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**Minutes of the Full Council Meeting  
 Held on Thursday 16<sup>th</sup> April 2020 at 7:30pm  
 By remote link using Zoom.**

**Due to the Covid-19 pandemic the parish council met using Zoom with members of the public being invited to attend.**

**The meeting paused at 8pm so that attendees can join the Clap for Carers.**

**Members Present:** Parish Councillors Linda Hook (Chair), Anne Davies, Juliette Dunkley and Stephen Tomlinson, John Smyth, Richard Matthews and Gurdip Kaur.

Absent – Cllr Steve Cross

**Also present:** Mrs Pam Wootton, Cllr Pinder Chauhan, Cllr Andre de Gonzales Savage

| Item no      |   |                       |                   |                       |                 |               |              |   |   |   |   |
|--------------|---|-----------------------|-------------------|-----------------------|-----------------|---------------|--------------|---|---|---|---|
| 20/046       | <b>To receive any apologies for absence and approve reasons for absence</b><br>Cllr Brian Oldham gave his apologies for not attending the remote meeting, he sent a report to the Chairman.   |                       |                   |                       |                 |               |              |   |   |   |   |
| 20/047       | <b>To receive any declarations of interest</b><br>None received.  |                       |                   |                       |                 |               |              |   |   |   |   |
| 20/048       | <b>To approve and sign the Minutes of the Council Meeting held on March 19th 2020</b><br><b>RESOLVED: The minutes of the meeting held on March 19<sup>th</sup> 2020 having previously been circulated were approved and will be signed by the Chairman when possible.</b>   |                       |                   |                       |                 |               |              |   |   |   |   |
| 20/049       | <b>Public Session</b><br>Mrs Pam Wootton, our parish footpath warden, reported that the footpath that goes under the Ironstone bridge was not as clear as it should be. She will report it and keep an eye on it when maintenance work starts to get back to normal.  |                       |                   |                       |                 |               |              |   |   |   |   |
| 20/050       | <p><b>To Receive Reports from</b><br/> <b>Police Representatives</b>, please see below for March crime figures</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Burglary Dwelling</th> <th>Burglary Non Dwelling</th> <th>Criminal Damage</th> <th>Vehicle Crime</th> </tr> </thead> <tbody> <tr> <td><b>March</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">3</td> <td style="text-align: center;">7</td> </tr> </tbody> </table> <p><b>b</b><br/> <b>Borough Councillor</b><br/>           Cllr Brian Oldham reported, via the Chairman, that there are many staff shortages at NBC due to the crisis. Councillors expressed concern that some verges may not be mown and Cllr</p> |                       | Burglary Dwelling | Burglary Non Dwelling | Criminal Damage | Vehicle Crime | <b>March</b> | 0 | 0 | 3 | 7 |
|              | Burglary Dwelling   | Burglary Non Dwelling | Criminal Damage   | Vehicle Crime         |                 |               |              |   |   |   |   |
| <b>March</b> | 0   | 0                     | 3                 | 7                     |                 |               |              |   |   |   |   |

|        |   |
|--------|---|
| c      | <p>Matthews mentioned that some of the footpath still had rotting leaves on from the Autumn and that these needed removing. The Chairman explained that some of the maintenance work had been delayed due to the Covid-19 crisis but that it was important that the council make a note of the areas that are affected and make sure that these are looked at once the crisis is over.</p> <p><b>County Councillor</b></p> <p>Cllr Chauhan explained that the shadow cabinets for the two new Unitary Councils will be formed in 21 days. Mr Ian McCord will be the new leader of West Northamptonshire Council and Mr Jonathon Nunn will be the Deputy. All non-essential services at NCC have stopped. As of April 15<sup>th</sup> there have been 748 confirmed cases of Covid – 19 in Northamptonshire and sadly 118 deaths. Cllr Kaur asked Cllr Chauhan if it was correct that the newly appointed Childrens Commissioner had left the post after only 4 weeks, Cllr Chauhan confirmed this was correct.</p>  |
| 20/051 | <p><b>Covid 19</b></p> <p>a. Update on the West Hunsbury Coronavirus Support Group and the work that the council has done together with the group.</p> <p>The Chairman reported that shortly before the last council meeting in March, a resident of West Hunsbury set up a volunteer group to help provide support for those residents in isolation or in high risk groups, for example providing help with picking up prescriptions and shopping. Unfortunately due to a family bereavement the group leader had to stand down and Nicola McKenna stepped in to help, Nicola also works with NCC and has some experience with volunteer groups. The parish council arranged to have 2000 leaflets printed and the Chairman arranged for delivery to every house in the parish. At the beginning the group had 12 volunteers, there are now 41 regular helpers and 23 helping on an ad hoc basis.</p> <p>b. Retrospective approval of the costs of printing the Coronavirus leaflets ( Cost listed below in Payments)</p> <p>It was <b>Resolved</b> to approve the cost of the leaflets.</p> <p>c. Approval of the payment to the Chairman to reimburse the cost of the labels and print for the leaflets. ( cost listed below in Payments)</p> <p>Unfortunately due to a change in contact details the Chairman had to manually alter the leaflets after they had been printed. It was <b>Resolved</b> to approve the payment to the Chairman to reimburse the cost of the leaflet alterations.</p> |
| 20/052 | <p><b>Parish planters</b></p> <p>a. Update on plants purchased</p> <p>Cllr Tomlinson reported that he has purchased some plants from a website which should be delivered at the end of April / beginning of May. Once he receives the order he will cut down the daffodils which are in the planters at the moment and plant them up with summer plants. The Chairman offered to help with the planting if needed.</p> <p>b. To approve the cost of the plants purchased.</p> <p>It was <b>Resolved</b> to approve the cost of purchasing the plants.</p>   |

