



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 September 18th 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".

Clerk, Fiona Young

AGENDA

25/145 To receive and approve any apologies for absence.

25/146 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda

25/147 To approve and sign the Minutes of the Ordinary Council Meeting held on July 17th and also the minutes of the Extra Ordinary meeting on September 3rd 2025

25/148 *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.*

25/149 To Receive Reports from

a) Police Representative.

- Full crime report for July circulated to all councillors, 12 crimes reported and 9 suspects identified, August crime report also circulated, 14 crimes and 4 arrests.
- Resolution to appoint a councillor as the Police Liaison Representative.

b) West Northants Councillors

25/150 To receive Clerks report and brief reports from Councillors or Clerk attending outside meetings.

25/151 Matters arising from previous minutes, items not covered on the agenda, for report only

- Clerk confirmed that the Objection to planning app 2025/ 3027/Full 3 Whaddon Close, have been submitted.

September 2025 Meeting

- 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 Planning

1. 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.

[Planning application: 2025/2905/FULL - Planning register | Planning register | West Northamptonshire Council](#)

2. **Planning guidance document** – Resolution to approve the two planning guidance documents that the Clerk has previously circulated.
3. **Green space adjacent to Teal Close** – To receive an update following the meeting with Bellway Homes.

25/153 Staffing

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

25/154 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.

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

September 2025 Meeting

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

4. 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**

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

Plus Receipts £15,073.14

Less Payments £9916.00

Total - **£50,174.67**

Bank Balance at 31st August 2025 = £18,800.78 + £31,373.89 = **£50,174.67**

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

25/155 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)

25/156 Highways –

- 20mph Advisory speed limit signs- Cllrs Chisholm, Hughes and Read to update
- Resolution to consider requesting the installation of a safety barrier along the underpass near Dalestones where a car recently left the road.

25/157 Underpass improvement –Clerk to update council

25/158 Parish Plan Update – to confirm that all the parish plan documents have now been distributed.

September 2025 Meeting

25/159 Christmas 2025 – Resolution to order the parish Christmas Tree (16ft) from Welford Christmas Tree farm for £450.00 inc delivery, installation lights and vat.

25/160 Correspondence, to include actions when needed

- 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

25/161 Next meeting October 16th 2025