

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 13th January 2026,** 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

9th January 2026

Apologies received:

2025/060 **Declarations of Interest.** Councillors to declare interests on matters relating to this agenda.

2025/061 **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)

- Queens Jubilee bench (at Playing Field) is in very poor state of repair. Supplier will not engage with the PC to fund repair or replace item. No response from Trading Standards.
- High Street Parking: Survey of residents is in progress.

2025/062 **To approve minutes from:** 10th November (available from www.pitsfordvillage.co.uk).

2025/063 **To accept Bank Reconciliation & YTD Budget vs Expenditure review.**

Opening Balance 2025/26	**£34,459**	
YTD Income	£42,919	
YTD Expenditure (inc VAT & pending unity payments)		£30,613
Current Account (Unity 20427472)		£3,152
Reserve Account (Unity 20428196)		£45,149
Balance b/f		£48,301
YTD Closing balance (less pending expenditure)		**£46,766**
2025/26 YTD Unclaimed VAT	£2,757	

2025/064 **Accounts for Payment & Receipts.** Council to approve the following items for payment:

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
Northampton Services	Inv. 003 Sep 25	4.11.25	£182.07	
Northampton Services	Inv. 004 Oct 25	4.11.25	£182.07	
(DD) Unity Trust Bank	Statement 81	30.11.25	£6.00	
Minuteman Press	18727	28.11.25	£154.00	
Royal British Legion	Minute ref: 2025/051	3.12.25	£200.00	
Kevin Matthews	INV PPC-010	10.12.25	(£250.00)	
(SO) HMRC	120PB00464145 24/10	28.9.25	£4.87	
(SO) Sarah Stock	December	28.12.25	£429.52	
(DD) Unity Trust Bank	Statement 82	30.12.25	£6.00	
INTEREST	Statement 65	31.12.25	(£262.78)	
Exps. SS (Amazon)	Stationery	7.1.26	£14.94	
Parish Council Websites	INV-4016	21.11.26	£273.60	£45.60
Info Commissioner Office	ZA154346	24.11.25	£52.00	
Barbara Osborne Business	Inv. 8213	31.12.25	£66.00	
West Northants Council	424003098970	14.11.25	£64.50	
(SO) HMRC	120PB00464145 24/09	28.9.25	£4.87	
(SO) Sarah Stock	January	28.11.25	£429.52	
Hayeswood Landscapes	10468	17.12.25	£240.00	£40.00
Mark Reeve (Window Cleaner)	Inv. 2	15.12.25	£20.00	
Northampton Services	Inv 004 Nov 25	6.1.26	£182.07	
Northampton Services	Inv 005 Dec 25	6.1.26	£182.07	
(DD) Unity Trust Bank	Statement 83	30.1.26	£6.00	

2025/065 2026/27 Budget & Precept Request

Council reviewed draft budget in November. Council to agree budget and precept request. The Council Tax Base (number of Band D equivalent homes in the parish) is 352.2. This includes the homes at Moulton Grange.

It is proposed to set a budget (details below) of £49,250. £41,500 to be met from precept. Additional expenditure will be drawn from reserves.

Council to note this equates to a per band D equivalent council tax charge of £118. (2025/26 £113 – budget was agreed before the results of the CGR were known; 2024/25 £119).

Proposed budget 2026/27

Audit, Legal & NCALC	£1,000
Cemetery Expenditure	£2,000
Church Mowing & Walls (R&G)	£3,500
Clerk's salary (Inc. PAYE & HWA)	£6,500
Contingency	£5,000
Donations/Grants	£2,500
Election Costs	£1,500

General Village Maintenance	£3,000
Grass/Verge Cutting	£4,500
Insurance	£1,000
Office Expenses	£1,500
Printer	£2,500
Sports Field (Mowing & Insurance)	£3,000
Street Lighting	£1,500
Wildflower meadows	£1,000
Chairman's Allowance & S137 (Specify)	£250
Village signs	£5,000
Church Yard Shed & Ground Works	£4,000
TOTAL EXPENDITURE	**£49,250**

Council asked to resolve to set a precept against WNC of £41,500.

