemption.

RESOLVED: To declare exemption.

Action: the Clerk

H. To note the period for the exercise of public rights

Noted that the period would commence on Monday 14 June 2021 and end on Friday 23 July 2021.

12.21/22 TO CONSIDER FILLING VACANT SEATS BY CO-OPTION

Noted that there were four vacancies.

Four members of the public put themselves forward for co-option.

RESOLVED: To co-opt Sara Thompson, Ashley Robbins, Michelle Stewart and Hilary Wickham on to the Parish Council.

13.21/22 TO APPOINT THE INTERNAL CONTROL COUNCILLOR AND INTERNAL AUDITOR

RESOLVED: To appoint Cllr Stewart as Internal Control Councillor.

RESOLVED: To appoint NorthantsCALC as Internal Auditor

14.21/22 TO APPOINT OFFICERS FOR:
A. Tree/Footpath Warden

Position vacant; Cllr Featherstone would see if Paul Elcoat was interested.

B. Highways Officer

RESOLVED: To appoint the Clerk as Highways Officer.

C. Newsletter Editor

RESOLVED: To appoint Jane Harries as Newsletter Editor.

D. Wappenham Parochial Charities Liaison

RESOLVED: To appoint Cllr Wickham as Wappenham Parochial Charities Liaison

E. WIZ

RESOLVED: To appoint Clive Watt as WIZ editor.

F. Website administrator

RESOLVED: To appoint the Clerk and Cllr Wilkinson as Website Administrators.

15.21/22 TO DISCUSS CANDIDATES FOR AWARDS

Circulated correspondence was **noted**.

RESOLVED: To proceed with the application process.

16.21/22 TO CONSIDER PARISHIONERS' CORRESPONDENCE

Correspondence raising concerns regarding earthworks at the rear of 8 High Street was **noted**.

17.21/22 GENERAL CORRESPONDENCE REVIEW (detailed in Appendix A)

Noted

18.20/22 TO CONSIDER ISSUES RELATED TO HIGHWAYS, FOOTPATHS AND STREET AREAS

The Chairman thanked Cllr Wickham for her hard work as Footpaths Warden.

School Lane – the Clerk would chase up the outstanding works on Street Doctor.

Future road closures were **noted**.

19.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING

To adopt the WNC Code of Conduct

To receive update on speed reduction measures on Highbridge Road

20.21/22 TO SET FUTURE MEETING DATES

Wednesday 30th June 2021 Ordinary Meeting
Wednesday 11th August 2021 Ordinary Meeting

21.21/22 COUNCILLORS' COMMENTS

None.

The Meeting ended at 20.54p.m.

Appendix A Correspondence Received – 14th April – 19th May 2021

West Northamptonshire Council (NCC TO 31ST March) and Police

- Northamptonshire Highways - Weekly Schemes Works Programme For Councillors
- Highway services weekly E- Bulletins
- Helen Howard: regarding Wappenham's request to extend speed limit
- Healthy Community: MUGA audit for completion, notices for playgrounds

NCALC

- Friday mini eUpdates
- Northants CALC Training Newsletter – April
- Internal audit report and AGAR

Miscellaneous

- HMRC - Successful Receipt of Online Submission
- Tayna Batteries – invoice (paid by Clerk)
- Census 2021 – thank you
- Parishioner correspondence: incident with bull on public footpath
- Came & Co Newsletter
- BHIB - Free Checklist & Guide: Holding 'COVID-safe' Council Meetings after May 7
- Jenny Szczerbowski (Wappenham Village Hall) – regarding risk assessment for Covid compliance
- Age UK Northamptonshire Engage Newsletter Spring 2021
- Julie Long (Wappenham Village Hall)- to confirm the projector and screen are covered by their insurance
- Signed consent form regarding the planting of the silver birch