

WOLLASTON PARISH COUNCIL
Meeting of the Council

Attendees are reminded that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

You are hereby summoned to attend a **Meeting** of the Parish Council of Wollaston which is to be held on **Thursday 17 December 2020 which commences at 7pm virtually online via Zoom** for the purpose of transacting the following business, namely:-

- 1. Open Meeting (15 minutes).**
- 2. To receive and accept apologies for absence.**
- 3. To receive declaration of interest related to business on the agenda.**
- 4. Confirmation of the minutes of Meeting of the Parish Council held on Thursday 19 November 2020.**
- 5. Councillors Reports**
 - **Borough**
 - **County**
- 6. Finances**
 - **To RESOLVE** to approve receipts for November 2020 (*Appendix 1*).
 - **To RESOLVE** to approve payments for December 2020 payments (*Appendix 2*).
 - **To RESOLVE** to increase the Precept for budget 2021/2022 and if agreed, to **RESOLVE** to increase the Precept for budget 2021/2022 by 2% and apply for the precept (*Appendix 3*).
 - **To RESOLVE** to approve the External Auditor's report for 2019/2020 (*Appendix 4*).
- 7. Reports of the Working Parties/Representatives**
 - (a) Playing Field & Parks Management Committee (TS) (*Appendix 5*)
 - (b) Environmental, Highways & Street Lights (DT/TS) (*Appendix 6*)

- (c) Community Crime and Safety (JMac)
- (d) Cemetery (SF)
- (e) Footpaths (JA)
- (f) Village Hall (MG)
- (g) Youth Club (JA)

8. Planning (JM)

(a) Applications

- Outstanding applications status update (*Appendix 7*)

(b) Any other planning business

To RESOLVE to pursue the opportunity to build a new Community Hub incorporating a Preschool on land at Irchester Road provided under S106 agreement by The Duchy / Developer.

If agreed, to RESOLVE that the Parish Council will provide funding out of Parish Council Capital resources as seedcorn finance to enable the design and planning of the new Community Hub.

9. Clerk's Report (DS) (*Appendix 8*)

10. Date of next Parish Council meeting.

D. Styles

Wollaston Parish Council Clerk and Responsible Financial Officer.

Dated this 11 day of December 2020.

Topic: Wollaston Parish Council - 17th December

Time: Dec 17, 2020 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/86764682558?pwd=SjBOOFhUNkh3TjllZzhXTEc0bkRQQT09>

Meeting ID: 867 6468 2558

Passcode: 564088

<u>DATE</u>	<u>RECEIVED FROM</u>	<u>DESCRIPTION</u>	<u>NET AMOUNT</u>	<u>VAT ELEMENT</u>	<u>TOTAL AMOUNT</u>
09.11.2020	Lloyds Bank *1823	Interest	0.96	0.00	0.96
19.11.2020	Remembrance Day Service Wollaston Association of	Cash collected, donations Energy costs floodlights, tennis	19.44	0.00	19.44
19.11.2020	Youth	courts	18.00	0.00	18.00
19.11.2020	Wollaston Sport Association	Insurance proportion	316.94	0.00	316.94
TOTAL:			355.34	0.00	355.34

