



**Minutes of the Annual Meeting of Potterspurvy Parish Council
held on 14 May 2025 at 7:00pm in the Village Hall, Potterspurvy**

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

Also present: Mrs J Spence Clerk & RFO.

Apologies: Cllrs Lucas and Norris.

A/4487 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/4488 Acceptance of Office of Chair: Cllr Parkin signed the Acceptance of Office in the presence of the Proper Officer, Jane Spence.

A/4489 Acceptance of Office – Elected Members: Cllrs Millidge, Blunden, Silvester, Nagle, Capps and Garbutt signed the Acceptance of Office forms in the presence of the Proper Officer, Jane Spence. *It was resolved that Cllr Lucas and Cllr Norris, having sent their apologies, will sign the Acceptance of Office at the next PC meeting on 11 June 2025.*

A/4490 Members Register of Interest: Completed forms returned by Cllrs Parkin, Millidge, Blunden, Silvester, Nagle, Capps, Garbutt and Norris and will be posted to WNC.

A/4491 Election Expenses Forms: Completed forms returned by Cllrs Parkin, Millidge, Blunden, Silvester, Nagle, Capps, Garbutt and Norris and will be posted to WNC.

A/4492 GDPR Security Compliance Checklist: Completed forms returned by Cllrs Parkin, Millidge, Blunden, Silvester, Nagle, Capps, Garbutt and Norris.

A/4493 Election of Vice-Chair: *It was resolved to appoint Cllr Millidge as Vice-Chair.*

A/4494 Apologies: *It was resolved to approve apologies from Cllrs Lucas and Norris.*

A/4495 Minutes of the Annual Meeting held on 8 May 2024 were approved at the Parish Council meeting on 12 June 2024 and signed by the Chairman, Cllr S Parkin.

A/4496 Election of Committees and Working Groups

- (i) **Personnel Committee:** Cllrs Millidge, Parkin, Capps, Blunden, Nagle.
- (ii) **Finance Working Group:** Cllrs Norris, Parkin, Millidge, Capps, Blunden, Nagle.
- (iii) **Mill Pond Meadow Working Group:** No longer required.
- (iv) **Emergency Plans Working Group:** Cllrs Parkin, Capps
- (v) **Strategic Planning Working Group:** Cllrs Parkin, Millidge, Capps, Norris.
- (vi) **Village Inspection Working Group:** Cllrs Blunden, Norris, Nagle
- (vii) **Remembrance Service Working Group:** Cllrs Parkin, Millidge.

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

A/4497 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:** Vacant.

- (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:** Mr Alan Blunden.
- (viii) **Old Mail Reporter:** Vacant.
- (ix) **Website & IT Coordinators:** Cllr Millidge and Cllr Capps
- (x) **Facebook Coordinators:** No longer required.
- (xi) **Communication Coordinators:** Cllr Parkin and Cllr Millidge.
- (xii) **Parish-on-Line Coordinator:** Cllr Parkin.
- (xiii) **Allotments Coordinator:** Cllr B Silvester.
- (xiv) **Public Transport Coordinator:** Ms Rachael Kingston.
- (xv) **Rights of Way Coordinator:** Vacant.
- (xvi) **Environmental Coordinators:** Mr Andrew Stockton and Mr Jon Millidge.
- (xvii) **Police Liaison Representative:** Mr Craig Coppin.
- (xviii) **CCTV Access:** Cllrs Parkin, Capps, Blunden.
- (xix) **Lloyds Bank Signatories:** Cllrs Parkin, Norris, Millidge, Capps, Silvester.

It was resolved to appoint the above Representatives and Coordinators.

A/4498 Rents for 2025-2026

- (i) **Playing Field football pitch hire:**
 - a) Towcester Town FC Juniors: £260.00 pa per team (2 teams – small pitch).
 - b) Men For Minds FC: £160.00 pa.
 - c) Potterspurty Veterans: £160.00 pa.
- (ii) **Sports and Social Club Rent:** £650 pa.
- (iii) **PRG Allotments:** £7.50 per plot per annum plus allotment insurance.

It was resolved to approve the above rents.

A/4499 Payments for 2025-2026

- (i) **Clerk's salary:** SCP 24 - 16 hours pw.
- (ii) **Church clock annual service:** £300.00 pa.
- (iii) **Insurance:** £1,250 pa (year 3 of 3-year contract).
- (iv) **Litter picking contract:** £1,200 pa.
- (v) **Meeting room hire:** Village Hall £28 per meeting, St Nicholas £30 - £310 pa.
- (vi) **Dog bins:** £1,650 pa (10 bins x £2.75 per bin weekly).
- (vii) **Play Area Inspections:**
 - a) Operational inspections – CPM Playgrounds Ltd - 3 visits - £645pa.
 - b) Annual inspection – Play Inspection Company - £390 pa.
- (viii) **Grants (including Section 137):** Total budget £1,400. Old Mail £1,000.
- (ix) **Subscriptions:**
 - a) Northants CALC & Data Protection- £695 pa.
 - b) Society of Local Council Clerks - £190 pa.
 - c) Parish Online - £60 pa – Website £285.
 - d) ICO – GDPR - £47 pa.
- (x) **Audit fees:** £700 pa.
- (xi) **Contributions to PSSC:** £816 pa (contributions to CCTV electricity, broadband and waste collection).
- (xii) **Grounds Contract:** £15,296pa RTM Landscapes (year 1 of 3-year contract).
- (xiii) **Payroll services:** £300pa.

It was resolved to approve the above payments and actions.

A/4500 Next Annual Meeting of Parish Council – 13 May 2026. Meeting closed 7:35pm.

Signed _____ Date _____