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**Minutes of the Ordinary Parish Council Meeting, Held on Thursday September 18th, 2025.
at 7pm Parsons Meade Community Centre**

Members Present: Councillors Linda Hook (Chairman), Kathryn Barker, David Garrett, Kevin Read, Stephen Godfrey, Ros Chisholm

Also, present– Fiona Young (Clerk)

Two members of Northamptonshire Police, PCSO James Scarbrook and PSCO Kirsty Dow.

WNC Cllrs Ron Firman and Glen Butcher

One member of the public.

Item no	
25/145	<p>To receive and approve any apologies for absence.</p> <p>Apologies were received and approved from Cllr Phillip, Cllr Hughes and Cllr Squires. Apologies were also received from WNC Cllr Pinder Chauhan.</p>
25/146	<p>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda.</p> <p>None received.</p>
25/147	<p>To approve and sign the Minutes of the Ordinary Council Meeting held on July 17th and on September 3rd 2025</p> <p>The minutes of the meeting on July 17th were circulated prior to the meeting, it was Resolved to approve the minutes and they were signed as a true record.</p> <p>The minutes of the meeting on September 3rd were also circulated, it was Resolved to approve and sign them as a true record.</p>
25/148	<p>Public Forum</p> <p>A resident spoke to the council about a recent incident that has very badly affected his family. A car that was trying to evade the Police left the dual carriageway and when entering Ladybridge Drive it over turned, swerved and ended up crashing through the fence of the residents property at high speed and landing in their garden, the incident happened at 3pm in the afternoon and it was very fortunate that no one was seriously</p>

	<p>injured, the vehicle narrowly missed a passing pedestrian. The family have been traumatised by this incident. The parish council passed on their sympathy and relief that no one was injured. The Chairman explained that the council would discuss the incident later in the meeting.</p>
25/149	<p>To Receive Reports from</p> <p>1. Police Representative. The parish council thanked the two Police Officers for attending the meeting. There was a brief discussion about the incident on Ladybridge Drive that affected the property on Dalestones. The parish council raised concerns about the speed of some vehicles as they leave the dual carriageway and enter Ladybridge Drive and requested that the Police renew efforts to reduce speeding vehicles in that area. PCSO James Scarbrook spoke about some of the 14 crimes in the report for August, the parish council expressed concern that although it is recognised that the numbers are very low when compared to other areas, recent crime reports have shown that the crime numbers are increasing.</p> <p>a) It was Resolved to appoint Cllr Ros Chisholm as the Police Liaison Representative.</p> <p>b) West Northants Councillors. Cllr Ron Firman gave the council an update. Cllrs Firman and Butcher have been cleaning some graffiti off street furniture in the ward and Cllr Butcher has spent some time and effort trying to fill in the potholes in the car park at Ladybridge Park. He has provided some gravel and will be doing some more work in the coming weeks. Cllr Firman suggested that a scheme whereby local shop owners keep a supply of litter picking equipment for residents to use would be a good idea. It has worked well in other areas. West Northants Council are having a crackdown on illegal HMO's in Northamptonshire. The Dovecote Island at Hunsbury Hill shops has been street cleaned and the disabled parking bays have been repainted outside the shops. The council asked if the pole that is in the car park and is leaning over could be removed. Cllr Firman also explained that he is still chasing the removal of the fallen down fence and barbed wire that is marking the boundary between Ladybridge Park and private land. The council explained that this has been ongoing for 3 years and should really have been sorted out long ago. The parish council would like to see the entire boundary line fenced properly so that members of the public cannot access private property. The Chairman asked if the councillors could please look into the play equipment in the park, some of which has been removed and not replaced and some is still awaiting repairs.</p>
25/150	<p>To receive Clerks report and brief reports from Councillors or Clerk attending outside meetings. The Clerk circulated a report prior to the meeting, there were no queries. The Chairman attended appraisal training with Ncalc, the Clerk attended a meeting with the Clerk from East Hunsbury PC to discuss the underpass artwork project.</p>
25/151	<p>Matters arising from previous minutes, items not covered on the agenda, for report only</p>

