Potterspury Parish Council
Chairman: Dr Steve Parkin
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Minutes of the meeting of Potterspury Parish Council held on Wednesday 14th October 2026 at 7:30pm in Potterspury Village Hall.
Councillors present; Dr. S. Parkin (Chair), Mrs. J. Blunden, Mr. R. Capps, Mr. I. Garbutt, Mr. G. Lucas, Mrs. B. Silvester, Mrs. C. Nagle
Parish Clerk: Vanessa Thomas
Also present: Ward Cllr. Ian McCord and two members of the public.

MINUTES

6951	**APPROVE APOLOGIES FOR ABSENCE -** Cllr. J. Soper, Cllr. J. Millidge, Mr. S. Norris. **It was resolved** to accept the apologies received.
6952 A	**PARISH COUNCILLOR VACANCIES** Vote on proposed co-option of Kimpton Mativenga to the parish council. **It was resolved,** following a unanimous vote, to co-opt Kimpton Mativenga as a Councillor to the parish council.
B	Expression of interest received from a member of the public. **It was resolved,** following a unanimous vote, to co-opt Alix Harrower-Dees as a Councillor to the parish council.
6953	**APPROVE MINUTES -** Proposal to accept & approve the minutes of the Potterspury Parish Council meeting held 9 September 2026. **It was resolved** to accept the proposed changes, and the minutes were duly signed.
6954	**DECLARATION OF INTEREST under the Council's Code of Conduct.** None
6955	**PUBLIC FORUM** Question raised regarding a planning application listed on the agenda.
6956	**REPORT FROM WNC DEANSHANGER & PAULERSPURY WARD COUNCILLORS** • Regulation 19 Local Plan is now being consulted upon. • Yardley Road is now open.
6957	**SUMMARY OF MINUTES ACTION REPORT** The open actions were reviewed and updated.
6958 6958.1 A	**BUSINESS** **Trees:** **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. **It was resolved** to accept the quote from Holmes Tree Services and use the surplus funds reserved for the pollarding and that an article will be placed in the Old Mail advising that the off-cut timber will be available for people to collect.
B	**High Street Cemetery - Damaged leg on the bench** - Update circulated prior to the meeting. **It was resolved** to request for the Handyman to review and repair it or report back to the Clerk if it cannot be repaired.
C	**Churchyard lime tree pollarding** – Clerk – Work scheduled for November 2026. **It was resolved** that the Clerk will request the proposed date for this work and to place a notice in the Old Mail regarding the required road closure.
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. **It was resolved** following an update from Cllrs. Millidge and Lucas that only the Crack Willows and Cedars currently require attention.
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. **It was resolved** that the Clerk will obtain other quotes for this work.
6958.2	**Pedestrian safety concern** – **Blackwell End, Potterspury -** Clerk – Provide update from WNC regarding progress with any additional warning signs regarding pedestrians. **It was resolved** to remove this from the agenda and WNC has confirmed there is no available budget for this.
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. **It was resolved** to purchase the tree with money from the Conservation Area Environmental Fund, to thank Tim Dring for mowing the conservation area, and to write to the resident whose tree is overhanging access to the area.
6958.4	**Bus access issues** – **High Street, Potterspury -** Cllr. S. Parkin – Update regarding the proposed yellow lines along section of the bus route. **It was resolved** to carry this forward to the November meeting agenda.
6958.5	**Grass mats at the recreation ground** – Clerk – Ground requires more moisture before adjustments can be made.

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	It was resolved to carry this forward to the November meeting agenda.
6958.6	**Noise disturbance complaint about Airsoft Army facility** – Clerk – Update following correspondence with WNC and agree any action required. **It was resolved** to close this item as the resident is aware of the action required of them.
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. **It was resolved** to agree the request for £20.00.
6958.8	**Yu Energy contract** – Contract end date 31/05/2027 – Review prices received and agree renewal of contract. **It was resolved** that the Clerk will check the standing charge cost on each quote and, if they are comparable, to proceed with the 3-year contract with TUS.
6958.9	**Damaged fence at the Village Hall** – Clerk – Update following communication with the Village Hall. **It was resolved** to install additional security in this area and to carry this item forward to the November agenda.
6958.10	**Pagoda roof at the cemetery** – Review proposal to replace thatched tiles – RTM quote £1,100 + VAT. **It was resolved** that the Finance Committee will review this for the 2027/2028 budget year and to carry this item forward to the November meeting agenda.
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. Cllr. S. Parkin declared an interest in this agenda item. **It was resolved** to accept the nomination received and present the award to the nominated person.
6958.12	**Joint User Poles** – Cllr. S. Parkin – Update following the review and funds required for the 2027/2028 budget year. **It was resolved** to carry this item forward to the November meeting agenda.
6958.13	**Defibrillator**
A	**New pads** - Clerk – Update - Defibrillator is discontinued, parts are not available. **It was noted** that pads and parts are no longer available.
B	**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. **It was resolved** to check the warranty available with the used defibrillator, to purchase the used machine, and write to Mr. A. Cross to offer thanks for the ongoing provision of the required power supply.
C	**High Street** - Receive monthly inspection report. No issues reported.
6958.14	**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. **It was resolved** that the Finance Committee will review the maps and review this with the 2027/2028 budget planning.
6958.15	**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. **It was resolved** to carry item forward to the November meeting agenda.
6958.16	**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 this to the handyman for further investigation/repair. **It was resolved** that as Councillors have been unable to locate the sheared bolt to wait for the information the Clerk has requested from CPM and to obtain quotes from other playground inspection companies for future inspections,
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. **It was resolved** to close this item.
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. **It was noted** that this item has been resolved.
6958.19	**Emergency Plan** – Proposal to consider whether to develop an Emergency Plan. **It was resolved** that as Cllr. J. Millidge is due to attend a workshop regarding this, this item will be carried forward to the November meeting agenda.
6958.20	**Clerk Training** – Proposal to consider CiLCA training and provide cost for the 2027/2028 budget. **It was resolved** that the Clerk will request a quote for this and this item will be carried forward to the November meeting agenda.
6958.21	**Grants –** Proposal to review the grants paid to the Old Mail (£1,000) and TADD (£100) **It was resolved** that the Finance Committee will review the maps and review this with the 2027/2028 budget planning and that this item will be carried forward to the November meeting agenda.
6958.22	**U9s Football Club** – Proposal to review the rental charge for use of the football pitch (£130 for 2026/27 season) **It was resolved** that no charge is due as the team no longer use the pitch.
6958.23	**Brownswood Drive -** Correspondence received regarding overgrown hedge – Now resolved. **It was noted** that this item has been resolved.
6958.24	**Streetlights** – 24/09/26 - Reported to Electricity Network Contractors.

