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**Minutes of the Annual Council Meeting, Held on Thursday May 19th 2022.  
 at 7pm Parsons Meade Community Centre**

**Members Present:** Councillors Carl Squires (Chair) , Mavis Wilmshurst, Linda Hook, Katie Macey, Kathryn Barker, Richard Matthews and Colin Moore  
 Also present – Fiona Young (Clerk)  
 Absent – Cllr Andrew Vincent

Item no	
22/068	<b>Resolution to elect a Chairman for the coming year and signing of the Acceptance of Office.</b> It was <b>Resolved</b> to elect Cllr Carl Squires as Chairman for the coming year.
22/069	<b>Resolution to elect a Vice Chairman for the coming year</b> It was <b>Resolved</b> to elect Cllr Linda Hook as Vice Chairman for the coming year.
22/070	<b>To receive any apologies for absence and approve reasons for absence</b> Apologies were received from West Northants Councillors who were attending the Annual Meeting of West Northants Council.
22/071	<b>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda</b> Cllr Wilmshurst declared an interest in item 22/077 6.
22/072	<b>To approve and sign the Minutes of the Council Meeting held on April 21st 2022</b> The council <b>Resolved</b> to approve the minutes as a true record and they were signed.
22/073	<b>Public Session.</b> A resident asked whether there was any update on the situation with the old pub site. It was explained that the parish council were unlikely to receive any further updates on this site.
22/074	<b>To Receive Reports from</b> a) Police Representative. Crime report from Police Officer David Okere, details circulated to council. Burglary Residential – 1 Vehicle Crime – 1 Other incidents – 17  b) West Northants Councillors. No report received.

