

Wilby Parish Council
www.wilbyparishcouncil.gov.uk

MINUTES
20th May 2024

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 20th May 2024 at Wilby Parish Church
Present: Cllrs Borrett, Thompson, Hodges, Stevenson, Stroud; Clerk, Mrs Vicky Smith;
Mr Kevin Bayliss, Mr John Everton and one other members of the public

Date	Minutes	ACTION
01/24	Cllr Borrett was elected as Chairman of the Council: Acceptance of Office form duly signed	
02/24	Cllr Thompson was elected as Vice Chairman: Acceptance of Office form duly signed	
03/24	<p>Opening Procedures</p> <ul style="list-style-type: none"> a.) No apologies were received b.) There were no declarations of interest declared c.) The minutes of the ordinary meeting 17th March 2024, were approved as an accurate record and duly signed by the chairman. 	
04/24	<p>Approval of Policies and Procedures</p> <ul style="list-style-type: none"> • Standing Orders • Internal Controls Procedure • Complaints Procedure • Equal Opportunities Procedure • Data Protection/Freedom of Information Act/Data Breach Policy • Records Retention Policy • Governance Risk Assessment • Health and Safety Procedure • Members’ Code of Conduct • Training statement of intent <p>RESOLVED: All approved by the members with the exception of the following which have been deferred to future meeting:</p> <ul style="list-style-type: none"> • Financial Regulations • Financial Risk Assessment 	
05/24	NCALC was re-appointed at WPC’s GDPO	
06/24	<p>Appointments Approved:</p> <p>RFO: Clerk Budget monitoring: Cllr Thompson Police Liaison Representative(PLR): Cllr Stroud Internal Controls: Rotates per Internal auditor guidance Flood councillor: Cllr Stevenson Streetlights: Cllr Hodges Website: Cllr Billington-Hughes WPFT: Clerk liaising with Helene Vancliff Speed Indicator Device (SID): Cllr Stevenson Speed Signs: Cllrs Borrett/Stevenson</p>	
07/24	Payment of the Chairman’s annual allowance of £25 was approved	
08/24	<p>Public Time</p> <p>Parking problem carried over from Annual Parish Meeting: PLR to raise with PFCC at AGM. Refer to Cllr Lawman</p>	
09/24	<p>Reports</p> <ul style="list-style-type: none"> a) Clerk’s Report <p>Date for Police Liaison Representatives AGM: 25 June 2024</p>	

	<p>SID: Speed Indicator Device – returning to Wilby early June STREETLIGHTS</p> <p>Update from Cllr Hodges (Is account reconciled? Additional contract required?)</p> <p>Double Yellow Lines: On Mears Ashby Road/Church Lane– approval confirmed with modification due to resident’s response to public consultation. Expected soon, dependent upon contractor’s other priorities and the weather</p> <p>Correspondence dealt with in the period:</p> <p>Mowing rebate applied for 2024-25</p> <p>Allotment enquiry</p> <p>Stickers for dog bins applied</p> <p>Grass verges on M-A Road: Cllr Hodges dealing with restoration following laying of fibre cables</p> <p>Vacancy of new councillor publicised and no response so now free to co-opt. Candidates sought</p> <p>State of Main Road following contractor works: Mrs Thompson requires assurance re the sound absorbing quality of replacement tarmac: referred to Cllr Lawman</p> <p>b) Unitary councillor’s Report - awaited</p> <p>c) Councillors’ Areas of Special Interest</p> <p>Wilby Playing Field Trust (WPFT) From H Vancliffie</p> <p><i>We have been busy improving the playing fields.</i></p> <p><i>We have replaced the safety matting under the swings.</i></p> <p><i>The tractor garage has been demolished and rebuilt to a higher specification. As far as possible we have reused the original materials-e.g. bricks, doors, lights. We were generously given some building materials by Huws Gray, Wellingborough.</i></p> <p><i>We are very pleased with the garage. It looks better, is more stable and safer and should last for many years to come. Thanks to Mark Prescott and his team.</i></p> <p><i>We now have to replace the 2 older children’s swing seats and chains.</i></p> <p><i>ROSPA are due to inspect the play equipment in June and will pick up on any further repairs that are needed.</i></p> <p><i>We are currently monitoring the cracks in the pavilion caused by subsidence. We are continuing this to ensure we monitor through wet and dry conditions. Then we will be in a better position to understand the remedy.</i></p> <p><i>We are holding Wilbyfest on 30th June. Posters and flyers to be displayed and distributed. Anyone who wants to run a stall or help out on the day should let us know through the parish council or website. We look forward to seeing as many Wilby residents as possible on the day.</i></p> <p><i>We continue to draw the lottery every month. We will run the lottery again starting 1st October. Tickets to go on sale nearer the time.</i></p> <p><i>Today (14th May) a white van has dumped rubbish in the car park in broad daylight. We have reported this to the police. It is a very disturbing development and despite being challenged, he drove off.</i></p> <p>PLR: Attending: AGM 25/6/24</p> <p>PLR’s attempts to engage with PCSO re parking at Main Rd/M-A Rd junction have been unsuccessful. Will refer at PLR AGM (also Problem on Main Rd at Trak-O-Mend).</p>	
<p>10/24</p>	<p>The following annual memberships were approved:</p> <p>a) NCALC – Membership and Internal Audit both approved</p> <p>b) Northants ACRE – approved</p> <p>c) CPRE – approved</p>	
<p>11/24</p>	<p>The annual renewal of the council’s insurances</p> <p>RESOLVED: It was agreed to proceed with Broker’s recommendation</p> <p>Council also agreed to revalue the assets register and include a column showing values for replacement purposes.</p> <p>Purchase of Plaque</p> <p>Ben Peck of Peterborough Diocese advises freehold of school building is being passed to NNC and recommends PC approaches unitary councillor for permission to erect sign (rather than Diocese). Their expectation is to use the building for special educational needs for small groups. They would like to unveil a plaque as the school closes.</p> <p>PC to consider: Consider who will unveil? How much to allocate for purchase and erection? Clerk to investigate and report (Add to extraordinary June agenda).</p>	<p>CLERK</p> <p>PC June</p>

