

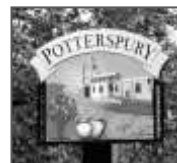
# Potterspurty Parish Council

Chairman of the Council: Dr Steve Parkin

Clerk: Mrs Jane Spence

clerk@potterspurty.org

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



## MINUTES of the meeting of Potterspurty Parish Council held on Wednesday 11 September 2024 at 7:30pm in Potterspurty Village Hall.

**Councillors present:** Dr S Parkin (Chair), Mrs J Millidge, Mr I Garbutt, Mr R Capps, Mr G Lucas, Mrs J Blunden, Mrs B Silvester, Mr G Skelton.

**Parish Clerk:** Mrs J Spence.

**Apologies:** Cllrs Dring, Norris, Nagle and Neubersch.

**Also present:** WNC Ward Cllr William Barter and one member of the public.

Mr C Coppin, NHW Coordinator and Police Liaison Rep sent his apologies.

6575	<b>APOLOGIES:</b> <i>It was resolved to approve the apologies for absence from Cllrs Dring, Norris, Nagle and Neubersch.</i>	
6576	<b>MINUTES:</b> <i>It was resolved to approve as a true record the Minutes of the Parish Council Meeting held on 10 July 2024, which were duly signed by the Chair.</i>	
6577	<b>MATTERS ARISING:</b> None.	
6578	<b>DECLARATION OF INTEREST UNDER COUNCIL'S CODE OF CONDUCT:</b> None.	
6579	<b>MINUTES ACTION REPORT:</b> Noted.	
6580	<b>PAYMENTS &amp; BANK RECONCILIATION:</b> Cllr Capps checked invoices and payments lists prior to approval and bank reconciliation documents.	
6581	<b>PUBLIC FORUM:</b> Dr David Griffin, 3 Homestead Way gave further information on the created access into Mansion Gardens. (Minute 6588(vi) refers).	
6582	<b>NHW COORDINATOR &amp; POLICE LIAISON REP:</b> Mr Coppin submitted email reports. <b>10/07/2024:</b> Crime figures not available. SN Police priorities – Road Safety and Road Traffic Offences, Vehicle Crime and Burglary. Improper use of motorcycles around village. Beat Bus cancelled on 19/6/24. Multiple reports of phones stolen in Towcester pubs. Email and Text scams ongoing. Reports of burglaries in Places of Worship. <b>05/09/2024:</b> Crime figures: June SN 132 (Potterspurty 6). Local crimes: bicycle stolen - Mays Way; vehicle stolen - High Street; suspicious male climbing into garden, number plates stolen – Church End. Mr Coppin has spoken to Local Policing Team regarding these crimes, providing information. Nuisance motor bikes still an issue – being monitored. Email and text scams ongoing. Warning not to overshare personal information online about self, family or friends. Scam telephone calls – do not be polite – just hang up. Northants Police taking part in national knife surrender scheme. Concerns about E-Scooters, especially when used by young people. The use of privately owned E-Scooters is illegal.	
6583	<b>WNC WARD COUNCILLOR:</b> <b>Cllr William Barter:</b> Strategic Planning voted against Towcester DHL development.	
6584 (i)	<b>PLANNING:</b> <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</i> Order) <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). <b><i>It was resolved to submit a comment that Prior Approval is required as this will lead to development in open countryside outside the village confines, no vehicular access only Bridleway and no evidence of commercial horticultural or agricultural use.</i></b>	JS
(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	

