

Potterspury Parish Council

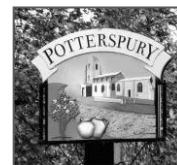
Chairman: Dr Steve Parkin

Clerk: Vanessa Thomas

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NOTICE OF MEETING OF POTTERSPURY 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 14th OCTOBER 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
8 October 2026

AGENDA

6951	APPROVE APOLOGIES FOR ABSENCE. Cllr. J. Soper, Cllr. J. Millidge
6952	PARISH COUNCILLOR VACANCIES A Vote on proposed co-option of Kimpton Mativenga to the parish council. B Expression of interest received from a member of the public.
6953	APPROVE MINUTES - Proposal to accept & approve the minutes of the Potterspury Parish Council meeting held 9 September 2026.
6954	DECLARATION OF INTEREST under the Council's Code of Conduct.
6955	PUBLIC FORUM: Members of the public are invited to address the council. This session will be limited to 15 minutes. Any individual contributions will be limited to a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.
6956	REPORT FROM WNC DEANSHANGER & PAULERSPURY WARD COUNCILLORS
6957	SUMMARY OF MINUTES ACTION REPORT
6958	BUSINESS
6958.1	Trees:
A	Cedar trees at High Street Cemetery – Cllr. J. Millidge – Update circulated prior to the meeting about removal of dead/hanging branches. Quote from Holmes Tree Services Ltd £1,550.00 + VAT.
B	High Street Cemetery - Damaged leg on the bench - Update circulated prior to the meeting.
C	Churchyard lime tree pollarding – Clerk – Work scheduled for November 2026.
D	Trees Inspection - Cllr. J. Millidge & Cllr. G. Lucas – Provide update regarding the inspection of all trees in the village and determine what action, if any, is required.
E	Crack Willows – Cllr. G. Lucas – Consider RTM's quote- £800 + VAT per tree (9 trees = £7,200 + VAT) to remove trees and leave timber on site.
6958.2	Pedestrian safety concern – Blackwell End, Potterspury - Clerk – Provide update from WNC regarding progress with any additional warning signs regarding pedestrians.
6958.3	Conservation Area – Proposal to purchase and plant a Gingko Bilboa tree – expected cost £250 + collection, tree stake, and labour to plant the tree.
6958.4	Bus access issues – High Street, Potterspury - Cllr. S. Parkin – Update regarding the proposed yellow lines along section of the bus route.
6958.5	Grass mats at the recreation ground – Clerk – Ground requires more moisture before adjustments can be made.
6958.6	Noise disturbance complaint about Airsoft Army facility – Clerk – Update following correspondence with WNC and agree any action required.
6958.7	St. Nicholas Church light – Cllr. S. Parkin - Proposal to contribute £20.00 toward the electricity cost for running the new light in the church porch.
6958.8	Yu Energy contract – Contract end date 31/05/2027 – Review prices received and agree renewal of contract.
6958.9	Damaged fence at the Village Hall – Clerk – Update following communication with the Village Hall.
6958.10	Pagoda roof at the cemetery – Review proposal to replace thatched tiles – RTM quote £1,100 + VAT.
6958.11	Community Shield Award –Cllr. I. Garbutt – Update regarding responses to the Old Mail article inviting nominations and agree the recipient for the award.
6958.12	Joint User Poles – Cllr. S. Parkin – Update following the review and funds required for the 2027/2028 budget year.
6958.13	Defibrillator
A	New pads - Clerk – Update - Defibrillator is discontinued, parts are not available. New defibrillator - Review the proposal to order a replacement defibrillator – British Heart Foundation eligibility criteria not met so they will not provide a defibrillator. Expected cost - New £850.00, Used £450.00.
B	
6985.14	High Street - Receive monthly inspection report 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.

