



Clerk: Ms. Fiona Young, 32 Holdenby Road, Spratton, Northampton. NN6 8JD

Tel: 07729 608062 email: clerk@westhunsburyparishcouncil.gov.uk

www.westhunsburyparishcouncil.gov.uk

**Minutes of the Ordinary Parish Council Meeting, Held on Thursday July 17th, 2025.
at 7pm Parsons Meade Community Centre**

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

Also, present– Fiona Young (Clerk)

WNC Cllr Pinder Chauhan, Cllr Ron Firman and Cllr Glen Butcher

One member of the public.

Absent – Cllr Soosan Phillip

Item no	
25/122	<p>To receive and approve any apologies for absence.</p> <p>No apologies were received</p>
25/123	<p>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda.</p> <p>Cllr Squires declared a non-pecuniary interest in agenda item 25/138 Abbeyfield School.</p>
25/124	<p>To approve and sign the Minutes of the Ordinary Council Meeting held on June 19th 2025</p> <p>The minutes of the meeting on June 19th 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 Complaints Committee meeting on July 14th were also circulated, it was Resolved to approve and sign them as a true record.</p>
25/125	<p>Public Forum</p> <p>A member of the public asked what the council plan to do with regard to the green space adjacent to Teal Close and to clarify what was meant by 'adoption'. The Chair explained that the item was on the agenda and if the resident was able to stay a little longer the council would be able to explain fully.</p>
25/126	<p>To Receive Reports from</p> <p>a) Police Representative. Full crime report for June circulated to all councillors. The Clerk explained that she had contacted the local police last week through various</p>

channels including the website and emails. She had received reports from residents about large numbers of illegal motorbikes. The Clerk had not received any response from the local police and was concerned that she did not have the right contact details. Clerk to follow up. It was agreed that councillors would try and note when and where routine Police patrols were seen and gather the information for the next meeting.

b) West Northants Councillors

WNC Cllr Pinder Chauhan spoke to the council, the following items were covered.

- Update and plan for the Green Space in West Hunsbury. Cllr Chauhan is in the process of arranging a community meeting regarding this.
- She has received numerous requests regarding speeding across West Hunsbury. WHPC have agreed to carry out a consultation with residents regarding solutions for speeding (that they will be leading). A number of pets and wildlife have been hit by speeding cars.
- Graffiti Mural in underpasses. This is an exciting initiative that she has been discussing with East Hunsbury and West Hunsbury Parish Councils to tackle the Graffiti and anti-social behaviour in the underpasses. WHPC have agreed to support this initiative and there will be some engagement with schools and community groups for ideas.
- Green Lane finally has officers looking at costings into paths being layed using recycled road material and the cutting back of the brambles.
- Cllr Chauhan reported the clearing of drains and gully's and I've requested a street clean across the main roads in West Hunsbury
- Numerous residents have reported trees and bushes that need cutting back. Not all will be cut back, but the Idverde team have been out and have addressed some problem areas
- Anti-social behaviour was raised by the Parish Councillors. Cllr Chauhan said that she would bring these up in my meetings with the Police.
- Camp Hill - Maintenance of overgrown Trees and bushes requested across the whole of Camp Hill.

WNC Cllrs Ron Firman and Glen Butcher then spoke to the council. Cllr Firman reported that the market square footfall is improving, several issues have been reported including potholes, littering and fly tipping. Cllrs are looking at doing an action day in Camphill.

Cllr Garrett asked the WNC Cllrs to explain the recent decision with regard to the removal of the Net Zero targets. The explanation was that it is felt that West Northamptonshire simply cannot afford to try and hit the targets when reaching them will not be possible.

The council thanked the WNC Cllrs for joining in with the parish footpath walk arounds.

25/127	<p>To receive Clerks report and brief reports from Councillors or Clerk attending outside meetings. The Chairman reported that she had attended Ncalc's Larger Councils meeting, it focused on the theme of 'Making every Contact Count'</p> <p>The Clerk explained that she had attended the Ncalc Internal Audit Service meeting.</p>
--------	--

