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To All Parish Councillors: I hereby summon you to attend the **Ordinary Parish Council Meeting**, which will take place on **Thursday September 21st 2023 at 7.00pm** at Parsons Meade Community Centre
All parishioners and members of the press are invited to attend.
Please be aware the meeting may be recorded.

A handwritten signature in blue ink, appearing to read 'Fiona Young', is written over a faint, illegible stamp.

Clerk, Fiona Young

AGENDA

23/125 To receive any apologies for absence and approve reasons for absence

23/126 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda

23/126 To approve and sign the Minutes of the Ordinary Council Meeting held on July 20th 2023

23/127 Public Session. Residents are invited to address the Council. The session will last for 15 minutes with each contribution lasting a maximum of 3 minutes. Each resident may speak once. Representations shall not require a response at the meeting or start a debate. Residents must address the Chairman who may direct that a written or oral response be given.

23/128 To Receive Reports from

- a) **Police Representative.** One vehicle crime reported for August.
- b) **West Northants Councillors**

23/129 To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.

23/130 To note the resignation of Colin Moore and the casual vacancy process.

23/131 Matters arising from previous minutes, for report only

- A second letter was sent to Stagecoach, dated July 20th. An automatic response was received on July 21st. No correspondence since then.
- Two places have been reserved at the Ncalc AGM on October 7th for Cllr Phillip and the Clerk.

23/132 Finance

- 1. Resolution to approve a grant application from the Friends of West Hunsbury Parks for £550 for the Vikings Event**

2. Resolution to approve the following payments made in between meetings.

Payable to	Details	Amount £
Fiona Young	Salary	848.24
HMRC	NI & Tax	243.14
Royal Mail	Survey freepost	63.34
Ncalc	Training courses	73.11
JS Potter	Litterbin installation	720.00
Fiona Young	Zoom reimburse June July August	46.77
PKF Littlejohn	External audit	252.00
Defib Shop	Defib pads and electrode	136.80

3. Resolution to approve the following payments for September;

Payable to	Details	Amount £
F Young	Salary	848.44
HMRC	Tax and NI	242.96
Cllr Linda Hook	Reimburse plantings	86.96
Cllr Carl Squires	Reimburse paper for council work	9.50
Friends of West Hunsbury Parks	Grant for the Heritage Weekend	550.00
Parish Online	Renewal	249.60
DCK Payroll	July, Aug, Sept	36.00
Royal mail	Parish Plan	4.18
Vikings	Stationary	79.99

4. Resolution to appoint a new Internal Controls Cllr following Cllr Moore's resignation.

5. Resolution to approve the bank reconciliation statements for 31st July and 31st August

WHPC Bank Rec 31.07.2023			WHPC Bank Rec 31.08.2023		
Current Account as at April 1st 2023	£	5,304.27	Current Account as at April 1st 2023	£	5,304.27
Deposit Account as at April 1st 2023	£	45,302.20	Deposit Account as at April 1st 2023	£	45,302.20
Less Payments	£	12,807.61	Less Payments	£	15,197.87
Plus Receipts	£	12,594.45	Plus Receipts	£	12,594.45
Total	£	50,393.31	Total	£	48,003.05
Current Account as at 31.07.2023	£	4,996.66	Current Account as at 31.08.2023	£	2,606.40
Deposit Account as at 31.07.2023	£	45,396.65	Deposit Account as at 31.08.2023	£	45,396.65
Total	£	50,393.31	Total	£	48,003.05
Completed by F Young RFO 31.07.2023			Completed by F Young RFO 31.08.2023		

23/133 Planning - No new applications

23/134 Flooding – Cllr Squires to report and council to agree action if required.

23/135 Bench and Waste / Dog Bin Replacement project – Resolution to agree the next phase of replacement bins and to confirm the arrangement for installing the bench in Claystones.

23/136 Update regarding the fence between Milton Ham and Ladybridge Park – Cllr Hook

23/137 Parish Plan- To receive update from the Chairman plus the following actions –

- Confirm the councillors taking part in the working party
- Confirm the initial working party meeting date and time

23/138 Councillor Surgery – Resolution to agree action regarding the councillor surgery in Hunsbury Library

23/139 Communications Working Party – To agree actions required included regarding a newsletter

23/140 Community Events Committee – to include the following

- To nominate a councillor to replace Colin Moore on the Committee
- Resolution to agree the purchase of a 14ft Christmas tree

23/141 Green Lane Working Party – Cllr Wilmshurst to report

23/142 Bus service

- To update council following the public meeting arranged by WNC. Council to agree any further action required.

23/143 Correspondence and actions when needed.

- Complaint from parishioner regarding the accuracy of the minutes of the July meeting – Clerk responded and shared with the Chairman and Cllr Hook.
- WNC – draft order for public spaces protection
- Resident complaint about the building work at Wood Avens, Clerk referred resident to West Northants Planning Dept
- Report of black bin bags in the water underneath a bridge on Lady bridge Dr – Clerk reported to WNC

23/143 Next meeting date October 19th 2023