
Wootton Parish Council

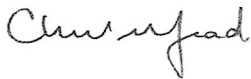
WPC

Please address all correspondence to the Parish Clerk:
Mrs. Christine Hoad, Wynwood Filkins, Lechlade, Glos. GL7 3JG
Tel: 01367 860388 E mail: clerkwpc0@gmail.com

1st October 2022

You are hereby summoned to attend the next meeting of Wootton Parish Council to be held on Monday 10th October 2022 in the Village Hall at 7.30pm. Members of the public are invited to attend.

- 1 Apologies for absence and to receive Declarations of Pecuniary, Personal or Prejudicial Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- 2 Signing of Declaration of Acceptance
- 3 Minutes
 - 3.1 To accept minutes of last PC meeting – 13th September 2022
 - 3.2 Matters for information only arising from these minutes
 - 3.3 Acceptance of Finance meeting minutes into record
- 4 Council membership - Filling of casual vacancy
- 5 Open Forum
 - 5.1 County & District Councillors Report
 - 5.2 Adjournment for public participation - Members of the public wishing to speak will each be given the opportunity to address the council for 3 minutes.
- 6 Planning
 - 6.1 22/01729/FUL Beech Cottage – approved
- 7 Finance
 - 7.1 To resolve & approve the payments for September
 - 7.2 S137 payments - update
 - 7.3 1st draft of budget for 2023/24 to set precept
 - 7.4 Internal Audit policy
 - 7.5 OCC Councillor Priority Fund
- 8 Code of Conduct Training – 30th September – Cllr Molyneux feedback
- 9 New Clerk – update
- 10 Date of next meeting 14th November 2022 in Wootton Village Hall



Christine Hoad
Cris Hoad
Clerk to the Council

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 10TH OCTOBER 2022**

Councillors Present: Cllr J Harwood, Cllr A Molyneux, Cllr Bates

Members of the public: None

57/23 Apologies for absence and Declarations of Personal, Pecuniary or Prejudicial Interest

57.1 Cllr Eccles-Williams, Cllr Marcus Brown, Cllr J Salter

57.2 No declarations of Interest

58/23 Minutes

58.1 Minutes of meeting 13th September were accepted and signed as a correct record.

58.2 None

58.3 Minutes of Finance meeting 28th September were accepted into record and signed

59/23 Council Membership

59.1 Marcus Brown was elected as Councillor in the uncontested election. His apologies were accepted for the meeting. His Declaration of Office was signed on 8th October and witnessed by the Chair.

59.2 Notice of Election date yet to be announced by the Returning Officer but should be around 27th October for poll on 1st December.

60/23 Open Forum

60.1 County & District Councillors – none attending

60.2 None

61/23 Planning

61.1 22/01729/FUL Beech Cottage – approved

62/23 Finance

62.1 Payment list was circulated to Councillors. Finance Committee have approved the payment of the 2022/23 S137 grant applications. Now that the finances are in a more stable position, payments were approved as per the payment list to Baby & Toddler Group, Outreach, and Wootton PCC. The application from Wootton school will be funded by the Parrot and Lee Education Foundation. This payment for the Wootton Playing fields was also approved. The payment list was signed and they will be authorised after the meeting.

62.2 S137 application forms for 2023/24 need to be received by 31st October 2022 for consideration with the budget in November. Forms have been sent to the above 3 who applied last year. It is not being advertised but forms and details are available on the website.

62.3 Clerk reported that the council's admin is up to date and most important policies are in place. There is an overtime figure of 16.25 hrs that has accrued. It was agreed this would be paid with the October pay run. The Clerk also advised that her hours be reduced to 15hrs per month due to the above. This was agreed.

62.4 1st draft of budget 2023/24 to set the precept was circulated to the council.

- Electric and water was Burditch Hall which has now been passed over.
- Clerk's wages are proposed to increase by 4% by NALC. This will be backdated to April when agreed.
- S137 grants applications will be considered at the November meeting.
- Proposed precept increase to £16k- this will be in line with other villages the size of Wootton and will allow the partial reinstatement of the reserves.

Signed



Date

14 November 2022

- Bin Emptying – Correspondence from WODC stating it will charge £1306 per annum for the three bins on the playing field. Chair will approach WCAST and ask if they would be willing to empty one of them.
 - Hall hire has increased to £12 per hour – Clerk was requested to book hall for 1.5hrs a month.
- 62.5 Internal Audit Policy – Cllr Bates agreed to undertake this duty.
- 62.6 Clerk reminded Council of the Councillors Priority Fund. Cllr Bates reminded the gate at “top of the rocks” needs repairing. As this is a public bridleway it will reported to OCC.

63/23 Code of Conduct Training

63.1 Cllr Molyneux attended. The topics covered were disclosure of conflict of interest, confidentiality, non-discrimination, use of communication - official and unofficial, social media use. Slides will be emailed by WODC and circulated.

63.2 As the new Code of Conduct has been agreed Councillors need to complete new Register of Interests forms. These were circulated by the Clerk. They MUST be sent back when completed to the Clerk by 26th October latest. Cllr Salter and Cllr Eccles Williams will be informed and their forms delivered to their houses.

64/23 New Clerk

64.1 Cllr Bates has sent the advert to the Oxford info. There has been a good response so far requesting details. It will depend how many send in CV's. The application date is 31st October.

65/23 **Next Meeting is 14th November at 7.30pm in the Village Hall.**

Meetings for 2022/23 –12/12, 09/01/23, 13/02, 13/03, 10/04, 08/05 APM and APCM

Signed



Date 14 November 2022

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Payment List for meeting 2022/23

Date	Name	Receipt	Payment
28.09.22	Clerk wages & expenses		305.48
28.09.22	Countrywide Grounds Maintenance		864
28.09.22	HMRC PAYE		58
28.09.22	Amity Group		478.8
28.09.22	SSE Burditch Hall - final		104.33
28.09.22	E Slip payroll - direct debit		40.72
10.10.22	Wootton Village Hall		44
10.10.22	Wootton Playing Field		900
10.10.22	Outreach		550
10.10.22	Wootton PCC		750
10-10-22	Wootton Baby + Toddler		150

4245.33

0.00 4095.33

Bank Balance 26.09.22		11,155.98
Receipts to date		0.00
Payments to be made to 28.09.22		4095.33

~~7050.65~~

6910.65

A-J Adams 10/10/2022

Wootton 10 October 2022