

WAPPENHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING VIA ZOOM HELD AT 7:30 P.M. ON THURSDAY 20TH MAY 2020

PRESENT: Cllr P Featherstone (Chairman), I Atkins, A Robbins, M Stewart, S Thompson, H Wickham, M Wilkinson

ABSENT: None.

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

01.20/21 TO ELECT THE CHAIRMAN OF THE COUNCIL for 2020/21:

RESOLVED: To elect Cllr Featherstone.

**02.20/21 TO RECEIVE THE CHAIRMAN'S SIGNED DECLARATION OF
ACCEPTANCE OF OFFICE**

Cllr Featherstone would sign the hard copy Chairman's Declaration of Office and return it to the Clerk prior to the July meeting, it being impossible to be received due to the meeting being on Zoom.

**03.20/21 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR
ABSENCE:**

None.

04.20/21 TO INVITE DECLARATIONS OF INTEREST:

None.

05.20/21 TO ELECT THE VICE CHAIRMAN OF THE COUNCIL:

RESOLVED: To elect Cllr Atkins as Vice Chairman.

**06.20/21 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.

07.20/21 TO APPOINT OFFICERS FOR:

A. Tree/Footpath Warden

RESOLVED: To appoint Cllr Wickham as Tree/Footpath Warden

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 Editor

RESOLVED: To appoint Clive Watt as WIZ editor.

E. Website Administrator

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

08.20/21 TO APPROVE THE MINUTES OF THE MEETING HELD 15TH APRIL 2020: (previously distributed)

RESOLVED: To approve the Minutes of the Meeting held 16th April 2020, noting an address correction from “School Lane” to “The Lane.”

09.20/21 TO CONSIDER MATTERS ARISING FROM THE MINUTES OF 15TH APRIL

Minute 2682 : Flytipping

Noted that a small amount of residual waster remained which Cllr Featherstone would remove.

Minute 2682: Risk Assessment

Noted that the Village Hall Committee had confirmed that there was a PIR light at the front of the Village Hall.

Minute 2687- granite blocks

Noted that a letter of thanks was due to be sent to the landowner,

Minute 2687 – bridge blocked with tree debris (footpath access)

Cllr Featherstone confirmed that the bridge access is now clear.

Noted.

10/20.21 FINANCE:

A. To Approve the Financial Statement:

Cash and Investment Accounts		
Current Account – Santander (10 th May)		3589.42
Deposit Account (NS&I) (Jan 2020)		1615.22
Total		£5204.64

RESOLVED: To approve the Financial Statement

B. To agree expenditure for Payment

RESOLVED: To approve the expenditure as follows:

Requests received	NET	VAT	TOTAL	Cheque number	Applicable Power	Resolved to approve? Y/N
Quadrat Systems	100.00	0.00	100.00	22058	LGA 1972 s111	Y

C. To Note Income Received:

Details	Date and account credited	Amount
Precept (First of two payments)	28 th April 2020	1573.50

Noted.

D. To Consider the Internal Audit Service Report

The Internal Auditor had recorded that she was “satisfied that effective policies and procedures together with systems to manage, monitor and control the Council’s business are in place“.

Noted.

The Internal Auditor had listed points for further consideration by the Parish Council:

The Chairman should be appointed for the year not the duration of the meeting.

Noted and already addressed.

The financial regulations state that the ICC should not be the Chairman.

Noted and already addressed.

The new website needs to be further developed and all relevant documents made available.

Noted that the transition of the website on to a new hosting site had resulted in some issues uploading documents. A work-around had been determined and it was hoped that the issue would be resolved shortly.

All policies are to be reviewed each year including GDPR

RESOLVED: To request clarification from NorthantsCALC on timescales for policy review
Action: the Clerk

E. To restate the Asset Register in light of advice from NorthantsCALC

(previously distributed)

RESOLVED: To restate the asset register as £3676.

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

Noted.

G. To Approve Section 1 - Annual Governance Statement 2019/20 (p4 AGAR): (previously distributed)

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 2019/20.

H. To sign off the accounts for ye 31/03/20200:

RESOLVED: To Approve the Accounts for the year ended 31st March 2020.

I To Approve Section 2 Accounting Statements 2019/20

RESOLVED: To Approve the Accounting Statements and Bank Reconciliation, noting that no explanation of variances between the last two accounting years was required as the differences were below the reporting threshold. Neither was an explanation of reserves required.

