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**Minutes of the Council Meeting Held on Thursday 20<sup>th</sup> April 2023  
 at 7:00pm at the Parsons Meade Community Room, West Hunsbury, Northampton, NN4 9PS**

**Members Present:** Councillors Carl Squires (Chair), Linda Hook, Mavis Wilmshurst, Colin Moore, Kathryn Barker, Soosan Phillips, Richard Matthews

**Also present:** PCSO Lee Shelton & PCSO Kelly Butler

Item no	
23/52	<b>To receive any apologies for absence and approve reasons for absence</b> Apologies were received and approved from clerk Fiona Young (compassionate leave), Cllr David Garrett
23/53	<b>To receive any declarations of interest</b> None received.
23/54	<b>To approve and sign the Minutes of the Council Meeting held on 16<sup>th</sup> March 2023</b> Cllr Moore & Cllr Phillips to be added to attendance list. Agreed by all & clerk to make amendment. It was <b>Resolved</b> to approve minutes with amendment to attendance.
23/55	<b>Public Session</b> No members of the public present.
23/56	<b>To Receive Reports from</b> <b>a) Police Representatives –</b> PCSO Lee Shelton advised only 1 vehicle crime last month but this month has not been good. Number of vans being broken into & reports of graffiti issues etc in Galane Close underpass. The damage to parkland in Ladybridge Park mentioned by Cllr Hook may be linked to recent activity & Police will look into & monitor this damage. New Police Sargant Danny Morris has been appointed but unavailable to attend tonight. Police surgery still taking place in Hunsbury Library every 4 weeks on a Saturday from 10am to 12pm. Police will attend Community events if asked and available.  <b>b) No WNC Councillors at the meeting and no reports received.</b>
23/57	<b>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerk's report.</b>

23/58	<p>Cllr Squires had good meeting with Gary Spratt at Hunsbury Library regarding monthly surgery on a Saturday morning. List to be circulated with dates for two Cllrs to volunteer to attend each month.</p> <p>Cllr Barker attended the NACRE rural event last month. Age UK have leaflets &amp; online information on various areas they can help those in need . Kathryn to ask for leaflets to be put in Parsons Meade community room.</p> <p>Cllr Phillips gave information on Happy at Home.</p> <p>Cllr Moore gave short update on Neighbourhood Watch &amp; advised on increase in crime in rural Northamptonshire.</p> <p><b>Matters arising from previous minutes, for report only</b></p> <ul style="list-style-type: none"> <li>• First draft letter to Stagecoach regarding bus routes not agreed. Action: Further draft Letter to be re worded by Cllr Squires following discussion on context and length &amp; circulated.</li> <li>• Claystones bench not yet installed as J S Potter are very busy. They will install as soon as they have availability.</li> </ul>																								
23/59	<p><b>Finance</b></p> <p><b>1. Resolution to approve the payments tabled below for April 2023</b></p> <table border="1" data-bbox="338 987 1482 1541"> <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>243.14</td> </tr> <tr> <td>NCALC</td> <td>Inv 3042</td> <td>132.00</td> </tr> <tr> <td>NCALC</td> <td>Inv 2967 Annual Membership &amp; audit</td> <td>1697.79</td> </tr> <tr> <td>DCK Payroll</td> <td>Inv Year End</td> <td>12.00</td> </tr> <tr> <td>DCK</td> <td>Inv</td> <td>36.00</td> </tr> <tr> <td>Minuteman Press</td> <td>Printing of envelopes for survey</td> <td>696.00</td> </tr> </tbody> </table> <p>It was <b>Resolved</b> to approve the payments listed with a change of the HMRC tax amount from £243.14 to £242.94.</p> <p>It was confirmed that an amount of £477.60 has being paid to Future Print for the printing of the survey and will appear on next month's payments list. This is part of an amount already agreed to cover the parish plan.</p> <p><b>2. Confirmation that the internal controls Councillor has completed the checks to the payments.</b> Not completed due to Clerks leave. Due to Clerk being signed off work Cllr Moore was not given access to full information. Action: Cllr Moore able to complete all checks and report back at next month's meeting.</p>	Payable to	Details	Amount £	F. Young	Salary	848.44	HMRC	Tax and NI	243.14	NCALC	Inv 3042	132.00	NCALC	Inv 2967 Annual Membership & audit	1697.79	DCK Payroll	Inv Year End	12.00	DCK	Inv	36.00	Minuteman Press	Printing of envelopes for survey	696.00
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	<p>3. <b>Resolution to approve the bank reconciliation statement for 31<sup>st</sup> March 2023 – unavailable</b></p>
23/60	<p><b>Planning</b></p> <p>1. <b>New applications</b></p> <p><b>WNN/2023/0312 9 Wardlow Close – Front porch and garage conversion</b> No comments</p> <p><b>WNN/2023/0280 32 Harksome Hill – Two storey side extension</b> No comments</p> <p><b>WNN/2023/0244 2 Reedhill – Loft conversion with 2 dormers to rear and single storey side enclosing of external bbq area, erection of gates to front of property and raising of external boundary wall to front elevation and 1 garage door to be replaced with window to serve existing gym room.</b> No comments</p>
23/61	<p><b>Communications Working Party – to receive an update from the working party.</b></p> <p>i) <b>Council to discuss proposal to have a half page article on Northampton Magazines</b> Only information available was cost of article which was £40. Action: More information to be obtained and discussed at next Communications working party</p> <p>ii) <b>Update on Web site changes</b> Cllr Squires advised the 2Commune website upgrade is a template only one with minimum work for clerk but works much better than existing. Used by lots of other Councils. Cost is £750 + VAT. Action: Resolution to upgrade to be included in next month's agenda.</p>
23/62	<p><b>Community Events Committee:</b></p> <p>i. <b>Update on recent Committee meeting</b> Cllr Hook advised confirmed timings of firework display in November. Information given on arrangements and costs for security, pa system and lighting. First aid still to be arranged. Donations or sponsorship need to be considered. Action: This is to be put on next months agenda for full council for discussion.</p> <p>ii) <b>Agree an increase in budget for fireworks event.</b> Resolution made to increase budget by additional £3000 to cover extra costs for security, lighting and PA system.</p> <p>iii) <b>Resolution to purchase Coronation lamp post signs.</b> Agreed that signs would not be purchased but an amount of £100 allocated for any Coronation bunting etc needed. Action: Cllr Hook to arrange</p>

