

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 3rd MAY 2022 at 7.00 pm in the Village Hall Annexe**

Present: Councillors: Neil Anthony, George Atkinson, Tony Crease, Libby Hart, Jim Mantz, Ann Ranshaw, Andie Raymond, Pippa Raymond, Elizabeth Taylor, Fiona Thomas, Julie Yates
No members of the public present

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|---------|--|--------|
| Item No | | Action |
|---------|--|--------|
- 967.0 **Election of Chair:** One nomination received. Cllr Hart proposed Cllr Tony Crease, seconded Cllr Anthony. All in favour.
Resolved. Councillor Tony Crease accepted the position and was elected as Chair for 2022/23 he then signed the Declaration of Acceptance to Office register as Chair.
Cllr Crease thanked the Councillors for voting for him.
- Election of Vice Chair:** One nomination received. Cllr Anthony proposed Cllr Fiona Thomas, seconded Cllr Ranshaw. Cllr Thomas agreed to accept the position.
Resolved: Cllr Fiona Thomas was nominated as Vice Chair for 2022/23.
- Apologies received and accepted from: Cllr Jill Cooke and Unitary Cllrs R Frost and D Smith
- The Resignation of Mr Charlie Havell had been received, paperwork has been submitted to the West Northants Council for permission to fill the vacancy
- 968.0 To receive declarations of interest in the Council's Code of Conduct regarding business to be discussed at this meeting. Cllr Anthony declared interest, being a Trustee of WSA, on items 978.3 and 979.2
- 969.0 **Nominations to Committee/Task Groups (current chairs in bold text)**
Infrastructure: Cllrs **Anthony**, Hart, A Raymond, P Raymond
Open Spaces, Play and Recreation Group: **Cllrs** Anthony, Atkinson, Cooke, Ranshaw, P Raymond, Thomas and Yates.
Cemetery & Allotments Group: Cllrs **Hart**, Mantz, Taylor
Policy Asset & Media Group: Cllrs Atkinson, Cooke, Ranshaw, **Thomas** and Clerk
Planning Committee: Cllrs Atkinson, Mantz, **Ranshaw**, A Raymond, Taylor, Yates
Planning Committee nominated extras, if required: Cllr Hart
Finance & General Purpose: Nominated Chairman of Groups, PC Chairman, PC Vice Chair and Clerk.
- 970.0 **Parish Council and Parish Representatives:**
PC Facebook administration: Clerk, Cllrs Crease, Thomas
PC nominated internal controller: Cllr A Raymond
PC Twitter Administrators: Clerk, Cllr Thomas
PC Website Administrator: Cllrs Hart, Thomas, Clerk
Police Liaison Representative: Mr Steve Edwards
Edmund Arnold Charity: Resident: Mrs Margaret Hooper
Town & Parish Meeting Rep: Cllrs Mantz, Ranshaw
Path Warden: Mr Robert Iveson
Highways Warden: Mr Jeremy Palmer
Tree Warden: Mr Clive Bunker
Flood Wardens: Mr Jeff Dark
- 971.0 **Bank Accounts/ Signatories:**
Unity: Currently Cllrs Crease, Hart, Mantz, Ranshaw, Thomas – all ok
HSBC: Currently Cllrs Hart, Ranshaw, Thomas. (Council has requested closure of this account and transfer of money to Unity – still waiting for this to happen from HSBC)
Lloyds: Currently Crease, Hart, Mantz, Ranshaw, Thomas – all ok
BACS: To confirm that the Council will use BACS payments as their preferred choice for the term of this office. Unity Trust bank is the Council's main current account dealing with BACS payments although Lloyds to be looked at to set up online banking, assuming they do the two signatories as a back-up. Cheques to be used if no option of BACS payments
- 972.0 **Final Accounts**
a Bank account statements/Cashbook – received and noted.
b Final account figures: Presented to Council and discussed.
Resolved: To accept the figures put forward by the RFO for the year ending 31st March 2022, all figures are accepted and proposed to Audit. Proposed Cllr Crease, seconded Cllr Thomas,

all in favour.

- c PWLB and Salix Statements. Outstanding figures: PWLB £186,946.43, Salix £22,500
- d CIL Statement: Income received £0
- e Period of Exercise of Public Rights. Councillors agreed to accept the dates identified by PFK as 13th June to the 22nd July 2022. Paperwork would be on the website and notice boards.

