

Potterspurty Parish Council

Chairman: Dr Steve Parkin

Clerk: Mrs Jane Spence

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NOTICE OF MEETING OF POTTERS PURTY 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 14 MAY 2025 in VILLAGE HALL at 7:45 pm (after Annual Meeting)**. 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
7 May 2025

AGENDA

1	APPROVE APOLOGIES FOR ABSENCE.
2	APPROVE MINUTES: Potterspurty Parish Council meeting held on 9 April 2025.
3	MATTERS ARISING from previous meetings.
4	DECLARATION OF INTEREST under the Council's Code of Conduct.
5	SUMMARY OF MINUTES ACTION REPORT.
6	PAYMENTS VERIFICATION: Councillor to check invoices and payments list, prior to approval.
7	PUBLIC FORUM: 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	REPORT FROM WNC WARD COUNCILLOR.
9	REPORT FROM NHW COORDINATOR & POLICE LIAISON REP.
10	PLANNING: (i) PLANNING APPLICATIONS: (a) 2025/1436/FULL Single storey side extension and demolition of existing side lean to structure. Grafton House, 11 Church End. Deadline 15/5/25. (b) 2025/1437/LBC Listed building consent for single storey side extension and demolition of existing side lean to structure. Grafton House, 11 Church End. Deadline 15/5/25. (c) 2025/1507/FULL Demolition of existing rear conservatory, single garage and side car port. Construction of a single storey wraparound extension. 18 Meadow View. Deadline 15/5/25. (ii) PLANNING DECISIONS: None. (iii) OTHER PLANNING MATTERS: 2024/1528/OUT Six self and custom build properties. Poundfield Road. Consider further contact with senior WNC officers regarding South Planning Committee meeting held on 05/12/2024. Consider email dated 17/4/25 from Danny Moody CEO, NCALC.
11	PLAY AREAS (i) RECEIVE INSPECTION REPORTS: April-May: (a) Meadow View – Cllr Blunden & Cllr Garbutt. (b) Mays Way, Blackwell End, Village Hall - Cllr Millidge. (c) Skatepark Weekly – Cllr Garbutt. (ii) INSPECTION ROTA: May-June: (a) Meadow View – Cllr Parkin. (b) Mays Way, Blackwell End & Village Hall – Cllr Garbutt. (c) Skatepark Weekly – Cllr Garbutt.
12	FINANCE (i) RECEIVE BUDGET REPORT FROM CLERK. (ii) BANK BALANCES: TOTAL £83,153.95 (30/04/25). (a) Lloyds Current: £43,411.90 (30/04/25). (b) Lloyds Deposit: £39,742.05 (30/04/25). (iii) RECEIPTS: (a) Lloyds Deposit: April interest - £70.19. (b) WNC: Precept (1): £30,106.00. (iv) TRANSFER: 06/05/25 - £23,000.00 from current to deposit account.

(iv)	ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2024-2025 (AGAR):				
(a)	Annual Internal Audit.				
(b)	Section 1 - Annual Governance Statement – approve and sign.				
(c)	Section 2 – Accounting Statements – approve and sign.				
(v)	CHURCHYARD LIME TREES – Pollarding Phase 2 Quotations: Consider recommendation from FWG.				
(vi)	APPROVE ONLINE PAYMENT TRANSFERS (plus any further payments requested by Clerk).				
	TR no	PAYEE	Net £	VAT £	Total £
	628	J Spence: April Clerk salary £989.34, mileage £22.75, office £20.75	1032.84	0.00	1032.84
	628	BS Fixings: Tamtorque clamps for VAS	43.16	8.63	51.79
	629	HMRC: April PAYE £247.20. Employer NI £122.93.	370.13	0.00	370.13
	630	Northants CALC: Membership, Internal Audit, DPO Fee	1038.97	71.70	1110.67
	631	Millstream Estate Services Ltd: Skatepark drainage channels	220.00	44.00	264.00
	632	WNC: High Street Churchyard garden waste bins	120.00	0.00	120.00
	633	Clear Councils: Insurance renewal	1346.08	0.00	1346.08
	634	RTM Landscapes: Grounds contract mowing/strimming	1638.00	327.60	1965.60
	634	RTM Landscapes: Tree works – Village Hall	100.00	20.00	120.00
	635	A Stockton: Litter picking April	100.00	0.00	100.00
	636	R Phillips: Handyman labour and materials	172.69	13.46	186.15
		TOTAL MAY TRANSFERS	6181.87	485.39	6667.26
	DD636	11.05.25 Yu Energy: April Streetlight electricity	26.87	1.34	28.21
	DD637	11.05.25 Yu Energy: April Streetlight electricity	227.18	11.36	238.54
	DD638	13.05.25 ICO: GDPR fee	47.00	0.00	47.00
	DD639	15.05.25 Tesco: Mobile Phone April	6.62	1.33	7.95
	DD640	18.05.25 Lloyds Bank: Monthly service charge	4.25	0.00	4.25
		TOTAL MAY DIRECT DEBITS	311.92	14.03	325.95
		TOTAL MAY PAYMENTS	6493.79	499.42	6993.21
13	PARISH COUNCIL MATTERS:				
(i)	VAS EQUIPMENT:				
(a)	Receive update on first installation.				
(b)	Approve Safety Risk Assessment. (Circ 28/4).				
(ii)	PARISH COUNCILLOR VACANCIES.				
(iii)	PARISH COUNCIL EMAIL ADDRESS.				
14	VILLAGE MATTERS:				
(i)	DEFIBRILLATOR – HIGH STREET: Receive monthly report.				
(ii)	CCTV/ANPR: Receive monthly report.				
(iii)	POTHLES REPAIR Poundfield Road: Receive update on correspondence with WNC.				
(iv)	ROAD SAFETY A5: Receive report on A5 site meeting with National Highways.				
(v)	VILLAGE LITTER PICKING: Receive update on temporary cover.				
(vi)	ST NICHOLAS CHURCH LIGHT: Receive update.				
(vii)	PSSC – Repair to fan vent cover: Consider contribution to hire of scissor lift.				
(viii)	SKATEPARK & MUGA REPORT TO POLICE: Receive update.				
15	CORRESPONDENCE: Consider as listed below and any other items received prior to the meeting.				
(i)	17/4/25 Email: WNC Annual Parish Conference 12/6/25 – 10am-2:30pm: Consider invitation for 2 delegates (Circ 28/4)				
(ii)	29/4/25 Email: Complaint inconsiderate parking in Brownswood Drive – school times. (Circ 29/4)				
16	UPDATES: Discussion of matters not otherwise on the agenda for information-sharing only.				
17	Next Meetings - Wednesday 11 June 2025 – Potterspurvy Village Hall 7:30pm Annual Potterspurvy Recreation Ground Charity Meeting 7:35pm Parish Council Meeting				