

Potterspury Parish Council

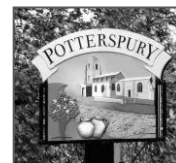
Chairman: Dr Steve Parkin

Clerk: Vanessa Thomas

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www.potterspuryparishcouncil.gov.uk



NOTICE OF MEETING OF POTTERS PURY 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 9 SEPTEMBER 2026 in the VILLAGE HALL at 7:30pm.** 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
3 September 2026

AGENDA

1	APPROVE APOLOGIES FOR ABSENCE.
1.1	Cllr. Charlotte Nagle, Cllr. B. Silvester
2	APPROVE MINUTES
2.1	Proposal to accept and approve the minutes of the Potterspury Parish Council meeting held on 8 July 2026.
3	MATTERS ARISING from previous meetings.
3.1	Parish Councillor vacancies - Receive and update from Cllr. J. Millidge following discussion with Kimpton Mativenga and Gabriella Nagy following their expression of interest, and vote regarding co-option of new councillor(s).
3.2	Yu Energy contract – Receive an update from the Clerk - Contract end date confirmed as 31/05/2027.
3.3	Trees – Proposal to receive report from Cllr. G. Lucas regarding the crack willow trees at Meadow View and determine what action, if any, is required.
3.4	Allotments – Receive an update from the Clerk regarding the reallocation of plot 6.
3.5	Damaged fence at the Village Hall – Receive an update from Cllr. J. Millidge regarding the fence at the rear of the hall (security).
3.6	Blackwell End, Potterspury - Pedestrian safety concern – Receive update from Cllr. S. Parkin regarding progress with any additional warning signs regarding pedestrians.
3.7	High Street, Potterspury - Bus access issues – Receive update from Cllr. S. Parkin regarding the proposed yellow lines along section of the bus route.
3.8	Churchyard lime tree pollarding – Receive update from the Clerk.
3.9	Grass mats at the recreation ground – Receive update from the Clerk - Ground requires more moisture before adjustments can be made.
3.10	You2Me swing repair – Receive an update from Cllr. S. Parkin.
3.11	Pagoda at the cemetery – Receive an update from Cllr. J. Millidge regarding the removal of the roof from the pagoda.
3.12	Community Shield Award – Receive an update from Cllr. I. Garbutt regarding responses to the Old Mail article inviting nominations.
3.13	Joint User Poles – Receive an update from Cllr. S. Parkin regarding the review with the consultant, Cllr. R. Capps, and Cllr. S. Norris.
3.14	Defibrillator pads – Cllr. S. Parkin - Proposal to order new SN Community Responders (expires 12.11.2027 unless extended).
3.15	Grand Union Canal Transfer Scheme - Discuss invitation from Affinity Water to attend the meeting at Yardley Gobion Parish Council meeting on 1 st December 2026, 7:15pm.
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 and approve the report circulated by the Clerk prior to the meeting.
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 PURY 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).

