
Potterspurvy Parish Council

Clerk: Mrs Jane Spence

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Minutes of the Annual Meeting of Potterspurvy Parish Council held on 11 May 2022 at 7:00pm in the Village Hall, Potterspurvy

Present: Councillors Mrs J Millidge, Mr G Lucas, Mrs J Blunden, Mr R Capps, Mr F Giblin, Mr S Norris, Mrs Z Peasland, Mr S Peasland.

Joined remotely via Teams: Cllr S Parkin.

Mrs J Spence Clerk & RFO.

Apologies: Cllr Parkin (Covid contact), Cllr Ruck (bereavement), Cllr Holland (childcare), Cllr Dring (away), Cllr Silvester (long-term absence).

A/4458 Election of Chairman: *It was resolved to appoint Cllr Steve Parkin as Chairman. There being no other nominations and being willing to accept, Cllr Parkin was duly appointed as Chairman.*

Cllr Parkin, being unable to attend, will sign the Declaration of Acceptance of Office, to be witnessed by Mrs J Spence, Proper Officer of the Council at the next PC Meeting on 8 June 2022.

A/4459 Election of Vice-Chair: *It was resolved to appoint Cllr Millidge as Vice-Chair.*

In the absence of the newly elected Chair, Cllr Millidge chaired the meeting.

A/4460 Apologies: *It was resolved to approve the apologies from Cllrs Parkin, Ruck, Holland, Dring and Silvester.*

A/4461 Minutes of the Annual Meeting held on 19 May 2021 were approved at the Parish Council meeting on 9 June 2021 and signed by the Chairman, Cllr S Parkin.

A/4462 Election of Committees and Working Groups

- (i) Personnel Committee:**
Cllrs Millidge, Parkin, Capps and Ruck.
- (ii) Finance Working Group:**
Cllrs Norris, Parkin, Millidge, Capps and Z Peasland.
- (iii) Conservation Area Working Group:**
Cllrs Parkin, Lucas, Millidge, Blunden, Holland and Dring.
- (iv) Emergency Plans Working Group:**
Cllrs Parkin, Capps and Z Peasland
- (v) Strategic Planning Working Group:**
Cllrs Parkin, Millidge, Capps, Norris and Giblin.
- (vi) Village Survey Working Group:**
Cllrs Blunden, Z Peasland and S Peasland.

It was resolved to appoint the above Committee and Working Groups.

A/4463 Election of Representatives and Coordinators

- (i) Planning Coordinators:** Cllr Lucas and Cllr Capps.
- (ii) Village Hall Link:** Cllr Silvester.
- (iii) Sports and Social Club Link:** Cllr F Giblin.
- (iv) Mill Pond Meadow Warden:** Cllr Lucas.
- (v) Tree Wardens:** Cllr Lucas and Cllr Millidge.
- (vi) Highways and Snow Coordinator:** Cllr Blunden.
- (vii) Streetlight Coordinator:** Cllr S Peasland.
- (viii) Internal Financial Controller:** Cllr Giblin.

- (ix) **Old Mail Reporter:** Cllr Blunden.
- (x) **Website Coordinators:** Cllr Millidge and Cllr Capps
- (xi) **Facebook Coordinators:** Cllr Millidge and Cllr Blunden.
- (xii) **Communication Coordinators:** Cllr Parkin and Cllr Millidge.
- (xiii) **Parish-on-Line Coordinators:** Cllr Parkin and Cllr Z Peasland.
- (xiv) **Rights of Way Coordinator:** Mr G Emmins.
- (xv) **Environmental Coordinators:** Mr A Stockton and Mr J Millidge.
- (xvi) **Police Liaison Representative:** Mr C Coppin.
- (xvii) **PRG Allotments Coordinator:** Cllr B Silvester.

It was resolved to appoint the above Representatives and Coordinators.

A/4464 Rents for 2022/2023

- (i) **Playing Field pitch hire:**
 - a) Potterspurty Teams (2) - £80 per annum per team.
 - b) Towcester Town FC Junior Teams: £100 per annum per team.
- (ii) **Sports and Social Club Rent:** £500 per annum.
- (iii) **PRG Allotments:** £7.50 per plot per annum plus allotment insurance.

It was resolved to approve the above rents.

A/4465 Payments for 2022/2023

- (i) **Clerk's salary:** SCP 22 - £14.30 per hour, 16 hours pw (from 01/05/2022).
- (ii) **Church clock annual service:** £245.
- (iii) **Church clock winding:** £25.00 pa.
- (iv) **Church porch light:** £25.00 pa.
- (v) **Zurich Insurance:** £1,290.19 pa (year five of five-year contract).
- (vi) **Litter picking contract:** £100.00 pm.
- (vii) **Meeting room hire:** Village Hall £20 per meeting.
- (viii) **Dog bins:** £2.69 per empty (9 bins pw).
- (ix) **Play Area Inspections:**
 - Operational inspections – CPM Playgrounds Ltd - 3 visits - £215 per visit.
 - Annual inspection – Play Inspection Company - £323 pa.
- (x) **Grants (including Section 137):** Total budget £1,050.00.
- (xi) **Annual Subscriptions:**
 - a) Society of Local Council Clerks - £171.
 - b) Northants CALC - £555.
 - c) Northants ACRE - £35.
 - d) South Northants Area Support Team (SNAST) NHW: £20.
 - e) Parish Online - £60.
 - f) Campaign to Protect Rural England (CPRE) - £36.
- (xii) **Audit fees:** £745.
- (xiii) **Payments to PSSC:** £550 pa (contributions to CCTV electricity, broadband and waste collection).
- (xiv) **Grounds Contract 2022:** £12,381.00 pa RTM Landscapes Ltd (year one of three-year contract)
- (xv) **WNC Churchyard green waste collection:** £84 pa (2 x 360L bins).
- (xvi) **Payroll services:** £265.00

It was resolved to approve the above payments and actions.

A/4466 Next Annual Meeting of Parish Council - 10 May 2023.

The Chair closed the meeting at 7:40 pm.

Signed _____ Date _____