

Notice of Pitsford Parish Council's Annual Meeting
To members of the Council: You are hereby summoned to attend the council meeting to be held on
Tuesday 12 May 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.

Apologies to the Clerk, Sarah Stock; email clerk@pitsfordparishcouncil.org.uk

7 May 2026

Apologies received:

2026/06 To elect a chairman & receive the declaration of acceptance of office

2026/07 To elect a vice-chairman & receive the declaration of acceptance of office

2026/08 Declarations of Interest. Councillors to declare interests on matters relating to this agenda.

2026/09 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. Paul Thomas to re-finish in Spring.
- Tumulus Bench – Delivered. To be installed by PT
- Church Yard tree safety work: LPA permission granted, Land Prune will complete works in June.
- Property revaluation: Village Hall – completed. Sport Pavilion – reminder sent.

2026/010 To approve minutes from: 14 April 2026 (available from www.pitsfordvillage.co.uk).

2026/06 Approval of the Annual Internal Audit Report 2025/26.
Council is recommended to adopt IT policy (see item 2026/13) and to provide a separate column in the cash book for expenditures made using S137 of 1972 Local Government Act (to date, the council has not used this power for expenditure).

2026/07 Publication of the Annual Governance and Accountability Return for year ending 31 March 2026, and the period for Exercise of Public Rights (available from www.pitsfordvillage.co.uk)

a. Resolution to approve the Annual Return Section 1 Annual Governance Statement.
b. Resolution to approve the Annual Return Section 2 Accounting Statement.
c. Resolution to note the period for the Exercise of Public's Right to inspect documents. 3 June - 14 July 2026.

2026/011 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
Biodiversity Policy
Burial Fees & Cemetery Regulations
Code of Conduct
Data Protection & Breach Policy & GDPR Check List
Financial Control and Internal Audit Procedure
Financial Risk Assessment
Financial Regulations*
Grant Policy & Application Form
Standing Orders
IT Policy

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

2026/012 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	Cllrs Podesta, Kimbell & Holliday
Neighbourhood Watch	Cllr Chelsey Furniss
Police Liaison Representative	Cllr Chelsey Furniss
Internal Finance Control Officer	Clerk & Cllr Mary Podesta
Defibrillator Monitor	Cllr Chelsey Furniss
Climate & Nature Champion	Cllr Alastair Kimbell
Lengthsman Services (Paid role)	Paul Thomas

2026/013 Review and approve Council's Annual Subscriptions/Membership

Northamptonshire County Association of Local Councils (NCALC)
Campaign for the Protection of Rural England (CPRE)
Northants ACRE (Action with Communities in Rural England)

2026/014 Appointment of internal & external auditors, RFO

Internal Auditor NCALC
External Auditor PKF Littlejohn
To reappoint the Clerk as Responsible Financial Officer

2026/06 To appoint Data Protection Officer

Resolution to appoint Northamptonshire CALC as Data Protection Officer for 2026/27 outlined under the General Data Protection Regulations 2018.

2026/07 Banking arrangements

Resolution to agree the banking arrangements for the year and to agree any changes to the nominated signatories.

2026/08 Approval for the use of a variable Direct Debit

Resolution to approve the use of a variable Direct Debit in accordance with point 6.7 Financial Regulations

2026/09 Approval of a Banker's Standing Order & Signatories

Resolution to approve the use of Bankers Standing Order in accordance with point 6.8 Financial Regulations.

2026/015 To approve the invoices listed for payment.

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
R&G Maintenance	122602	31.3.26	£255.60	£42.60

R&G Maintenance	122602	31.3.26	£216.00	£36.00
West Northants Norse	S12000082	13.4.26	£435.79	£72.63
Northants CALC	INV-5340	1.4.26	£820.27	£63.55
Zurich Insurance	554851115	6.4.26	£669.17	
Mark Reeve	Inv. 4	7.4.26	£20.00	
West Northants Council	2026/0760/PRMI	23.2.26	£130.00	
HMRC 2025/26 VAT Reclaim	n/a	17.4.26	(£3,709.68)	
(DD) British Gas	832118793	6.4.26	£63.17	£3.01
(SO) HMRC	April	28.4.26	£4.87	
(SO) Sarah Stock	April	28.4.26	£429.52	
West Northants Council	Precept 50%	29.4.26	(£21,250.00)	
(DD) Unity Trust Bank	Statement 85	30.4.26	£7.00	
(DD) British Gas	810481663	5.5.26	£47.55	£2.26
(DD) Unity Trust Bank	Statement 86	30.5.26	£7.00	
(SO) HMRC	May	28.5.26	£2.27	
(SO) Sarah Stock	May	28.5.26	£432.12	
Hayeswood Landscapes	10709	30.4.26	£504.00	£84.00
Hayeswood Landscapes	10709	30.4.26	£396.00	£66.00
Minuteman Press	19337	30.4.26	£156.00	
R&G Maintenance	Duplicate payment	5.11.26	(£432.00)	(£72.00)
R&G Maintenance	122698	30.4.26	£270.00	£45.00
R&G Maintenance	122698	30.4.26	£648.00	£108.00
Sarah Stock	2025/26 HWA	30.4.26	£518.54	
Northampton Services	Apr-26	30.4.26	£182.07	
Northampton Services	May-26	30.5.26	£182.07	

2026/016 To accept the bank reconciliation and review year to date expenditure.

