



Clerk: Ms. Fiona Young, 32 Holdenby Road, Spratton, Northampton. NN6 8JD
 Tel: 07729 608062 email: clerk@westhunsburyparishcouncil.gov.uk
 www.westhunsburyparishcouncil.gov.uk

**Draft Minutes of the Ordinary Council Meeting, Held on Thursday February 17th 2022.
 at 7pm Parsons Meade Community Centre**

Members Present: Councillors Carl Squires (Chair) , Kathryn Barker, Mavis Wilmshurst, Linda Hook, Richard Matthews, Katie Macey and Andrew Vincent.

Also present – Fiona Young (Clerk)

Cllr Brian Sargeant (WNC)

Five members of the public.

Item no	
22/016	<p>To receive any apologies and approve reasons for absence. Apologies were received from WNC Cllr Andre Gonzalez de Savage, Cllr Nick Sturges – Alex, Cllr Pinder Chauhan, Cllr Suresh Patel and Cllr Imran and Cllr Imran Cowdhury. It was Resolved to accept the apologies.</p>
22/017	<p>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None</p>
22/018	<p>To approve and sign the Minutes of the Council Meeting held on January 20th 2022. The council Resolved to approve the minutes as a true record and they were signed.</p>
22/019	<p>Public Session. One member of the public explained that there was an active Whatsapp group in the area of the Claystones Open Space, it would be useful to have the input from the Whatsapp group when it comes to agreeing on the projects for the open space. The resident did say that there was a problem with dog waste and also the land was quite boggy and would probably need drainage.</p>
22/020	<p>To Receive Reports from a) Police Representative. The report for January was circulated prior to the meeting. Burglary dwelling 2, Criminal Damage 5 b) West Northants Councillors. Cllr Sargeant explained that there was lots of activities in the West Northants area over half term for children. WNC are currently in the budget period with an expected increase of .80p per Band D property. Cllr Chauhan had sent in a report regarding the bridges on Green Lane, the two bridges have now been completed although one of the pipes is damaged. Cllr Wilmshurst reported that some parts of the lane higher up are extremely muddy and slippery and really very dangerous, the rain water is sitting on the surface. The drainage issues for the whole lane start much higher up in the country park.</p>

	<p>Cllr Sargeant also mentioned the Tree Policy Review and concerns were raised that mature healthy trees were being cut down due to a lack of maintenance budget.</p>
22/021	<p>Resolution to co-opt following the recent casual vacancy. Clerk to circulate applicants' statements prior to the meeting.</p> <p>The Clerk circulated all the applicants' personal statements prior to the meeting, each applicant had also been invited to attend the meeting. Three of the four applicants were able to attend the meeting, each spoke for 3 minutes. The Chairman then explained the voting process, the vote would be conducted on an absolute majority basis. There were 4 rounds of voting with the final vote being between Mr Colin Moore and Mr Mike Walsh. Mr Moore was subsequently co-opted onto the parish council having won with an absolute majority.</p> <p>Mr Moore signed the Declaration of Acceptance of Office and will join the council as a Councillor at the next meeting.</p>
22/022	<p>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC.</p> <p>The Clerk attended the SLCC Practitioners Conference and also the Asset Mapping Briefing with Cllr Barker.</p>
22/023	<p>Matters arising from previous minutes, for report only</p> <ul style="list-style-type: none"> • The Clerk has sent off the mandate change forms for the bank account • The Clerk requested permission for a Jubilee Beacon on Hunsbury Hill on January 21st, no response as yet.
22/024	<p>Planning</p> <p>1. New applications – Council to resolve a response to the following applications;</p> <ul style="list-style-type: none"> • WNN/2021/1193 7 Heronsford, West Hunsbury. Single storey rear extension to form granny annex It was Resolved to submit no comments. • WNN/2022/0081 26 Whaddon Close, 2 Storey side extension It was Resolved to submit no comments. • WNN/2021/0537 Former Milton Ham Farm Towcester Road, Northampton Northamptonshire NN4 9RN It was Resolved to submit the following observations – <ul style="list-style-type: none"> • The Transport Assessment has not been during a period when the traffic flow would be a pre-Covid levels, the parish council would like a new traffic assessment to be done now that traffic flow has increased post pandemic. • There doesn't seem to be any consideration of the combined effects of the two separate planning applications that are currently in the system in the same area and how they will affect the road network. • The parish council would like to see more investigation into how the extra houses will affect the traffic flow at all the exit and entry points in West Hunsbury; in particular the Mereway roundabout with Tesco on it which is thought to be at

