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**Minutes of the Parish Council Meeting, Held on Thursday July 20th 2023
 at 7pm Parsons Meade Community Centre**

Members Present: Councillors Carl Squires (Chairman), Linda Hook, Mavis Wilmshurst, Richard Matthews, Soosan Phillip, Colin Moore and Kathryn Barker.

Also present– Fiona Young (Clerk)

Item no	
23/108	<p>To receive any apologies for absence and approve reasons for absence Apologies were received and approved from Cllr Garrett.</p>
23/109	<p>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None given</p>
23/110	<p>To approve and sign the Minutes of the Annual Council Meeting held on June 15th 2023 It was Resolved to approve the minutes and they were signed as a true record.</p>
23/111	<p>Public Session. No members of the public present.</p>
23/112	<p>To Receive Reports from a) Police Representative - No crimes recorded in the report for June. b) West Northants Councillors – No reports received</p>
23/113	<p>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report. The Chairman explained that he had attended a Zoom meeting with the Clerk, Cllr Hook and Lynn Hinch from Ability Bus. The aim of the meeting was to discuss how Ability Bus could help residents following the cessation of the Stagecoach bus service. The agreed outcome was that Ability Bus would come back to the council with an idea of how much it would cost to provide a regular service as opposed to an on demand option. Cllr Barker asked whether any councillor had attended the Ncalc / WNC Laps Briefing, unfortunately there was some confusion over registering for the event. The Clerk agreed to contact Ncalc and see if the council could receive a report of the meeting.</p>

	<p>Cllr Hook reported that she had been to a site meeting with WNC officers in Ladybridge Park on the border of the Milton Ham site. The parish council have asked WNC for help getting the bordering fence replaced as it is barbed wire and presents a risk to users of the park. WNC officers explained that they do not have any enforcement powers to make Travis Perkins repair the fence however, WNC have agreed to speak to the company and ask them to do the work.</p> <p>It was agreed that Cllr Wilmshurst and Cllr Moore will do the Councillor surgery on Saturday August 19th.</p>															
23/114	<p>Matters arising from previous minutes, for report only</p> <ul style="list-style-type: none"> • Suitable photos sent to 2Commune for the new website • Colour of new website discussed and agreed with 2Commune subject to accessibility criteria. The council briefly discussed the new website layout, it went live this week. It was agreed that the contents of the website needs reviewing particularly Councillor bios. • Chairman confirms that the flood map has been requested from the Environment Agency. It was agreed that this would be an item for the September agenda. 															
23/115	<p>Finance</p> <p>1. Resolution to approve the payments tabled below for July</p> <table border="1" data-bbox="245 987 1489 1256"> <thead> <tr> <th data-bbox="245 987 647 1025">Payable to</th> <th data-bbox="647 987 1158 1025">Details</th> <th data-bbox="1158 987 1489 1025">Amount £</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 1025 647 1084">Fiona Young</td> <td data-bbox="647 1025 1158 1084">Salary</td> <td data-bbox="1158 1025 1489 1084">848.24</td> </tr> <tr> <td data-bbox="245 1084 647 1142">HMRC</td> <td data-bbox="647 1084 1158 1142">NI & Tax</td> <td data-bbox="1158 1084 1489 1142">243.14</td> </tr> <tr> <td data-bbox="245 1142 647 1200">Royal Mail</td> <td data-bbox="647 1142 1158 1200">Survey freepost</td> <td data-bbox="1158 1142 1489 1200">67.51</td> </tr> <tr> <td data-bbox="245 1200 647 1256">Hunsbury Park Primary</td> <td data-bbox="647 1200 1158 1256">Leavers gift donation</td> <td data-bbox="1158 1200 1489 1256">336.16</td> </tr> </tbody> </table> <p>It was Resolved to approve the payments listed above for July</p> <p>2. Confirmation that the internal controls councillor has completed the checks to the payments for both June and July. Cllr Moore confirmed the payments checks have been completed for both June and July and there were no concern.</p> <p>3. Resolution to approve the bank reconciliation statements for 30th June 2023. Approved.</p>	Payable to	Details	Amount £	Fiona Young	Salary	848.24	HMRC	NI & Tax	243.14	Royal Mail	Survey freepost	67.51	Hunsbury Park Primary	Leavers gift donation	336.16
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23/116	<p>Planning</p> <ol style="list-style-type: none"> 1. New Applications - None 2. Planning decisions - APP/W2845/D/23/3317069: 36 Hunsbury Close, NN4 9UE Application approved on appeal. Noted. 																														
23/117	<p>Staffing</p> <p>The Chairman confirmed that he and Cllr Hook had completed the Clerks appraisal and the Clerk received a 'good' appraisal with no concerns. it had been agreed that the appraisal will be done earlier in the year in 2024, ideally in March.</p>																														
23/118	<p>Parish Plan</p> <ul style="list-style-type: none"> • To receive initial findings from the Parish Plan Survey. <p>The Chairman had sent an email with a summary of the initial findings from the survey to all councillors prior to the meeting.</p> <ul style="list-style-type: none"> • Resolution to form a working party to analyse the survey results, report back to main council and begin the process of writing the parish plan. <p>It was agreed that all councillors would take part in the initial discussions about the survey findings and that the meeting would be informal and take place in August. No decisions would be made and it would not be a parish council meeting. The initial findings would then be published in a newsletter planned for October. It is hoped that the meeting will be on August 2nd subject to the availability of the meeting room. The resolution to form a working party was not approved at this stage.</p>																														
23/119	<p>Communications Working Party – to receive an update if available</p> <p>Cllr Garrett (Chairman of the Comms Working Party) was not able to attend the meeting, the Chairman explained that there were still some gaps in the contact list spreadsheet and could councillors please fill it in before the next meeting. This would be added to the</p>																														

