

## WHITTLEBURY PARISH COUNCIL

Parish Office:  
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Minutes of the meeting of Whittlebury Parish Council held on **Thursday 11<sup>th</sup> January 2024** 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)

Cllr W Barter (Unitary Ward Councillor) and 3 members of the public.

		Action
01/24	To receive nominations and <b>ELECT A CHAIR</b> .  <b>RESOLVED:</b> That Cllr Harrington be elected Chair for this meeting only and the council will elect a Chair for each meeting.	
02/24	To receive and approve <b>APOLOGIES</b> for absence.  None – all members present.	
03/24	To receive <b>DECLARATIONS OF INTEREST</b> under the Council's Code of Conduct related to business on the agenda.  None.	
04/24	To determine any <b>DISPENSATION REQUESTS</b> received in advance of the meeting.  None received.	

05/24	<p>To remind members of the <b>REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS</b> following any changes, within 28 days of the changes.</p> <p>The Chair reminded all Cllrs. It was noted that Cllr Neuhoff is resubmitting her form as WNC had not filed the information and Cllr Sedgwick is also submitting the form to WNC.</p>	
06/24	<p>To receive and approve for signature the <b>MINUTES</b> of the meeting held on 7<sup>th</sup> December 2023.</p> <p><b>RESOLVED:</b> That the minutes be signed by the Chair as a correct record of the meeting.</p>	<b>Chair</b>
07/24	<p><b>PUBLIC PARTICIPATION SESSION</b></p> <p>A member of the public asked for an update on the outcome of a recent meeting between Andrea Leadsom, Whittlebury Hall and the landowner, Gary Hogg regarding the village odours and the possibility of laying a gravity sewer from Whittlebury Hall to the Washbrook Spinney pumping station that in part would cross Mr. Hogg's land. The Chair noted that the council didn't think this meeting had gone ahead.</p>	
08/24	<p>To receive a verbal report from the <b>WEST NORTHANTS UNITARY COUNCILLOR</b> and take any questions.</p> <p>Cllr Barter shared that the budget consultation for WNC was live, and he encouraged people to go online and have their say. He also shared that he had been at the planning committee meeting that evening and a planning application that sits outside the village confines of another village in West Northants has just been rejected.</p>	
09/24	<p>To review and confirm any changes to the following <b>POLICIES:</b></p> <ul style="list-style-type: none"> <li>(i) Correspondence</li> <li>(ii) Council privacy policy notice</li> <li>(iii) WPC CCTV</li> <li>(iv) Complaints procedure</li> </ul> <p>It was noted that the council is currently reviewing all policies and re-adopting en-bloc with 3 left to review next month. GS had reviewed the communication protocol and the media policy and suggested that the correspondence policy is obsolete as it is incorporated within these existing policies.</p> <p>It was also noted that the council uses NCALC as the Data Protection Officer and the Clerk was asked to find out how often NCALC audit us on data protection.</p>	<b>Clerk</b>

	<p><b>RESOLVED:</b> To remove the correspondence policy as it is obsolete. It was also agreed to adopt the privacy policy, CCTV policy and complaints procedure subject to any agreed changes and review the final 3 policies at the next meeting. GS to review the final 3 policies ahead of the next meeting. JG and GS will redraft the website policy.</p>	<b>All</b>												
10/24	<p>(i) To receive a report from the <b>PLANNING SUBGROUP</b> on the following applications and decide how to respond – Chair, Cllr. Barnett, Cllr. Cunningham:</p> <table border="1" data-bbox="242 510 1383 902"> <thead> <tr> <th>Application number</th> <th>Details</th> <th>Applicant</th> </tr> </thead> <tbody> <tr> <td><b>WNS/2021/1819/EIA</b></td> <td>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></td> <td>Land North of The Bell Plantation Watling Street Towcester</td> </tr> </tbody> </table> <p>It was noted that the applicant had re-run the traffic modelling and concluded that there would be no significant impact, despite acknowledging that the traffic queueing at the A43 roundabouts would increase tenfold. It was also noted that ‘Save Towcester Now’ had submitted a response.</p> <p><b>RESOLVED:</b> That AB will draft a response from the council and share with Councillors and the Clerk for agreement and submission.</p> <p>(ii) To note any planning permissions received.</p> <p>The following application was noted as approved by WNC:</p> <table border="1" data-bbox="242 1413 1367 1648"> <thead> <tr> <th>Application number</th> <th>Details</th> <th>Applicant</th> </tr> </thead> <tbody> <tr> <td><b>WNS/2023/0250/FULL</b></td> <td>Proposed Single Part Two Storey Rear Extension, Carport and Outbuilding, Associated Internal/External works.</td> <td>74 High Street Whittlebury Northamptonshire NN12 8XJ</td> </tr> </tbody> </table> <p>(iii) To note any planning refusals received.</p> <p>None received.</p> <p>(iv) To discuss any other planning matters referred to Full Council:</p> <p>a. To receive an update on the steering group and next steps for applying for the Neighbourhood Plan grant</p>	Application number	Details	Applicant	<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	Application number	Details	Applicant	<b>WNS/2023/0250/FULL</b>	Proposed Single Part Two Storey Rear Extension, Carport and Outbuilding, Associated Internal/External works.	74 High Street Whittlebury Northamptonshire NN12 8XJ	<b>AB</b>
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It was noted that RH and Brenda Stewart had submitted an application to Locality for a grant of £5220 for preparation of the Neighbourhood Plan, and this must be spent by 31<sup>st</sup> March 2024. A steering group meeting is scheduled for Tuesday 16<sup>th</sup> January 2024 in the Reading Room and Michael Wellock will join virtually.

