

## WHITTLEBURY PARISH COUNCIL

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Minutes of the meeting of Whittlebury Parish Council held on **Thursday 14<sup>th</sup> March 2024** at 7:30 p.m.

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

Mrs E Lavers (Clerk to the council)

Cllr W Barter (Unitary Ward Councillor) and 11 members of the public.

		Action
45/24	To welcome the <b>NEWLY CO-OPTED COUNCILLOR</b> .  Cllr J Essen was welcomed to the council.	
46/24	To receive and approve <b>APOLOGIES</b> for absence.  Apologies were received from Cllr G Sedgwick (providing aid to Ukraine).  <b>RESOLVED:</b> To approve Cllr Sedgwick's absence.	
47/24	To receive <b>DECLARATIONS OF INTEREST</b> under the council's Code of Conduct related to business on the agenda.  It was noted that RH had a personal interest in item 57/24 (i) a.	
48/24	To determine any <b>DISPENSATION REQUESTS</b> received in advance of the meeting.  None received.	
49/24	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. It was noted that all councillors were now listed on the register of interest on WNC's website.	
50/24	To receive and approve for signature the <b>MINUTES</b> of the meeting held on 8 <sup>th</sup> February 2024.  <b>RESOLVED:</b> That the minutes be signed by the Chair as a correct record of the meeting.	<b>Chair</b>
51/24	<p><b>PUBLIC PARTICIPATION SESSION</b></p> <p>It was noted that several members of the public were in attendance regarding the F1 traffic management plan and the upcoming closure of the A413 for water works.</p> <p><b>A413 closure:</b></p> <p>The Chair addressed the A413 closure and explained that the PC had been notified before Christmas of an upcoming closure. It was noted that the council and the Ward Councillor had been in contact with WNC and Anglian Water to understand the extent of the works and the possible effects on the local community. WNC having been in contact with Anglian Water, had received no reply. Despite the works originally having been planned for March 2024, this had not been confirmed. Anglian Water are still in the stages of enablement and with no actual start date agreed from Bucks Highways. They have carried out some external stakeholder liaison with the likes of Silverstone Circuit, Whittlebury Park Hotel, Golf and Spa and Whittlebury Primary school which has all been positive and have plans agreed in principle. They are in the process of creating a comms plan for the wider community affected and local parish councils, but before doing so they need to understand dates of when they would be granted the permits from Bucks Highways who have presented them with some challenges on delivery before they do.</p> <p><b>Shacks Barn &amp; Local Plan update:</b></p> <p>Brenda Stewart from SWRA shared an update on the Shacks Barn application. Another traffic amendment had been received from Clowes, the developers, to which Hayley Usher from WNC highways had responded in detail. Also, SWRA had sent a response to Dan Callis, the case officer at WNC. It was noted that the application was missing traffic flows through Whittlebury and sustainable transport for people working at the site.</p> <p>The draft WNC local plan is going to full council next week. Of note is that Shacks Barn and the Furtho Pit development have been isolated from the other large Towcester developments. There is a strong reference to specialist services e.g. residential homes being close to amenities. Brenda asked that people put together responses and submit once the consultation is open in April 2024.</p>	