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.

The period for the exercise of public rights was **noted**.

11.20/21

PLANNING:

A. Applications

A1. To consider Application No S/2020/0604/FUL

Proposal: : Installation of external clock tower

Location: The Laurels 31 High Street Wappenham NN12 8SN

RESOLVED: To support the application.

Action: the Clerk

A2. To consider Application No S/2020/0605/LBC

Proposal: : Listed Building Consent for the installation of external clock tower

Location: The Laurels 31 High Street Wappenham NN12 8SN

RESOLVED: To make no comment.

Action: the Clerk.

A3. Application : No. S/2020/0765/LDE

Proposal: Certificate of Lawfulness for Lawful implementation of planning permission APP/Z2830/A/13/2202083 Ref S/2013/0010/FUL(Single Freestanding Wind Turbine, Hard Standing, Access Road, Sub Station and Trenching for Cable) by virtue of material operations carried out prior to 23 July 2017

Location: Poplars Farm Poplars Farm Syresham Road Wappenham NN12 8SU

RESOLVED: To make to make the following comments:

Wappenham Parish Council does not consider that it is suitably qualified to determine whether a legal start was made to the development. It notes that the photographic material submitted will enable SNC to make this qualified decision. The Parish Council further notes that it is also necessary for the applicant to have discharged all relevant planning conditions prior to the

commencement of works and that the planning authority will ensure that this was completed in order to ensure that a lawful start was indeed made.

B. TO RECEIVE UPDATES ON OTHER PLANNING ISSUES

A potential breach of planning consent has been reported for application S/2019/1356/FUL- 2 The Jetty, Wappenham.

Noted that whilst creating an access could be an enhancement, it was nevertheless important that planning permission was applied for. It was further **noted** that planning permission to create an access at the same address had previously been refused.

12.20/21 TO CONSIDER PARISHIONERS' CORRESPONDENCE

None.

13/20.21 GENERAL CORRESPONDENCE REVIEW

Correspondence as per Appendix A was reviewed.

The response from Highways England relating to the request for traffic management control (yellow hatching) on the A43 roundabout was reviewed. It was noted that hatching was not permitted adjacent to the entry from the Abthorpe direction as this was not traffic light controlled.

RESOLVED: To respond to Highways England stating that as the Towcester side of the roundabout was traffic light controlled, that further consideration be given to hatching that part of the roundabout.

Action: the Clerk

14.20/21 TO RECEIVE UPDATE ON HIGHWAYS AND FOOTPATHS ISSUES

Communications regarding works on the A43 were **noted**.

15.20/21 DATES OF FUTURE MEETINGS

Wednesday 1st July at 7:30pm (Zoom)

The Meeting ended at 9:28 p.m.

APPENDIX A - CORRESPONDENCE LISTING

South Northamptonshire Council

- Notice of postponement of Parish Elections - 7 May 2020
- Planning applications S /2020/0605/LBC at The Laurels 31 High Street Wappenham NN12 8SN, S/2020/0605/LBC at The Laurels 31 High

Street Wappenham NN12 8SN S/2020/0765/LDE - Poplars Farm
 Poplars Farm Syresham Road Wappenham NN12 8SU,,

- Updates for Parish & Town Councils Covid-19
- Weekly list of planning applications
- Parish Council Newsletter
- Planning Enforcement – regarding 2 The Jetty - Access and Driveway
- VE Day 75th Anniversary Celebrations
- SNC –regarding flytipping

Northamptonshire County Council and Police

- Newsletters from my county council
- Northamptonshire Highways - Weekly Schemes Works Programme For Councillors
- Covid19 information

NCALC

- Friday mini eUpdates
- Weekly COVID19 updates
- Internal Auditor
- Training Newsletter

Miscellaneous

- HMRC Confirmation of PAYE transmissions
- Santander – May statement
- Village Hall Committee – regarding the PIR and the projector screen
- Tove Valley Broadband – invoice
- Highways England - A43 works
- Brackley Town Council – regarding food boxes
- PKF Littlejohn - instructions for audit
- Parishioner – regarding trees in the churchyard
- Highways England Response - A43 Abthorpe (McDonalds)
- Roundabout - Confirm Ref 11706977