
Potterspurty Parish Council

Clerk: Mrs Jane Spence

clerk@potterspurty.org

228 Park Lane, Northampton, NN5 6QW

01604 587265

www.potterspurtypc.org.uk



Minutes of the Annual Meeting of Potterspurty Parish Council held on 10 May 2023 at 7:00pm in the Village Hall, Potterspurty

Present: Councillors Mr S Parkin, Mrs J Millidge, Mr G Lucas, Mr R Capps, Mr S Norris, Mrs Z Peasland, Mr S Peasland, Mrs B Silvester, Mrs T Holland, Mr I Garbutt.

Also present: Mrs J Spence Clerk & RFO. WNC Cllr Barter arrived 7:18pm, Two members of the public.

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

A/4467 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.*

A/4468 Acceptance of Office: Cllr Parkin signed the Acceptance of Office in the presence of the Proper Officer, Jane Spence.

A/4469 Election of Vice-Chair: *It was resolved to appoint Cllr Millidge as Vice-Chair.*

A/4470 Apologies: *It was resolved to approve the apologies from Cllrs Blunden and Dring.*

A/4471 Minutes of the Annual Meeting held on 11 May 2022 were approved at the Parish Council meeting on 8 June 2022 and signed by the Chairman, Cllr S Parkin.

A/4472 Election of Committees and Working Groups

- (i) **Personnel Committee:**
Cllrs Millidge, Parkin, Capps and Blunden.
- (ii) **Finance Working Group:**
Cllrs Norris, Parkin, Millidge, Capps and Z Peasland.
- (iii) **Mill Pond Meadow 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 and Norris.
- (vi) **Village Survey Working Group:**
Cllrs Blunden, Z Peasland and S Peasland.

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

A/4473 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 Millidge.
- (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 Z Peasland.
- (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) **Play Area Co-ordinator:** Cllr Holland.
- (xv) **PRG Allotments Coordinator:** Cllr B Silvester.
- (xvi) **Bus Service Liaison:** No appointment.
- (xvii) **Rights of Way Coordinator:** Mr G Emmins.
- (xviii) **Environmental Coordinators:** Mr A Stockton and Mr J Millidge.
- (xix) **Police Liaison Representative:** Mr C Coppin.

It was resolved to appoint the above Representatives and Coordinators.

A/4474 Rents for 2023/2024

- (i) **Playing Field pitch hire:**
 - a) Potterspurpy Team (1) - £100 per annum per team.
 - b) Towcester Town FC Junior Teams: £120 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/4475 Payments for 2022/2023

- (i) **Clerk's salary:** SCP 22 - 16 hours pw.
- (ii) **Church clock annual service:** £275.
- (iii) **Insurance Renewal 1 June 2023:** Quotations to be considered at PC meeting following.
- (iv) **Litter picking contract:** £100.00 pm.
- (v) **Meeting room hire:** Village Hall £25 per meeting.
- (vi) **Dog bins:** £3.00 per empty from June 2023.
- (vii) **Play Area Inspections:**
 - Operational inspections – CPM Playgrounds Ltd - 3 visits - £215 per visit.
 - Annual inspection – Play Inspection Company - £368 pa.
 - (Quotations to obtained to check value for money.)
- (viii) **Grants (including Section 137):** Total budget £1,150.00.
- (ix) **Subscriptions:**
 - a) Northants CALC - £618pa.
 - b) Society of Local Council Clerks - £177pa.
 - c) Northants ACRE – to be cancelled.
 - d) Parish Online - £42pa (discounted this year)
 - e) Campaign to Protect Rural England (CPRE) - £36pa.
 - f) South Northants Area Support Team (SNAST) NHW - No charge.
 - g) WordPress Website Domain 2 years - £60.
 - h) Namesco – potterspurypc.org.uk renewal 6 years - £69.
- (x) **Audit fees:** £700.
- (xi) **Payments to PSSC:** £600 pa (contributions to CCTV electricity, broadband and waste collection).
- (xii) **Grounds Contract 2022:** £12,381.00 pa RTM Landscapes Ltd (year two of three-year contract).
- (xiii) **Payroll services:** £300pa.

It was resolved to approve the above payments and actions.

A/4476 Next Annual Meeting of Parish Council – 8 May 2024.

The Chair closed the meeting at 7:40 pm.

Signed _____ Date _____