

# Potterspurvy Parish Council

Chairman: Dr Steve Parkin

Clerk: Mrs Jane Spence

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## 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 11 SEPTEMBER 2024 in Village Hall at 7:30 pm.**

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  
4 September 2024

## AGENDA

1	<b>APPROVE APOLOGIES FOR ABSENCE.</b>
2	<b>APPROVE MINUTES:</b> Potterspurvy Parish Council meeting held on 10 July 2024.
3	<b>MATTERS ARISING from previous meetings.</b>
4	<b>DECLARATION OF INTEREST under the Council's Code of Conduct.</b>
5	<b>SUMMARY OF MINUTES ACTION REPORT.</b>
6	<b>PAYMENTS VERIFICATION: Councillor to check invoices and payments list, prior to approval.</b>
7	<b>PUBLIC FORUM:</b> 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	<b>REPORT FROM NHW COORDINATOR &amp; POLICE LIAISON REP.</b>
9	<b>REPORT FROM WNC WARD COUNCILLOR.</b>
10	<b>PLANNING:</b>
(i)	<b>PLANNING APPLICATIONS:</b> <b>2024/3818/PA</b> Determination as to whether prior approval is required (under Class Q of Part 3 of the <i>above Order</i> ) <i>(Town and Country Planning (General Permitted Development) Order 2015 (as amended) Standard consultation Planning)</i> for the change of use of part of an agricultural building (incorporating a single storey rear extension) to 1 No. dwelling house(s) (Use Class C3). Agricultural Building, Furtho Lane. (Deadline 19/9/24).
(ii)	<b>PLANNING DECISIONS:</b>
(a)	<b>2024/0040/FULL</b> Works to existing outbuilding, including the installation of side window, side door, woodburner and flue. Paved patio area, removal of existing greenhouse and ground-mounted PV panels installed to north end of garden. 104 High Street. Approval 3/7/24.
(b)	<b>2024/0041/LBC</b> Listed Building application for internal and external works to existing outbuilding and installation of first floor mezzanine level. New woodburner and flue. Ground-mounted PV panels installed to north end of garden. 104 High Street. Approval 3/7/24
(c)	<b>2024/1205/FULL</b> Proposed two storey side extension. Grafton House, 11 Church End. Refusal 3/7/24.
(d)	<b>2024/1282/LBC</b> Proposed two storey side extension. Grafton House, 11 Church End. Refusal 3/7/24.
(e)	<b>2024/1537/FULL</b> Replacement of fascias, soffits and guttering. 31-45 High Street GUHG. Refusal 30/8/24.
(f)	<b>2024/1546/LBC</b> Replacement of rear fascias, soffits and guttering. 31-45 High Street GUHG. Refusal 30/8/24.
(iii)	<b>OTHER PLANNING MATTERS:</b> <b>23/0/724 APPEAL APP/W2845/W/24/3345571 WNC Ref: 2023/5711/PIP</b> – Land Poundfield Road Permission in Principle for development of 8-9 custom/self-build dwellings.
11	<b>PLAY AREAS</b>
(i)	<b>RECEIVE INSPECTION REPORTS: July-August:</b>
(a)	Meadow View – Cllr Blunden.
(b)	Mays Way, Blackwell End, Village Hall - Cllr Neubersch.
(c)	Skatepark Weekly – Cllr Garbutt.
(ii)	<b>RECEIVE INSPECTION REPORTS: August-September:</b>
(a)	Meadow View – Cllr Blunden.
(b)	Mays Way, Blackwell End, Village Hall - Cllr Parkin.
(c)	Skatepark Weekly – Cllr Garbutt.
(iii)	<b>INSPECTION ROTA: September-October:</b>
(a)	Meadow View – Cllr Silvester.
(b)	Mays Way, Blackwell End & Village Hall – Cllr Capps.
(c)	Skatepark Weekly – Cllr Garbutt.

