

WHITTLEBURY PARISH COUNCIL

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Minutes of the meeting of Whittlebury Parish Council held on **Thursday 7th December 2023** at 7:30 p.m.

Present: Cllr R Harrington (Acting Chair of the council)
Cllr J Garnor
Cllr A Barnett
Cllr M Neuhoff
Cllr K Cunningham
Cllr G Sedgwick

Mrs E Lavers (Clerk to the Council)

		Action
66/23	To receive nominations and ELECT A CHAIR. RESOLVED: That Cllr Harrington be elected Chair for this meeting only and the council will elect a Chair for each meeting.	
67/23	To welcome the NEWLY CO-OPTED COUNCILLOR. The Chair welcomed Gerald Sedgwick to the council.	
68/23	To receive and approve APOLOGIES for absence. None – all members present.	
69/23	To receive DECLARATIONS OF INTEREST under the Council's Code of Conduct related to business on the agenda. It was noted that Cllr Sedgwick had an interest in planning application 2023/7677/TPO , that would come up in 76/23 (i).	
70/23	To determine any DISPENSATION REQUESTS received in advance of the meeting. None received.	

71/23	To remind members of the REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS following any changes, within 28 days of the changes. The Chair reminded all Cllrs.							
72/23	To receive and approve for signature the MINUTES of the meeting held on 9 th November 2023. RESOLVED: That the minutes be signed by the Chair as a correct record of the meeting.	Chair						
73/23	PUBLIC PARTICIPATION SESSION None.							
74/23	To receive a verbal report from the WEST NORTHANTS UNITARY COUNCILLOR and take any questions. Cllr Barter sent his apologies for the meeting.							
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 It was noted that the social media policy needed some wording changes as it currently names the different platforms (of which some have changed). RESOLVED: JG to review the website policy and GS to review the media protocol and the communication protocol. It was agreed to adopt the reviewed policies subject to any agreed changes and review another four policies at the next meeting.	All						
76/23	PLANNING SUBGROUP – Chair, Cllr. Barnett, Cllr. Cunningham: (i) To note any planning permissions received. The following applications were noted as approved: <table border="1" data-bbox="226 1765 1353 2002"> <thead> <tr> <th>Application number</th> <th>Details</th> <th>Applicant</th> </tr> </thead> <tbody> <tr> <td>2023/7081/FULL</td> <td>Two storey side and single storey rear extension</td> <td>15 Vicarage Close Whittlebury NN12 8XR</td> </tr> </tbody> </table>	Application number	Details	Applicant	2023/7081/FULL	Two storey side and single storey rear extension	15 Vicarage Close Whittlebury NN12 8XR	
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2023/7081/FULL	Two storey side and single storey rear extension	15 Vicarage Close Whittlebury NN12 8XR						

2023/7677/TPO	2no. Horse Chestnut trees subject to TPO 111/71: Crown lift by 3m	Brackenfield, 5 Lodge Park Whittlebury NN12 8XG
2023/5229/106V	Deed of Variation relating to S106 attached to planning application. S/2019/0037/MAO Outline application (access included) for redevelopment of existing B1/B2/B8 units with residential development of up to 14 dwellings	Home Farm Church Way Whittlebury West Northamptonshire NN12 8XS

(ii) To note any planning refusals received.

None 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

It was noted that RH had emailed Brenda Stewart to arrange a meeting and he was waiting on a response. Meanwhile, MN, KC and RH would be involved from the parish council.

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

It was noted that AB had recently attended a planning briefing update which was attended by the Assistant Director of Planning at WNC. WNC are actively recruiting new planning officers to fill their vacancies. They have to redo their local plan as they are now a unitary council and the previous one was completed for South Northants. More training will be delivered to parish councils around planning to help with responding to applications. Councillors agreed that currently no feedback is received for the responses, and this would be helpful moving forward.

It was also noted that WNC had responded to the Planning Inspector for the Later Living application at Whittlebury Park, following the appeal by the applicant about the delayed determination. It had included erroneous information suggesting Whittlebury has a bakery/general store.

