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

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

www.westhunsburyparishcouncil.gov.uk

Minutes of the Annual Parish Council Meeting, Held on Thursday May 21, 2026.

at 7pm Parsons Meade Community Centre

Members Present: Councillors Carl Squires (Chairman), Kathryn Barker, David Garrett, Ros Chisholm and Jacqueline Hughes

Fiona Young, Clerk

Marie Hepplewhite – WNC Emergency Planning Officer

Item no	
26/083	**Resolution to elect a Chairman and to sign the Declaration of Acceptance of Office** Cllr Squires proposed that Cllr Hook is elected as Chairman, Cllr Garrett seconded the proposal and all agreed. Cllr Hook was duly elected as Chairman.
26/084	**Resolution to elect a Vice-Chairman.** Cllr Garrett proposed that Cllr Squires is elected as Vice Chair and this was seconded by Cllr Hughes and agreed by all.
26/085	**Councillors to update their Register of Interests if needed.** None to report.
26/086	**To receive and approve any apologies for absence.** It was **Resolved** to approve the apologies received from Cllrs Read, Godfrey, Philip and Hook.
26/087	**To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda** None stated
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** Both sets of minutes were circulated prior to the meeting, it was **Resolved** to approve the minutes from April 16th and May 6th and they were signed as a true record.

26/089	Public Forum. Marie Hepplewhite attended the meeting to speak about West Northants Council's emergency planning project for parish councils. This included information about the Flood Warden Scheme and how the parish council can be involved. There are 3 spaces left on the emergency planning project which is funded by the Environment Agency, if the parish council want to be involved they need to register, there is no cost to take part in the project, the parish council would only need to pay for the replacement of any equipment that is damaged, lost or out of date.
26/090	To Receive Reports from a) The Police. The Clerk circulated the crime report from April. Councillors discussed residents concerned about illegal motorbikes that are accessing public footpaths in the parish and endangering pedestrians, particularly parents walking with small children. The Clerk explained that she has received two reports from residents who were using a footpath when approached by illegal motorbikes being ridden at speed and with no care or concern to pedestrians. The incidents were frightening and have been reported to the local Police, the Clerk has also spoken to PCSO Lee Shelton. b) West Northants Councillors. Nothing received.
26/091	To receive Clerks report and brief reports from Councillors or Clerk attending outside meetings. None
26/092	Matters arising from previous minutes, items not covered on the agenda, 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. • 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)** The Clerk reported that she had obtained two quotes for insurance, one from Clear Councils and one from Zurich. The quotes were very similar, £478.00 from Zurich for a 3 year long term agreement and £441.48 from Clear Councils. It was **Resolved** to remain with Clear Councils and to sign a 3 year LTA. The Clerk will action.
26/094	**Review and adoption of the following key documents** Standing Orders Financial Regulations Risk Assessment – Financial and Governance Code of Conduct It was **Resolved** to adopt the above documents.

26/095	**Review and adoption of the following policies;** It was Resolved to approve the policies listed above.

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 The above direct debits were approved.
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. It was Resolved to approve the meeting dates listed above, the July meeting will now be July 30th 2026.
26/098	Annual Governance 1. Resolution to approve Section 1 of the Annual Return – Statement of Internal Controls The Clerk read out the statements on Section 1 of the annual return. It was Resolved to approve Section 1. 2. Resolution to approve Section 2 of the Annual Return – Accounting Statement It was Resolved to approve Section 2 of the Annual Return. 3. Resolution to accept the Internal Audit Report. It was Resolved to approve the Internal Audit Report, there were no actions. 4. Resolution to set the date for the Exercise of Electors Rights as June 3rd to July 14th 2026 It was Resolved to set the dates of the Exercise of Electors Rights as June 3rd to July 14th.

26/099 Finance

1. Resolution to approve the payments listed below for May plus any that are received prior to 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
Broxap	Aluminium Noticeboard	2064.00	Litter Act 1983, subsections 5 a
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
WNC	Emptying two rubbish bins for 26/27	573.86	Open Spaces Act 1906, section
NCALC	Inv 5138	82.80	LGA 1972 ss101, 111 & 112
Northampton Magazines	Inv 12348	80.00	Local Government Act 1972 s14

It was Resolved to approve all the payments listed above.

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

The bank reconciliation was noted and approved.

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

Cllr Soosan Philip emailed the Clerk prior to the meeting and confirmed that the internal controls checks have been completed and there are no concerns.

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.

It was **Resolved** that the council would re-enrol as required by HMRC and that the Clerk would opt-in to the pension provided by 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. After some discussion it was **Resolved** to submit No Comments. **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. After some discussion it was **Resolved** to submit an Objection to this application. The letter of objection can be found in Appendix A to these minutes. The grounds for objection focused largely on the unacceptable environmental impact that this proposal would have on the Wooton Brook / canal corridor.
26/102	Resolution to agree any actions required following the Annual Parish Meeting. It was agreed that a summary report of the APM would be written and published on the parish council website.
26/103	Updates regarding the installation of the goal posts, benches, new waste bin and noticeboard. The goal posts have been installed, there was an issue with the paintwork that has now been resolved. The new waste bins have also been installed and two new benches. The noticeboard has been delivered to JS Potters and Cllr Hook will liaise with them to make sure it is installed in the agreed place. The Clerk was asked to request a photo of the noticeboard prior to installation to make sure that the spelling is correct.
26/104	Update regarding the community magazine article The Chairman and council thanked Cllr Garrett for his work on the magazine article, it has now been submitted and will be published in early June.
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. Cllr Hughes reported that St Benedicts Church has amended its lettings policy to put in clearer guidance for Church users about parking on nearby streets. It was agreed that this item will be discussed later in the year when the decision on parking charges in the parks has been published. If WNC introduce parking charges in the two Hunsbury Parks it will have a big impact on parking in the residential street surrounding the parks.
26/106	Correspondence and actions when needed. • Query from resident about no mow May – referred to WNC It is believed that WNC have not signed up to No Mow May this year.

	• 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 - **June 18th 2026**