

Pitsford Parish Council www.pitsfordvillage.co.uk

Notice of Pitsford Parish Annual Council Meeting

To members of the Council: You are hereby summoned to attend a meeting to be held on **Tuesday 9th July 2024,** 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

4th July 2024

Apologies received: Cllr Chelsey Furniss,

2024/014 Declarations of Interest.

Councillors to make declarations of interest on matters relating to this agenda.

2024/015 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)

- Churchyard shed: Cllrs MH/KI to progressing planning application.
- Village Hall Registration: Awaiting confirmation of completion.
- Cemetery: Plaque to acknowledge the Carvel family donation and PC Funding ongoing.
- Village Hall Parking: Village Hall committee has elected not to apply for parking restrictions outside the hall and to use a temporary sign as needed.
- Police Liaison Role: Update from Cllr CF. Approx 80 people attended an online meeting with Danielle Steele. There was discussion about the role of the PCSOs and expectations parishes should have. CF noted the PCSO liaising with Pitsford is amazing. Pitsford will continue to reach out to Brixworth Rural Police team should the need arise.
  The Beat Bus allows MOP to speak to Police Officers but is usually only open during working hours.

2024/016 To approve minutes from: 14th May 2024 (available from www.pitsfordvillage.co.uk).

2024/017 Bank Reconciliation & YTD Budget vs Expenditure review.

Council to accept the bank reconciliation.

Opening Balance 2024/25	**£26,505**	
YTD Income	£20,669	
YTD Expenditure (inc. VAT & pending unity payments)		£12,179
YTD Closing balance (less pending expenditure)		**£34,995**

Cllr Mary Podesta reviewed the accounts for YE March 2024. Some issues arising regarding payments to HMRC for SS and Standing Order payments. Cllr MP & SS will review and correct as necessary – meeting scheduled 11/7/24. Next internal September 2024.

2024/018 Grant Application – Pitsford Village Hall

Council to consider grant application from Pitsford Village Hall for £604.04 to cover Building & Public Liability insurance for 2024/25. Grant details circulated to councillors by email 2.6.24.

2024/019 Accounts for Payment & Receipts. Council to approve the following items for payment:

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
(SO) Sarah Stock	June Salary	28.6.24	£402.48	
(DD) SSE Energy Solutions	IV00913566	17.5.24	£73.00	£ 4.61
The Handy Log Man	4429	28.5.24	£120.00	£ 20.00
Hayeswood Landscapes	8946 (SF x 3)	28.5.24	£384.00	£ 64.00
Hayeswood Landscapes	8946 (Village x 2)	28.5.24	£360.00	£ 60.00
Paul Thomas	2024-001	24.5.24	£931.25	
White Cobra Productions	10739	20.5.24	£75.60	
Northampton Stonemasons	160	20.5.24	£1,560.00	£ 260.00
Cllr Steve Arnold	Keep Off Grass signs	8.5.24	£14.84	
Pitsford Village Hall*	Insurance 2024/25	4.7.24	£604.04	
(SO) Sarah Stock	July Salary	28.7.24	£402.48	
(DD) SSE Energy Solutions	IV01061759	17.6.24	£75.41	£ 4.76
(DD) Unity Trust Bank	Statement 62	30.6.24	£18.00	
R&G Grounds Maintenance	120818 (Church)	31.5.24	£357.60	£ 59.60
R&G Grounds Maintenance	120818 (General)	31.5.24	£180.00	£ 30.00
Parish Council Websites	INV-2891	20.6.24	£12.00	£ 2.00
Barbara Osborne	7728	30.6.24	£63.00	
Hayeswood Landscapes	9017 (SF x 3)	27.6.24	£360.00	£ 60.00
Hayeswood Landscapes	9017 (Village x 2)	27.6.24	£384.00	£ 64.00
White Cobra Productions	10749	30.6.24	£32.00	
NCALC	INV-3899 (Cemetery Course)	21.6.24	£105.60	£ 17.60

*Subject to approval above.