22/075	<p><b>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC.</b></p> <p>Cllr Moore attended the community exercise at Hill Fort Close at the beginning of May. Cllr Moore was representing Neighbourhood Watch, the Police and Fire Service were also in attendance at the event for new residents.</p> <p>Cllr Barker and Cllr Matthews visited Wolverton Community Orchard with Northants Acre. Cllr Barker also attended the Councillor Surgery at St Benedicts Church, the Clerk explained that she could not attend the May surgery and unfortunately will not be able to attend the June date either.</p>																																																			
22/076	<p><b>Matters arising from previous minutes, for report only</b></p> <p>None</p>																																																			
22/077	<p><b>22/077 Finance</b></p> <p><b>1. To note Precept payment received of £12,500</b> Noted.</p> <p><b>2. Resolution to approve the payments tabled below including those for the Jubilee Event.</b></p> <table border="1" data-bbox="261 792 1481 1532"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>Salary plus expenses from April + May</td> <td>821.19</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI</td> <td>242.17</td> </tr> <tr> <td>BHIB Insurance</td> <td>Annual Renewal</td> <td>390.69</td> </tr> <tr> <td>PPLPRS</td> <td>Music licence – Jubilee event</td> <td>83.16</td> </tr> <tr> <td>Linda Hook</td> <td>Reimburse Vistaprint Jubilee flyers</td> <td>81.16</td> </tr> <tr> <td>Linda Hook</td> <td>Reimburse Instaprint Claystones Survey</td> <td>177.14</td> </tr> <tr> <td>Knitters Jig</td> <td>Balance to pay</td> <td>880.00</td> </tr> <tr> <td>DW Hire</td> <td>Marquee balance to pay</td> <td>4017.60</td> </tr> <tr> <td>King Bouncealot</td> <td>Balance to pay</td> <td>185.00</td> </tr> <tr> <td>Odin Climbing wall</td> <td>Balance to pay</td> <td>405.00</td> </tr> <tr> <td>RTC Medical Solutions</td> <td>First aid cover</td> <td>600.00</td> </tr> <tr> <td>DCK Payroll</td> <td>Clerks payroll</td> <td>36.00</td> </tr> <tr> <td>Moulton 77 Brass band</td> <td>Balance to pay</td> <td>150.00</td> </tr> <tr> <td>Event Insurance</td> <td>Jubilee Event Hire Insurance</td> <td>1174.70</td> </tr> <tr> <td>Northampton Morris Men</td> <td>Jubilee</td> <td>150.00</td> </tr> <tr> <td>Queens Oak Morris Dancers</td> <td>Jubilee</td> <td>150.00</td> </tr> </tbody> </table> <p>It was <b>Resolved</b> to approve the above payments.</p> <p>3. Approval of the Year End bank reconciliation statement below</p> <p>30 April 2022 Bank reconciliation – Balance at April 1st 2022 £77378.82 less payments £1788.68 plus receipts £12,500= £ 77378.82 Bank accounts at 30.04.2022 £32175.32 plus £45,203.50 = £77378.82</p> <p>The Bank Reconciliation Statement was noted.</p> <p>4. Confirmation that the internal controls councillor has completed the checks to the payments.</p> <p>The controls checks were completed with no concerns.</p>	Payable to	Details	Amount £	F Young	Salary plus expenses from April + May	821.19	HMRC	Tax and NI	242.17	BHIB Insurance	Annual Renewal	390.69	PPLPRS	Music licence – Jubilee event	83.16	Linda Hook	Reimburse Vistaprint Jubilee flyers	81.16	Linda Hook	Reimburse Instaprint Claystones Survey	177.14	Knitters Jig	Balance to pay	880.00	DW Hire	Marquee balance to pay	4017.60	King Bouncealot	Balance to pay	185.00	Odin Climbing wall	Balance to pay	405.00	RTC Medical Solutions	First aid cover	600.00	DCK Payroll	Clerks payroll	36.00	Moulton 77 Brass band	Balance to pay	150.00	Event Insurance	Jubilee Event Hire Insurance	1174.70	Northampton Morris Men	Jubilee	150.00	Queens Oak Morris Dancers	Jubilee	150.00
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	<p>5. Parish Council Insurance Policy – Confirmation that the parish council policy was renewed for one year at a cost of £390.69 Noted.</p> <p>6. Grant Application from the Friends of West Hunsbury Parks for a contribution towards information boards The Clerk had distributed the grant application from the Friends of West Hunsbury Parks, after a brief discussion it was <b>Resolved</b> to approve the grant application for the sum of £2400.00</p>
22/078	<p><b>Annual Return</b></p> <p>1. Resolution to approve Section 1 of the Annual Return – Annual Governance Statement It was <b>Resolved</b> to approve and sign the Statement of Internal Controls</p> <p>2. Resolution to approve Section 2 of the Annual Return – Accounting Statement It was <b>Resolved</b> to approve and sign the Accounting Statement</p> <p>3. Resolution to accept the Internal Audit Report It was <b>Resolved</b> to approve the Internal Audit Report, no actions were required.</p> <p>4. Resolution to set the date for the Exercise of Electors Rights as 13th June to 22nd July 2022 It was <b>Resolved</b> to set the dates as above.</p>
22/079	<p><b>Community Events – Cllr Hook</b></p> <p><b>1. To receive a report from the Community Events Committee</b> Cllr Hook thanked all the Councillors and residents who had helped with the hand delivery of the Jubilee flyers. The flyers have resulted in a further 3 volunteers for the event. Cllr Hook will be meeting the hire company that is providing the marquees on Friday morning. There will be no more Community Event Committee meetings for the time being.</p>
22/080	<p><b>Claystones Open Space- Cllrs Barker &amp; Macey</b> Cllr Macey explained that the surveys for Claystones open space have been delivered. So far there has been 8 responses to the online survey. The survey is free for two weeks and Cllr Macey will keep renewing it for the time being. There is a small event planned for the Claystones Open Space on June 25<sup>th</sup> during which more surveys will be completed.</p>
22/081	<p><b>Resolution to agree whether to become a member of Northants Acre.</b> After a brief discussion, it was <b>Resolved</b> to join Northants Acre at a cost of £35 a year.</p>
22/082	<p><b>Annual Parish Meeting</b> To review the Annual Parish Meeting and note any actions required. The Annual Parish Meeting took place on Thursday May 12<sup>th</sup> at Parsons Meade Community Centre. The event was attended by parish councillors, West Northants Councillor Pinder Chauhan, Sgt Nick Paul and PO David Okere from Northants Police, Northants Acre, Neighbourhood Watch and 4 parishioners. There were no actions required following the meeting. There was some discussion regarding the success of the event and whether a similar format will be followed for 2023. It was Resolved that the council will start planning the event in the January meeting.</p>

