

Potterspurty Parish Council

Chairman: Dr Steve Parkin

Clerk: Vanessa Thomas

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MINUTES OF MEETING OF POTTERS PURTY PARISH COUNCIL Held at Potterspurty Village Hall 10th June, 7:30pm

Parish councillor attendees	S. Parkin (Chairman), J. Millidge (Vice Chair), J. Blunden, R. Capps, I. Garbutt, G. Lucas, C. Nagle, S. Norris, B. Silvester, J. Soper
Apologies	None received
Ward councillor attendees	None
Public attendees	None
Start Time	7:38pm
End Time	9:35pm

Minute

Ref

6955 APPROVE APOLOGIES FOR ABSENCE.

None received.

6956 APPROVE MINUTES: Potterspurty Parish Council meeting held on 13 May 2026.

It was resolved to approve as a true record the Minutes of the Parish Council Meeting held on 13 May 2026, which were duly signed by the Chair.

6957 MATTERS ARISING from previous meetings.

It was noted that the wall located at the A5 had been repointed.

6958 DECLARATION OF INTEREST under the Council's Code of Conduct.

4.1 Cllr. J. Millidge and Cllr. S. Parkin declared an interest in Section 12 Finance as both had received reimbursement of expenses listed in Section 12.

4.2 Cllr. J. Millidge updated the parish councillors regarding the Lloyd's bank error regarding the Clerk's delegated access to make payments from the bank account which had resulted in the payments, other than direct debits, listed in Section 12 (except for payments to Cllr. B. Silvester (ref 787) and NEST pension scheme (ref 791) being paid prior to the meeting. Cllr. S. Parkin updated the parish councillors regarding the action taken to attempt to resolve this which included the need for a £10 test payment to Cllr. S. Parkin. This test payment has been returned to the parish council bank account. Cllr. J. Millidge stated that Lloyd's bank's IT team is working to resolve this issue.

It was resolved that the Clerk should make the manual payment to Cllr. B. Silvester and report back the parish councillors whether this payment triggered the correct signatory control or not.

4.3 Cllr. I Garbutt declared an interest in Section 10 Planning.

6959 SUMMARY OF MINUTES ACTION REPORT.

The Summary of Actions report was reviewed.

6933 - Cllr. J. Millidge provided an update that nine stickers are required at a cost of £57.31 + VAT.

ACTION - Cllr. J. Millidge to send details of the stickers and supplier's contact details.

ACTION - Clerk to order for the required stickers.

It was resolved that completed actions will be removed from the report.

ACTION - Clerk to remove completed actions from the report.

6960 INVOICES, PAYMENTS & BANK RECONCILIATION: Councillor to check prior to approval.

Cllr. C. Nagle proposed that for future months the Clerk includes a copy of the Lloyd's multiple payments list with the emailed copy of payments for approval. Cllr. C. Nagle will then review and send an "Approved" response to the Clerk to confirm all payments have been checked. All voted in favour.

It was resolved that the Clerk will include the Lloyd's payments report with future proposed payments.
ACTION – Clerk – Add the multiple payments report to all future copies of payments circulated for approval.

6961 **PUBLIC FORUM:**
No members of the public were present.

6962 **REPORT FROM WNC DEANSHANGER & PAULERSPURY WARD COUNCILLORS.**
None were present.

6963 **REPORT FROM NHW COORDINATOR & POLICE LIAISON REP.**
None were present.

6964 **PLANNING: (Planning applications can be viewed on www.westnorthants.gov.uk)**
(Consider all applications received including as listed below).

(i) **PLANNING APPLICATIONS:**

Application No. 2026/1713/FULL

Proposed demolition of existing side and rear extension, construction of single storey side and rear extension, first floor rear extension and new first floor side window. Location - 76 Meadow View Potterspurty NN12 7PJ
It was resolved to respond with no objections.

ACTION – Clerk to submit response to WNC.

(ii) **OTHER PLANNING MATTERS:**

Cllr. J. Millidge gave an update from regarding booking to attend planning matters as per Stephanie Gibrat and whether attending would be of value given the letter proposed to be sent to WNC Planning by Cllr. S. Parkin. Cllr. S. Parkin read out the key points of the proposed letter and confirmed that a copy of the letter, if approved by the parish councillors, would be sent to MP Sarah Bool.

It was resolved to approve Cllr. S. Parkin's proposed letter.

ACTION – Cllr. S. Parkin to send a copy of the approved letter to the Clerk.

