

Potterspurry Parish Council

Chairman: Dr Steve Parkin

Clerk: Vanessa Thomas

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NOTICE OF MEETING OF POTTERS PURRY 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 13 MAY 2026 in the VILLAGE HALL at 7:45pm**. 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.

Vanessa Thomas – Clerk
6 May 2026

AGENDA

1	APPROVE APOLOGIES FOR ABSENCE.
2	APPROVE MINUTES: Potterspurry Parish Council meeting held on 8 April 2026.
3	MATTERS ARISING from previous meetings.
4	DECLARATION OF INTEREST under the Council's Code of Conduct.
5	SUMMARY OF MINUTES ACTION REPORT.
6	INVOICES, PAYMENTS & BANK RECONCILIATION: Councillor to check 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 DEANSHANGER & PAULERS PURRY WARD COUNCILLORS.
9	REPORT FROM NHW COORDINATOR & POLICE LIAISON REP.
10	PLANNING: (Planning applications can be viewed on www.westnorthants.gov.uk) (Consider all applications received including as listed below). (i) PLANNING APPLICATIONS: 2026/1706/FULL Erection of a single storey rear extension, garage conversion and minor elevational amendments. 54 Mays Way. (ii) PLANNING DECISIONS: 2025/3859/FULL Construction of new 3 Bed detached dwelling with car port and parking area. Lad adjacent to Rose Cottage, 6 Church Lane. Decision. Refusal 2/4/26. <i>(Discussed at PC Meeting on 8/4/26 – Minute 6906(ii) - but was not an agenda item).</i> (iii) OTHER PLANNING MATTERS: (a) Stephanie Gibrat, Asst Director of Planning: Consider booking dedicated session to discuss planning matters – Wednesday 20 May 10am to midday and Monday 22 June 2pm to 4pm. (circ 27/4)
11	PLAY AREAS (i) RECEIVE INSPECTION REPORTS: April-May: (a) Meadow View – Cllr Garbutt. (b) Mays Way, Blackwell End, Village Hall - Cllr Soper. (c) Skatepark Weekly Report – Cllr Garbutt. (ii) INSPECTION ROTA: May-June: (a) Meadow View – Cllr Garbutt. (b) Mays Way, Blackwell End & Village Hall – Cllr Nagle. (c) Skatepark Weekly Report – Cllr Garbutt.
12	FINANCE (i) RECEIVE BUDGET REPORT FROM CLERK. (ii) RECEIVE BANK RECONCILIATION FROM CLERK. (iii) BANK BALANCES: TOTAL £81,282.79 (30/04/26). (a) Lloyds Current: £47,606.89 (30/04/26). (b) Lloyds Deposit: £33,675.90 (30/04/26). (iii) RECEIPTS: (a) Lloyds Deposit: April interest - £51.20. (b) WC: Precept (1): £34,033.00.

(iv)	PC INSURANCE: Consider renewal with Clear Councils 01/06/26 to 31/05/2027 - £1,415.54.				
(v)	CHURCHYARD LIME TREE POLLARDING: Consider quotes for Phase 3.				
(vi)	CLERK & RFO SALARY, PENSION TRAINING EXPENSES: Consider and approve.				
(vii)	ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025-2026 (AGAR):				
(a)	Annual Internal Audit Reports.				
(b)	Section 1 - Annual Governance Statement – approve and sign.				
(c)	Section 2 – Accounting Statements – approve and sign.				
(viii)	APPROVE ONLINE PAYMENT TRANSFERS (plus any further payments requested by Clerk).				
	TR no	PAYEE	Net £	VAT £	Total £
	773	J Spence: Clerk Final salary, mileage & office	1795.55	0.00	1795.55
	774	V Thomas: Clerk April salary (3-weeks), mileage & HWA	789.26	0.00	789.26
	775	HMRC: Two Clerks PAYE £603.40 & Employer NI £327.66	931.06	0.00	931.06
	776	A Stockton: Litter picking April	100.00	0.00	100.00
	777	R Phillips: Handyman labour	163.60	0.00	163.60
	778	Potterspur Village Hall: Meeting room hire Feb, March, April	84.00	0.00	84.00
	779	Clear Insurance: PC Insurance annual renewal	1415.54	0.00	1415.54
	780	RTM Landscapes: Grounds contract April	1638.00	327.60	1965.60
	781	Northants CALC Ltd: Membership & Internal Audit	1071.08	74.47	1145.55
	782	Smith of Derby Ltd: St Nicholas Church clock service	337.00	67.40	404.40
		TOTAL MAY TRANSFERS	8325.09	469.47	8794.56
	DD783	08.05.26 Yu Energy: Streetlight electricity April	246.95	12.35	259.30
	DD784	16.05.26 Tesco: Clerk Mobile Phone April	7.02	1.40	8.42
	DD785	18.05.26 Lloyds Bank: Monthly service charge	4.25	0.00	4.25
	DD786	13.05.26 ICO: Data Protection Renewal	47.00	0.00	47.00
		TOTAL MAY DIRECT DEBITS	305.22	13.75	318.97
		TOTAL MAY PAYMENTS	8630.31	483.22	9113.53
13	PARISH COUNCIL MATTERS:				
(i)	PARISH COUNCILLOR VACANCIES: Receive update.				
(ii)	PPC INTERNAL FINANCIAL CONTROL COUNCILLOR POLICY: Consider for approval. (Circ 6/5)				
14	VILLAGE MATTERS:				
(i)	DEFIBRILLATOR – HIGH STREET: Receive monthly inspection report.				
(ii)	CCTV/ANPR: Receive monthly report.				
(iii)	VAS EQUIPMENT: Receive report.				
15	CONSULTATIONS: None				
16	CORRESPONDENCE: Consider as listed below and any other items received prior to the meeting.				
17	ANNUAL PARISH REPORTS 2025-2026: None.				
18	UPDATES: Discussion of matters not otherwise on the agenda for information-sharing only.				
19	Next Meetings - Wednesday 10 June 2026 – Potterspur Village Hall Annual Meeting of Potterspur Recreation Ground Charity – 7:30pm Parish Council Meeting – 7:40pm				