52/24	<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 new Local Plan has now reached draft form, and is to be submitted to full council, with a view to starting consultation in April. It has 389 pages, and the key take was that housing development to 2035 is to be concentrated in Northampton, with towns such as Towcester and Brackley having taken their share over the last few years. With respect to employment areas, though, Furtho Pit and Shack’s Barn still feature, with further potential development around junctions 15 and 15A.</p> <p>The other important news is the council budget. As is a legal requirement, WNC has set a balanced budget that features a 4.99% increase. The budget balances through strict control of costs, though some of the biggest expenditure is demand-led, such as the Children’s Trust where WNC simply must pay what they spend. This sounds, and is, a big risk, and WNC as the council are working closely with the Trust to try and minimise it.</p> <p>As to the current year, the expectation is of a small overspend, £3.5 million at the last count, or rather less than 1%, but the things that improve on this tend to kick in at the last moment, so the likelihood is that it will improve by the end of the financial year.</p>	
53/24	<p>To discuss and agree <b>D-DAY</b> arrangements.</p> <p>It was noted that the 80<sup>th</sup> anniversary of the D-Day landings is the 6<sup>th</sup> June 2024 and there are big plans to mark the anniversary nationally. There will be an event at The Reading Room starting at 6.30pm on Thursday 6<sup>th</sup> June 2024. There will be refreshments and at 7pm there will be a sing-along. At 9.15pm the beacon will be lit on the playing field.</p>	
54/24	<p>To receive an update and confirm any changes to the following <b>POLICIES</b>:</p> <ul style="list-style-type: none"> <li>(i) Risk assessment policy</li> <li>(ii) Dignity at work policy</li> <li>(iii) FOI revised publications scheme</li> <li>(iv) Biodiversity policy</li> </ul> <p><b>RESOLVED:</b> To readopt the risk assessment policy. dignity at work policy and FOI revised publications scheme with amendments to be made later and to move the biodiversity policy to the next agenda.</p>	<b>Clerk</b>
55/24	<p><b>PLANNING SUBGROUP</b> – Chair, Cllr. Barnett, Cllr. Cunningham:</p> <ul style="list-style-type: none"> <li>(i) To note any planning approvals received. None.</li> <li>(ii) To note any planning refusals received. None.</li> </ul>	

(iii) To discuss any other planning matters referred to Full Council:

a) To receive an update on the Neighbourhood Plan.

It was noted that the next meeting of the steering group was set for Tuesday 19<sup>th</sup> March 2024. Michael Wellock had produced a Planning Policy and Evidence Base Review document for the group to review. The group had been looking at other local plans and found a common theme of setting the scene. A brief history of Whittlebury had been written by a local archivist, Kate Movsessian.

b) To discuss the Local Highways response on Shacks Barn and decide on any next steps.

It was noted that the applicant had produced another transport assessment and local highways had responded. Little had changed in the concept and SWRA have produced an excellent response. SWRA recommended that the council writes to Hayley Usher at WNC Highways to ask about traffic flows along the A413 (Whittlebury High Street and Towcester Road) and Church Way, along with sustainable transport and traffic calming.

**RESOLVED:** To write to Hayley Usher at Highways to ask about traffic modelling along the A413 (Whittlebury High Street and Towcester Road), along with sustainable transport and traffic calming.

c) To discuss the upcoming appeal hearing for the Whittlebury Later Living application and decide on any action required.

It was noted that the appeal hearing is scheduled for 8<sup>th</sup> May 2024. Cllr Barter will enquire about attending. The Parish Council would like to attend and make a representation. Cllrs Cunningham and Barnett will check whether they can attend, and the council will discuss and confirm at the next meeting in April.

d) To note any further updates on major development applications.  
None.

Clerk

56/24 (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	£84.00	£14.00	DNH Contracts	February Dog Bin Maintenance	Open Spaces Act
Online	£40.00		Whittlebury Reading Room	Hall Hire fees – March	LGA 1972 s111
Online	£433.40		E Lavers	Clerk Salary – March	LGA 1972 s112

	£76.28			Expenses	LGA 1972 s111	
Direct Debit	£3.97		HMRC	January Employer's NI March Tax	LGA 1972 s111	
	£108.40					
Online	£12.00	£2.00	DCK Payroll Solutions Ltd	March Payroll	LGA 1972 s111	
Online	£192.00	£32.00	Forde & McHugh Ltd	Street Light Repair (Towcester Rd)	Highways Act	
Online	£154.00		SLCC	Membership Fee	LGA 1972 s143	
Payments already made from the bank since the last meeting:						
Direct Debit	£137.60		SSE	Street Lighting	Highways Act	
Direct Debit	£137.60		SSE	Street Lighting	Highways Act	
<p><b>RESOLVED:</b> To approve and make all payments listed above with Cllrs Harrington and Neuhoff authorising online.</p> <p>(ii) To note any receipts of payment. None.</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: £48,882.65.</p> <p>(iv) To approve Year End and Audit training for Cllr Neuhoff at £33+VAT.</p> <p><b>RESOLVED:</b> To approve this training for Cllr Neuhoff and book.</p> <p>(v) To review and approve N J Blackwell's 2024 season quote for grass cutting.</p> <p><b>RESOLVED:</b> To approve the quote at £205+VAT per cut.</p>						
57/24	To receive a report from the <b>HIGHWAYS &amp; INFRASTRUCTURE SUBGROUP</b> – Chair, Cllr. Barnett, Cllr. Garnor on the following items:					
	(i) Highway Issues: previously reported and new to report and consider:					

