

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

**MINUTES**

21<sup>st</sup> May 2018

**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 21<sup>st</sup> May, 2018 at Wilby CE9VA) School.  
Present: Cllrs Borrett, Thompson, Capperauld, Green, Harland, Norman; County Councillor Gough;  
Clerk, Mrs Vicky Smith; 2 members of the public**

|        |  |       |
|--------|--|-------|
| 015/18 | <b>Election of Chairman</b><br><b>RESOLVED:</b> Cllr Borrett was elected as Chairman   |       |
| 016/18 | <b>Election of Vice-Chairman</b><br><b>RESOLVED:</b> Cllr Thompson was elected as Vice-Chairman  |       |
| 017/18 | <b>Opening Procedures</b><br>a.) No apologies were received<br>b.) There were no declarations of interest by the members<br>c.) The minutes of the Annual Meeting 15 <sup>th</sup> May 2017 were approved  |       |
| 018/18 | <b>To adopt the NCALC Model Standing Orders</b><br><b>RESOLVED:</b> Standing Orders adopted.<br>The Code of Conduct was omitted and this should be approved at the next meeting  | Clerk |
| 019/18 | <b>To adopt the Financial Procedures</b><br><b>RESOLVED:</b> Financial Procedures adopted  |       |
| 020/18 | <b>To adopt the Complaints Procedure</b><br><b>RESOLVED:</b> Complaints procedure adopted  |       |
| 021/18 | <b>To adopt the Equal Opportunities Procedure</b><br><b>RESOLVED:</b> Equal Opportunities Procedure adopted  |       |
| 022/18 | <b>To adopt the Internal Controls Procedure</b><br><b>RESOLVED:</b> Internal Controls Procedure adopted  |       |
| 023/18 | <b>To adopt the Governance Risk Assessment</b><br><b>RESOLVED:</b> Governance Risk Assessment adopted  |       |
| 024/18 | <b>To adopt the Health and Safety Procedure</b><br><b>RESOLVED:</b> Health and Safety Procedure adopted  |       |
| 025/18 | a.) <b>To adopt Data Protection Policies and Procedures</b><br><b>RESOLVED:</b> Data Protection Policies and Procedures adopted<br>b.) <b>To appoint NCALC as Wilby PC's GDPO</b><br><b>RESOLVED:</b> NCALC appointed as Wilby PC's GDPO for the coming year   |       |
| 026/18 | <b>Appointment of Groups:</b><br><b>RESOLVED: Planning Officer: Cllr Thompson</b><br><b>Responsible Financial Officer: Clerk</b><br><b>Community Safety Officer: Cllr Capperauld</b><br><b>School Representative: No appointment</b><br><b>Internal Controls Officer: Cllr Thompson</b><br><b>Flood Councillor: Cllr Capperauld</b>  |       |
| 027/18 | <b>To approve payment of the Chairman's Annual Allowance</b><br><b>RESOLVED:</b> The 2 years' outstanding annual payments of £25 per annum to be paid  |       |
| 028/18 | <b>Approval of the minutes of the ordinary meeting 19<sup>th</sup> March 2018</b><br><b>RESOLVED:</b> The minutes of the ordinary meeting 19 <sup>th</sup> March 2018 were approved  |       |
| 029/18 | <b>Public Time</b><br>A member of the public agreed to keep the PC updated re any communications concerning a defibrillator. Cllr Borrett pointed out that there were no funds to purchase a defibrillator allocated in this year's budget.<br><br>A leak was reported outside No. 50 Main Road. The PC was not aware of this. The member of the public was advised to report it to Anglian Water. |       |

