

Pitsford Parish Council www.pitsfordvillage.co.uk

Minutes of Pitsford Parish Council's Annual Meeting held on Tuesday 12 May 2026, at 7:30pm, Pitsford Village Hall, Pitsford High Street, NN6 9AD.

Attending: Cllr Mary Podesta (Chairing), Keith Isaacs, Chelsey Furniss, Maureen Holiday, Jon Sambrook, Simon Phipps
Apologies received: Cllr Alastair Kimbell

2026/06 To elect a chairman & receive the declaration of acceptance of office
Alastair Kimbell nominated and unanimously elected.

2026/07 To elect a vice-chairman & receive the declaration of acceptance of office
Mary Podesta nominated and unanimously elected.

2026/08 Declarations of Interest. No declarations interests registered.

2026/09 Public Session Meeting adjourned for members of the public to address the council on matters related to the agenda. No public attending.

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 – Installed by PT. Item closed.
- 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. Approved & signed by the Chair.

2026/011 Approval of the Annual Internal Audit Report 2025/26.
Council is recommended to adopt an 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).
Report accepted and actions noted

2026/012 Publication of the Annual Governance and Accountability Return (AGAR) 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.

AGAR accepted and signed by the Chair.

2026/013 Policy Review. The council to review and adopt the following policy documents.
Available at https://pitsfordvillage.co.uk/parish-council/policies
All adopted council policies are published on the website. The council updates policies in accordance with NCALC guidance.
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.
IT policy adopted and all other policies re-adopted without amendment.

2026/014 Councillor Roles & Responsibilities. Council to review and re-allocate roles as necessary.

Parochial Church Council	Cllr Keith Isaacs
Churchyard and Cemetery	Clerk & Cllr Holliday & Issacs
Pitsford Sports Field Management Committee	Cllr Chelsey Furniss
Pitsford Village Institute	Cllrs Podesta, Kimbell & Holliday
Neighbourhood Watch	Cllr Chelsey Furniss
Police Liaison Representative	Cllr Maureen Holiday
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

2026/015 Review and approve Council's Annual Subscriptions/Membership. Approved.
Northamptonshire County Association of Local Councils (NCALC)
Campaign for the Protection of Rural England (CPRE)
Northants ACRE (Action with Communities in Rural England)

2026/016 Appointment of internal & external auditors, RFO. Approved.
Internal Auditor NCALC
External Auditor PKF Littlejohn
To reappoint the Clerk as Responsible Financial Officer

2026/06 To appoint Data Protection Officer. Approved.
Resolution to appoint Northamptonshire CALC as Data Protection Officer for 2026/27 outlined under the General Data Protection Regulations 2018.

2026/07 Banking arrangements. Approved.
Resolution to agree the banking arrangements for the year and changes to the nominated signatories.

2026/08 Approval for the use of a variable Direct Debit. Approved.
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. Approved.
Resolution to approve the use of Bankers Standing Order in accordance with point 6.8 Financial Regulations.

2026/017 To approve the invoices listed for payment. Approved.

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	
Parish Council Websites	4510	11.5.26	£28.80	£4.80

2026/018 To accept the bank reconciliation and review year to date expenditure. Accepted.

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

2026/019 Village Green Spaces & Maintenance. Council to resolve action and allocate funds as appropriate:

- The Square: Cllr KI alerted council to potential problem with parking. Council may wich to consider enforcement or bollards.
- The Cemetery: More care is being taken around the gravestones.
- The Church Yard: Quote received from Martin Palmer of £970 to repair stonewall and gate post at gateway. Council agreed to allocate up to £970 for this work and gave authority to Cllr KI & MH to seek additional quote and appoint a contractor accordingly.

2026/020 Village Sign (see item 2025/82 for quotes)

No feedback was received from the informal public consultation regarding the proposal to commission a village sign at estimated cost of £6,500.

Council deferred decision to allow for additional consultation which should be accompanied by design proposals and an agreed location. Cllr SP to ask Pitsford School for design suggestions.

2026/021 Street Lighting – Overnight Switch-Off Proposal (item 2025/80 continued)
Following informal public consultation on the proposal two residents provided positive feedback. However, council resolved a more formal public consultation was needed and resolved to include details of the proposal within the Neighbourhood Development Plan review.

2026/022 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 noted WNC have completed traffic surveys which showed traffic speeds slowed during rush hour.

Council resolved to support the Community Speed Watch Action and purchase the equipment at cost of £150. Jo Woolard is coordinator and progressing the project.

2026/023 Keep Britian Tidy Campaign
Council resolved to purchase the Dog Fouling – Keep Britian Tidy Spring campaign pack for £150 +VAT.
Clerk will order the pack, and Cllr CF will distribute the posters around the village.

2026/024 Council Training – Financial Security. Noted
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 to be removed from the website and those wishing to contact the council can 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

2026/025 Planning Applications. Council to consider and resolve response to each planning application.
2024/4446/FULL Land to the northwest of Church Mews Pitsford
Proposal Construction of a single dwelling and associated outbuildings, pavilion, ground mounted solar panels and associated plant room, new pond, new access driveway
and soft and hard landscaping.
Notice of upcoming planning committee meeting: Tuesday 19 May, 6pm.

Case Officer Recommendation: that the assistant director for planning and development be given delegated powers to refuse permission for the reasons set out in the planning report.

Given the objections already lodged the council will not send anyone to reiterate the arguments for refusal.

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

Meeting closed 9pm