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**Minutes of the Parish Council Meeting, Held on Thursday October 19th 2023
 at 7pm Parsons Meade Community Centre**

Members Present: Councillors Carl Squires (Chairman), Linda Hook, Mavis Wilmshurst, Soosan Phillip, David Garrett and Richard Matthews.

Also present– Fiona Young (Clerk)

Item no	
23/144	To receive any apologies and approve reasons for absence
	It was Resolved to approve apologies from Cllr Barker.
23/145	To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda
	None given
23/146	To approve and sign the Minutes of the Ordinary Council Meeting held on September 21st 2023.
	Cllr Wilmshurst requested a small amendment to the minutes, in the section 23/136 the words 'in the park' were added. It was Resolved to approve the minutes and they were signed as a true record.
23/147	Public Session. The member of the public present attended for the councillor co-option. There were no other comments.
23/148	To Receive Reports from the following
	a) Police Representative. September crimes – Residential Burglary 1, Vehicle Crime 3, Criminal Damage 2 (more details to be given to councillors confidentially) The clerk explained why the numbers on the Police report were not correct for West Hunsbury. The actual figures are lower. b) West Northants Councillors No reports received.
23/149	To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.
	The Clerk and Cllr Philips attended the AGM of Ncalc on Saturday October 7 th . Cllr Philips explained that there was a talk from Danny Moody about the future of AI in councils, this was followed by a talk from the Interim Director of Public Health at WNC, Sally Burns and the Interim Chief Executive at NNC, George Candler. Both councils are experiencing issues with staffing levels and budget deficit.

