Potterspury Parish Council
Chairman: Dr Steve Parkin
Clerk: Vanessa Thomas clerk@potterspuryparishcouncil.gov.uk
Tel: 07546 324266 www.potterspuryparishcouncil.gov.uk

Minutes of the meeting of Potterspury Parish Council held on Wednesday 9 September 2026 at 7:30pm in Potterspury Village Hall.
Councillors present; Dr. S. Parkin (Chair), Mrs. J. Millidge, Mrs. J. Blunden, Mr. R. Capps, Mr. I. Garbutt, Mr. G. Lucas, Mr. S. Norris, Mr. J. Soper,
Parish Clerk: Vanessa Thomas
Also present: Ward Cllr. Ian McCord, 1 member of the public

6991	**APPROVE APOLOGIES FOR ABSENCE.** **It was resolved to** accept apologies from Cllr. Charlotte Nagle, Cllr. B. Silvester
6992	**APPROVE MINUTES** **It was resolved to** approve & sign the minutes of the Potterspury Parish Council meeting held on 8 July 2026.
6993	**MATTERS ARISING from previous meetings.**
6993.1	**Parish Councillor vacancies** – Kimpton Mativenga was present as a member of the public. **It was resolved** that the Clerk will circulate Kimpton Mativanga's CV and a vote regarding the co-option of Kimpton Mativenga to the council will be included on the October meeting agenda.
6993.2	**Yu Energy contract** – Contract end date (31/05/2027) - The Clerk confirmed prices have been requested from Clear Utilities. **It was resolved** that the Clerk will circulate the quote, once received, and this item will be carried forward to the October meeting agenda.
6933.3	**Trees –** Cllr. G. Lucas reported a large bough on a crack willow tree overhanging the play equipment at Meadow View. **It was resolved** that the Clerk will contact RTM and request a quote to resolve the overhanging bough and Cllr. J. Millidge and Cllr. G. Lucas will arrange a site meeting with RTM to inspect all trees in the village and provide a proposal of work required.
6933.4	**Allotments** – The Clerk confirmed that plot 6 has now been rented.
6933.5	**Damaged fence at the Village Hall** – Update from Cllr. J. Millidge regarding the fence at the rear of the hall. **It was resolved** to defer this item to later in the agenda to be discussed with item 14.5.
6933.6	**Blackwell End, Potterspury - Pedestrian safety concern** – Potential additional warning signs re pedestrians. **It was resolved** that the Clerk will contact Helen Howard at WNC to request an update, and this item will be carried forward to the October meeting agenda.
6933.7	**High Street, Potterspury - Bus access issues** – Proposed yellow lines along section of the bus route. **It was resolved** that Cllr. S. Parkin will contact Helen Howard at WNC to request an update, and this item will be carried forward to the October meeting agenda.
6933.8	**Churchyard lime tree pollarding** – Update from the Clerk – Work is scheduled for November. **It was resolved** that this item will be carried forward to the October meeting agenda
6933.9	**Grass mats at the recreation ground** – Update from the Clerk - Ground requires more moisture before adjustments can be made. **It was resolved** that this item will be carried forward to the October meeting agenda
6933.10	**You2Me swing repair** – Update from Cllr. S. Parkin – The swing has been reinstated.
6933.11	**Pagoda at the cemetery** – Update from Cllr. J. Millidge – Roof options were reviewed with RTM. **It was resolved** that the Clerk will request a proposal and quote form RTM and this item will be carried forward to the October meeting agenda for consideration as part of the 2027/2028 budget review.
6933.12	**Community Shield Award** – Update from Cllr. I. Garbutt regarding responses to the Old Mail article inviting nominations – The article has not been published yet. **It was resolved** that the Clerk will locate a copy of the previous article and send this to Cllr.I. Garbutt for publication in the Old Mail and this item will be carried forward to the October meeting agenda.
6933.13	**Joint User Poles** – Update from Cllr. S. Parkin regarding the review with the consultant – The meeting has not taken place yet. **It was resolved** that Cllr. S. Parkin will arrange the meeting and propose the work required and costs for the 2027/2028 budget and this item will be carried forward to the October meeting agenda.
6933.14	**Defibrillator pads** – Cllr. S. Parkin - Proposal to order new SN Community Responders (expires 12.11.2027 unless extended). **It was resolved** that the Cllr. S. Parkin will provide the Clerk with the model number of the defibrillator, and the Clerk will order new pads, and this item will be carried forward to the October meeting agenda.
6933.15	**Grand Union Canal Transfer Scheme** - Invitation from Affinity Water to attend the meeting at Yardley Gobion Parish Council meeting on 1st December 2026, 7:15pm.