2024/020 Policy Review: Financial Regulations & Standing Orders

Councillors received an electronic copy of the Financial Regulation and proposed amendments. Broadly:

- Council will authorise (at the meeting) all expenditure over £100
- Clerk has delegated powers to spend up to £100
- Where value is between £500 and £3000 clerk should try to obtain 2 quotes.
- Items/contracts over £3000 should have 3 fixed price quotes
- Where there is serious risk to council services or public safety, clerk can authorise payment of up to £1000. In such circumstances, any councillor may instruct the clerk to exercise the delegated power to authorise expenditure up to £1000.
- Payment protocol: The RFO shall present a schedule of payments, forming part of the agenda, to the council. The payment authorisation schedule from Unity Bank, supported by the relevant invoices shall be email to councillors prior to the council meeting. If council is satisfied, authority will be given at the meeting for two authorised councillors will access the online account and release payments.
- The internal controller will review a sample of invoices and The Unity Trust schedule shall be initialled immediately below the last item. This process is in addition to the email check and will take place quarterly.
- All payments are made by BACS.

2024/021 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:
- A508 Wildflower bed:

Grange Lane: Report made to FMS and Anglian Water to clear footpath. No action taken by either. Council to consider appointing Paul Thomas to clear path.

Manor Road Green: Council is very grateful to resident who has undertaken the mowing at Manor Road/top of Puddy Back Lane. However, circumstances have changed, and council is asked to incorporate this area into the Hayeswood mowing schedule at cost of £20 per cut.

2024/022 Church Yard

Church Yard Wall: Wall has semi-collapsed along the boundary. Quotes received from:
Martin Palmer £850
N'ton Stonemasons £2,100 + VAT
Cllr Keith Isaacs reviewed quotes. Council reviewed quotes by email and agreed to appoint Martin Palmer.

Tree works: Several of the trees in the church yard need the ivy removing. Council to review quote from Paul Thomas.

Gravestones: Reposition fallen gravestones which have been placed against the wall. Council to consider proposal to use the gravestone to create a pathway to the new cemetery and review quote from Paul Thomas to complete works.

2024/023 Community Governance Review

Council to consider response to proposed boundary change from Boughton Parish Council to incorporate rural properties to North and West of Boughton Parish that are adjacent to the Boughton Parish boundary into Boughton Parish. The homes in question are Fox Covert Farmhouse, Fox Covert Hall, Duke's Clump Lodge, Spring Meadow Farm, Spectacle Lodge and Holly Lodge.

2024/024 (Parishioner Enquiry) Environmental Project Proposal

Council to respond to suggestion from a parishioner to purchase the 55 acres of land is for sale at the edge of the village to establish tree cover and wildlife habitats or an area of woodland and or wild meadow on the site. Resident acknowledges that the biggest obstacle is raising funds to buy the land which is being offered at £775K. Residents seeks support from the council.

2024/025 Allotment Provision

Council is asked to review allotment provision in the village and consider how it might be possible to increase the provision.

2024/026 Planning Applications. Council to consider and resolve response to each planning application.

Applications received after the publication of this agenda may be included. (Applications can be viewed on the West Northants Council planning portal at https://www.westnorthants.gov.uk/your-council/maps and search "Pitsford"

No new planning applications received.

Date of future meetings: September 17th (moved from 10th); November 12th.

PITSFORD

	2024/25 Budget	YTD Expenditure (exc. VAT)	Balance
Allocated Precept			
Clerk's salary (Inc. PAYE & HWA)	£6,000	£1,610	£4,390
Insurance	£1,000	£0	£1,000
Audit, Legal & NCALC	£1,000	£682	£318
Office Expenses	£2,750	£1,258	£1,492
Printer	£2,500	£103	£2,397
Street Lighting	£1,000	£276	£724
Grass/verge cutting	£4,500	£2,160	£2,340
Church Mowing & Walls (R&G)	£3,000	£2,552	£448
Sports Field (Mowing & Insurance)	£4,000	£920	£3,080
General Village Maintenance	£3,000	£434	£2,566
Cemetery Expenditure	£2,500	£931	£1,569
Donations/Grants	£1,000	£604	£396
Chairman's Allowance & S137 (Specify)	£250	£0	£250
Contingency	£1,500	£180	£1,320
Church Yard Shed	£4,000	£0	£4,000
Total precepted budget & expenditure	**£38,000**	**£11,710**	**£26,290**
2024/25 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 Income	£0	(£750)	£750
Unallocated Reserves	£6,505	£0	£6,505
Total allocated & unallocated reserves	**£26,505**	**(-£750)**	**£27,255**

Contact: The Clerk, 9 Lower Harlestone, Northamptonshire, NN7 4EW.
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