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**Minutes of the Council Meeting, Held on Thursday March 16th 2023  
 at 7pm Parsons Meade Community Centre**

**Members Present:** Councillors Carl Squires (Chairman) , Linda Hook, Mavis Wilmshurst, David Garrett , Richard Matthews,  
 Also present online– Fiona Young ( Clerk)  
 WNC Cllr Suresh Patel.

Item no	
23/33	<p><b>To receive any apologies for absence and approve reasons for absence</b>            Apologies were received and approved from Cllr Barker and West Northants Cllrs except Cllr Suresh Patel who attended the meeting.</p>
23/34	<p><b>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda</b>            None given</p>
23/35	<p><b>To approve and sign the Minutes of the Council Meeting held on Feb 16th 2023</b>            The minutes were circulated prior to the meeting. Cllr Moore was added to the attendance list. This was agreed by all and the Clerk made the amendment. It was <b>Resolved</b> to approve the minutes and they were signed as a true record.</p>
23/36	<p><b>Public Session.</b>            No members of the public present.</p>
23/37	<p><b>To Receive Reports from</b>            a) Police Representative. Criminal damage 4 Vehicle Crime 2 no other information.            b) West Northants Councillors            WNC Cllr Suresh Patel mentioned that once the electoral boundary review was completed the next step would be a review of the parish boundaries. There is a new monthly newsletter for parish councils from WNC, that is being circulated to all via email. Cllr Patel also reported that WNC were considering the formation of two planning committees, one for the North of the district and one for the South. Lastly it was mentioned that there is a Public Spaces Protection Order Variation consultation underway which can be found on the WNC website.</p>

23/38	<p><b>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.</b></p> <p>Cllr Hook attended the Ncalc Larger Councils meeting, Cil payments were discussed. The boundary review was also discussed. Cllr Matthews and the Chairman attended the Localism Conference which included what to consider when taking on new assets.</p>																					
23/39	<p><b>Matters arising from previous minutes, for report only</b></p> <ul style="list-style-type: none"> <li>• Grant of £240.00 to 60+Club was paid after the February meeting.</li> <li>• The new rubbish bins have been ordered, lead time is 5 weeks. The bins will be delivered to JS Potters, Northampton.</li> <li>• Objection submitted to planning application WNN/2023/0093 11 Whaddon Close.</li> </ul>																					
23/40	<p><b>Finance</b></p> <p>1. Resolution to approve the payments tabled below for February.</p> <table border="1" data-bbox="260 752 1481 1111"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>Salary</td> <td>848.44</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI</td> <td>242.94</td> </tr> <tr> <td>Taylor's Foundary</td> <td>Claystones OS Bench</td> <td>1566.00</td> </tr> <tr> <td>F Young</td> <td>Reimburse laptop</td> <td>579.98</td> </tr> <tr> <td>F Young</td> <td>Reimburse wireless mouse</td> <td>14.99</td> </tr> <tr> <td>F Young</td> <td>Zoom reimburse</td> <td>1-4.39</td> </tr> </tbody> </table> <p>It was <b>Resolved</b> to approve the payments listed above for March.</p> <p>2. Confirmation that the internal controls councillor has completed the checks to the payments. Cllr Moore confirmed prior to the meeting that the internal controls checks had been completed and all was in order.</p> <p>3. Resolution to approve the bank reconciliation statement for 28.02.2023  Bank Balance at April 1st 2022 £66,667.50 less payments £40,027.44  plus receipts £25,302.55 = £51,942.61 Bank accounts at 28.02.2023 £6,696.56 plus  £45,246.05 = £51,942.61  Bank reconciliation noted.</p>	Payable to	Details	Amount £	F Young	Salary	848.44	HMRC	Tax and NI	242.94	Taylor's Foundary	Claystones OS Bench	1566.00	F Young	Reimburse laptop	579.98	F Young	Reimburse wireless mouse	14.99	F Young	Zoom reimburse	1-4.39
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23/41	<p><b>Policies Adoption</b></p> <p>Resolution to adopt the following policies, all are reviewed and adopted annually and none have been changed.</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Scope &amp; Nature of Internal Controls and Internal Audit</li> <li>• Internal Controls Terms of Ref</li> <li>• Internal Controls Procedure</li> <li>• Financial Management &amp; Risk Assessment Policy</li> <li>• Risk Management Policy</li> <li>• Complaints Procedure</li> </ul> <p>It was <b>Resolved</b> to adopt the above policies. There was some discussion regarding the Risk Assessment policy and it was agreed that the whole document would be reviewed and re-</p>																					