	It was resolved that any councillor planning to attend this meeting will advise the Clerk so the Clerk can notify Affinity Water and Yardley Gobion Parish Council.
6934	**DECLARATION OF INTEREST under the Council's Code of Conduct -** None
6935	**SUMMARY OF MINUTES ACTION REPORT** The report was updated, and the Clerk will circulate the updated report to the parish councillors.
6936	**INVOICES, PAYMENTS & BANK RECONCILIATION** All invoices and proposed payments were checked by Cllr. C. Nagle prior to the meeting. **It was resolved** to approve all payments listed.
6937	**PUBLIC FORUM -** No questions raised.
6938 **6938.1** **6938.2** **6938.3** **6938.4**	**REPORT FROM WNC DEANSHANGER & PAULERSPURY WARD COUNCILLORS** New Planning regulations come in from 31/10/2026 which will remove the right of Members to 'call in' decisions. The Planning Policy Committee is due to meet on 19/09/2026 to review the final draft of Regulation 19 WNC's Local Plan for submission to the Planning Inspector. A5 road closure due to National Highways works and the Cadent gas works closure of the Yardley Road means that on the night of 14/09/2026 both closures may be in place at the same time limiting access/exit from Potterspury. The parish council and Cllr. I. McCord have raised this with National Highways. WNC budgets continue to be impacted by the costs of adult social care and childcare.
6939	**REPORT FROM NHW COORDINATOR & POLICE LIAISON REP** The Clerk circulated the report to Councillors prior to the meeting.
6940 **6940.1** **6940.1a** **6940.1b** **6940.1c** **6940.2** **6940.2a** **6940.3** **6940.3a** **6940.3b** **6940.3c**	**PLANNING (Planning applications can be viewed on www.westnorthants.gov.uk)** **Planning Applications** **Planning consultation/Information for application reference 2026/3269/LBC** - Queen Anne Cottage 27 High Street Potterspury NN12 7PG - Listed Building Consent for Replacement wooden front door with a new hardwood door. **Planning consultation/Information for application reference 2026/3075/LBC** - Grafton House 11 Church End Potterspury 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. **Planning consultation/Information for application reference 2026 2026/3122/HH –** Grafton House 11 Church End Potterspury 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. **It was resolved** that as all these planning applications involve listed building status, the parish council did not need to provide a response to these applications. **Other Planning Matters** **Conduct of WNC Planning Department – Complaint ref WNF009803** – Progress of complaint sent to Martin Henry regarding the Appeal at Land South of Furtho Lane, Potterspury, NN12 7PZ. **It was resolved** that the parish council will consider requesting a meeting with the new leader of the Planning Department once they are in post and this item will be carried forward to the October meeting agenda. **Planning Decisions** **24 Blackwell End Potterspury NN12 7QE** Proposed 3 bed dwelling Refusal 17/08/2026. **Rose Cottage 6 Church Lane Potterspury 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 **Rose Cottage 6 Church Lane Potterspury 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 The above planning decisions were noted.
6941 **6941.1** **6941.1a** **6941.1b** **6941.1c** **6941.2** **6941.2a** **6941.2b** **6841.2c**	**PLAY AREAS** **Receive inspection reports: Aug - Sep** Meadow View – Cllr Garbutt - Willows overhanging gym equipment (04/08/2026 inspection) **It was resolved** that no further action was required as this work had been carried out. Mays Way, Blackwell End, Village Hall - Cllr J. Millidge – Cllr. J. Millidge reported that the fence had been damaged at the Blackwell End play area and had provided photos to the Clerk prior to the meeting. **It was resolved** that the Clerk will send the photos from Cllr. J. Millidge to the handyman for action. Skatepark Weekly Report – Cllr Garbutt - Brambles & elder growing through fence (30/07/26 inspection) and willows overhanging (04/08/2026 inspection) **It was resolved** that the Clerk will ask RTM to cut these back. **Inspection Rota: Sep - Oct** Meadow View – Cllr Garbutt. Mays Way, Blackwell End & Village Hall – Cllr J. Soper Skatepark Weekly Report – Cllr Garbutt. The inspections rota was agreed.
6942 **6942.1**	**FINANCE** **Budget report** – Receive report from Clerk.

