

Potterspurvy Parish Council

Chairman: Dr Steve Parkin

Clerk: Mrs Jane Spence

clerk@potterspurvy.org

228 Park Lane, Northampton, NN5 6QW 01604 587265 www.potterspurvy.org.uk



NOTICE OF MEETING OF POTTERS PURVY PARISH COUNCIL

Dear Sir / Madam

I hereby give you notice that the **MEETING OF THE COUNCIL** of the above-named Parish will be held on **WEDNESDAY 10 APRIL 2024 at 7:30 pm in ST NICHOLAS CHURCH, Chancel Door – upstairs meeting room.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Members of the public and press are invited to attend.

Jane Spence – Clerk
3 April 2024

AGENDA

| | |
|-------|--|
| 1 | APPROVE APOLOGIES FOR ABSENCE. |
| 2 | APPROVE MINUTES: Potterspurvy Parish Council meeting held on 13 March 2024. |
| 3 | MATTERS ARISING from previous meetings. |
| 4 | DECLARATION OF INTEREST under the Council's Code of Conduct. |
| 5 | SUMMARY OF MINUTES ACTION REPORT. |
| 6 | PAYMENTS VERIFICATION: Councillor to check invoices and payments list, prior to approval. |
| 7 | PUBLIC FORUM: Members of the public are invited to address the council. This session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting. |
| 8 | REPORT FROM NHW COORDINATOR & POLICE LIAISON REP. |
| 9 | REPORT FROM WNC WARD COUNCILLOR. |
| 10 | PLANNING |
| (i) | PLANNING APPLICATIONS: 2024/1528/OUT Outline planning permission (all matters reserved with the exception of access) for the erection of six self and custom build properties. Allotment Gardens, Poundfield Road. |
| (ii) | PLANNING DECISIONS: 2024/0371/TPO Works to Trees. 1 High Street. Approved 05/03/24. |
| (iii) | OTHER PLANNING MATTERS: WNS/2022/1741/EIA Application for full planning permission for the erection of 9 x employment units. Furtho Pits, Old Cosgrove Road, Old Stratford. Receive update. |
| 11 | PLAY AREAS |
| (i) | RECEIVE INSPECTION REPORTS: March-April: |
| (a) | Meadow View – Cllr Garbutt. |
| (b) | Mays Way, Blackwell End, Village Hall - Cllr Millidge. |
| (c) | Skatepark Weekly – Cllr Garbutt. |
| (ii) | INSPECTION ROTA: April-May: |
| (a) | Meadow View – Cllr Parkin. |
| (b) | Mays Way, Blackwell End & Village Hall – Cllr Norris. |
| (c) | Skatepark Weekly – Cllr Garbutt. |
| 12 | FINANCE |
| (i) | RECEIVE REPORTS FROM CLERK. |
| (a) | Budget Report – year end. |
| (b) | Budget Report – April 2024. |
| (c) | Reserves Report – year end. |
| (d) | Bank Reconciliation – year end. |
| (ii) | BANK BALANCES: TOTAL £62,073.47 (31/03/24). |
| (a) | Lloyds Current: £12,764.80 (31/03/24). |
| (b) | Lloyds Deposit: £49,308.67 (31/03/24). |
| (iii) | RECEIPTS: |
| (a) | Lloyds Deposit: March interest £121.05. |
| (b) | HMRC: VAT Repayment 1/11/23-29/2/24 £1,138.34. |