RESOLVED: To write to the planning inspectorate to advise that there is no bakery or general store in Whittlebury.

Clerk

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

RESOLVED: To approve and make all payments listed above with RH and AB authorising online.

- (ii) To note any receipts of payment.

None.

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

It was noted that the latest bank balances are:

Instant access: £26,906.23

Current: £47,381.01

- (iv) To review proposal to fund a "Welcome to Whittlebury" leaflet for new villagers.

It was suggested that the parish council pays for colour printing of a "Welcome to Whittlebury" leaflet for new villagers. Councillors discussed the requirement and how many would be needed, and it was agreed to find out the cost.

All

79/23	<p>To receive a report from the SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.</p> <p>At the recent community liaison group meeting, Stuart Pringle, Managing Director, gave a report on the latest developments at the circuit. Sustainability credentials are improving and there has been a 20% reduction in emissions. The circuit have been awarded promoter of the year. 70% of tickets had been sold for the 2024 F1 Grand Prix. Escapade was progressing well, and the first apartment will be opening in April 2024. The British Super Bike event had been lost for April 2024.</p> <p>Alison Hill had asked RH and MN (attendees at the last CLG meeting) to ask the parish council for a date for the Whittlebury Annual Village Meeting in 2024 with a view to someone from the Circuit - probably Alex Lacey, Operations Director - attending the meeting to explain the parking arrangements in the village for the British F1 GP in July.</p> <p>It was noted that the 23rd May 2024 would be a good date for the village annual meeting.</p>	
80/23	<p>(i) To receive a report from the READING ROOM LIAISON GROUP - Cllr. Cunningham, Cllr. Harrington.</p> <p>Thanks were formally given to Brenda Stewart for the work on the lottery. It was noted that Reading Room funds were looking better overall and there are sufficient reserves in place. The lottery and recent talk by criminologist, David Wilson, on Friday 17th November 2023 boosted funds and the room hire has brought in more than expected.</p>	
81/23	<p>To decide who will take on the POLICE LIAISON role moving forwards and what action is required from that role.</p> <p>KC advised that enquiries are ongoing.</p>	
82/23	<p>To receive OTHER INTERNAL REPORTS as follows:</p> <p>(i) Whittlebury Good Neighbour Scheme - Cllr. Harrington, Cllr. Neuhoff</p> <p>It was noted that the Christmas Shopping Fayre was a success and made £592.00 minus expenses. A fete will be held in the autumn in 2024.</p>	
83/23	<p>To receive an update on any faulty LIGHTING to report and any other lighting issues.</p> <p>None to report.</p>	
84/23	<p>To discuss any CORRESPONDENCE received as follows:</p> <p>(i) To review grants available from West Northamptonshire Council to fund community transport schemes.</p>	

	<p>It was noted that there is a grant available across West Northamptonshire in the sum of £950K. Most of the Good Neighbour requests are for community transport.</p> <p>RESOLVED: That no further action is required.</p> <p>(ii) To consider WNC CONSULTATIONS as follows:</p> <p>a. Community Governance Review 2023/24 - Phase 1 Consultation – deadline 31st January 2024</p> <p>RESOLVED: To add this to the agenda in January.</p> <p>b. WNC Tree Strategy – deadline 1st January 2024</p> <p>RESOLVED: That no further action is required.</p>	Clerk
85/23	<p>To receive any ITEMS FOR THE NEXT AGENDA.</p> <p>It was noted to add S106 funds and the Community Governance Review 2023/24 - Phase 1 Consultation to the next agenda.</p>	Clerk
86/23	<p><i>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.</i></p> <p>Matters relating to the Clerk’s contract of employment were discussed and agreed.</p>	
87/23	<p>To confirm the DATE, TIME AND PLACE OF THE NEXT MEETING and CLOSE the meeting.</p> <p>RESOLVED: To hold the next meeting of the Council on Thursday 11th January 2023 at 7:30p.m. in The Reading Room.</p> <p>The meeting closed at 9:20 p.m.</p>	

Signed: _____

Date: _____