6942.2 **Bank balances** – Receive from Clerk**.**

6942.3 **Bank balances: Total £62,350.50 (28/08/26).**

6942.3a Lloyds Current: £8,355.32 (28/08/26).

6942.3b Lloyds Deposit: £53,995.18 (28/06/26).

6942.4 **Receipts:**

6942.4a Lloyds Deposit: July - interest received £84.64.

6942.4b Lloyds Deposit: August - interest received £76.57.

6942.4c £100.00 compensation from Lloyd's complaint resolution.

6942.4d £650.00 Potterspury Sports and Social Club rent.

6942.4e £ PRG Charity Allotments plot 6 – Confirm receipt of rent payment and agree Clerk's access to the account.

6942.4f £ WNC 2nd half of precept – Due in September.

It was resolved to accept the budget report, bank balances, and receipts reports presented by the Clerk and the Clerk will update the allotments receipts in the October agenda. Online payments to be approved on Lloyd's by Cllr. S. Parkin and Cllr. S. Norris.

6942.5 **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.

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	Potterspury 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
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**

It was resolved to approve these payments.

6942.6 Approve transfer of £9,000.00 from Deposit account to Current account to provide funds for future payments.

It was resolved that no additional transfer was required as Cllr. S. Parkin had scheduled a transfer of £10,000.00 as the Clerk does not yet have access to the Deposit account.

6943 **It was resolved** to bring item 14.5 forward on the agenda and discuss this in conjunction with item 3.5.

6943.1 **Fire on 23.08.2026 at the Village Hall/Blackwell End/Church End**

It was resolved that the parish council will keep records of the locations of fire hydrants to facilitate a speedy response to emergencies and the annual village inspection conducted by Cllr. J. Blunden and Cllr. G. Lucas will be expanded to include fire hydrants and once the locations of these have been confirmed Cllr. I. Garbutt will place an article in the Old Mail to help people avoid obstructing them.

6943.2 **Damaged fence at the Village Hall** – Fence at the rear of the hall.

It was resolved that the Clerk will write to the Village Hall to request an update regarding proposals to repair the fence, suggest replacing it with a palisade fence, request the bench at the rear of the hall is moved to another location, and this item will be carried forward to the October meeting agenda.

6944 **PARISH COUNCIL MATTERS:**

6944.1 **Grounds Maintenance Contract** – Tender process required in 2027 - Current contract with RTM expires in February 2028.

It was resolved that this item will be carried forward to the October meeting agenda.

6944.2 **Allotments** – Update from the Clerk regarding allocation of vacant plots and invoicing for annual rent charges.

The Clerk confirmed the invoices for annual rent have been to send to plot holders.

6944.3 **Football Club** – Review the football pitch rent charge to Veterans and U9s (currently £160 per season).

