

Potterspurvy Parish Council

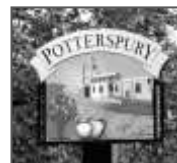
Chairman of the Council: Dr Steve Parkin

Clerk: Mrs Jane Spence

clerk@potterspurvy.org

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www.potterspurvyparishcouncil.gov.uk



MINUTES of the meeting of Potterspurvy Parish Council held on Wednesday 14 May 2025 at 7:40pm in Potterspurvy Village Hall.

Councillors present: Dr S Parkin (Chair), Mrs J Millidge, Mr I Garbutt, Mrs C Nagle, Mr R Capps, Mrs B Silvester, Mrs J Blunden.

Parish Clerk: Mrs J Spence.

Apologies: Cllrs Lucas and Norris.

Also present: Mr J Soper. Ward Cllr McCord from 8.15pm.

6715	APOLOGIES: <i>It was resolved to approve the apologies for absence from Cllrs Lucas and Norris.</i>	
6716	MINUTES: <i>It was resolved to approve as a true record the Minutes of the Parish Council Meeting held on 9 April 2025, which were duly signed by the Chair.</i>	
6717	MATTERS ARISING: Meadow View replacement of stile with kissing gate: Landowner has given permission, but WNC RoW Officer has advised unable to install the gate due to 50% budget cuts.	JS
6718	DECLARATION OF INTEREST UNDER COUNCIL'S CODE OF CONDUCT: Cllr Blunden declared an interest Planning Minutes 6725(i)(c) – neighbour.	
6719	MINUTES ACTION REPORT: Noted.	
6720	PAYMENTS & BANK RECONCILIATION: Checked by Cllr Capps.	
6721	PUBLIC FORUM: See Minute 6723.	
6722	WNC WARD COUNCILLORS REPORT: Cllr McCord arrived at 8:15pm after attending the Deanshanger PC meeting. The Chair suspended the meeting to receive Cllr McCord's report. Newly elected WNC Councillors will meet on 15/5/25 – available to view on You Tube. Cllr Ivan Dabbs is the other elected WNC Councillor for Deanshanger and Paulerspury Ward. Cllr McCord met Cllr Dabbs briefly and intends to work with him on behalf of the local and wider communities. Poundfield Road potholes – Sam Simons, Highways Service Manager, has not replied to the last two emails from PC dated 05/03/25 and 16/04/25. Cllr McCord will contact Mr Simons on behalf of the PC.	
6723	COUNCILLOR CO-OPTION: Mr James Soper having applied for one of the Councillor vacancies, addressed the meeting. Mr Soper lives in High Street, works on the family farm and also works for a county MP. He ran for the WNC Deanshanger and Paulerspury Ward election. He gained useful information from residents when canvassing in the village and is keen to be a part of the Parish Council. Mr Soper left the meeting room. Following discussion, Cllr Millidge proposed, Mr Soper, seconded by Cllr Capps, and was Co-opted by unanimous vote. Mr Soper returned to the meeting room. The Chair advised Mr Soper that he had been Co-opted and was now a member of Potterspurvy PC. Mr Soper signed the Acceptance of Office for Co-opted Members in the presence of the Proper Officer, Jane Spence.	
6724	NHW COORDINATOR & POLICE LIAISON REP: Mr Coppin submitted email report. Crime figures: March 2025 – SN 111 (Potterspurvy 6). Local: Still monitoring electric bikes and scooters. As part of OP SCEPTRE week of action around knife crime, PCSO's from SN Neighbourhood Police Team will take a knife disposal bin to various locations including Cottage Stores on Saturday 24/5/25 - 17:30 to 18:15. Information on educating dog owners to protect livestock and keeping owners and dogs safe. To report livestock worrying call 101 or online at www.northants.police.uk/RO or in an emergency when a dog is worrying livestock and cannot be stopped, call 999.	

