

**WAPPENHAM PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD  
AT 7:30 P.M. ON WEDNESDAY 19<sup>TH</sup> MAY 2021 IN WAPPENHAM VILLAGE HALL**

**PRESENT:** Cllrs P Featherstone (Chairman), I Atkins, M Wilkinson

**ABSENT:** None

**IN ATTENDANCE:** Mrs E Hart (Clerk), four members of the public

**01.21/22 ELECTION OF CHAIRMAN FOR 2021/22**

**RESOLVED:** To elect Cllr Featherstone as Chairman.

**02.21/22 SIGNING OF CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Featherstone signed the declaration of acceptance of office.

**03.21/22 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:**

None.

**04.21/22 TO RECEIVE COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE OR, IF NOT RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED**

**Noted** that all forms would be returned within two weeks.

**05.21/22 TO RECEIVE COMPLETED DECLARATIONS OF INTERESTS FORMS**

**Noted** that all forms must be forwarded to West Northamptonshire Council within 28 days.

**06.21/22 TO INVITE DECLARATIONS OF INTEREST:**

None.

**07.21/22 ELECTION OF VICE CHAIRMAN FOR 2021/22**

**RESOLVED:** To elect Cllr Atkins as Vice Chairman

**08.21/22 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14<sup>TH</sup> APRIL 2021**

**RESOLVED:** To approve the Minutes of the Parish Council Meeting held on 14<sup>th</sup> April 2021.

**09.21/22 TO NOTE REPORTS FROM:  
A. The Clerk**

**MATTERS ARISING  
Minute 136.20/21 B**

A follow-up email was sent to WNC Planning.

Plans have been obtained from West Northamptonshire Council (circulated)

**Minute 140.20/21 – Speed Limit Extension**

Helen Howard has confirmed that the request will be reviewed by the next Speed Panel Committee Meeting.

**Minute 141.20/21 – Silver Birch**

Signed documentation has been received.

**OTHER**

A meeting was held with the Chair of the Village Hall to ensure that it was Covid-19 compliant for the first face-to-face meeting.

The report was **noted**.

**B. The Chairman:**

**Elections** – many thanks to Mark Wilkinson and Ian Atkins for filing their nominations and being elected unopposed.

**Prejudicial or non-prejudicial vs. pecuniary interest**

As emphasised by the Clerk, there is no such thing as prejudicial or non-prejudicial interests. Interests are either PECUNIARY or personal. Pecuniary “relating to or consisting of money” – financial, monetary, capitol, budgetary.

**A WIZ note** was circulated after a parishioner had a near miss incident while out walking in April.

**Concerns** raised by a parishioner regarding perceived building works are addressed.

**A briefing meeting** with a representative of the Village Hall on Thursday 13th May was attended to discuss Covid protection and risk assessments for the village hall in preparation to a return to face-to-face meetings.

**The PC section** for the Village Newsletter was submitted on 10<sup>th</sup> May 2021

**C. Unitary Councillors: nil report**

10.21/22

**FINANCE SCHEDULE:**

**A. To Approve the Statement**

<b>Cash and Investment Accounts</b>	
Current Account – Santander (10 <sup>th</sup> May )	3531.24
Deposit Account (NS&I) (Jan 2021)	1626.85
<b>Total</b>	<b>5158.09</b>
Santander daybook balance @ 10th May 2021	3531.24

**RESOLVED:** To Approve the Statement.

**B. To Ratify and Approve the Payments**

Requests received	NET	VAT	TOTAL	Cheque number	Applicable Power	Resolved to approve? Y/N
ICO	40.00	0.00	40.00	22070	LGA 1972 s111	Y
NorthantsCALC	359.11	0.00	359.11	22071	LGA 1972 s111	Y

**RESOLVED:** To Approve the Payments above.

**C. To Note Receipts**

Details	Date and account credited	Amount
Precept (1 of 2 payments)	4 <sup>th</sup> May Santander	1545.00

**Noted.**

**D. To Approve the Accounts for year ending 31st March 2021**

**RESOLVED:** To Approve the Accounts.

**11.21/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 2:**

**A. To consider the Internal Audit Service Report dated 10<sup>th</sup> May 2021**

**Noted** that no issues regarded been identified by the Internal Auditor for consideration. The Clerk was thanked for achieving this outcome.

**B. To note the completion of the Internal Audit Report (p4 AGAR)**

**Noted.**

**C. To approve Section 1 – Annual Governance Statement AGAR**

The Council considered the measures taken in support and concluded that:

1. It had put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. It had maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. It had taken all reasonable steps to assure itself that there were no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances.

4. It provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. It had carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. It had maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. It had taken appropriate action on all matters raised in report from internal and external audit.
8. It had considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, had a financial impact on the Council and, where appropriate, had included them in the accounting statements.