25/128	<p>Matters arising from previous minutes, items not covered on the agenda, for report only</p> <ul style="list-style-type: none"> The process has been started to add Cllr Garrett to the bank accounts. Cllr Barker and the Clerk sent the relevant Highways emails to WNC Cllr Chauhan The clerk sent all paperwork from the new councillor to WNC, and the website has been updated. 																																				
25/129	<p>Planning</p> <p>1. New applications- None to date</p> <p>2. Decisions 2025/1716/Full 5 Fienesgate, Change of use from dwelling house (C3) to residential institution (C2) Refused.</p> <p>Noted.</p> <p>3. Planning guidance document – Resolution to produce a document outlining what part a parish council plays in the planning process, how we get involved and what we can and cannot do, document to be approved in September.</p> <p>It was agreed that this item would be discussed under agenda item 25/131.</p> <p>4. Green space, Teal Close – Resolution to ask the Clerk to begin preliminary investigations to consider the feasibility of the adoption by the parish council of the green space adjacent to Teal Close. After a brief discussion it was Resolved that the Clerk would contact WNC and make preliminary investigations about the green space. The Clerk would then report back at the next meeting in September.</p>																																				
25/130	<p>1. Resolution to approve the payments listed below for July plus any invoices that arrive before the meeting date.</p> <table border="1" data-bbox="220 1323 1461 1984"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>Clerk</td> <td>Clerks' salary and mileage</td> <td>936.66</td> <td>Local Government Act 1972 ss101, 111 & 112</td> </tr> <tr> <td>HMRC</td> <td>HMRC & NI</td> <td>342.57</td> <td>Local Government Act 1972 ss101, 111 & 112</td> </tr> <tr> <td>L Hook</td> <td>Reimburse costs for gate keys</td> <td>40.00*</td> <td>LGA 1972 s145</td> </tr> <tr> <td>L Hook</td> <td>Reimburse, extra gate keys for the park gates</td> <td>48.00</td> <td>LGA 1972 s145</td> </tr> <tr> <td>L Hook</td> <td>Reimburse laminating pouches for posters</td> <td>5.15</td> <td>LGA 1972 s112</td> </tr> <tr> <td>Hunsbury Park Primary School</td> <td>Donation for school leavers</td> <td>400.00</td> <td>LGA 1972 s137</td> </tr> <tr> <td>Solopress / AGA Print Ltd</td> <td>Parish plan printing</td> <td>467.65</td> <td>LGA 1972 s142</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payable to	Details	Amount £	Power to Pay	Clerk	Clerks' salary and mileage	936.66	Local Government Act 1972 ss101, 111 & 112	HMRC	HMRC & NI	342.57	Local Government Act 1972 ss101, 111 & 112	L Hook	Reimburse costs for gate keys	40.00*	LGA 1972 s145	L Hook	Reimburse, extra gate keys for the park gates	48.00	LGA 1972 s145	L Hook	Reimburse laminating pouches for posters	5.15	LGA 1972 s112	Hunsbury Park Primary School	Donation for school leavers	400.00	LGA 1972 s137	Solopress / AGA Print Ltd	Parish plan printing	467.65	LGA 1972 s142				
Payable to	Details	Amount £	Power to Pay																																		
Clerk	Clerks' salary and mileage	936.66	Local Government Act 1972 ss101, 111 & 112																																		
HMRC	HMRC & NI	342.57	Local Government Act 1972 ss101, 111 & 112																																		
L Hook	Reimburse costs for gate keys	40.00*	LGA 1972 s145																																		
L Hook	Reimburse, extra gate keys for the park gates	48.00	LGA 1972 s145																																		
L Hook	Reimburse laminating pouches for posters	5.15	LGA 1972 s112																																		
Hunsbury Park Primary School	Donation for school leavers	400.00	LGA 1972 s137																																		
Solopress / AGA Print Ltd	Parish plan printing	467.65	LGA 1972 s142																																		

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

2. Approval of the bank reconciliation statement for June 30th, 2025

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

Plus, Receipts £14,378.30

Less Payments £6732.18

Total - £52,663.65

Bank Balance on 30th June 2025 = £21,289.76 + £31,373.89 = £52,663.65

Noted and approved by all.

3. Confirmation that the internal controls checks have been completed by Cllr Phillip

Cllr Philip had been sent all the payment information but had not confirmed whether the checks have been completed.

4. To receive the budget report for Apr/June 2025

The Clerk circulated the budget report for the first quarter of the council's financial year, April – June 2025. The report was noted.

5. Resolution to agree to pay the Clerks August salary and HMRC contributions, plus any other invoices that are time sensitive, in between meetings and to ratify the amounts in the September meeting.

The Clerk clarified that, despite the absence of a meeting in August, payments for that month are still required and will be ratified at the September meeting. This decision was **Resolved**.

6. Email service – Resolution to change from Rackspace email provision to Cuttlefish email, no extra cost.

The Clerk explained that the council's website and main email account is provided by Cuttlefish. For several weeks there had been some issues with certain email accounts being rejected by the email service, this was particularly difficult when the Clerk was trying to send emails to certain councillors. The Clerk contacted Cuttlefish and was told that there was an issue with the company who provides Cuttlefish with the email service, this company is called Rackspace.

Cuttlefish recently announced that they would be providing their own in-house email service and offered customers the chance to switch over for no extra cost. Cllr Chisholm agreed to have a look into this issue and advise the council on the best course of action. It was **Resolved** that the council would wait to hear back from Cllr Chisholm and follow their recommendation.

