

WHITTLEBURY PARISH COUNCIL

Parish Office:
The Reading Room
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NN12 8XJ

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Issued: 2nd February 2024

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 8th February 2024 at 7:30 p.m. when the following business will be transacted.

AGENDA

22/24 To receive nominations and **ELECT A CHAIR.**

23/24 To receive and approve **APOLOGIES** for absence.

24/24 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).*

25/24 To determine any **DISPENSATION REQUESTS** received in advance of the meeting.

26/24 To remind members of the **REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS** following any changes, within 28 days of the changes.

27/24 To receive and approve for signature the **MINUTES** of the meeting held on 11th January 2024.

28/24 **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).*

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

29/24 To receive a verbal report from the **WEST NORTHANTS UNITARY COUNCILLOR** and take any questions.

30/24 To fill the **COUNCILLOR VACANCY** by co-option.

31/24 To review and confirm any changes to the following **POLICIES**:

- (i) Risk assessment policy
- (ii) Dignity at work policy
- (iii) FOI revised publications scheme

32/24 To review recommendation to develop a **BIODIVERSITY** policy.

33/24 **PLANNING SUBGROUP** – Chair, Cllr. Barnett, Cllr. Cunningham:

(i) To note planning approvals received as follows:

Application number	Details	Applicant
2023/6397/FULL	Demolition of existing garage, new highway entrance/driveway to new detached dwelling with garage and car port, landscaping plus double garage to Oak House	Oak House 6 Park Close Whittlebury NN12 8XE
2023/6702/FULL	Proposed Single Storey Rear, Two Storey Front Extension with Associated Internal and External works	Willow Bank Towcester Road Whittlebury NN12 8XU

(iii) To note any planning refusals received.

(iv) To discuss any other planning matters referred to Full Council:

- a) To receive an update on the Neighbourhood Plan.
- b) To note any further updates on major development applications.

34/24

(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	£67.20	£11.20	DNH Contracts	January Dog Bin Maintenance	Open Spaces Act
Online	£40.00		Whittlebury Reading Room	Hall Hire fees – February	LGA 1972 s111

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Online	£30.00		Whittlebury Reading Room	Hall Hire fees – NHP meeting	LGA 1972 s111
Online	£433.40		E Lavers	Clerk Salary – February	LGA 1972 s112
	£371.21			Expenses	LGA 1972 s111
Online	£12.05	£2.01	E Lavers	Reimbursement of monthly virtual landline fee	LGA 1972 s111
Direct Debit	£108.40		HMRC	February Tax	LGA 1972 s111
Online	£12.00	£2.00	DCK Payroll Solutions Ltd	February Payroll	LGA 1972 s111
Online	£99.00	£16.50	The Play Inspection Company Ltd	Annual Inspection of Children’s Play Area	Open Spaces Act
Online	£192.00	£32.00	Forde & McHugh Ltd	Street Light Repair	Highways Act
Payments already made from the bank since the last meeting:					
Direct Debit	£133.15		SSE	Street Lighting	Highways Act

- (ii) To note any receipts of payment.
- (iii) To receive details of the latest bank balances.
- (iv) To approve Year End and Audit training for the Clerk.
- (v) To approve membership to the SLCC for the Clerk.

35/24 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 the traffic calming proposals.
 - a. To discuss S106 funding available from the Silverstone / MEPC scheme (S/2016/1795/EIA).
- (iii) Update on Gigaclear reinstatement works.

- 36/24 To receive a report from the **SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.
- 37/24 To receive a report from the **READING ROOM LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington.
- 38/24 To receive an update on the **POLICE LIAISON** role moving forwards and what action is required from that role.
- 39/24 To receive **OTHER INTERNAL REPORTS** as follows:
- (i) **Whittlebury Good Neighbour Scheme** - Cllr. Harrington, Cllr. Neuhoff.
- 40/24 To receive an update on **LIGHTING** as follows:
- (i) Any faulty lighting to report and any other lighting issues.
- (ii) To review street lighting testing requirement.
- 41/24 To discuss any **CORRESPONDENCE** received as follows:
- (i) To review update on 2commune and decide on any action required.
- (ii) To receive update on Section 136 Mowing Grant.
- (iii) To review email from Andrea Leadsom regarding litter picking.
- (iv) To consider **WNC CONSULTATIONS** as follows:
- a. Local Cycling and Walking Infrastructure Plans – **deadline Sunday 25th February 2024.**
- b. Post-16 Transport Policy Statement Consultation 2024 – **deadline Monday 1st April 2024.**
- 42/24 To confirm date for the annual village meeting and make plans for any guests.
- 43/24 To receive any **ITEMS FOR THE NEXT AGENDA.**
- 44/24 To confirm the **DATE, TIME AND PLACE OF THE NEXT MEETING** and **CLOSE** the meeting.



Emma Lavers
Clerk & Proper Officer of the Council