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**Minutes of the Council Meeting, Held on Thursday November 21st 2022.
 at 7pm Parsons Meade Community Centre**

Members Present: Councillors Carl Squires (Chairman) , Linda Hook, Mavis Wilmshurst, Kathryn Barker, Colin Moore, Soosan Philip and David Garrett
 West Northants Councillor Imran Chowdhury
 Ability Bus owner Mr Hinch
 Also present – Fiona Young (Clerk)
 Members of the Public -2

Item no	
22/172	To receive any apologies for absence and approve reasons for absence Apologies were received and approved from Cllr Richard Matthews
22/173	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None received
22/174	To approve and sign the Minutes of the Council Meeting held on October 20th 2022 The minutes were circulated prior to the meeting. It was Resolved to approve the minutes and they were signed as a true record.
22/175	Public Session. A resident commented on the state of the pavements and how difficult it is to ride a scooter around the local shops. The resident feels that more should be done to repair the pavements and make them safer for mobility scooter riders. The Chairman explained that the parish council has a footpath working party and that a report was being written about the footpaths in the parish that would be sent to WNC when it was finished. West Northants Council have ultimate responsibility for all the footpaths in the parish. A second resident thanked the council for putting in the new benches, the Jubilee bench and the Remembrance bench. The resident also made the observation that the wildflower area in Claystones is a lovely idea but that it would be better if more people would benefit from it.
22/176	To Receive Reports from a) Police Representative. Crime report from PC Elliott. Figures for October – Vehicle Crime 1, Criminal Damage 1. Cllr Moore had received some crime figures through his role as

	<p>Police Liaison, those figures were very different to the ones given out in the monthly report. Cllr Moore has arranged to meet with the local Police to discuss the figures and work out why they are so different. Cllr Moore will invite Sgt Paul to the next council meeting.</p> <p>b) West Northants Councillors Cllr Chowdhury explained that he has visited Tesco Mereway several times and tried to speak to the manager about the bus service but unfortunately has not managed to make contact yet. The Boundary Review was also mentioned with West Hunsbury being split into two wards, the consultation will be published early in 2023 and the parish council will be able to comment then.</p>																																				
22/177	<p>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.</p> <p>Several councillors attended a meeting with the Friends of Hunsbury Parks, Idverde and Peter Hackett from WNC.</p> <p>Cllr Barker attended the AGM of Age Concern Northants.</p>																																				
22/178	<p>Matters arising from previous minutes, for report only</p> <ul style="list-style-type: none"> Letter sent and reply received from Dame Andrea Leadsom MP plus reply received from WNC to Dame Andrea Leadsom MP. The Chairman also explained that the council has been asked to respond to a Bus Network Review survey, the closing date of this is Dec 2nd. It was agreed that Cllrs Hook and Barker would formulate a response on behalf of the parish council. The Clerk contacted Cllr Chowdhury and requested any information regarding discussions with Tesco. 																																				
22/179	<p>Finance</p> <p>1. Resolution to approve the payments tabled below for November</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 including uplift, back dated pay to April 1st and expenses</td> <td>1169.38</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI</td> <td>449.07</td> </tr> <tr> <td>Viking</td> <td>Stationary</td> <td>50.15</td> </tr> <tr> <td>Carl Squires</td> <td>Reimburse hardware for Remembrance display</td> <td>31.10</td> </tr> <tr> <td>David Ogilve Engineering</td> <td>Remembrance bench</td> <td>1556.40</td> </tr> <tr> <td>Welford Christmas Tree</td> <td>Christmas tree + lights + delivery +install</td> <td>759.00</td> </tr> <tr> <td>L Hook</td> <td>Reimburse remembrance display</td> <td>27.98</td> </tr> <tr> <td>L Hook</td> <td>Reimburse poppy wreath(RBL)</td> <td>20.99</td> </tr> <tr> <td>J & S Potter Ltd</td> <td>Installation of Remembrance Bench</td> <td>648.00</td> </tr> <tr> <td>Tesco mobile</td> <td>Monthly mobile</td> <td>6.00*</td> </tr> <tr> <td>Carl Squires</td> <td>Council ID Badges</td> <td>55.00</td> </tr> </tbody> </table>	Payable to	Details	Amount £	F Young	Salary including uplift, back dated pay to April 1 st and expenses	1169.38	HMRC	Tax and NI	449.07	Viking	Stationary	50.15	Carl Squires	Reimburse hardware for Remembrance display	31.10	David Ogilve Engineering	Remembrance bench	1556.40	Welford Christmas Tree	Christmas tree + lights + delivery +install	759.00	L Hook	Reimburse remembrance display	27.98	L Hook	Reimburse poppy wreath(RBL)	20.99	J & S Potter Ltd	Installation of Remembrance Bench	648.00	Tesco mobile	Monthly mobile	6.00*	Carl Squires	Council ID Badges	55.00
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	<p>It was Resolved to approve the payments listed above with the exception being the Staffing payment which will be approved in closed session.</p> <p>In addition to the payments above, a payment of £55 was approved to Carl Squires for the purchase of name badges for councillors and Clerk.</p> <p>2. Confirmation that the internal controls councillor has completed the checks to the payments. The internal controls checks were confirmed by Cllr Moore.</p> <p>3. Resolution to approve the bank reconciliation statement for 31st October 2022 Bank reconciliation – Balance at April 1st 2022 £66,667.50 less payments £26,344.42 plus receipts £25,277.34 = £ 65,600.42 Bank accounts at 31.10.2022 £ 20,379.58 plus £45,220.84 = £65,600.42 Noted.</p> <p>4. Budget 2023/2024 To commence discussions regarding setting the budget for 2023/2024, Councillors to bring forward ideas for projects during next year and beyond. Final budget to be agreed in December.</p> <p>There followed a lengthy discussion regarding the budget. Concerns were raised by councillors regarding the cost of living crisis and how it could be inappropriate to raise the precept at this time. It was agreed that a large community event to celebrate the Kings Coronation was not needed at this time and that a smaller event would be more appropriate.</p> <p>The councillors worked through a draft budget that the Clerk had circulated prior to the meeting, several items were discussed and added or subtracted to the draft budget figures. It was agreed that the Clerk would formulate a revised spreadsheet ready for the December meeting when the final figures would be agreed and the budget and precept would be approved.</p>
22/182	<p>Resolution for council to sign the Civility and Respect Pledge from Nalc and the SLCC. Councillors please see https://www.nalc.gov.uk/our-work/civility-and-respect-project#the-pledge</p> <p>The Clerk explained what the motivation behind the Civility and Respect Pledge is, it was Resolved that the council would sign up to the pledge.</p>
22/183	<p>Resolution to form a Staffing Committee and adoption of the Terms of Reference</p> <p>The Clerk explained that there were three new policies that had been completely revised, they were based on templates from the National Association of Local Councils. All three policies relate to a Staffing Committee. As the PC does not have a staffing committee at the moment it was Resolved to form a staffing committee consisting of three councillors. The Chairman and Vice Chairman would be <i>ex officio</i> members plus one other Councillor, it was Resolved that Cllr Wilmshurst would be the third member. It was agreed that the committee would meet when required, for staff appraisals and other staffing issues.</p>
22/184	<p>Resolution to adopt the following policies</p> <ul style="list-style-type: none"> • Grievance Policy • Disciplinary Policy • Dignity at Work, Bullying and Harassment Policy <p>It was Resolved to approve the policies listed above.</p>