	<p>greenhouse and ground-mounted PV panels installed to north end of garden. 104 High Street. Approval 3/7/24. Noted.</p> <p>(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. Noted.</p> <p>(c) <b>2024/1205/FULL</b> Proposed two storey side extension. Grafton House, 11 Church End. Refusal 3/7/24. Noted.</p> <p>(d) <b>2024/1282/LBC</b> Proposed two storey side extension. Grafton House, 11 Church End. Refusal 3/7/24. Noted.</p> <p>(e) <b>2024/1537/FULL</b> Replacement of fascias, soffits and guttering. 31-45 High Street GUHG. Refusal 30/8/24. Noted.</p> <p>(f) <b>2024/1546/LBC</b> Replacement of rear fascias, soffits and guttering. 31-45 High Street GUHG. Refusal 30/8/24. Noted.</p> <p>(iii) <b>Other Planning Matters:</b>  <b>23/07/24 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. Noted.</p>	
6585	<p><b>PLAY AREAS:</b></p> <p>(i) <b>Inspection Reports July-August:</b></p> <p>(a) <b>Meadow View:</b> Cllr Blunden submitted email report.</p> <p>(b) <b>Mays Way, Blackwell End &amp; Village Hall:</b> Cllr Neubersch submitted email reports.</p> <p>(c) <b>Skatepark:</b> Cllr Garbutt - weekly inspection reports submitted by email.</p> <p>(d) Items requiring attention will be referred to Handyman.</p> <p>(ii) <b>Inspection Reports: August-September:</b></p> <p>(a) Meadow View: Cllr Blunden submitted email report.</p> <p>(b) Mays Way, Blackwell End, Village Hall: Cllr Parkin submitted email report.</p> <p>(c) Skatepark Weekly: Cllr Garbutt – weekly inspection reports submitted by email.</p> <p>(d) Items requiring attention will be referred to Handyman and PSSC.</p> <p>(e) <b>Football pitches:</b> Changes to line marking noticed resulting in restricted access to – including - swings, outdoor gym equipment, picnic bench and public rights of way. <b><i>It was resolved to contact football teams to reinstate previous pitch markings – small and full size.</i></b></p> <p>(iii) <b>Inspection Rota: September-October:</b></p> <p>(a) Meadow View – Cllr Silvester.</p> <p>(b) Mays Way, Blackwell End &amp; Village Hall – Cllr Capps.</p> <p>(c) Skatepark Weekly – Cllr Garbutt.</p> <p>(iv) <b>CPM Playgrounds Ltd:</b> Operational Inspection Reports 14/8/24. Noted. <b><i>It was resolved to refer items requiring attention to Handyman.</i></b></p> <p>(v) <b>Skatepark Concrete Surface:</b> One quotation obtained for resurfacing damaged areas. Further information to be obtained.</p> <p>(vi) <b>Meadow View Play Area Surface:</b> Cllr Parkin and Cllr Neubersch met Jerry Jarman from Kompan on 15/07/24 to obtain advice on alternative surface to wood chippings. Grass and matting were recommended. <b><i>It was resolved to obtain quotations.</i></b></p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>
6586	<p><b>FINANCE:</b></p> <p>(i) <b>Budget Report:</b> <b><i>It was resolved to approve the Budget Report.</i></b></p> <p>(ii) <b>Bank Balances: Total £73,756.93 (31/7/24).</b></p> <p>(a) Lloyds Current: £12,921.39 (31/7/24).</p> <p>(b) Lloyds Deposit: £50,835.54 (31/7/24).</p> <p>(c) 26/7/24 Lloyds transfer request £10,000 from Deposit to Current – matures 27/8/24.</p> <p>(iii) <b>Bank Balances: Total £72,690.74 (31/8/24).</b></p> <p>(a) Lloyds Current: £21,750.64 (31/8/24).</p> <p>(b) Lloyds Deposit: £50,940.10 (31/8/24).</p> <p>(iv) <b>Receipts:</b></p> <p>(a) Lloyds Deposit: July interest - £158.01.</p> <p>(b) Lloyds Deposit: August interest £126.48.</p> <p>(v) <b>PSSC Car Park Entry Gate:</b> <b><i>It was resolved to obtain quotations to replace.</i></b></p> <p>(vi) <b>PSSC New Goalpost</b> MV playing field to replace goalpost broken by vandals: PSSC obtained grant for part of the cost and have requested grant from PC for balance of</p>	<p>JS</p>

