

Minutes of Wappenham Parish Council Meeting held on Monday 8th April 2024 in The Village Hall Wappenham

Present: Chairman P Featherstone, Councillors, H Wickham, A Robbins, M Stewart, I Wilson, I Atkins, S Thompson, and T Emerton Parish Clerk. There were 3 residents in attendance

1. **Receive Apologies and Approve the Reasons for Absence**
Apologies were received and approved from Ward Councilor Bambridge
2. **To invite Declarations of Interest**
No declaration were raised
3. **To confirm the accuracy of the Minutes of the Parish Council Meeting here held on 26th February 24 [here](#)**
The minutes were agreed and signed

Action No.	Description	Action
March 007 003	Litter Picking	Councillor Robbins to organise a date and send out on WIZ
March 007 004	Village Hall	Councillor Robbins to get the cost of the building and proposals for repair
March 007 006	Spring Hill House Abthorpe Road Wappenham NN12 8ST	Clerk to share comments
March 007 007	Annual Assembly	Clerk to ask for reports
March 007 008	Internal Audit	All policies were agreed. It was agreed to set up a Direct Debit for the ICO payment Clerk to publish the audit and all relevant documents on the website and return signed AGAR to auditors
March 008	Highways and Paths	Water flooding near the kissing gate, Chairman Featherstone will ask the owner if hardcore can be laid
March 012	Road surfaces	Chairman Featherstone will raise the worn out white lines Chairman Featherstone will raise with Danny Moody on the finger post in Helmdon and did Highways fund this

4. **To Receive Reports from The Chairman**
Closed Churchyard
 - 4.1. I met with representatives of the WCC on 19th March in the Closed Churchyard
 - 4.2. We walked the entire site to construct a report of actions that were required to reach the adoption standard.
 - 4.3. I submitted a report post meeting to the WPP + PC.
 - 4.4. I followed up this report with a draft '#Maintenance Agreement' – I have yet to hear back from the WCC on either.
 - 4.5. WCC plan a working party one weekend to try and complete most of the required works.
 - The repair and maintenance responsibility for the Closed Churchyard of St Mary the Virgin became the responsibility of the Wappenham PC on the 1st April 2024
 - I had a few comments from parishioners regarding the increase in Precept that was noted when the WNC Council Tax notifications were sent out in March, I understand some comments were also posted in the Wappenham Facebook page?!

- Additional correspondence with Helen Howard @ WNC Highways regarding a sign notifying road users of Pittams Lane
- Meeting with Alan from the WNC Highways Drains and Ditches team one very rainy morning (mid March) to discuss the water flow down Wild Hill onto Brookside. The benefit of it being a very wet day was that he could see the issues first hand. He has a plan he is going to discuss with his bosses and hopefully we may see some actions!
- Insert for Village Newsletter Written
- Cllr Stewart and myself have continued to read/review/update our procedures and policies during the last 6wks

5. Finance

- 5.1 Cash in the bank as of 26/03/24 £4001.26 [here](#) - The balances were reviewed and agreed
- 5.2 Clerks pay - there was an amendment on the last agenda / minutes as the pay was adjusted by £23 to be paid to HMRC instead for tax. The overall total paid including back pay of £621.31 was still the same

6. Invoices for payment

Item no.	Payment to	Description	Net	VAT/TAX	Total
6.1	NCALC	Membership	405.37	28.40	433.77
Audit Action	ICO	Annual Registration Fee	35.00		35.00

The invoice & DD were agreed to be paid

7. Specific Items for discussion

7.1 Ward Councillor Bambridge update [here](#)

7.2 The St Marys the Virgin Closed Churchyard

We met in the churchyard on the 19th March, and walked through what work needed to be organised to get it to an agreed standard. Our big concern is the front wall, it has been agreed to get a survey of the wall to understand the work needed, if applicable. The Church has a meeting this week to sign off the agreement. The Parish Council now has responsibility for the maintenance of the Churchyard. The Elderberry Trees have to be removed which is planned.