**RH  
& MN**

**Clerk**

**Clerk**

	<p>It was noted that the police ANPR camera had been repaired.</p> <p>a. To discuss advisory 20mph boards for use on Church Way.</p> <p>It was noted that there had been lobbying from residents for a 20mph speed limit on Church Way and WNC Highways had confirmed that advisory signs were now available, however there are some important rules to follow in implementing them.</p> <p><b>RESOLVED:</b> To write to Helen Howard and request advisory signs for Church Way.</p> <p>b. To discuss next steps on a waste bin for the lay-by at Cowpastures Lane.</p> <p>It was noted that WNC Highways had informed the PC that waste bins were not a matter for them and it was now more common for PCs to take this on. The refuse team's details were provided as an alternative solution and the clerk submitted an online report regarding the lay-by. The clerk reported that the refuse team had responded and confirmed that they would clean up the area and monitor it over several weeks. They advised that they had been removing bins from problem lay-bys as the presence of a bin was attracting littering.</p> <p>(ii) Update on the traffic calming proposals:</p> <p>a. To discuss S106 funding available from the Silverstone / MEPC scheme (S/2016/1795/EIA).</p> <p>It was noted that the clerk was awaiting a response from Helen Howard, and this will be added to the next agenda.</p> <p>(iii) Update on Gigaclear reinstatement works</p> <p>A member of the public advised that the contractors had been out in the past 4 weeks, but that the work still appeared incomplete.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
58/24	<p>To receive a report from the <b>SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP</b> - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff.</p> <p>The clerk had received email correspondence from a resident regarding the F1 traffic management plan, which included: the purpose of the resident's access passes, the requirement for more traffic enforcement throughout Thurs – Sun/Mon, understanding Whittlebury Park's traffic management plan, taxi management and monitoring of events during the F1 weekend.</p> <p>It was noted that the CLG had been in discussion with Silverstone Circuit and working with them on all the points above. The traffic management team were working to make changes to the residents' access pass to deter misuse. Traffic enforcement will be increased and be in place each day. It was noted that Whittlebury Park have a holding</p>	

	<p>area, and this should be opened earlier to reduce the traffic on the A413. The taxi issue is being remedied to avoid a repeat of last year.</p> <p>It was noted that the Circuit will be holding an event at The Reading Room in May (date TBC) to share the traffic management plans, ensure everyone is aware of them and answer any questions.</p> <p>It had been confirmed that despite the planned closure for major drain works by Anglian Water, the A413 will be open for the F1.</p> <p>It was noted that Stuart Timmiss (new Chair of the IAG) had offered to meet with the PC.</p> <p><b>RESOLVED:</b> To ask if Stuart Timmiss can attend the F1 event in May.</p> <p>(i) To decide what to do with the side roads in the village over the F1 Grand Prix weekend i.e. which will be coned and have parking enforcement in place.</p> <p>Members of the public shared their thoughts on the coning of side streets with all agreeing that they would like the side streets to be coned and traffic enforcement in place.</p> <p>It was requested by councillors that “parking suspended” notices be put on lamp posts at appropriate locations.</p> <p><b>RESOLVED:</b> To ask Silverstone Circuits to proceed with coning all side streets in addition to the main routes and request that “parking suspended” notices be put on lamp posts at appropriate locations.</p>	<p><b>Clerk</b></p> <p><b>CLG</b></p>
59/24	<p>To receive a report from the <b>READING ROOM LIAISON GROUP</b> - Cllr. Cunningham, Cllr. Harrington.</p> <p>It was noted that The Reading Room is run by a management committee with the PC as the sole trustee. The committee reported that they are financially stable despite running at a deficit. It was noted that Oct-Jan saw large energy costs of £700+ per month. Lettings are ahead of projections. Funding opportunities continue to be explored and it was noted that previous applications had been rejected. Cllr. Neuhoff continues to work on this. Silverstone Circuit has offered £20K matched funding. It was reported that the charity was running at only a very modest deficit and currently had sufficient funds. The management committee are keeping a careful check and keeping costs to a minimum. It had previously been raised that the trustee should establish separate meetings, but this had been disputed by Philip Holt, the independent auditor.</p> <p><b>RESOLVED:</b> To ensure all sole trustee obligations are being met. The PC will seek further guidance from NCALC, and a written report will be provided by the management committee to the PC each month.</p>	<p><b>Clerk/RH</b></p>

