

Pitsford Parish Council www.pitsfordvillage.co.uk

Notice of Pitsford Parish Council Meeting

To members of the Council: You are hereby summoned to attend the council meeting to be held on **Tuesday 9th September 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

3rd September 2025

Apologies received: Cllr Sue Gaskell

2025/028 **Declarations of Interest.** Councillors to declare interests on matters relating to this agenda.

2025/029 **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.
- Sportsfield, replacement heating system. Email received from Tony Miles (13th Aug) confirming committee will fund the replacement heating system from reserves.
- Allotment Wall. Council to note wall belong to C of E, but full repairing lease is with WNC and repairs are underway.
- Bollard (adjacent to Church Yard wall). Council to note paint on the top of the bollards is peeling off. Clerk is in correspondence with manufacturer.
- Jubilee Bench (on Sportsfield). Clerk is in correspondence with the manufacture/supplier.
- High Street Parking: Survey of residents is in progress.

2025/030 **To approve minutes from:** 8th July (available from www.pitsfordvillage.co.uk).

2025/031 **To accept Bank Reconciliation & YTD Budget vs Expenditure review.**

Opening Balance 2025/26	**£34,459**	
YTD Income	£22,816	
YTD Expenditure (inc. VAT & pending unity payments)		£21,196

Current Account (Unity 20427472)		£4,439
Reserve Account (Unity 20428196)		£35,046
Balance b/f		£39,485
YTD Closing balance (less pending expenditure)		**£39,485**
2025/26 YTD Unclaimed VAT	£1,885	

2025/032 **Accounts for Payment & Receipts.** Council to approve the following items for payment:

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
(DD) Tomato Energy	June -	18.7.25	£62.70	£ 2.99
(DD) Unity Trust Bank	Statement 76	30.7.25	£6.00	
Land Prune Ltd	INV 823	24.7.25	£2,196.00	£366.00
Hayeswood Landscapes	9957	31.7.25	£360.00	£60.00
Hayeswood Landscapes	9957	31.7.25	£756.00	£126.00
R&G Grounds Maintenance	121914 (Church Yard)	30.6.25	£432.00	£72.00
(DD) Tomato Energy	July - 11382755785	14.8.25	£71.25	£3.39
(SO) Sarah Stock	August	28.8.25	£418.60	
(SO) HMRC	120PB00464145 24/05	28.8.25	£0.24	
(DD) Unity Trust Bank	Statement 77	31.8.25	£6.00	
(SO) HMRC	120PB00464145 24/06	28.9.25	£0.24	
(SO) Sarah Stock	September	28.9.25	£418.60	
(DD) CPRE	2025 Renewal	21.8.25	£36.00	
Minuteman Press	18294	27.8.25	£188.00	
R&G Grounds Maintenance	122002 (Church Yard)	31.7.25	£432.00	£72.00
Northampton Services	007 August	12.8.25	£250.00	
PKF Littlejohn LLP	SB20250139	23.7.25	£252.00	£42.00
Pitsford Playing Field Committee	2025 Insurance Renewal	27.8.25	£642.83	
Parish Council Websites	INV-3638	6.7.25	£14.40	£2.40
(DD) Unity Trust Bank	Statement 78	30.9.25	£6.00	
Hayeswood Landscapes	10106	29.8.25	£240.00	£40.00
Hayeswood Landscapes	10038	29.8.25	£240.00	£40.00
Hayeswood Landscapes	10038	29.8.25	£504.00	£84.00
Northampton Services	Aug 001	12.8.25	£182.07	
R&G Grounds Maintenance	122100 (Church Yard)	31.8.25	£432.00	£ 72.00
R&G Grounds Maintenance	122100 (A508)	31.8.25	£90.00	£ 15.00

2025/033 **Notice of the conclusion of Audit**

Notice of conclusion of audit received. Ther are no issues arising and a notice of conclusion of audit, closure letter and signed AGAR will be displayed on website.

2025/034 Clerk Salary

In accordance with published pay scale from Northants CALC, Clerk's salary will increase by 3.2%

2025/035 Grant Applications

Council to consider a grant application from the Pitsford Sports Field Committee for £642.83 to cover insurance.

2025/036 Village Green Spaces & Maintenance Council to note, resolve action and allocate funds:

- Wildflower strip, Moulton Rd: Area needs mowing regularly. Council should plan to strip & weed kill the area, rotovate and reseed.
- Tumulus: Clear dead leaves & wood build up.
- Millennium Spinney: Continue to weed and tidy.
- The Green: Remove dead shrub, weed & edge bed, trim behind the shrub.
- The Island: Prune small shrub, weed & edge bed.
- A508 Wildflower bed:
- The Square:

PT will include clearing leaves and debris adjacent to school crossing with his other general duties.