973.0 To consider and confirm agreement on documentation reviewed/amended:

- a Asset Register. Current balance £366,005.91. This is up £704 from last year.
- b Financial Regulations. OK
- c Risk Assessment - OK
- d Standing Orders – OK
- e GDPR Policies – OK
- f All other policies and official documentation reviewed – ok, new policies added in March
- g Code of Conduct: Removal of Cllr Havell, amendments to Cllrs A Raymond, P Raymond, E Taylor and F Thomas' registered interests. Amended form to be sent to WNC.

974.0 **Annual Report:** First draft received. Cllrs to read through and let clerk know of any amendments. Clerk

Resolved: To produce and publish an Annual Report, delivered also to all households.

975.0 **Public Forum.** No one present

976.0 To accept the minutes of meeting of:
Meeting of the Parish Council held on 5th April 2022 and the minutes of the Annual Parish Meeting held on the 27th April 2022. All minutes were signed as a true and accurate record. JM/NA

977.0 Matters arising or updates on items that do not require any decisions.

- Bees: Settling in nicely adjacent to the Pocket Park, new queen due shortly.
- Road closure 3rd June – South Street for street party. Noted

978.0 GENERAL MATTERS

978.1 Annual Parish Meeting. Issues raised: Dumped material on allotments – was the Brownies who were given the area behind the bungalows. They have now confirmed that they will be clearing the site and giving up as they had a lack of volunteers to help them. Allotment inspection dates – Council are not minded to advertise when they will be undertaking the inspections as they are not generally set until a few days before and it is all weather permitting. Farthingstone road ruts and cracking up – Clerk to check this out and report to Fixmystreet. Clerk

978.2 Request to use Croft Way playing field for child's party. Granted to hold a small child's party in the field. *Note: Child is now ill so another date will need to be found.*

978.3 Weekender: Confirmed use of Jubilee Field for the Weekender in August. Clerk
Resolved: Council agreed to contribute £750 towards the Fete activities on the Weekender. LH/FT

978.4 Consultation: Housing Strategy. Comments to Cllr Ranshaw who will collate, Clerk to submit comments on behalf of Council All Clerk

978.5 Good Neighbours Survey. Only 24 responses from the whole village. Of these responses only a few said they may use it, with a few volunteers happy to help. Council agreed that it is not a viable scheme to set up at present.

978.6 Platinum Jubilee: Picnic in the park is being organised by volunteers. Brownies are happy to organise the games and equipment, Roman Way brewery has confirmed they will be there and they are looking for a hot food truck.

Resolved: To book toilets for the day, purchase some bunting, advertise with a coloured flyer and give a donation of £200 to the Brownies to purchase all the games and equipment. FT/NA Clerk

979.0 OPEN SPACES PLAY AND RECREATION

979.1 Play area inspections. Wicksteed inspection not yet assessed.

All play areas inspected in May by Cllr Anthony and reported as being ok.

979.2 Update on Changing Rooms. Cllr Tony Crease gave a verbal update on the progress to date and the WSA provided a financial spreadsheet including projected costs and money spent to date. These figures are confidential.

980.0 CEMETERY & ALLOTMENTS

980.1 Tree work:

Resolved: To go ahead and reduce the larger trees to more manageable sizes. Cost £680 plus VAT. LH/JM

980.2 Oak Timber for green burial site

Resolved: to purchase the timber and send to carver for inscriptions. LH/ET

981.0 PLANNING

981.1 Planning Application

- a **Application: WND/2022/0328. Wharf House, Church Street.** First floor rear extension
The Council has no objections to this application which will have no impact on the canal conservation area.

982.0 FINANCE & GENERAL PURPOSE

982.1 To report the financial figures for April 2022, including income. There were no comments received. There was no income received

Total amount in Bank accounts as of 30th April 2022

Unity – current account £ 32,709.13

Lloyds – current account £ 83,709.63

HSBC – savings £ 21,746.39

Total £138,268.15 of which £55,354.42 is earmarked for ongoing projects

982.2 Insurance. Clerk requested four companies to quote. Two received in time for meeting

Resolved: Council agreed to remain with BHIB at a cost of £1,173.96. GA/JM

982.3 Zoom. Virtual meeting forum.

Resolved: To continue with the Zoom package when it runs out in June, likely cost £119.90.

