

WOLLASTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 17TH MAY 2018, AT THE OASIS, HIGH STREET, WOLLASTON

ACTION

PRESENT: Councillors Alms, Alvis, A Bailey (Chairman), P Bailey, Fowler, Goldsmith, Milroy, Mitchell, Savage, Simmons and Tyrrell. Mrs A Young (Clerk).

IN ATTENDANCE: No members of the public.

18/040

ELECTION OF CHAIRMAN

Proposed by Councillor P Bailey, seconded by Councillor Alvis and unanimously **RESOLVED** to elect Councillor A Bailey for the position of Chairman; the Declaration of Acceptance of Office was duly signed.

There was a minutes silence to reflect on the sad news that Eileen Higgins had passed away. Eileen had been a Parish Councillor for Wollaston for over 30 years, Mayor of Wellingborough twice and Leader of the Borough Council for 3 years.

18/041

APOLOGIES RECEIVED

Councillor MacKenzie.

18/042

DECLARATION OF INTERESTS

None.

18/043

MINUTES

It was **RESOLVED** that the minutes of the Annual Assembly of the Parish and the full meeting of the Parish Council, both held on 19th April 2018, were read and to be signed as a correct record.

18/044

POLICE REPORT

- Councillor MacKenzie compiled a report of the previous month's Police matters – these consisted of a break-in at the Post Office which is still under investigation, low level burglaries of visible items in unsecure vehicles and number plate thefts in nearby villages.
- The next JAG meeting is scheduled for 23rd May – Councillor Simmons will raise the Parish Council's concerns that there is not much Police visibility in the village.

18/045

ELECTION OF VICE CHAIRMAN

Proposed by Councillor A Bailey, seconded by Councillor Mitchell and unanimously **RESOLVED** to appoint Councillor Simmons as Vice Chairman.

18/046**APPOINTMENT OF WORKING PARTY AND COMMITTEE MEMBERS**

The following members were all duly elected:

(a) Cemetery

Councillors Alvis and Fowler.

(b) Environmental & Highways

Councillors Fowler, MacKenzie, Milroy, Mitchell (also Parish Highways Representative for NCC), Simmons and Tyrrell.

(c) Footpaths

Councillors Alms and Milroy.

(d) Planning

Councillors A Bailey, P Bailey, Fowler, Goldsmith, Mitchell and Simmons.

(e) Playing Field and Parks including Pocket Park

Councillors A Bailey, Milroy, Mitchell, Rooney and Savage.

f) Street Lighting

Councillors Rooney and Savage.

g) Website

Councillor Goldsmith and the Clerk.

18/047**FURTHER APPOINTMENTS**

(a) Community Safety Representatives

Councillor MacKenzie.

(b) Sports Association Representative

Councillor Savage.

(c) Village Hall Representative

Councillors Goldsmith and Simmons.

(e) Youth Project

Councillors Alms and Simmons.

18/048**CLERKS REPORT**

- Councillor Savage has agreed to inspect Mr Gray's mower as part of the risk assessment and to comply with the insurance policy.
- St Mary's Church has been experiencing problems with the floodlights but this has now been resolved.
- Housing Needs Survey – the Clerk has continued to work with Dez Tanser from the Borough Council of Wellingborough to organise the distribution of the surveys. Following suggestions at the last Parish Council meeting, the Borough has now agreed the surveys will be a paper version rather than online. Return boxes for completed surveys will be placed in the library, Co-op and Post Office. The surveys will be distributed as an insert in the next edition of the WASNAV.

18/049**PARISH COUNCILLORS ATTENDANCE RECORD**

Records of attendance by Councillors to the previous year's meetings were distributed prior to the meeting and duly noted (see below).

MEMBERS ANNUAL ATTENDANCE 2017-2018			
	Possible	Actual	Apologies
Mr J J Alms	11	9	2
Mr L Alvis	11	9	2
Mr A W Bailey	11	11	0
Mrs P Bailey	11	11	0
Mrs S J Fowler	11	6	5
Dr M J Goldsmith	11	9	2
Mr J MacKenzie	11	10	1
Mrs M Milroy	2	2	0
Mr J Mitchell	11	10	1
Mr B Rooney	11	7	1
Mr T J Savage	11	11	0
Mr G Simmons	11	11	0
Mr J Tyrrell	11	10	1

18/050**FINANCE**

Payments for authorisation. It was RESOLVED to approve the following payments for May 2018:

A M YOUNG	1088.08
HMRC	171.42
NORTHAMPTONSHIRE COUNTY COUNCIL	407.89
HAYESWOOD LANDSCAPES	1489.91
OXFORD INNOVATION LTD	347.76
EON	7.90
WHITESTAR SYSTEMS LTD	15.00
A SILSBY	117.60
NORTHANTS CALC	98.00
WELLINGBOROUGH NORSE LTD	62.55
PLAYGROUND SUPPLIES LTD	4833.60
WELLINGBOROUGH NORSE LTD	399.00
PESTFORCE	384.00
DAY & COLES LTD	131.28
NORTHANTS CALC	1230.96
ZURICH INSURANCE	1369.03
	<u>12153.98</u>

- Review the effectiveness of internal audit control for 2017/18. Councillor Simmons reported that he is content with the internal audit control systems in place and recommended that the 2017/18 year end Annual Governance Statement can now be signed off.
- To receive and note the annual internal audit report. The Northants CALC auditor has now audited the 2017/18 accounts and systems and has sent his report for inclusion as part of the external auditors requirements. There were no issues arising.

18/051**TO RESOLVE TO APPROVE SECTION 1 OF THE ANNUAL RETURN FOR YEAR ENDING 31/03/2018**

It was unanimously RESOLVED to approve section 1 of the annual return for the year ending 31st March 2018.

18/052**TO RESOLVE TO APPROVE SECTION 2 OF THE ANNUAL RETURN FOR YEAR ENDING 31/03/2018.**

It was unanimously RESOLVED to approve section 2 of the annual return for the year ending 31st March 2018.

18/053**TO RESOLVE TO APPOINT NORTHANTS CALC AS DATA PROTECTION OFFICER FOR 2018/19 AND TO SIGN SERVICE LEVEL AGREEMENT**

Northants CALC has agreed to act as Data Protection Officer (DPO) for 2018/19 free of charge to subscribed Councils. It was unanimously RESOLVED to appoint Northants CALC as DPO for Wollaston Parish Council and to sign and return the service level agreement.

18/054**TO RESOLVE TO ADOPT:**

- **Data Breach policy** – unanimously RESOLVED to adopt the model Data Breach policy as recommended by Northants CALC.
- **Records Retention policy** – unanimously RESOLVED to adopt the Records Retention policy as recommended by Northants CALC.
- **Data Protection policy** – unanimously RESOLVED to adopt the Data Protection policy as recommended by Northants CALC.

18/055**REVIEW MODEL STANDING ORDERS AS RECOMMENDED BY NORTHANTS CALC**

Councillors had received a copy of the model standing orders recommended for adoption by Northants CALC. It was agreed that Councillors will compare the Parish Council's existing standing orders against the recommended version and discuss whether to adopt them at the June meeting.

18/056 PLANNING

a) Applications

Outstanding application status:

APPLICATION NO.	ADDRESS	DESCRIPTION	P C RESPONSE TO BCoW	STATUS
WP/18/00265/LBC	51 High Street	Listed Building Consent for the demolition and reconstruction of an outbuilding within the curtilage of a listed building, using existing materials.	No objections.	Pending.
WP/18/00257/FUL	17 Queens Road	Conversion and single storey side extension to an existing detached garage to link to the existing dwelling house to form a play room and study. The removal of garage doors infilling with a window and bricks and the installation of French doors in the rear elevation of the detached garage.	Note – loss of garage in centre of village.	Pending.
WP/18/00213/LBC	Swimming pool and changing rooms Wollaston Hall, High Street	Proposed single storey extension to changing rooms and alterations to existing stone wall and paving.	No objections.	Pending.
WP/18/00212/FUL	Swimming pool & changing rooms Wollaston Hall, High Street	Proposed single storey extension to changing rooms and alterations to existing stone wall and paving.	No objections.	Pending.
WP/18/00236/PAJ	28-34 Eastfield Road	Notification of prior approval for a proposed change of use of a building from office use (class B1(a)) to dwelling houses (class C3) – 4 units.	Objections regarding lack of parking	Pending.
WP/18/00194/FUL	23 Poplar Place	Proposed rear two and single storey extensions.	No objections.	Permitted.
WP/18/00146/FUL	89 Queens Road	Part two storey and part single storey rear extension and internal alterations. Demolition of a rear single storey.	No objections.	Permitted.
WP/18/00074/FUL	19 Feast Field Close	Demolition of existing conservatory and erection of two storey rear extension	No objections.	Permitted.
WP/18/00105/VAR	7 York Road	Variation of condition 2 of planning permission ref: WP/17/00135/FUL to permit the garage roof to be lengthened to accommodate a covered wood store. To raise the existing stone boundary wall to provide privacy between this property and no. 5 York Road – retrospective.	No objections.	Permitted

ACTION

b) Any other planning business

Councillor Mitchell updated Members on the Prior Notification application for change of use of premises at 28-34 Eastfield Road. The Parish Council sent a detailed letter of objection regarding the lack of parking in the area; the Borough Council decision is awaited.