**RESOLVED:** To find out whether the money needs to be paid or committed by 31<sup>st</sup> March 2024.

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

None.

**RH**

11/24

- (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	December Dog Bin Maintenance	Open Spaces Act
Online	£40.00		Whittlebury Reading Room	Hall Hire fees - January	LGA 1972 s111
Online	£629.40		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	£157.40		HMRC	January Tax	LGA 1972 s111
Online	£24.00	£4.00	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

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

**All**

	<p>(ii) To note any receipts of payment.</p> <p>It was noted that the council had received £186.50 interest into the instant access account on 31/12/2023.</p> <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: £46,560.51</p> <p>(iv) To set the precept demand for 2024/25 and sign the PR1 form.</p> <p><b>RESOLVED:</b> To approve the precept demand at £30,855.00 as set out by the Finance subgroup, and the Chair and Clerk to sign the PR1 form.</p>	<b>All</b>
12/24	<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 Speed Watch will go ahead again this year.</p> <p>(ii) Update on the traffic calming proposals</p> <p>No update since last month.</p> <p>(iii) Update on Gigaclear reinstatement works</p> <p>It was noted that the works appear to be incomplete, and no response had been received to emails.</p> <p><b>RESOLVED:</b> RH to email Gary Mackintosh at Gigaclear again to seek clarification.</p>	<b>RH</b>
13/24	<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 CLG meeting dates have been set for 2024 with the next one scheduled for 29<sup>th</sup> February 2024. The MEPC meeting normally precedes the CLG meeting on the same day, however they will now meet virtually on 27<sup>th</sup> February 2024. There is an additionally meeting scheduled for 8<sup>th</sup> February 2024 to meet with the traffic management team to review plans for the F1 Grand Prix and the Moto GP.</p>	

14/24	<p>To receive a report from the <b>READING ROOM LIAISON GROUP</b> - Cllr. Cunningham, Cllr. Harrington.</p> <p>It was noted that the accounts had been completed and an independent report carried out by Philip Holt. As the sole trustee, the parish council are required to sign off the accounts.</p> <p><b>RESOLVED:</b> That the accounts be signed by the Chair and a copy will be provided to the Clerk for filing. The accounts will be submitted to the Charity Commission where they can be viewed publicly.</p> <p>The quote has been received for the refurbishment of the toilets and will be reviewed shortly.</p>	Chair/MN
15/24	<p>To receive an update on the <b>POLICE LIAISON</b> role moving forwards and what action is required from that role.</p> <p>KC advised that enquiries are ongoing.</p>	
16/24	<p>To receive a report from the <b>STAFFING SUBGROUP</b> - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.</p> <p>It was noted that the staffing subgroup held a meeting with the Clerk on Tuesday 9<sup>th</sup> January 2024. The meeting went well, and the Clerk is going to look into the use of MS Teams for the parish council as a secure method of communication and document sharing. She will also sign up to SLCC membership and look to commence the CILCA qualification.</p>	
17/24	<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 was a healthy profit of approx. £450.00 from the Christmas fayre. There are still one or two requests a week for support from the Good Neighbour Scheme. The summer fete will potentially clash with the open gardens and so there will be an autumn fayre instead.</p>	
18/24	<p>To receive an update on any faulty <b>LIGHTING</b> to report and any other lighting issues.</p> <p>It was noted that a resident reported a faulty streetlight in Lodge Park. Streetlight 31 was fixed on 10/01/24 and the resident has been informed.</p> <p>AB advised that there seems to be another faulty light on Towcester Road at the corner of Sholebroke.</p> <p><b>RESOLVED:</b> AB to confirm whether light is faulty and notify the clerk to organise repair.</p>	AB