FT/AR

982.4 Grants:

Resolved: After discussion it was agreed to offer a grant of:

Weedon Bec Pre-School: £200. Clerk to advise that they are welcome to apply again, towards the end of the year and if there is any money left over they will consider a further request. To also advise that there are other grant pots around.

FOWSA: £250

982.5 To approve invoices for payment:

The following invoices were approved, some paid earlier in the month due to elections. All transactions were paid by BACS and under the General Power of Competence.

April payments (paid)

To whom paid	Reason	Amount
Network Rail	Rent	15.00
Wicksteed	Play area inspections	309.60
M Freeman	Play area grass cutting	200.00
UK Timber	Green burial project	601.19
E Taylor	Netting for platinum jubilee	21.78
C Mackintosh	Bookmarks for Platinum Jubilee	1225.00
	Sub total	2372.57

To whom paid	Reason	Amount
Parish Online	OS mapping system	45.75
M Davies	Salary litter picker	365.47
S Halkett	Salary	1543.31
HMRC	PAYE	502.34
Local Government Pension Scheme	Pension payments	634.69
S Halkett	Office rent £37.50, Internet Security £50.92 (2 years)	88.42
BT	Telephone/broadband	199.51
Wicksteed	Repair of cableway	878.40
Stuart Watts	Cemetery grass cutting	448.00
Glasdon	Litter bin	268.32
	Payments	4974.21

Consider and agreed at this meeting and/or late invoice received		
Yates Landscapes	Maintenance contract £1344, grass cutting £2160	3504.00
Pure Clean	Bus shelter cleaning	54.00
M Freeman	Playing fields grass cutting	600.00
BHIB	Insurance	1173.96
Weedon Bec Pre	Grant for insurance	200.00

School		
FOWSA	Grant towards summer fete	250.00
WSA	Grant towards Weedon Weekender	750.00
Weedon Brownies	Grant towards the Platinum Jubilee	200.00
	Agreed at meeting	6731.96
	Monthly total	14078.74

983.0 CORRESPONDENCE RECEIVED

- 1 Resident Application to use Croft Way playing field. 978.2
 - 2 WNC Consultation: Housing Strategy: 978.4
 - 3 Contractor Quote: Trees in cemetery. 980.1
 - 4 WNC Application. 981.1
 - 5 BHIB Insurance quote. 982.2
 - 6 Pre-School Application for grant. 982.4
 - 7 FOWSA Application for grant. 982.4
 - 8 WNC Road closure. 977
- NCALC Updates

CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED

Request to move a bin on Queen Street. IG to look at this and report back

ITEMS FOR INCLUSION ON NEXT AGENDA.

- Bin on Queen Street
- Grants
- Internal Audit

DATE OF NEXT MEETINGS

Meeting closed at 8.20 pm

Apr-22

Weedon Bec Parish Council: Financial 2022/23

Receipts	Monthly receipts	Total receipts
	Apr	
Precept		0.00
CIL		0.00
Bank Interest		0.00
Grants		0.00
VAT refund		0.00
Newsletter		0.00
Wayleave		0.00
Grass Cutting		0.00
Cemetery fees		0.00
Allotment rents		0.00
Other		0.00
Total	0.00	0.00

