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**Minutes of the Annual Parish Council Meeting, Held on Thursday May 16th, 2024.
 at 7pm Parsons Meade Community Centre**

Members Present: Councillors Linda Hook (Chairman) , Mavis Wilmshurst, Kathryn Barker, Soosan Philips, David Garrett, Pete Spink, Carl Squires (7.10pm)
 Also, present– Fiona Young (Clerk)
 Rev Griffith
 Four members of the public.
 PCSO Lee Shelton and PCSO Rebecca Evans from Northants Police.

Item no	
24/74	<p>Election of Chairman and the signing of the Acceptance of Office Cllr Hook explained that Cllr Squires would not be standing as Chairman this coming year. She asked the council if there were any nominations for the role of Chairman. Cllr Spink proposed that Cllr Hook is elected as Chairman for the year, the proposal was seconded by Cllr Wilmshurst and agreed by all. It was Resolved that Cllr Hook is elected as Chairman for the coming year.</p>
24/75	<p>Election of Vice Chairman Cllr Hook proposed that Cllr Spink is elected as Vice Chair, this was seconded by Cllr Barker and agreed by all. It was Resolved that Cllr Spink is elected as Vice Chairman for the coming year.</p>
24/76	<p>To receive and approve any apologies for absence. It was Resolved to approve the apologies received from Cllr Richard Matthews and WNC Cllr Andre Gonzalez de Savage.</p>
24/77	<p>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None received.</p>
24/78	<p>To approve and sign the Minutes of the Ordinary Council Meeting held on April 18th, 2024. The minutes were circulated before the meeting, it was Resolved to approve and sign the minutes.</p>
24/79	<p>Public Session. A resident spoke about her concerns regarding obstructive parking in Camp Hill. The Chairman mentioned that parking had been an issue in Camphill for many years. Unfortunately, this is not strictly a parish council issue and the PC is limited in what they can do</p>

	<p>to help. The item is on the agenda later on. The Police reported that obstructive parking is a Police issue and should be reported to them. The parish council can apply for parking restrictions but that would need to be enforced. A second resident spoke about her concerns regarding parking in Hill Fort Close particularly related to either school traffic or school staff parking on the road for the working day.</p>
24/80	<p>To Receive Reports from</p> <p>a) Police Representative. Full crime report has been circulated to councillors. There is a change in crime reporting to parishes. 18 crimes were reported but none were Serious Acquisition Crimes (vehicle crime, robbery or burglary) Two officers attended the meeting and were thanked for coming. PCSO Lee Shelton explained that two teams of officer work in the area of West Hunsbury as it is split down the middle, both teams have huge areas to represent which is why there is not an obvious Police presence in certain areas. It was agreed that PCSO Shelton would send the Clerk a list of Cuppa with a Copper dates so that this can be put on the community diary. Cllr Barker mentioned the amount of graffiti that is in all the underpasses in the parish. PCSO Shelton explained that if the graffiti is offensive it is removed by WNC as soon as possible. However other graffiti may take longer to be painted over.</p> <p>b) West Northants Councillors. WNC Cllr Carl Squires reported that the Annual Meeting of West Northants Council was this evening, Cllr Adam Brown was elected as the new council Leader and Cllr Matt Golby as Deputy.</p>
24/81	<p>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report. The Clerk and Cllr Hook attended the WNC Planning briefing May 16th, the Clerk reported that there is a lot of concern amongst the parish councils in Northants about the number of developments that are lacking in infrastructure to support them. No one seems to be looking at the bigger overall picture. Cllr Spink and Cllr Garrett attended the WNC Climate Summit preparation meeting, it was reported that an event was being planned for the Autumn.</p>
24/82	<p>Matters arising from previous minutes, for report only.</p> <ul style="list-style-type: none"> • Letters sent as instructed at the last meeting, items covered on the agenda as updates. • Internal audit completed and circulated to councillors; no actions required
	<p>Annual Parish Council meeting items.</p>
24/83	<p>Appointment of members to existing committee and working parties</p> <p>There is one committee – Community Event Committee, Cllrs Hook, Barker, Philip and Wilmshurst are members of this committee. Noted.</p> <p>There are several working parties, membership as follows –</p> <p>Communications WP – Cllrs Garrett, Squires, Barker and Hook</p> <p>Green Lane WP – Cllrs Garrett, Wilmshurst, Barker, Spink and Matthews. (Note to working party to invite Cllr Squires as a WNC Cllr)</p> <p>Footpath WP – Cllr Barker, Cllr Matthews and Cllr Squires</p>

