

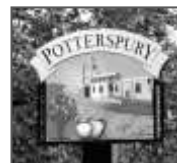
# Potterspurry Parish Council

Chairman of the Council: Dr Steve Parkin

Clerk: Mrs Jane Spence

clerk@potterspurry.org

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## MINUTES of the meeting of Potterspurry Parish Council held on Wednesday 10 May 2023 at 7:40pm in Potterspurry Village Hall.

**Councillors present:** Dr S Parkin (Chair), Mrs J Millidge, Mr G Lucas, Mr R Capps, Mr S Norris, Mrs B Silvester, Mr I Garbutt, Mrs Z Peasland, Mr S Peasland, Mrs T Holland,

**Parish Clerk:** Mrs J Spence.

**Apologies:** Cllr Dring (injury), Cllr Blunden (away).

**Also present:** WNC Cllr W Barter, Mr Neubersch.

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

6321	<b>APOLOGIES:</b> <i>It was resolved to approve the apologies for absence from Cllrs Dring and Blunden.</i>	
6322	<b>MINUTES:</b> <i>It was resolved to approve as a true record the Minutes of the Parish Council Meeting held on 12 April 2023, which were duly signed by the Chair.</i>	
6323	<b>MATTERS ARISING:</b> (i) <b>Mill Pond Meadow:</b> Cllr Lucas requested this remain on the agenda. Not satisfied with quality of footpath strimming in MPM - may require mowing – Clerk to contact RTM. Annual mow – Tim Dring and Dave Hubbard may have suitable equipment. Cllr Parkin suggested local Wildlife Trust for advice – will give contact details to Cllr Lucas. Area flooded due to pond overflowing – Cllr Lucas has dug channel. Significant increase in butterflies. (ii) <b>New Dog Bin:</b> Permission to be obtained from WNC Highways to put bin on post of 'No Cycling' sign in Church Lane by gates to Church.	JS SP JS
6324	<b>DECLARATION OF INTEREST UNDER COUNCIL'S CODE OF CONDUCT:</b> Cllr Lucas reimbursement for purchase on behalf of PC – Minute 6332(v) TR365.	
6325	<b>MINUTES ACTION REPORT:</b> Noted.	
6326	<b>PAYMENTS VERIFICATION:</b> Cllr Z Peasland checked invoices and payments list prior to approval.	
6327	<b>PUBLIC FORUM:</b> None.	
6328	<b>NHW COORDINATOR &amp; POLICE LIAISON REP:</b> <b>Mr Craig Coppin submitted a report by email.</b> Crime figures: March – SN 264 (Potterspurry 3). Youngsters in dark clothing cycling around village after dark with no lights and 'cherry knocking' on properties reported to PCSO Matt Taylor. The Beat Bus visited on 26/4/23. Text, email and phone scams continue.	
6329	<b>WNC WARD COUNCILLORS:</b> <b>Cllr William Barter:</b> Changes to Planning Committees under consideration. Type of committee determined by land area and number of proposed residential properties.	
6330	<b>PLANNING</b> (i) <b>Planning Applications:</b> <b>WNS/2023/0486/FUL</b> Change of use from retail/shop premises to Tattoo Studio. Unit 4 and 5 Wakefield Country Courtyard, Wakefield Lodge Estate, NN12 7FA. <i>It was resolved to submit a response of no objection to WNC Planning.</i>	

<p>(ii)</p> <p>(iii)</p>	<p><b>Planning Decisions:</b>  <b>WNS/2023/0290/FUL</b> Variation of condition 2 (Plans) to application S/2020/2389/FUL (part demolition of existing rear extension and construction of new extension and reinstatement of original rear casement window). To raise the original parapet line. Grafton House, 11 Church End. Approval 17/4/23. <b>Noted.</b></p> <p><b>Other Planning Matters:</b>  <b>WNS/2022/1741/EIA</b> Application for full planning permission for the erection of 9 x employment units comprising circa 69,744sqm GIA. of floorspace within Class B2 or B8 Uses, with ancillary class E(g)(i) offices and E(g)(ii) research and development, together with country park, ground re-profiling in the country park, new vehicular access from the A508 and associated site infrastructure, including lorry parking. Application accompanied by an Environmental Statement. Furtho Pits, Old Cosgrove Road, Old Stratford.  The Environment Agency has submitted a strongly worded response to WNC Planning – drainage not adequate or good.</p>																
<p>6331</p> <p>(i)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(ii)</p> <p>(a)</p> <p>(b)</p> <p>(iii)</p> <p>(iv)</p>	<p><b>PLAY AREAS:</b></p> <p><b>Inspection Reports April-May:</b></p> <p>Meadow View: Cllr Parkin submitted a report by email.</p> <p>Mays Way, Blackwell End &amp; Village Hall: Cllr S Peasland to submit report.</p> <p>Items requiring attention will be referred to Handyman.</p> <p><b>Inspection Rota May-June:</b></p> <p>Meadow View: Cllr Z Peasland.</p> <p>Mays Way, Blackwell End, Village Hall: Cllr S Norris.</p> <p><b>Play Area Inspection Co-ordinator:</b> No report.</p> <p><b>Village Benches &amp; Seats:</b> Cllrs Z Peasland and S Peasland volunteered to carry out an inspection.</p>	<p>ScP</p> <p>ZP ScP</p>															
<p>6332</p> <p>(i)</p> <p>(ii)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(iii)</p> <p>(a)</p> <p>(b)</p> <p>(iv)</p> <p>(v)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(vi)</p>	<p><b>FINANCE</b></p> <p><b>Budget Report: <i>It was resolved to approve the Budget Report.</i></b></p> <p><b>Bank Balances: TOTAL £75,700.81 (30/4/23).</b></p> <p>Lloyds Current: £39,549.36 (30/4/23).</p> <p>Lloyds Deposit: £36,151.45 (30/4/23).</p> <p><b><i>It was resolved to transfer £20,000 from current to deposit account.</i></b></p> <p><b>Receipts:</b></p> <p>Lloyds Deposit: April interest £51.25.</p> <p>WNC: Precept (1) - £29,982.50. It was noted that the figure quoted on the agenda was incorrect.</p> <p><b>Insurance Renewal:</b> Current insurance with Zurich ends 31/5/23. Quotes obtained from 3 companies: Zurich, BHIB Councils Insurance and Gallagher. BHIB offered good comprehensive cover at the cheapest premium. <b><i>It was resolved to insure with BHIB on a three-year term with effect 1/6/23.</i></b></p> <p><b>ANNUAL GOVERNANCE &amp; ACCOUNTABILITY RETURN 2022/23:</b></p> <p><b>Annual Internal Audit Report 2022/23:</b>  The Internal Audit was carried out by Lynn Lavender (Northants CALC Internal Audit Service) on 24/04/2023 and was able to answer yes to all questions and signed the reports on 24/04/2023 as required.</p> <p><b>Section 1 – Annual Governance Statement 2022/23:</b>  <b><i>It was resolved that Section 1 – Annual Governance Statement 2022/23 be approved and signed by the Chair, Cllr S Parkin and Clerk, Jane Spence.</i></b></p> <p><b>Section 2 – Accounting Statements 2022/23:</b>  <b><i>It was resolved that Section 2 – Accounting Statements 2022/23 as signed by the Responsible Financial Officer Jane Spence, be approved and signed by the Chair, Cllr S Parkin.</i></b></p> <p><b>Payments: <i>It was resolved to approve payments as listed below, checked by Cllr Z Peasland. To be authorised online by Cllr Z Peasland and Cllr Norris.</i></b></p> <table border="1" data-bbox="261 2000 1401 2101"> <thead> <tr> <th>TR no</th> <th>PAYEE</th> <th>Net £</th> <th>VAT £</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>1.5.23 Tesco Mobile: In credit £30.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DD</td> <td>2.5.23 PWLB Loan repayments</td> <td>63.47</td> <td>0.00</td> <td>63.47</td> </tr> </tbody> </table>	TR no	PAYEE	Net £	VAT £	Total £	DD	1.5.23 Tesco Mobile: In credit £30.00				DD	2.5.23 PWLB Loan repayments	63.47	0.00	63.47	<p>JS</p> <p>JS</p> <p>JS</p>
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	DD	13.5.23 ICO Data protection renewal fee	35.00	0.00	35.00	
		<b>TOTAL DD</b>	<b>98.47</b>	<b>0.0</b>	<b>98.47</b>	
		<b>10.5.23</b>				
	357	J Spence: Clerk salary £848.87, mileage £15.75, office £16.50	881.12	0.00	881.12	
	358	HMRC: Clerk PAYE £212, Employer NI £41.80	253.80	0.00	253.80	
	359	A Stockton: Litter picking April	100.00	0.00	100.00	
	360	NCALC: Annual Subscription £617.48, Audit fees £372, Data Protection Officer fee £12	937.48	64.00	1001.48	
	361	Electricity Network Contractors: Streetlight repairs columns 12 & 117	405.00	81.00	486.00	
	362	Harry Stebbing Workshop: Vinyl letters - finger post & delivery	232.65	45.00	277.65	
	363	RTM Landscapes: Grounds mowing & MPM footpaths	1418.00	283.60	1701.60	
	364	DNH Contracts: Dog bins April	99.00	19.80	118.80	
	365	Mill Pond Meadow expenses: Charles Head £24, B&Q £47, Sid Telfers £19.46 (G Lucas)	75.39	15.07	90.46	
	366	Smith of Derby: St Nicholas Church clock service	265.00	53.00	318.00	
		<b>TOTAL 10.5.23</b>	<b>4667.44</b>	<b>561.47</b>	<b>5228.91</b>	
		NPOWER – AWAITING INVOICE				
6333	(i)	<b>PARISH COUNCIL MATTERS:</b> <b>Safety Plans:</b> Cllr Parkin will input on Parish Online.				SP
6334	(i)	<b>VILLAGE MATTERS</b> <b>Defibrillator Monthly Check:</b> Cllr Parkin reported in working order.				RC JS
	(ii)	<b>Defibrillator Training:</b> PSSC to contact PC when their defibrillator installed.				
	(iii)	<b>CCTV Monthly Check:</b> Cllr Capps reported new equipment in working order.				
	(iv)	<b>New CCTV Equipment:</b> Cllr Capps reported installation of six CCTV cameras and one ANPR camera completed and recommended to sign-off installation as complete. Camera picture quality much improved with very high definition. <b><i>It was resolved to approve final payment to Bee Tee Alarms Ltd when invoice received.</i></b> Access to interrogate system to be set up for Cllrs Capps, Parkin, Blunden, S Peasland, Z Peasland and Clerk. CCTV Policy to be updated.				
	(v)	<b>Coronation of King Charles III – ‘The Big Help Out’ Monday 8 May 2023:</b> The 8 May arrangements postponed due to wet weather forecast and rescheduled on 14 May at 2:00pm meeting - SSC clubhouse for stream clearing, High Street bus shelter for gardening and Mays Way play area for wildflower planting. Arrangement for the volunteers to meet for refreshments at the SSC at 4:00pm on 8 May remained.				
	(vi)	<b>Streetlights:</b>				
	(a)	<b>Column 28 Mays Way:</b> Clerk to contact resident 35 Mays Way again.				JS JS
	(b)	<b>Column 51 Meadow View:</b> Slight movement in column to be monitored and inspected when contractor next visits.				
	(vii)	<b>Meadow View Playing Field Stream – Fallen Tree:</b> <b>Contact with Landowner’s Agent:</b> Cllr Dring has a contact at Berrys and is sending photos of when tree originally fell across brook (March 2020) and current photos.				SD
	(viii)	<b>John Hellins Primary School:</b> The Head, Jodie Matthews, replied on 4/5/23 advising they were taking the advice of PCSO Matt Taylor not to close the High Street gate, had monitored it closely for 2 weeks, made the parent community aware of the PC’s concerns and asked them to drive and park safely. The school will continue to monitor the situation and will inform the PC of any updates. Cllr Z Peasland will speak to Head and report to June PC meeting.				ZP
	(ix)	<b>A5 Speed Limit &amp; Horse Signs – Potterspurty:</b> (To support horse riders and pedestrians to enable safe crossing). On 28/4/23 National Highways (NH) responded to PC email dated 19/4/23 regarding A5 bridlepaths and rights of way safety. The ‘Studies Team’ provided a detailed assessment which consider: the number of recorded personal injury accidents; current and potential future user number; ease of construction; benefit to cost ratio to ensure best use of public funds. No action will be taken in the short term but will be considered again should alternative funding become available. The ‘Safety Team’ advised that over the next 12 months they will be undertaking a comprehensive review of the current speed limits on the A5 including in and around Potterspurty – any changes will be subject to funding availability.				