	<p>capacity already and the roundabout at the end of Hunsbury Hill Road with Danes Camp Way. These appear to have been missed off the Transport Assessment.</p> <p>2. Decisions, if available WNN/2021/0029 Land East of Towcester Road Northampton Northamptonshire This decision is not available yet.</p>																											
22/025	<p>Finance</p> <p>1. Resolution to approve the payments listed below;</p> <table border="1"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>Salary</td> <td>766.92</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI</td> <td>225.45</td> </tr> <tr> <td>Ncalc</td> <td>Training</td> <td>128.00</td> </tr> <tr> <td>SLCC</td> <td>Clerks membership (annually shared between 2 councils)</td> <td>119.44</td> </tr> </tbody> </table> <p>It was Resolved to approve the payments above.</p> <p>2. To note payments approved at the Community Events Committee meeting under the Terms of Reference, payments already made.</p> <table border="1"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Mr D Stone</td> <td>Reimburse deposit for Ceilidh band</td> <td>80.00</td> </tr> <tr> <td>AE Marquee Hire</td> <td>Deposit for marquee hire</td> <td>1004.40</td> </tr> <tr> <td>King bouncealot</td> <td>Inflatable hire</td> <td>185.00</td> </tr> </tbody> </table> <p>3. Approval of the bank reconciliation statement below Bank reconciliation January 31st 2022 – Balance at April 1st 2021 £68,152.01 less payments £22882.03 plus receipts £26,259.70 = £72586.83 Bank accounts at 31.01.2022 £26327.31 plus £45,202.37 =£72586.83</p> <p>Noted.</p> <p>4. Confirmation that the internal controls councillor has completed the checks to the payments. Cllr Macey confirmed by email that the internal controls checks had been completed.</p>	Payable to	Details	Amount £	F Young	Salary	766.92	HMRC	Tax and NI	225.45	Ncalc	Training	128.00	SLCC	Clerks membership (annually shared between 2 councils)	119.44	Payable to	Details	Amount £	Mr D Stone	Reimburse deposit for Ceilidh band	80.00	AE Marquee Hire	Deposit for marquee hire	1004.40	King bouncealot	Inflatable hire	185.00
Payable to	Details	Amount £																										
F Young	Salary	766.92																										
HMRC	Tax and NI	225.45																										
Ncalc	Training	128.00																										
SLCC	Clerks membership (annually shared between 2 councils)	119.44																										
Payable to	Details	Amount £																										
Mr D Stone	Reimburse deposit for Ceilidh band	80.00																										
AE Marquee Hire	Deposit for marquee hire	1004.40																										
King bouncealot	Inflatable hire	185.00																										
22/026	<p>Resolution to review and approve the adoption of the following governance documents</p> <p>Financial Regulations, Scope & Nature of Internal Controls and Internal Audit, Internal Control Terms of Reference, Internal Control Procedures, Complaints Procedure, Financial Management/Risk Assessment, Risk Management Policy.</p> <p>The Clerk circulated the documents prior to the meeting, it was Resolved to adopt the documents.</p>																											
22/027	<p>Community Events</p> <p>1.To receive a report from the Community Events Committee The Chairman of the Community Events Committee, Cllr Linda Hook gave a brief report to council. The Committee currently consists of 4 members of the public and 4 parish councillors. The Committee is currently in the process of drawing up a plan of the event for Friday June 3rd. The main entertainment will be in the fields where the fireworks event was held. A large marquee, a ceilidh band and a large inflatable maze have so far been booked.</p>																											

Cllr Hook is speaking to an events manager next week to see whether engaging an outside company to oversee the event would be beneficial.

The next meeting of the Committee is Monday February 28th 2022.

2. Resolution to order a Jubilee Beacon, to include the agreement of a budget which will include any work needed to install and manufacture the beacon. To also include agreement on the placement of the beacon and arrangements for a bugler, a choir or other performers in accordance with official guidance.

There are two main options regarding the placement of the Jubilee beacon and also two options of beacon design. Cllr Matthews briefed council on his research regarding the larger, permanent beacon design that has a brazier on top and would be fixed in place in a prominent position in Hunsbury Hill Park. The ideal position would be at the trig point at the top of the hill. There were some concerns with this proposal, these included the following points –

- Permission is needed from WNC to place the beacon in the park
- The beacon could become a target for vandalism
- The beacon would not be lit until 9.45pm which would mean that anyone wanting to watch the lighting of the beacon would be in the park after dark
- The site is not easily accessible for anyone with mobility concerns.