<p>6725</p> <p>(i)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(ii)</p> <p>(iii)</p>	<p>PLANNING:</p> <p>Planning Applications:</p> <p>2025/1436/FULL Single storey side extension and demolition of existing side lean to structure. Grafton House, 11 Church End. <i>It was resolved that no comment is required.</i></p> <p>2025/1437/LBC Listed building consent for single storey side extension and demolition of existing side lean to structure. Grafton House, 11 Church End. <i>It was resolved that no comment is required.</i></p> <p>2025/1507/FULL Demolition of existing rear conservatory, single garage and side car port. Construction of a single storey wraparound extension. 18 Meadow View. Cllr Blunden declared an interest as a neighbour and withdrew from the discussion and vote. <i>It was resolved that no comment is required.</i></p> <p>Planning Decisions: None.</p> <p>Other Planning Matters:</p> <p>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. Following the election of new WNC Councillors there is little point in proceeding further.</p>	
<p>6726</p> <p>(i)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(ii)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p>	<p>PLAY AREAS:</p> <p>Inspection Reports: April-May:</p> <p>Meadow View: Cllr Blunden and Cllr Garbutt submitted email reports.</p> <p>Mays Way, Blackwell End, Village Hall: Cllr Millidge submitted email report. Blackwell End – neighbour’s fence not yet replaced. Barrier is required to stop children entering the garden. Resident would be liable for any injury. <i>It was resolved to write to resident again.</i></p> <p>Skatepark Weekly: Cllr Garbutt – weekly inspection reports submitted by email.</p> <p>Items requiring attention will be referred to Handyman and PSSC as necessary.</p> <p>Inspection Rota: May-June:</p> <p>Meadow View – Cllr Garbutt. Cllr Garbutt volunteered to carry out the Meadow View inspections in future.</p> <p>Mays Way, Blackwell End & Village Hall – Cllr Parkin</p> <p>Skatepark Weekly – Cllr Garbutt.</p>	<p>JS</p> <p>JS</p>
<p>6727</p> <p>(i)</p> <p>(ii)</p> <p>(a)</p> <p>(b)</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>FINANCE:</p> <p>Budget Report: <i>It was resolved to approve the Budget Report.</i></p> <p>Bank Balances: Total £83,153.95 (30/04/25).</p> <p>Lloyds Current: £43,411.90 (30/04/25).</p> <p>Lloyds Deposit: £39,742.05 (30/04/25).</p> <p>Receipts:</p> <p>Lloyds Deposit: April interest - £70.19.</p> <p>WNC: Precept (1) £30,106.00.</p> <p>Transfer: 06/05/25 - £23,000.00 from current to deposit account. Noted.</p> <p>Annual Governance & Accountability Return 2024-2025 (AGAR):</p> <p>Annual Internal Reports 2024-2025:</p> <p>The Internal Audit was carried out by Lynn Lavender (Northants CALC Internal Audit Service) on 16/04/2025 and was able to answer yes to all questions and signed the reports 16/04/2025 as required.</p> <p>Section 1 – Annual Governance Statement 2024-2025:</p> <p><i>It was resolved that Section 1 – Annual Governance Statement 2024-2025 be approved and signed by the Chair Cllr Parkin and Clerk & Responsible Financial Officer Jane Spence.</i></p> <p>Section 2 – Accounting Statements 2024-2025:</p> <p><i>It was resolved that Section 2 – Annual Statements 2024-2025 as signed by the Responsible Financial Officer Jane Spence be approved and signed by the Chair Cllr Parkin.</i></p> <p>Churchyard Lime Trees – Pollarding Phase 2:</p> <p>Cllr Parkin reported on behalf of the FWG which met on 06/05/25 by Teams to consider the quotations for pollarding the next 10 Lime Trees later in 2025 – year 2 of a 3-year project. Eight quotations were received and seven considered after one was withdrawn. Four quotes were discounted based on price and lack of requested</p>	

