

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 14th November 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

8th November 2023

Apologies received:

2023/0050 Declarations of Interest.
Councillors are asked to make declarations of interest on matters relating to this agenda.

2023/0051 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)

Franco Oppido to brief the council on planning application.

Verbal Updates (no decision can be made on items in this part of the agenda)
- Churchyard shed: Council to note planning permission is required before the shed can be erected as there are no permitted development rights for Churches. PCC will make the application.

2023/0052 Minutes.
Council to approve minutes from the meeting held 12th September 2023 (available from www.pitsfordvillage.co.uk).

2023/0053 Bank Reconciliation & YTD Budget vs Expenditure review
Council to accept the bank reconciliation.

Opening Balance 2023/24	**£36,691**	
YTD Income	£48,022	
YTD Expenditure (inc VAT & unauthorised unity payments)		£54,166
Current Account (Unity 20427472)		£10,877
Reserve Account (Unity 20428196)		£22,488
Balance b/f		£33,365
YTD Closing balance (less pending expenditure)		**£30,547**

2023/24 YTD Unclaimed VAT £1,133

2023/0054 Accounts for Payment & Receipts

Council to approve the following items for payment:

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
R&G Grounds Maintenance	120032	31.7.23	£ 136.80	£ 22.80
R&G Grounds Maintenance	120213	30.9.23	£ 136.80	£ 22.80
R&G Grounds Maintenance	120213	30.9.23	£ 84.00	£ 14.00
Sharp Business Systems	8072382050	4.10.23	£ 307.67	£ 51.28
Hayeswood Landscapes	8218 (Vgs)	29.9.23	£ 384.00	£ 64.00
Hayeswood Landscapes	8218 (SpF)	29.9.23	£ 240.00	£ 40.00
Pitsford Parochial Church Council	Grant	1.10.23	£ 238.51	
Nominet (Sarah Stock)	I1736404 & 6405	18.9.23	£ 24.00	£ 4.00
R&G Grounds Maintenance	119535	28.2.23	£ 30.00	£ 5.00
Sarah Stock (SO)	October	28.10.23	£ 362.96	
Unity Trust Bank (DD)	Statement 46	30.6.23	£ 18.00	
SSE Southern Electric	511842277 & 671840827 - 0035	20.10.23	£ 41.28	£ 1.97
MW Palmer	Cemetery Gateway	20.10.23	£ 630.00	
Pitsford Services	Moulton Rd verge	12.10.23	£ 180.00	
Sarah Stock (SO)	November	28.11.23	£ 350.76	
Sarah Stock (SO)	Overpayment	28.11.23	-£ 73.20	
White Cobra Productions	10697	31.10.23	£ 56.00	
Hayeswood Landscapes	8429 (Vgs)	30.10.23	£ 576.00	£ 96.00
Hayeswood Landscapes	8429 (SpF)	30.10.23	£ 240.00	£ 40.00
Parish Council Websites	INV-2433	27.10.23	£ 857.82	£ 142.97
CPRE (DD)	25164	27.10.23	£ 36.00	
PEAC (UK) Finance (DD)	33590	9.5.23	£ 123.88	£ 20.65
Sharp Business Systems	8072435548	8.11.23	£ 110.64	£ 18.44
Sarah Stock	Ink & box	8.11.23	£ 41.57	

Council to note invoice from Wellers Law Group (re Transfer Deeds for cemetery) will be added to payment schedule if received before the date of the meeting.

2023/0055 Budget & Precept

Council to review proposed budget (see final page of agenda), increasing expenditure from precepted funds by 5%, from £36,050 to £38,000. Council can anticipate a closing balance of around £20,000.

Subject to agreement of the budget, council set a precept in January for the financial year 2024/25.

2023/0056 Christmas Trees

The council to agree to funding for Christmas Trees at The Square, and for The British Legion on The Island and at the church. Total cost £550. All trees will be ordered and delivered.

2023/0057 Clerks Salary – Local Government Services Pay Agreement 2023-24

Agreement with NJC has been reached on rates of pay applicable from 1 April 2023. Clerk's pay currently Spinal Column Point (SCP) 17 @ £13.95 per hour. Proposed increase at SCP 17 @ £14.95 per hour backdated to 1 April 2023. Back pay TBC by Barbara Osbourn.

2023/0058 Website & Email

Councillors to review the website (preview web address circulated to councillors 25/10) and agree amendments. Subject to actioning changes, the new site will go live on 1st December. At this time the old site will not be accessible.