6985.15	Budget/Precept 2027-2028 – Statutory Return (CTB1/PR1) – Mid-October, WNC will provide tax base as at 01/10/26. Budget to be agreed and PR1 returned by 20/01/2027.			
6985.16	Play equipment inspections - Review recommended work required:			
6958.17	CPM report			
A	Recreation Ground – 13/08/26 - The sheared off bolt on the Junior slide could not be located by Cllr. I. Garbutt. Clerk obtained a photo from CPM and sent to this to the handyman for further investigation/repair.			
B	Skatepark – Loose bolts in the MUGA panels cannot be repaired by the handyman as the bolts are rusted inside the panels. Confirm action required.			
6958.18	Councillor report – Mays Way 27/09/26 - Cllr. J. Soper - Potential issue with the baby swing at Mays Way. Reported to Handyman 29/09/26 and fixed the same day.			
6958.19	Emergency Plan – Proposal to consider whether to develop and Emergency Plan.			
6958.20	Clerk Training – Proposal to consider CiLCA training and provide cost for the 2027/2028 budget.			
6958.21	Grants – Proposal to review the grants paid to the Old Mail (£1,000) and TAFF (£100)			
6958.22	U9s Football Club – Proposal to review the rental charge for use of the football pitch (£130 for 2026/27 season)			
6958.23	Brownwood Drive - Correspondence received regarding overgrown hedge – Now resolved.			
6958.24	Streetlights – 24/09/26 - Reported to Electricity Network Contractors.			
A	No. 9 Church End - Not illuminating.			
B	No. 46 outside 20 Meadow View - Not illuminating.			
C	No. 99 on High Street, opposite Woods Lane - Constantly on.			
6958.25	Potterspurty Sports & Social Club – Drainage issue reported by PSSC 21/09/2026 – Review and confirm any action required.			
6958.26	Water Lane, Blackwell End – Overgrow vegetation in the brook – Review correspondence received and agree any action required.			
6958.27	Dog Bins – Contract renewal due from 01/12/2026 – Review quotes and select a supplier.			
6959	Planning (Planning applications can be viewed on www.westnorthants.gov.uk)			
6959.1	Planning Applications			
A	Application No. 2026/3606/HH - Proposal - Retention of a single-storey timber lean-to garden store attached to the side of the dwelling (retrospective). Location- 2 Reindeer Court Potterspurty NN12 7FB.			
B	Application No. 2026/3904/TPO – Notification of tree work at land adjacent to 1, High Street, Potterspurty AKA The Granary – Tree G1 is overhanging and causing damage to the roof of a listed building and requires trimming. It has also sustained notable damage either due to wind or disease, so may require more extensive trimming to prevent it falling onto the public highway. At present all trees overhang the high street and the road.			
6959.2	Planning Decisions – None received.			
6959.3	Other Planning Matters			
	Conduct of WNC Planning Department – Complaint ref WNF009803 – Appeal at Land South of Furtho Lane, Potterspurty, NN12 7PZ - Consider writing to the new Head of Planning following the response received from Martin Henry. (Cllr. S. Parkin)			
6960	FINANCE - INVOICES, PAYMENTS & BANK RECONCILIATION - Circulated by the Clerk and checked and approved by a Councillor prior to meeting.			
A	Budget report – Receive report from Clerk.			
B	Bank balances – Receive from Clerk.			
C	Bank balances: Total £88,324.44 (06/10/26).			
D	Lloyds Current: £44,252.09 (06/10/26).			
E	Lloyds Deposit: £44,072.35 (30/09/2026).			
F	Bank reconciliation – Receive update from Clerk.			
G	Receipts:			
	Lloyds Deposit: September- interest received £77.17 (30/09/2026)			
	£160.00 Veterans Football club rent (16/09/2026)			
	£152.92 PRG Charity Allotments – 3 overdue & 1 part-paid. Clerk to progress.			
	£34,033.00 WNC 2 nd half of precept (28/09/2026)			
H	Approve online payment transfers (plus any further payments requested by Clerk).			
	TR no	PAYEE	Net £	VAT £
	811	Clerk's salary £1,188.85 mileage, expenses, & HWA £67.35	1,256.20	0.00
	812	HMRC: Clerk's PAYE £308.00 & NI £220.29	528.29	0.00
	813	St. Nicholas Church (electric for porch light)	20.00	0.00
	814	Northants CALC Ltd – New Clerk course - INV-5628	150.00	30.00
	815	Kompan Ltd (Me2You swing repair) – invoice 271689	1,000.00	200.00
	816	Electricity Network Contractors Ltd invoices INV-061 (light No.46) & INV-0962 (light No.99)	796.00	159.20
	817	RTM Landscapes invoice INV-1022	2,098.00	419.60
	818	A. Stockton – Litter picking August & September 2026	200.00	0.00
		Total October bank transfers	6,047.67	809.62
	DD802	08.10.26 Yu Energy: Streetlight electricity Sept'26 invoice 04511101	273.40	13.67
				287.07

I	DD803	15.09.26 Lloyds Bank: Monthly service charge	4.25	0.00	4.25
	DD804	08.10.26 NEST – Clerk's pension (September)	85.95	0.00	85.95
	DD805	02.11.26 PWLB loan repayment	63.47	0.00	63.47
	Total October Direct Debits		427.07	13.67	440.74
	Total October payments		6,474.74	823.29	7,298.03
	Proposal to maintain a minimum of £5,000.00 credit balance in the Current Account and for the Clerk to set up a transfer of funds from the Deposit Account whenever the Current Account balance reaches £6,000.00 to allow for the time required for transferred funds to reach the Current Account.				
6961	COUNCIL REPRESENTATIVES' UPDATES – items not already discussed.				
A	CCTV/ANPR - Receive monthly report.				
B	VAS equipment - Receive report.				
C	Neighbourhood Watch & Police Liaison – Receive report.				
D	Play areas - Receive inspection reports: Sep - Oct				
	Meadow View – Cllr Garbutt - Agree whether work is to be requested by Handyman/RTM				
	- Willows overhanging gym equipment (04/08/2026 report) - Hole by Health Walker (30/09/26 report)				
	Mays Way, Blackwell End, Village Hall - Cllr J. Millidge & Cllr. J. Soper - Agree whether work is to be requested by Handyman.				
	- Damage to ropes on the rope bridge. - Signs showing incorrect email address. - Fence is propped up.				
	Skatepark Weekly Report – Cllr Garbutt - Agree whether work is to be requested by Handyman/RTM				
6961.1	Inspection Rota: Oct - Nov				
A	Meadow View – Cllr Garbutt.				
B	Mays Way, Blackwell End & Village Hall – Cllr J. Blunden				
C	Skatepark Weekly Report – Cllr Garbutt.				
6961.2	Homestead Way – Street sign - Receive an update from Cllr. S. Parkin regarding progress with Fix My Street report.				
6962	CONSULTATIONS: None				
6963	Next Meeting - Wednesday 11 November 2026 – Potterspury Village Hall 7:30pm				