**RESOLVED:** To:

- i) Answer Yes to Statements 1-8 and to record that Statement 9 relating to Trust funds was Not Applicable
- ii) Approve Section 1 – Annual Governance Statement 2020/21.

**D. To approve Section 2 – Accounting Statements AGAR****RESOLVED:** To Approve the Accounting Statements**E. To note the Bank Reconciliation to 31<sup>st</sup> March 2021****Noted.****F. To note the explanation of variances****Noted.****G. To declare exemption from the requirement of a limited assurance review**

**Noted** that the figures for income and expenditure were below £25,000 and that the Parish Council was exempt for a limited assurance review and qualified to submit a certificate of exemption.

**RESOLVED:** To declare exemption.**Action:** the Clerk**H. To note the period for the exercise of public rights**

**Noted** that the period would commence on Monday 14 June 2021 and end on Friday 23 July 2021.

**12.21/22 TO CONSIDER FILLING VACANT SEATS BY CO-OPTION****Noted** that there were four vacancies.

Four members of the public put themselves forward for co-option.

**RESOLVED:** To co-opt Sara Thompson, Ashley Robbins, Michelle Stewart and Hilary Wickham on to the Parish Council.

**13.21/22 TO APPOINT THE INTERNAL CONTROL COUNCILLOR AND INTERNAL AUDITOR**

**RESOLVED:** To appoint Cllr Stewart as Internal Control Councillor.

**RESOLVED:** To appoint NorthantsCALC as Internal Auditor

**14.21/22 TO APPOINT OFFICERS FOR:  
A. Tree/Footpath Warden**

Position vacant; Cllr Featherstone would see if Paul Elcoat was interested.

**B. Highways Officer**

**RESOLVED:** To appoint the Clerk as Highways Officer.

**C. Newsletter Editor**

**RESOLVED:** To appoint Jane Harries as Newsletter Editor.

**D. Wappenham Parochial Charities Liaison**

**RESOLVED:** To appoint Cllr Wickham as Wappenham Parochial Charities Liaison

**E. WIZ**

**RESOLVED:** To appoint Clive Watt as WIZ editor.

**F. Website administrator**

**RESOLVED:** To appoint the Clerk and Cllr Wilkinson as Website Administrators.

**15.21/22 TO DISCUSS CANDIDATES FOR AWARDS**

Circulated correspondence was **noted**.

**RESOLVED:** To proceed with the application process.

**16.21/22 TO CONSIDER PARISHIONERS' CORRESPONDENCE**

Correspondence raising concerns regarding earthworks at the rear of 8 High Street was **noted**.

**17.21/22 GENERAL CORRESPONDENCE REVIEW (detailed in Appendix A)**

**Noted**

**18.20/22 TO CONSIDER ISSUES RELATED TO HIGHWAYS, FOOTPATHS AND STREET AREAS**

The Chairman thanked Cllr Wickham for her hard work as Footpaths Warden.

School Lane – the Clerk would chase up the outstanding works on Street Doctor.

Future road closures were **noted**.

**19.21/22 TO RECEIVE ITEMS FOR THE NEXT MEETING**

To adopt the WNC Code of Conduct

To receive update on speed reduction measures on Highbridge Road

**20.21/22 TO SET FUTURE MEETING DATES**

**Wednesday 30<sup>th</sup> June 2021 Ordinary Meeting**

**Wednesday 11<sup>th</sup> August 2021 Ordinary Meeting**

**21.21/22 COUNCILLORS' COMMENTS**

None.

The Meeting ended at 20.54p.m.

Appendix A Correspondence Received – 14<sup>th</sup> April – 19<sup>th</sup> May 2021

**West Northamptonshire Council (NCC TO 31ST March) and Police**

- Northamptonshire Highways - Weekly Schemes Works Programme For Councillors
- Highway services weekly E- Bulletins
- Helen Howard: regarding Wappenham's request to extend speed limit
- Healthy Community: MUGA audit for completion, notices for playgrounds

**NCALC**

- Friday mini eUpdates
- Northants CALC Training Newsletter – April
- Internal audit report and AGAR

**Miscellaneous**

- HMRC - Successful Receipt of Online Submission
- Tayna Batteries – invoice (paid by Clerk)
- Census 2021 – thank you
- Parishioner correspondence: incident with bull on public footpath
- Came & Co Newsletter
- BHIB - Free Checklist & Guide: Holding 'COVID-safe' Council Meetings after May 7
- Jenny Szczerbowski (Wappenham Village Hall) – regarding risk assessment for Covid compliance
- Age UK Northamptonshire Engage Newsletter Spring 2021
- Julie Long (Wappenham Village Hall)- to confirm the projector and screen are covered by their insurance
- Signed consent form regarding the planting of the silver birch