	written in the coming months.
23/42	<p><b>Planning</b></p> <p>1. New applications No new applications</p> <p>2. Previous applications E/WNN/2023/0130 7 Wood Avens – this application was subject to a planning enforcement notice, to discuss councils action. The Clerk reported that the planning enforcement investigation had now closed as there was currently nothing to enforce. It was agreed that there was no further action take at the moment. WNN/2022/1328 52 Gresham Drive – to discuss and agree any action required. No action required.</p>
23/43	<p><b>Communications Working Party</b> – to receive a report from the initial meeting. The initial meeting took place online on Monday March 15<sup>th</sup>. The Terms of Reference were agreed, the group focused on the communication lines that we currently have, whether they need to be improved and any other media streams that we currently don't use. It was agreed that the website hits are actually quite high especially in comparison to larger neighbouring councils, however, the website is looking a little tired. Cllr Squires will be liaising with the current website provider to discuss the possibility of upgrading the site with a new modern format. This will be brought back to full council to approve once more information is gathered, this will be added to the agenda of the April meeting. It was agreed that a list of organisations within West Hunsbury will be drawn up, a councillor will then be nominated to act as liaison with each group in the hope of strengthening community relations.</p>
23/44	<p><b>Big Bank Holiday Weekend of Coronation Celebrations and the Big Help Out ( Bank Holiday Monday)</b> – To discuss councils involvement. This was discussed at the Community Events Committee meeting, please see below.</p>
23/45	<p><b>Community Events Committee</b> - To receive a report from the March meeting. Cllr Hook reported that St Benedicts Church is having a large screen TV to show the Kings Coronation on May 6<sup>th</sup>. There will be community led street parties on May 7<sup>th</sup> and a volunteering day called The Big Help Out on May 8<sup>th</sup>. The events planned are all fairly low key, the parish council are happy to advertise all community events. The Fireworks company Titanium have been booked for November 4<sup>th</sup> and the committee are now looking at food vendors, security and other considerations. Cllr Hook explained that the committee are spending a lot of time researching additional items for the fireworks event and there is some concern that the event may get too big. After some discussion the parish council <b>Resolved</b> that the fireworks 2023 event would be kept at the same size and scope as previous years. It will be a predominately a family event. Cllr Matthews asked that the advertising for the event is done within plenty of time.</p>
23/46	<p><b>Parish Plan update to include</b> – Resolution to finalise questions, to agree the costs for printing, using the freepost service and using Survey Monkey at a cost of £25 p/m The Chairman explained that in order to get the parish plan survey printed and posted and the online survey set up there will be some expenses incurred before the end of March 2023. There is no budget category for the parish plan in the current financial year. The Chairman asked that £1250 is vired from the Trees budget and added to a new budget</p>

	<p>heading of Parish Plan 2023, this is in order to pay for printing costs, stationary items and the use of Survey Monkey for 12 months.</p> <p>It was <b>Resolved</b> that this amount would be vired across and a new category created, it was also <b>Resolved</b> that expenditure up to £1250 could be incurred within the current financial year.</p>
23/47	<p><b>Local Government Boundary Review</b> – to discuss councils response to the draft boundary review.</p> <p>After some discussion it was agreed that the Chairman would draft a response to the revised boundary review indicating that the parish council are pleased that Camp Hill has been included with West Hunsbury and that there is no longer a boundary down Green Lane. There is some concern that 3 WNC Cllrs for such a large area will mean that the councillors response to each area is not personal enough.</p>
23/48	<p><b>Bus service</b> – to confirm whether council still wishes to send a letter to Stagecoach as agreed in the January meeting.</p> <p>Cllr Barker and Cllr Hook have been drafting a letter out, it was agreed that the Council did still wish to send the letter but that the draft needs some refining. Cllr Matthews agreed to share his observations with Cllr Barker so that the draft could be changed before sending.</p>
23/49	<p><b>To discuss the councils approach to training and to confirm any training requirements.</b></p> <p>The Clerk reported that the parish council did not currently have a training plan in place or a matrix of skills. When a training request is received it is generally approved, however, there is concern that this may lead to councillors attending courses that are not necessarily very well suited or would be better attended by the Clerk. It was agreed that the Clerk would send the Chairman details of the skills matrix and training policy sent out by Ncalc and that this would be presented to full council for adoption at a later meeting. It was agreed that training courses requested by councillors needed to be appropriate and beneficial to the council as a whole, councillors are free to attend any course they choose but if it is not considered appropriate to the council the councillor would be asked to self fund. All councillors will attend Flying Start training and subjects such as communication, community engagement, HR topics and Chairmanship training are considered appropriate. Other subjects such as Cil and S.106 could be considered as more appropriate for the Clerk.</p>
23/50	<p><b>Correspondence and actions when needed.</b></p> <ul style="list-style-type: none"> <li>• Resident complaint regarding a hole in the stone ramp in the entrance to Parsons Meade community rooms – Clerk reported to NPH</li> <li>• Local Government Boundary Commission – draft recommendations for ward boundaries in Northampton, On agenda</li> <li>• East Hunsbury PC – Floodmobile event</li> </ul>
23/51	<p><b>Next meeting date April 20th 2023</b></p>