7.3 Litter Picking

Suggested date is Saturday 20th, 27th April, depending on the weather. A note will go out on WIZ advising the village of the dates, Councillor Robins will organise

7.4 Policy Updates

The following policies were reviewed and updated to align with the Audit

Risk Assessment Policy	here
Internal Control	here

Completed, updated and sign off for this year

Data protection/information security policy	here
Data breach policy new	here
Complaints procedure	here

The policies were agreed

7.5 Update on Village Hall - Councillor Robbins

- Awaiting the quote for the roof repair there will be 3 proposals.
- Awaiting an update from the diocese on the cost and if it's possible to purchase the Village Hall

7.6 Planning

Spring Hill House Abthorpe Road Wappenham NN12 8ST [here](#)
Application is supported by the Parish Council. Clerk to share with WNC

7.7 Annual Assembly Agenda [here](#) & preparations

- Clerk to ask for reports

7.8 Internal Audit review [here](#) exercise of public rights [here](#) and signing of the AGAR

1. Wappenham Council email address for parish councillors, either .GOV or email addresses to identify as parish council only. The Clerk updated the council on the reasoning as to why we should have Wappenham Parish Council identifiable email address, the council agreed to park this for 6 months and then review it again then
2. Wappenham credit card - Parish Clerk should not be purchasing things for the council. ICO payment can be set up as a direct debit and is £5 cheaper. The council agreed to set this up, Clerk to organise
3. AGAR was reviewed, signed and agreed

8. To consider issues related to highways, footpaths and street areas

1. Footpath along The Jetty down towards Pittams Lane is flooded. We have had an unprecedented amount of rain which has caused a lot of water across all paths
2. The footpaths next to the road are in a terrible state, the surfaces are terrible. Chairman Featherstone said that we have raised the paths with Highways and they said it isn't a health and safety risk so they won't be resolving at this time. We have not had such a bad winter in years and has had an impact on the paths.
3. Paths up to Helmdon Road are breaking up and may become a trip hazard, if it's an issue it needs to be notified
4. Meeting closed and opened for the residents - It was asked if we could get some gravel to the kissing gate to help with the flooding. Chairman Featherstone will ask the land owner if he can drop some hard core or gravel to help
5. As you come into the village and people drive very fast, sometimes they go into the ditch. Can this be reduced to 30MPH. The council described that they have already approached Highways on this and wasn't successful. Meeting was reopened.

9. Parishioners' correspondence

1. Churchyard Chippings residents' complaints. The correspondents were sent onto the Church committee to make them aware of the upset of the residents. The Church committee have started to move the chippings and apologise for any upset caused

10. General Correspondence Review

Nothing raised

11. To receive items for the next meeting

Nothing raised

12. Councillors' Comments

1. For information the Defib pads will expire in September
2. Is there an update on the signs as you leave Pittams Lane - Highways have agreed to provide a sign to help visibility
3. Photographs were taken of the white line that had been worn away. Chairman Featherstone will raise the white lines with Highways
4. Chairman Featherstone will raise with Danny the finger posts Helmdon have had refurbished, did they pay for them or Highways

13. Any other business

Meeting closed and opened for residents

- When the was A43 closed due to an accident it caused terrible traffic - is there anything we can do to manage it, such as only emergency vehicles? It was discussed that it wasn't really possible to do this
- Volunteers for the Churchyard to help how will we be notified - The Church committee will contact volunteers soon

Signed *Tina Emerton*
Wappenham Parish Clerk

Posted 26/03/24

Dates for next meetings

- 16 May 2024 6pm - 7.30pm / Annual Parish Council Meeting / 7.30pm The Annual Assemblée 2024
- 11 July 2024
- 5 September 2024
- 31 October 2024
- 19th December 2024

Council year [here](#)

Policy Review [here](#)