

## WHITTLEBURY PARISH COUNCIL

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

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Issued: 5<sup>th</sup> January 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 11<sup>th</sup> January 2024 at 7:30 p.m. when the following business will be transacted.

### AGENDA

01/24 To receive nominations and **ELECT A CHAIR.**

02/24 To receive and approve **APOLOGIES** for absence.

03/24 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).*

04/24 To determine any **DISPENSATION REQUESTS** received in advance of the meeting.

05/24 To remind members of the **REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS** following any changes, within 28 days of the changes.

06/24 To receive and approve for signature the **MINUTES** of the meeting held on 7<sup>th</sup> December 2023.

07/24 **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](http://www.whittlebury.org.uk)

08/24 To receive a verbal report from the **WEST NORTHANTS UNITARY COUNCILLOR** and take any questions.

09/24 To review and confirm any changes to the following **POLICIES**:

- (i) Correspondence
- (ii) Council privacy policy notice
- (iii) WPC CCTV
- (iv) Complaints procedure

10/24

(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>Applicant</b>
<b>WNS/2021/1819/EIA</b>	Save Towcester Now response AIMSUN traffic modelling report Public Transport Strategy Pedestrian and Cycle Access Note LVIA and Design Response Summary Planning Statement SPD Compliance Note Response to LLFA draft conditions <b>Deadline: 4th February 2024</b>	Land North Of The Bell Plantation Watling Street Towcester

(ii) To note any planning permissions received.

(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 steering group and next steps for applying for the Neighbourhood Plan grant.

b) To note any further updates on major development applications.

11/24

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

<b>Payment Method</b>	<b>Total Amount</b>	<b>Including VAT of</b>	<b>Payee</b>	<b>Details</b>	<b>Power</b>
Online	£67.20	£11.20	DNH Contracts	November Dog Bin Maintenance	Open Spaces Act

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Online	£40.00		Whittlebury Reading Room	Hall Hire fees - January	LGA 1972 s111
Online	£TBC		E Lavers	Clerk Salary – January	LGA 1972 s112
Online	£12.05	£2.01	E Lavers	Reimbursement of monthly virtual landline fee	LGA 1972 s111
Direct Debit	£TBC		HMRC	January Tax	LGA 1972 s111
Online	£12.00	£2.00	DCK Payroll Solutions Ltd	January Payroll	LGA 1972 s111
Online	£156.00	£26.00	Whittlebury Reading Room	Reimbursement of cost to strim the wildlife park	Open Spaces Act
Payments already made from the bank since the last meeting:					
Direct Debit	£137.60		SSE	Street Lighting	Highways Act
Direct Debit	£18.00		Unity Bank	Service Charge	LGA 1972 s111

(ii) To note any receipts of payment.

(iii) To receive details of the latest bank balances.

(iv) To set the precept demand for 2024/25 and sign the PR1 form.

12/24 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.

(iii) Update on Gigaclear reinstatement works.

13/24 To receive a report from the **SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.

14/24 To receive a report from the **READING ROOM LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington.

15/24 To receive an update on the **POLICE LIAISON** role moving forwards and what action is required from that role.

- 16/24 To receive a report from the **STAFFING SUBGROUP** - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.
- 17/24 To receive **OTHER INTERNAL REPORTS** as follows:
- (i) **Whittlebury Good Neighbour Scheme** - Cllr. Harrington, Cllr. Neuhoff.
- 18/24 To receive an update on any faulty **LIGHTING** to report and any other lighting issues.
- 19/24 To discuss any **CORRESPONDENCE** received as follows:
- (i) To review information request from NCALC regarding electrical equipment emergencies.
- (ii) To review notification from 2commune and decide on any action required.
- (iii) To consider **WNC CONSULTATIONS** as follows:
- a. West Northamptonshire Council Draft Budget 2024/25 Consultation – **deadline 23<sup>rd</sup> January 2024.**
- 20/24 To receive any **ITEMS FOR THE NEXT AGENDA.**
- 21/24 To confirm the **DATE, TIME AND PLACE OF THE NEXT MEETING** and **CLOSE** the meeting.



Emma Lavers  
Clerk & Proper Officer of the Council