| 20/053          | <p><b>To review correspondence received</b></p> <p>Chris Carvell, NBC – Regular daily updates with regards to the staffing issues and current jobs<br/>It was agreed that the Clerk would send these reports through once a week if relevant to West Hunsbury.</p> <p>NBC/Travis Perkins/WHPC – Correspondence regarding the fallen fence in Ladybridge Park behind Heronsford and Teal Close.</p> <p>The fence is down between Ladybridge Park and the field belonging to Travis Perkins, the fence contains barbed wire and is viewed as a hazard to dogs, children and walkers by the parish council. The Clerk has reported it and will continue to chase it up.</p>  |   |                |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
|-----------------|---|---|----------------|-------------|----------|---------|----|--------|--------|------|----|------------|--------|-------|----|----------------------|---------|-------------|----|--------------------------|-------|--------|----|------------------------------|-------|-----------------|----|-------------------|--------|--------|----|---|-------|
| 20/054          | <p><b>Financial Matters</b></p> <p>1. To authorise the new payments listed below;</p> <table border="1" data-bbox="392 748 1458 1151"> <thead> <tr> <th>Payee</th> <th>Payment method</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>BP</td> <td>Salary</td> <td>723.31</td> </tr> <tr> <td>HMRC</td> <td>BP</td> <td>Tax and NI</td> <td>183.76</td> </tr> <tr> <td>Ncalc</td> <td>BP</td> <td>membership and audit</td> <td>1514.70</td> </tr> <tr> <td>S Tomlinson</td> <td>BP</td> <td>Reimburse cost of plants</td> <td>44.95</td> </tr> <tr> <td>L Hook</td> <td>BP</td> <td>Reimburse Zoom hosting/month</td> <td>11.99</td> </tr> <tr> <td>Braunston Print</td> <td>BP</td> <td>Covid 19 leaflets</td> <td>174.00</td> </tr> <tr> <td>L Hook</td> <td>BP</td> <td>Reimburse leaflet labels and print cost</td> <td>18.44</td> </tr> </tbody> </table> <p>It was <b>Resolved</b> to authorise and approve all payments. It was noted that the VAT had been missed off the payment to the Chairman for the leaflet labels, this would be added to the payments list in May.</p> <p>2. To confirm checks made by the Internal Controls Councillor, including the bank reconciliation statement and the year end accounts, to include the 60+ account and the petty cash.</p> <p>Clr Tomlinson confirmed that all checks had been completed on this month's payments.</p> | Payee                                   | Payment method | Description | Amount £ | F Young | BP | Salary | 723.31 | HMRC | BP | Tax and NI | 183.76 | Ncalc | BP | membership and audit | 1514.70 | S Tomlinson | BP | Reimburse cost of plants | 44.95 | L Hook | BP | Reimburse Zoom hosting/month | 11.99 | Braunston Print | BP | Covid 19 leaflets | 174.00 | L Hook | BP | Reimburse leaflet labels and print cost | 18.44 |
| Payee           | Payment method  | Description                             | Amount £       |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| F Young         | BP  | Salary                                  | 723.31         |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| HMRC            | BP  | Tax and NI                              | 183.76         |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| Ncalc           | BP  | membership and audit                    | 1514.70        |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| S Tomlinson     | BP  | Reimburse cost of plants                | 44.95          |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| L Hook          | BP  | Reimburse Zoom hosting/month            | 11.99          |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| Braunston Print | BP  | Covid 19 leaflets                       | 174.00         |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| L Hook          | BP  | Reimburse leaflet labels and print cost | 18.44          |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| 20/055          | <p>To confirm that the Annual Parish Meeting will not be held this year due to the Covid-19 pandemic.</p>   |   |                |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |
| 20/056          | <p><b>Next meeting date</b> – May 21st 2020 Annual Parish Council Meeting, to include Election of Chairman and approval of the Year End accounts and Annual Return.</p>   |   |                |             |          |         |    |        |        |      |    |            |        |       |    |                      |         |             |    |                          |       |        |    |                              |       |                 |    |                   |        |        |    |   |       |

The meeting was closed at 8.30pm

Chairman ----- Date -----