

Potterspurty Parish Council

Chairman: Dr Steve Parkin

Clerk: Vanessa Thomas

Tel: 07546 324266

clerk@potterspurtyparishcouncil.gov.uk

www.potterspurtyparishcouncil.gov.uk



MINUTES of the meeting of Potterspurty Parish Council held on Wednesday 8 July 2026 at 7:30pm in Potterspurty Village Hall.

Councillors present: Dr S Parkin (Chair), Mrs J Millidge, Mrs B Silvester, Mr I Garbutt, Mr G Lucas, Mr S Norris, Mrs C. Nagle, Mr. R. Capps, and Mr J Soper

Parish Clerk: Vanessa Thomas

Apologies: Mrs J Blunden, Ward Cllr Dabbs

Also Present: Ward Cllr Ian McCord and 1 member of the public.

Start time: 7:30pm

End time: 9:28pm

6973	APPROVE APOLOGIES FOR ABSENCE. It was resolved to accept the apologies from Cllr. J. Blunden and that Cllr, I. McCord would be late (arrived 7:35pm).
6974	APPROVE MINUTES
6974.1	It was resolved to approve the minutes of the Annual Potterspurty Parish Council meeting held on 13 May 2026, which were duly signed by the Chairman.
6974.2	It was resolved to approve the revised minutes of the Potterspurty Parish Council meeting held 13 May 2026. Revision is a change to the minute reference numbers. The minutes were duly signed by the Chairman.
6974.3	It was resolved to approve the minutes of Potterspurty Parish Council meeting held on 10 June 2026, which were duly signed by the Chairman.
6974.4	It was resolved to approve the minutes of PRG Charity meeting held on 10 June 2026, which were duly signed by the Chairman.
6975	MATTERS ARISING from previous meetings
6975.1	Yu Energy contract - Proposal to review the Yu Energy contract. It was resolved to check the documents filed by the former Clerk as the current contract expiry date is expected to be 2027. ACTION - Clerk - Check records and confirm current contract expiry.
6975.2	Trees - Proposal to review any action required to tree T4 on Furtho Lane. It was resolved that as the work is not rated as High in the Tree Report no action is required at this time. Any work required will be considered when preparing the 2027 - 2028 budget.
6975.3	Receive the report from Cllr. J. Millidge regarding the crack willow trees at Meadow View and determine what action, if any, is required. Cllr. J. Millidge stated that the report is not ready yet. Cllr. G. Lucas stated that there are some branches overhanging the fence which need tidying and the Crack Willows near the exercise equipment need work to address a large branch. It was resolved to request RTM attend site to meet with Cllr. G. Lucas to inspect the trees and provide a quote for the work. ACTION - Clerk - Request RTM contact Cllr. G. Lucas to arrange a site meeting.
6975.4	Allotments - Proposal to reallocate plot 6 following the current plot holder's decision to vacate the plot. The Clerk advised that the waiting list's most recent entry appears to be dated 2023. It was resolved to contact the first person recorded on the waiting list to see if they want to rent the plot. ACTION - Clerk - Contact the first person on the waiting list.
6975.5	Clerk's mobile phone - Receive update regarding purchase of SIM only contract. The Clerk provided an update that the Lebara SIM was purchased, as agreed, and is now working.
6975.6	Damaged fence at the Village Hall - Update regarding the fence at the rear of the hall (security) Cllr. I Garbutt proposed the purchase of a wildlife camera. The Clerk advised that having recently purchased a wildlife camera which has not been used, this could be made available to the parish council for a reasonable offer. Cllr. R. Capps proposed purchasing the Clerk's new and unused wildlife camera for £100. All voted in favour. It was resolved to purchase the wildlife camera from the Clerk.
6975.7	Blackwell End, Potterspurty - Pedestrian safety concern - Receive update regarding WNC Highways review.