2025/066 Grants & Donations
Citizens Advice West Northants and Cherwell (CAWNAC) are an independent charity, one of 208 advice charities that comprise the national Citizens Advice network. CAB are approaching parish councils in the hope of receiving a donation. (Any donation made would be done so using LGA 1972 S142(2))

2025/067 Village Green Spaces & Maintenance Council to note, resolve action and allocate funds:
Wildflower strip, Moulton Rd: Tumulus: Millennium Spinney: The Green: The Island: The Square: Cemetery:

Thanks to Paul Thomas for clearing, tidying and mowing the cemetery in readiness for the funeral held before Christmas.

2025/068 Tumulus Bench (Continuation of 2025/037)
Council to decide on bench design and allocate funds, to include installation. Circa £1000.
Cllr CF circulated suggestions for councillors to review. Any other proposal should be brough to the meeting.

2025/069 Church Yard: Trees & additional items
Tree safety work. As per recommendation by Michael Venton (WNC Tree Conservation Officer), could resolved to undertake tree works. Detail set out in minute reference 2025/038)
Quote from Land Prune £1950
Quote from Dan Thomason £
Council to review quotes and appoint a contractor accordingly.

2025/070 Assertion 10 (Data Compliance)
Council advised that Assertion 10 will appear in Section 1 of the Annual Governance and Accountability Return (AGAR) for the first time in 2025/26. Council MUST:

1) Have a generic email account hosted on an authority owned domain
2) All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
3) All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

4) All smaller authorities, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
5) All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection. The Data Protect Act 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
6) All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Council should note the new requirement as this applies to authority-owned and personal equipment and data held. Councillors will be provided with a checklist at the meeting to ensure members are compliant.

2025/071 Local Plan Consultation

West Northamptonshire Council has published the latest draft of its Local Plan. The consultation will begin at the beginning of February and runs for 8 weeks.
The plan identifies a need for 1900 homes in rural areas. Sites for these homes should be allocated in Neighbourhood Development Plans within two years of publication of the Local Plan. If NDPs do not identify sites, WNC can allocate sites. The plan identifies a need for 30 homes in Pitsford.
Council to discuss and agree a strategy for responding to the consultation.

2025/072 Local Transport Plan

West Northamptonshire Council are currently consulting on the first three supporting strategies following adoption of the Local Transport Plan: the draft Active Travel Strategy, draft Rail Action Plan, and draft Mobility hub Action Plan. The Council's consultation survey for these documents closes on the 27th January.
Council to discuss and agree a strategy for responding to the consultation.

2025/073 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: 3rd March 2026; 12th May 2026 (Annual Parish Meeting & Annual Council Meeting); 14th July 2026; 8th September 2026; 10th November 2026

PITSFORD	2025/26 Budget	YTD Expenditure (exc. VAT)	Balance
Allocated Precept			
Clerk's salary (Inc. PAYE & HWA)	£7,000	£4,848	£2,152
Insurance	£1,000	£605	£395
Audit, Legal & NCALC	£1,000	£992	£8
Office Expenses	£1,500	£739	£761

Printer	£1,000	£1,528	(£528)
Election Costs	£1,500	£65	£1,436
Street Lighting	£1,000	£870	£130
Grass/verge cutting	£4,500	£3,786	£714
Church Mowing & Walls (R&G)	£3,000	£5,173	(£2,173)
Sports Field (Mowing & Insurance)	£2,500	£2,993	(£493)
General Village Maintenance	£3,000	£2,045	£955
Cemetery Expenditure	£2,500	£1,337	£1,163
Wildflower Meadows	£1,000	£0	£1,000
Donations/Grants	£2,000	£3,125	(£1,125)
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**	**£28,106**	**£11,144**
2025/26 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	(£250)	£250
Unallocated Reserves	£14,459	£0	£14,459
Total allocated & unallocated reserves	**£34,459**	**(-£250)**	**£34,709**