

Minutes of Pitsford Parish Council's Meeting held on Tuesday 3 November 2026, at 7:30pm, Pitsford Village Hall, Pitsford High Street.

Minutes taken by the Clerk, Sarah Stock;

Apologies received: Cllr Jon Sambrook

Attending: Cllrs Alastair Kimbell, Mary Podesta, Chelsey Furniss, Keith Isaacs, Simon Phipps, Maureen Holiday

2026/046 Declarations of Interest. Cllr KI declared non-pecuniary interest re item 2026/051 Request for donation to Forget-me-nots. Cllr KI also sits on PCC, the requesting organisation.

2026/047 Public Session.

Council resolved to move item 2026/055 NWRR Traffic Monitoring to allow Marie Kanayan (Major Projects Manager, WNC Highways) to address the council.

The NWRR was built to release land for development and to ease congestion in Northampton, directing traffic towards major routes such as the A508 and A5199. There was no commitment to prevent increased village traffic. However, traffic modelling showed the impact of the NWRR on Boughton would likely be significant. This is not so for other villages. Pitsford Parish Council requested mitigation during consultation, but the local planning authority concluded that the relief road would have no significant adverse impact on Pitsford.

Condition 23 requires monthly traffic monitoring over 18 months, continuing until 2027, at specified locations in Boughton and Moulton: Vyse Road between Harborough Road and Howard Lane; Harborough Road/Vyse Road; Harlestone Road/York Way roundabout/New Sandy Lane; and Harborough Road/Holly Lodge Drive. Future monitoring will cover the New Sandy Lane/Sandy Lane/Berrywood Road roundabout and Harborough Road/Brampton Lane/Pitsford High Street.

Condition 25 requires agreed measures to reduce the impact of traffic volumes in Boughton. Despite lobbying for a road closure, Boughton PC & WNC agreed to implement 20-mph speed restriction in the village. Since 2024, 20 mph zones must include engineering measures, such as speed cushions or chicanes, to encourage compliance. Both parties consider the 20-mph restriction and speed cushions effective.

Pitsford High Street traffic volumes were not significantly different (<2% variance) between September 2025 and September 2026. Speed data recorded at the Tumulus showed a 12% decrease between the same periods. The reported conclusion was that the data did not demonstrate a need for traffic mitigation in Pitsford. Marie agreed to

review formally any proposal presented by PPC for traffic mitigation, but without data demonstrating need and given the financial constraints on WNC an application at this time was unlikely to be unsuccessful.

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. Updated quotes received and works can progress – ground works £1,600 and shed cost £1000. Council previously approved expenditure up to £4000 (see minutes September 2023, item 2023/043).
- 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 of the trustees who do undertake a personal liability should they choose not to action repairs. Cllr AK confirmed that works will be completed in the coming weeks. Item Closed.
- 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. Members thanked Jo Woolard and all volunteers and coordinator for championing this project and giving their time.

2026/048 To approve minutes from: 8 September 2026. Approved.

2026/049 To approve the invoices listed for payment. Approved.

Payee	Invoice #	Invoice Date	Amount Due (Inc. VAT)	VAT
HMRC	Adjustment	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) CPRE	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	
Minuteman Press	20104	30.10.26	£183.00	
Welford Christmas Tree Farm	20201385	2.11.26	£389.57	£64.93
(DD) Unity Trust Bank	November	28.11.26	£7.00	
Parochial Church Council	Forget-me-not carers	4.11.26	£320.00	

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

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 passed approving a donation of £200 to the Brixworth British Legion.

Resolution passed approving a grant of £320 requested by Pitsford Parochial Church Council for the Forget-me-not Carers Group.

2026/052 Clerk's Annual Pay Review.

Amended resolution passed that Clerk's salary will increase by 1 SCP to SCP 20 (includes 3.3% inflationary rise) to £17.45 per hour. Back dated to 1st April 2026.

Council passed a resolution that clerk should have an appraisal. Cllr MH circulate will circulate forms and information. Appraisal meeting set for Tuesday 5th January, 6pm. Staffing committee formed of MH, SP & AK.

2026/053 Conclusion of audit 2025/26

Resolution passed 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.

Deadline for comments published in the Pitsford Newsletter is 30th November. Council deferred discussion until January 2027.

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. See above.

2026/056 Draft budget 2027/28

The Council reviewed the draft budget and proposed provision for a Neighbourhood Development Plan review, estimated at £9,000. Of this, £4,000 would be included in the 2027/28 precept, with the balance funded from reserves or the 2028/29 budget, as required. The Clerk will present a revised detailed budget in January 2027.
Members noted that the proposed 3.5% precept increase would generate an additional £1,500 in Council income, a total income of £44,000 from precept.

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 £340.

Streetlight at 4 Orchards Cottages is not working. Vegetation has been cleared and the fault reported to E-on.

Visibility at the zebra crossing, Moulton Road. WNC have confirmed additional assessment will made of paintwork and vegetation. Additional vegetation due to be cleared by resident in coming days.

Date			Description		hrs
			Carried over from the previous month		0.84
7	Sep	2026	Crossing	Leaf clearance	2.00
11	Sep	2026	Graveyard	Mowing/strimming/clear-ance, weeding	1.50
21	Sep	2026	Crossing	Leaf clearance	2.00
			Island	Beds, weeds, leaves	1.00
			Green Triangle	Beds, weeds, leaves	1.00
			Spinney	Clearance and weed killer	2.00
		2026	Moulton Road	Weeds and nettles	
			Monthly hours	8.67 This month	10.34
			Carried over to next month		-1.67

Date			Description		hrs
			Carried over from the previous month		1.67
9	Oct	2026	Crossing	Leaf clearance	2.50
		2026	Graveyard	Mowing/strimming/clear-ance, weeding	
30	Oct	2026	Crossing	Leaf clearance	3.00
			Island	Beds, weeds, leaves	
			Green Triangle	Beds, weeds, leaves	
15	Oct	2026	Spinney	Clearance and weed killer	1.50
		2026	Moulton Road	Weeds and nettles	
			Monthly hours	8.67 This month	8.67
			Carried over to next month		0.00

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. Item closed.

Prior approval application (2026/3452/PA) Moulton Grange, for the change of use from agricultural building to a dwelling house. Council resolved to submit report drafted by Cllr MH. Observations note that the Council does not object in principle to the conversion but requests clarification before a decision is made. Its main concerns relate to the suitability of the existing access, including its condition, drainage, emergency vehicle access and potential impact on nearby trees; the structural condition of the building and the extent of any necessary foundation works; evidence confirming the building's qualifying agricultural use and compliance with Class Q requirements; and potential flooding, drainage and residential amenity issues. The Council also asks that relevant specialist advice on highways, heritage, ecology and

environmental health is considered. Overall, the Parish Council seeks further evidence and reassurance that the proposal meets all Class Q requirements before determination and requests an explanation of the application notification process.

Deadline for responses was 27th October, with an EOT until 4th November.

Application No. 2026/2674/HH, 27 High Street Pitsford NN6 9AD: Proposal Installation of external flue (retrospective). No observations

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

Meeting closed: 21:44