<u>PAYMENT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>NETT OF VAT</u>	<u>VAT ELEMENT</u>	<u>TOTAL</u>	<u>LEGISLATION</u>
DD	EON	PF Floodlight energy supply (Nov and Dec)	34.28	1.71	35.99	OS Act 1906 ss12
BACS00217	Miss Debra Styles	December pay, disbursements	1068.70	0.00	1068.70	LGA 1972 s112
BACS00218	HMRC	Employer NI employee NI Tax payment	110.92	0.00	110.92	LGA 1972 s112
DD	Aviva Pensions	Employer/Employee contributions	71.47	0.00	71.47	LGA 1972 s112
BACS00219	Whitestar Ltd Oxford Innovation	Website monitoring and support	25.00	0.00	25.00	LGA 1972 S112
BACS00220	Ltd Hayeswood	Office Costs, internet, catering	303.70	60.74	364.44	LGA 1972 s111
BACS00221	Landscapes	Village grass cut November 2020	1266.42	253.28	1519.70	OS Act 1906 ss 9 & 10
BACS00222	Wellingborough Norse Ltd	PF Wheelie Bin empty	54.08	10.82	64.90	OS Act 1906 ss 12
BACS00222	Wellingborough Norse Ltd	Village - replacement dog excrement bin and post	188.50	37.70	226.20	OS Act 1906 ss 12
BACS00223	Mr J. Tyrrell	Zoom monthly fee Nov 2020 meetings	11.99	2.40	14.39	LGA 1972 S112
BACS00224	Frostwood Home & Garden	PF Remove dizzy disc damaged base	40.00	0.00	40.00	OS Act 1906 ss 12
BACS00225	Knights & Hyde	5 reams paper and ink	31.36	6.27	37.63	LGA 1972 S111
CQ 2829	Barry Gray	TV18 allotment path grass cut for year	200.00	0.00	200.00	OS Act 1906 ss 9 & 10
BACS00226	G&M Roofing	Repair to village shelter roof at Irchester Road	400.00	80.00	480.00	OS Act 1906 ss 9 & 10
CQ 2831	Mr Luck	Repair and repaint village heritage sign	150.00	0.00	150.00	OS Act 1906 ss 12
CQ2831	BLESMA	Remembrance Day donation	19.44	0.00	19.44	S137
BACS00229	PKF Littlejohn LLP	External audit and report	400.00	80.00	480.00	LGA 1972 S111
<u>Paid outside meeting</u>						
BACS00227	Wydels	PF failed light at tennis court - to be returned to manufacturer and possibly reimbursed	165.50	33.10	198.60	OS Act 1906 ss 9 & 10
BACS00228	Premiership Lawncare	Aeration of cricket square (monies in from CC)	175.00	35.00	210.00	OS Act 1906 ss 9 & 10
GRAND TOTAL:			4716.36	601.02	5317.38	

AGAR External Auditor's Report – Appendix 4

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

☒ Information received from the smaller authority indicates £402 of refunds have been included as income in Section 2, Box 3. These items should have been netted off against the relevant expenditure rather than shown as income. Box 3 for the current year should therefore read £48,221, with a corresponding total reduction of £402 in Boxes 4, 5 and/or 6, depending on the nature of the original payments.

☒ The smaller authority has not restated the 2018/19 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to the accuracy of the asset register. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

Appendix 5

WOLLASTON PARISH COUNCIL **PLAYING FIELD & PARKS MANAGEMENT COMMITTEE** **MINUTES OF THE MEETING HELD ON TUESDAY 10 NOVEMBER 2020 7.00pm** **Virtually via Zoom**

VOTING MEMBERS PRESENT

Messrs Bailey, Green, Jones, Mitchell, Perry, Savage, and Tew, Mrs Milroy - Miss D. Styles, Clerk.

MEMBERS/PUBLIC PRESENT

None.

APOLOGIES

Mr Silsby.

MINUTES

The minutes of the meeting held on Tuesday 13 October 2020 were agreed unanimously and signed as a correct record. Meetings are held virtually due to the Covid-19 coronavirus pandemic under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

FINANCES

Finances were circulated. Spends for October were EON Tennis court floodlights £15.83, Norse wheelie bin empty £54.08, Hayeswood hedge cut, weed spray £600, Rushden Graphics 2 x no commercial users signs £45. Total spends from budget £4,157.71 There is currently £3,253.62 available in capital funds after CLM Landscapes removal of vegetation at old tractor shed site at £180 and Norse removed the commercial fridge at an additional £62.67.

PLAY EQUIPMENT INSPECTION

The toddler swing at the playing field have been damaged on the bar. Wicksteed will be attending to repair the swing. The Dizzy Disc at St. Marys play area has been damaged, the top has been removed leaving a metal spike sticking out of the ground. Wicksteed provided at quote of nearly £1,500 to remove and replace the equipment. It was agreed a contractor would remove the spike with no new equipment replacement as there is an existing Dizzy Disc. The clerk has investigated the Anglian Water tap account at the playing field and having researched previous minutes, it was noted in PF minutes of 05 September 2017 that the clerk at the time was waiting to hear back from Anglian Water. There has been no contact and there is no paper trail at the PC office. It was agreed the matter was closed unless we heard from Anglian Water.

Mr Savage has checked the play equipment – no more issues, other than existing ones as above. The adult gym equipment is closed due to Covid lockdown and has been surrounded with safety tape to discourage use.