24/84	<p>Review and adoption of appropriate standing orders and financial regulations. All documents had been circulated to councillors prior to the meeting, it was Resolved to approve both the standing orders and the revised new model Financial Regulations.</p>																								
24/85	<p>Review and approval of the asset register. It was Resolved to approve the asset register but the Clerk asked that the council plan to do a full audit of the asset register later in the year.</p>																								
24/86	<p>Confirmation of arrangements for insurance cover in respect of all insurable risks and approval of the quote of £401.24 for the coming year (council is in Year 2 of a 3 Yr LTA) It was Resolved to approve the renewal of the council insurance policy.</p>																								
24/87	<p>Review and approval of the following policies. There was a brief discussion regarding the additions to the Correspondence and Media Policy which now include the council WhatsApp group. It was agreed that the content of the WhatsApp group messages would be monitored. It was Resolved to approve the following policies which were all circulated prior to the meeting.</p> <table border="1" data-bbox="204 1010 1230 1487"> <tr> <td>Absence Policy</td> <td>Audit Plan</td> <td>Code of Conduct</td> </tr> <tr> <td>Complaints Policy</td> <td>Correspondence & Media Policy</td> <td>Data Breach Policy</td> </tr> <tr> <td>Data Protection Policy</td> <td>Dignity at Work Policy</td> <td>Disciplinary Policy</td> </tr> <tr> <td>Equality & Diversity Policy</td> <td>Financial Risk Assessment</td> <td>Financial Regulations</td> </tr> <tr> <td>Freedom of Information Policy</td> <td>Governance risk Assessment</td> <td>Internal Control Procedures</td> </tr> <tr> <td>Internal Control Terms of Reference</td> <td>Records Retention Policy</td> <td>Scope and nature of Internal Controls</td> </tr> <tr> <td>Standing Orders</td> <td>Vexatious Complaints Policy</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Absence Policy	Audit Plan	Code of Conduct	Complaints Policy	Correspondence & Media Policy	Data Breach Policy	Data Protection Policy	Dignity at Work Policy	Disciplinary Policy	Equality & Diversity Policy	Financial Risk Assessment	Financial Regulations	Freedom of Information Policy	Governance risk Assessment	Internal Control Procedures	Internal Control Terms of Reference	Records Retention Policy	Scope and nature of Internal Controls	Standing Orders	Vexatious Complaints Policy				
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24/88	<p>Review of the Council's and/or staff subscriptions to other bodies and confirm councils' regular direct debit or standing order payments. The Clerk explained that the council were members of Northants Calc and also paid the Clerks membership to the Society of Local Council Clerks. The council is also a member of Northants Acre. The council pays the parish mobile on direct debit to Tesco Mobile and also the annual data protection fee to the ICO.</p>																								

24/89	<p>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> <p>It was Resolved to continue to hold WHPC meeting every third Thursday in the month except for August when there would be no meeting. The dates are as follows – June 20th, July 18th, Sept 19th, Oct 17th, Nov 21st, Dec 19th, Jan 16th, Feb 20th, March 20th, April 17th.</p>																					
24/90	<p>Annual Governance</p> <ol style="list-style-type: none"> 1. Resolution to approve Section 1 of the Annual Return – Statement of Internal Controls Resolved 2. Resolution to approve Section 2 of the Annual Return – Accounting Statement Resolved 3. Resolution to accept the Internal Audit Report Resolved 4. Resolution to set the date for the Exercise of Electors Rights as 3rd June to 12 July 2024 Resolved 																					
24/89	<p>Finance</p> <p>1. Resolution to approve the following payments for May, plus any that arrive between agenda publication and the meeting.</p> <p>It was Resolved to approve the following payments.</p> <table border="1" data-bbox="204 1048 1385 1346"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>Salary + mileage</td> <td>896.62</td> </tr> <tr> <td>HMRC</td> <td>Tax & NI</td> <td>268.77</td> </tr> <tr> <td>Clear Councils Insurance</td> <td>Annual insurance premium</td> <td>401.24</td> </tr> <tr> <td>L Hook</td> <td>Reimburse Lamppost Poppies</td> <td>300.00</td> </tr> <tr> <td>Friends of WH Parks</td> <td>Grant for wood carver</td> <td>480.00</td> </tr> <tr> <td>Tesco Mobile</td> <td>Parish phone</td> <td>6.86</td> </tr> </tbody> </table> <p>2. Resolution to approve the bank reconciliation statement for 30th April 2024</p> <p>Bank Balance on 1st April 2024 £3090.48 + £35803.59 Plus, Receipts £20157.47 Less Payments £3575.70 Total - £55,475.84 Bank Balance on 30 April 2024 = £24,672.25+£30,803.59 = £55,475.84</p> <p>It was Resolved to approve the above bank reconciliation.</p> <p>3. To confirm that the monthly internal controls checks have been completed. Cllr Soosan Phillip reported that the internal controls checks have been completed and there were no issues.</p>	Payable to	Details	Amount £	F Young	Salary + mileage	896.62	HMRC	Tax & NI	268.77	Clear Councils Insurance	Annual insurance premium	401.24	L Hook	Reimburse Lamppost Poppies	300.00	Friends of WH Parks	Grant for wood carver	480.00	Tesco Mobile	Parish phone	6.86
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24/93	<p>Planning</p> <p>1. New applications 2024/2056/FULL, 1 Whitegates Northampton NN4 9XA Two single storey rear extensions. Garage conversion. Construction of a new detached double garage</p>																					

