



Clerk: Ms. Fiona Young, 32 Holdenby Road, Spratton, Northampton. NN6 8JD
 Tel: 07729 608062 email: clerk@westhunsburyparishcouncil.gov.uk
 www.westhunsburyparishcouncil.gov.uk

Minutes of the Annual Council Meeting, Held on Thursday May 20th, 2021, at 7:30pm at Low Barn, Harksome Road, Hunsbury.

Members Present: Parish Councillors Stephen Tomlinson, Linda Hook, Richard Matthews, Kathryn Barker, Katie Macey, Andrew Vincent

Clerk – Fiona Young,

Also, present – Pam Wootton, Pathway's warden.

At the start of the meeting the current Chairman welcomed all the councillors to the meeting.

Item no	
21/52	<p>Election of Chairman Cllr Matthews proposed that Cllr Tomlinson is elected as Chairman, this was seconded by Cllr Barker. Cllr Hook proposed that Cllr Vincent is elected as Chairman, Cllr Macey seconded this. Cllr Tomlinson was elected as Chairman with a vote of 4 to 2.</p>
21/53	<p>Election of Vice Chairman Both Cllr Matthews and Cllr Vincent put themselves forward for the position of Vice Chairman. Cllr Hook proposed that Cllr Vincent is elected as Vice Chairman, Cllr Macey seconded the proposal, and all agreed.</p>
21/54	<p>Resolution for all Councillors to sign the Declaration of Office forms and to receive the Register of Interest and Code of Conduct information. The Clerk provided the Declaration of Office forms which all councillors signed in front of the Clerk. The Code of Conduct was distributed prior to the meeting by the Clerk, it was the new code provided by West Northants Council. There was some concern regarding the wording of section 4 in the new Code, the wording is overly broad. The paragraph is as follows – Where a matter arises at a meeting which relates to your own financial interest (and is not a Disclosable Pecuniary Interest) or your own wellbeing or is otherwise to your advantage or relates to a financial interest or wellbeing or is otherwise to the advantage of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Councillors felt that as this stands now it is too broad a statement to sign up to. It was Resolved that the Council would re-adopt the existing Code of Conduct until the new one has been reviewed.</p>
21/55	<p>To receive any apologies for absence and approve reasons for absence. None received</p>

21/56	<p>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None received</p>
21/57	<p>Public Session Mrs. Pam Wootton, the council pathways warden, reported that the condition of Green Lane at the back of Whaddon Close was poor. There had been a lot of recent rain and the surface of Green Lane is washing away. Cllr Hook explained that Cllrs Pinder Chauhan and Andre Gonzalez de Savage have been newly elected to West Northants Council and will be helping to sort out the issues with Green Lane. The Clerk was asked to send the photos of the recent damage to the Councillors.</p>
21/58	<p>Annual Parish Meeting – Resolution to agree any actions following the APM in April. It was agreed that there were no actions to be resolved.</p>
21/59	<p>Councillor co-option – To discuss the co-option process for the June meeting and to agree a closing date for applications. It was Resolved to set a closing date of 5pm June 18th, all applicants would be invited to attend the June meeting and the co-option would then take place. The Clerk was asked to double check the correct procedure as it was queried as to whether a candidate could just turn up without sending a summary in. The Clerk agreed to investigate it and report back.</p>
21/60	<p>To approve and sign the Minutes of the Council Meeting held on the April 15th, 2021. Cllr Barker questioned the wording of min ref 21/27 and requested that the words ‘by Northants Acre’ are inserted between ‘plans’ and ‘to’. The amendment was made, and the minutes approved and signed.</p>
21/61	<p>To receive a report from Cllrs Tomlinson and Barker following a meeting with Northants Acre. The Chairman reported that he and Cllr Barker attended a meeting with Northants Acre to discuss the clearance of an area of land on the site that it is hoped it will be developed as a community orchard and allotment. This will also include the regeneration of some hedges and mapping the whole area. It is hoped that the allotments and orchard will be open to the public. It was agreed that the Chairman and Cllr Barker would draft a report that would be circulated to councillors before the next meeting in June. The Chairman has requested that several items are placed on the June agenda for discussion including the sourcing of volunteers or temporary workers to help clear the ground ready for the orchard. The Clerk advised that at the moment the parish council have not yet resolved to become involved with a community orchard and allotment project, this needs to be discussed and agreed first prior to any financial commitment. There also should be an element of community engagement as the project should be open to the entire parish if the parish council are helping to fund it. The land is currently being cleared by students from Moulton College who are undertaking work experience. The Chairman explained that it was possible that temporary workers would need to be found to clear the ground over the summer, the Clerk explained that it could be quite complicated for the parish council to recruit and employ young people on a temporary basis to do work on land that is privately owned, the Chairman explained that Nacre were considering arranging this themselves. It was agreed that this item would continue to be discussed at the June meeting.</p>
21/62	<p>To review the appointment of members to the Complaints Committee, the Footpath Working Party, the Community Event working party and the Community Orchard working</p>