	NH's email was forwarded to the horse riders' representative and the BHS County Access & Bridleways Officer who offered to forward the NH response to WNC Cllr Phil Larratt, Cabinet Member for Environment, Transport, Highways and Waste and also the BHS Chairman. The Clerk will prepare a draft response.	JS
6335	<b>CONSULTATIONS:</b> <b>The Local Government Boundary Commission: Consultation on draft recommendations ward boundaries and ward names in WN – deadline 15/5/23:</b> No further action.	
6336 (i) (ii)	<b>CORRESPONDENCE:</b> <b>Email:</b> Application to use MVPF for an 8 <sup>th</sup> birthday football themed party on 21/6/23 5:00pm to 7:30pm. <b><i>It was resolved to grant permission.</i></b> <b>Facebook:</b> Query on bus service if/when running. <b><i>It was resolved to contact Britannia Buses for update on timetable.</i></b>	JS JS
6337	<b>UPDATES (for information only):</b> None.	
6338	<b>COUNCILLOR CO-OPTION:</b> Cllr Barter left the meeting. Mr Neel Neubersch submitted an application letter and CV which was circulated to Councillors prior to the meeting. Mr Neubersch addressed the Council and then withdrew from the meeting room whilst the PC considered. <b><i>Cllr Garbutt proposed Mr Neubersch be Co-opted, seconded by Cllr Silvester – vote by show of hands unanimous.</i></b> The Chair declared Mr Neubersch duly Co-opted to the Council. Mr Neubersch returned to the meeting room and was informed by the Chair he had been Co-opted to the Parish Council. He signed the Declaration of Acceptance of Office (Co-opted Member), witnessed by the Clerk.	JS
6339	<b>Next Parish Council Meeting – Wednesday 14 June 2023 – Village Hall.</b>	
		JES 16/05/2023

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