Email addresses can be set up for all councillors. Email history will be transferred across. It is proposed that councillors keep their existing email address, new councillors will be provided with a council email address administered by the clerk.

Clerk has invited members of the public to submit photographs and for children to design a logo. The logo competition will be judged by councillors with the help of James from the website design company (to ensure the logo is compatible with the site) on 1st December.

2023/0059 New Cemetery

- Transfer deeds and conveyance documents received by the clerk. Chairman to sign.
- Cemetery regulation have been circulated to councillors. Subject to agreeing changes, Council to adopt these documents as policy.
- Council to agree the proposed cemetery fees. Fees are aligned to Church burial fees.
- Cemetery has been re-measured and divided into plots. A small area at the Southwest corner has been allocated for unmarked interned cremated ashes.
- Process of record keeping has been agreed. Rev. Trott will keep and update the burial record book and clerk will provide the information for the book as required. Grants of exclusive rights of burial will be issued by the clerk and the book stored in a fireproof box.
- Council to approve purchase of the fireproof box - £26.07.

Council to note items in progress:

- Plaque to acknowledge the Carvel family donation and PC Funding
- Landscaping/necessary works to prepare the cemetery.
- Council to agree maintenance schedule.

2023/0060 Highways

Lining: Helen Howard (WNC Highways) has received lining plans for the works below and is waiting on a couple of other plans and before sending them over to the Area Teams for order.

- High Street - SLOW markings approaches to the bend on High Street (by the access to the sports field)
- Moulton Road - new 20mph limit – 20 roundels at terminal points
- Moulton Road - 2 x SLOW marking adjacent to the School Warning sign just east of Grange Lane. White line adjacent to the kerb round the bend opposite Grange Lane (South side) from Honeysuckle Cottage to High Street sign.

Speed Restrictions: Council to consider revisiting the request for a speed limit reduction in Brampton Lane which was refused in 2013. This is in the light of recent driver activity and the narrowness of the public footpath. It is likely Brampton Parish Council will support the initiative.

2023/0061 Village Green Spaces & Maintenance

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

- Wildflower strip, Moulton Rd:
- Tumulus:

- Millennium Spinney:
- The Green:
- The Island:

2023/0062 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.

Council to note YTD planning list, including determinations. See final pages of agenda.

Correspondence

Date of the next meeting: Tuesday 9th January 2023. Future dates: 12th March 2024; 14th May 2024.

PITSFORD

Proposed 24/24 budget

	2022/23 Expenditure	2023/24 Budget	Estimated YE Expenditure (exc. VAT)	Proposed 24/25 budget
Allocated Precept				
Clerk's salary (Inc. PAYE & HWA)	£4,176	£5,000	£6,407	£6,000
Insurance	£749	£800	£634	£650
Audit, Legal & NCALC	£787	£800	£846	£900
Office Expenses	£2,136	£2,500	£2,009	£1,250
Printer	£1,869	£2,500	£926	£1,400
Street Lighting	£464	£1,000	£546	£600
Grass/verge cutting	£2,720	£4,000	£2,510	£4,000
Church Mowing & Walls (R&G)	£2,114	£2,000	£1,460	£2,000
Sports Field Grants (Hayeswood)	£1,200	£1,200	£1,900	£1,200
General Village Maintenance	£2,234	£2,000	£1,287	£2,000
Cemetery Expenditure				£5,000
Donations/Grants	£1,795	£2,000	£2,472	£2,500
Coronation Related Expenditure	£5,468	£2,000	£2,395	£0
Chairman's Allowance & S137 (Specify)	£0	£250	£0	£250
Contingency	£0	£10,000	£0	£10,000
PCSO	£3,920			
Total precepted budget & expenditure	**£27,496**	**£36,050**	**£24,242**	**£38,000**
2023/24 Allocated Reserves				
Legal & Professional	£1,501	£5,000	£5,000	£5,000
Permanent Feature Sign		£4,000	£0	£4,000
Parish Liabilities		£11,000	£0	£11,000
Cemetery Expenditure		£0	£27,093	
Traffic Calming/VAS		£455	£455	
Neighbourhood Plan	£350			
Bus Shelter	£7,295			
Total Expenditure	**£36,642**	**£56,505**	**£56,790**	**£58,000**
Closing Balance (Reserves)	£36,691			