6975.8	Cllr. S. Parkin provided an update that following the meeting with WNC Highways (Helen Howard) on 7th July 2026, installing ground marking lines was not considered appropriate as it can falsely create a perception that walking on one side of the line is safe, when this may not be the case. A new warning sign has recently been installed, without notification to the parish council, which warns road users of pedestrians in the road. It is possible to install a further sign with wording to further warn road users of pedestrians in the road. The installation of the new warning sign has, potentially, provided a location for the VAS camera to be placed in Blackwell End, subject to the required approval. It was resolved to apply for the relevant approvals to place the VAS at Blackwell End. ACTION – Cllr. S. Parkin to apply for the required approval.
6975.9	High Street, Potterspurty - Bus access issues – Receive update regarding WNC Highways review. Cllr. S. Parkin provided an update that following the meeting with WNC Highways (Helen Howard) on 7th July 2026. The bus sometimes struggles to travel through the village at certain times of day. Installing double yellow lines is an option to discourage drivers parking in the affected areas to keep the bus route clear. This would require approval from WNC Highways who have provided Cllr. S. Parkin with the relevant forms. Cllr. J. Millidge suggested notifying villagers of this proposal. It was resolved to investigate the options for double yellow lines and to notify villagers of this proposal. ACTION – Cllr. I. Garbutt to place an article in the Old Mail. ACTION – Cllr. S. Parkin to complete the relevant form for WNC Highways.
6976	Churchyard lime tree pollarding – Receive update. The Clerk provided an update that RTM intend to complete the work in October/November.
6976	DECLARATION OF INTEREST under the Council's Code of Conduct.
	Cllr. J. Soper declared an interest regarding the planning item - intended tree work at land adjacent to 1, High Street, Potterspurty, NN12 7PG.
6977	SUMMARY OF MINUTES ACTION REPORT
6977.1	VAS – Cllr. R. Capps stated that the VAS shows the legal speed limit of 30mph rather than the advisory limit of 20mph.
6977.2	It was resolved to continue with the VAS showing the legal speed limit. Pagoda at the cemetery – The proposal to remove the roof and leave the posts in place was discussed. Cllr. I. Garbutt updated that there were no responses to the article in the Old Mail regarding this proposal. It was resolved to remove the roof from the pagoda and review the impact on the memorial stones following this work.
6978	INVOICES, PAYMENTS & BANK RECONCILIATION - Councillor to check and approve the report circulated by the Clerk prior to the meeting.
	The Clerk provided an update:
6978.1	Yu Energy invoice was, now received, for a lower sum of £198.10 which will be collected by direct debit
6978.2	Tesco Mobile July invoice was the final bill totalling £0.00. Tesco Mobile is unable to provide a copy of this invoice as the account is now closed. There will therefore not be a payment in August. The Lebara SIM is being paid on the Clerks' credit card and will be reclaimed via expenses. ACTION – Clerk – Update the payments table in the minutes to reflect these changes. ACTION – Clerk – Send the Yu Energy invoice to Cllr Nagle for review. ACTION – Clerk – Send salary and expenses form to Cllr. S. Parkin for approval.
6979	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.
6979.1	Kimpton Mativenga attended the meeting and expressed interest in becoming a parish councillor.
	ACTION – Cllr. J. Millidge to arrange time to meet with Kimpton to discuss the role of parish councillor.
6980	REPORT FROM WNC DEANSHANGER & PAULERSPURTY WARD COUNCILLORS
	Cllr. I. McCord provided an update that Yardley Parish Council would like to work with Potterspurty Parish Council in relation to the solar farm. The planning application for Furtho Pit has been refused but the developer may appeal. The wildlife designation now in place on a large part of the site, although not a statutory protection, may impact any appeal. The Local Plan includes EC8 which may no longer be required following the wildlife designation of the land. The Council meeting of 6th July was postponed due to the hot weather. Government regulations for planning include a national scheme of delegation which removes Ward Councillors' authority to Call In planning items. If the Planning Officer and Committee Chair do not agree an application, it will go to a delegated decision. The village road closure was lifted for the Grand Prix, and the closure is now back in place. There has been no progress yet regarding the formal complaint lodged by the parish council regarding the behaviour of WNC Planning Department. ACTION – Clerk – Circulate timeframe for complaint procedure to councillors.
6981	REPORT FROM NHW COORDINATOR & POLICE LIAISON REP
	Report received by email and circulated to councillors by the Clerk.