Capital spend only

Payments	Annual Budget	Monthly payments	Total payments
		Apr	
F&GP			

Clerk's Salary incl tax/NI/pension	24,500.00	1,989.62	1,989.62
Clerk Office Rent	450.00	37.50	37.50
Litter Picker Salary	4,500.00	365.47	365.47
Employer's Nat Insurance contributions	2,100.00	185.36	185.36
Employers Pension Contribution	6,500.00	505.36	505.36
Chairman Allowance	200.00		0.00
Subscriptions	1,500.00		0.00
Insurance	1,200.00	1,173.96	1,173.96
Stationery	500.00		0.00
Telephone	700.00	199.51	199.51
Audit	1,000.00		0.00
Bank charges	125.00		0.00
Section 137	0.00		0.00
Grants	1,500.00	450.00	450.00
Elections*	0.00		0.00
Training	400.00		0.00
Meetings - rent	300.00		0.00
Computer/hardware/website/online accounts/meetings*	1,000.00	89.05	89.05
Legal advice*	0.00		0.00
contingency	500.00		0.00
PWLB (loan)	10,365.00		0.00
Salix (loan)	7,500.00		0.00
Village Fete	750.00	750.00	750.00
Platinum Jubilee	3,000.00	1,446.78	1,446.78
Handyman/Misc Maintenance	3,000.00		0.00
Total Finance & General Purpose	71,590.00	7,192.61	7,192.61
MEDIA			
Newsletter	2,000.00		0.00
Publicity leaflets/Walks booklets	300.00		0.00
Annual Parish Report	450.00		0.00
Survey monkey (online questionnaire)	400.00		0.00
Information boards	300.00		0.00
Regular events, BVC/Xmas tree festival	100.00		0.00
Contingency	100.00		0.00
Total Media	3,650.00	0.00	0.00
INFRASTRUCTURE			
Street light - supply/maintenance	2,500.00		0.00
Street light maintenance/replacement *	2,900.00		0.00
Tree inspections/surgery*	2,500.00		0.00
New Bins/seats/signs/boards	500.00	223.60	223.60
Highways general maintenance	2,500.00		0.00
Bus Shelters new and maintenance	1,000.00	54.00	54.00
Vehicle Activate Sign (VAS)	3,000.00		0.00
Contingency	500.00		0.00
Total Infrastructure	15,400.00	277.60	277.60
OSPR			
Grass Cutting Verges	9,600.00	1,800.00	1,800.00

Grass Cutting Playing fields	3,600.00	800.00	800.00
Maintenance General	1,000.00		0.00
Maintenance Contract (Verges/Highways)	5,380.00	830.00	830.00
Maintenance Contract (playing fields)	960.00	120.00	120.00
Inspections	1,800.00	258.00	258.00
Rent	800.00		0.00
Play equipment maintenance*	2,000.00	732.00	732.00
contingency	200.00		0.00
Jubilee Field car park re-development*	4,500.00		0.00
Pitch maintenance (SE conditions)*	1,000.00		0.00
Pocket Park*	500.00		0.00
Community Orchard*	500.00		0.00
Croft Way footpath*	500.00		0.00
Playing field development*	12,000.00		0.00
Total Open Spaces	44,340.00	4,540.00	4,540.00
CEMETERY			
Hedge Cutting	160.00		0.00
Grass Cutting	6,300.00	448.00	448.00
Maintenance	1,500.00		0.00
Contingency	200.00		0.00
Tree work *	1,200.00		0.00
Mower/Equipment incl maintenance*	500.00		0.00
Lychgate/Shed*	1,500.00		0.00
Improvement works*	1,500.00	500.99	500.99
Total Cemetery	12,860.00	948.99	948.99
ALLOTMENTS			
Maintenance contract	1,120.00	170.00	170.00
Rent	15.00	15.00	15.00
Contingency	400.00		0.00
Improvement works*	1,200.00		0.00
Total Allotments	2,735.00	185.00	185.00
Total budget	150,575.00		
	Net	13,144.20	13,144.20
	VAT	934.54	934.54
	Gross	14,078.74	14,078.74

Estimated monthly budget	25,478.30	25,478.30
Actual spend net	6,996.24	6,996.24
Variance	18,482.06	18,482.06

Earmarked funds as at 1st April 2021	
F&GP	
Elections	1,797.00
Legal advice	1,000.00
Computer hardware/printers/website	0.00
CIL (April 2020 - Capital spend only)	2,619.90
Infrastructure Group	

BALANCES	
Lloyds Bank	83,709.63
HSBC	21,746.39
Unity Trust	32,812.13
TOTAL	138,268.15

Tree surgery	1,610.00
Street lighting	7,100.00
Cemetery & Allotments	
Mower equip/maint	365.42
Trees	1,023.31
lychgate/shed	1,530.00
Cemetery Improvement Works	2,640.60
Allotment improvement works	1,027.06
Open Spaces	
Redevelopment of play areas	22,440.00
Play Equipment maintenance	3,362.00
Pocket park	396.13
Pitch maintenance	953.00
Car park re-development	7,490.00
TOTAL	55,354.42