10.1	Planning Applications																																						
10.1a	Planning consultation/Information for application reference 2026/3269/LBC - Queen Anne Cottage 27 High Street Potterspurpy NN12 7PG - Listed Building Consent for Replacement wooden front door with a new hardwood door.																																						
10.1b	Planning consultation/Information for application reference 2026/3075/LBC - Grafton House 11 Church End Potterspurpy NN12 7PX- Listed building consent to replace front windows with new timber windows to match. New workshop outbuilding and Greenhouse. Front access path material change. Remove poorly constructed stone wall at drive access, replace with side single gate for access to match main gates.																																						
10.1c	Planning consultation/Information for application reference 2026 2026/3122/HH – Grafton House 11 Church End Potterspurpy NN12 7PXReplace front windows with new timber windows to match. New workshop outbuilding and Greenhouse. Front access path material change. Remove poorly constructed stone wall at drive access, replace with side single gate for access to match main gates.																																						
10.2	Other Planning Matters																																						
10.2a	Conduct of WNC Planning Department – Complaint ref WNF009803 - Receive an update from Cllr. S. Parkin following the correspondence sent to Martin Henry regarding the Appeal at Land South of Furtho Lane, Potterspurpy, NN12 7PZ.																																						
10.3	Planning Decisions																																						
10.3a	24 Blackwell End Potterspurpy NN12 7QE Proposed 3 bed dwelling Refusal 17/08/2026.																																						
10.3b	Rose Cottage 6 Church Lane Potterspurpy NN12 7PU reference 2025/2977/FULL - Construction of a new boundary wall with access gates and replacement of timber doors and windows. Refusal 24/08/2026																																						
10.3c	Rose Cottage 6 Church Lane Potterspurpy NN12 7PU reference 2025/2994/LBC - Construction of a new boundary wall with access gates and replacement of timber doors and windows. Refusal 24/08/2026																																						
11	PLAY AREAS																																						
11.1	Receive inspection reports: Aug - Sep																																						
11.1a	Meadow View – Cllr Garbutt. Agree whether work is to be requested by Handyman/RTM – Willows overhanging gym equipment (04/08/2026 inspection)																																						
11.1b	Mays Way, Blackwell End, Village Hall - Cllr J. Millidge																																						
11.1c	Skatepark Weekly Report – Cllr Garbutt. Agree whether work is to be requested by Handyman/RTM – Brambles &Elder growing through fence (30/07/26 inspection) and willows overhanging (04/08/2026 inspection)																																						
11.2	Inspection Rota: Sep - Oct																																						
11.2a	Meadow View – Cllr Garbutt.																																						
11.2b	Mays Way, Blackwell End & Village Hall – Cllr J. Soper																																						
11.2c	Skatepark Weekly Report – Cllr Garbutt.																																						
12	FINANCE																																						
12.1	Budget report – Receive report from Clerk.																																						
12.2	Bank balances – Receive from Clerk.																																						
12.3	Bank balances: Total £62,350.50 (28/08/26).																																						
12.3a	Lloyds Current: £8,355.32 (28/08/26).																																						
12.3b	Lloyds Deposit: £53,995.18 (28/06/26).																																						
12.4	Receipts:																																						
12.4a	Lloyds Deposit: July - interest received £84.64.																																						
12.4b	Lloyds Deposit: August - interest received £76.57.																																						
12.4c	£100.00 compensation from Lloyd’s complaint resolution.																																						
12.4d	£650.00 Potterspurpy Sports and Social Club rent.																																						
12.4d	£ PRG Charity Allotments plot 6 – Confirm receipt of rent payment and agree Clerk’s access to the account.																																						
12.4e	£ WNC 2 nd half of precept – Due in September.																																						
12.5	Approve online payment transfers (plus any further payments requested by Clerk). NOTE – In July, NEST pension only collected 1 month’s payment (£55.31), not the two months expected. The payment collected in August was £110.62 (2 months). Payments are now up to date.																																						
<table><tr><th>TR no</th><th>PAYEE</th><th>Net £</th><th>VAT £</th><th>Total £</th></tr><tr><td>804</td><td>Clerk’s salary (£928.22), mileage, expenses, & HWA (£163.89)</td><td>1,072.65</td><td>19.46</td><td>1,092.11</td></tr><tr><td>805</td><td>HMRC: Clerk’s PAYE £235.20 & NI £132.20</td><td>367.60</td><td>0.00</td><td>367.60</td></tr><tr><td>806</td><td>RTM Landscapes Ltd – Invoices INV-0908, INV-0940, INV-0966</td><td>3,986.00</td><td>797.320</td><td>4,783.20</td></tr><tr><td>807</td><td>Potterspurpy Village Hall – invoice PPC0726 (May – July’26)</td><td>84.00</td><td>0.00</td><td>84.00</td></tr><tr><td>808</td><td>PKF Littlejohn – Audit fee – invoice SB20260627</td><td>315.00</td><td>63.00</td><td>378.00</td></tr><tr><td>809</td><td>CPM Playgrounds Ltd – invoice INV-5786</td><td>215.00</td><td>43.00</td><td>258.00</td></tr></table>					TR no	PAYEE	Net £	VAT £	Total £	804	Clerk’s salary (£928.22), mileage, expenses, & HWA (£163.89)	1,072.65	19.46	1,092.11	805	HMRC: Clerk’s PAYE £235.20 & NI £132.20	367.60	0.00	367.60	806	RTM Landscapes Ltd – Invoices INV-0908, INV-0940, INV-0966	3,986.00	797.320	4,783.20	807	Potterspurpy Village Hall – invoice PPC0726 (May – July’26)	84.00	0.00	84.00	808	PKF Littlejohn – Audit fee – invoice SB20260627	315.00	63.00	378.00	809	CPM Playgrounds Ltd – invoice INV-5786	215.00	43.00	258.00
