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**Minutes of the Parish Council Meeting, Held on Thursday September 21st 2023  
 at 7pm Parsons Meade Community Centre**

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

**Present by Zoom and in a non voting capacity–** Cllr Richard Matthews

Also present– Fiona Young ( Clerk)

Item no	
23/125	<b>To receive any apologies and approve reasons for absence</b> Apologies were received and approved from WNC Cllr Patel.
23/126	<b>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda</b> None given
23/127	<b>To approve and sign the Minutes of the Ordinary Council Meeting held on July 20th 2023</b> The Clerk explained that she had received an email from a member of the public questioning the accuracy of a section in the July minutes regarding a meeting with Ability Bus. The Clerk explained the procedure for amending the minutes and Councillors agreed that the section of the minutes under review was accurate. It was <b>Resolved</b> to approve the minutes and they were signed as a true record.
23/128	<b>Public Session.</b> A member of the public asked whether the council had any information about the presence of surveyors on land behind Teal Close. The Chairman responded explaining that a planning application for the site had not been submitted and that the parish council had no additional knowledge at this time.
23/129	<b>To Receive Reports from</b> a) Police Representative – One vehicle crime reported b) West Northants Councillors – No reports received
23/130	<b>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.</b> Several councillors attended the open meeting organised by WNC to discuss the bus service. A report on that meeting had already been circulated to councillors.

23/131	<p><b>To note the resignation of Colin Moore and the casual vacancy process.</b> The Clerk explained the process of co-option, it was agreed that the closing date for applications would be Monday October 16<sup>th</sup> and the co-option will take place in the meeting on October 19<sup>th</sup>.</p>																																																										
23/132	<p><b>Matters arising from previous minutes, for report only</b></p> <ul style="list-style-type: none"> <li>• A second letter was sent to Stagecoach, dated July 20<sup>th</sup>. An automatic response was received on July 21<sup>st</sup>. No correspondence since then.</li> <li>• Two places have been reserved at the Ncalc AGM on October 7<sup>th</sup> for Cllr Phillip and the Clerk.</li> </ul>																																																										
23/133	<p><b>Finance</b></p> <p>1. Resolution to approve a grant application from the Friends of West Hunsbury Parks for £264 for the Vikings Event. An application had been received from the group asking for a grant to help pay for the heritage weekend event. It was <b>Resolved</b> to approve the application.</p> <p>2. Resolution to approve the following payments made in between meetings. It was <b>Resolved</b> to approve the payments.</p> <table border="1" data-bbox="196 801 1474 1294"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Fiona Young</td> <td>Salary</td> <td>848.24</td> </tr> <tr> <td>HMRC</td> <td>NI &amp; Tax</td> <td>243.14</td> </tr> <tr> <td>Royal Mail</td> <td>Survey freepost</td> <td>63.34</td> </tr> <tr> <td>Ncalc</td> <td>Training courses</td> <td>73.11</td> </tr> <tr> <td>JS Potter</td> <td>Litterbin installation</td> <td>720.00</td> </tr> <tr> <td>Fiona Young</td> <td>Zoom reimburse June July August</td> <td>46.77</td> </tr> <tr> <td>PKF Littlejohn</td> <td>External audit</td> <td>252.00</td> </tr> <tr> <td>Defib Shop</td> <td>Defib pads and electrode</td> <td>136.80</td> </tr> </tbody> </table> <p>3. Resolution to approve the following payments for September. It was <b>Resolved</b> to approve the payments, Cllr Hook will authorise all the payments online except for her own expenses payment which the Chairman will authorise.</p> <table border="1" data-bbox="196 1496 1474 2063"> <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>242.96</td> </tr> <tr> <td>Cllr Linda Hook</td> <td>Reimburse plantings</td> <td>86.96</td> </tr> <tr> <td>Cllr Carl Squires</td> <td>Reimburse paper for council work</td> <td>9.50</td> </tr> <tr> <td>Friends of West Hunsbury Parks</td> <td>Grant for the Heritage Weekend</td> <td>264.00</td> </tr> <tr> <td>Parish Online</td> <td>Renewal</td> <td>249.60</td> </tr> <tr> <td>DCK Payroll</td> <td>July, Aug, Sept</td> <td>36.00</td> </tr> <tr> <td>Royal mail</td> <td>Parish Plan</td> <td>4.18</td> </tr> <tr> <td>Vikings</td> <td>Stationary</td> <td>79.99</td> </tr> </tbody> </table>		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	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	264.00	Parish Online	Renewal	249.60	DCK Payroll	July, Aug, Sept	36.00	Royal mail	Parish Plan	4.18	Vikings	Stationary	79.99
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4. Resolution to appoint a new Internal Controls Cllr following Cllr Moore's resignation. Both Cllr Philip and Cllr Matthews were interested in the role, after some discussion it was **Resolved** to appoint Cllr Soosan Philip as Internal Controls Councillor.