6982	PLANNING (Planning applications can be viewed on www.westnorthants.gov.uk) (Consider all applications received including as listed below).
6982.1	Planning Applications Notification of intended tree work – Land adjacent to 1, High Street, Potterspury, NN12 7PG Tree G1 is overgrowing and causing damage to the roof of a listed building and requires trimming. It has sustained notable damage either due to wind or disease so may require more extensive trimming to prevent it falling onto the public highway. It was resolved that no response is required.
6982.2	2026/1940/FULL - 24 Blackwell End Potterspury NN12 7QE - Proposed 3 bed dwelling. It was resolved to respond with a comment that there are inconsistencies in the planning application pertaining to prior approvals, pre-planning consultation, and pre-planning application. ACTION – Clerk – Submit comments to WNC.
6982.3	WNS/2022/1741/EIA - Furtho Pits Old Cosgrove Road Old Stratford – Application to be presented at the Planning Committee on 30 June 2026. It was noted that the application has been refused.
6982.4	Other Planning Matters
6982.5	Planning Matters Meeting - Update from Cllr. Millidge regarding booking to attend the meeting (Stephanie Gibrat's email). Cllr. J. Millidge confirmed she had been unable to attend the meeting.
6982.6	Conduct of WNC Planning Department – Complaint ref WNF009803 - Receive an update following the correspondence sent to Martin Henry regarding the Appeal at Land South of Furtho Lane, Potterspury, NN12 7PZ. Previously discussed as part of Cllr. I. McCord's update and action agreed.
6982.7	Planning Decisions
6982.8	2026/1713/FULL Full Planning Permission, 76 Meadow View, Potterspury, NN12 7PJ 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 - Approval 16/06/202. It was resolved that no action is required.
6983	PLAY AREAS
6983.1	Receive inspection reports: June - July
6983.1	Meadow View – Cllr Garbutt. All OK. Grass affected by the hot/dry weather.
6983.3	Mays Way, Blackwell End, Village Hall - Cllr Norris. Paint on the slide ladder is flaking. There is an open trench on the boundary with the property where development work is ongoing. ACTION – Clerk – Request the handyman cleans the slide and repairs the paint on the slide ladder steps. ACTION – Cllr. S. Parkin – Provide contact details to the Clerk for the property where the development is ongoing.
6983.4	ACTION – Clerk – Write to the occupier of the property to erect a barrier where the trench adjoins the park. Skatepark Weekly Report – Cllr Garbutt. Weeds are growing around the concrete ramps and need spraying. ACTION – Clerk – Request RTM spray the weeds.
6983.5	Inspection Rota: July - Aug
6983.6	Meadow View – Cllr Garbutt.
6983.7	Mays Way, Blackwell End & Village Hall – Cllr Lucas.
6983.8	Skatepark Weekly Report – Cllr Garbutt.
6983.9	Inspection Rota: Aug - Sep
6983.10	Meadow View – Cllr Garbutt.
6983.11	Mays Way, Blackwell End & Village Hall – Cllr Millidge.
6983.12	Skatepark Weekly Report – Cllr Garbutt.
6983.13	Cllr. S Parkin gave an update regarding the You2Me swing. The swing has not been reinstated as the contractor arrived on site on 8 th July without the correct part. The part needs to be ordered from the factory. A new date for the work is to be confirmed. ACTION – Clerk – Add this to the agenda for the next meeting.
6984	FINANCE
6984.1	Budget report – Receive report from Clerk. Cllr. S. Norris stated the money is tight. National Insurance and pension costs for the new Clerk were not included in the budget as the budget was compiled prior to the retirement of the previous Clerk. Expenditure should be limited to essential items only. It was resolved to approve the budget report.

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Bank balances: Total £68,193.09 (26/06/26).

Lloyds Current: £14,372.86 (26/06/26).

Lloyds Deposit: £53,820.23 (26/06/26).