12/24	To approve the go ahead of the website redesign RESOLVED: Approval to proceed																																																																																																																																																																					
13/24	To discuss and agree the process for the procurement of defibrillator (s) for the village The Council thanked to Mr Everton for coming forward and taking this project on. He confirms fundraising for defibrillators in the village is already in progress. The grant which had been available is no longer. One defibrillator has been installed on the outside of the playing field pavillion and the intention is to provide two more strategically placed in the village: One at the Horseshoe and one at the Hairdressers – both proprietors have kindly agreed to cover the cost of the electrical supply. The next fund raising event will be a music bingo quiz on Thurs 20 th June at the Horseshoe Horseshoe. 30 tickets available from Eve at The Horseshoe. Kevin Bayliss will host the event. JE will organise fitting of defibrillators but asked the Council to underwrite the ongoing running costs of one or two defibrillators purchased. RESOLVED: Agreed to cover costs in the region of: (per defibrillator) £250 per 5 years for battery replacement; £20 per annum for replacement pads																																																																																																																																																																					
14/24	Financial Matters: a) The opening bank balance for the year of £5984.64 was noted. b) Receipts and payments were received and approved as follows: Receipts not included in the above balance: <table border="1" data-bbox="225 757 1098 792"> <tr> <td>26/04/23</td> <td>NNC Finance</td> <td>Credit</td> <td>Precept</td> <td>£14,000</td> </tr> </table> Payments to be approved: <table border="1" data-bbox="225 824 1362 1733"> <thead> <tr> <th colspan="4"></th> <th>Gross</th> <th>VAT</th> <th>Power</th> </tr> </thead> <tbody> <tr> <td>03/04/2024</td> <td>SSE Energy Supply</td> <td>DDM</td> <td>Energy March</td> <td>£100.29</td> <td>Tbc</td> <td></td> </tr> <tr> <td>08/04/2024</td> <td>HMRC Cumbernauld</td> <td>UTB</td> <td>PAYE Feb</td> <td>£5.00</td> <td>£0.00</td> <td></td> </tr> <tr> <td>08/04/2024</td> <td>HMRC Cumbernauld</td> <td>UTB</td> <td>PAYE March</td> <td>£5.20</td> <td>£0.00</td> <td></td> </tr> <tr> <td>12/04/2024</td> <td>DCK Payroll Services</td> <td>DDM</td> <td>Monthly payroll processing fee April</td> <td>£18.00</td> <td>£3.00</td> <td></td> </tr> <tr> <td>16/04/2024</td> <td>Lloyds Bank</td> <td>DDM</td> <td>Monthly card Fee April</td> <td>£3.00</td> <td>£0.00</td> <td></td> </tr> <tr> <td>30/04/2024</td> <td>Mrs V Smith</td> <td>UTB</td> <td>Salary April</td> <td>£358.15</td> <td>£0.00</td> <td></td> </tr> <tr> <td>16/04/2024</td> <td>DCK Payroll Services</td> <td>DDM</td> <td>Monthly payroll processing fee May</td> <td>£18.00</td> <td>£3.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>NCALC</td> <td>UTB</td> <td>Membership (electorate 534)</td> <td>£390.15</td> <td>£0.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>NCALC</td> <td>UTB</td> <td>Internal audit fee</td> <td>£220.00</td> <td>£44.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>Internal audit fee</td> <td>UTB</td> <td>DPO fee</td> <td>£12.00</td> <td>£2.00</td> <td></td> </tr> <tr> <td>16/05/2024</td> <td>Lloyds bank</td> <td>DDM</td> <td>Monthly card fee May</td> <td>£3.00</td> <td>£0.