

## WHITTLEBURY PARISH COUNCIL

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

Tel: 01327 362718  
Web: [www.whittlebury.org.uk](http://www.whittlebury.org.uk)  
E-mail: [clerk@whittlebury.org.uk](mailto:clerk@whittlebury.org.uk)



Minutes of the meeting of Whittlebury Parish Council held on **Thursday 8<sup>th</sup> February 2024** at 7:30 p.m.

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

Mrs E Lavers (Clerk to the council)

Cllr W Barter (Unitary Ward Councillor) and 1 member of the public.

		Action
22/24	To receive nominations and <b>ELECT A CHAIR</b> .  <b>RESOLVED:</b> That Cllr Harrington be elected Chair of the council.	
23/24	To receive and approve <b>APOLOGIES</b> for absence.  Apologies were received from Cllr A Barnett (work commitment).  <b>RESOLVED:</b> To approve Cllr Barnett's absence.	
24/24	To receive <b>DECLARATIONS OF INTEREST</b> under the council's Code of Conduct related to business on the agenda.  None.	
25/24	To determine any <b>DISPENSATION REQUESTS</b> received in advance of the meeting.  None received.	
26/24	To remind members of the <b>REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS</b> following any changes, within 28 days of the changes.  The Chair reminded all Cllrs.	

27/24	To receive and approve for signature the <b>MINUTES</b> of the meeting held on 11 <sup>th</sup> January 2023.  <b>RESOLVED:</b> That the minutes be signed by the Chair as a correct record of the meeting.	<b>Chair</b>
28/24	<b>PUBLIC PARTICIPATION SESSION</b>  None.	
29/24	To receive a verbal report from the <b>WEST NORTHANTS UNITARY COUNCILLOR</b> and take any questions.  Cllr Barter shared that WNC had written to the planning inspectorate regarding the Whittlebury Park Later Living appeal with points for refusal. The appeal will be heard on written representations.  Development of a new local transport plan is underway, and the consultation will likely be in August 2024.  Cllr Barter welcomed the parish councillors to raise any planning concerns with him to call in so that the planning committee could be made aware and review them.  Cllr Barter will find out whether appeals for non-determinations result in the application being approved by default should the appeal be successful.	
30/24	To fill the <b>COUNCILLOR VACANCY</b> by co-option.  Julie Essen expressed interest in the vacancy of the council.  <b>RESOLVED:</b> To co-opt Julie to the council.	
31/24	To review and confirm any changes to the following <b>POLICIES:</b>  (i) Risk assessment policy (ii) Dignity at work policy (iii) FOI revised publications scheme  Cllr Sedgwick has rewritten the three policies. Cllrs discussed some changes to be adopted.  <b>RESOLVED:</b> Cllr Sedgwick to make changes and re-circulate.	<b>GS</b>
32/24	To review recommendation to develop a <b>BIODIVERSITY</b> policy.  It was noted that advice had recently been shared from NCALC regarding biodiversity and councils were advised that they should demonstrate community leadership in this	

	<p>area. It was suggested that one way this could be done is by giving due regard to biodiversity when responding to planning applications.</p> <p><b>RESOLVED:</b> To use the questionnaire provided by NCALC when responding to planning applications. Cllrs Sedgwick and Harrington will develop a policy and bring it back to the council. They will review the model policy on the NCALC website.</p>	<b>GS &amp; RH</b>									
33/24	<p><b>PLANNING SUBGROUP</b> – Chair, Cllr. Barnett, Cllr. Cunningham:</p> <p>(i) To note planning approvals received as follows:</p> <table border="1" data-bbox="240 629 1382 1021"> <thead> <tr> <th data-bbox="240 629 541 667">Application number</th> <th data-bbox="541 629 1129 667">Details</th> <th data-bbox="1129 629 1382 667">Applicant</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 667 541 864"><b>2023/6397/FULL</b></td> <td data-bbox="541 667 1129 864">Demolition of existing garage, new highway entrance/driveway to new detached dwelling with garage and car port, landscaping plus double garage to Oak House</td> <td data-bbox="1129 667 1382 864">Oak House 6 Park Close Whittlebury NN12 8XE</td> </tr> <tr> <td data-bbox="240 864 541 1021"><b>2023/6702/FULL</b></td> <td data-bbox="541 864 1129 1021">Proposed Single Storey Rear, Two Storey Front Extension with Associated Internal and External works</td> <td data-bbox="1129 864 1382 1021">Willow Bank Towcester Road Whittlebury NN12 8XU</td> </tr> </tbody> </table> <p>The above planning approvals were noted.</p> <p>(ii) To note any planning refusals received.</p> <p>None received.</p> <p>(iii) To discuss any other planning matters referred to Full Council:</p> <p style="padding-left: 40px;">a) To receive an update on the Neighbourhood Plan.</p> <p>It was noted that there is now a steering group in place. The council has received a grant of £5220.00 which needs to be spent by 31<sup>st</sup> March 2024. Work begins to draft a history of Whittlebury to be added to the plan.</p> <p style="padding-left: 40px;">b) To note any further updates on major development applications.</p> <p>It was noted that there had been an update with the traffic addendum at Shacks Barn.</p>	Application number	Details	Applicant	<b>2023/6397/FULL</b>	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	<b>2023/6702/FULL</b>	Proposed Single Storey Rear, Two Storey Front Extension with Associated Internal and External works	Willow Bank Towcester Road Whittlebury NN12 8XU	
Application number	Details	Applicant									
<b>2023/6397/FULL</b>	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									
<b>2023/6702/FULL</b>	Proposed Single Storey Rear, Two Storey Front Extension with Associated Internal and External works	Willow Bank Towcester Road Whittlebury NN12 8XU									