POCKET PARK

The clerk and Mr Savage have been opening and closing the park more often than SB security. Mr Savage will check with Mr Silsby whether SB require it to be locked every evening. Mr Savage asked others passing to close the gate if it was still open at dusk and Mr Tew has volunteered to help out with opening/closing the gate.

SPORTS ASSOCIATION REPORT

Mr Perry reported everything was going well with football until Covid lockdown. The bottom pitch is looking good but the top pitch with youth teams and training is wearing. As the pitches will not be used during lockdown, this should give the top pitch time to recover. Thanks to Paul and David for cutting the pitches. There have been positive comments from visiting teams regarding the pitch surface. There have been good results for football teams and Vets continue to put teams out playing. The football goal chained to the fence needs to be placed tight against the fence to ensure the tractor is not obstructed when cutting.

PURCHASES REQUIRED

A quote for the fencing around the storage area on the old tractor shed site has been received. It was agreed 2 other quotes would be sought by clerk. There is approx. £3,500 capital monies. An invoice for ramps to 2 x storage containers has been received and it was discussed whether these are paid out of capital, out of insurance reclaim or a contribution is made towards them from the cricket club. To discuss at next meeting with Mr Silsby and once the other quotes are received. Clerk to check where the insurance reclaim for demolition of the storm damaged tractor is to apportioned, whether it is PC insurance reclaim or added to PF capital. Mr Perry confirmed the football small storage container and new goals mounted on wheels will be kept in the storage area which will include the calor gas area.

It was agreed the existing wheelie bin for general rubbish will remain and a new recycling 240L bin will be trialled at £9.41 cost every 2 weeks on collection plus £1 per week hire.

FIELD MAINTENANCE/MATTERS RELATING TO THE FIELD

A quote had been received from Northants Security Fencing for fencing to the new storage area next to the clubhouse. It was agreed clerk to obtain 2 more quotes. Clerk to check whether the insurance claim for the old tractor shed being damaged then demolished due to storms in February could be apportioned to the capital sum to be used for the new storage area. This will resolve whether the ramps fee for the existing storage areas will be deducted from PF budget or the capital as enough money needs to be left in capital funding for the new storage area fencing. If not, Cricket Club may have to contribute towards the ramps.

Clerk had discussed rubbish and recycling options with Norse. It was agreed the existing wheelie bin would remain for rubbish and clerk would order the recycling bin at 240L, same size as household bin, at £9.41 per lift every 2 weeks and £1 per week for rental. The bins would be reviewed after a few months to see whether any adjustments need to be made.

The County Council fixed the gate leading from the PF on to the A509.

The main gate is catching on the tarmac. Clerk to locate correct size tool to adjust hinge.

No sign of moles in the PF.

Concerns about dogs off leads. Dogs must be on a lead whilst they are on the playing field.

Update on S106, Hookhams Path development – on Wednesday the BCW planning department granted planning permission in principle, the Chief Planning Officer is to approve this and it will then go through the legal process so it may be some time before the projects put forward actually begin.

DATE OF NEXT MEETING

Tuesday 08 December 2020 7pm. Virtual meeting.

Clerk and Chair to organise budget meeting. Afternote-Friday 04 December 2020, 3pm.

There being no further business the Chair thanked everyone for attending and closed the meeting 8.10pm.

Appendix 6
Environment, Highways and Streetlighting Report
December 2020

1. High Street- Sunken Water Cover

This has been reported to Anglian Water who will apply for a road closure permit to carry out repairs. A date has been arranged for Thursday 21st January 2021.

2. Green Lane

JJ and I met Ben Wright from NCC Highways at the Hinwick Road entrance to Green Lane on Monday 14th December, in response to a letter from the Parish Council to Sarah Cureton, the Rights of Way Officer. The main issue was repairs to the broken gate along with the damage caused by vehicle traffic and fly tipping, and how from a Highways perspective assistance could be offered.

3. Hinwick Road Trees

i) Thank you for the proposal to make £1,660 available from this year's budget to commence the first stage of the removal of three trees and the reconstruction of three others, and to make £1,785 available from next year's budget. Thank you Lindsay and Debra.

ii) Of the three companies who quoted for the work, Midland Trees have been engaged at a total cost of £3,445 compared to E.M. Pell at £5,450 and Land Prune at £7,620.

iii) However, as the second stage cannot be funded until April onwards and, therefore, requiring more time when the trees will be beginning to be in full leaf, there will be a 15-20% increase in the cost. This is consistent with the other two quotes.

iv) This will mean an **increase of £357** to the £1,785 making a total of £2,142, which has been taken account of in the allocation of the 2021/22 budget.

v) The schedule of work is:

Monday 11th January removal of the Lime Tree (141) at £1,195.