	<p>documentation. Of the three remaining, based on price and supporting documentation, the FWG recommended Holmes Tree Services. It was also noted that their previous work in 2024 was very professional, effective and value for money. <i>It was resolved to raise an order to Holmes Tree Service for the work to be done in September/October.</i></p> <p>(vii) Payments: <i>It was resolved to approve bank transfers as listed below, checked by Cllr Capps. To be authorised by Cllr Parkin and Cllr Millidge.</i></p> <table border="1" data-bbox="261 315 1406 1120"> <thead> <tr> <th>TR no</th> <th>PAYEE</th> <th>Net £</th> <th>VAT £</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>628</td> <td>J Spence: April Clerk salary £989.34, mileage £22.75, office £20.75</td> <td>1032.84</td> <td>0.00</td> <td>1032.84</td> </tr> <tr> <td>628</td> <td>BS Fixings: Tamtorque clamps for VAS</td> <td>43.16</td> <td>8.63</td> <td>51.79</td> </tr> <tr> <td>629</td> <td>HMRC: April PAYE £247.20. Employer NI £122.93.</td> <td>370.13</td> <td>0.00</td> <td>370.13</td> </tr> <tr> <td>630</td> <td>Northants CALC: Membership, Internal Audit, DPO Fee</td> <td>1038.97</td> <td>71.70</td> <td>1110.67</td> </tr> <tr> <td>631</td> <td>Millstream Estate Services Ltd: Skatepark drainage channels</td> <td>220.00</td> <td>44.00</td> <td>264.00</td> </tr> <tr> <td>632</td> <td>WNC: High Street Churchyard garden waste bins</td> <td>120.00</td> <td>0.00</td> <td>120.00</td> </tr> <tr> <td>633</td> <td>Clear Councils: Insurance renewal</td> <td>1346.08</td> <td>0.00</td> <td>1346.08</td> </tr> <tr> <td>634</td> <td>RTM Landscapes: Grounds contract mowing/strimming</td> <td>1638.00</td> <td>327.60</td> <td>1965.60</td> </tr> <tr> <td>634</td> <td>RTM Landscapes: Tree works – Village Hall</td> <td>100.00</td> <td>20.00</td> <td>120.00</td> </tr> <tr> <td>635</td> <td>A Stockton: Litter picking April</td> <td>100.00</td> <td>0.00</td> <td>100.00</td> </tr> <tr> <td>636</td> <td>R Phillips: Handyman labour and materials</td> <td>172.69</td> <td>13.46</td> <td>186.15</td> </tr> <tr> <td></td> <td>TOTAL MAY TRANSFERS</td> <td>6181.87</td> <td>485.39</td> <td>6667.26</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DD636</td> <td>11.05.25 Yu Energy: April Streetlight electricity</td> <td>26.87</td> <td>1.34</td> <td>28.21</td> </tr> <tr> <td>DD637</td> <td>11.05.25 Yu Energy: April Streetlight electricity</td> <td>227.18</td> <td>11.36</td> <td>238.54</td> </tr> <tr> <td>DD638</td> <td>13.05.25 ICO: GDPR fee</td> <td>47.00</td> <td>0.00</td> <td>47.00</td> </tr> <tr> <td>DD639</td> <td>15.05.25 Tesco: Mobile Phone April</td> <td>6.62</td> <td>1.33</td> <td>7.95</td> </tr> <tr> <td>DD640</td> <td>18.05.25 Lloyds Bank: Monthly service charge</td> <td>4.25</td> <td>0.00</td> <td>4.25</td> </tr> <tr> <td></td> <td>TOTAL MAY DIRECT DEBITS</td> <td>311.92</td> <td>14.03</td> <td>325.95</td> </tr> <tr> <td></td> <td>TOTAL MAY PAYMENTS</td> <td>6493.79</td> <td>499.42</td> <td>6993.21</td> </tr> </tbody> </table>	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	JS
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6728 (i) (a) (b) (ii) (iii)	<p>PARISH COUNCIL MATTERS:</p> <p>VAS Equipment:</p> <p>Update: The new VAS was installed in High Street on 15/4/25 facing the Cock Inn. Downloaded data includes vehicle movement and speeds. <i>It was resolved to obtain quotes for a tripod ladder.</i></p> <p>Risk Assessment: It was resolved to approve the safety risk assessment.</p> <p>Parish Council Vacancies: Cllrs Dring, Neubersch and Skelton did not stand at the 1 May Election, leaving 9 of a possible 13 Councillors. The vacancies are being advertised on village noticeboards and The Old Mail. Following the Co-option of James Soper, there are now 3 vacancies to be filled.</p> <p>PC Email Address: Cllr Capps will switch Councillors to .gov.uk email on 04/06/25.</p>	JS JS RC																																																																																																									
6729 (i) (ii) (iii) (iv) (v)	<p>VILLAGE MATTERS</p> <p>Defibrillator Monthly Check: Cllr Parkin reported in working order. The Clerk reported that SN Community Responders can supply replacement pads and batteries.</p> <p>CCTV/ANPR Monthly Check: Cllr Capps reported in working order.</p> <p>Potholes Repairs – Poundfield Road: No reply yet from Sam Simons, Highways Service Manager to PC emails. See Minute 6722 – Cllr McCord will contact.</p> <p>Road Safety A5 Watling Street: Site meeting arranged with Greg Payne, Safety Engineering Team Leader, National Highways on 19/05/25 with Cllrs Parkin, Millidge and Norris.</p> <p>Village Litter Picking and Bin Emptying: Marcus Young Environmental Services Ltd, who empty the dog bins, has quoted £25 per week + VAT to temporarily empty bins at Meadow View, Blackwell End play area and Mays Way play area when Mr Stockton is not available. <i>It was resolved to accept the quotation.</i> No arrangements yet for litter picking – will look at asking for volunteers when dates known for Mr Stockton’s absence.</p>																																																																																																										