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	810	R. Phillips (Handyman) Invoice 00366	665.66	0.00	665.66
		Total September bank transfers	6,705.91	922.66	7,628.57
	DD798	08.08.26 Yu Energy: Streetlight electricity July	204.99	10.25	215.24
	DD799	16.08.26 Lloyds Bank: Monthly service charge	4.25	0.00	4.25
	DD800	28.07.26 NEST – Clerk's pension (August)	55.31	0.00	55.31
	DD801	08.09.26 Yu Energy: Streetlight electricity July	239.33	11.97	251.30
		Total September Direct Debits	503.88	22.22	526.10
		Total September payments	7,209.79	944.88	8,154.67
12.6	Approve transfer of £9,000.00 from Deposit account to Current account to provide funds for future payments.				
13	PARISH COUNCIL MATTERS:				
13.1	Grounds Maintenance Contract – Proposal to agree the approach for the tender process required in 2027 as the current contract with RTM expires in February 2028.				
13.2	Allotments – Receive an update from the Clerk regarding allocation of the vacant plot and invoicing of the annual rent charges.				
13.3	Football Club – Proposal to review the football pitch rent charge to Veterans and U9s – current charge is £160 per season.				
13.4	Clerk Desk – Proposal to review commencing a free trial of Clerk Desk for creating draft minutes (requires the meeting to be recorded). Annual cost, after free trial, £190 per year.				
13.5	Audit – External audit by PKF Littlejohn concluded with no observations. Notices published.				
13.6	Budget/Precept 2027 – 2028 – Agree schedule for budget review and submission to WNC to meet the deadline.				
13.7	Council pay scale review - Review new NCALC approved pay scale back dated to 1 st April 2026.				
14	VILLAGE MATTERS:				
14.1	Defibrillator – High Street - Receive monthly inspection report.				
14.2	CCTV/ANPR - Receive monthly report.				
14.3	VAS equipment - Receive report.				
14.4	Play equipment external inspections report (CPM) – Review recommended work required. Blackwell play area: - Wooden edges need treating, loos fixings, two caps missing. Recreation ground: - Both side of the gate are damaged to the front and side. - Metal gate – Posts are loose in the ground; fence is broken exposing nails and screws (Referred to Handyman 25/08/26 due to being rated as high risk in the inspection report). - Junior slide – Bolt heads holding the net have sheared off. - Mother and baby swing – Remove the chain until the swing is reinstated. - MUGA – Loose fixing bolts on MUGA panels.				
14.5	Fire on 23.08.2026 at the Village Hall/Blackwell End/Church End – Review issues identified and agree any actions required.				
14.6	Noise disturbance complaint about Airsoft Army facility - Agree any action required.				
14.7	WNC proposed Parish Highways Representative Scheme – Review proposed scheme and whether to participate.				
14.8	Bins – Agree actions to address issues with bins at the Social Club.				
14.9	Street sign – Homestead Way – Receive an update regarding progress with Fix My Street report.				
14.10	Trees at Playing Field - Agree any action required to address the vegetation blocking gym equipment and footpath.				
14.11	Cedar trees at High Street Cemetery – Agree work required to remove dead/hanging branches from the trees.				
14.12	Neighbourhood Watch Annual Report – 25 extra crimes reported in 2025 vs 2024.				
15	CONSULTATIONS: None				
16	CORRESPONDENCE:				
16.1	06/07/2026 – By email – St. Nicholas Church – Land for burials.				
16.2	30/07/2026 – By email – West Northants community transport funding.				
16.3	31/07/2026 – By email – Vacating allotment plot 9.				
16.4	31/07/2026 – By email – Litter bins at Blackwell End.				
16.5	04/08/2026 & 06/08/2026 – By email – Walnut tree at 59/61 High Street.				
16.6	04/08/2026 – By email – National Allotments survey.				
16.7	05/08/2026 – By email – Work at 40 Mays Way.				
16.8	28/07/2026 & 10/08/2026 – Sent by email – Berry's - Land management and long grass.				
16.9	10/08/2026 & 11/08/2026 – By email – Supplying water at the allotments.				
16.10	10/08/2026 – By email – Application to use Meadow View play area on 15/08/2026.				
16.11	11/08/2026 – By email – Request for pavement bollards/railings by Cottage Stores following break in.				
16.12	11/08/2026 – By email – Loose and hanging tree branch at High Street Cemetery.				

16.13	21/08/2026 – By email – Streetlight earthing enquiry in Mays Way
16.14	24/08/2026 – By email – WNC review of support for a Parish Highways Representative Scheme
16.15	23/08/2026 – By email – Wildfire at Church End
16.16	24/08/2026 – By email – Trees & vegetation at the playing field blocking access to gym equipment/footpath.
17	ANNUAL PARISH REPORTS 2025-2026: N/A
18	UPDATES: Discussion of matters not otherwise on the agenda for information sharing only.
19	Next Meeting - Wednesday 14 October 2026 – Potterspury Village Hall 7:30pm