

# WAPPENHAM PARISH COUNCIL

## Draft Minutes of the Zoom Meeting of Wappenham Parish Council held on Wednesday 15<sup>th</sup> April 2020 at 7.30 p.m.

**Present:** Councillors Atkins, Featherstone, Robbins, Stewart, Thompson, Wickham, Wilkinson  
**In attendance:** Liz Hart, Parish Clerk, one member of the public

|      |   | Action                           |
|------|---|----------------------------------|
| 2678 | <b>Election of Chairman</b><br><br><b>RESOLVED</b> that Cllr Featherstone be elected as Chair for the duration of the meeting only.   |                                  |
| 2679 | <b>Apologies for Absence</b><br><br>None.   |                                  |
| 2680 | <b>Declarations of Interest</b><br><br>None.  |                                  |
| 2681 | <b>Approval of minutes of the Ordinary meeting held on 26<sup>th</sup> February 2020</b><br><br><b>RESOLVED:</b> to approve the minutes. The minutes would be signed as soon as circumstances permit.   |                                  |
| 2682 | <b>Matters Arising</b><br><br><b>2618 – fly-tipping</b> – this had been re-reported but needed further reporting.<br><br><b>2657 – Pothole at the bottom of School Lane.</b><br><br><b>Agreed</b> that Cllr Wickham would speak to the parishioner regarding its depth and whether it could now be reported.<br><br><b>2657 – Noted</b> that the road closure signs had been reported as being in a dangerous position.<br><br><b>2657 – Blackthorn plants on footpath</b> – these were no longer an issue.<br><br><b>2667 – Risk assessment</b> – Clerk to contact the Village Hall Committee regarding a PIR - <i>carried forward</i> .<br><br><b>2671 Elections – noted</b> that the elections would now take place in May 2021 due to the COVID-19 pandemic.<br><br><b>2673 Village Spring Clean</b> – the new proposed date of September 2021 was noted. | Clerk<br><br><b>Cllr Wickham</b> |
| 2683 | <b>Finance</b><br><br>a) <b>Financial statement</b><br><br><b>RESOLVED:</b> to approve the statement overleaf.  | Clerk                            |

| Cash and Investment Accounts                              |                |
|---|----------------|
| Current Account – Santander (10 <sup>th</sup> March 2020) | 2145.92        |
| Deposit Account (NS&I) (Jan 2020)                         | 1615.22        |
| <b>Total</b>  | <b>3761.14</b> |

**a) To resolve payments**

**RESOLVED:** to approve the following expenditure.

| Requests received                       | NET    | VAT  | TOTAL  | Cheque number | Applicable Power | Resolved to approve?<br>Y/N |
|---|--------|------|--------|---------------|------------------|-----------------------------|
| NCALC audit                             | 102.00 | 0.00 | 102.00 | 22057         | LGA 1972 s111    | Y                           |
| NCALC membership (includes £10 DPO fee) | 253.29 | 0.00 | 253.29 | 22057         | LGA 1972 s143    | Y                           |

**b) To note receipts**

None.

**c) To note revised procedures for the internal and external audit**

The documents as circulated by the Clerk were **noted**.

**2684 Asset register - to amend to reflect the new equipment from SNC**

**RESOLVED:** to approve the register at £4464 as per Appendix A.

**2685 Planning:**

**a) To consider response to: S/2020/0517/AGD at The Laurels 31 High Street Wappenham NN12 8SN - Determination as to whether prior approval is required (under Class A of Part 6 of the above Order) for the erection of an agricultural building in respect of: the siting, design and external appearance of the building.**

**RESOLVED** that based on a review of the plans, and taking into consideration the siting and design of the proposal, the Parish Council is of the opinion that prior approval is not required.

**Clerk**

**b) To note correspondence from SNC regarding planning**

It was **noted** that SNC Planning Development had issued the following notice: "We have changed the way we are publicising planning applications as a result of COVID-19. We are no longer sending neighbour letters direct to neighbouring properties informing them of an application next door to them. This has been brought in to combat the need for staff to attend the offices unnecessarily. Instead neighbours of an application site will be notified by way of a site notice posted on or near to the site by the applicant. This accords with the legislation requirements for publicity of planning applications. Details on publicising planning