Tuesday 12th January removal of the Sycamore Tree (161) at £465 and the reconstruction of the Field Maple (159) at £320.

Wednesday 13th January reconstruction of the Lime Tree (101) and the Copper Beech Tree (163) at £670.

Monday 18th January removal of the Horse Chestnut Tree (145) at £795.

Friday 22nd January- all stump grinding.

vi) There is one final thought: that if there is an anticipated underspend in this year's budget which could be used towards meeting the £1,785 or, alternatively, this sum could be taken from reserves, the work could be completed as scheduled above and save the Parish Council £357.

David Tew

15th December 2020

PLANNING APPLICATIONS REPORT (Appendix 7)
December 2020 @ 16.12.2020

APPL NO	ADDRESS	DESCRIPTION	PC RESPONSE TO BCOW	STATUS
NCC 20/00017/WASFUL	Land at 30-50 Doddington Road	Proposed development: Industrial/ Commercial Building (Use Class B1, B2, B8 including non- hazardous waste transfer, storage, and recycling) and storage yard	PC – objection, responded 06.05.200 Comments by 15.05.2020	Objection 11.06.2020 (Consultation Response – NCC, EA) No response 15.12.2020
WP/20/00314/FUL	Land adjacent 25 Hookhams Path	Residential development consisting of 98 dwellings, a community woodland, SuDS attenuation, open space including children's play area, access arrangements off Hookhams Path and associated landscaping, infrastructure and ancillary development	PC – objection. Report sent to Mr Swann and Ms Kirk Planning BCW. Available on WPC website & FB link. Response to applicant's comments sent to BCW Debbie Kirk on 09 October 2020. November 2020 – Consent granted in principle as per notice.	S106 legal agreements under process. Expert conclusion, end January 2021.
WP/20/00388/OUT	15 Raymond Close	Outline application for residential development of 6 no. semi-detached dwellings with associated parking and amenity space (access to be determined at this stage) re- submission	PC – ensure access to pathway TV18 at top of allotments for residents. No objection Comments by 30 July 2020	Noise and contamination unsatisfactory. Application withdrawn.
WP/20/00528/OUT	190 Hinwick Road	Outline application for residential development consisting of 3 no detached dwellings including access, parking and amenity space – resubmission (all matters reserved except for access)	PC – objection, does not comply with Policy HA3 of NHP and is overdeveloped. Comments extended to 04 December 2020 for a decision.	Application Permitted 09.12.2020
WP/20/00585	51 Priory Road	Proposed first floor side extension to form bedroom and en-suite bedroom re- submission	PC – No objection Comments by 14 October 2020	Application Permitted 13.11.2020
WP/20/00608/FUL	23 Hickmire	Single Storey extension	PC – Plot long and narrow, concerns regarding off road parking, requested site viewing Comments by 20 October 2020	Application Permitted 14.12.2020
WP/20/00625/FUL	12 Redhill Crescent	Demolition of existing garage and front porch to allow for construction of new 2 storey side extension and single storey front porch area	PC – Request for site viewing, concerns regarding off road parking Comments by 23 October 2020	Application Permitted 24.11.2020
WP/20/00647/FUL	3 Little Lane	Proposed first floor extension	PC – Requested site viewing Comments by 04 November 2020	Application Permitted 02.12.2020
WP/20/00604/PAJ	1 High Street	Notification for prior approval for a proposed change of use of a building from office use (Class B1a) to residential (3 no. flats) (Class C3)	PC – Objected on parking issues.	Prior approval/notification declined

