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To All Parish Councillors: I hereby summon you to attend the **Annual Parish Council Meeting**, which will take place on **Thursday May 21st 2026 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 circular stamp.

Clerk, Fiona Young

AGENDA

26/083 Resolution to elect a Chairman and to sign the Declaration of Acceptance of Office

26/084 Resolution to elect a Vice-Chairman

26/085 Councillors to update their Register of Interests if needed.

26/086 To receive and approve any apologies for absence.

26/087 To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda

26/088 To approve and sign the Minutes of the Ordinary Council Meeting held on April 16th and the minutes of the extraordinary meeting on May 6th 2026

26/089 Public Session. 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.

26/090 To Receive Reports from

a) Police Representative. Full crime report has been circulated to councillors.

b) West Northants Councillors – to receive a report if available

26/091 To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC and to receive Clerks report.

26/092 Matters arising from previous minutes, for report only

- No update available regarding the Heritage Signs application
- Clerk sent emails to the local parishes regarding the loss of the Ability bus, no action planned currently.

May 2026

- Clerk contacted Helen Howard as requested, regarding the drop kerb that is needed at the entrance to the park. The kerb is still outstanding from last years budget and has been added to the works list as a priority for this year.

26/093 Confirmation of arrangements for insurance cover in respect of all insurable risks and approval of the quote for the coming year. (Council has now left a 3 year long term agreement)

26/094 Review and adoption of the following key documents

- Standing Orders
- Financial Regulations
- Risk Assessment – Financial and Governance
- Code of Conduct

26/095 Review and adoption of the following policies;

Absence Policy	Audit Plan	Complaints Policy	Correspondence & Media Policy
Data Breach Policy	Data Protection Policy	Dignity at Work Policy	Disciplinary Policy
Equality & Diversity Policy	Freedom of Information Policy	Grievance Policy	Records Retention Policy
Internal Control Procedures	IT Policy	Vexatious Complaints Policy	

26/096 Review of the Council's and/or staff subscriptions to other bodies and confirm councils regular direct debit or standing order payments.

Direct debits – ICO £47.00 annually, Tesco mobile £7.84 monthly

26/097 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. Currently at 7pm on the third Thursday in the month with the exception of August. Meeting dates as follows – June 18th, July 23 or 30th, no meeting in August Sept 17th, Oct 15th, Nov 19th, Dec 17th, Jan 21st, Feb 18th, March 18th.

26/098 Annual Governance

1. Resolution to approve Section 1 of the Annual Return – Statement of Internal Controls
2. Resolution to approve Section 2 of the Annual Return – Accounting Statement
3. Resolution to accept the Internal Audit Report
4. Resolution to set the date for the Exercise of Electors Rights as June 3rd to July 14th 2026

226/099 Finance

1. Resolution to approve the following payments for May, plus any that arrive between agenda publication and the meeting.

Payable to	Details	Amount £	Power to Pay
Clerk	Salary April	954.11	LGA 1972 ss101, 111 & 112
HMRC	Tax and NI	358.07	LGA 1972 ss101, 111 & 112
Sovereign Play Equipment	Balance for the goal posts	2210.69	Open Spaces Act 1906, section 9-10
Broxap	Aluminium Noticeboard	2064.00	Litter Act 1983, subsections 5 and 6
Viking Stationary (50% share)	New financial year items	13.36	LGA 1972 ss101, 111 & 112
DCK Payroll	Payroll processing	18.00	LGA 1972 ss101, 111 & 112
Clerk	Expenses, 2 x mileage	18.00	LGA 1972 ss101, 111 & 112
JS Potters	Installation of two new benches on slab bases	3600.00	Open Spaces Act 1906, section 9-10
WNC	Emptying two rubbish bins for 26/27	573.86	Open Spaces Act 1906, section 9-10
NCALC	Inv 5138	82.80	LGA 1972 ss101, 111 & 112
Northampton Magazines	Inv 12348	80.00	Local Government Act 1972 s142

2. Resolution to approve the bank reconciliation statement for 30th April 2026

Bank Balance at 1st April 2026 £6121.47 + 31,649.80 = £37,771.27

Plus Receipts £14,748.50

Less Payments £3442.24

Total - £49,077.53

Bank Balance at 30 April 2026 = £17,427.73 + £31,649.80 = £49,077.53

3. To confirm that the monthly internal controls checks have been completed.

26/100 Staffing

Resolution to confirm the actions required by the Pensions Regulator and to confirm that the Clerk intends to 'opt in' to the council pension provision with Nest.

26/101 Planning

2026/1456/LDP, 41 Summerfields Northampton NN4 9YN Lawful development certificate (proposed) for change of use of a four bedroom dwellinghouse (class C3) to a care home for up to 3 no. children (class C2) *Note property already has approval for 2 children.

2026/1078/MAF, Plot 150 Swan Valley Way Northampton Development of 2 no. commercial/ industrial units with ancillary offices, car parking, service areas, soft landscaping and associated infrastructure

May 2026

26/102 Resolution to agree any actions required following the Annual Parish Meeting.

26/103 Updates regarding the installation of the goal posts, benches, new waste bin and noticeboard.

26/104 Update regarding the community magazine article

26/105 Parking at St Benedicts – To discuss parking concerns outside St Benedicts Church and to agree action as required, to include a possible application for double yellow lines.

26/106 Correspondence and actions when needed.

- Query from resident about no mow May – referred to WNC
- Letter regarding establishing a cricket practice facility in West Hunsbury which eventually could become West Hunsbury Cricket Club – Clerk referred to Cllrs and WNC
- West Northants sustainable food network – newsletter
- West Northants Youth Strategy – Clerk filed.
- Ncalc training on VAT – Clerk
- Email regarding an open electricity service box, actioned by Highways

26/107 Next meeting date June 18th 2026