Council to consider adding maintenance of the verge on the bend approaching Moulton College to improve visibility.

2025/037 Tumulus Bench Council to discuss & decide:

Refurbishing bench: PT has assessed bench and notes that the arm rest is jagged metal which will have to be filled, sanded and painted and the legs lift out of the fixings and are rusting through. His assessment is that the plastic coating needs removing, various bits need filling and then repainting with metal work paint. Probably 3 days' work, plus materials, about £350. Fillers are not frost resistant, so work may only last a year or so.

New Bench: Council to consider replacement bench. £680 (see link below)
https://uk.glasdon.com/focus-on-local-councils/seating/street-benches/countryside-tm-seat
Bench is easy to install and made from recycled materials.

2025/038 Church Yard: Trees & additional items

Safety check carried out on all headstones. Council is not responsible for repairs to headstones. Where the grave owner cannot be found or is unwilling to make repairs, the stones are laid down for safety.

Tree safety work. As per recommendation by Michael Venton (WNC Tree Conservation Officer), could is asked to review and accept quote for tree preservation works & inspection in the Church Yard. Quote from Land Prune £1950 as follows:
Oak trees - Crown lifting of all large Oak trees overhanging graveyard to allow 3-meter ground clearance for pedestrian access. Climbing and removal of all hazardous deadwood within Oak trees.
Sycamore tree - Crown lifting of limbs to allow 3-meter ground and building clearance over neighbouring land and graveyard, Climbing and removal of hazardous deadwood within Sycamore tree.
Elderberry within Yew trees - Felling and removal of self-set Elderberry within Yew trees.
Birch trees - Severing of Ivy at base of all Birch trees to stop further crown damage.
Prince includes 2 fully qualified Arborists, removal of all green waste from site, 1 woodchipper, 1 tipper truck.

Creation of safe work areas by use of cones and signage. 3 days' work

2025/039 Cemetery Maintenance

Council to approve expenditure for mowing and tidying of the Cemetery. This should include mowing a pathway to mark the right of way and planting a wildflower area at the northern end of the cemetery.

2025/040 Lantern repairs

Council to approve expenditure to repair/replace photocell on Streetlight 21
Lantern Repairs- E-on charge for attending 1 No. Light is £61.50 and then £31.00 for each light thereafter on that visit (Labour Only). If the Lantern requires a replacement photocell E-on install our standard Nema Socket All Night Photocell for a charge of £75.0.

2025/041 Highways

Council has received complaints about an increase to dog poo left on the public highway/pavements. Council to consider enforcement action.

2025/042 Flag protocol. Briefing from Cllr Kimbell

2025/043 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"

Council to review status of application – undetermined as of 2nd September. Clerk wrote to

2024/3523/FULL at Barn South of Brampton Fisheries Pitsford Road Chapel Brampton Northamptonshire	(CO Nisar Mogul, obs by 18 Sep 24) Change of use of a barn to a dwelling house with the other portion being used as a community hub for use by the fishing club and scout group. retrospective

No new householder applications received at the time of publication.

2025/044 Confidential item. Meeting closed to press & public.

NB *Public Bodies (Admission to Meetings) Act 1960, s1(2)*) If attending, press & public will be asked to leave the meeting.
Briefing circulated to councillors by email. Minutes will not be recorded for this item.

Date of future meetings: 11th November; 13th January 2025 (TBC).

PITSFORD	2025/26 Budget	YTD Expenditure (exc. VAT)	Balance
Allocated Precept			
Clerk's salary (Inc. PAYE & HWA)	£7,000	£3,015	£3,985

Insurance	£1,000	£605	£395
Audit, Legal & NCALC	£1,000	£992	£8
Office Expenses	£1,500	£267	£1,233
Printer	£1,000	£1,040	(£40)
Election Costs	£1,500	£0	£1,500
Street Lighting	£1,000	£416	£584
Grass/verge cutting	£4,500	£2,700	£1,800
Church Mowing & Walls (R&G)	£3,000	£3,810	(£810)
Sports Field (Mowing & Insurance)	£2,500	£2,243	£257
General Village Maintenance	£3,000	£1,267	£1,733
Cemetery Expenditure	£2,500	£1,337	£1,163
Wildflower Meadows	£1,000	£0	£1,000
Donations/Grants	£2,000	£1,619	£381
Chairman's Allowance & S137 (Specify)	£250	£0	£250
Contingency	£3,000	£0	£3,000
Church Yard Shed	£3,500	£0	£3,500
Total precepted budget & expenditure	**£39,250**	**£19,311**	**£19,939**
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	£0	£0
Unallocated Reserves	£14,459	£0	£14,459
Total allocated & unallocated reserves	**£34,459**	**£0**	**£34,459**