| 030/18        | <p><b>Reports:</b></p> <p><b>a.) Clerk's Report</b><br/>Mrs Smith updated the meeting on outstanding items:</p> <ul style="list-style-type: none"> <li>- There is no progress to report on the outstanding insurance claim for uninsured losses (Lamp post)</li> <li>- The new website and email addresses for clerk and chairman are now in use</li> <li>- Clerk will pursue the mowing rebates 2017/18 and 2018/19 from NCC</li> <li>- A new laptop has been purchased using Transparency Funds monies</li> <li>- The VAT reclaim for 2017/18 is being represented as no payment has been received</li> <li>- Since the last meeting 2 faulty lamp posts have been reported and repaired by Eon</li> <li>- The Elections Dept at BCW have confirmed the vacancy on the PC can now be filled by co-option</li> </ul> <p>The Internal Auditor's report was presented to the meeting.</p> <p><b>b.)Borough Councillor</b><br/>Cllr Gough raised his concerns regarding the shortfall of finances at Northants County Council and warned the PC that costs and responsibilities could well be passed down to PCs as a result. However as the future remained uncertain, nothing was yet decided. Cllr Borrett noted under these circumstances it was important that Wilby PC was prepared for all eventualities and that the present vacancy should be filled as soon as possible. Concerns were also discussed regarding the potential cost of Local Council Elections 2019 if elections at some levels of Council were postponed until 2020, as all participants shared the costs.</p> <p><b>c.)Police</b><br/>In the absence of a report from Northants Police, Cllr Capperauld updated the meeting with a summary he had compiled from relevant Neighbourhood Alerts published since the last meeting.</p> | <p>CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>COUNCIL</p> |            |             |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
|---------------|--|---|------------|-------------|------------|---|-----|--------|---------------------------|----------------------|--|-------|--|--------|------|----------------|--|-------|--|--------|----------------|-------------------------------|--|--------|--|--|----------------|------------------------|--|--------|--|--|
| 031/18        | <p><b>To discuss and agree the council's annual membership of:</b></p> <p><b>a.) Northants CALC</b><br/><b>RESOLVED:</b> The meeting agreed to renew</p> <p><b>b.) Northants ACRE</b><br/><b>RESOLVED:</b> The meeting agreed to renew</p> <p><b>c.) CPRE</b><br/><b>RESOLVED:</b> The meeting resolved to join (and secure two free places at the forthcoming seminar)</p>  |   |            |             |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
| 032/18        | <p><b>To discuss and agree the annual insurance renewal</b><br/><b>RESOLVED:</b> The meeting agreed unanimously to renew the PC's Annual Insurances in line with the specialist Insurance Broker Came and Co's recommendations.</p>  |   |            |             |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
| 033/18        | <p><b>To approve:</b></p> <p><b>a.) Web training for new clerk</b><br/><b>RESOLVED:</b> Clerk to arrange and proceed with training</p> <p><b>b.) CPRE planning course</b><br/><b>RESOLVED:</b> Clerk to attend (see 031/18 c)</p> <p><b>c.) NCALC financial course</b><br/><b>RESOLVED:</b> Clerk to attend</p>  |   |            |             |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
| 034/18        | <p><b>Financial Matters:</b></p> <p><b>a.)Receipts and Payment to Account 07920296 up to 20<sup>th</sup> May 2018:</b></p> <p><b>PAYMENTS:</b></p> <table border="1" data-bbox="319 1843 1302 2049"> <thead> <tr> <th>Cheque Number</th> <th>Payee</th> <th>Description</th> <th>Invoice no</th> <th>£</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>000996</td> <td>Stephen Borrett Northants</td> <td>Chairman's allowance</td> <td></td> <td>50.00</td> <td></td> </tr> <tr> <td>000986</td> <td>Acre</td> <td>Annual renewal</td> <td></td> <td>35.00</td> <td></td> </tr> <tr> <td>000987</td> <td>Northants Calc</td> <td>Annual renewal inc. Audit fee</td> <td></td> <td>490.21</td> <td></td> </tr> <tr> <td></td> <td>Northants Calc</td> <td>New clerk's course fee</td> <td></td> <td>175.00</td> <td></td> </tr> </tbody> </table>  | Cheque Number   | Payee      | Description | Invoice no | £ | VAT | 000996 | Stephen Borrett Northants | Chairman's allowance |  | 50.00 |  | 000986 | Acre | Annual renewal |  | 35.00 |  | 000987 | Northants Calc | Annual renewal inc. Audit fee |  | 490.21 |  |  | Northants Calc | New clerk's course fee |  | 175.00 |  |  |
| Cheque Number | Payee  | Description   | Invoice no | £           | VAT        |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
| 000996        | Stephen Borrett Northants  | Chairman's allowance                                  |            | 50.00       |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
| 000986        | Acre   | Annual renewal  |            | 35.00       |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
| 000987        | Northants Calc   | Annual renewal inc. Audit fee                         |            | 490.21      |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |
|               | Northants Calc   | New clerk's course fee                                |            | 175.00      |            |   |     |        |                           |                      |  |       |  |        |      |                |  |       |  |        |                |                               |  |        |  |  |                |                        |  |        |  |  |

|               |   |               |                                |          |         |        |
|---------------|---|---------------|--------------------------------|----------|---------|--------|
|               | 000998  | CPRE          | Annual renewal/training course |          | 36.00   |        |
|               | 000988  | Eon           | Qtly maintenance               | 81879    | 109.86  | 18.31  |
|               |   | Eon           | Streetlight repair             | 82369    | 28.16   | 4.69   |
|               |   | Eon           | Quarterly electricity bill     |          | 455.01  | 21.67  |
|               | 000989  | HMRC          | Tax for A. Palmberg (March)    |          | 25.80   |        |
|               | 000999  | Insurance     | Renewal                        | 30075542 | 344.74  |        |
|               | 000997  | NCC           | Section 50 licence S.I.D       |          | 300.00  |        |
|               | 000995  | NORSE         | Grounds maintenance            |          | 480.00  | 80.00  |
|               | 000990  | B Osborne     | Payroll services Jan-March     | 5472     | 60.00   |        |
|               | 000991  | A. Palmberg   | March salary                   |          | 187.70  |        |
|               | 000992  | Pandora Signs | 50% share speed sign           |          | 1398.0  | 233.00 |
|               | 000993  | Vicky Smith   | Reimbursement for laptop       | jlp x    | 329.95  | 54.99  |
|               | 001000  | Vicky Smith   | Salary March & Apr             |          | 416.66  |        |
|               |   | Vicky Smith   | Expenses                       |          | 85.58   |        |
|               | 000994  | Wilby School  | Room hire 2018-19              |          | 150.00  |        |
|               |   |               | TOTAL:                         |          | 5157.67 | 412.66 |
|               | <b>RECEIPTS:</b>  |               |                                |          |         |        |
|               |   | BCW           | First tranche of Precept       |          | 5,700   |        |
|               | <b>b.) Resolved: Payments as listed above were authorised</b><br><b>c.) Balance at Bank before receipts/payment deducted £7338</b><br><b>d.) Accounting Statement 2017-18 approved and signed</b><br><b>e.) Governance Statement 2017-18 completed and signed</b> |               |                                |          |         |        |
| <b>035/18</b> | <b>Planning Matters</b>   |               |                                |          |         |        |
|               | <b>Planning Application wp/18/00178</b>   |               |                                |          |         |        |
|               | The sub committee's recommendation that no objection should be submitted to BCW was accepted. No action required.   |               |                                |          |         |        |
|               | There being no other business, the meeting closed at 9pm.   |               |                                |          |         |        |

**Date of next Parish Council Meeting, Monday 16<sup>th</sup> July, 2017 at 7:30 at Wilby CE (VA) School.**

**Chairman.....**

**Date.....**

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