	<ul style="list-style-type: none"> • The Clerk confirmed that the Objection to planning app 2025/ 3027/Full 3 Whaddon Close, have been submitted. • The Clerk confirmed that the comments to planning app 2025/3302/FULL 12 Heronsford, have been submitted. • Adult gym equipment fault reported to WNC, parts confirmed as on order by Idverde.
25/152	<p>Planning</p> <p>1. New applications</p> <p>New applications 2025/2905/FULL 8 Bledlow Rise, West Hunsbury, Garage conversion including removal and replacement of garage door with 3 sectional window and associated works.</p> <p><u>Planning application: 2025/2905/FULL - Planning register Planning register West Northamptonshire Council</u></p> <p>It was Resolved to submit no comments.</p> <p>2.Planning guidance document – Resolution to approve the two planning guidance documents that the Clerk has previously circulated.</p> <p>It was Resolved to approve the two planning guidance documents written by the Clerk.</p> <p>3.Green space adjacent to Teal Close – To receive an update following the meeting with Bellway Homes.</p> <p>In the July meeting the council resolved to send a letter to Simon Bowers, the Assistant Director for Assets and Environment at WNC to ask if the land adjacent to Teal Close was ever likely to be available for a potential asset transfer.</p> <p>The Clerk reported that she had received a response, Simon Bowers indicated that that parcel of land was the subject an agreement by the then leader of West Northants Council back in December 2024 who had agreed that the land would not be sold to a developer for site access. This agreement would remain in place until such time as the current West Northants Council decided to change it The council then discussed the subject of land transfers and it was agreed that this would be discussed at a further meeting.</p>
25/153	<p>Staffing</p> <p>Resolution to approve the national increase in the clerks pay scales and to also approve the back dating of this increase to April 1st 2025. Actual increase is 0.56p/hr</p> <p>It was Resolved to approve the increase in the Clerks salary and to backdate this to April 1st 2025.</p>

Finance

1. to note the receipt of the HMRC Vat refund of £694.84

2. Resolution to approve the payments listed below which have been paid in between meetings –

Payable to	Details	Amount £	Power to Pay
Clerk	Salary August	927.91*	Local Government Act 1972 ss101, 111 & 112
HMRC	Tax and NI August	342.77	Local Government Act 1972 ss101, 111 & 112

*actual amount paid was £928.11, 0.20p will be adjusted in Septembers payment.

It was **Resolved** to retrospectively approve the above payments.

3. Resolution to approve the payments listed below for September, plus any invoices that are received before the meeting date

Payable to	Details	Amount £	Power to Pay
Clerk	Salary September plus backdated pay rise to April 1 st .	1092.53	Local Government Act 1972 ss101, 111 & 112
HMRC	Tax and NI August	435.57	Local Government Act 1972 ss101, 111 & 112
NCALC	Training course inv 4794	237.60	LGA 1972 s175
Geosphere (parish online mapping)	Online mapping system	249.60	LGA 1972 s142
PKF Littlejohn	External audit	252.00	Audit and Accountability 2014
DCK Payroll	Inv 26079	63.00	LGA 1972 s111
NCALC	Training inv 4815	42.00	LGA 1972 s 175
Rev. and Mrs Griffith	Gas for VE Day Beacon	100.00	LGA 1972 s 145

It was **Resolved** to approve the payments listed above, Cllr Hook agreed to do the online payments.