ACTION – Clerk – Transfer the letter text onto Potterspurty parish council letterhead and email it to WNC (Martin Henry) and copy to MP (Sarah Bool).

(iii) **PLANNING DECISIONS:**

Prior to the meeting the Clerk circulated the WNC weekly planning decisions report to the parish councillors.

6965 **PLAY AREAS**

(i) **RECEIVE INSPECTION REPORTS: May - June:**

(a) **Meadow View – Cllr Garbutt.**

Cllr. I Garbutt updated that the gate is out of alignment and the padlock is broken.

ACTION Clerk to add to Handyman work sheet for repair and provision of new padlock and key.

(b) **Mays Way, Blackwell End, Village Hall – Cllr. C. Nagle.**

Cllr. C. Nagle updated that the swings at Mays Way need to be oiled.

ACTION Clerk to add to Handyman work sheet.

It was also noted that the bushes around the gate at Blackwell End need to be cut back.

ACTION Clerk to add to Handyman work sheet.

(c) **Skatepark Weekly Report – Cllr Garbutt.**

It was also noted that the elder and brambles are growing through the back of the skatepark.

ACTION Clerk to contact RTM to clear this.

(ii) **INSPECTION ROTA: June - July:**

(a) **Meadow View – Cllr Garbutt.**

(b) **Mays Way, Blackwell End & Village Hall – Cllr Norris.**

(c) **Skatepark Weekly Report – Cllr Garbutt.**

6966 **FINANCE**

(i) **RECEIVE BUDGET REPORT FROM CLERK.**

Cllr. S. Norris requested the report be changed to landscape format.

ACTION – Clerk to amend format for future reports.

(ii) **RECEIVE BANK RECONCILIATION FROM CLERK.**

It was resolved that the bank reconciliation will not be completed at this time due to the ongoing issue with Lloyd's bank.

ACTION – Clerk to provide bank reconciliation at the next meeting as Lloyd's bank issue (See Section 4) should be resolved before then.

(iii) **BANK BALANCES: TOTAL £72,787.55 (26/05/26).**



- (a) Lloyds Current: £19,046.28 (31/05/26).
 (b) Lloyds Deposit: £53,741.27 (26/05/26).
It was resolved to agree the bank balances.

(iv) **RECEIPTS:**

- (a) WNC payment for invoice 260420/1 dated 20/04/2026 £552.92
 It was confirmed that this payment from WNC was for grass cutting.
 (b) Lloyds Deposit: April interest - £70.81

It was resolved to agree the bank interest.

- (v) **CHURCHYARD LIME TREE POLLARDING:** Update on works
 Holmes Tree Care are scheduled to carry out this work after the bird nesting season.

- (vi) **CLERK & RFO TRAINING:** Update on NCALC New Clerk course booking
 The Clerk provided an update that the 2-day course is now booked for Saturday 5th and Saturday 12th September and requires a total of twelve hours work across the 2 days. Cllr. J. Millidge proposed that Clerk be paid overtime for this additional work as there will be insufficient hours for the Clerk to also undertake the normal duties, with the overtime payment shared on the same basis as the course fee (2/3rd paid by Potterspurty parish council and 1/3rd to be paid by the other parish council the Clerk works for). All voted in favour.

It was resolved to pay the Clerk overtime in September 2026 salary for 8 hours (2/3rd of the total twelve hours)

- (vii) **APPROVE ONLINE PAYMENT TRANSFERS** (plus any further payments requested by Clerk).

TR no	PAYEE	Net £	VAT £	Total £
783	Barbara Osborne Business Services (payroll admin Mar'26)	72.00	0.00	72.00
784	CPM Playgrounds Ltd	215.00	43.00	258.00
785	V Thomas: Clerk May salary (£928.22), mileage, expenses, & HWA (£128.59)	1,056.81	0.00	1,056.81
786	HMRC: Clerk's PAYE £235.40 & NI £132.20	367.60	0.00	367.60
787	Councillor B. Silvester expenses J Spence retirement lunch	50.44	0.00	50.44
788	Councillor S. Parkin expenses J Spence retirement voucher	50.00	0.00	50.00
789	Andrew Holman clock winding	25.00	0.00	25.00
790	Councillor J. Millidge expenses mileage moving files	36.40	0.00	36.40
791	NEST - Clerk's pension	55.31	0.00	55.31
792	RTM Landscapes: Grounds contract May INV-0799	2,098.00	419.60	2,517.60
TOTAL JUNE TRANSFERS		4,026.56	462.60	4,489.16
DD787	08.06.26 Yu Energy: Streetlight electricity May	216.10	10.80	226.90
DD788	16.06.26 Tesco: Clerk Mobile Phone May	7.02	1.40	8.42
DD789	18.06.26 Lloyds Bank: Monthly service charge	4.25	0.00	4.25
TOTAL JUNE DIRECT DEBITS		227.37	12.20	239.57
TOTAL JUNE PAYMENTS		4,253.93	474.80	4,728.73

Cllr. J. Millidge proposed that the payments be approved retrospectively due to the ongoing issue with Lloyd's bank (see Section 4). All voted in favour.

