

Pitsford Parish Council www.pitsfordvillage.co.uk

Notice of Pitsford Parish Council's Meeting

To members of the Council: You are hereby summoned to attend the council meeting to be held on Tuesday 3 November 2026, at 7:30pm, Pitsford Village Hall, Pitsford High Street.

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

3 September 2026

Apologies received:

2026/046 Declarations of Interest. Councillors to declare interests on matters relating to this agenda.

2026/047 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)

- Property revaluation: Village Hall – completed. Sport Pavilion – completed. Item closed.
- Church Yard Shed – WNC Planning department response indicates planning permission is not required. Cllr MH & KI will progress project and update council as needed.
- Pitsford Sports Field, play equipment. Council has received comments about the dangerous condition of some items of play equipment. Members to note comments have been forwarded to the Chairman of Trustees for attention. The equipment is the sole responsibility or the trustees who do undertake a personal liability should they choose not to action repairs.
- Speedwatch update: Sessions have been limited by volunteer availability, holidays, sickness and weather. Recorded speeds included 35–40 mph on 4 September (High Street), 40 and 44 mph on 28 September (Moulton Road), and 36 mph on 2 October (Moulton Road). The latter driver reportedly failed to stop at the school crossing, causing a teacher to step back. The highest recorded speed was 48 mph, but the registration was not captured. Occasional winter sessions are planned, subject to volunteer availability; ideally three volunteers are needed per location.

2026/048 To approve minutes from: 8 September 2026 (available from www.pitsfordvillage.co.uk).

2026/049 To approve the invoices listed for payment.

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
HMRC	Back payment adjust'	28.10.26	£15.73	
(DD) British Gas	727519637	30.9.26	£83.43	£3.97
R&G Maintenance	123135	30.9.26	£90.00	£15.00
R&G Maintenance	123135	30.9.26	£216.00	£36.00
R&G Maintenance	123135	30.9.26	£64.80	£10.80
Mark Reeve	Inv 7	24.9.26	£20.00	
PKF Littlejohn LLP	SB20262113	14.9.26	£252.00	£42.00
Sarah Stock	Backpay adjustment	28.10.26	£74.58	
(SO) HMRC	October	28.10.26	£7.58	
(SO) Sarah Stock	October	28.10.26	£444.55	
Minuteman Press	19992	5.10.26	£156.00	
Graham & Sibbald	UKSAB608	30.9.26	£360.00	£60.00
Pitsford Sports field Charity	INV-1153	1.6.26	£759.35	
Barbara Osborne	8502(Sep)	30.9.26	£70.50	
(DD) Campaign to Protect Rural England	25164	21.10.26	£36.00	
Hayeswood Landscapes	11153	30.9.26	£504.00	£84.00
Hayeswood Landscapes	11153	30.9.26	£264.00	£44.00
(DD) Unity Trust Bank	October	28.10.26	£7.00	
(SO) Northampton Services	Sep'26 Inv	30.9.26	£182.07	
(SO) Northampton Services	Oct'26 Inv	30.10.26	£182.07	
Hayeswood Landscapes	11234	30.10.26	£504.00	£84.00
Hayeswood Landscapes	11234	30.10.26	£264.00	£44.00
(SO) HMRC	November	28.11.26	£7.58	
(SO) Sarah Stock	November	28.11.26	£444.55	
(DD) Unity Trust Bank	November	28.11.26	£7.00	
Brixworth Royal British Legion	2026	30.10.26	£200.00	

2026/050 To accept the bank reconciliation and review year to date expenditure.

Opening balance	£39,202.73
YTD Expenditure (inc. VAT)	(£25,624.42)
YTD Income	£46,902.68
Balance	£60,480.99

Income

West Northants Council	Precept 50% (2)	29.9.26	£21,250.00
(INCOME) Interest	Statement 74	30.9.26	£222.72

2026/051 Grants & Donations

Resolution needed to approve a donation of £200 to the Brixworth British Legion.

Resolution needed to approve a grant of £500 requested by Pitsford Parochial Church Council for the Forget-me-not Carers Group.

2026/052 Clerk's Annual Pay Review.
Resolution needed to confirm that in accordance with published pay scale from Northants CALC, Clerk's salary will increase by 3.3% (inflationary rise) to £17.39 per hour. Back dated to 1st April 2026.

2026/053 Conclusion of audit 2025/26
Resolution needed accepting the external auditors report and recommendation.
The "Notice of Conclusion" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, must be published on the smaller authority's website. Completed.
Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

The External auditor's limited assurance opinion 2025/26 notes that except for the matters reported, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

• The smaller authority has confirmed that the response to Section 2, Box 11b is incorrect and should be 'Yes'.

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✔		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✔	*The figures in the accounting statements above exclude any Trust transactions.*

2026/054 Street Light Consultation
Review comments received in response to the informal consultation on the proposal to switch off some streetlights between midnight and 5am. To discuss comments and resolve action. All comments received have been forwarded to members by email, clerk will provide summary.

2026/055 NWRR Traffic Monitoring
Review WNC's traffic and speed monitoring data collected after the Northampton North-West Relief Road opened, discuss the findings and decide what action to take. Cllr MH to provide details.

2026/056 Draft budget 2027/28
Council will review draft budget and subject to amendments a resolution passed to amend the budget and set precept accordingly. Budget and precept will be finalised in January 2027.

Clerk will provide analysis by email prior to meeting.

2026/057 Village Green Spaces & Maintenance. Council resolve action and allocate funds as appropriate: Wildflower strip, Moulton Rd; Tumulus; Millennium Spinney; The Green; The Island; The Square; The Cemetery

Christmas trees have been ordered for The Island and for the Church at cost of £200.

Streetlight at 4 Orchards Cottages is not working. Repairs cannot be carried out until the vegetation surrounding the light is cleared. Futures housing is responsible for the land. Council may wish to expedite the works by asking Paul Thomas to clear the vegetation.

To improve visibility of the zebra crossing, Moulton Road, it will be necessary to clear overhanging vegetation. Several reports have been made to WNC, their assessment concludes that: "The vegetation at this location does not currently meet the intervention criteria. We will continue to monitor the vegetation as part of our routine highway inspection schedule. Should you notice this issue worsening, please inform us by raising a new enquiry." Clerk has raised new enquiry.

2026/058 Planning Applications. Council to consider and resolve response to each planning application.

Update from Cllr SP regarding The Oaks, Moulton Road, Pitsford. Cllr SP provided email report: Owners are aware that they need a change of use to continue trading but were in fact looking for a new premises.

Prior approval application (2026/3452/PA) Moulton Grange, for the change of use from agricultural building to a dwelling house. Responses are restricted to consideration of: Eligibility, Highways and transport, including access and safety; Noise, contamination and flood risk; Whether the building's location or siting makes residential conversion impractical or undesirable; Design and external appearance; the effect of an extension on adjoining premises.

Deadline for responses was 27th October, with an EOT until 30th. To meet this deadline members submitted comments to the clerk by email and a response was made with delegated authority by the clerk on 29th October.

Date of future meetings: 12th January 2027; 9th March 2027; 11th May 2027.