

WHITTLEBURY PARISH COUNCIL

Parish Office:
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Issued: 1st December 2023

To: All parish councillors

From: Mrs Emma Lavers, Clerk to Whittlebury Parish Council

Dear Councillor,

You are hereby summoned to a meeting of Whittlebury Parish Council in the Reading Room, High Street, Whittlebury, Northamptonshire, NN12 8XJ on Thursday 7th December 2023 at 7:30 p.m. when the following business will be transacted.

AGENDA

66/23 To receive nominations and **ELECT A CHAIR.**

67/23 To welcome the **NEWLY CO-OPTED COUNCILLOR.**

68/23 To receive and approve **APOLOGIES** for absence.

69/23 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).*

70/23 To determine any **DISPENSATION REQUESTS** received in advance of the meeting.

71/23 To remind members of the **REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS** following any changes, within 28 days of the changes.

72/23 To receive and approve for signature the **MINUTES** of the meeting held on 9th November 2023.

73/23 **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).*

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

74/23 To receive a verbal report from the **WEST NORTHANTS UNITARY COUNCILLOR** and take any questions.

75/23 To review and confirm any changes to the following **POLICIES**:

- (i) Social media policy
- (ii) Website policy
- (iii) Media protocol
- (iv) Communication protocol

76/23 **PLANNING SUBGROUP** – Chair, Cllr. Barnett, Cllr. Cunningham:

- (i) To note any planning permissions received.
- (ii) To note any planning refusals received.
- (iii) To discuss any other planning matters referred to Full Council:
 - a) To receive an update on the steering group and next steps for applying for the Neighbourhood Plan grant
 - b) To note any further updates on major development applications

77/23

- (i) To receive a report from the **FINANCE SUBGROUP** and to approve the following payments – Chair, RFO, Cllr. Neuhoff:

Payment Method	Total Amount	Including VAT of	Payee	Details	Power
Online	£70.00	£14.00	DNH Contracts	November Dog Bin Maintenance	Open Spaces Act
Online	£239.46	£39.91	NJ Blackwell Garden Services	November Mowing	Open Spaces Act
Online	£40.00		Whittlebury Reading Room	Hall Hire fees - December	LGA 1972 s111
Online	£405.40		E Lavers	Clerk Salary – December	LGA 1972 s112
Online	£12.05	£2.01	E Lavers	Reimbursement of monthly virtual landline fee	LGA 1972 s111
Direct Debit	£101.40		HMRC	December Tax	LGA 1972 s111
Online	£12.00	£2.00	DCK Payroll Solutions Ltd	December Payroll	LGA 1972 s111
Online	£9.59		Roger Harrington	Noticeboard expense	LGA 1972 s111

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- (ii) To note any receipts of payment.
 - (iii) To receive details of the latest bank balances.
 - (iv) To review proposal to fund a "Welcome to Whittlebury" leaflet for new villagers.
 - (v) To review and approve the budget for 2024/25.
- 78/23 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:
 - a. To review the current maintenance schedule for the hedgerow at The Crescent and decide on any changes.
 - b. To consider the water works being carried out in March 2024 and the impact it will have on the village.
 - (ii) Update on the traffic calming proposals.
 - (iii) Update on Gigaclear reinstatement works.
- 79/23 To receive a report from the **SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.
- 80/23 To receive a report from the **READING ROOM LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington.
- 81/23 To receive an update on the **POLICE LIAISON** role moving forwards and what action is required from that role.
- 82/23 To receive **OTHER INTERNAL REPORTS** as follows:
- (i) **Whittlebury Good Neighbour Scheme** - Cllr. Harrington, Cllr. Neuhoff
- 83/23 To receive an update on any faulty **LIGHTING** to report and any other lighting issues.
- 84/23 To discuss any **CORRESPONDENCE** received as follows:
- (i) To review grants available from West Northamptonshire Council to fund community transport schemes.

- (ii) To consider **WNC CONSULTATIONS** as follows:
- a. Community Governance Review 2023/24 - Phase 1 Consultation – **deadline 31st January 2024**
 - b. WNC Tree Strategy – **deadline 1st January 2024**

85/23 To receive any **ITEMS FOR THE NEXT AGENDA.**

Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk, members of the public and press will be asked to leave.

86/23 To consider changes relating to the Clerk's contract of employment.

87/23 To confirm the **DATE, TIME AND PLACE OF THE NEXT MEETING** and **CLOSE** the meeting.



Emma Lavers
Clerk & Proper Officer of the Council