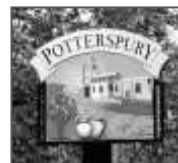


Potterspurty Parish Council

Chairman of the Council: Dr Steve Parkin

Clerk: Mrs Jane Spence clerk@potterspurtyparishcouncil.gov.uk

www.potterspurtyparishcouncil.gov.uk



MINUTES of the meeting of Potterspurty Parish Council held on Wednesday 9 July 2025 at 7:30pm in Potterspurty Village Hall.

Councillors present: Dr S Parkin (Chair), Mrs J Millidge, Mrs C Nagle, Mr G Lucas, Mr S Norris, Mrs B Silvester, Mr R Capps.

Parish Clerk: Mrs J Spence being indisposed, Mrs H Westlake took the Minutes of the meeting. Mrs Spence attended remotely.

Apologies: Cllr Soper, Cllr Blunden and Cllr Garbutt.

Also present: Ward Cllrs McCord and Dabbs.

6750	APOLOGIES: <i>It was resolved to approve the apologies for absence from Cllrs Soper, Blunden and Garbutt.</i>	
6751	MINUTES: (i) <i>It was resolved to approve as a true record the Minutes of the Annual Meeting of the Potterspurty Recreation Ground Charity held on 11 June 2025, which were duly signed by the Chair.</i> (ii) <i>It was resolved to approve as a true record the Minutes of the Parish Council Meeting held on 11 June 2025, which were duly signed by the Chair.</i>	
6752	MATTERS ARISING: From village inspection - <i>It was resolved to approve the refurbishment of the village noticeboard outside 88 High Street by the Handyman.</i>	JS
6753	DECLARATION OF INTEREST UNDER COUNCIL'S CODE OF CONDUCT: Cllr Norris Minute 6759(iii)(a) neighbour of property.	
6754	MINUTES ACTION REPORT: Noted.	
6755	PAYMENTS & BANK RECONCILIATION: Checked by Cllr Capps.	
6756	PUBLIC FORUM: No members of the public attended.	
6757	WNC WARD COUNCILLORS REPORT: Cllr Dabbs: Reported all to be quiet. Cllr McCord: Referred to the Appeal (Minute 6759(iii)). Reported flickering streetlight outside 21 North Way. Asked if normal practice not to hold PC meeting in August – confirmed. Cllr Millidge referred to the new WNC policy on an open-ended date for achieving net zero energy and asked if this might affect solar panel application. Cllr McCord felt the Council needed to be realistic about its targets going forward.	JS
6758	NHW COORDINATOR & POLICE LIAISON REP: Mr Coppin submitted email report which was circulated prior to the meeting and noted with thanks. Crime figures: April SN 136 (Potterspurty 7). Beat Bus attended local villages 18/06/25. Police – newly formed Rural Crime Team of 6 officers.	
6759	PLANNING: (i) Planning Applications: None (ii) Planning Decisions: 2025/1507/FULL Demolition of existing rear conservatory, single garage and side car port. Construction of a single storey wraparound extension. 18 Meadow View. Approval 25/06/25. (iii) Other Planning Matters: (a) E/2025/0368 Enforcement: Erection of wall within curtilage of a listed building. 6 Church Lane. Being investigated 22/05/25. Cllr Norris withdrew from discussion having declared an interest. Awaiting information. (b) Appeal Decision 04/06/25: APP/W2845/W/24/3345571 – Custom/self-build dwellings at Poundfield Equestrian, Poundfield Road – Application 2023/5711/PIP dated 21/06/23. Appeal allowed and permission in principle granted. Members considered this a very poor decision. (c) Planning Committees: On 25/06/25 Danny Moody, CE, Northants CALC advised that he had met with Stephanie Gibrat (Assistant Direction Planning & Development) on	

	25/06/25 and has a meeting planned with Paul Hanson (Head of Democratic Services) on 30/06/25 where it is hoped to obtain formal acknowledgement of past procedural errors, concrete steps to improve transparency and adherence to established democratic processes in future planning committee meetings, and a commitment from WNC to learn from the reported incidents to restore confidence. Training is being made available for the new WNC Councillors.	JS																																																																																																				
(d)	S/2019/2287/FUL 19 Meadow View: Complaint to Planning Enforcement made by resident – hedge does not comply with planning approval. <i>It was resolved that the PC support this and will make complaint to Planning Enforcement.</i>	JS																																																																																																				
(e)	WNC Consultation - Draft Statement of Community Involvement (SCI) for WNC Planning Service 01/07/25 to 25/8/25. Noted – no response required.																																																																																																					
6760	<p>PLAY AREAS:</p> <p>(i) Inspection Reports: June-July:</p> <p>(a) Meadow View: Cllr Garbutt submitted email reports.</p> <p>(b) Mays Way, Blackwell End, Village Hall: Cllr Silvester submitted email report.</p> <p>(c) Skatepark Weekly: Cllr Garbutt – weekly inspection reports submitted by email.</p> <p>(d) Items requiring attention to be referred to Handyman as necessary.</p> <p>(ii) Inspection Rota: July-August:</p> <p>(a) Meadow View – Cllr Garbutt.</p> <p>(b) Mays Way, Blackwell End & Village Hall – Cllr Nagle.</p> <p>(c) Skatepark Weekly – Cllr Garbutt.</p> <p>(iii) Inspection Rota: August-September:</p> <p>(a) Meadow View – Cllr Garbutt.</p> <p>(b) Mays Way, Blackwell End & Village Hall – Cllr Norris.</p> <p>(c) Skatepark Weekly – Cllr Garbutt.</p> <p>(iv) Skatepark: Repairs to concrete surface completed satisfactorily 11-13/06/25.</p>	JS																																																																																																				
6761	<p>FINANCE:</p> <p>(i) Budget Report: <i>It was resolved to approve the Budget Report.</i></p> <p>(ii) Bank Balances: Total £70,830.24 (30/06/25). Noted.</p> <p>(a) Lloyds Current: £17,893.02 (30/06/25).</p> <p>(b) Lloyds Deposit: £52,937.22 (30/06/25).</p> <p>(iii) Receipts: Noted.</p> <p>(a) Lloyds Deposit: June interest - £111.78.</p> <p>(b) HMRC: VAT repayment 01/03/25-31/05/25 - £1,734.79.</p> <p>(c) PSSC: Rent 01/06/25-31/05/26 - £650.00.</p> <p>(iv) Payments: <i>It was resolved to approve bank transfers as listed below, checked by Cllr Capps. To be authorised by Cllr Silvester and Cllr Millidge. It was noted that the Clerk's July salary will be paid on the due date 13/08/25.</i></p> <table border="1"> <thead> <tr> <th>TR no</th> <th>PAYEE</th> <th>Net £</th> <th>VAT £</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>654</td> <td>J Spence: June Clerk salary £989.34, mileage £22.75, office £47.55.</td> <td>1054.92</td> <td>4.72</td> <td>1059.64</td> </tr> <tr> <td>655</td> <td>HMRC: June PAYE £247.20. Employer NI £122.93.</td> <td>370.13</td> <td>0.00</td> <td>370.13</td> </tr> <tr> <td>656</td> <td>A Holman: Church clock winding April 2024-April 2025</td> <td>25.00</td> <td>0.00</td> <td>25.00</td> </tr> <tr> <td>657</td> <td>BeeTee Alarms Ltd: CCTV/ANPR Annual Maintenance</td> <td>82.40</td> <td>16.48</td> <td>98.88</td> </tr> <tr> <td>658</td> <td>Millstream Estate Services Ltd: Skatepark concrete repairs</td> <td>1180.00</td> <td>236.00</td> <td>1416.00</td> </tr> <tr> <td>659</td> <td>Northants CALC Ltd: Cllr Soper training</td> <td>53.00</td> <td>10.60</td> <td>63.60</td> </tr> <tr> <td>660</td> <td>A Stockton: Litter picking June</td> <td>100.00</td> <td>0.00</td> <td>100.00</td> </tr> <tr> <td>661</td> <td>Potterspurty & YG PCC: St Nicholas room hire April</td> <td>30.00</td> <td>0.00</td> <td>30.00</td> </tr> <tr> <td>662</td> <td>Potterspurty Village Hall: Meeting room hire May-June</td> <td>56.00</td> <td>0.00</td> <td>56.00</td> </tr> <tr> <td>663</td> <td>RTM Landscapes Ltd: Grounds maintenance June</td> <td>1638.00</td> <td>327.60</td> <td>1965.60</td> </tr> <tr> <td>664</td> <td>R Phillips: Handyman labour and materials</td> <td>363.86</td> <td>8.25</td> <td>372.11</td> </tr> <tr> <td></td> <td>TOTAL JULY TRANSFERS</td> <td>4953.31</td> <td>603.65</td> <td>5556.96</td> </tr> <tr> <td>DD665</td> <td>09.07.25 Yu Energy: June Streetlight electricity</td> <td>201.03</td> <td>10.05</td> <td>211.08</td> </tr> <tr> <td>DD666</td> <td>09.07.25 Yu Energy: June Streetlight electricity</td> <td>26.55</td> <td>1.33</td> <td>27.88</td> </tr> <tr> <td>DD667</td> <td>15.07.25 Tesco: Mobile phone June</td> <td>6.62</td> <td>1.33</td> <td>7.95</td> </tr> <tr> <td>DD668</td> <td>18.07.25 Lloyds Bank: Monthly service charge</td> <td>4.25</td> <td>0.00</td> <td>4.25</td> </tr> <tr> <td></td> <td>TOTAL JULY DIRECT DEBITS</td> <td>238.45</td> <td>12.71</td> <td>251.16</td> </tr> <tr> <td></td> <td>TOTAL JULY PAYMENTS</td> <td>5191.76</td> <td>616.36</td> <td>5808.12</td> </tr> <tr> <td>669</td> <td>13.08.25 J Spence: July Clerk Salary £989.14, office £19.25</td> <td>1008.39</td> <td>0.00</td> <td>1008.39</td> </tr> </tbody> </table>	TR no	PAYEE	Net £	VAT £	Total £	654	J Spence: June Clerk salary £989.34, mileage £22.75, office £47.55.	