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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 July 17th 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, light-colored circular stamp or watermark.

Clerk, Fiona Young

AGENDA

25/122 To receive and approve any apologies for absence.

25/123 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda

25/124 To approve and sign the Minutes of the Ordinary Council Meeting held on June 19th 2025

25/125 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.*

25/126 To Receive Reports from

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

25/127 To receive Clerks report and brief reports from Councillors or Clerk attending outside meetings.

25/128 Matters arising from previous minutes, items not covered on the agenda, for report only

- 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 Planning

- 1. New applications- None to date**

2. Decisions 2025/1716/Full 5 Fienesgate, Change of use from dwelling house (C3) to residential institution (C2) Refused.

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.

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.

25/130 Finance

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

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

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

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

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

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

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.

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

25/131 WHPC Complaints Committee – Resolution to approve the report from the WHPC Complaints Committee regarding the recent complaint and resolution to agree action required.

25/132 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.

25/133 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.

25/134 Parish Plan Update - to discuss distribution

25/135 Footpath Working Party Update

25/136 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

25/137 Consultations – Resolution to agree councils action regarding the following consultation;

1. [Planning consultation - Have your say on how people are involved in local planning - West Northamptonshire Council - Citizen Space](#)

25/138 Correspondence, to include actions when needed

- 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.
- NCALC AGM invitation – October 4th 2025 10am -1pm, two delegates per council.
- Three local football clubs enquiring about using the football pitches in Ladybridge. Clerk referred all to WNC.

25/139 Next meeting September 18th 2025 – No August meeting