

WHITTLEBURY PARISH COUNCIL

Parish Office:
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Issued: 6th September 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 12th September 2024 at 7:30 p.m. when the following business will be transacted.

AGENDA

168/24 To receive and approve **APOLOGIES** for absence

169/24 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)*

170/24 To determine any **DISPENSATION REQUESTS** received in advance of the meeting

171/24 To remind members of the **REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS** following any changes, within 28 days of the changes

172/24 To receive and approve for signature the **MINUTES** of the meeting held on 18th July 2024

173/24 **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).*

174/24 To receive a verbal report from the **WEST NORTHANTS UNITARY COUNCILLOR** and take any questions

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

175/24 To review and confirm changes to the following **POLICIES**:

- (i) Risk Management Policy
- (ii) Biodiversity Policy

176/24 To review and update the **RISK ASSESSMENT**

177/24 To decide whether to renew the contract with **CUTTLEFISH** or explore other options

178/24 To review the decision to not have a **SOCIAL MEDIA** presence

179/24

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

Application number	Details	Applicant
2024/3264/FULL	Proposed change of use of buildings from pet/animal keeping, distribution and breeding (Suis Generis) to Class E/Class B1 Deadline: 13th September 2024	Weavers Coving Towcester Road Whittlebury NN12 8TD
TPO 111/1971	Crown lift and reduction to 1x Oak tree Deadline: 25th September 2024	Oak House 6 Park Close Whittlebury NN12 8XE

- (ii) To note planning approval received as follows:

Application number	Details	Location
2024/2270/OUT	Outline application with all matters reserved for single storey extension to the Brooklands Suite with covered delivery & storage area Decision issued: 30th July 2024	Whittlebury Park Golf And Country Club High Street Whittlebury NN12 8WP

- (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 including any items which require a decision
 - b) To note any further updates on major development applications

180/24

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

a) To approve the following payments:

Payment Method	Total Amount	Including VAT of	Payee	Details	Power
Online	£40.00		Whittlebury Reading Room	Room hire – September meeting	LGA 1972, s111
Online	£32.00		R1 Print & Design Ltd	NHP printouts	LGA 1972, s142
Online	£589.68		E Lavers	Salary & Expenses - September	LGA 1972, s112 LGA 1972, s111
Online	£18.00	£3.00	DCK Payroll Solutions Ltd	Payroll - September	LGA 1972, s111
Online	£246.00	£41.00	N J Blackwell	Mowing - August	Open Spaces Act
Online	£252.00	£42.00	PKF Littlejohn LLP	Audit for the year ended 31 March 2024	Accounts & Audit Regs
Payments already made from the bank since the last meeting:					
Direct Debit	£133.51		SSE	Street Lighting	Highways Act
Online	£8370.90	£1674.18	Alpha Furnishings	New chairs and tables for the Reading Room	LGA 1972, s133
Online	£40.00		Whittlebury Reading Room	Room hire – July extraordinary meeting	LGA 1972, s111
Online	£67.20	£11.20	DNH Contracts	Dog bin maintenance - July	Open Spaces Act
Online	£657.68		E Lavers	Salary & Expenses - August	LGA 1972, s112 LGA 1972, s111
Online	£18.00	£3.00	DCK Payroll Solutions Ltd	Payroll - August	LGA 1972, s111
Online	£492.00	£82.00	N J Blackwell	Mowing - July	Open Spaces Act

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Online	£84.00	£14.00	DNH Contracts	Dog bin maintenance - August	Open Spaces Act
Direct Debit	£137.96		SSE	Street Lighting	Highways Act

(ii) To note receipt of payment as follows:

Account	From	Details	Amount
Instant Access	Groundwork UK	NHP Grant	£4780.00

(iii) To receive details of the latest bank balances on 31st August 2024

(iv) To note the reduction in interest rate on the instant access account

(v) To consider **GRANT** request from Whittlebury Karate Club for £400.00 for the World Championships

(vi) To review any matters arising from the **EXTERNAL AUDIT REPORT** from PKF Littlejohn and decide what, if any, action is required

(vii) To consider arrangements and wreaths for **REMEMBRANCE 2024**

(viii) To approve budget for new IT equipment

181/24 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) To review and decide on the **CCTV** proposal – Cllr. Sedgwick, Cllr. Garnor

(iii) To receive an update on **TRAFFIC CALMING**, including Cowpastures Lane, 20mph signs and a request for countdown markers and decide on next steps for the VAS signs – Clerk

(iv) To receive the report from the 2024 **SPEEDWATCH** programme – Clerk

(v) Update on notification to close Buckingham Road and High Street Whittlebury for water works – Clerk

(vi) Update on Cowpastures Lane lay-by, rubbish and waste bin request

(vii) To note condition of hedgerow on The Crescent and decide whether to instruct contractor to cut back in September

182/24 To receive a report from the **SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff, Cllr Garnor

183/24 **READING ROOM LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington

(i) To receive the latest report from the group

184/24 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) To receive a request to create an allotment on the **Wildlife Park** site – Cllr. Harrington

(iv) Update on Village **Emergency Plan** – Cllr. Harrington

(v) Update on **Odours** and to decide any next steps - Cllr. Harrington

(vi) Update on proposal to merge Silverstone and Whittlebury parishes

185/24 To receive an update on **LIGHTING** as follows:

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

186/24 To discuss any **CORRESPONDENCE** received

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

a) Draft Local Transport Plan Consultation – **deadline Thursday 17th October 2024**

b) Climate Change Strategy – **deadline Sunday 29th September 2024**

c) Draft West Northamptonshire Tree and Woods Strategy – **deadline Sunday 13th October 2024**

d) Emergencies: How prepared are you? – **deadline Thursday 31st October 2024**

(ii) To review WNC autumn events from NCALC and confirm attendance, including NCALC AGM

187/24 To receive any **ITEMS FOR THE NEXT AGENDA**

188/24 To confirm the **DATE, TIME AND PLACE OF THE NEXT MEETING** and **CLOSE** the meeting.



Emma Lavers
Clerk & Proper Officer of the Council