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Minutes of Weston by Welland Parish Council Meeting held in the St. Mary the Virgin Church on Wednesday 25th May 2022 at 8.25pm.

Members Present	Cllrs B Roberts (Chair), S Grandidge, N Garratt, A Cowling, V Score, J Baggott and S Emery.
Others in Attendance	NNC Cllr M Tebbutt, G Garratt (Acting Clerk) and one member of the public

Minute		Action
312	<p>Election of Chair: The position of Chair was open to all Councillors. Cllr Cowling nominated Cllr Roberts and was seconded by Cllr Baggott. All in favour.</p> <p>Cllr Roberts agreed to become Chair and duly completed and signed the Declaration of Office, witnessed by Cllrs Grandidge and Cowling.</p>	
313	<p>Election of Vice Chair: The position of Vice Chair was open to all Councillors. Cllr Baggott nominated Cllr Grandidge and was seconded by Cllr Cowling. All in favour.</p> <p>Cllr Grandidge agreed to become Vice Chair and duly completed and signed the Declaration of Office, witnessed by Cllrs Baggott and Cowling.</p>	
314	<p>Welcome New Councillors: The Chair welcomed the new councillors.</p>	
315	<p>Signing of New Councillor Declaration of Acceptance of Office and Coder of Conduct Forms: Cllrs Garratt, Score and Emery duly completed and signed the Declaration of Acceptance of Office and Code of Conduct Form, witnessed by members of the Council.</p>	
316	<p>To receive and approve apologies: NNC Cllr D Howes</p>	
317	<p>Member's declaration of interest in items on the agenda and any changes to the members Register of Interests: Cllr Baggott declared an interest as a member of the village Community Group.</p> <p>There were no declarations of interest in items on this agenda or changes to the members Register of Interests.</p>	

Minute		Action
318	<p>To approve and sign the minutes of the last Parish Council meeting:</p> <p>The minutes of the meeting held on 22nd March 2022 were agreed as a true record of that meeting and were duly signed by the Chair.</p> <p>Proposed Cllr Grandidge Seconded Cllr Cowling</p>	
319	<p>Matters Arising from the last Parish Council meeting:</p> <p>a.) Cllr Baggott questioned whether the three new councillors needed to wait until the following council meeting before becoming authorised members of the Parish Council. This was discussed, and the Chair concluded that he thought this was not the case and that having completed item 315 above the new councillors were now fully authorised, noting this might differ to the procedure for co-opting a parish councillor. This was accepted by the Council.</p> <p>b.) Cllr Tebbutt asked if the planning permission for the Recreation Area had been approved and the Chair confirmed that it had been. It was noted that villager David Warden of the Recreation Area working group had been particularly hardworking and helpful in the planning process. The conditions of planning were now being considered.</p> <p>Cllr Grandidge noted that the next step was to agree the lease for the land with Chris Parker, and having previously exchanged Heads of Terms, the matter was with Mr Parker’s solicitors. The next meeting of the working group is intended to review the drafted lease and when happy with it will present it to the Parish Council with a recommendation for acceptance.</p> <p>The working group had met the night before (24th May 2022) and villager Nic Hanlon had agreed to take the lead with fund raising, although this task couldn’t be progressed in some quarters (e.g. with the National Lottery or Sport England) until the lease had been secured.</p> <p>The Chair clarified that agreeing the lease was not the same as agreeing the final design details of the Recreation Area. The lease had to allow the intended use, but detailed design would follow depending on what the village wanted and what could be funded. The working group will probably look for a couple more people to help with the design and funding phase.</p> <p>c.) Cllr Cowling summarised the awarding of a grant of £2,500 for environmental purposes and a planned talk on air pollution to be given by Professor Paul Harrison at the pub.</p> <p>d.) Cllr Emery reported that the defibrillator is now installed and in working order but has not yet been correctly lodged on the local ambulance service’s system, so any users will need to dial 999 until this is resolved.</p> <p>Any publicity of the defibrillator will be held back until this issue is resolved to avoid confusion. Training to be organised for the use of the defibrillator.</p> <p>Cllr Emery noted that many issues were raised with him during his election campaign, and he would like to find out what the Parish Council had previously done on these issues to avoid re-inventing the wheel. Rethinking old issues was encouraged to find new perspectives.</p> <p>Cllr Tebbutt reported on a new NNC website ‘Discover NN’.</p>	SE
320	<p>Annual Accountability and Governance 2021/22</p> <p>(a) Approval of Exemption Certificate:</p> <p>The Council noted that its gross income or expenditure did not exceed £25,000 in the year ending 31st March 2022 and therefore agreed to certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015.</p> <p>Proposed Cllr Garratt Seconded Cllr Emery All in favour</p> <p>The Certificate of Exemption, which had been previously signed by the Responsible Financial Officer, was then duly signed by the Chair and will be returned to the External Auditor.</p>	