|      |  |  |
|------|--|--|
|      | <p>applications can be found here.</p> <p>It was further <b>noted</b> that this is a temporary arrangement during the COVID-19 pandemic.</p> <p><b>Noted</b> that it was unclear whether the neighbour consultee list would still appear under each application.</p> <p><b>RESOLVED</b> that Wappenham Parish Council will inform that village of the SNC decision and undertakes to publish details of the planning applications received via WIZ and on the village website <a href="http://www.wappenham.net">www.wappenham.net</a> to ensure that parishioners are made aware of all applications in case they wish to make a representation to SNC.</p> <p><b>RESOLVED</b> that Cllr Featherstone would highlight the arrangement in the Spring/Summer newsletter as well as the new website address.</p> <p><b>RESOLVED</b> that the Clerk would highlight applications so that the Councillors could see whether site notices appeared.</p>   | <b>Clerk</b>   |
| 2686 | <p><b>General Correspondence Review including that relating to COVID-19, in particular new legislation, support groups and LA communications and determine any necessary actions</b></p> <p><b>Noted</b> that the new legislation to legalise online meetings was only intended to be used during the COVID-19 pandemic.</p> <p><b>RESOLVED</b> to advise the village of the availability of the Community Food Larder boxes.</p>  | <b>Cllr<br/>Featherstone</b>                                 |
| 2687 | <p><b>To receive update on highways and footpaths issues</b></p> <p><b>RESOLVED</b> that the Clerk should write a letter of thanks to the landowner who had removed some concrete blocks from the verge and would re-report the presence of the granite sets.</p> <p><b>Noted</b> that a landowner was disappointed that a significant amount of trespassing was taking place on their land and that whilst it is the landowner's responsibility to keep the paths correctly marked and clear, the general public has a duty to ensure that they keep to the defined paths.</p> <p><b>RESOLVED</b> that the Clerk would forward details of a Mapping company to Cllr Wickham in her capacity of Paths Warden as the landowner had expressed a wish to display a reproduction of the Ordnance Survey Map in the vicinity to highlight the designated paths. The Clerk would also contact NCC to see if she could obtain any footpath signs.</p> <p><b>RESOLVED</b> to contact a landowner regarding a tree blocking a footpath over a bridge.</p> | <b>Clerk</b>   |
| 2688 | <p><b>Dates of Future Meetings</b></p> <p><b>Noted</b> that the Annual Assembly scheduled for <b>Wednesday 6<sup>th</sup> May — 7:15pm for 7.30pm</b> would not take place. Under current legislation the meeting is required to be scheduled before 30 June — further legislation is therefore awaited.</p> <p><b>Wednesday 20<sup>th</sup> May 7:30pm</b> — Annual and Ordinary Meeting — on Zoom if necessary</p>   | <b>Clerk</b><br><b>Clerk</b><br><b>Cllr<br/>Featherstone</b> |

**Wednesday 1<sup>st</sup> July 7:30pm – Ordinary Meeting – on Zoom if necessary.**

**2689 Councillors' Questions**

The Clerk confirmed she would send out all attachments in PDF format to address IT issues with some devices.

**The meeting closed at 21:10pm.**

**Appendix A**

| Wappenham Parish Council - Asset Register - Year ending 31 March 2020 |   |                                    |               |              |                    |   |                 |              |                  |               |
|---|---|------------------------------------|---------------|--------------|--------------------|---|-----------------|--------------|------------------|---------------|
| 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            | -             |
| AD002   | LaptopHP 255 G7 - 15.6" - Ryzen 3 2200U - 8 GB RAM - 256 GB SSD - UK  | Station House, Station Rd, Helmdon | 13/03/2020    | N/A-grant    | SNC                | £295.00   | £295.00         | £295.00      | Clerk            |               |
| AD003   | HDMI cable  | Station House, Station Rd, Helmdon | 13/03/2020    | N/A-grant    | SNC                | £2.01   | £2.01           | £2.01        | Clerk            |               |
| AD004   | Projector 9H.JJ77.33E BenQ MH535 Projector 3500 ANSI 1080p  | Station House, Station Rd, Helmdon | 13/03/2020    | N/A-grant    | SNC                | £391.45   | £391.45         | £391.45      | Clerk            |               |
| AD005   | Projector screen Manual Pull Down projection screen 94" diag (16:10) Viewing Area 202cm x 127cm. 94" pull down screen | Station House, Station Rd, Helmdon | 05/03/2020    | N/A-grant    | SNC                | £103.67   | £103.67         | £103.67      | 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   | Defibilliator unit  | Wappenham Baptist Chapel           | 21/02/2017    | 22012        | Physio-Control Ltd | £650.00   | £650.00         | £650.00      | Parish           |               |
| SF004   | Electrical installation   | Wappenham Baptist Chapel           | 05/04/2017    | 22013        | VTK Management     | £211.75   | £211.75         | £211.75      | Parish           |               |
| <b>Total Asset Value</b>  |   |                                    |               |              |                    | <b>£4,464</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 — 27<sup>th</sup> February – 15<sup>th</sup> April 2020**

**South Northamptonshire Council**

- Notice of postponement of Parish Elections - 7 May 2020
- Planning application reference S/2020/0517/AGD at The Laurels 31 High Street Wappenham NN12 8SN
- Update for Parish & Town Councils Covid-19
- Weekly list of planning applications
- Parish Council Newsletter
- Parish consultation letters = notice of cessation of hard copy applications

**Northamptonshire County Council and Police**

- Newsletters from my county council
- Northamptonshire Highways - Weekly Schemes Works Programme For Councillors
- Street Doctor updates

- Friday mini eUpdates
- Update March/April 2020
- Weekly COVID19 updates

## **Miscellaneous**

- Brackley Community Hospital – presentation (to replace attendance at parish meeting)
- Keep Britain Tidy – notice of cancellation
- HMRC Confirmation of PAYE transmissions
- CPRE Northants April 2020 Planning Roadshow – notice of cancellation
- Santander – March statement
- Tove Valley Broadband – website communications
- Highways England Response - 11706977/21566332 - A43 Abthorpe Roundabout – confirmation of support from Greens Norton and Abthorpe
- Brackley Town Council – regarding food boxes
- Calor's Rural Community Fund- details
- Outdoor Cinema Event Northamptonshire - Postponed
- SNFEA South Northants Food and Education Alliance : Emergency Community Larder
- PKF Littlejohn - instructions delayed pending clarity over coronavirus implications
- Sectigo Certification Authority –notification of website registration
- Andrea Leadsom – regarding Coronavirus support