The positive points for this proposal are that the beacon would be seen from quite far away and would be permanent structure to be used for future events. Cllr Matthews had obtained two quotes both including installation. The quotes were £3,445 and £2,945 +vat.

The second option was for a gas beacon to be placed on the parapet halfway up the front of St Benedicts Church. Rev Griffiths has already obtained permission for an official gas beacon to be temporarily erected on the parapet. The parish council would provide the beacon which could be used for future events. The gas beacons cost £490.00+vnt plus the cost of two gas bottles which the Church may have already depending on which of the two beacon designs is chosen. It is thought that any residents wishing to see the beacon being lit would find the Church must more accessible, the parish council may also be able to source a bugler or a choir as per the official guidance.

The beacon would be seen by large parts of West Hunsbury if it was on the Church parapet.

The parish council thanked Rev. Griffiths for his work on this project.

After some discussion a vote was then taken, of 7 votes, 4 Cllrs voted to place the beacon at the Church and 1 Cllr voted for the park. 2 Councillors abstained.

It was **Resolved** to purchase a gas Jubilee beacon, which one of the two designs would be agreed later. The beacon would be placed at St Benedicts Church.

It was also agreed that it may be possible for the council to install a Jubilee bench in the Parish which would serve as a permanent feature.

3. Fireworks 2022 – Resolution to consider holding a Fireworks Event in November 2022.

After some discussion it was **Resolved** to hold a Fireworks event in 2023, a date of Friday November 3rd 2023 was proposed and it was **Resolved** to provisionally book Titanium Fireworks to secure that date.

22/028	<p>22/028 Ncalc Asset Mapping Project</p> <ul style="list-style-type: none"> Resolution to agree the distribution of tasks and scope of the project <p>It was agreed that the Working Party would meet and agree the distribution of tasks for this project.</p> <ul style="list-style-type: none"> Resolution to subscribe to Parish Online Mapping for a six month free period and a continuing subscription following that period at a cost of £280.08 /per year <p>It was Resolved to subscribe to Parish Online for the initial six months period and then to carry on the subscription after the six months at a cost of £280.80 per year.</p> <ul style="list-style-type: none"> Resolution to draw down the Ncalc grant of £515.18 <p>It was Resolved to draw down the Ncalc grant.</p> <ul style="list-style-type: none"> To agree a date for the initial meeting of the working party and to confirm members of the working group. <p>The first meeting was agreed as Tuesday February 22nd, the working party would consist of Cllr Squires, Cllr Wilmshurst, Cllr Barker and Cllr Matthews. It was agreed that the Clerk would primarily provide admin support for Parish Online and it was also agreed that all Councillors may be needed to help collect the data.</p>
22/029	<p>First aid training</p> <p>To discuss the quotes received and agree action.</p> <p>It was agreed that the quotes received were quite high, the council primarily wanted training in the use of the defibrillator but the Clerk explained that the defibrillators are designed so that no training is needed, they are programmed to talk a person through how to use one if needed.</p> <p>It was agreed to publish the location of the defibrillator on the website and facebook and not to provide first aid training at the moment.</p>
22/030	<p>Green Lane – To receive an update.</p> <p>West Northants Councillor Pinder Chauhan provided an update to the Clerk regarding the works to Green Lane, the two bridges have been finished now but there is still some work to be done which will involved crossing under the road. It has also been reported that one of the pipes has already been broken, it is thought that this happened shortly after installation.</p>
22/31	<p>Tree Strategy Working Group – to receive update</p> <p>Cllrs Matthews and Wilmshurt will attend the remote meeting next week regarding the WNC Tree Policy.</p>
	<p>Correspondence and actions when needed.</p> <ul style="list-style-type: none"> West Northamptonshire Enhanced Partnership under the Bus Services Act consultation closes Feb 25th – no action required Charmaine Bassindale – Ncalc Asset Mapping Project – No action needed Cllr Hook , Heronsford Residents Association – Concerns expressed regarding the fencing in the fields behind Heronsford where many residents walk their dogs. West Northants Council have agreed to replace the current barbed wire and improve the fencing.
22/033	<p>Next meeting – March 17th 2022</p>

Meeting closed 9.00pm