Cllr. J. Millidge stated that work is still ongoing to resolve access to the Deposit account. Lloyds has paid £100.00 to the parish council to resolve the complaint raised. To resolve the ongoing issue with accessing the Deposit account, Cllr. J. Millidge proposed adding the Clerk as a third signatory on the account. Any transactions processed by the Clerk would still require two other signatories to approve the transaction. **It was resolved** to approve the bank reconciliation and add the Clerk as the third signatory on the Deposit account

6984.7

Receipts:

Lloyds Deposit: June interest - £87.26

The Clerk provided an update that, now the Deposit account statement has been received, interest received was actually £87.26. The bank reconciliation has been amended to reflect this.

The £100 received from Lloyds will show in the receipts on the next agenda.

6984.8

Approve online payment transfers (plus any further payments requested by Clerk). **It was resolved** to approve the payments detailed below.

ACTION - Cllr. J. Millidge & Cllr. S. Norris to approve the July bank transfers set up by the Clerk.

ACTION - Clerk to set up August payments at the end of July.

ACTION - Clerk to send the August payments/invoices to Cllr. S. Parkin for approval.

ACTION - Cllr. S. Parkin and Cllr. S. Norris to approve August bank transfers once set up by the Clerk.

TR no	PAYEE	Net £	VAT £	Total £
793	Barbara Osborne Business Services INV-8392 30.06.26	72.00	0.00	72.00
794	Bee Tee Alarms invoice 323127 26.06.26	84.87	16.97	101.84
795	Electricity Network Contractors Ltd INV-0927 12.06.26	878.50	175.70	1,054.20
796	Andrew Stockton litter picking invoice May 2026	100.00	0.00	100.00
797	Clerk's June salary (£928.42), mileage, expenses, & HWA (£134.27)	1,061.36	1.33	1,062.69
798	HMRC: Clerk's PAYE £235.20 & NI £132.20	367.40	0.00	367.40
799	Signomatic invoice 2473244 18.06.26	50.17	10.03	60.20
800	RTM Landscapes Ltd invoice no. INV-0848	1,638.00	327.60	1965.60
801	Andrew Stockton litter picking invoice June 2026	100.00	0.00	100.00
Total July bank transfers		4,352.30	531.63	4,883.93
DD790	08.07.26 Yu Energy: Streetlight electricity June	188.69	9.43	198.12
DD791	15.07.26 Tesco: Clerk Mobile Phone June	0.00	0.00	0.00
DD792	16.07.26 Lloyds Bank: Monthly service charge	4.25	0.00	4.25
DD793	28.07.26 NEST - Clerk's pension May 2026 (not paid last month) and June 21026	110.62	0.00	110.62
Total July Direct Debits		303.56	9.433	312.99
Total July payments		4,655.86	541.06	5,196.92
TR no	PAYEE	Net £	VAT £	Total £
802	Clerk's July salary (£928.22), mileage, expenses, & HWA (£0)	928.22	0.00	928.22
803	HMRC: Clerk's PAYE £235.40 & NI £132.20	367.60	0.00	367.60
Total August bank transfers		1,295.82	0.00	1,295.82
DD794	08.08.26 Yu Energy: Streetlight electricity July	188.69	9.43	198.12
DD795	15.08.26 Tesco: Clerk Mobile Phone July - DD to be cancelled as this should be the final bill			
DD796	18.08.26 Lloyds Bank: Monthly service charge	4.25	0.00	4.25
DD797	28.08.26 NEST - Clerk's pension July 2026	55.31	0.00	55.31
Total August Direct Debits		248.25	9.43	257.68
Total August payments		1,544.07	9.43	1,553.50

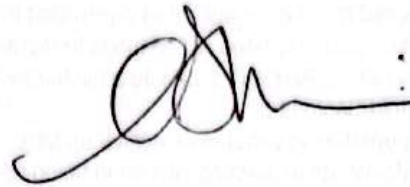
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PARISH COUNCIL MATTERS:

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	changes are required.
	It was resolved that no action is required as a review was completed recently.
6985.2	Community Shield Award - Proposal to place an advert in the Old Mail to invite nominations.
6985.3	ACTION - Cllr. I. Garbutt to place an article in the Old Mail.
	Defibrillator pads - Proposal to order new SN Community Responders (expires 12.11.2027 unless extended).
6985.4	All operating well but expire in the autumn.
	Joint User poles - Receive an update about the use of existing BT poles for non-BT equipment.
	Cllr. S. Parkin provided an update regarding the wooden poles in the village where the streetlights are currently located on poles owned by BT. Information received by Cllr. S. Parkin details the legalities of joint user poles. It was proposed that the consultant who provided this information be engaged to identify rotten poles and where the parish council may need to find funds to replace wooden streetlight poles.
	ACTION - Cllr. S. Parkin to schedule a meeting with the consultant, together with Cllr. S. Norris and Cllr. R. Capps in mid-September.
6985.5	Parish Councillor vacancies - Receive update.
	Kimpton Mativenga expressed interest in being co-opted to the parish council and attended the meeting. Cllr. J. Millidge and Kimpton will meet to discuss the role of a parish councillor so Kimpton can decide whether to proceed to be co-opted.
6986	VILLAGE MATTERS:
6986.1	Defibrillator - HIGH STREET - Receive monthly inspection report.
	Inspected by Cllr. S. Parkin. New defibrillator required at some point.
6986.2	CCTV/ANPR - Receive monthly report.
	All OK.
6986.3	VAS equipment - Receive report.
	All OK. Battery changed. Overhanging branches are affecting it.
	ACTION - Cllr. J. Soper to arrange to move VAS to the next location, possibly, Blackwell End, pending Section 50 approval being sought and received.
6986.4	Play equipment external inspections report - Receive an update regarding RTM's review of the grass mats at the recreation ground.
	The Clerk advised that no update had been received from RTM.
	ACTION - Clerk - Request an update from RTM.
6987	CONSULTATIONS:
6987.1	West Northamptonshire Council consultation or engagement activities (by email 23/06/2026):
	• Help name the new online housing services portals for West Northamptonshire Council • Share your experience of care and support in West Northamptonshire • Your Day Service - Looking to the Future • The future of Obelisk House Care Home • The future of Southfields House Care Home • Your Home and Your Support - tell us what you think • The Integrated Community Equipment Service (ICES)
	It was resolved that no action is required and these items only need to be added to the agenda if requested by a councillor.
6988	CORRESPONDENCE:
6988.1	18/06/2026 - by email - Overgrown Brambles - Mansion Gardens
	The Clerk has responded providing the relevant information. No further action required.
6988.2	29/06/2026 - Fly tipping and overgrown hedge - Land near 1, Blackwell End
	Cllr. G. Lucas visited and discussed the issue with the resident. There is a patch of land where ownership appears to be unknown.
	ACTION - Cllr. S. Parkin to review Land Registry to confirm ownership.
6988.3	27/06/2026 - by email - Application form, risk assessment, and insurance certificate received for using inflatable on the sports field. Date of planned event is 17 th July, 3pm - 6pm.
	It was resolved to approve the application.
	ACTION - Clerk - Contact the applicant to confirm approval of their application.
6988.4	29/06/2026 - by email - Canoe in the rafters of the High Street cemetery.
	No further action required as being dealt with by the History Group.
6988.5	29/06/2026 - by email - Internment of ashes
	The Clerk has responded and provided the relevant information. No further action required.
6989	ANNUAL PARISH REPORTS 2025-2026: N/A
6990	UPDATES: Discussion of matters not otherwise on the agenda for information-sharing only.
6990.1	

6990.2	1 Church Lane – Overgrown vegetation on land not apparently owned so the parish council needs to maintain it. The Clerk has already requested RTM cut the vegetation back.
6990.3	Graves at St. Nicholas Church – The Clerk stated that an email had been received on 6 th July 2026 regarding the need for additional and for future graves, and that this will be included on the agenda for the next meeting. Padlock at chapel - Cllr, J. Millidge reported that she had been made aware that a cemetery inspection identified that there is an issue with the padlock and there was a request that the parish council resolve this. Cllr. S. Parkin will provide a key. No further action required.
19	Next Meeting - Wednesday 9 September 2026 – Potterspurty Village Hall 7:30pm



Sep 9th 2026