

Potterspury Parish Council

Clerk: Vanessa Thomas

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Minutes of the Annual Meeting of Potterspury Parish Council held on 13 May 2026 at 7:00pm in the Village Hall, Potterspury

Present: Councillors Dr S Parkin, Mrs J Millidge, Mrs J Blunden, Mrs B Silvester, Mrs C Nagle, Mr I Garbutt, Mr S Norris, Mr G Lucas and Mr J Soper.

Also present: Vanessa Thomas - Clerk & RFO.

Minute

Ref

6915 Apologies: Cllr Capps.

6916 **A/4500 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.*

6917 **A/4501 Declaration of Acceptance of Office of Chair:** Cllr Parkin signed the Declaration of Acceptance of Office in the presence of the Proper Officer, Vanessa Thomas.

6918 **A/4502 Election of Vice-Chair:** *It was resolved to appoint Cllr Millidge as Vice-Chair.*

6919 **A/4503 Apologies:** *It was resolved to approve apologies from Cllr Capps.*

6920 **A/4504 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 Chairman, Cllr S Parkin.**

6921 **A/4505 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) **Emergency Plans Working Group:** Cllrs Parkin, Capps
- (iv) **Strategic Planning Working Group:** Cllrs Parkin, Millidge, Capps, Norris.
- (v) **Village Inspection Working Group:** Cllrs Blunden, Norris, Nagle, Soper
- (vi) **Remembrance Service Working Group:** Cllrs Parkin, Millidge.

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

6922 **A/4506 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:** Cllr Soper.
- (iv) **Mill Pond Meadow Warden:** Cllr Lucas, Garbutt, and Nagle.
- (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:** Cllr Garbutt.
- (ix) **Website & IT Coordinators:** Cllr Millidge and Cllr Capps.
- (x) **Communication Coordinators:** Cllr Parkin and Cllr Millidge.
- (xi) **Parish-on-Line Maps Coordinator:** Cllr Parkin.
- (xii) **Allotments Coordinator:** Cllr B Silvester.
- (xiii) **Public Transport Coordinator:** Ms Rachael Kingston, Cllr. Soper.
- (xiv) **Rights of Way Coordinator:** Mr Alan Blunden.
- (xv) **Environmental Coordinators:** Mr Andrew Stockton and Mr Jon Millidge.

- (xvi) **Police Liaison Representative:** Mr Craig Coppin.
- (xvii) **CCTV Access:** Cllrs Parkin, Capps, Blunden.
- (xviii) **Lloyds Bank Signatories:** Cllrs Parkin, Norris, Millidge, Capps, Silvester.
- (xix) **Internal Financial Control Councillor:**

It was resolved that the Financial Controller be discussed at the monthly parish council meeting immediately following this annual meeting at 7:30pm 13/05/2026.

It was resolved to appoint the above Representatives and Coordinators.

6923 A/4507 Rents for 2026-2027

- (i) **Playing Field football pitch hire:**
 - a) Potterspurys Veterans: £160.00 pa.
 - b) Junior Girls U9s: £130pa
- (ii) **Sports and Social Club Rent:** £650 pa.
- (iii) **PRG Allotments:** £7.50 per plot per annum plus allotment insurance.

It was resolved that:

- *the Junior Girls U9s rent be reduced to £0 for the following year and then be reviewed annually.*
- *the rents for Potterspurys Veterans and Sports and Social Club remain at the current charges.*
- *Cllr. Silvester will review the allotment rents against current market rate rents and report back at the June 2026 meeting.*

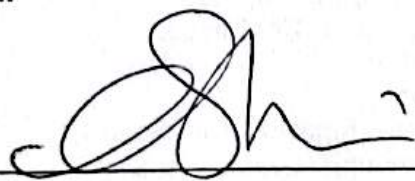
6924 A/4508 Payments for 2026-2027

- (i) **Clerk's salary:** SCP 22 - 16 hours pw.
- (ii) **Church clock annual service:** £337.00 pa.
- (iii) **Insurance:**
- (iv) **Litter picking contract:** £1,200 pa.
- (v) **Meeting room hire:** Village Hall £28 per meeting, St Nicholas £30 - £310 pa.
- (vi) **Dog bins:** £1,300 pa (10 bins x £2.50 per bin weekly).
- (vii) **Play Area Inspections:**
 - a) Operational inspections – CPM Playgrounds Ltd - 3 visits - £645pa.
 - b) Annual inspection – Play Inspection Company - £402 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 – Will not be joined this year.
 - 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:** £15,296 pa RTM Landscapes (year 2 of 3-year contract).
- (xiii) **Payroll services:** £300pa.

It was resolved to approve the above payments and actions.

6925 A/4509 Next Annual Meeting of Parish Council – 12 May 2027. Meeting closed 7:32 pm.

Signed



Date

12 July 2026