5. Approval of the bank reconciliation statements for July 31st 2025 and August 31st 2025

Bank Balance at 1st April 2025 £13,747.52 + £31,270.01 = £45017.053

Plus Receipts £14,378.30

Less Payments £8980.05

Total - £50,415.78

Bank Balance at 31st July 2025 = £19,041.89 + £31,373.89 = £50,415.78

	<p>Bank Balance at 1st April 2025 £13,747.52 + £31,270.01 = £45017.053</p> <p>Plus Receipts £15,073.14</p> <p>Less Payments £9916.00</p> <p>Total - £50,174.67</p> <p>Bank Balance at 31st August 2025 = £18,800.78 + £31,373.89 = £50,174.67</p> <p>Noted and approved by all.</p> <p>3. Confirmation that the internal controls checks have been completed by Cllr Phillip</p> <p>Cllr Philip was not available to do the internal controls checks and so they were completed by Cllr Squires prior to the meeting. Cllr Squires confirmed that there were no concerns.</p>
25/155	<p>Parish council emails – Resolution to provide each councillor with individual West Hunsbury PC.gov.uk email addresses solely for parish council use at a current cost of £35 per email per year (if staying with Cuttlefish)</p> <p>Cllr Chisholm reported that there were several options open to the council regarding the email system. Currently the council pays for one gov.uk email address for the Clerk which is in compliance with national guidance. Each councillor has an independent PC email address but it is not one centrally managed by the Clerk, the councillors all have their own free supplier, for example Gmail. The council could have 9 councillor email addresses with the gov.uk domain name from Cuttlefish who currently maintain the councils website and Clerks email. Each email address would be £35 a year to host and would have to be through Cuttlefish’s own new email hosting service. The councils email is currently hosted by Rackspace via Cuttlefish but Cuttlefish are changing all emails over to an in-house system.</p> <p>The other options are to find a different host for the email to the website or to migrate both the website and emails to a new provider.</p> <p>Cllr Chisholm and the Clerk will continue gathering information and will report back at the October meeting.</p>
25/156	<p>Highways.</p> <ul style="list-style-type: none"> • 20mph Advisory speed limit signs- Cllrs Chisholm, Hughes and Read to update <p>After some discussion it was agreed that the only area suitable for 20mph advisory speed limit was the area around Hunsbury Park School and as that was already a 20mph zone it was felt that there was no need for extra 20mph signs.</p> <ul style="list-style-type: none"> • Resolution to consider requesting the installation of a safety barrier along the underpass near Dalestones where a car recently left the road. <p>It was Resolved to email support for the installation of a safety barrier alongside the area of the underpass near Dalestones that was the scene of the high speed car accident recently.</p>

25/157	<p>Underpass improvement</p> <p>The Clerk reported that she had met the Clerk from East Hunsbury PC and Ant, the artist from Graffwerk (graffiti artist) to look at the various underpasses that it is hoped will be painted as part of the improvement project. In total 8 underpasses have so far been identified across both East and West Hunsbury. One of them has tiles on that could easily be cleaned up and improved, the other 7 would be suitable for painting. It will be a substantial cost to decorate the underpasses and it was very clear that one of the main issues is lighting, the lighting is universally very poor. There will be a meeting with Jamie Wells, WNC Community Safety & Engagement Officer to raise our concerns about the lighting, if WNC are prepared to improve the lighting in the underpasses then it is hoped the project will continue to move forwards.</p> <p>The Clerk will report back at the next meeting.</p>
25/158	<p>Parish Plan Update</p> <p>Cllr Garrett confirmed that the parish plan had been distributed to all the residents in West Hunsbury Parish, any leftover copies would be stored for future use.</p>
25/159	<p>Christmas 2025</p> <p>It was Resolved to purchase a Christmas tree from Welford Christmas Tree farm again this year, the tree would be a 16ft Norway Spruce, delivery, installation and light fitting would be £450 inc vat. The tree would be delivered on November 28th.</p>
25/160	<p>Correspondence, to include actions when needed</p> <ul style="list-style-type: none"> • Consultations – Have your say on Planning Application Requirements, consultation closes Oct 26th 2025 • WNC Bus users survey – Residents to complete by September 19th 2025 • Resident request to cut back trees overhanging the bench near the lake in the park • Election expenses- the Clerk drew the councils attention to an email received from WNC that indicated the non-contested election expenses would be far higher than initially estimated. The same issue applies to all parishes in West Northants and concerns have been raised by Danny Moody at Ncalc.
25/161	<p>Next meeting October 16th 2025</p>