

# WHITTLEBURY PARISH COUNCIL

Parish Office:  
The Reading Room  
High Street  
Whittlebury  
Towcester  
Northamptonshire  
NN12 8XJ

Tel: 01327 362718  
Web: [www.whittlebury.org.uk](http://www.whittlebury.org.uk)  
E-mail: [clerk@whittlebury.org.uk](mailto:clerk@whittlebury.org.uk)



---

Issued: 3<sup>rd</sup> May 2024

To: All parish councillors

From: Mrs Emma Lavers, Clerk to Whittlebury Parish Council

Dear Councillor,

You are hereby summoned to the annual meeting of Whittlebury Parish Council in the Reading Room, High Street, Whittlebury, Northamptonshire, NN12 8XJ on Thursday 9<sup>th</sup> May 2024 at 7:30 p.m. when the following business will be transacted.

## AGENDA

86/24 To receive nominations and **ELECT A CHAIR** for 2024/25

87/24 To sign the Chair's Declaration of Acceptance of Office

88/24 To receive nominations and **ELECT A VICE CHAIR** for 2024/25

89/24 To sign the Vice Chair's Declaration of Acceptance of Office

90/24 To receive and approve **APOLOGIES** for absence

91/24 To receive **DECLARATIONS OF INTEREST** under the Council's Code of Conduct related to business on the agenda. *(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)*

92/24 To determine any **DISPENSATION REQUESTS** received in advance of the meeting

93/24 To remind members of the **REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS** following any changes, within 28 days of the changes

94/24 To receive and approve for signature the **MINUTES** of the meeting held on 11<sup>th</sup> April 2024

Please note, this is a public meeting, and you may be filmed, recorded, and published.

Copies of all council papers are available to download at  
[www.whittlebury.org.uk](http://www.whittlebury.org.uk)

95/24 To review **APPOINTMENTS TO GROUPS AND OUTSIDE BODIES** for 2024/25:

- (i) Good Neighbour Scheme
- (ii) Police Liaison Member

96/24 To review and agree **MEMBERSHIP OF SUBGROUPS** for 2024/25:

- (i) Planning Subgroup
- (ii) Neighbourhood Plan Subgroup
- (iii) Finance Subgroup
- (iv) Highways and Infrastructure Subgroup
- (v) Silverstone Circuit/MEPC Community Liaison Subgroup
- (vi) Reading Room Liaison Subgroup
- (vii) Emergency Planning Subgroup

97/24 To review and confirm any changes to the following **POLICIES**:

- (i) Standing Orders
- (ii) Scope and nature of internal controls and audit
- (iii) Internal controls terms of reference

98/24 To appoint an **INTERNAL VERIFER** for the Council's accounts for 2024/25

99/24 To appoint the **INTERNAL AUDITOR** for the Council's accounts for 2024/25

100/24 To grant **DELEGATED AUTHORITY** to the Clerk

101/24 To agree **DATES AND LOCATION OF MEETINGS OF THE PARISH COUNCIL** for 2024/25

102/24 **PUBLIC PARTICIPATION SESSION** (*Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting.*)

103/24 To receive a verbal report from the **WEST NORTHANTS UNITARY COUNCILLOR** and take any questions

104/24 To receive an update on the **D-DAY EVENT** and approve the invoice of £65.00 to print flyers

105/24

- (i) To receive a report from the **PLANNING SUBGROUP** on the following applications and decide how to respond – Chair, Cllr. Barnett, Cllr. Cunningham:

<b>Application number</b>	<b>Details</b>	<b>Location</b>
<b>2024/2110/FULL</b>	Enclosed Oak porch with an overhand for the front entrance.	1 Sholebroke Cottage Road to Sholebroke Cottages Whittlebury NN12 8TF
<b>2024/2270/OUT</b>	Outline application with all matters reserved for single storey extension to the Brooklands Suite with covered delivery & storage area.	Whittlebury Park Golf and Country Club High Street Whittlebury NN12 8WP

- (ii) To note any planning approvals received
- (iii) To note planning refusals received
- (iii) To discuss any other planning matters referred to Full Council:
- a) To receive an update on the Neighbourhood Plan
  - b) To review the Local Plan consultation and decide on the response
  - c) To note any further updates on major development applications

106/24

- (i) To receive a report from the **FINANCE SUBGROUP** – Chair, RFO, Cllr. Neuhoff:
- a) To discuss and agree the quote for new chairs and tables for The Reading Room
  - b) To approve the following payments:

<b>Payment Method</b>	<b>Total Amount</b>	<b>Including VAT of</b>	<b>Payee</b>	<b>Details</b>	<b>Power</b>
Online	£42.00	£7.00	Northants ACRE	Annual membership 2024/25	LGA 1972, s143
Online	£40.00		Whittlebury Reading Room	Room hire – May meeting	LGA 1972, s111

Copies of all council papers are available to download at

[www.whittlebury.org.uk](http://www.whittlebury.org.uk)

Online	£50.00		Whittlebury Reading Room	Room hire – Annual village meeting	LGA 1972, s111
Online	£11,161.20	£1860.20	Alpha Furnishings Ltd	New chairs and tables for the Reading Room	LGA 1972, s133
Online	£148.92	£24.82	Edge IT Systems	Annual Fee	LGA 1972, s111
Online	£24.00	£4.00	NCALC	2x Training Fees (lunchtime lowdown)	LGA 1972, s111
Online	£67.20	£11.20	DNH Contracts	Dog bin maintenance - April	Open Spaces Act
Online	£650.00		E Lavers	May Salary	LGA 1972, s112
	£52.56			Expenses	LGA 1972, s111
Online	£18.00	£3.00	DCK Payroll Solutions Ltd	May Payroll	LGA 1972, s111
Online	£492.00	£82.00	N J Blackwell	April Mowing	Open Spaces Act
Online	£65.00		R1 Print & Design Ltd	Flyers for D-Day	LGA 1972, s142
Payments already made from the bank since the last meeting:					
Direct Debit	£137.96		SSE	Street Lighting	Highways Act

(ii) To note receipts of payment as follows:

Amount	Payee	Details
£99.00	The Play Inspection Co	Refund of play equipment inspection
£15,427.50	WNC	Half precept
£2018.20	HMRC	VAT refund

(iii) To receive details of the latest bank balances on 30<sup>th</sup> April 2024

(iv) To review and agree proposed changes to Earmarked Funds

(v) To review the effectiveness of the system of internal control

Copies of all council papers are available to download at

[www.whittlebury.org.uk](http://www.whittlebury.org.uk)

- (vi) To receive and note the report of the Internal Auditor for the year ending 31 March 2024
- (vii) To approve the Annual Governance Statement for the year ending 31 March 2024
- (viii) To approve the Accounting Statements for the year ending 31 March 2024
- (ix) To note the commencement date for the Period of the Exercise of Public Rights
- (x) To consider quote to renew WCCTV package
- (xi) To consider insurance renewal quote

107/24 To receive a report from the **HIGHWAYS & INFRASTRUCTURE SUBGROUP** – Chair, Cllr. Barnett, Cllr. Garnor on the following items:

- (i) Highway Issues: previously reported and new to report and consider
- (ii) Update on traffic calming:
  - a) To confirm outcome from questionnaire and decide whether to proceed with advisory 20mph boards for use on Church Way
  - b) To discuss speeding concerns on Cowpastures Lane
  - c) To hear from Steve Barber regarding the parish Self Purchase VAS Scheme and decide on next steps
- (iii) Update on Gigaclear reinstatement works

108/24 To receive a report from the **SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.

109/24 To receive a report from the **READING ROOM LIAISON GROUP** and acknowledge receipt of latest management committee minutes - Cllr. Cunningham, Cllr. Harrington.

110/24 To receive **OTHER INTERNAL REPORTS** as follows:

- (i) Update from the **Police Liaison** – Cllr. Cunningham
- (ii) Update on the **Whittlebury Good Neighbour Scheme** - Cllr. Harrington, Cllr. Neuhoff
- (iii) Update on request to plants trees in the **Wildlife Park**

Copies of all council papers are available to download at

[www.whittlebury.org.uk](http://www.whittlebury.org.uk)

(iv) Update on Village **Emergency Plan**

111/24 To receive an update on **LIGHTING** as follows:

- (i) Any faulty lighting to report and any other lighting issues

112/24 To discuss any **CORRESPONDENCE** received:

- (i) To consider **WNC CONSULTATIONS** as follows:

- a) To discuss proposal to merge Whittlebury and Silverstone Parish Councils as part of the stage 2 consultation for the Community Governance Review and decide on next steps – **deadline 28<sup>th</sup> July 2024**
- b) West Northamptonshire Council: SEND Funding Recommendations - **deadline 2<sup>nd</sup> June 2024**
- c) (Draft) West Northants Carer Strategy 2024-2029 – **deadline 30<sup>th</sup> May 2024**

113/24 To receive any **ITEMS FOR THE NEXT AGENDA**

114/24 To confirm the **DATE, TIME AND PLACE OF THE NEXT MEETING** and **CLOSE** the meeting.



Emma Lavers  
Clerk & Proper Officer of the Council