It was resolved to retrospectively approve these payments due to the ongoing issue with Lloyd's bank (see Section 4).

ACTION - Clerk to confirm with the payroll provider whether the NEST pension has been set up.

The Clerk provided an update that the Yu Energy contract is due for renewal and Yu Energy are to send the proposed charges for the parish council to review.

ACTION - Clerk to add this to the agenda for the next meeting.

6967 PARISH COUNCIL MATTERS:

- (i) **PARISH COUNCILLOR VACANCIES:** Receive update.

There have been 3 enquiries from interested parties. None have progressed beyond this stage.

- (ii) **ALLOTMENT FEES:** Proposal to review allotment fees (Cllr. Silvester)

The fees were reviewed in the Annual Meeting of the PRG Charity held on 10 June 2026, immediately prior to this parish council meeting, and it was agreed to keep the charges at the existing rate of £7.50/plot per year. Cllr. B. Silvester reported that some allotments are not being maintained correctly and that the previous Clerk has contacted the holder of allotment 6.

ACTION - Clerk to write to the holder of allotment 6 and request the allotment is tidied up and then kept tidy and properly maintained.

CLERK SALARY AND EXPENSES: Sign letter of addendum for rates agreed at 13/05/2026 meeting

- (iii) The letter of addendum confirming the correct mileage rate and pension contribution was read out and duly signed by Cllr. S. Parkin as Chairman of the parish council.
- (iv) **CLERK MOBILE PHONE:** Propose purchase of SIM only contract with alternate provider to improve signal/reception and enable more modern handset functionality e.g., Wi-Fi calling
Cllr. R. Capps confirmed the other mobile phone used by the Clerk should accept an e-SIM, thus saving the cost of acquiring another mobile phone handset.
ACTION – Clerk to contact the existing network provider (Tesco Mobile) to request and e-SIM.
- (v) **PAYROLL PROCESSING:** Proposal to adopt HMRC app for payroll processing as this may deliver a cost saving and provide future planning for the potential retirement of the current service provider.
The potential cost saving was discussed.
ACTION – Clerk to review with Cllr. J. Millidge once the NEST pension set up has been confirmed.

6968 VILLAGE MATTERS:

- (i) **DEFIBRILLATOR – HIGH STREET:** Receive monthly inspection report. No issues reported.
- (ii) **CCTV/ANPR:** Receive monthly report. No issues reported
- (iii) **VAS EQUIPMENT:** Receive report. New battery installed. New location TBC.
The issues with locating the VAS at Blackwell End were discussed.
ACTION – Cllr. S. Parkin to contact Steve Barber to enquire whether the Section 50 can be extended to include the post at Blackwell End.
- (iv) **SPORTS & SOCIAL CLUB FETE** – Application to use Meadow View playing field 22.08.2026.
The Clerk gave an update that, as per the correspondence shared with the councillors prior to the meeting, the risk assessment (RAMS) received from the organiser did not preclude vehicles entering the grassed area and the organiser had advised the Clerk that vehicles would be on the grass.
It was resolved to allow limited vehicle movements on the grass namely, no HGVs, and only vehicles which can access the grass through the gate and all vehicles parked on the grass to have ground protection installed beneath them to prevent any contamination of the grass.
ACTION – Clerk to write to the organiser with these stipulations.
- (v) **PLAY EQUIPMENT EXTERNAL INSPECTIONS REPORT** – Review recommendations and determine action required (potential health and safety items have already been notified to the handyman)
The Clerk read out the inspection reports and highlighted the potential health and safety items identified and the issues noted with the grass mats.
It was resolved to request the Handyman carry out the essential repairs and contact RTM to review the grass mats.
ACTION – Clerk to send a job sheet to the Handyman.
ACTION – Clerk to request RTM review the grass mats and provide a report of what, if anything, is required.
The annual inspection by the Play Inspection company requires approval to be scheduled.
It was resolved to confirm the repeat order.
ACTION – Clerk to send the order.
Cllr. S. Parkin noted that the cemetery pagoda has not been included on the agenda for several months, but resolution of that roof repair is still required. It was also noted that some of the paving stones in the walkway under the pagoda are loose.
It was resolved to consult the public to gain suggestions to resolve this. If no suitable and affordable solution is identified, the pagoda will be removed. The loose paving stones to be reset.
ACTION – Cllr. J. Millidge to draft the article for the Old Mail requesting suggestions.
ACTION – Cllr. I. Garbutt to place the article on the Old Mail.
ACTION – Clerk to request the Handyman repair the loose paving stones.

