

## **MINUTES OF THE ANNUAL MEETING OF WHILTON PARISH COUNCIL**

**held at Whilton Village Hall on WEDNESDAY 13th MAY 2026 – 7:30pm**

**Attendance:** Parish Councillors – J Bunce, A Gilbert, A Lee, B Lewis, J Melling, R Smith (Chairman) and Sue Porter (Clerk)

### **1. OPENING PROCEDURES**

**1.1** Election of Chairman and Acceptance of Office – B Lewis proposed that R Smith be elected as Chairman, seconded by J Melling and all voted in favour. The Acceptance of Office was signed.

**1.2** Election of Vice Chairman and Acceptance of Office – R Smith proposed that J Melling be elected as Vice Chairman, seconded by B Lewis and all voted in favour. The Acceptance of Office was signed.

**1.3** Acceptance of Apologies – M Hampson

**1.4** Review of Standing Orders – The new Model Standing Orders 2025 were circulated to all and the changes identified. It was approved by all that these be adopted and they will be uploaded to the website.

**1.5** Review of Financial Regulations – All OK.

**1.6** Review of Policies & PC Risk Assessment – All OK. A draft IT Policy will be circulated before the next meeting to be adopted.

**1.7** Review of Asset Register – All up to date.

**1.8** Appointment of Parish Council Representatives to roles/groups within the parish:

Village Hall – A Gilbert

Highways – B Lewis

Allotments – A Lee

Defibrillators – J Melling

Parish Paths Warden – Richard Bunce

The Spinney – Richard Bunce

Police Liaison – Mark Hampson

Noticeboards – J Melling & A Lee

**1.9** Appoint Internal Checker – M Hampson

**1.10** Declarations of Interest – Personal or Prejudicial – B Lewis & A Gilbert (Village Hall)

**2. APPROVE MINUTES OF THE MEETING** held on **WEDNESDAY 11th MARCH 2026** – The minutes were approved by R Smith as an accurate record of the meeting, seconded by J Melling and all voted in favour. These will be signed and dated by the Chairman.

**3. PUBLIC TIME** – Nil

**4. WEST NORTHAMPTONSHIRE UNITARY COUNCILLOR REPORT (Daniel Lister)** – No report received.

**5. THE SPINNEY** – National Grid have been granted permission from the PC to do some overhanging trees maintenance work through The Spinney. R Smith will make contact to confirm timescales.

**6. VILLAGE HALL** – Due to the original Trust Deed being mislaid, the Solicitors were only able to grant Title Possessory, however after 12 years Title Absolute can be applied for. The Clerk will visit the Archives Office to check for any information around 1961 when the Village Hall was handed to the PC as to the location of the deeds.

**7. HIGHWAYS** – The running water issue on Brington Lane appears to be under control. The hedges along the Brington Lane are very overgrown in parts along the roadside as these have been left this past winter. The PC will need to contact the Althorp Estate in the Autumn to ensure action is taken later this year.

## **8. BUSINESS**

**8.1 Street Lighting Review** – 4 street lights have been upgraded to LED, as part of a rollout programme with E-On. The light opposite Lower Farmhouse has had a shield fitted, at the request of the resident, to stop the light pollution into the property. Two more shields will be arranged, where the same problem is occurring, opposite South View and the Thatched House. R Smith will check with E-On regarding the dimming of the street lights late at night.

**8.2 Barns at the top of the Village** – Concerns raised to the PC regarding the two barns and planning permission, which has not come through the PC. Agricultural buildings do have permitted development. R Smith to discuss and clarify with Dan Lister.

**8.3 WNC** – Proposed New Off-Street Parking Order TRO (Car Parks) – Charges are being planned by WNC for stays longer than three hours.

**8.4 Review of Annual Insurance Policy** – The policy was reviewed and approved as suitable for the needs of the PC. The annual premium has increased by £15.00 this year. Other companies will be asked to quote, too late for this year, but for 2027-28.

**8.5 Analysis of Speeding/Volume of Traffic** – Whilton Locks – The VAS data figures have reduced due to the Roman Road closure, however since February these have started to increase again, maybe due to drivers finding alternative routes to use.

**8.6 Internal Audit Report 2025-26** – Internal Audit is booked for 15<sup>th</sup> May.

**8.7 Approve Annual Governance Statement 2025-26** – It was proposed by R Smith, seconded by J Bunce and all voted in favour that the Annual Governance Statement is approved. This will be signed and dated by the Clerk and Chairman and posted on the website.

**8.8 Approve Annual Accounting Statement 2025-26** - It was proposed by R Smith, seconded by J Bunce and all voted in favour that the Annual Accounting Statement is approved. This will be signed and dated by the Clerk and Chairman and posted on the website.

**8.9 Approve Certificate of Exemption 2025-26** - It was proposed by R Smith, seconded by J Bunce and all voted in favour that the Certificate of Exemption is approved. This will be signed and dated by the Clerk and Chairman, submitted to the External Auditor and posted on the website.

The Notice of Public Rights and Publication of the Annual Governance & Accountability Return has been approved and completed with the dates 3<sup>rd</sup> June to 14<sup>th</sup> July 2026.

## 9 FINANCE

The following were approved payments, receipts and financial updates were approved by all;

### 9.1 Income/Expenditure Update & Bank Reconciliation's from March & April 2026

#### 9.2 Accounts paid (March - May 2026):

|        |               |                             |            |               |
|--------|---------------|-----------------------------|------------|---------------|
| Online | S Porter      | Clerk's Salary March 26     | £ 340.10   | LGA 1972 s112 |
|        |               | Clerk's Expenses March 26   | £ 18.00    | LGA 1972 s112 |
| Online | S Porter      | Clerk's Salary April 26     | £ 340.10   | LGA 1972 s112 |
|        |               | Clerk's Expenses April 26   | £ 18.00    | LGA 1972 s112 |
| Online | HMRC          | PAYE 2025/26 Q4             | £ 258.31   | LGA 1972 s112 |
| Online | Anglian Water | Allotments Jan-March26      | £ 45.95    | SHHA 1908     |
| Online | E-On          | Annual Lighting Maintenance | £ 396.00   | PCA1957 s3    |
| Online | H Mockett     | Tree Maintenance            | £ 1,290.00 | LGA1972 s111  |
| Online | N Power       | Street Lighting Jan-March26 | £ 134.64   | PCA1957 s3    |
| Online | Village Hall  | Hall Hire – Jan-March26     | £ 20.00    | LGA1972 s111  |

#### ACCOUNTS TO BE PAID:

|        |           |                           |            |               |
|--------|-----------|---------------------------|------------|---------------|
| Online | NCALC     | Membership/Internal Audit | £ 643.04   | LGA 1972 s111 |
| Online | Gallagher | Insurance Renewal 2026-27 | £ 818.44   | LGA 1972 s111 |
| Online | E-On      | Street Lighting Upgrades  | £ 2,066.82 | PCA1957 s3    |

#### 9.3 Payments Received (March to May 2026)

|               |                       |           |
|---------------|-----------------------|-----------|
| Nat West      | Interest – March 2026 | £ 16.21   |
| WNC           | ½ Year Precept        | £9,925.00 |
| WAG           | Allotment Rents 2026  | £ 138.00  |
| Wilson Browne | Refund of Charges     | £ 25.00   |

#### Current Bank Balances (as of 30/04/2026):

|                 |             |
|-----------------|-------------|
| Current Account | £ 10,043.23 |
| Reserve Account | £ 19,236.94 |

**Meeting Closed: 8:37pm**