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>Chairman's expenses</td> <td>UTB</td> <td>Chairman's expenses</td> <td>£25.00</td> <td>£0.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>E-on Energy Solutions</td> <td>UTB</td> <td>Wiring fault LP 12 Main Road</td> <td>£22.68</td> <td>£3.78</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>HMRC Cumbernauld</td> <td>UTB</td> <td>PAYE April</td> <td>£5.00</td> <td>£0.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>NCALC</td> <td>UTB</td> <td>Training</td> <td>£12.00</td> <td>£2.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>Gallagher</td> <td>UTB</td> <td>Insurance Renewal</td> <td>£488.54</td> <td>£0.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>CPRE</td> <td>UTB</td> <td>Annual membership</td> <td>£36.00</td> <td>£0.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>NACRE</td> <td>UTB</td> <td>Annual membership</td> <td>£42.00</td> <td>£7.00</td> <td></td> </tr> <tr> <td>30/05/2024</td> <td>Mrs V Smith</td> <td>UTB</td> <td>Salary May</td> <td>£358.15</td> <td>£0.00</td> <td></td> </tr> <tr> <td>20/05/2024</td> <td>Wilby Church Fund</td> <td>UTB</td> <td>Donation for hire</td> <td>£25.00</td> <td>£0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>TOTAL</td> <td>£2,147.16</td> <td>£64.78</td> <td></td> </tr> </tbody> </table> c) Approve the y/e end accounts – Postponed d) Asset register- Postponed e) The internal auditor’s report -postponed f) The AGAR exemption certificate -postponed g) The Governance Statement 2022-23 postponed h) The Accounting Statement 2022-23 postponed i) Explanation of Variances Notice - postponed j) The drafted Public Rights Notice was received by the Council - postponed						26/04/23	NNC Finance	Credit	Precept	£14,000					Gross	VAT	Power	03/04/2024	SSE Energy Supply	DDM	Energy March	£100.29	Tbc		08/04/2024	HMRC Cumbernauld	UTB	PAYE Feb	£5.00	£0.00		08/04/2024	HMRC Cumbernauld	UTB	PAYE March	£5.20	£0.00		12/04/2024	DCK Payroll Services	DDM	Monthly payroll processing fee April	£18.00	£3.00		16/04/2024	Lloyds Bank	DDM	Monthly card Fee April	£3.00	£0.00		30/04/2024	Mrs V Smith	UTB	Salary April	£358.15	£0.00		16/04/2024	DCK Payroll Services	DDM	Monthly payroll processing fee May	£18.00	£3.00		20/05/2024	NCALC	UTB	Membership (electorate 534)	£390.15	£0.00		20/05/2024	NCALC	UTB	Internal audit fee	£220.00	£44.00		20/05/2024	Internal audit fee	UTB	DPO fee	£12.00	£2.00		16/05/2024	Lloyds bank	DDM	Monthly card fee May	£3.00	£0.00		20/05/2024	Chairman's expenses	UTB	Chairman's expenses	£25.00	£0.00		20/05/2024	E-on Energy Solutions	UTB	Wiring fault LP 12 Main Road	£22.68	£3.78		20/05/2024	HMRC Cumbernauld	UTB	PAYE April	£5.00	£0.00		20/05/2024	NCALC	UTB	Training	£12.00	£2.00		20/05/2024	Gallagher	UTB	Insurance Renewal	£488.54	£0.00		20/05/2024	CPRE	UTB	Annual membership	£36.00	£0.00		20/05/2024	NACRE	UTB	Annual membership	£42.00	£7.00		30/05/2024	Mrs V Smith	UTB	Salary May	£358.15	£0.00		20/05/2024	Wilby Church Fund	UTB	Donation for hire	£25.00	£0.00					TOTAL	£2,147.16	£64.78		Extra-ordinary meeting required in early June
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15/24	The Annual Planning Report was reviewed showing no current planning application to be discussed at this meeting	
	There being no other business, the meeting closed at 9.10pm.	

Date of next Parish Council Meeting, Monday 15TH July, 2024 at 19:30, Wilby Parish Church

Chairman.....

Date.....

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