18/057

REPORTS OF THE BOROUGH/COUNTY COUNCILLORS

- Borough** – Councillor Simmons reported on the proposed changes to local authorities in the county from 8 councils to 2 unitary authorities. Residents will be given the opportunity to respond to the proposals. It is likely that Wellingborough will require a Town Council and have the same status as a Parish Council and elections are likely to be in 2020; therefore the Borough Council elections will not take place when the Parish Council elections are held in May 2019 and our existing Borough Councillors will be asked to hold office for a further year until the elections.

- **County** – County Councillor Martin Griffiths tendered his apologies via Councillor Simmons.

18/058

REPORTS OF WORKING PARTIES/COMMITTEES

a) Environmental & Highways.

Councillor Mitchell advised he has continued to report highway defects through the County Council Street Doctor facility and that numerous potholes have been filled in Holyoake Road.

A resident had reported to the Clerk that HGV's have been travelling from the A509 onto London Road and turning into The Pyghtles. The Clerk will suggest to the County Council that one of the 'Wollaston' signs on the A509 stipulates 'village only' in an attempt to avoid the problem.

b) Cemetery

Councillor Mitchell advised that a resident had reported that one of the benches has been scratched; Clerk to investigate.

c) Footpaths

Councillor Alms will contact the County Council Rights of Way department to ask if a delayed order on opening the Green Lane can be put in place due to excessive use by motorbikes etc that is causing the lane to be in very poor condition.

d) Playing Field & Parks (see minutes below of meeting held on 8th May).

FINANCIAL REPORT

Payments made since the last meeting: £17.65 EON for floodlight charges, £37.13 Wellingborough Norse for wheelie bin emptying, £314.28 Barton Petroleum for tractor diesel on account, £2992.23 Doorspring Supplies Ltd for remaining shutters to be replaced and £125.00 Trinity Land for septic tank emptying.

PLAY EQUIPMENT INSPECTION

Mr Savage handed the reports to the Clerk. The safety surface at London Road play area has been renewed. Mr Savage has replaced one of the basketball nets and will fix the missing hook with a cable tie.

POCKET PARK

Simon Norris has cleared the culvert.

SPORTS ASSOCIATION REPORT

Mr Silsby advised that the cricket season has commenced.

The boiler needs a replacement gas valve, approximate cost £500.00. There have been issues locating a repair company that has both gas and LPG safety certificates.

The bar area and kitchen have been refurbished, cost borne by the cricket club. The next project is the refurbishment of the ladies toilets.

Mr Green advised that the grant forms have been filled in for funding a line-marker, a decision is awaited from the Borough Council.

The ground has been vertidraind and will be loamed and seeded soon.

The CCTV system is being looked at by the cricket club to gain some prices.

There is now a defibrillator installed on the outside of the clubhouse.

PURCHASES REQUIRED

Mr Silsby advised that the tractor has had to have a new tyre and possibly a second will be required.

The mole eradication contract with Pestforce has been renewed for a further year.

JJA

FIELD MAINTENANCE/MATTERS RELATING TO THE FIELD

Mr Savage advised some of the wooden slats to the perimeter fencing require replacing – Clerk to contact Simon Norris.

The Clerk was asked to instruct Hayeswood to strim the perimeter of the car park.

One of the tennis post lids is missing.

It was agreed that a policy is required and charges will be made for commercial enterprises using the field – Clerk to organise.

Mr Savage asked the Clerk to write to the youth club thanking them for their hard work in litter picking over the past month.

e) Street Lights

Councillor Savage reported all lights are okay but that two lights owned by Wellingborough Homes in Windmill Close are currently not switched on

f) Village Hall

Councillor Simmons advised that the noise inhibitor may need re-calibrating and fortunately there have been no further complaints from neighbours. The lights in the Oasis are to be fixed soon.

f) Youth Group

Councillor Alms reported the window replacement in the Village Hall lounge is in hand. Numbers are down at present as some of the older members no longer attend.

There being no further business, the meeting terminated at 8.25pm.

Chairman.....

