

Wilby Parish Council
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MINUTES

18th May 2020

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 18th May, 2020 via Zoom.
Present: Cllrs Borrett, Thompson, Capperauld, Harland; Clerk, Mrs Vicky Smith; County Councillor Gough and 2 members of the public

001/20	Election of Chairman RESOLVED: Cllr Borrett was elected as Chairman	Action
002/20	Election of Vice-Chairman RESOLVED: Cllr Thompson was elected as Vice-Chairman	
003/20	Opening Procedures a.) No apologies were received b.) There were no declarations of interest by the members c.) The previous approval of the minutes of the annual meeting 21st May 2019 was reaffirmed.	
004/20	To review and adopt the following polices: a) Code of Conduct b) Complaints Procedure c) Data Breach Policy d) Data Protection Policy e) Equal Opportunities Procedure f) Financial Procedures g) Financial Regulations h) Financial Risk Assessment i) Freedom of Information Policy j) Governance Risk Assessment k) Health and Safety Procedure l) Internal Controls Procedure m) Records Retention Policy n) Standing Orders RESOLVED: These were adopted en block. They are to be reviewed by the Chairman, Vice Chairman and Clerk, with any revisions deemed necessary to be put to a future Council meeting for approval as soon as possible.	Clerk
005/20	To re-appoint NCALC as Wilby PC's Data Protection Officer RESOLVED: NCALC appointed as Wilby PC's GDPO for the coming year	
006/20	Appointment of Groups: RESOLVED: Planning Officer: Cllr Thompson Community Safety Officer: Cllr Capperauld WPFT Officer: Cllr Harland Internal Controls Officer: Cllr Thompson Flood Councillor: Cllr Capperauld	
007/20	To approve payment of the Chairman's Annual Allowance RESOLVED: The annual payment of £25 to be paid	
008/20	Approval of the minutes of the ordinary meeting 16 th March 2020 RESOLVED: The minutes of the ordinary meeting 16 th March 2020 were approved	
009/20	Public Time A member of the public commented upon the good job Highways had made of resurfacing the bus-stop near the WMC.	

	An update on the matter of the location of school bins was requested. Clerk confirmed the matter was with NORSE to pay a site visit but not one of their priorities in these difficult times.. Clerk to follow up in July.	CLERK										
010/20	<p>Reports:</p> <p>a.) Clerk's Report</p> <p>Forthcoming Dates: none</p> <p>JAG – apology received from Scott Desrochers regarding confusion over last scheduled meeting but no new advices since.</p> <p>FSS/Streetdoctor</p> <p>Report raised by Mr Stevenson re cutting branches which obscure the fixed speed sign on entering the village from Wellingborough.</p> <p>Streetlights</p> <p>Invoice received from Balfour Beatty for emergency call out and work to No.1 street light in Brook Vale.</p> <p>ZOOM:</p> <p>Training: Chair and Clerk have successfully completed an NCALC course to assist them with use of Zoom</p> <p>Cost of annual subscription for Zoom PRO: to be shared 50/50 with Mears Ashby PC. The unforeseen extra cost of Zoom in this year can be offset against the saving made in not rebooking the School Hall as the venue will not be required for the foreseeable future.</p> <p>Highways:</p> <p>Nothing to report</p> <p>SID Report</p> <p>SID is currently 'in hibernaton': the problem caused by social distancing rules and the requirement for 2 people to work together to erect and move the sign safely is currently prohibiting its deployment. Hence it is mothballed for now (in residents' garage) until that restriction is lifted. Volume of traffic is also significantly reduced during this time.</p> <p>Correspondence</p> <p>None</p> <p>N.B. Councillor Signatures required:</p> <p>Electronic Summons to Meetings Form circulated by the Clerk</p> <p>b.) County Councillor</p> <p>The 2 new Road mending machines ordered by Highways have arrived and one is already in operation. These will allow repairs to be done efficiently and effectively. NCC has a surplus of £600K and has received £30m in extra funding from the Government. Cllr Gough advised a funding gap to be expected of somewhere between £14-27m and it remains to be seen how this will be bridged. Worth noting NCC has survived the Covid crisis so far. Had this happened two years ago it may well not have.</p> <p>One of the biggest hurdles the Authority faces now is the re-opening of Schools.</p>											
011/20	<p>To consider and determine casual vacancies by way of co-option</p> <p>The meeting agreed to co-opt Mr Stuart Hodges and Mr Peter Stevenson as members of Wilby Parish Council</p>											
012/20	<p>To receive an update on new planning applications since the last meeting.</p> <p>The meeting was advised there have not been any new planning applications in the period.</p>											
013/20	<p>Financial Matters:</p> <p>a) To receive opening balance at Bank before payments have been deducted: £11826.62</p> <p>b). Receipts and payments to 18th May 2020 approved as follows:</p> <p>Receipts included in the above:</p> <table border="1" data-bbox="225 1854 1257 1928"> <tr> <td>20/04/20</td> <td>Wellingborough BC</td> <td>BACS</td> <td>Precept (1st Tranche)</td> <td>£6,180.00</td> </tr> <tr> <td>30/04/20</td> <td>Nat West</td> <td>Credit</td> <td>Interest</td> <td>£1.02</td> </tr> </table>	20/04/20	Wellingborough BC	BACS	Precept (1st Tranche)	£6,180.00	30/04/20	Nat West	Credit	Interest	£1.02	
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Payments to be approved:				GROSS	VAT
18/05/2020	Balfour Beatty	001072	Emergency streetlight repair	£175.74	£29.29
18/05/2020	CPRE	001073	Annual subscription	£36.00	£0.00
18/05/2020	Came & Company	001074	Insurance renewal premium	£349.94	£0.00
18/05/2020	S.Borrett	001075	Chairman's Allowance	£25.00	£0.00
18/05/2020	V. Smith	001076	Expenses	£108.94	£0.00
18/05/2020	NCALC	001077	Membership/int. audit fee/DPO fee	£523.52	£0.00
18/05/2020	Barbara Osborne	001078	Payroll services	£64.50	£0.00
18/05/2020	V. Smith	001079	Salary April/May	£524.34	£0.00
18/05/2020	SSE/SWALEC	DDM	Electricity March 2020	£157.75	£7.51
18/05/2020	Wellingborough Norse	001080	Grounds Maintenance	£480.00	£80.00
			TOTAL	£2,445.73	£116.80
<p>c). Year End Accounts 2019-2020: received and approved d). Internal Auditor's Report: Duly received and the comment regarding Play Equipment noted. e). To complete and sign the AGAR Part 2: i) Audit Exemption Certificate: Duly completed and signed ii) Governance Statement 2019-20: Duly completed and signed f). To approve and sign the AGAR Part 2 Accounting Statement 2019-20: Duly approved and signed</p>					
There being no other business, the meeting closed at 8.30pm.					

Date of next Parish Council Meeting, Monday 20th July, 2020 at 7:30 via Zoom

Chairman.....

Date.....

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