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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.
It was noted that these have been resolved and light number 60 has now been reported to the contractor,

6958.25 **Potterspury Sports & Social Club** – Drainage issue reported by PSSC 21/09/2026 – Review and confirm any action required.
It was resolved to review the terms of the lease and for the Clerk to request further details about the issue.

6958.26 **Water Lane, Blackwell End – Overgrown vegetation in the brook** – Review correspondence received and agree any action required.
It was resolved that the Clerk will contact Community Payback to request assistance with this and to write to the neighbours to request they remove vegetation which is overhanging the path stream and footpath.

6958.27 **Dog Bins** – Contract renewal due from 01/12/2026 – Review quotes and select a supplier.
It was resolved to accept the quote from Marcus Young.

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 Potterspury NN12 7FB.
It was resolved following a unanimous vote to object to this application on the grounds that:

- The structure is incorrectly described in the planning application.
- Permitted development rights were removed from the land.
- There are other developments on the site which infringe this removal of the permitted development rights.
- When the structure is in use it impinges on other residents' access rights and residential amenities.
- The site appears to be being used for business purposes.

B **Application No. 2026/3904/TPO** – Notification of tree work at land adjacent to 1, High Street, Potterspury 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.
It was resolved to support this application.

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, Potterspury, NN12 7PZ - Consider writing to the new Head of Planning following the response received from Martin Henry. (Cllr. S. Parkin)
It was resolved to carry this item forward to the November meeting agenda.

6960 **FINANCE - INVOICES, PAYMENTS & BANK RECONCILIATION -** Circulated by the Clerk and checked and approved by a Councillor prior to meeting.
It was noted that Cllr. C. Nagle had checked all the invoices, payments, bank balances, and bank reconciliation prior to the 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.
It was resolved to accept all the reports in A – E.

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 2nd half of precept (28/09/2026)
It was noted that the part-paid allotment rental invoice had since been paid in full and two overdue payments are being progressed by the Clerk.
It was resolved to accept all the Receipts report.

H **Approve online payment transfers** (plus any further payments requested by Clerk).

TR no	PAYEE	Net £	VAT £	Total £
811	Clerk's salary £1,188.85 mileage, expenses, & HWA £67.35	1,256.20	0.00	1,256.20
812	HMRC: Clerk's PAYE £308.00 & NI £220.29	528.29	0.00	528.29
813	St. Nicholas Church (electric for porch light)	20.00	0.00	20.00
814	Northants CALC Ltd – New Clerk course - INV-5628	150.00	30.00	180.00
815	Kompan Ltd (Me2You swing repair) – invoice 271689	1,000.00	200.00	1,200.00
816	Electricity Network Contractors Ltd invoices INV-061 (light No.46) &INV-0962 (light No.99)	796.00	159.20	955.20

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	817	RTM Landscapes invoice INV-1022	2,098.00	419.60	2,517.60
	818	A. Stockton – Litter picking August & September 2026	200.00	0.00	200.00
		Total October bank transfers	**6,047.67**	**809.62**	**6,857.29**
	DD802	**08.10.26** Yu Energy: Streetlight electricity Sept'26 invoice 04511101	273.40	13.67	287.07
	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**

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It was resolved to approve all the payments listed and Cllr. S. Parkin and Cllr. B. Silvester will complete the approval of the online payments set up by the Clerk.
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.
It was resolved to maintain a minimum Current Account balance of £10,000.00

6961 **COUNCIL REPRESENTATIVES' UPDATES – items not already discussed.**

A **CCTV/ANPR** - Receive monthly report.
No issues reported.

B **VAS equipment** - Receive report.
It was resolved to order two new batteries.

C **Neighbourhood Watch & Police Liaison** – Receive report.
It was noted that the report was circulated by the Clerk prior to the meeting.

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)
  It was noted that this is has been completed.
- Hole by Health Walker (30/09/26 report)
  It was resolved that the Clerk will ask RTM to fill this in.

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.
  It was resolved that the Clerk will ask the Handyman to repair.
- Signs showing incorrect email address.
  It was resolved to as Cllr. J. Millidge to check these and confirm whether new stickers, like the dog bin ones, need to be ordered.
- Fence is propped up.
  It was resolved that Cllr. S. Parkin will visit to discuss this.

Skatepark Weekly Report – Cllr Garbutt - Agree whether work is to be requested by Handyman/RTM – No issues noted.

6961.1 **Inspection Rota: Oct – Nov -** The inspection rota was agreed.

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

6962 **CONSULTATIONS:** None

6963 **Next Meeting - Wednesday 11 November 2026 – Potterspury Village Hall 7:30pm**

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