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

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 11th November 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
4 November 2026

AGENDA

6964	**Approve Apologies for Absence –** Cllr. J. Millidge, Cllr. C. Nagle	Cllr. S. Parkin
6965	**Parish Councillor Vacancies**	Cllr. S. Parkin
6966	**Approve Minutes -** Proposal to approve minutes of the Potterspury Parish Council meeting of 14/10/2026.	Cllr. S. Parkin
6967	**Declaration of Interest under the Council's Code of Conduct.**	Cllr. S. Parkin
6968	**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.	Cllr. S. Parkin
6969	**Report from WNC Deanshanger & Paulerspury Ward Councillors**	
6970	**Summary of Actions Report**	Cllr. S. Parkin
6971	**Regulation 19 Local Plan Consultation** - Determine the parish council's response to the consultation.	Cllr. S. Parkin
6972	**Trees:** a. **Churchyard Cedar trees** – Update – Work scheduled for 08/12/26. b. **Churchyard lime tree pollarding** – Update - Work rescheduled to 08/12/2026 to 11/12/2026. **c. Crack Willows** – Proposal to consider other quotes received vs RTM's quote (£800 + VAT/ tree for 9 trees = £7,200 + VAT) and agree which contractor to award the work to.	 Cllr. G. Lucas Clerk Clerk
6973	**Conservation Area:** Update regarding the planting a Gingko Biloba tree.	Cllr. G. Lucas
6974	**Bus access issues, High Street, Potterspury -** Update regarding the proposed yellow lines along section of the bus route.	Cllr. S. Parkin
6975	**Grass mats at the recreation ground** – Update about the ground and when adjustments can be made.	Clerk
6976	**Damaged fence at the Village Hall** –- Update following communication with the Village Hall	Cllr. B. Silvester
6977	**Finance Working Group:** **a. Joint User Poles** – Update following the review and funds required for the 2027/2028 budget year. **b. Budget/Precept 2027-2028** – **Statutory Return (CTB1/PR1)** – WNC tax base. Budget to be agreed and PR1 returned by 20/01/2027, **c. Pagoda roof at the cemetery** – Review proposal to replace thatched tiles – RTM quote £1,100 + VAT **d. Clerk Training** – Proposal to consider CiLCA training and provide cost for the 2027/2028 budget. **e. Grants –** Proposal to review the grants paid to the Old Mail (£1,000) and TADD (£100)	 Cllr. S. Parkin Cllr. S. Norris Cllr. S. Parkin Clerk Cllr. S. Norris
6978	**Play Areas** **a. Inspection service** - Review quotes from other suppliers. **b. Recreation Ground (Meadow View)** - Charity Commission Annual Return – Deadline 31/01/27 - Receive inspection report and agree any repairs required. **c. Skatepark** – Receive inspection report and agree any repairs required. **d. Mays Way, Blackwell End, Village Hall** - Update regarding the propped-up fence at Mays Way - Receive inspection report and agree any repairs required. **e. Agree Inspection Rota for Nov and Dec** - Meadow View - Mays Way, Blackwell End & Village Hall - Skatepark Weekly Report	 Clerk Cllr. S. Parkin Cllr. I. Garbutt Cllr. I. Garbutt Cllr. S. Parkin Cllr. J. Blunden Cllr. I. Garbutt Cllr. R. Capps Cllr. I. Garbutt.
6979	**Emergency Plan** – Proposal to consider whether to develop and Emergency Plan.	Cllr. S. Parkin
6980	**Streetlights** – 14/10/26 - No. 60 not working - Reported to Electricity Network Contractors.	Clerk
6981	**Potterspury Sports & Social Club** – Update regarding the lease relating to the drainage issue reported by PSSC 21/09/2026.	Clerk
6982	**Water Lane, Blackwell End – Overgrown vegetation in the brook** – Update following correspondence with Community Payback and the neighbour whose vegetation is overhanging the stream and footpath.	Clerk

6983	**Planning (Planning applications can be viewed on www.westnorthants.gov.uk)** **a. Planning Applications** - **Application No. 2026/3741/HH -** Solar panels on outbuilding and new enlarged drive area, 75 High Street Potterspury NN12 7PG. **b. Planning Decisions –** None **c. 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)	Cllr. S. Parkin Cllr. S. Parkin Cllr. S. Parkin
6984	**CONSULTATIONS:** Draft Road Safety Strategy for West Northamptonshire – deadline 06/12/2026	Cllr. S. Parkin
6985	**COUNCIL REPRESENTATIVES' UPDATES – items not already discussed.** **CCTV/ANPR** - Receive monthly report. **VAS equipment** - Receive report. **Neighbourhood Watch & Police Liaison** – Receive report. **Homestead Way** – Street sign - Receive an update from regarding progress with Fix My Street report.	 Cllr. R. Capps Cllr. J. Soper Cllr. S. Parkin Cllr. S. Parkin
6986	**FINANCE - INVOICES, PAYMENTS & BANK RECONCILIATION -** Circulated by the Clerk prior to the meeting and checked and approved by Cllr. C. Nagle **a. Budget report –** Receive report. **b. Bank balances –** Receive report. - **Total at bank** £81,554.87 (31/10/26). **Lloyds Current**: £37,410.55 (31/10/26). **Lloyds Deposit:** £44,134.02 (31/102026) **c. Bank reconciliation –** Receive report. **d. Receipts –** Receive report. **Lloyds Deposit:** October- interest received £61.67 (31/10/2026) **PRG Charity Allotments** – £6.82 balance of 1. 2 overdue. Clerk to progress. e. **Approve online payment transfers (plus any further payments requested by Clerk) –** confirm names of Councillors to approve the payments.	 Clerk Clerk Clerk Clerk Cllr. S. Parkin

TR no	PAYEE	Net £	VAT £	Total £
819	Clerk's salary £956.02 mileage, expenses, & HWA £82.22	1034.94,	3.30	1,038.24
820	HMRC: Clerk's PAYE £243.20 & NI £141.60	384.80	0.00	384.80
821	Stockton – Litter picking October 2026	100.00	0.00	100.00
822	Parish Online annual mapping software fee	60.00	12.00	72.00
823	R. Phillips – Handyman October 2026	231.79	0.00	231.79
824	RTM Landscapes invoice INV-1073	1,638.00	327.60	1,965.60
	Total November bank transfers	**3,449.53**	**342.90**	**3,792.43**
DD806	**08.11.26** Yu Energy: Streetlight electricity Oct'26 inv ref 04648342	336.15	67.23	403.38
DD807	**19.10.26** Lloyds Bank: Monthly service charge	4.25	0.00	4.25
DD808	**08.11.26** NEST – Clerk's pension (October)	58.58	0.00	58.58
	Total November Direct Debits	**398.98**	**67.23**	**466.21**
	Total November payments	**3,848.51**	**401.13**	**4,258.64**

6987	**Next Meeting - Wednesday 9 December 2026 – Potterspury Village Hall 7:30pm**	