

Pitsford Parish Council www.pitsfordvillage.co.uk

Notice of Pitsford Parish Council Meeting

To members of the Council: You are hereby summoned to attend a meeting to be held on **Tuesday 12th September 2023,** at 7:30pm, Pitsford Village Hall, Pitsford High Street.

Public and Press are welcome to attend.

Public Participation: In accordance with Standing Order 3 (e & f), members of the public and press are invited to address the Council, about any matter relating to the business to be transacted, and any function of the Council. A period not exceeding 15 minutes will be set aside at the start of the meeting for this purpose unless directed by the chairman of the meeting.

Apologies to the Clerk, Sarah Stock; email clerk@pitsfordparishcouncil.org.uk

7th September 2023

Apologies received:

2023/0035 Declarations of Interest.
Councillors are asked to make declarations of interest on matters relating to this agenda.

2023/0036 Public Session
Meeting adjourned for members of the public to address the council on matters related to this agenda. (Duration and content at Chairman's discretion)

Verbal Updates (no decision can be made on items in this part of the agenda)

- Notice received that Gigaclear will hold an online community meeting on 19th September. Arrangements and advertising to be arranged by Gigaclear.

2023/0037 Minutes.
Council to approve minutes from the meeting held 11th July 2023 (available from www.pitsfordvillage.co.uk).

2023/0038 Bank Reconciliation & YTD Budget vs Expenditure review
Council to accept the bank reconciliation and the budget analysis provided with the agenda (See final page).

Current Account (Unity 20427472)	£7,384	
Reserve Account (Unity 20428196)	£29,307	
Opening Balance 2023/24	**£36,691**	
YTD Income	£23,213	
YTD Expenditure (inc VAT & unauthorised unity payments)		£49,080

Current Account (Unity 20427472)	£7,371

Reserve Account (Unity 20428196)	£12,403
Balance b/f	£19,774
YTD Closing balance (less pending expenditure)	**£17,567**

2023/24 YTD Unclaimed VAT £7,042

Income received: HMRC VAT 126 Reclaim, rec'd £6,483.09 and Zurich insurance rebate as PPC no longer cover the Village Hall or Sports Pavilion, rec'd £297.16

2023/0039 Accounts for Payment & Receipts

Council to approve the following items for payment:

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
SSE Southern Electric	511842277 & 671840827 - 0032	4.7.23	£ 42.39	£ 2.02
Cllr Steve Arnold	Tree Guards	12.7.23	£ 10.00	
Village Hall Committee	2023 Insurance	12.7.23	£ 557.80	
MW Palmer	Bench instal July23	18.7.23	£ 580.00	
Pitsford Parochial Church Council	Grant	2.8.23	£ 471.35	
Hayeswood Landscapes	8218 (Vgs)	28.7.23	£ 384.00	£ 64.00
Hayeswood Landscapes	8218 (SpF)	28.7.23	£ 360.00	£ 60.00
Sarah Stock (SO)	August	28.8.23	£ 362.96	
PKF Littlejohn LLP	SB20231233	1.9.23	£ 252.00	£ 42.00
SSE Southern Electric	511842277 & 671840827 - 0033	4.7.23	£ 39.06	£ 1.86
PEAC (UK) Finance (DD)	66753	9.8.23	£ 123.88	£ 20.65
Parish Council Websites	INV-2312	24.8.23	£ 314.58	£ 52.43
Picard Solutions	21236	23.8.23	£ 47.99	£ 8.00
White Cobra Productions Limited	10686	31.8.23	£ 49.00	
Hayeswood Landscapes	8292 (Vgs)	29.8.23	£ 384.00	£ 64.00
Hayeswood Landscapes	8292 (SpF)	28.8.23	£ 360.00	£ 60.00
Sarah Stock (SO)	September	28.9.23	£ 362.96	
R&G Grounds Maintenance	120119	31.8.23	£ 273.60	£ 45.60
SSE southern Electric	511842277 & 671840827 - 0034	4.9.23	£ 41.28	£ 1.97

2023/0040 2023 Audit

Council to note receipt of AGAR Section 3 External Auditor Report containing the completion letter, a pdf of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which the report is based; and pdf of Section 3 of the AGAR (our External Auditor Report and Certificate).

Notice of the conclusion of audit will be displayed on the website. There are no matters arising.

2023/0041 Payment Card

Council to approve a Debit card for use by the Clerk on behalf of the council. General comments received from NCALC auditors noted that neither councillors nor clerks should make payments from their personal finances and reclaim. Unity charge £50 to set up and £36 per year.