(vii)	<p>£758.54. <b>It was resolved to request a breakdown of costings.</b>  <b>Annual Governance &amp; Accountability Return (AGAR) 2023-2024:</b> External audit and certificate approved by PKF Littlejohn LLP with no issues arising.</p>	JS																																																																																																									
(viii)	<p><b>Payments: It was resolved to approve bank transfers as listed below, checked by Cllr Capps. To be authorised by Cllr Capps and Cllr Millidge.</b></p> <table border="1" data-bbox="261 248 1401 1182"> <thead> <tr> <th>TR no</th> <th>PAYEE</th> <th>Net £</th> <th>VAT £</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>518</td> <td>07.08.24 J Spence: Clerk July salary £904.13, Mileage £24.05, office £19.25</td> <td>947.43</td> <td>0.00</td> <td>947.43</td> </tr> <tr> <td>DD519</td> <td>15.08.24 Tesco Mobile Phone</td> <td>6.25</td> <td>1.25</td> <td>7.50</td> </tr> <tr> <td>DD520</td> <td>09.08.24 Yu Energy: July Streetlight electricity</td> <td>199.05</td> <td>9.95</td> <td>209.00</td> </tr> <tr> <td>DD521</td> <td>09.08.24 Yu Energy: July Streetlight electricity</td> <td>27.37</td> <td>1.37</td> <td>28.74</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL PAYMENTS AUGUST</b></td> <td><b>1180.10</b></td> <td><b>12.57</b></td> <td><b>1192.67</b></td> </tr> <tr> <td colspan="5"><b>11.09.2024</b></td> </tr> <tr> <td>522</td> <td>HMRC: July PAYE £226, Employer NI £51.35 &amp; August PAYE £334.20, Employer NI £126.02</td> <td>737.57</td> <td>0.00</td> <td>737.57.</td> </tr> <tr> <td>523</td> <td>J Spence: August - Clerk salary, backpay &amp; overtime £1336.96, Office £22.58</td> <td>1358.98</td> <td>0.56</td> <td>1359.54</td> </tr> <tr> <td>524</td> <td>R Phillips: Handyman labour</td> <td>192.20</td> <td>0.00</td> <td>192.20</td> </tr> <tr> <td>525</td> <td>A Stockton: Litter picking July &amp; August</td> <td>200.00</td> <td>0.00</td> <td>200.00</td> </tr> <tr> <td>526</td> <td>DNH Contracts: Dog bins- July £144, August £180</td> <td>270.00</td> <td>54.00</td> <td>324.00</td> </tr> <tr> <td>527</td> <td>PKF Littlejohn LLP: External Audit 2023-2024</td> <td>315.00</td> <td>63.00</td> <td>378.00</td> </tr> <tr> <td>528</td> <td>CPM Playgrounds Ltd: Play Areas Inspections 14/8/24</td> <td>215.00</td> <td>43.00</td> <td>258.00</td> </tr> <tr> <td>529</td> <td>RTM Landscapes: Grounds contract July £1701.60, August £1701.60 &amp; Tree works £144.00</td> <td>2956.00</td> <td>591.20</td> <td>3547.20</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL TRANSFERS SEPTEMBER</b></td> <td><b>6244.75</b></td> <td><b>751.76</b></td> <td><b>6996.51</b></td> </tr> <tr> <td>DD530</td> <td>16.09.24 Tesco Mobile Phone</td> <td>6.25</td> <td>1.25</td> <td>7.50</td> </tr> <tr> <td>DD531</td> <td>09.09.24 Yu Energy: August Streetlight electricity</td> <td>202.48</td> <td>10.12</td> <td>212.60</td> </tr> <tr> <td>DD532</td> <td>09.09.24 Yu Energy: August Streetlight electricity</td> <td>27.26</td> <td>1.36</td> <td>28.62</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL DIRECT DEBITS SEPTEMBER</b></td> <td><b>235.99</b></td> <td><b>12.73</b></td> <td><b>248.72</b></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL PAYMENTS SEPTEMBER</b></td> <td><b>6480.74</b></td> <td><b>764.49</b></td> <td><b>7245.23</b></td> </tr> </tbody> </table>	TR no	PAYEE	Net £	VAT £	Total £	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>	
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6587 (i) (ii)	<p><b>PARISH COUNCIL MATTERS:</b>  <b>Winter Gritting Routes 2024-2025:</b> WNC Highways review meeting 17/9/24.  <b>Grounds Maintenance Contract:</b> Current contract ends February 2025. <b>It was resolved FWG to review contract specification and report to October meeting.</b></p>	JS JS FWG																																																																																																									
6588 (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix)	<p><b>VILLAGE MATTERS</b>  <b>Mill Pond Meadow:</b> Cllr Lucas reported damaged tree branches dealt with. Tim Dring will mow the meadow. Clerk to contact Mr Hubbard to extend the pond.  <b>Defibrillator Monthly Check:</b> Cllr Parkin reported in working order.  <b>CCTV/ANPR Monthly Check:</b> Cllr Capps reported in working order.  <b>Vehicle Activated Signs:</b> Letters sent to 10 residents in properties nearest to the VAS locations requesting their signed consent – six replies so far. Cllr Parkin will contact 91 and 58 High Street and Cllr Millidge will contact 25 Church End. Will proceed with next stages of process when all have replied.  <b>Water – Church End:</b> Anglian Water responded by email 1/8/24 – works planned to resolve flooding problems.  <b>Created access – 3 Homestead Way to Mansion Gardens (near 14 &amp; 16):</b> The resident attended PC meeting to explain reasons for the access and organisations contacted. Dr Griffin is agreeable to the PC contacting WNC Planning Enforcement to establish if planning permission was required. <b>It was resolved to contact Planning.</b>  <b>Overgrown footpath behind 24 Mansion Gardens:</b> Cllr Millidge contacted the resident and visited. Further clarification of exact location required.  <b>Overgrown Footpath &amp; Hedge 1-11 Mays Way.</b> Clearance works done by RTM Landscapes but still issues from the garden of 1 Mays Way. <b>It was resolved to contact the daughter of the resident.</b>  <b>New sink hole – High Street:</b> Temporary infill by Highways is deteriorating.</p>	JS  SP JM JS  JS JM JS																																																																																																									