22/083	<p><b>Parish Council Publicity – proposed by Cllr Matthews</b></p> <p>1. Request a review of all means, by which the parish council publicises its activities and events and evaluate their effectiveness.</p> <p>There followed a lengthy discussion regarding the use of the parish noticeboards, the website and social media and also the possibility of restarting some form of newsletter. Cllr Matthews has concerns that the parish council are not publishing its activities quickly enough, he feels that the noticeboards could have a lot more information in them. It was <b>Resolved</b> that a list of meeting dates along with all the Clerks contact information and the website address would be posted in each noticeboard. A summary of key topics from meetings would also be posted.</p> <p>It was also agreed that Cllr Hook would get a cost for putting a regular article in NN Pulse magazine and Cllr Matthews would look into how much a quarterly newsletter would cost to produce and deliver. Both Cllrs would report back at the June meeting.</p>
22/084	<p><b>Noticeboard</b></p> <p>Resolution to purchase a noticeboard for the new housing area by the primary school. It was <b>Resolved to Not</b> purchase a new noticeboard for the area around Hill Fort Close, instead it was felt that it would be more beneficial to have a notice board at the entrance to the country park.</p> <p>It was <b>Resolved</b> that the council would ask the Friends of West Hunsbury Parks if it would be possible for the parish council to share one of their noticeboards at the entrance to the park. Ideally a double noticeboard that could be easily shared.</p>
22/085	<p><b>Jubilee Bench</b></p> <p>Resolution to agree a location for the Jubilee bench.</p> <p>After lengthy discussion it was agreed that the Jubilee bench needed to be in a prominent position in the parish. It was agreed that Cllrs Wilmshurst and Barker would join the Chairman on a site meeting near the Church to agree where to site the bench. It was <b>Resolved</b> that the final position of the bench would be delegated to the 3 councillors.</p>
22/086	<p><b>Helicopter Landing</b></p> <p>Cllr Hook explained to the council that a commercial helicopter had landed in Ladybridge Park which caused a lot of concern amongst the regular users of the park. There did not appear to be any obvious safety measure taken and no notification that the helicopter would be landing. This resulted in there being dog walkers and other park users in the area at the same time that the helicopter landed. It was understood that local residents have already contacted Cllr Andre de Gonzales Savage to express their concern and that the WNC Councillor was looking into the situation.</p> <p>Cllr Hook had contacted WNC as a concerned resident and was told that the landing had been approved by Welland Valley Football Club who leased the field. There was some confusion as Welland Valley FC have a non - exclusive licence to use the field not a lease. It was Resolved that the Clerk would contact Cllr Andre de Gonzales Savage for further information.</p>
22/087	<p><b>Resolution to agree to purchase gifts for the Year 6 Leavers at Hunsbury Primary School.</b></p> <p>After a brief discussion it was <b>Resolved</b> to purchase leavers gifts for the current Year 6 at Hunsbury Primary, the budget for this is a maximum of £500.</p>
22/088	<p><b>Correspondence and actions when needed.</b></p> <ul style="list-style-type: none"> <li>• WNC Have your say anonymous survey</li> </ul>

	<ul style="list-style-type: none"> <li>• April Police report - circulated</li> <li>• Ncal Mini Update – circulated</li> <li>• Resident query regarding the Claystones Open Space survey – Council to decide a response – Clerk &amp; Chairman responded.</li> <li>• Resident query regarding the use of herbicide by Idverde – referred to WNC</li> </ul>
22/089	<b>Next meeting date June 16th 2022</b>
22/090	<b>Resolution to close the meeting to the public and press due to items of a sensitive nature.</b> It was <b>Resolved</b> to close the meeting to the public and press.
22/091	<b>Closed Session</b> It was <b>Resolved</b> to delegate the power to spend up to £500 to the Clerk in the event of Operation London Bridge.