	<p>It was Resolved to submit no comments and no observations.</p> <p>2024/1822/FULL 12 Woodhall Close, Northampton, NN4 9UB Garage extension for habitable use It was Resolved to submit no comments and no observations.</p> <p>2. Local Plan Consultation – Cllr Squires to update Cllr Squires reported that he had not received any comments from other councillors regarding the draft plan and so would not be submitting anything from WHPC, this was agreed by all.</p>
24/94	<p>Community Events Committee – Cllr Hook to update Council. Cllr Hook reported that there is a Community Events Committee meeting on Monday evening. This was to finalise the arrangements for the commemoration of D-Day and the lighting of the beacon at St Benedicts Church at 9.15 on June 6th, 2024. Arrangements are continuing for the Concert in the Park in July being organised jointly with the Friends of West Hunsbury Parks.</p>
24/95	<p>Bus service update The new route 13 bus service will commence on May 28th, this has been advertised on the website and on the council social media accounts. The council requested that it is recorded that WHPC are disappointed with the lack of consultation by West Northants Council regarding the new bus service and in particular the chosen route and timetable. West Northants Council promised the parish council that it would consult with local people regarding the proposed route and have not done so.</p>
24/96	<p>Flooding – Cllr Hook to update following a meeting with WNC officers. The Clerk has distributed a report following the meeting between Cllrs Hook and Barker and James Willoughby and Tamara Roberts from WNC. It was clear at the site meeting that there is something wrong with the drainage of the TP site and that this is likely to have caused the problems with the flooding of the fireworks event site. WNC officers will be reporting back following the meeting, it was agreed that the Clerk would chase a response before the next meeting. The Chairman suggested that the parish council should consider arranging a meeting with Travis Perkins to see if something can be resolved about the fence between the park and the site and also the flooding issue. It was Resolved to try and arrange this meeting.</p> <p>The Chairman also explained that the two officers from WNC who attended the flooding meeting are also involved in S106, it was advised that if the parish council would like to receive any s.106 funds from future developments, including those not determined yet, they would need to write a wish list and register that with WNC planning. It was agreed that the council would like to do this and that the focus would be a new community centre.</p>
24/97	<p>Hill Fort Close 1.Cllr Hook and Cllr Barker to report After some discussion it was agreed that Cllr Barker and Cllr Hook would visit Hunsbury Park Primary and discuss the parking issues. Cllr Spink and Cllr Hook would visit Camphill Community Centre to talk about the possibility of opening their car park at school times to help with the issue.</p> <p>2. Council to consider making an application for timed parking restrictions on Hill Fort Close. It was Resolved that the parish council would start the process of requesting some parking restrictions on Hill Fort Close.</p>

24/98	<p>Community Speedwatch The community Speedwatch will take place from the beginning of June.</p>
24/99	<p>Newsletter – To update following publication of the poster. It was agreed that Cllr Garrett would put some of the key points from Cllr Squires annual report into a PDF document that could then be distributed on the website and on the council’s social media. It was also agreed that doing a full council newsletter would not be possible and that the advert for an editor should be removed from the website.</p>
24/69	<p>Correspondence and actions when needed.</p> <ul style="list-style-type: none"> • Collingtree and Milton Malsor Scouts – enquiry about the park gate closure times • Knife Amnesty (Northants Police) • Acre May bulletin • Resident complaint regarding building works in the parish, Clerk advised to contact WNC Planning. • Resident complaint about the mowing levels in the parish, Clerk advised this is largely due to No Mow May • Resident email about caravans at Danes camp • Several enquiries about the bus service

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