2023/0042 New Cemetery

Council to note:

- Conveyancing documents have been passed to the lawyer.

Council to agree payment for

- Plaque to acknowledge the Carvell family donation and PC Funding
- Purchase of Burial Register and Exclusive Rights of Burial at cost of £333.00. To be repaid to the clerk.
- Council to agree works to improve access to allow for maintenance equipment to enter the area.
- Council to agree landscaping/necessary works to prepare the cemetery.
- Council to agree maintenance schedule.

2023/0043 Churchyard

Shed: Council to accept quotes for laying the base and agree purchase of the shed.

Two quotes received for laying a slab base and erecting a 15 by 10 feet shed in our churchyard.

Martyn Palmer £ 2,600.00

Simon Barnett £ 2,200.00

Cost of shed will be circa £ 1,150 (with anchor kits). Total cost around £ 3,350 to £3,750. Funds to be allocated from "Contingency Fund".

Grass Cutting: PPC contract for 16 cuts between March & October. Cllr KI to brief the council on concerns raised regarding the quality of maintenance.

2023/0044 Defibrillator

Council to agree action to restore service of the defib the phone box. Pads and new batteries have recently been replaced but warning light to 'replace batteries' is active.

2023/0045 Electricity Supply Contract

Council to review and accept quote for 12-month contract.

Cllr MH has sought quotes and note energy suppliers are slow to provide quotes due to the volatility of prices.

Cardinal Energy SSE Standing Charge £17.819 Unity rate 27.444p/27.328p

2023/0046 Village Green Spaces & Maintenance

Council to note, resolve action and allocate funds as appropriate:

- Wildflower strip, Moulton Rd: Council to agree approximate funds for strimming and removing the debris. Quotes sought but not received in time for the meeting. Council to delegate authority to approve works.
- Tumulus:
- Millennium Spinney:
- The Green:
- The Island: Bench has been installed. Council to discuss completion of the renovation works.

2023/0047 Parish Council Website

Councillors to agree on a style for the website (suggestions circulated by email)

Clerk will invite village hall committee and the sports field committee to submit photos and information for the site. Each will have a dedicated page with contact form.
It is anticipated the site will be up and running for the beginning of the next financial year. All documents on the current site will be merged onto the new site.

2023/0048 Community Governance Review (CGR)

Council to note Pitsford PC has registered an expression of interest to participate in the CGR. If residents from Moulton Grange and Bunker's Hill agree, Pitsford PC would like to incorporate homes in Moulton Grange and Bunker's Hill into the parish.

Church with Chapel Brampton Parish Council propose extending CWC's boundary to incorporate Brampton Plains, Brampton Halt, Brampton Fisheries and Brampton Valley Way. Council is invited to share views with CWC.

2023/0049 Planning Applications (Applications can be viewed on the West Northants Council planning portal at https://www.westnorthants.gov.uk/your-council/maps and search "Pitsford"
Applications Received: Council to consider and resolve response to each planning application. Applications received after the publication of this agenda may be included.

Correspondence

Date of the next meeting: Tuesday 14th November 2023
Future dates: 9th January 2024, 12th March 2024

PITSFORD

	2023/24 Budget	YTD Expenditure (exc. VAT)	Balance
Allocated Precept			
Clerk's salary (Inc. PAYE & HWA)	£5,000	£2,713	£2,287
Insurance	£800	£931	(£131)
Audit, Legal & NCALC	£800	£846	(£46)
Office Expenses	£2,500	£534	£1,966
Printer	£2,500	£206	£2,294
Street Lighting	£1,000	£194	£806
Grass/verge cutting	£4,000	£1,460	£2,540
Church Mowing & Walls (R&G)	£2,000	£1,232	£768
Sports Field Grants (Hayeswood)	£1,200	£1,500	(£300)
General Village Maintenance	£2,000	£1,206	£795
Donations/Grants	£2,000	£2,236	(£236)
Coronation Related Expenditure	£2,000	£2,395	(£395)
Chairman's Allowance & S137 (Specify)	£250	£0	£250
Contingency	£10,000	£0	£10,000
Total precepted budget & expenditure	**£36,050**	**£15,453**	**£20,597**
2023/24 Allocated Reserves			
Legal & Professional	£5,000	£0	£5,000
Permanent Feature Sign	£4,000	£0	£4,000
Parish Liabilities	£11,000	£0	£11,000
Cemetery Expenditure	£0	£26,130	(£26,130)
Traffic Calming/VAS	£455	£455	£0
Unallocated Reserves	£16,236	£0	£16,236
Total allocated & unallocated reserves	**£36,691**	**£26,585**	**£10,106**