21/150	<p>Resolution to co-opt for the councillor vacancy. The parish council have one vacancy following the resignation of Colin Moore. There had been one application for the position, Mr Pete Spink. The Clerk circulated a personal summary written by Mr Spink prior to the meeting. Cllr Hook proposed that Mr Spink is co-opted as councillor, this was seconded by Cllr Wilmshurst and agreed by all. Mr Spink signed the Acceptance of Office form and will be able to attend the November meeting as a Councillor.</p>																														
23/151	<p>Matters arising from previous minutes, for report only The Chairman explained that the Clerk had looked at the interest rates on different savings accounts and unfortunately unless the council is prepared to change banks there are no higher rates available at this time.</p>																														
23/152	<p>Finance 1. Resolution to approve the payments listed below</p> <table border="1" data-bbox="196 640 1482 1205"> <thead> <tr> <th data-bbox="196 640 588 674">Payable to</th> <th data-bbox="596 640 1102 674">Details</th> <th data-bbox="1110 640 1482 674">Amount £</th> </tr> </thead> <tbody> <tr> <td data-bbox="196 685 588 719">F Young</td> <td data-bbox="596 685 1102 719">Salary</td> <td data-bbox="1110 685 1482 719">857.24</td> </tr> <tr> <td data-bbox="196 730 588 763">HMRC</td> <td data-bbox="596 730 1102 763">Tax and NI</td> <td data-bbox="1110 730 1482 763">243.14</td> </tr> <tr> <td data-bbox="196 775 588 853">2 Commune</td> <td data-bbox="596 775 1102 853">Annual website licence hosting and support</td> <td data-bbox="1110 775 1482 853">522.00</td> </tr> <tr> <td data-bbox="196 864 588 898">2Commune</td> <td data-bbox="596 864 1102 898">Renew domain name for two years</td> <td data-bbox="1110 864 1482 898">180.00</td> </tr> <tr> <td data-bbox="196 909 588 943">Ncalc training</td> <td data-bbox="596 909 1102 943">Training courses</td> <td data-bbox="1110 909 1482 943">57.60</td> </tr> <tr> <td data-bbox="196 954 588 987">RTC Medical Solutions</td> <td data-bbox="596 954 1102 987">Fireworks first aid cover</td> <td data-bbox="1110 954 1482 987">360.00</td> </tr> <tr> <td data-bbox="196 999 588 1032">F Young</td> <td data-bbox="596 999 1102 1032">Reimburse MS365</td> <td data-bbox="1110 999 1482 1032">59.99</td> </tr> <tr> <td data-bbox="196 1043 588 1077">C Squires</td> <td data-bbox="596 1043 1102 1077">Reimburse for expenses</td> <td data-bbox="1110 1043 1482 1077">40.44</td> </tr> <tr> <td data-bbox="196 1088 588 1122">C Squires</td> <td data-bbox="596 1088 1102 1122">Reimburse expenses</td> <td data-bbox="1110 1088 1482 1122">15.69</td> </tr> </tbody> </table> <p data-bbox="196 1216 1482 1249">It was Resolved to approve the payments listed above.</p> <p data-bbox="196 1283 1482 1317">2. Resolution to approve the bank reconciliation statement for September 30th 2023</p> <p data-bbox="196 1328 1482 1361">Bank Balance at 1st April 2023 £5304.27 + £45302.20 = £50,606.47</p> <p data-bbox="196 1373 1482 1406">Plus Receipts £25,216.09</p> <p data-bbox="196 1417 1482 1451">Less Payments £17026.36</p> <p data-bbox="196 1462 1482 1496">Total - £58796.20</p> <p data-bbox="196 1507 1482 1541">Bank Balance at 30th September 2023 - £13,277.91 + £45,518.29 = £58,796.20</p> <p data-bbox="196 1552 1482 1585">It was Resolved to approve the bank reconciliation.</p> <p data-bbox="196 1619 1482 1653">3. To confirm that the monthly internal controls checks have been completed.</p> <p data-bbox="196 1664 1482 1720">Cllr Philip confirmed that the internal control checks have been completed and there are no concerns.</p> <p data-bbox="196 1753 1482 1910">4. To receive a budget report to date. The Clerk circulated the budget report, the council remains on budget and currently have an underspend. It was agreed that if necessary money could be vired from the Street Furniture/Bench category to Bins so that a second phase of bin replacement could be completed in this financial year.</p>	Payable to	Details	Amount £	F Young	Salary	857.24	HMRC	Tax and NI	243.14	2 Commune	Annual website licence hosting and support	522.00	2Commune	Renew domain name for two years	180.00	Ncalc training	Training courses	57.60	RTC Medical Solutions	Fireworks first aid cover	360.00	F Young	Reimburse MS365	59.99	C Squires	Reimburse for expenses	40.44	C Squires	Reimburse expenses	15.69
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	<p>5. Review the asset register. It was agreed that the asset register would be reviewed in November.</p>
23/153	<p>Policies -Resolution to adopt the following policies with a view to blanket policy readoption in May 2024.</p> <ul style="list-style-type: none"> • Grant Application Policy and form • Financial risk Assessment • Governance Risk Assessment • Equality and Diversity • Vexatious Complaints Policy <p>It was Resolved to approve the above policies and that there would be re-adoption at the Annual PC Meeting of all policies.</p>
23/154	<p>Planning</p> <p>1.New applications 2023/7117/FULL 11 Aviemore Gardens, West Hunsbury. First floor side and rear extension to existing dwelling.</p> <p>It was Resolved to submit No Comments to this application.</p>
23/155	<p>Flooding – Cllr Squires to report and council to agree action if required.</p> <p>The Chairman explained that he had attended a meeting with councillors from East Hunsbury, Collingtree and Hunsbury Meadows Parish Councils and the Vistry Project Manager from Collingtree Park. The aim of the meeting was to discuss flood mitigation and the impact of the development on Wootton Brook. The project manager explained that the amount of water outflow from the area has remained the same as it was before the development was built, this has been achieved by flood mitigation including the use of balancing ponds on the new estate. There are several other developments within the same area that the Vistry Project Manager is not involved in and which could ultimately affect the water flow.</p> <p>The Clerk was asked to contact East Hunsbury PC and see if the council could be kept informed of any new applications that may affect the water flow at Wootton Brook. In the meantime the councillors will keep an eye on the water course that runs through the parish and report any fallen trees or other issues that may affect it.</p>
23/156	<p>Bench and Waste / Dog Bin Replacement project – to confirm which bins are on the next phase of replacement and to place the order.</p> <p>It was Resolved to replace a further 6 bins. The location of the bins will be confirmed at a later date, the bins will be ordered from Broxap at a cost of £354 per bin. The Clerk will place the order for the new bins and will also get quotes for installation which will include new concrete bases and will report back at the November meeting.</p>
23/157	<p>Update regarding the fence between Milton Ham and Ladybridge Park – Cllr Hook</p> <p>Cllr Hook explained that she has had some correspondence with WNC Cllr Suresh Patel and Tamara Roberts who is the Principal Planning Enforcement Officer at WNC. Ms Roberts reported that unfortunately Travis Perkins cannot be forced to replace the existing barbed wire fence and at the moment they have said that they will not be doing it. Ms Roberts has said that she will be in contact with Travis Perkins next week and will report back.</p>