1054.92	4.72	1059.64	655	HMRC: June PAYE £247.20. Employer NI £122.93.	370.13	0.00	370.13	656	A Holman: Church clock winding April 2024-April 2025	25.00	0.00	25.00	657	BeeTee Alarms Ltd: CCTV/ANPR Annual Maintenance	82.40	16.48	98.88	658	Millstream Estate Services Ltd: Skatepark concrete repairs	1180.00	236.00	1416.00	659	Northants CALC Ltd: Cllr Soper training	53.00	10.60	63.60	660	A Stockton: Litter picking June	100.00	0.00	100.00	661	Potterspurty & YG PCC: St Nicholas room hire April	30.00	0.00	30.00	662	Potterspurty Village Hall: Meeting room hire May-June	56.00	0.00	56.00	663	RTM Landscapes Ltd: Grounds maintenance June	1638.00	327.60	1965.60	664	R Phillips: Handyman labour and materials	363.86	8.25	372.11		TOTAL JULY TRANSFERS	4953.31	603.65	5556.96	DD665	09.07.25 Yu Energy: June Streetlight electricity	201.03	10.05	211.08	DD666	09.07.25 Yu Energy: June Streetlight electricity	26.55	1.33	27.88	DD667	15.07.25 Tesco: Mobile phone June	6.62	1.33	7.95	DD668	18.07.25 Lloyds Bank: Monthly service charge	4.25	0.00	4.25		TOTAL JULY DIRECT DEBITS	238.45	12.71	251.16		TOTAL JULY PAYMENTS	5191.76	616.36	5808.12	669	13.08.25 J Spence: July Clerk Salary £989.14, office £19.25	1008.39	0.00	1008.39	JS
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6762	PARISH COUNCIL MATTERS:	
(i)	VAS Equipment: VAS in High Street moved to face the opposite direction toward Poundfield Road. Next planned locations – Poundfield Road and Church End. Cllr Soper is assisting with processing data.	SP JKS
(ii)	Parish Council Vacancies: No progress. Agreed more action in September.	
(iii)	Traffic Working Group: Deferred to September PC meeting.	
(iv)	Tree Works:	
(a)	May Way Play Area Lime tree overhanging Chipman slide: <i>It was resolved to accept quotation of £400 and raise order to remove tree - after consultation with immediate neighbours ends 11/08/25.</i>	JS
(b)	Village Hall: <i>It was resolved to accept quotation of £400 and raise order to clear overgrown area next to 40 Church End. It was resolved to accept quotation of £150 and raise order to remove dead Lime tree, subject to Cllr Lucas checking the tree is dead and not just dormant.</i>	JS GL JS
(c)	Meadow View Recreation Ground: Cllrs Parkin, Millidge and Lucas met with RTM Landscapes to inspect trees along the stream. Initial quotation £3,940 as part of phased work. Cllrs Parkin, Millidge and Lucas to arrange another meeting to discuss phases of work as not currently clear. No decision - referred to FWG for 2026/27 budget.	JM SP GL FWG
(v)	Trees Survey: Mays Way / Two Fields footpath: Footpath, hedge and fencing works – quote £1,835. A resident has also complained about the overgrown footpath and hedge. No decision – referred to FWG for 2026/27 budget.	FWG
6763	VILLAGE MATTERS	
(i)	Defibrillator Monthly Check: Cllr Parkin reported in working order.	
(ii)	CCTV/ANPR Monthly Check: Cllr Capps reported in working order.	
(iii)	Potholes Repairs – Poundfield Road: Members disappointed that only patching work on 17-18 June and not resurfacing as indicated in email correspondence. <i>It was resolved to email Sam Simons, Highways, to ask what his intentions are for permanent resurfacing.</i>	JS
6764	CORRESPONDENCE:	
(i)	Email 13/06/25 - X91 Bus – Blackwell End: Resident concerned about bus access along Blackwell End, especially after 5pm due to parked vehicles. No complaint from Stagecoach. <i>It was resolved that Cllr Norris would put an article in the next issue of The Old Mail requesting considerate parking.</i> Clerk to respond to resident.	SN JS
(ii)	Email 26/06/25 - Parking – Woods Lane: Complaint from resident about difficulty driving along Woods Lane due to parking issues. A brick flower bed has been removed easing the situation. The PC do not support parking restrictions. It was agreed that the kerb stones outside the barn conversion added to the problem. <i>It was resolved to contact Highways to start process to have kerb removed or changed to dropped kerb.</i> Clerk to respond to resident.	JS
6765	Updates for information only: Cllr Capps reported that the Clerk's laptop is wearing out. To be referred to FWG.	JS FWG
6766	Next Parish Council Meeting - Wednesday 10 September 2025 – 7:30pm - Village Hall The Chair closed the meeting at 8.55pm.	
		HW/JES 16/07/2025

Signed _____ Date _____