6969 CONSULTATIONS:

None

16 CORRESPONDENCE:

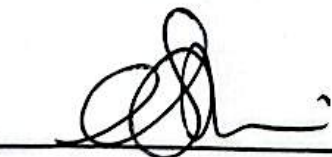
- (i) 20/05/2026 Email regarding overgrown hedges at and dilapidated fence erected at 25 – 29 Blackwell End.
It was resolved a letter will be sent to the owner/occupier.
ACTION – Cllr. J. Millidge to provide the contact details to the Clerk.
ACTION – Clerk to write to the owner/occupier requesting repairs to the fence and trimming of the hedge.
ACTION – Clerk to respond to initial email correspondence.
- (i.a) It was also noted that there are overgrown hedges on the public right of way to the rear of a property at Meadow View.
ACTION – Cllr. S. Parkin to provide the contact details to the Clerk.
ACTION – Clerk to write to the owner/occupier requesting trimming of the hedges.



- (ii) 18/05/2026 Email relating to the corner at Blackwell End and request to consider a pathway to improve pedestrian safety when crossing the road.
It was resolved to contact WNC Highways (Helen Howard) to request an assessment of the issue and options for resolution.
ACTION – Clerk to write to WNC Highways.
- (ii.a) ACTION – Clerk to respond to initial email correspondence.
 It was also noted that access for the bus to navigate in the High Street, near the school, is restricted by parked vehicles.
ACTION – Clerk to write to WNC Highways to request an on-site meeting with a parish councillor to assess the issue and identify options for resolution.
- (iii) 26/05/2026 Email regarding trees reference numbers at T4, T5 and T6, on Furtho Lane.
 The Clerk provided an update that Savills had not yet responded to the Clerk's email dated 02/06/2026 requesting support for work to tree T4. It was agreed that T5 and T6 are not the responsibility of the parish council and the Clerk confirmed Savills had been notified of this.
It was resolved to await a response from Savills.
ACTION – Clerk to carry this forward to the agenda for the next meeting.
 Cllr. G. Lucas also noted that the crack willows at Meadow View play area may require work.
ACTION – Cllr. J. Millidge to inspect the crack willows at Meadow View play area and propose what, if any, action is required.
ACTION – Clerk to add review of the crack willows to the agenda for the next meeting.
- (iv) 01/06/2026 Email regarding Old Mail article about solar farm progressing and requesting update.
 Cllr. S. Parkin confirmed that a response had already been sent to the correspondent.
- 6970 **ANNUAL PARISH REPORTS 2025-2026: N/A**
- 6971 **UPDATES:** Discussion of matters not otherwise on the agenda for information-sharing only.
- (i) Cllr. S. Norris noted the blue string that has appeared on the telephone poles in the village. It was suggested these could be pull through strings for new cables, although no notification had been received by the parish council regarding any intended work.
- (ii) It was noted that the storage box to be located at the Mill Pond Meadow conservation area for the pre-school, had not been installed although the funds for this had been paid by the parish council.
It was resolved to contact the pre-school (Emma Ward) and request an update.
ACTION – Clerk to write to the pre-school requesting an update.
- (iii) It was noted that the streetlight at Woods Lane had been visited by National Grid and should therefore be working from 10/06/2026.
- (iv) It was noted that Open Reach carried out works without notification and that the contractors did not appear to be wearing the correct PPE.
- (v) It was noted that the seat at the end of the High Street, facing the A5, needs repair/replacement.
It was resolved to request the Handyman repair it or provide a proposed replacement if it is beyond repair.
ACTION – Clerk to request the Handyman repair the bench or report back if it is beyond repair.

6972 **Next Meeting - Wednesday 8 July 2026 – Potterspury Village Hall 7:30pm**

Signed



Date

8 July 2026