| (iv) | STREETLIGHT ELECTRICITY: Consider quotes for renewal due 31/5/24. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------|---|----------------|---------------|----------------|-------|---------|-------|----------------------|------|------|------|-------|------------------------------|-------|------|-------|--|----------------------------|--------------|-------------|--------------|-----|--|--------|------|--------|-----|--|--------|------|--------|-----|---|-------|------|-------|-----|--|-------|------|-------|-----|----------------------------------|--------|------|--------|-----|---|--------|------|--------|-----|--|--------|-------|--------|-----|-------------------------------|--------|-------|--------|-----|--|--------|-------|--------|-----|-------------------------------------|--------|--------|--------|--|------------------------|----------------|---------------|----------------|--|---------------------------------|--|--|--|--|-----------------------------|----------------|---------------|----------------|
| (v) | PRG CHARITY - ALLOTMENTS INSURANCE: Ratify 2024-25 renewal payment £170.65. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (vi) | CPRE MEMBERSHIP RENEWAL: Consider continuing membership £36 pa. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (vii) | APPROVE ONLINE PAYMENT TRANSFERS (plus any further payments requested by Clerk). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>TR no</th> <th>PAYEE</th> <th>Net £</th> <th>VAT £</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>DD472</td> <td>15.4.24 Tesco Mobile</td> <td>6.25</td> <td>1.25</td> <td>7.50</td> </tr> <tr> <td>DD473</td> <td>30.4.24 PWLB: Loan repayment</td> <td>63.47</td> <td>0.00</td> <td>63.47</td> </tr> <tr> <td></td> <td>TOTAL DIRECT DEBITS</td> <td>69.72</td> <td>1.25</td> <td>70.97</td> </tr> <tr> <td>474</td> <td>J Spence: Clerk March salary £903.93, mileage £19.35, office £54.01.</td> <td>971.04</td> <td>6.25</td> <td>977.29</td> </tr> <tr> <td>475</td> <td>HMRC: March Clerk PAYE £226.20, Employer NI £51.35</td> <td>277.55</td> <td>0.00</td> <td>277.55</td> </tr> <tr> <td>476</td> <td>The Old Mail: Advert – Councillor vacancies</td> <td>23.00</td> <td>0.00</td> <td>23.00</td> </tr> <tr> <td>477</td> <td>B Osborne: Payroll services Jan-Mar 2024</td> <td>69.00</td> <td>0.00</td> <td>69.00</td> </tr> <tr> <td>478</td> <td>A Stockton: Litter picking March</td> <td>100.00</td> <td>0.00</td> <td>100.00</td> </tr> <tr> <td>479</td> <td>West Northants Council: Green waste bins Churchyard</td> <td>116.00</td> <td>0.00</td> <td>116.00</td> </tr> <tr> <td>480</td> <td>Smith of Derby: St Nicholas Church clock service</td> <td>292.00</td> <td>58.40</td> <td>350.40</td> </tr> <tr> <td>481</td> <td>DNH Contracts: Dog bins March</td> <td>120.00</td> <td>24.00</td> <td>144.00</td> </tr> <tr> <td>482</td> <td>R Phillips: Handyman labour £172.60 & Materials £61.44</td> <td>223.80</td> <td>10.24</td> <td>234.04</td> </tr> <tr> <td>483</td> <td>RTM Landscapes: Grounds maintenance</td> <td>664.00</td> <td>132.80</td> <td>796.80</td> </tr> <tr> <td></td> <td>TOTAL TRANSFERS</td> <td>2856.39</td> <td>231.69</td> <td>3088.08</td> </tr> <tr> <td></td> <td><i>NPOWER: awaiting invoice</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>TOTAL APRIL PAYMENTS</td> <td>2926.11</td> <td>232.94</td> <td>3159.05</td> </tr> </tbody> </table> | TR no | PAYEE | Net £ | VAT £ | Total £ | DD472 | 15.4.24 Tesco Mobile | 6.25 | 1.25 | 7.50 | DD473 | 30.4.24 PWLB: Loan repayment | 63.47 | 0.00 | 63.47 | | TOTAL DIRECT DEBITS | 69.72 | 1.25 | 70.97 | 474 | J Spence: Clerk March salary £903.93, mileage £19.35, office £54.01. | 971.04 | 6.25 | 977.29 | 475 | HMRC: March Clerk PAYE £226.20, Employer NI £51.35 | 277.55 | 0.00 | 277.55 | 476 | The Old Mail: Advert – Councillor vacancies | 23.00 | 0.00 | 23.00 | 477 | B Osborne: Payroll services Jan-Mar 2024 | 69.00 | 0.00 | 69.00 | 478 | A Stockton: Litter picking March | 100.00 | 0.00 | 100.00 | 479 | West Northants Council: Green waste bins Churchyard | 116.00 | 0.00 | 116.00 | 480 | Smith of Derby: St Nicholas Church clock service | 292.00 | 58.40 | 350.40 | 481 | DNH Contracts: Dog bins March | 120.00 | 24.00 | 144.00 | 482 | R Phillips: Handyman labour £172.60 & Materials £61.44 | 223.80 | 10.24 | 234.04 | 483 | RTM Landscapes: Grounds maintenance | 664.00 | 132.80 | 796.80 | | TOTAL TRANSFERS | 2856.39 | 231.69 | 3088.08 | | <i>NPOWER: awaiting invoice</i> | | | | | TOTAL APRIL PAYMENTS | 2926.11 | 232.94 | 3159.05 |