23/158	<p>Parish Plan WP- To receive update from the Chairman following the first meeting. The Chairman had circulated the first section of the new parish plan, following some discussion it was agreed that the working party would meet again and discuss and agree the finer details before presenting the plan to full council in November.</p>
23/159	<p>Communications Working Party Cllr Garratt explained that a draft newsletter had been circulated to all before the meeting but more articles were needed. It was agreed that due to time constraints it would be better for Cllr Garratt to circulate a finished draft by email and for councillors to approve it remotely. The aim is to get the newsletter printed and delivered in November.</p>
23/160	<p>Community Events Committee- Cllr Hook to update following recent meeting. Cllr Hook reported that the arrangements for the Fireworks event are all finalised except for the fire eaters but it is hoped that contact will be made with them soon. The Chairman has bought some cash donation buckets and the Clerk has the new portable card reader machines. Final arrangements are being made with volunteers and a pre event briefing meeting will take place in the park. The next Community Events Committee meeting will be in January.</p>
23/161	<p>Green Lane Working Party – Cllr Garratt to update council Cllr Garratt explained that Councillors met and agreed the Terms of Reference. The working party agreed that, subject to approval from full council, a query would be sent to WNC asking exactly who does the maintenance of the second half of Green Lane. The first half is maintained by ID Verde but it is not clear who maintains the second half. It was Resolved that a letter would be sent to WNC to confirm this.</p>
23/162	<p>Footpath maintenance – Requested by Cllr Matthews Resolution to write to West Northants Council and request that maintenance is increased in specific areas of the parish to be identified by Cllr Matthews. After some discussion it was agreed that the Clerk would contact WNC and highlight the areas of the parish that do not appear to have been maintained for quite some time, find out how is supposed to be maintaining them and get the contact information for them.</p>
23/163	<p>Parking at the Hill Shop – To discuss action required following complaints during the vaccination clinics. The council had received some complaints on social media regarding the problems with parking that the flu vaccination clinics were causing near the Hill Shop. This now seems to have eased off and so no action is required at this time.</p>
23/164	<p>Bus service The Chairman explained that the proposed meeting between the parish council and officers from West Northants Council did not take place. The original closed meeting was changed to a public drop in session but the date for this was not confirmed and it has not yet taken place.</p>
23/165	<p>Correspondence and actions when needed.</p> <ul style="list-style-type: none"> • Welcoming Spaces Live Launch _ council to agree any actions required. • Air Ambulance funding request • Volunteer required, Lead for Northampton District Neighbourhood Watch • WNC Consultation – Interim Bus Policy Priorities – council to decide response. • Burglary Pitstone Road, Briar Hill – Clerk has put on social media. • West Northamptonshire Council Planning Briefing taking place on Thursday 30 November 2023 from 1000 to 1100. – two delegates only, online. Planning and Development

	at WNC, will give an update on the current situation of the planning department, and what the short- and medium-term plans are.
	Next meeting date November 16th 2023