(vi)	St Nicholas Church Porch Light: Rob Phillips (Handyman) met with Mr Hollowell and adjusted the light settings. It is considered that a better and safer option will be to install two solar powered motion-activated lights on the outside of the porch. <i>It was resolved to contact the PCC with the findings and suggest they obtain the necessary permission from the Diocese.</i>	JS
(vii)	PSSC – Repair to fan vent cover: PSSC have requested the PC pay half for the hire of a scissor lift to carry out the repairs. <i>It was resolved to offer to pay half of the hire fee of £175.</i>	JS
(viii)	Skatepark, MUGA and car park report to Police: PCSO Matthew Taylor replied that the Police are actively patrolling Potterspurry.	
6730	CORRESPONDENCE: Consider as listed and other items received. (i) 17/04/25 Email: WNC Annual Parish Conference 12/06/25 – 10am-2:30pm: No Councillors are available to attend. (ii) 29/04/25 Email: Complaint inconsiderate parking in Brownswood Drive – school times. The PC has no powers of enforcement and has contacted John Hellins Primary School on numerous occasions regarding parents/guardians inconsiderate and dangerous parking. It is understood that the school regularly reminds parents. The Police have also been contacted. <i>It was resolved to advise the resident of the situation and contact WNC Traffic Enforcement Team to visit the double yellow lines.</i>	JS
6731	Updates for information only: (i) Rose Cottage, 6 Church Lane is building a stone wall. Listed building - is planning permission required? (ii) Potholes in Meadow View – two were filled and then ran out of tarmac. (iii) High Street Churchyard steps – weeds growing. (iv) Bench near bus shelter – weeds growing under.	
6732	Next Parish Council Meetings - Wednesday 11 June 2025 – Village Hall 7:30pm Potterspurry Recreation Ground Charity Annual Meeting 7:35pm Parish Council Meeting The Chair closed the meeting at 9:35pm.	
		JES 20/05/2025

Signed _____ Date _____