| TR no | PAYEE | Net £ | VAT £ | Total £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD472 | 15.4.24 Tesco Mobile | 6.25 | 1.25 | 7.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD473 | 30.4.24 PWLB: Loan repayment | 63.47 | 0.00 | 63.47 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | TOTAL DIRECT DEBITS | 69.72 | 1.25 | 70.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 474 | J Spence: Clerk March salary £903.93, mileage £19.35, office £54.01. | 971.04 | 6.25 | 977.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 475 | HMRC: March Clerk PAYE £226.20, Employer NI £51.35 | 277.55 | 0.00 | 277.55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 476 | The Old Mail: Advert – Councillor vacancies | 23.00 | 0.00 | 23.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 477 | B Osborne: Payroll services Jan-Mar 2024 | 69.00 | 0.00 | 69.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 478 | A Stockton: Litter picking March | 100.00 | 0.00 | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 479 | West Northants Council: Green waste bins Churchyard | 116.00 | 0.00 | 116.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 480 | Smith of Derby: St Nicholas Church clock service | 292.00 | 58.40 | 350.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 481 | DNH Contracts: Dog bins March | 120.00 | 24.00 | 144.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 482 | R Phillips: Handyman labour £172.60 & Materials £61.44 | 223.80 | 10.24 | 234.04 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 483 | RTM Landscapes: Grounds maintenance | 664.00 | 132.80 | 796.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | TOTAL TRANSFERS | 2856.39 | 231.69 | 3088.08 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <i>NPOWER: awaiting invoice</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | TOTAL APRIL PAYMENTS | 2926.11 | 232.94 | 3159.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | PARISH COUNCIL MATTERS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (i) | MILL POND MEADOW: Receive Cllr Lucas report. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (ii) | COUNCILLOR VACANCIES: Receive update. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (iii) | CHURCHYARD LIME TREES POLLARDING: Receive update. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (iv) | PC ASSET REGISTER 2023-2024: Approve. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (v) | PC RISK ASSESSMENT 2023-2024: Approve. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | VILLAGE MATTERS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (i) | DEFIBRILLATOR – HIGH STREET: Receive monthly report. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (ii) | CCTV/ANPR: Receive monthly report. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (iii) | SPEEDING ON VILLAGE ROADS: Receive update on VAS / SID research. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (iv) | JOHN HELLINS PRIMARY SCHOOL: Receive update on emails sent 26/2/24 and 25/3/24. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (v) | DEAD TREE ON MR ALLEN’S LAND BY MV STREAM: Receive update on contact with Berrys. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (vi) | TOWCESTER JUNIORS FC: Consider continued use small football pitch 2024-25 season – Saturday mornings. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | ANNUAL REPORTS 2024: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (i) | PC Chairman. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (ii) | PC Finance. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (iii) | WNC Deanshanger Ward – Cllr William Barter. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (iv) | SN Neighbourhood Police. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (v) | NHW Coordinator & Police Liaison Representative. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | CONSULTATIONS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | West Northants Local Plan – Parish Engagement: Response submitted 30/3/2024. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | CORRESPONDENCE: Consider as listed below and any other items received prior to the meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | UPDATES: Discussion of matters not otherwise on the agenda for information-sharing only. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Next meetings: Wednesday 8 May 2024 – Village Hall. 7:00pm – Annual Meeting. Followed by Parish Council Meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |