

**Wilby Parish Council**  
www.wilbyparishcouncil.gov.uk

**MINUTES**  
17<sup>th</sup> May 2021

**Chairman:**  
Stephen Borrett  
Tel: (01933 276 290)

**Clerk:**  
Vicky Smith  
(01604 812239) Email: clerk@wilbyparishcouncil.gov.uk

**Minutes of the Parish Council Meeting held at 7.30pm on 17<sup>th</sup> May 2021 at 143 Main Road, Wilby.  
Present: Cllrs Borrett, Thompson, Harland, Hodges, Billington Hughes; Stroud; Clerk, Mrs Vicky Smith**

01/21	Cllr Borrett was elected as Chairman of the Council	ACTION																																																																							
02/21	Cllr Thompson was elected as Vice Chairman																																																																								
03/21	Apologies were received from Cllr Stevenson																																																																								
04/21	<b>Opening Procedures</b> a.) There were no declarations of interest declared b.) The minutes of the ordinary meeting 15 <sup>th</sup> March 2021 were approved as an accurate record and duly signed by the chairman.																																																																								
05/21	<b>Public Time</b> No matters raised																																																																								
06/21	<b>Financial Matters:</b> a) Opening balance at bank before payments and receipts have been deducted/included of b) £ 14332.40. It was noted that this included the whole of the annual precept paid in one lump sum. c) Receipts and Payments to 17th May 2021 were approved as follows:  <b>Receipts</b> included in the above <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">29/04/21</td> <td style="width: 30%;">North Northants Council</td> <td style="width: 10%;">Credit</td> <td style="width: 20%;">Precept</td> <td style="width: 25%; text-align: right;"><b>£9,500.00</b></td> </tr> </table> <b>Payments included</b> in balance shown above: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">20/04/2021</td> <td style="width: 20%;">SWALEC</td> <td style="width: 10%;">DDM</td> <td style="width: 20%;">Electricity</td> <td style="width: 10%; text-align: right;"><b>£164.91</b></td> <td style="width: 25%; text-align: right;">£ 7.85</td> </tr> <tr> <td>30/04/2021</td> <td>Mrs V Smith</td> <td>SO</td> <td>Salary April</td> <td style="text-align: right;"><b>£305.76</b></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>£470.67</b></td> <td style="text-align: right;">£7.85</td> </tr> </table> <b>Payments to be deducted</b> from balance shown above: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th></th> <th></th> <th></th> <th style="text-align: right;">Gross</th> <th style="text-align: right;">VAT</th> </tr> </thead> <tbody> <tr> <td>17/05/2021</td> <td>S. Borrett</td> <td>UTB</td> <td>Chairman's allowance</td> <td style="text-align: right;"><b>£25.00</b></td> <td style="text-align: right;">0</td> </tr> <tr> <td>17/05/2021</td> <td>ACRE</td> <td>UTB</td> <td>Membership</td> <td style="text-align: right;"><b>£35.00</b></td> <td style="text-align: right;">0</td> </tr> <tr> <td>17/05/2021</td> <td>Mrs V Smith</td> <td>UTB</td> <td>Microsoft Licence &amp; McAfee</td> <td style="text-align: right;"><b>£149.98</b></td> <td style="text-align: right;">0</td> </tr> <tr> <td>17/05/2021</td> <td>NCALC</td> <td>UTB</td> <td>Sub/Audit fee/DPO</td> <td style="text-align: right;"><b>£529.80</b></td> <td style="text-align: right;">0</td> </tr> <tr> <td>17/05/2021</td> <td>B Osborne</td> <td>UTB</td> <td>Payroll Services Jan-March</td> <td style="text-align: right;"><b>£66.00</b></td> <td style="text-align: right;">0</td> </tr> <tr> <td>17/05/2021</td> <td>West Northants Council</td> <td>UTB</td> <td>New post</td> <td style="text-align: right;"><b>£924.65</b></td> <td style="text-align: right;">£154.11</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;"><b>£1730.43</b></td> <td style="text-align: right;">£154.11</td> </tr> </tbody> </table> d) Internal Auditor's Report was received and the clerk was thanks for her good work. A quotation for the additional email addresses suggested has been requested e) The following were agreed completed and signed by the chairman and RFO: i) Exemption Certificate (AGAR Pt 2) ii) Governance Statement 2020-21 (AGAR Pt II) f) The meeting approved the AGAR Part 2 Accounting Statement 2020-21 and it duly was signed by the chairman and RFO.	29/04/21	North Northants Council	Credit	Precept	<b>£9,500.00</b>	20/04/2021	SWALEC	DDM	Electricity	<b>£164.91</b>	£ 7.85	30/04/2021	Mrs V Smith	SO	Salary April	<b>£305.76</b>						<b>£470.67</b>	£7.85					Gross	VAT	17/05/2021	S. Borrett	UTB	Chairman's allowance	<b>£25.00</b>	0	17/05/2021	ACRE	UTB	Membership	<b>£35.00</b>	0	17/05/2021	Mrs V Smith	UTB	Microsoft Licence & McAfee	<b>£149.98</b>	0	17/05/2021	NCALC	UTB	Sub/Audit fee/DPO	<b>£529.80</b>	0	17/05/2021	B Osborne	UTB	Payroll Services Jan-March	<b>£66.00</b>	0	17/05/2021	West Northants Council	UTB	New post	<b>£924.65</b>	£154.11				TOTAL	<b>£1730.43</b>	£154.11	CLERK
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07/21	<p><b>Regarding delegate authority for decision making to Clerk:</b></p> <p>The following was <b>resolved:</b></p> <p>In view of the concerns over holding face to face meetings during the continuing Coronavirus pandemic, the Council hereby approves a scheme of delegation authorising the Clerk and Responsible Financial Office to be empowered to take decisions on behalf of the Council, until further notice but with ongoing bi-monthly reviews, subject to such decisions being ratified prior to implementation via informal monthly virtual consultation meetings with Councillors on Zoom.</p>	
	There being no other business, the meeting closed at 7.50pm.	

**Date of next Parish Council Meeting, Monday 19<sup>TH</sup> July, 2021 at 19:30, venue to be confirmed**

**Chairman.....**

**Date.....**

*N.B. These minutes are in draft format until formally approved and signed by the Chairman*