5. Resolution to approve the bank reconciliation statements for 31st July and 31st August. It was **Resolved** to approve.

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	

23/134 **Planning**  
No new applications

23/135 **Flooding** – Cllr Squires to report and council to agree action if required. The Chairman circulated the flood map and report to all Councillors prior to the meeting. The Chairman explained that East Hunsbury PC have regular contact with the Senior Project Manager for the large development at Collingtree. After some discussion it was agreed that it would be useful to arrange a meeting with him to discuss the impact of the housing development on Wootton Brook and what flood mitigation has taken place. The Chairman suggested that the Clerk contact East Hunsbury parish council to arrange the meeting and that Hunsbury Meadows parish council are also invited to attend.

23/136 **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. It was **Resolved** to start the next phase of the project to replace the litter bins in the parish. The remaining budget was approx. £2600.00, Cllr Wilmshurst offered to work out which of the remaining old bins were in need of replacing in the park and then the new ones can be ordered. A maximum expenditure of £2600 was approved. It was also agreed that the Chairman would chase the installation of the Claystones bench next week.

23/137 **Update regarding the fence between Milton Ham and Ladybridge Park** – Cllr Hook reported that no action had been taken as yet to make the fence safer and that the barbed wire was still there. It was **Resolved** to send a letter to West Northants Council asking for actions to be taken as soon as possible.

23/138 **Parish Plan**- To receive update from the Chairman plus the following actions –

- Confirm the councillors taking part in the working party

It was **Resolved** that all councillors would attend the working party if they wished to. The Terms of Reference would be agreed at the October meeting.

	<ul style="list-style-type: none"> <li>Confirm the initial working party meeting date and time</li> </ul> <p>It was <b>Resolved</b> that the initial meeting would be on October 9<sup>th</sup> at 6pm and would be a hybrid meeting.</p>
23/139	<p><b>Councillor Surgery</b> – Resolution to agree action regarding the councillor surgery in Hunsbury Library</p> <p>It was <b>Resolved</b> to maintain the Saturday morning surgery for another three months. The councillor rota would be agreed by email.</p>
23/140	<p><b>Communications Working Party</b> –</p> <p>After some discussion it was <b>Resolved</b> to aim to publish a newsletter by the end of October, the first edition will feature all upcoming news and events. Cllr Garret will write and design the newsletter and the council will get it professionally printed. A budget of £250.00 was agreed.</p>
23/141	<p><b>Community Events Committee</b> – to include the following</p> <ul style="list-style-type: none"> <li>To nominate a councillor to replace Colin Moore on the Committee</li> </ul> <p>It was agreed that a fourth councillor was not needed on the committee at the moment.</p> <ul style="list-style-type: none"> <li>Resolution to agree the purchase of a 16ft Christmas tree</li> </ul> <p>It was <b>Resolved</b> to purchase a 16ft Christmas tree from Welford Christmas Tree Farm at a cost of £777.</p> <p>Cllr Hook reported that arrangements for the Fireworks event are well underway, all paperwork has been submitted for approval to West Northants Council. Volunteers are needed for the event itself, posters asking for volunteers will be published soon.</p>
23/142	<p><b>Green Lane Working Party</b></p> <p>Cllr Garrett was elected as Chairman at the initial meeting of the working party, there was some discussion regarding the Terms of Reference for the group, the Terms of Reference would be agreed at the next meeting. After some discussion regarding the purpose of the working party, it was <b>Resolved</b> that the Clerk would write to West Northants Council and formally ask for the ownership details of Green Lane, this is the old drovers route, marked on the definitive map as BH2 and BH4 and it is a registered bridleway.</p> <p>The Clerk and Chairman advised caution when members of the working group speak to outside organisations, all correspondence should come through the Clerk.</p>
23/143	<p><b>Bus service</b></p> <ul style="list-style-type: none"> <li>To update council following the public meeting arranged by WNC. Council to agree any further action required.</li> </ul> <p>The Clerk explained that a meeting between the parish council and officers from West Northants Council is being arranged, it was <b>Resolved</b> that the Chairman and Vice Chairman would attend the meeting which will not be open to the public.</p>
23/144	<p><b>Correspondence and actions when needed.</b></p> <ul style="list-style-type: none"> <li>Complaint from a parishioner regarding the accuracy of the minutes of the July meeting – Clerk responded and shared with the Chairman and Cllr Hook.</li> <li>WNC – draft order for public spaces protection</li> <li>Resident complaint about the building work at Wood Avens, Clerk referred resident to West Northants Planning Dept</li> <li>Report of black bin bags in the water underneath a bridge on Lady bridge Dr – Clerk reported to WNC</li> </ul>
23/145	<p><b>Next meeting date October 19th 2023</b></p>