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
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

**RESOLVED:** To approve and make all payments listed above with Cllrs Harrington and Neuhoff authorising online.

(ii) To note any receipts of payment.

It was noted that the council had received £5220.00 for the NHP grant.

**RH & MN**

	<p>(iii) To receive details of the latest bank balances.</p> <p>It was noted that the latest bank balances are: Instant access: £27,092.73, Current: £50,414.71.</p> <p>(iv) To approve Year End and Audit training for the Clerk.</p> <p><b>RESOLVED:</b> To approve training for the Clerk and see if there is a councillor version.</p> <p>(v) To approve membership to the SLCC for the Clerk.</p> <p><b>RESOLVED:</b> To approve SLCC membership for the Clerk.</p>	<b>Clerk</b>
35/24	<p>To receive a report from the <b>HIGHWAYS &amp; INFRASTRUCTURE SUBGROUP</b> – Chair, Cllr. Barnett, Cllr. Garnor on the following items:</p> <p>(i) Highway Issues: previously reported and new to report and consider.</p> <p>It was noted that the layby at the Cowpastures Lane junction is littered and there is no bin there.</p> <p><b>RESOLVED:</b> To write to the Highways and Waste team to request a bin to be erected.</p> <p>It was noted that there are tree clippings on the verge and sawdust on the pavement along Towcester Road where a property in Vicarage Close had recently carried out some work.</p> <p><b>RESOLVED:</b> To write to the resident and ask that they clear up the leftover debris.</p> <p>It was also noted that parking on the High Street at the junction of Lodge Park has become dangerous and it was suggested that notes be left on the vehicles and they be reported to the police.</p> <p>(ii) Update on the traffic calming proposals</p> <p>It was noted that the last correspondence from Highways suggested that there wasn't significant speeding through the village and the south end traffic calming had been abandoned. Cllrs were still concerned with the speeding at that end of the village.</p> <p><b>RESOLVED:</b> To write to Highways and ask for the detailed speeding data that had been collected.</p> <p style="padding-left: 40px;">a. To discuss S106 funding available from the Silverstone / MEPC scheme (S/2016/1795/EIA).</p> <p>Cllr Harrington attended a recent S106/CIL webinar organised by NCALC which was useful.</p>	<b>Clerk</b>          <b>Clerk</b>          <b>Clerk</b>

	<p>It was noted that funding should be available from the Silverstone / MEPC scheme (S/2016/1795/EIA). However, it is unclear how much is available and how the council accesses the funding.</p> <p><b>RESOLVED:</b> To find out how to access the funding and how much is available. To ask NCALC for the slides from the recent webinar.</p> <p>(iii) Update on Gigaclear reinstatement works</p> <p>Cllr Harrington advised that Gigaclear had acknowledged that there was still golden gravel to be relayed in places. Gary Mackintosh at Gigaclear is meeting the contractors on a weekly basis and they have been booked back in for completion of works. Gary advised that the contractors will be fined if the work is not completed in a timely fashion.</p>	<b>Clerk</b>
36/24	<p>To receive a report from the <b>SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP</b> - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.</p> <p>It was noted that there had been a standalone meeting with the circuit today (08/02/24) to discuss traffic management plans for the British F1 Grand Prix and the MotoGP. The main routes through the village will be coned and parking restrictions will be in place and enforced, however there are some decisions to be made by the 1<sup>st</sup> of April 2024 on what to do with side roads.</p> <p>There will then be a standalone meeting in May, likely the week before the annual village meeting, for the circuit to present the finalised traffic management plan to the village. Alex Lacey, Operations Director at the circuit, will join us for the annual village meeting on 23<sup>rd</sup> May 2024.</p> <p><b>RESOLVED:</b> To add the traffic management discussion to the agenda for the March meeting and notify residents on Facebook to encourage participation in the decision.</p>	<b>Clerk</b>
37/24	<p>To receive a report from the <b>READING ROOM LIAISON GROUP</b> - Cllr. Cunningham, Cllr. Harrington.</p> <p>It was noted that revised plans for the disabled toilet had been received from the builder and were going to be discussed at a Reading Room Management Committee meeting on Thursday 15<sup>th</sup> February 2024.</p> <p>The accounts were filed with the charity commission on 31/01/24. Cllr Neuhoff will share them with the Clerk.</p>	<b>MN</b>
38/24	<p>To receive an update on the <b>POLICE LIAISON</b> role moving forwards and what action is required from that role.</p> <p>Cllr Cunningham had been in touch with the police liaison and is organising a date to meet with them.</p>	