(x) (xi)	<b>WNC PSPO Dog Signs:</b> Cllr Blunden preparing list of locations requiring signage. <b>Anglian Water – Meadow View Recreation Ground:</b> On 20/8/24 Savills, acting on behalf of AW, requested access to MVRG to investigate possible issue with an air valve attached to a water main in north-west corner.	JB
6589 (i)  (ii)  (iii)	<b>CORRESPONDENCE:</b> Consider as listed and other items received. <b>Email 19/7/24:</b> Enquiry - missing bench on Yardley Road. This bench was not installed by PC. <b><i>It was resolved to respond that the PC is aware but does not know who removed it and does not intend to replace the bench.</i></b> <b>Email 7/8/24:</b> Resident living on Watling Street copied PC into his correspondence with Northants Police Safer Roads Team regarding speeding motorcycles on A5, especially at weekends. Noted. <b>Email 9/9/24:</b> Complaint from resident 10 Church End. Large trees on Grafton Way (RoW) overgrowing property – request they be cut back. Cllr Millidge and Cllr Lucas inspected. <b><i>It was resolved to report to FixMyStreet.</i></b>	JS   JS
6590 (i) (ii)	<b>UPDATES:</b> (i) Cllr Lucas: Plaque by Walnut tree in Poundfield Road rusty. (ii) Gigaclear Network Access Team: Enquiry about ownership of strip of land in Poundfield Road.	
6591	<b>Next Parish Council Meeting: Wednesday 9 October 2024 – Village Hall.</b>	
	Meeting closed 9:55pm	
		JES 17/09//2024

Signed \_\_\_\_\_ Date \_\_\_\_\_