23/63	<p><b>Parish Plan update</b></p> <p><b>To receive an update on printing of the survey and agree distribution to the residents.</b></p> <p>Cllr Squires advised survey leaflets have been printed and a distribution list done and agreed. Leaflets to be delivered once Survey Monkey is live. Cllrs to be advised. Survey Monkey cost £384 agreed. Action: Cllr Squires to set it up to go live asap.</p>
23/64	<p><b>Local Government Boundary Review</b></p> <p><b>To agree Council's response to the draft boundary review as circulated 6<sup>th</sup> April</b></p> <p>Agreed to submit response. Action: Clerk to send response</p>
23/65	<p><b>Councillor surgery</b></p> <p><b>Proposal to hold a Councillor Surgery on a Saturday at Hunsbury Library</b></p> <p>Agreed for 2 Councillors to attend monthly surgeries. Action: Cllr Squires to send a timetable to Councillors to volunteer dates available</p>
23/66	<p><b>Flood prevention</b></p> <p><b>Council to discuss whether a full risk assessment should be carried out in West Hunsbury in collaboration with the Environment Agency on flooding risk and Wootton Brook</b></p> <p>Following discussion regarding concerns of flooding the following actions were agreed:</p> <ul style="list-style-type: none"> <li>i) Clerk to write to Environmental Agency to ask for full flood map of West Hunsbury.</li> <li>ii) Cllr Squires to contact East Hunsbury Parish Council and obtain information from them on any concerns they may have regarding potential flooding due to the new Collingtree development</li> </ul>
23/67	<p><b>Parish Annual Meeting - May</b></p> <p><b>Council to agree agenda and contributions.</b></p> <p>Annual Meeting to be at 6.30pm to precede full Council meeting at 7pm. Chair to give review of last 12 months. No additional contributors. Refreshments suggested.</p>
23/68	<p><b>Correspondence and actions when needed.</b></p> <p><b>Anti social behaviour -Galane Close underpass</b></p> <p>No correspondence. Galane Close was discussed with Police earlier in meeting.</p>
23/69	<p><b>Next meeting date May 18<sup>th</sup> 2023 Annual Parish Meeting at 6.30pm followed by Annual Meeting of the Parish Council.</b></p>
	<p><b>Meeting closed 9.05pm</b></p>