

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 the annual council meeting to be held on **Tuesday 14th May 2025,** 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 May 2025

Apologies received:

2025/01 To elect a Chairman

2025/02 To elect a vice-Chairman

2025/03 Declarations of Interest. Councillors to declare any interest on matters relating to this agenda.

2025/04 New Council Forms

Following May 1st uncontested election all councillors must complete the following forms:

- Declaration of Acceptance of Office
- GDPR Security Compliance Checklist
- Consent to Receive Summons via Email
- Elections Expenses Claim Form
- Register of Member's Interests

2025/05 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)

- Footpath DK3. Bennies received copies of the photos and agreed to site visit.
- Queens Jubilee bench (at Playing Field) is in very poor state of repair. Cllr MH corresponding with supplier.

2025/06 To approve minutes from: 11th March (available from www.pitsfordvillage.co.uk).

2025/07 Internal Audit, Annual Governance Statements & External Audit Submission

- Internal Audit: Council to receive and review internal auditor's report. There are no concerns raised.
- Annual Governance Statements: Council to confirm the accounts have been prepared with a sound system of internal control and accord with the Annual Governance Statement presented to the council.
- External Audit: Council to review the covering letter and documentation which will be submitted to the external auditor. This includes a bank reconciliation supported by statements, signed accounting statements with an explanation of variances and a copy of the asset register. External audit report is received in September.
- Confirmation that the dates for the public's right to inspect begin on 3rd June and end 14th July.

All documents circulated to councillors by email and are available on the website.

2025/08 Policy Review. The council is asked to review and adopt the following policy documents.

Available at https://pitsfordvillage.co.uk/parish-council/policies

Antibullying & Harassment	Financial Control and Internal Audit Procedure
Biodiversity Policy	Financial Risk Assessment
Burial Fees & Cemetery Regulations	Financial Regulations*
Code of Conduct	Grant Policy & Application Form
Data Protection & Breach Policy & GDPR Check List	Standing Orders

Council insurance runs from the 1st June. New policy schedule will be published in due course.

2025/09 Councillor Roles & Responsibilities

Council to review and re-allocate roles as necessary.

Parochial Church Council	Cllr Keith Isaacs
Churchyard and Cemetery	Clerk & Cllr Maureen Holliday
Pitsford Sports Field Management Committee	Cllr Chelsey Furniss
Parish and Town CCLs Meeting	Any Councillor
Pitsford Village Institute	?
Neighbourhood Watch	Cllr Chelsey Furniss
Police Liaison Representative	Cllr Chelsey Furniss
Internal Control Officer	Clerk & Cllr Mary Podesta
Defibrillator Monitor	Cllr Chelsey Furniss

2025/010 Bank Reconciliation & YTD Budget vs Expenditure review.

Council to accept the bank reconciliation.

Opening Balance 2024/25	**£34,459**	
YTD Income	£22,577	
YTD Expenditure (inc. VAT & pending unity payments)		£4,763
Current Account (Unity 20427472)		£8,352
Reserve Account (Unity 20428196)		£46,307
Balance b/f		£54,659
YTD Closing balance (less pending expenditure)		**£54,659**
2024/25 YTD Unclaimed VAT	£354	

2025/011 Accounts for Payment & Receipts. Council to approve the following items for payment:

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
(SO) Sarah Stock	April	28.4.25	£418.60	
HMRC	120PB00464145 24/01	17.3.25	£0.24	
R&G Grounds Maintenance	121632 (Church Yard)	31.3.25	£216.00	£ 36.00
R&G Grounds Maintenance	121632 (A508)	31.3.25	£90.00	£ 15.00
Northants CALC	INV-4479	1.4.25	£853.91	£ 71.70
Minuteman Press	17678	27.3.25	£188.00	
Sarah Stock	2024/25 HWA	1.4.25	£502.00	
(DD) Tomato Energy	6812682701	2.4.25	£98.75	£ 4.70
(DD) Unity Trust Bank	Statement 73	30.4.25	£6.00	
(DD) Tomato Energy	7265911994	16.4.25	£3.37	£ 0.16
Zurich Municipal	544196957	6.5.25	£605.33	
Hayeswood Landscapes	9724	29.4.25	£360.00	£ 60.00
Hayeswood Landscapes	9724	29.4.25	£384.00	£ 64.00
R&G Grounds Maintenance	121726 (Church Yard)	30.4.25	£432.00	£ 72.00
R&G Grounds Maintenance	121726 (A508)	30.4.25	£180.00	£ 30.00
(SO) Sarah Stock	May	28.4.25	£418.60	
(SO) HMRC	120PB00464145 24/02	17.3.25	£0.24	
PRECEPT	50%	29.4.25	(£19,625.00)	
HMRC VAT 126 Reclaim	2024/25	6.5.25	(£2,951.95)	
(DD) Unity Trust Bank	Statement 74	30.5.25	£6.00	
Northampton Services	006 March	29.3.25	£217.50	
WNC Norse Ltd	52IN-001183	24.4.25	£740.68	£ 123.45

2025/012 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:
- The Square

Richard Jordan is temporarily unavailable to complete works to The Green, The Island etc. Cllr MH has asked Paul Thomas, who would charge £21ph. However, Paul has no time to allocate to Pitsford until June.

2025/013 Tumulus Fencing

Council to discuss observations made at site meeting and decide if a fence is desirable. Subject to agreement that the council want a fence at the Tumulus, council to review quotes.

Quote from JE Matthews & Sons: £3,846 + vat
Quote from Work & Design on Metal: Railings 4ft high - £3,600 or Railings 5 ft high - £4,400

2025/014 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"

Date of future meetings: 8th July, 9th September, 11th November, 13th January 2025 (TBC).