25/131	<p>WHPC Complaints Committee – Resolution to approve the report from the WHPC Complaints Committee regarding the recent complaint and resolution to agree action required.</p> <p>The Chairman of the Complaints Committee, Cllr Carl Squires, reported that the Complaints Committee met on Monday July 14th to resolve a complaint raised by a resident. The minutes of the meeting are available on the parish council website. The complaints committee can only deal with complaints about the policies and procedures of the council as opposed to those against an individual. The complaints committee found that the council had correctly followed the adopted policies and procedures, however, it was agreed that there were some actions that could be taken to improve how the council communicates about planning applications.</p> <p>Please see below for a summary of the actions agreed.</p> <ul style="list-style-type: none"> • When the council receives a large or controversial planning application consideration will be given to hosting a separate meeting for it. • A document will be published on the council website that will clarify how the council has to deal with planning applications and what the council can and cannot comment on. • All councillors to attend a planning training course with Nalco • All councillors to view planning applications online prior to a meeting. • Council to consider using a communication platform to better engage with residents • Liaise with WNC to further understand change of use planning applications from C3 dwelling to C2 Care home. <p>It was also agreed that the council complaints process needs to be reviewed. This will be brought back to the September meeting.</p>
25/132	<p>20mph Advisory speed limit signs- Chairman to report on the recent Speedwatch campaign, council to resolve to request some advisory 20mph signs from WNC and agree where to place them. Confirmation regarding the parking restrictions on Hill Fort Close.</p> <p>There followed a discussion with regard to the consideration of 20mph advisory speed limits. There is particular concern about the speed of vehicles near the schools in the parish, but the opinion is that a blanket 20mph speed limit would not be appropriate in the parish. The standard 20mph signs are quite plain and it may be better to try and work with the schools and design a better, more eye-catching sign. It was agreed that the council would form a working party that would discuss how to consult with residents and whether to consider trying to put in advisory 20mph speed limits. Cllr Chisholm and Cllr Hughes will work together on this project and will then report back at the September meeting. The Clerk reported that the new double yellow lines for restricted parking on Hill Fort Close have been approved and will be added to WNC Highways work schedule.</p>

25/133	<p>Underpass improvement – Resolution to collaborate with East Hunsbury Parish Council and WNC Cllr Pinder Chauhan on a project to improve the underpasses in the parish, resolution to jointly apply for a grant from the OPFCC Safe and Sound Communities Fund to pay for a mural/graffiti artist who will design some artwork inside the parish underpasses which is hoped will make them safer and more pleasant to use.</p> <p>It was Resolved that the parish council will work with East Hunsbury PC on a joint project to improve some of underpasses in the two parishes. The Clerk will attend a meeting on July 22nd with East Hunsbury PC and a company called Graffwerk Associated Arts Projects to look at the underpasses and investigate the work that could be done. The three underpasses in West Hunsbury to be initially considered are the one off Ladybridge Road from Galane Close through to Hunsbury Meadows and to the canal. The other 2 are up by Tesco and both lead through to East Hunsbury. It is hoped that once the councils have an indication of the cost involved, a joint application for a grant from the OPFCC can be made. WNC Pinder Chauhan has said that she will look into improving the lighting in the underpasses too. The Clerk will report back at the September meeting.</p>
25/134	<p>Parish Plan Update Cllr Garrett explained that the parish plan is currently at the printers, the cost of printing 2250 copies was £467.65</p> <p>It was agreed that councillors will deliver the finished parish plan to residents, they will ask for help from local groups such as the Scouts and will also post on social media for volunteers.</p>
25/135	<p>Footpath Working Party Update</p> <p>The working party reported that following a zoom meeting with Chris Carvell a walk about was then arranged with all of the WNC Councillors. Cllr Barker reported that quite a lot of the work that was requested during the zoom meeting has been done. A lot of the lowest tree branches have been cut back which improves the accessibility of certain areas. A thank you was sent to Chris Carvell for tackling the issues promptly.</p> <p>It was also reported that the proposed new pelican crossing to replace the current zebra crossing outside the Camp Hill Shops has been pushed back a year to 2026/2027 by WNC due to the funding constraints. Cllr Barker and the footpath working party will continue to put pressure on WNC to try and get the crossing work brought forward. It was agreed that a walk about will be arranged with WNC Highways officers.</p>
25/136	<p>Ncalc Climate and Nature Action Scheme - Resolution to appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment</p> <p>It was Resolved that Cllr David Garrett will be the Climate & Nature Champion.</p>

25/137	<p>Consultations – Resolution to agree councils’ action regarding the following consultation;</p> <p>1. Planning consultation - Have your say on how people are involved in local planning - West Northamptonshire Council - Citizen Space</p> <p>It was Resolved that Cllr Squires will complete the consultation on behalf of the council.</p>
25/138	<p>Correspondence, to include actions when needed</p> <ul style="list-style-type: none"> • Remote meeting invitation from Mike Reeder MP – arranged for 25th September 2026 • Towcester Rd closure, July 30th 9.30am to 3.30pm • Abbeyfields School, Sensory Garden support request. It was agreed that the school will submit a grant application request. • NCALC AGM invitation – October 4th 2025 10am -1pm, two delegates per council. It was agreed that Cllrs Hook and Squires will attend the Ncalc AGM. • Three local football clubs enquiring about using the football pitches in Ladybridge. Clerk referred all to WNC.