It was resolved that the annual rent will not be increased and the Clerk will send the required invoice.

6944.4 **Clerk Desk** – Review commencing a free trial of Clerk Desk for using AI for creating draft minutes.

It was resolved that due to the cost of suitable sound recording equipment, the Clerk will continue with the existing procedure for creating minutes.

6944.5 **Audit** – External audit by PKF Littlejohn concluded with no observations. Notices published.

6944.6	**It was resolved** to accept the external audit report confirming the successful conclusion of the external audit.
	Budget/Precept 2027 – 2028
6944.7	**It was resolved** that this item will be carried forward to the October meeting agenda. **Council pay scale review** - Review new NCALC approved pay scale back dated to 1st April 2026. **It was resolved** to approve the pay scale increase and that this will be backdate to 1st April 2026.
6945	**VILLAGE MATTERS:**
6945.1	**Defibrillator – High Street** - Receive monthly inspection report – No issues.
6945.2	**CCTV/ANPR** - Receive monthly report – No issues
6945.3	**VAS equipment** - Receive report – No issues
6945.4	**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. **It was resolved** that the Cllr. I. Garbutt will identify the sheared bolt on the junior slide and send a photo to the Clerk, and the Clerk will ask the handyman to resolve these items.
6945.6	**Noise disturbance complaint about Airsoft Army facility** - Agree any action required. **It was resolved** that the Clerk will contact West Northants Council advising that video evidence may be available. This item will be carried forward to the October meeting agenda.
6945.7	**WNC proposed Parish Highways Representative Scheme** – Review participation in proposed scheme. **It was resolved** that this item will be carried forward to the October meeting agenda for the Reps review.
6945.8	**Bins** – Agree actions to address issues with bins at the Social Club. **It was resolved** that the Clerk will write to the Social Club to thank them for the successful fete and request that the parish council is notified ahead of any future large event so provision of an extra bin can be considered.
6945.9	**Street sign – Homestead Way** – Update regarding progress with Fix My Street report. **It was resolved** that this item will be carried forward to the October meeting agenda for the Reps review.
6945.10	**Trees at Playing Field** - Agree any action required to address the vegetation blocking gym equipment and footpath. **It was resolved** that this item has been discussed earlier in the agenda (see 6933).
6945.11	**Cedar trees at High Street Cemetery –** Agree work required to remove dead/hanging branches from the trees. **It was resolved** that the Clerk will request Holmes Tree Services carry out this work as it requires a cherry picker.
6945.12	**Neighbourhood Watch Annual Report** – 25 extra crimes reported in 2025 vs 2024. **It was resolved** to accept the report circulated by the Clerk prior to the meeting.
6946	**CONSULTATIONS:** None
6947	**CORRESPONDENCE:**
6947.1	St. Nicholas Church – Land for burials. **It was resolved** that the Clerk will write to St. Nicholas Church to suggest they contact the Chapel to discuss whether the land at the rear of the Chapel is suitable.
6947.2	10/08/2026 & 11/08/2026 – By email – Supplying water at the allotments. **It was resolved** that Cllr. J. Millidge will attempt to locate the original quotation and send this to the Clerk.
6947.3	11/08/2026 – By email – Request for pavement bollards/railings by Cottage Stores following break in. **It was resolved** that the Clerk will respond advising that this is not within the authority of the parish council to progress.
6947.4	24/08/2026 – By email – Trees & vegetation at the playing field blocking access to gym equipment/footpath. **It was resolved** that the Clerk will reply advising that this work has been completed.
6947.5	**It was resolved** to accept all correspondence reported by the Clerk and that these items do not need to be included in future agendas unless they require a separate agenda item.
6948	**ANNUAL PARISH REPORTS 2025-2026: N/A**
6949	**UPDATES:** Discussion of matters not otherwise on the agenda for information sharing only - None
6950	**Next Meeting - Wednesday 14 October 2026 – Potterspury Village Hall 7:30pm**