

# Potterspurvy Parish Council

Clerk: **Vanessa Thomas** clerk@potterspurvyparishcouncil.gov.uk  
www.potterspurvyparishcouncil.gov.uk



## NOTICE OF ANNUAL MEETING OF PARISH COUNCIL

Dear Sir/Madam

I hereby give you notice that the **ANNUAL MEETING OF THE COUNCIL** of the above-named Parish will be held on **Wednesday 13 May 2026 at 7:00pm** in the Village Hall, Church End, Potterspurvy. 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  
Vanessa Thomas – Clerk  
6 May 2026

## AGENDA

- 1. Election of Chair.**
- 2. Declaration of Acceptance of Office of Chair.**
- 3. Election of Vice Chairman.**
- 4. Approve apologies for absence.**
- 5. Minutes** – The Minutes of the Annual Meeting held on 14 May 2025 were approved at the Parish Council meeting on 11 June 2025 and signed by the Chair, Cllr S Parkin.
- 6. Election of Committees and Working Groups (WG):**

i	Personnel Committee	Delegated responsibility for all personnel matters including recruitment and recommending pay scales.
ii	Finance WG	Responsibility for advising PC on all financial matters. Lead for developing budget.
iii	Emergency Plans WG	Developing plans for emergencies as they affect our community and within powers of PC
iv	Strategic Planning WG	Monitor and comment on major planning proposals and changes to the Local Plan. Work with other PCs - A5 Alliance
v	Village Inspection WG	Annual survey of village – check on condition of village infrastructure.
vi	Remembrance Service (joint with PCC)	Planning November Remembrance Service with St Nicholas PCC.

## **7. Election of Representatives and Coordinators:**

i	Planning Coordinators	Report to PC on current planning applications
ii	Village Hall Link	Liaise with Village Hall Committee in our role as trustees
iii	PSSC Link	Liaise with PSSC Committee in our role as landlord
iv	Mill Pond Meadow Warden	Regular inspections and maintenance recommendations
v	Tree Wardens	Carry out inspections on tree issue reports, Advise PC when specialist advice is required involving tree maintenance.
vi	Highways & Snow Coordinator	Liaise with relevant highways authority (Northants Highways / National Highways) to ensure roads are kept open and safe. Check grit bins (PC & WNC) are full before winter.
vii	Streetlight Coordinator	Carry out regular inspections and report streetlight faults to Clerk. Recommend areas of improvement.
viii	Old Mail Reporter	Take notes at PC meeting and prepare report for Old Mail.
ix	Website & IT Coordinator	

x	Communications Coordinator	
xi	Parish-on-Line Maps Coordinators	
xii	Allotments Coordinator	
xii	Public Transport Coordinator	
xiv	Rights of Way Coordinator	Check rights of way footpaths and stiles in and around parish and report issues to FixMyStreet.
xv	Environmental Coordinators	Minor vegetation and tree work not requiring specialist professional contractor or equipment.
xvi	Police Liaison Rep	Village liaison with Northants Police.
xvii	CCTV Access	Interrogate CCTV & ANPR footage as necessary.
xviii	Lloyds Bank Signatories	Responsible for signing cheques and authorising online bank transfers – two required for each transaction.
xix	Internal Financial Control Councillor	Checks and verifies payments list, invoices, bank transfer list and bank reconciliations prepared by Clerk – via email.

## 8. Consider Rents for 2026-2027

- (i) Football pitch hire:
  - a. Potterspurys Veterans: 2026-2027 Season – (£160 25/26 season)
  - b. Junior Girls U9s: 2026-2027 Season (to be confirmed by club) - £130
- (ii) Sports & Social Club: £650 pa (from 2024).
- (iii) PRG Allotments: Per plot currently £7.50 pa tenancy rent plus insurance share.

## 9. Consider Payments for 2026-2027

- (i) Clerk's salary: SCP22 (16 hrs pw)
- (ii) Church clock – service: £337 pa (2026).
- (iii) Insurance: £1,415.54 - new one-year contract commences 01/06/2026.
- (iv) Litter picking: £1,200 pa.
- (v) Meeting room: Village Hall £28 per meeting, St Nicholas £30 - £310 pa.
- (vi) Dog bins: 10 bins x £2.50 per bin weekly - £1,300 pa.
- (vii) Play Area Inspections:
  - a. Operational inspection 3 x per year - £215 per visit - £645 pa.
  - b. Annual inspection - £402 pa (2025).
- (viii) Grants / Donations Budget (including S 137): £1,400 pa (Old Mail £1000).
- (ix) Subscriptions:
  - a) Northants CALC Membership & Data Protection - £695.
  - b) Society of Local Council Clerks (TBC).
  - c) Parish Online: Maps - £60. Website - £285.
  - d) ICO – GDPR - £47.
- (x) Audit Fees: £700 pa.
- (xi) PSSC: Contributions CCTV electricity, broadband, waste collection: £800 pa.
- (xii) Grounds Contract: £15,296 pa (year 2 of 3-year contract 2025-2028).
- (xiii) Payroll Services: £300 pa.

## 10. Date of next Annual Meeting of Potterspurys Parish Council: 12 May 2027.