	<p>party.</p> <p>The Clerk explained that at the Annual Council meeting in 2020 it was resolved that the membership of the Complaints Committee would be agreed as and when it was needed to convene. It was felt that this was a fair way of ensuring no bias depending about the complaint. It was Resolved that this would remain the case for this coming year.</p> <p>It was Resolved that the members of the Footpath Working Party are. Cllr Barker, Cllr Tomlinson, Cllr Hook, Mrs. Pam Wootton.</p> <p>It was Resolved that the members of the Community Events Working Party are. Cllr Hook, Cllr Macey, Cllr Tomlinson, Cllr Barker. It was agreed that a meeting should be arranged soon to discuss future events.</p> <p>It was Resolved that the members of the Community Orchard Working Party are Cllr Tomlinson, Cllr Vincent, Cllr Matthews, and Cllr Barker.</p>																											
21/63	<p>Review and adoption of the standing orders</p> <p>The Clerk provided councillors with a copy of the standing orders; it was Resolved to re-adopt them for the coming year.</p>																											
21/64	<p>Resolution to appoint an Internal Controls Councillor</p> <p>It was Resolved to appoint Cllr Hook as the Internal Controls Councillor.</p>																											
21/65	<p>Resolution to appoint an additional councillor as a bank signatory.</p> <p>It was Resolved to appoint Cllr Matthews and Cllr Macey as bank signatories.</p>																											
21/66	<p>Resolution to confirm that the Council is eligible to exercise the general power of competence.</p> <p>The clerk explained to the council what the General Power of Competence was and how the council can use it. It was Resolved that the council are eligible to use the GPC and that they would do so.</p>																											
21/67	<p>Confirmation of arrangements for insurance cover in respect of all insurable risks</p> <p>The Clerk confirmed that the council has comprehensive insurance and that it had just started the last year of a 3-year long term agreement.</p>																											
21/68	<p>Payments</p> <p>1. Year End Bank reconciliation – Balance at start of 2020 £4,647.90 +£45,178.34 less payments £23,210.68 plus receipts £41,536.45 = £68,152.01 Bank accounts at 31.03.21 £22,953.03 plus £45,198.98 = £68,152.01</p> <p>2. Resolution to approve the following payments –</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Amount in £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>Salary May</td> <td>736.88</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI May</td> <td>217.52</td> </tr> <tr> <td>BHIB</td> <td>Annual Insurance policy</td> <td>316.89</td> </tr> <tr> <td>Ncalc</td> <td>Training</td> <td>44.00</td> </tr> <tr> <td>Ncalc</td> <td>Annual Audit and membership</td> <td>1516.20</td> </tr> <tr> <td>F Young</td> <td>Salary April</td> <td>736.28 Paid in April</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI April</td> <td>217.32 Paid in April</td> </tr> <tr> <td>ICO Membership</td> <td>Direct Debit annually</td> <td>35.00 Paid in April</td> </tr> </tbody> </table> <p>It was Resolved to approve all the payments listed above.</p> <p>3. Confirmation that the Internal Controls Cllr has checked the payments. Cllr Hook confirmed that the internal controls checks had taken place.</p>	Payee	Details	Amount in £	F Young	Salary May	736.88	HMRC	Tax and NI May	217.52	BHIB	Annual Insurance policy	316.89	Ncalc	Training	44.00	Ncalc	Annual Audit and membership	1516.20	F Young	Salary April	736.28 Paid in April	HMRC	Tax and NI April	217.32 Paid in April	ICO Membership	Direct Debit annually	35.00 Paid in April
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21/69	<p>Resolution to confirm the receipt of the Internal audit report and confirm any actions required.</p> <p>The Clerk informed the council that the Internal Audit report had been received and that there were no actions required.</p>
21/70	<p>Resolution to approve and sign Section 1 of the Annual Return</p> <p>It was Resolved to sign and approve Section 1 of the Annual Return.</p>
21/71	<p>Resolution to approve and sign Section 2 of the Annual Return</p> <p>It was Resolved to sign and approve Section 2 of the Annual Return.</p>
21/72	<p>Resolution to approve the dates of the Exercise of Electors rights, from June 14th, 2021, to July 23rd, 2021.</p> <p>It was Resolved the approve the above dates.</p>
21/73	<p>Planning</p> <p>a) Resolution to comment on the following new applications- WNN/2021/0108 46 Banbury Close, Northampton, Northamptonshire, NN4 9UA Single storey rear extension</p> <p>After some discussion it was Resolved that there would be no comments.</p>
21/74	<p>Resolution to determine the time, date, and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. To include the Resolution to change the date of the next meeting to June 24, 2021, Venue – Parsons Meade Community Centre</p> <p>It was Resolved to change the date of the next meeting from June 17th to June 24th. It is hoped that the Covid regulations will have been relaxed by then in which case it was agreed to hold the meeting at Parsons Meade Community Centre. However, it was agreed that a provisional booking at Northants Acre would be made in case the legislation was not relaxed enough to allow more than six people into Parsons Meade.</p> <p>It was Resolved to hold council meetings on the 3rd Thursday in the month, at Parsons Meade Community Centre. Please see the dates listed below.</p> <p>June 24th, July 15th, August 19th (subject to change), September 16th, October 21st, November 18th, December 16th, January 20th, Feb 17th, March 17th.</p>

Signed Chairman

Dated