Minute		Action
	<p>(b) Internal Audit Report: The accounts had been presented for internal audit and were found to be in good order with no issues raised.</p>	
	<p>(c) Approval of Annual Governance Statement: The Council considered and approved the Annual Governance Statement 2021/22. Proposed Cllr Cowling Seconded Cllr Garratt All in favour</p> <p>This, which had been previously signed by the Responsible Financial Officer, was then duly signed by the Chair.</p>	
	<p>(d) Approval of Accounting Statement: The Clerk had prepared the 2021/22 Financial Accounts in accordance with the Accounts and Audit Regulations 2015 and circulated prior to the meeting.</p> <p>The Council considered and approved the Annual Accounting Statement 2021/22 Proposed Cllr Cowling Seconded Cllr Emery All in favour</p> <p>This, which had been previously signed by the Responsible Financial Officer, was then duly signed by the Chair.</p>	
321	<p>Specific Matters: (a) Jubilee Celebrations: Eight Marshalls are required, with arrangements being led by the Chair and Ms De Boer. The Chair is to circulate the event’s Risk Assessment for consideration. Cllr Score offered herself as a first aider, as did Cllr Garratt.</p> <p>Other arrangements noted by Cllr Garratt included: the bonfire had been built, church bells are to be rung in celebration on Friday (3rd June), there is a farm walk from 10.30am on Saturday (4th June) followed by activities and lunch from 12noon, picnic lunch on Sunday (5th June).</p>	BR
	<p>(b) Asset Mapping: This task remains outstanding (mapping NNC assets within the parish). A small grant has been awarded to assist with the task.</p>	BR,SG, AC
	<p>(c) Roles and Responsibilities: Previously discussed and to be picked up at a later date with the following exception.</p> <p>The Chair proposed the appointment of Cllr Garratt as the Council’s Communications Officer. This was seconded by Cllr Score with all Councillors in favour. Cllr Garratt accepted the appointment, with work to start immediately. Cllr Garratt to circulate a draft communications policy for before the next meeting.</p>	NG

Minute		Action										
322	<p>Financial Matters:</p> <p>(i) Payments</p> <p>The following were presented for signature and unanimously agreed:</p> <table border="0" data-bbox="225 300 1315 495"> <tr> <td>Clerk Salary, Pension, Admin and Expenses – April and May</td> <td style="text-align: right;">£532.59</td> </tr> <tr> <td>Wilbarston Parish Council – Welland Wanderer Contribution</td> <td style="text-align: right;">£110.00</td> </tr> <tr> <td>G Sewell - Newsletter</td> <td style="text-align: right;">£35.00</td> </tr> <tr> <td>I Arnott – Internal Audit</td> <td style="text-align: right;">£75.00</td> </tr> <tr> <td>Zurich – Insurance</td> <td style="text-align: right;">£202.25</td> </tr> </table> <p>The Chair reported that the Council had moved its bank account from Barclays Bank to the Unity Trust Bank for ease of online banking facilities and reduced banking charges, as was the recommendation within North Northamptonshire. The Chair and Cllr Grandidge are the two signatories of the new account. All Cllrs indicated their satisfaction with this arrangement.</p>	Clerk Salary, Pension, Admin and Expenses – April and May	£532.59	Wilbarston Parish Council – Welland Wanderer Contribution	£110.00	G Sewell - Newsletter	£35.00	I Arnott – Internal Audit	£75.00	Zurich – Insurance	£202.25	
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	<p>(ii) Financial Statement and Bank Reconciliation</p> <table border="0" data-bbox="225 770 1385 875"> <tr> <td>Current</td> <td style="text-align: right;">Account</td> </tr> <tr> <td>£2,185.77</td> <td></td> </tr> <tr> <td>Total Balance of Reserves</td> <td style="text-align: right;"><u>£2,185.77</u></td> </tr> </table> <p>With the Council's agreement, the Financial Statement was signed by the Chair in acceptance of it.</p>	Current	Account	£2,185.77		Total Balance of Reserves	<u>£2,185.77</u>					
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323	<p>Planning:</p> <p>NK/2022/0263 4 The Lane, Replacement Pool House</p> <p>The Council had considered this application and had no objection</p>											
324	<p>Correspondence:</p> <p>None reported.</p>											
325	<p>New items for inclusion on the agenda for the next Parish Council meeting:</p> <p>None offered beyond standing items.</p>											
326	<p>Date of next meeting</p> <p>18th July 2022</p> <p>Cllr Grandidge's apologies for this meeting were accepted. The Chair noted that the next formal meeting is due to sign off the Recreation Area lease. To facilitate this, it was agreed that there would be an informal meeting beforehand at which Cllr Grandidge could answer any questions arising having previously circulated the lease for prior consideration. Date to be agreed.</p> <p>Further dates agreed included: 14th September 2022, 9th November 2022.</p>	BR										

The Meeting Closed at 9.27pm

Signed Chair Dated