WP/20/00725/FUL	51 High Street	Rebuilding using existing materials of 2 gate piers & flanking walls at London Rd entrance of Wollaston House & insertion of pair of iron gates over 2m high. Reconstruction to take place due to dilapidation caused by trees 1 Sycamore 1 Ash to be removed from site before reconstruction begins. Inner walls between gate piers to be omitted to create wider opening to make safer access on to A509	PC – Cllr investigated, no objection. Trees referred to BCW Comments by 04 December 2020	Awaiting Decision
WP/20/00737/FUL	64 Priory Road	New gated driveway access on the northern boundary of the property. Erection of 2 x 2.1m high x .45m wide brick piers and 4.8m wide gates and new personnel gate with 2 brick piers measuring 1.2m in height x .45m in width	PC – no objection. Access on to York Road refer to NCC Highways Comments by 08 December 2020	Awaiting Decision
WP/20/00761/VAR	11 Duck End	Variation of Condition 2 approved drawings of appeal against ref APP/H2835/D/20/3247515 (WP/19/00498/FUL) amend the condition relating to the approved drawing to reflect some minor changes to the scheme proposals and seek approval of the changes. 1. Change the front door and side window arrangement as shown on drawing 350-20-01. 2. Change the window arrangement that serves the front elevation on the single storey side extension to the study by separating the door and window as shown on drawing 350-20-01. 3. Add approval for a small air source heat pump piece of plant located at the front of the property, the most ideal location as specified by the specialist installer, to be screen from the highway by means of low-level planting as shown on drawing 350-20-01. Drawing reference to refer to drawing 350-20-01 to supersede the previous approved drawing references.	PC –	Awaiting Decision
WP/20/00789/PNX	40 Hinwick Road	Application to determine if prior approval is required for a proposed larger home extension for a single storey rear extension	PC -	Awaiting Decision

CLERK'S REPORT DECEMBER 2020 – Appendix 8

- **Street Doctor:**
2434730 – Single parking line faded at Bell End, requested repaint.
2424587 – Concrete trip hazard at gate on TV18 to Hinwick Road (allotment path) – in progress.
2424601 – gate buckled to TV18 from Pyghtles entrance.
- **Correspondence** – received from Northants Highways to apply for S136 verge grass cutting grant, clerk completed, returned and applied for. Received information regarding Census 2021 and circulated to councillors. More in new year.
- **Hinwick Road trees** – contacted solicitor recommended by NCALC regarding notice of removal of trees. Solicitor returns to office end of week, await report. Applied for £500 grant from BCW, no response yet.
- **WIK Community Grants** applied – Western Power Festive Fund – no. BCW community grant, applied for £500.
- **Village** – vandalised dog excrement bin replaced on Priory Road, thank you Norse. Path sweeper requested for Church Lane, Duck End and Irchester Road. Clerk cleared bottom of one-way London Road and collected 19 cans of lager from verge. Bus shelter roof at Tower Farm, Irchester Road has been repaired, thank you G&M Roofing and Mr Frost, and shelter regularly swept and cleaned. Meeting NCC regarding HGV parking on corner of Cobbs Lane/Manchester Road over utilities which has caused pathway to deteriorate and crack. Cheque received from Western Power for replacement bulbs and shrubs at substation – clerk ordered 120 bulbs and begun to plant, shrubs to be ordered March for planting either side of substation. Christmas tree placed in Pocket Park and planters on railings opposite gates. Medium term tree maintenance works this week by Midland Trees in PF, St Mary's play area, Neale Close. 2 slabs which appeared on TV18 at Briarwood Way end have been removed, thank you. Village heritage sign at Cradle ready to be reinstated thank you Mr Luck and Mr Frost.
- **Strategy Plan** – Clerk has drafted a strategy plan for current and future PC. To be adopted at either end of financial year/new parish council in May.
- **Parking** – Enquired with parking enforcement as to how many visits village receives per month/per annum and whether additional visits incur a charge, request from Cllr Mr MacKenzie. No response as yet.
- **Social Media** – Advent lights from around the village each day on PC FB page. Census March 2021 info posted on FB. Road works this week at High Street, Eastfield and Hookhams Path. Cobbs Lane roundabout 4-way traffic lights 23 December onwards. Request dogs on leads at PF after dog bite incident. Covid vaccinations at Northants Gen being carried out. Neighbourhood Watch letter link posted. Link to BCW housing waiting list regarding social housing at Hookhams Path and directing those wishing to purchase houses on the new development to Bloor Homes. High Alert covid restrictions poster on Wollaston Parish FB page and village notice boards. Directed residents to Street Dr Northants to report issues sent to clerk via messenger.
- Bottle of wine from Hayeswood grass contractors to clerk.
- Reserves savings account opened up. Agree funds at PC meeting end of financial year.