Notice of planning determinations April 2023 – October 2023

App Details	Works	Action	Response Sent	Determination
WND/2023/0221 at Suite 1 7 Grange Lane Pitsford Northamptonshire	Removal of existing external fire stairs and construction of two storey side extension	NO OBSERVATIONS	submitted online, 9/6	Approval
2023/5285/FULL at Brampton Valley Farm Pitsford Road Chapel Brampton West Northamptonshire NN6 8BA		NO OBSERVATIONS	submitted online, 20/6	Approval
2023/5320/TCA The Griffin Inn 25 High Street Pitsford	T1 and T2 - ivy clad conifer - fully remove, leaning and shedding dead limbs. T3 - rowan - sever ivy. T4 - London plane - crown raise to approximate. 3 - 3.5m, clear fouled BT lines and sever ivy.		No submission	Approval
2023/5395/FULL Pitsford Hall School	Removal of existing prefabricated building and erection of sixth form building for educational purposes and associated works		No submission	Approval
2023/5517/TCA at East View Cottage 41 ManorRoad Pitsford West Northamptonshire NN6 9AR	Tree works in conservation area	NO OBSERVATIONS (rec'd by email)	No submission	Approval
2023/5552/LDE Brampton Valley Farm Pitsford Road Chapel Brampton	Certificate of lawfulness of existing use of static caravan as a residential dwelling	n/a	No submission	Approval
2023/5632/TCA at Farthings 2 The Green MoultonRoad Pitsford West Northamptonshire NN6 9AU	Work to tree in a conservation area	NO OBSERVATIONS (rec'd by email)	No submission	Approval
2023/5747/TCA at Highbank 1 Drummond Close PitsfordWest Northamptonshire NN6 9BA	Work to tree in a conservation area	NO OBSERVATIONS (rec'd by email)	No submission	Approval
2023/5755/FULL at 21 Broadlands Pitsford West Northamptonshire NN6 9AZ	Proposed front & rear dormer extensions & internal alterations & rear kitchen extension	NO OBSERVATIONS (rec'd by email)	No submission	Approval

2023/6087/FULL & 2023/6088/LBC at Sedgebrook House Pitsford Road Chapel Brampton Northamptonshire NN6 8BD	Listed Building Consent application for replacement of existing wood casement windows to the former barn building attached to the residence with Residence 9 single pane casement windows with dark oak stain matching existing lintels and woodwork. Existing French doors will be similarly replaced with Residence 9 units. Internal secondary glazing will be removed as no longer necessary with the thermal insulation provided by Residence 9 units. The work are only to the windows and French doors to the slated former barn building and the following will not be affected: the wooden double doors to the former barn and arched glazing above; all glazing and doors to the main farmhouse which is under thatch.	NO OBSERVATIONS (rec'd by email)	No submission	Pending
2023/6313/LDE Spring Hill Farm Harborough Road Pitsford	Certificate of lawfulness of existing use to confirm construction of annexe foundation in order to exercise approval ref: DA/2020/0387	n/a	No submission	Approval
2023/6487/FULL at The Oaks Moulton Road PitsfordNN6 9AF	Single storey extension to the rear of dwelling.	NO OBSERVATIONS (rec'd by email)	No submission	Pending
2023/6785/FULL at Church Mews, Church Lane,Pitsford, NN6 9AJ	Conversion of a rural building into a single dwelling	NO OBSERVATIONS (rec'd by email)	No submission	Pending
2023/6830/FULL at Brookfield Farm Pitsford Road Chapel Brampton NN6 8BE	Formation of agricultural track. Provision of hard surfacing to existing agricultural track. (Part retrospective).	NO OBSERVATIONS (rec'd by email)	No submission	Pending
2023/6863/TPO Peartree Cottage, 1 Manor Road, Pitsford	T1 Espalier Pear; Prune back to pollard heads. T2 Cedar; Remove collapsed stem to next viable growth point. T3 Apple; Dismantle failed tree.	NO OBSERVATIONS (rec'd by email)	No submission	Pending
2023/6886/COND Brampton Valley Farm, Pitsford Road, Chapel Brampton	Stopping up the existing vehicular access and creating a new one	NO OBSERVATIONS (rec'd by email)	No submission	Pending

2023/6965/TPO Pitsford Hall School Pitsford	G1 - crown raise to 10m group of Lime Sycamore, Field Maple, Larch, Scots Pine and Cherry, and felling of G2 - 2x Mature Yew Trees	NO OBSERVATIONS (rec'd by email)	No submission	Pending
2023/7156/TCA at 40 Manor Road Pitsford NN69AR	Tree works in conservation area	NO OBSERVATIONS (rec'd by email)	No submission	
2023/7229/TCA at Nethercote House Manor Road Pitsford NN6 9AR	Tree works in conservation area			