Opening balance	£39,202.73
YTD Expenditure (inc. VAT)	(£5,607.87)
YTD Income	£24,959.68
Balance	£58,554.54

2026/017 Village Green Spaces & Maintenance. Council resolve action and allocate funds as appropriate:

- Wildflower strip, Moulton Rd:
- Tumulus:
- Millennium Spinney:
- The Green:
- The Island:
- A508 Wildflower bed:
- The Square
- The Cemetery
- The Church Yard

2026/018 Village Sign (item 2025/82 continued)

Members are invited to consider the feedback received from the recent informal public consultation regarding the proposal to commission a village sign. Approval is sought for a 10% deposit (£650) to progress the design stage, subject to Members' consideration of community interest, initial and ongoing costs, the potential for differing views on design and location, and current spending priorities.

Note: Quotes received from three suppliers (minute reference 2025/082). Likely cost £6,500

2026/019 Street Lighting – Overnight Switch-Off Proposal (item 2025/80 continued)
Members are invited to consider the feedback received from the recent informal public consultation on the proposal to turn off some or all streetlights between midnight and 5am and resolve action accordingly.
To change the photocell on the lanterns to part-night which would switch the light off completely between midnight - 05:30 to have the cells changed to part-night would be charged at £46.00 + VAT each.

2026/020 Traffic management & speeding
Email received from Ian Biggs (resident) regarding excessive traffic speeds through the village. Mr Biggs has requested WNC undertake a traffic survey on High Street (at the end of the straight section exiting the village towards the A508) and on Moulton Road coming into the village just before the pedestrian crossing outside the school).
Council to support bid for data gathering and to champion formation of Community Speed Watch Action.

To progress Community Speed Watch Action council would need to appoint a coordinator (this does not have to be a councillor and recruit volunteers) and purchase the equipment at cost of £150. Volunteers receive online training and equipment to carry out roadside speed monitoring in their local area. These activities take place between March and October, during daylight hours only, and at times chosen by the group based on local concerns.

Drivers detected speeding by CSW volunteers receive a police warning letter, and their details are retained for 12 months to help identify repeat offenders. Any driver recorded three or more times will receive a personal visit from police officers.

2026/021 Keep Britian Tidy Campaign
Dog Fouling – Keep Britian Tidy Spring campaign have created a spring 2026 campaign pack for £150 +VAT.
This pack includes 10x A3 correx signs and 5 x 21cm vinyl circular bin stickers.
The campaign features an eye-catching creative of a 'dog poo fairy' and the message 'There's no such thing as the Dog Poo Fairy'.

2026/022 Council Training – Financial Security
Many councils are the target of a Phishing scam. To protect the council and councillors, please note the protocol:

- Members should be familiar with the Financial Regulations, and any councillor can attend the Northants CALC financial training. Two hours online.
- Legitimate council business will never involve requests for secrecy, gift cards, payments, or urgent personal favours by email. Implying a sense of "urgency" is common scam technique.
- Council expenditure must be approved at the meetings.
- The Clerk can approve expenditure in an emergency (e.g. to repair unsafe play equipment) and has authority to spend up to £500 on stationery or small items.
- Individual councillors should not make purchases on behalf of the council (exceptions should be rare and agreed with the clerk in advance).
- The clerk can make a BACS payment on production of a proforma invoice (subject to dual authorisation)
- If in any doubt, phone the clerk to check the legitimacy of the request (07804 360594)

Councillor email addresses can be removed from the website and those wishing to contact the council would have to use the "contact us" page.

Councillors are encouraged to complete training courses (follow links to course information).

How to develop a Neighbourhood Plan
Listed Buildings and Conservation Areas
Planning Nuts and Bolts
Responding to Planning Applications
Chairperson and Leadership Training
Data Protection for Councillors
Finance for Councillors
Leadership in the Community
Off To A Flying Start
Social Media Skills for Councillors
The Code of Conduct in Practice

2026/023 Planning Applications. Council to consider and resolve response to each planning application.

Date of future meetings: 14th July 2026; 8th September 2026; 10th November 2026

Contact: The Clerk, 9 Lower Harlestone, Northamptonshire, NN7 4EW.
email: clerk@pitsfordparishcouncil.org.uk

PITSFORD	2026/27 Budget	YTD Expenditure (exc. VAT)	Balance
Opening Balance	£39,203		
Allocated Precept			
Audit, Legal & NCALC	£1,000	(£757)	£243
Cemetery Expenditure	£2,000	£0	£2,000
Chairman's Allowance & S137 (Specify)	£250	£0	£250
Church Mowing & Walls (R&G)	£3,500	(£850)	£2,650
Church Yard Shed	£4,000	£0	£4,000
Clerk's salary (Inc. PAYE & HWA)	£6,500	(£1,387)	£5,113
Contingency	£1,500	£0	£1,500
Donations/Grants	£2,500	£0	£2,500
Election Costs	£800	£0	£800
General Village Maintenance	£3,000	(£248)	£2,752
Grass/verge cutting	£4,750	(£633)	£4,117
Insurance	£700	(£669)	£31
Neighbour Dev' Plan & Housing Survey	£4,000	£0	£4,000
Office Expenses	£1,000	(£14)	£986
Printer	£1,500	(£156)	£1,344
Sports Field (Mowing & Insurance)	£3,000	(£330)	£2,670
Street Lighting	£1,500	(£105)	£1,395
Wildflower Meadows	£1,000	£0	£1,000
VAT (Reclaimed at YE)		(£451)	
Budget (from precept) & expenditure	£42,500	(£5,601)	£36,899
Reserves			
Legal & Professional	£5,000	£0	£5,000
Permanent Feature Sign	£5,500	£0	£5,500
Parish Liabilities	£11,000	£0	£11,000
Cemetery Income	£0	£0	£0
Unallocated Reserves	£11,858	£0	£11,858
Total reserves	£33,358	£0	£33,358
YTD Income	£24,960		