



email: clerk@westhunsburyparishcouncil.gov.uk

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To All Parish Councillors: I hereby summon you to attend the **Ordinary Parish Council Meeting**, which will take place on **Thursday June 19th 2025 at 7.00pm** at Parsons Meade Community Centre

All parishioners and members of the press are invited to attend.

Please be aware the meeting may be recorded.

A handwritten signature in black ink, appearing to read 'Fiona Young', is written over a faint, horizontal line.

Clerk, Fiona Young

AGENDA

25/098 To receive and approve any apologies for absence.

25/099 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda

25/100 Resolution to elect a Vice Chairman for the year 2025-2026

25/101 To approve and sign the Minutes of the Ordinary Council Meeting held on May 15th 2025 and the Extra Ordinary meeting on June 9th 2025

25/102 Public Forum *Residents are invited to address the Council. The session will last for 15 minutes with each contribution lasting a maximum of 3 minutes. Each resident may speak once. Representations shall not require a response at the meeting or start a debate. Residents must address the Chairman who may direct that a written or oral response be given.*

25/103 To Receive Reports from

- a) **Police Representative. Full crime report for May circulated to all councillors.**
- b) **West Northants Councillors**

25/104 To receive Clerks report and brief reports from Councillors or Clerk attending outside meetings.

25/105 Matters arising from previous minutes, items not covered on the agenda, for report only

- Confirmation that Cllrs Read, Hughes and Godfrey are booked onto the Off to a Flying Start Course with Ncalc, Cllr Read is also booked onto Planning – Nuts and Bolts.
- Election expenses forms and register of interest forms sent to WNC

25/106 Resolution to co opt a councillor for the remaining vacancy following the election.

25/107 Planning - no new applications, update on any existing application.

25/108 Finance

1.Resolution to approve the payments listed below for June plus any invoices that arrive before the meeting date.

Payable to	Details	Amount £	Power to Pay
Clerk	Clerks salary June	928.11	Local Government Act 1972 ss101, 111 & 112
HMRC	Tax and NI	342.57	Local Government Act 1972 ss101, 111 & 112
Camphill Community Centre	Room Hire	31.25	Local Government (Miscellaneous Provisions) Act 1976 s.19
Friends of West Hunsbury Parks	Grant for the Vikings event	264.00	LGA 1972 s 145*
Friends of West Hunsbury Parks	2 nd Grant for the Vikings event	300.00	LGA 1972 s145
DCK Payroll	Apr,May, June ,Yr end	72.00	Local Government Act 1972 ss101, 111 & 112

*approved in May meeting.

2. Approval of the bank reconciliation statement for 31st May 2025

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

Plus Receipts £14,250.00

Less Payments £5,086.41

Total - **£54,181.12**

Bank Balance at 31st May 2025 = £22,911.11 + £31,270.01 = **£54,181.12**

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

4. Resolution to add a signatory to the council bank accounts

5. Resolution to approve the grant application from the Friends of West Hunsbury Parks for the Vikings Event.

25/109 Resolution to agree which councillors will serve on the Staffing Committee and to review and approve the Staffing Committee Terms of Reference

25/110 Community Speedwatch – To agree volunteers to help with the community Speedwatch campaign

25/111 Resolution to agree to change the Community Events Committee into a Working Party and to agree membership, to also receive an update.

25/112 Resolution to agree the membership of the following working parties –

- Footpaths
- Parish Plan
- Green Lane
- Communications
- Emergency Planning

25/113 Resolution to agree Councillors roles and responsibilities to include the following –

- Monthly defibrillator checks (on both machines)
- Noticeboards – placing council agendas and other notices
- Police Liaison Representative

25/114 Parish Plan Update

25/115 Footpath Working Party Update

25/116 Youth Club – Chairman to provide an update following the last taster session

25/117 Correspondence, to include actions when needed

- Resident email regarding the trees planted as part of the Milton Ham development – PC copied into correspondence sent to WNC Cllr Chauhan
- The Circuit – both defibs need checking and reporting on.
- WNC – Consultation regarding family hubs [Help us develop services for children, young people and families - West Northamptonshire Council - Citizen Space](#)
- Helen Howard, WNC/Highways – Correspondence regarding drop down kerb requests
- Vicky Hloumka, WNC – Communication regarding park event fees.
- WNC Annual Parish and Town Council Conference – revised date October 23rd 2025, Chairman and Clerk attending.

25/118 Next meeting July 17th 2025