	<p>September agenda. A newsletter is planned for distribution in October, this will include initial survey findings, a meet the team section and an outline of planned events.</p>
23/120	<p>Community Events Committee</p> <ul style="list-style-type: none"> Update from Cllr Hook, to include progress on applying for the event notice from WNC. <p>Cllr Hook explained that she and Cllr Moore were completing the risk assessments and other paperwork needed to apply for the temporary events licence for the fireworks display. The paperwork will be submitted to WNC by the September meeting. The council are still considering food vendors and there is also an article on Facebook offering local companies the opportunity to sponsor the fireworks. The next meeting is planned for September 12th 2023.</p> <ul style="list-style-type: none"> Resolution to take part in the celebrations for the 80th Anniversary of D-Day in June 2024, to briefly discuss what sort of event the parish council would like to hold. <p>It was Resolved to take part in the 80th Anniversary of D-Day, the exact format is not yet known but the council will take part in the beacon lighting. Planning for this event will done by the Community Events Committee.</p>
23/121	<p>Green Lane</p> <ul style="list-style-type: none"> Resolution to form a Working Party to discuss the issues with Green Lane and to agree Terms of Reference. <p>It was Resolved to form a working party to discuss the future of Green Lane, the following councillors will be in the working party; Cllr Barker, Cllr Matthews, Cllr Wilmshurt, Cllr Philips and possibly Cllr Garrett. The terms of reference were also agreed.</p>
23/122	<p>Resolution to clean the rubbish and dog waste bins in the parish – proposed by Cllr Hook.</p> <p>Cllr Hook explained that the rubbish bins and dog bins in the parish were in a really poor state and would benefit from some cleaning, it was suggested that volunteers could do this if the parish council provided some gloves etc. The Clerk advised that this would be a high risk activity due to the nature of the rubbish around and in the bins and that the council would be better advised to pay for a commercial cleaner. The Chairman asked if the councillors wanted to get some quotes to have the bins cleaned. The answer was no because many of the bins are being replaced and it is hoped that a second lot of new bins will be ordered later this year. The resolution was not approved. The Chairman will chase JS Potters for the new bin installation.</p>
23/123	<p>Bus service</p> <ul style="list-style-type: none"> To update council regarding a proposed meeting with residents and WNC <p>It is believed that WNC Cllr Pinder Chauhan is trying to arrange a meeting with residents regarding the bus service, at the moment a confirmed date is not yet known.</p> <ul style="list-style-type: none"> To confirm whether a second letter has been sent to Stagecoach as discussed in the June meeting. <p>There followed some discussion regarding which version of a second letter should be sent to Stagecoach, Cllr Hook and Cllr Barker had both drafted a letter. A vote was taken and it was Resolved with 6 votes to 1 that a couple of small amendments should be made to the letter that Cllr Hook drafted and it would then be sent as soon as possible.</p>

23/124	<p>Correspondence and actions when needed.</p> <ul style="list-style-type: none"> • Ncalc registration for the NCALC Jam Training portal • Northampton Community Transport Scheme – Clerk shared on website and facebook inc Active Residents • Summer Safety Campaign – Clerk shared on website and facebook • Civity & Respect Training – Clerk circulated • WNC Street Trading Policy consultation – Clerk circulated • Ncalc – Maintenance of closed churchyards, requests for info from Danny Moody – does not apply to WHPC. • NACRE Friendship Visits – action to be agreed • Consultation register – Community Governance Review and WNC Resources and Waste Strategy • Ncalc AGM Invitation – Cllr Philip and the Clerk to attend.
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