(iv)	<b>CPM PLAYGROUNDS LTD:</b> Consider operational inspection reports dated 14/8/24. (Circ 28/8)				
(v)	<b>SKATEPARK CONCRETE SURFACING:</b> Receive update.				
(vi)	<b>MV PLAY AREA SURFACE:</b> Receive update.				
<b>12</b>	<b>FINANCE</b>				
(i)	<b>RECEIVE BUDGET REPORT FROM CLERK.</b>				
(ii)	<b>BANK BALANCES: TOTAL £73,756.93 (31/7/24).</b>				
(a)	Lloyds Current: £12,921.39 (31/7/24).				
(b)	Lloyds Deposit: £50,835.54 (31/7/24).				
(c)	26/7/24 Lloyds Transfer request £10,000 from Deposit to Current – matures 27/8/24.				
(iii)	<b>BANK BALANCES: TOTAL £72,690.74 (31/8/24).</b>				
(a)	Lloyds Current: £21,750.64 (31/8/24).				
(b)	Lloyds Deposit: £50,940.10 (31/8/24).				
(iv)	<b>RECEIPTS:</b>				
(v)	Lloyds Deposit: July interest £158.01.				
(a)	Lloyds Deposit: August interest £126.48				
(b)	<b>PSSC: CAR PARK ENTRY GATE – CONDITION &amp; DAMAGE:</b> Consider replacement - budget. (Circ 17/7)				
(vi)	<b>PSSC: NEW GOALPOST:</b> Consider request for donation £758.54. (Circ 3/9)				
(vii)	<b>ANNUAL GOVERNANCE &amp; ACCOUNTABILITY RETURN (AGAR) 2023-2024:</b> External audit and certificate approved by PKF Littlejohn LLP with no issues arising.				
(viii)	<b>APPROVE ONLINE PAYMENT TRANSFERS (plus any further payments requested by Clerk).</b>				
	<b>TR no</b>	<b>PAYEE</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>
	518	07.08.24 J Spence: Clerk July salary £904.13, Mileage £24.05, office £19.25	947.43	0.00	947.43
	DD519	15.08.24 Tesco Mobile Phone	6.25	1.25	7.50
	DD520	09.08.24 Yu Energy: July Streetlight electricity	199.05	9.95	209.00
	DD521	09.08.24 Yu Energy: July Streetlight electricity	27.37	1.37	28.74
		<b>TOTAL PAYMENTS AUGUST</b>	<b>1180.10</b>	<b>12.57</b>	<b>1192.67</b>
		<b>11.09.2024</b>			
	522	HMRC: July PAYE £226, Employer NI £51.35 & August PAYE £334.20, Employer NI £126.02	737.57	0.00	737.57.
	523	J Spence: August - Clerk salary, backpay & overtime £1336.96, Office £22.58	1358.98	0.56	1359.54
	524	R Phillips: Handyman labour	192.20	0.00	192.20
	525	A Stockton: Litter picking July & August	200.00	0.00	200.00
	526	DNH Contracts: Dog bins- July £144, August £180	270.00	54.00	324.00
	527	PKF Littlejohn LLP: External Audit 2023-2024	315.00	63.00	378.00
	528	CPM Playgrounds Ltd: Play Areas Inspections 14/8/24	215.00	43.00	258.00
	529	RTM Landscapes: Grounds contract July £1701.60, August £1701.60 & Tree works £144.00	2956.00	591.20	3547.20
		<b>TOTAL TRANSFERS SEPTEMBER</b>	<b>6244.75</b>	<b>751.76</b>	<b>6996.51</b>
	DD530	16.09.24 Tesco Mobile Phone	6.25	1.25	7.50
	DD531	09.09.24 Yu Energy: August Streetlight electricity	202.48	10.12	212.60
	DD532	09.09.24 Yu Energy: August Streetlight electricity	27.26	1.36	28.62
		<b>TOTAL DIRECT DEBITS SEPTEMBER</b>	<b>235.99</b>	<b>12.73</b>	<b>248.72</b>
		<b>TOTAL PAYMENTS SEPTEMBER</b>	<b>6480.74</b>	<b>764.49</b>	<b>7245.23</b>
<b>13</b>	<b>PARISH COUNCIL MATTERS:</b>				
(i)	<b>WINTER GRITTING ROUTES 2024-25:</b> Include Potterspurty in precautionary routes. (Circ 2/7)				
(ii)	<b>GROUND MAINTENANCE CONTRACT – ENDS FEBRUARY 2025:</b> Consider review of contract – additions and changes required before invitations to tender are issued. (Circ 4/9)				
<b>14</b>	<b>VILLAGE MATTERS:</b>				
(i)	<b>MILL POND MEADOW:</b> Report from Cllr Lucas.				
(ii)	<b>DEFIBRILLATOR – HIGH STREET:</b> Receive monthly report.				
(iii)	<b>CCTV/ANPR:</b> Receive monthly report.				
(iv)	<b>VAS EQUIPMENT:</b> Receive update.				
(v)	<b>WATER - CHURCH END:</b> High water and drains issues – receive update.				

(vi)	<b>CREATED ACCESS 3 HOMESTEAD WAY TO MANSION GARDENS:</b> Receive update. (Circ 19/6 & 26/6)
(vii)	<b>OVERGROWN FOOTPATH BEHIND 24 MANSION GARDENS:</b> Receive report from Cllr Millidge.
(viii)	<b>OVERGROWN FOOTPATH / HEDGE 1-11 MAYS WAY:</b> Consider maintenance issues.
(ix)	<b>NEW SINK HOLE – HIGH STREET:</b> Receive update on report to FixMyStreet 1/7/24. (Circ 2/7)
(x)	<b>WNC PSPO DOG SIGNS:</b> Consider locations. (Circ 3/9)
(xi)	<b>ANGLIAN WATER:</b> Receive notification of issue with air valve attached to water main in MVPF,
15	<b>CORRESPONDENCE:</b> Consider as listed below and any other items received prior to the meeting.
(i)	Email 19/7/24: Missing bench on Yardley Road. (Circ 22/7)
(ii)	Email 7/8/24: Resident email correspondence with Northants Police – speeding motorbikes. (Circ 27/8)
16	<b>UPDATES:</b> Discussion of matters not otherwise on the agenda for information-sharing only.
17	<b>Next Parish Council meeting - Wednesday 9 October 2024 – Village Hall.</b>