22/185	<p>Planning</p> <p>1. New applications WNN/2022/1199 9 Teal Close, West Hunsbury. Ground and first floor extensions.</p> <p>http://planning.northamptonboroughcouncil.com/planning/search-applications?civica.query.FullTextSearch=west%20hunsbury#VIEW?RefType=PBDC&KeyNo=116137</p> <p>It was Resolved to submit no comments.</p>
22/186	<p>Bus service – Chairman to provide an update on discussions with Ability bus service. The Chairman explained that he had spoken to Lyn Hinch from Ability Bus. The company is a Community Interest Company, they have 7 buses with approx. 16 drivers.</p> <p>It was agreed that the Clerk would put information from any of the bus companies on the council website.</p>
22/187	<p>Claystones Open Space</p> <p>1. Update on the installation of the bench to include costing. The Clerk explained that permission to put a bench in Claystones OS had been received from WNC, the type of bench that we can install had also been agreed and a quote had been requested from JS Potter.</p> <p>2. Update on the suitability of a proposed wildflower area Cllr Barker had spoken to Nadine Larnar who is the Environment and Sustainability Manager – North & West Northamptonshire, a site meeting would be arrange and more work would be done on the proposal which would be discussed again at the next meeting.</p>
22/188	<p>Resolution to purchase plaques and agree the wording for the Jubilee, Remembrance and Claystones benches.</p> <p>A proposal had been put forward to discuss purchasing plaques for the new benches, it was Resolved that plaques were not needed.</p>
22/189	<p>Residents Survey to support the Parish Plan – Resolution to form a working party to develop a residents survey to provide an evidence base for the Parish Plan.</p> <p>It was Resolved that a working party would be formed, the working party would comprise of Cllrs Squires, Hook, Philip, Barker. The Clerk agreed to find a copy of the original parish plan survey.</p>
22/190	<p>Tree Planting – Resolution to agree to plant new trees in Ladybridge Park, update and costings from Cllr Wilmshurst.</p> <p>Cllr Wilmshurst explained that she had received a quote from Idverde to plant 9 standard trees in Ladybridge Park, the trees supplied are not whips but more mature specimens which is why the quote is quite high at £3408.51 ex vat. The Clerk explained that usually for orders of this value more than one quote would be required, however, in this case it is quite a specialised area and the land is owned and managed by West Northants Council, it was therefore agreed that the council would use the contractor that WNC uses which is Idverde.</p>
22/191	<p>Correspondence and actions when needed.</p> <ul style="list-style-type: none"> • Hunsbury Library – intro and invite • Invite to Clerk from Ncalc to Update on Engagement meeting with WNC, Nov 23rd via Zoom • Town & Parish Briefing from WNC – Circulated • WNC Consultation on further amendments to Local Plan – circulated • A43 Tove Public liaison officer introduction • WNC – Council to recommend changes to electoral areas

	<ul style="list-style-type: none"> • Cllr Pinder Chauhan – Update on tree maintenance and streetlights and also leaf clearance.
22/192	Next meeting date December 15th 2022
22/193	Resolution to close the meeting to the public and press due to items of a confidential nature. It was Resolved to close the meeting to members of the press and public.
22/194	<p>Staffing.</p> <p>1. Pay award 2022/2023 – Resolution to approve the increase of salary scales for local government employees and the back dating of that increase to April 1 2022. This confidential information can be found in the Clerks report. An additional one day of annual leave (pro rata) from 1st April 2023 has also been announced.</p> <p>It was Resolved to approve the Clerk pay rise and additional days holiday.</p> <p>2. Resolution for Clerk to attend the SLCC Practitioners Conference Feb 1 & 2nd 2023, Kenilworth max cost of overnight stay and two days at the conference £330 would be shared by second council.</p> <p>It was Resolved that the Clerk would attend the SLCC Practitioners Conference 2023.</p>