39/24	<p>To receive <b>OTHER INTERNAL REPORTS</b> as follows:</p> <p>(i) <b>Whittlebury Good Neighbour Scheme</b> - Cllr. Harrington, Cllr. Neuhoff</p> <p>It was noted that there has been an increased demand, and more drivers are needed. Cllr Harrington asked anyone who is interested in becoming a volunteer driver to contact him.</p>	
40/24	<p>To receive an update on <b>LIGHTING</b> as follows:</p> <p>(i) Any faulty lighting to report and any other lighting issues.</p> <p>Nothing new to report.</p> <p>(ii) To review street lighting testing requirement.</p> <p>It was noted that £300.00 was earmarked at 31/03/23 for street light testing. This is unlikely to cover the cost to test all streetlights.</p> <p><b>RESOLVED:</b> The Clerk will find out more information about the requirement and costing and bring it back to the council.</p>	<b>Clerk</b>
41/24	<p>To discuss any <b>CORRESPONDENCE</b> received as follows:</p> <p>(i) To review update on 2commune and decide on any action required.</p> <p>It was noted that the council now has the option to do nothing as Cuttlefish have taken over the contract from 2Commune and will honour current contracts until they are due for renewal. The council's contract isn't due for renewal until November 2024.</p> <p>(ii) To receive update on Section 136 Mowing Grant.</p> <p>The council have been advised that the grant requires a refresh and so there is a hold on sending letters out until a review has taken place.</p> <p>(iii) To review email from Andrea Leadsom regarding litter picking.</p> <p>Andrea Leadsom had written to the council to advise that she was keen to hear about litter picking activities and would join any efforts if requested.</p> <p>(iv) To consider <b>WNC CONSULTATIONS</b> as follows:</p> <p>a. Local Cycling and Walking Infrastructure Plans – <b>deadline Sunday 25<sup>th</sup> February 2024.</b></p>	

	<p>Cllr Harrington had been on a couple of webinars about these plans, and this was now out for consultation.</p> <p><b>RESOLVED:</b> Cllr Harrington to complete the survey for the council.</p> <p>b. Post-16 Transport Policy Statement Consultation 2024 – <b>deadline Monday 1<sup>st</sup> April 2024.</b></p> <p>It was noted that this consultation is likely to affect the school children in the village if costs are to rise for the current transport to Sponne School.</p> <p><b>RESOLVED:</b> As the consultation deadline isn't until April, this will be added to the next agenda and advertised to residents on Facebook to come along and share their views, so the council can make representation for those affected.</p>	<p><b>RH</b></p> <p><b>Clerk</b></p>
42/24	<p>To confirm date for the annual village meeting and make plans for any guests.</p> <p>The date is confirmed for 23<sup>rd</sup> May 2024. This is a meeting for the village, where clubs are invited to come along and share what's been going on throughout the year. Alex Lacey, Operations Director at the circuit, will join us.</p>	
43/24	<p>To receive any <b>ITEMS FOR THE NEXT AGENDA.</b></p> <p>It was noted to add the following items to the next agenda:</p> <ul style="list-style-type: none"> <li>• Silverstone F1 Traffic Management Plan</li> <li>• Post-16 Transport Policy Statement Consultation 2024</li> <li>• D-Day arrangements</li> </ul>	<p><b>Clerk</b></p>
44/24	<p>To confirm the <b>DATE, TIME AND PLACE OF THE NEXT MEETING</b> and <b>CLOSE</b> the meeting.</p> <p><b>RESOLVED:</b> To hold the next meeting of the council on Thursday 14<sup>th</sup> March 2024 at 7:30p.m. in the Reading Room.</p> <p>The meeting closed at 9:20 p.m.</p>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_