60/24	<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 met with the PCSO (Matt Taylor). It was noted that there had been several break-ins in the car park at Whittlebury Hall. Matt is going to make more visits to the village and will try to attend The HUG coffee mornings. There is a new supervisor at Towcester who is keen to get out to the local villages.</p> <p><b>RESOLVED:</b> To share the content provided by Matt on burglary prevention and rural crime and add his contact information to the website and Whittlebury World.</p>	Clerk/RH
61/24	<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 more drivers are still needed. The AGM will be held on Sunday 21<sup>st</sup> April 2024 in The Reading Room at 2.30pm with a subsequent talk on cybersecurity and the prevention of scamming attacks which will be open to the whole village. It was also noted that the decision had been made not to hold a summer or autumn fete this year, however the Christmas fayre will likely go ahead.</p>	
62/24	<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> <ol style="list-style-type: none"> <li>a. Update on Lodge Park SL31</li> <li>b. Update on Lees Close SL29</li> <li>c. Update on Towcester Rd SL40</li> </ol> <p>It was noted that SL31 had now been repaired twice in a couple of weeks, and the contractor has only charged once. We are awaiting confirmation and invoice for SL29 and SL40 has been repaired and invoiced.</p> <p>(ii) To receive update on street lighting testing requirement.</p> <p>It was noted that there have been several faulty lights for repair as listed above and these were costly at £192.00 +VAT per repair. Best practice for streetlight testing appears to be every 6 years. According to the asset register, the PC is responsible for 51 streetlights within the village. Last month it was reported that the council had earmarked £300 for streetlight testing on 31<sup>st</sup> March 2023. The clerk obtained a quote for streetlight testing from the contractors and the quote provided is £2295 +VAT. This had not been budgeted for the 2024/25 budget and the precept demand had already been set. Therefore, the council will have to look at budgeting this appropriately when it looks at, and sets, the 2025/26 budget this coming Nov/Dec.</p>	



63/24	<p>To discuss any <b>CORRESPONDENCE</b> received as follows:</p> <p>(i) To review Pocket Woodlands proposal from Kier.</p> <p>It was noted that Kier had written to the council with a proposal to provide 10 trees in an area of the council’s choosing. Councillors discussed that the only space available would be the wildlife park, however the lease does not allow for planting.</p> <p><b>RESOLVED:</b> To write to the landowner, Michael Foster to see if the lease can be amended to grant this planting.</p> <p>(ii) To consider <b>WNC CONSULTATIONS</b> as follows:</p> <p>a. Post-16 Transport Policy Statement Consultation 2024 – <b>deadline Monday 1<sup>st</sup> April 2024.</b></p> <p>It was noted that no residents had attended the meeting to share their thoughts on this consultation. Cllr Harrington shared that he would be happy to respond on behalf of the council and Cllr Garnor shared that he had responded as a councillor and requested that the cost does not get increased.</p> <p>b. To discuss WNC’s local plan and review the Rural Settlement Hierarchy questionnaire – <b>deadline Tuesday 2nd April 2024.</b></p> <p>Councillors reviewed the questionnaire which had been pre-filled by Cllr Barnett in advance of the meeting. It was noted that we are designated a small village and the questionnaire had last been completed 10 years ago.</p> <p><b>RESOLVED:</b> Additional points will be added, and Cllr Barnett will share with the clerk for submission.</p> <p>c. Plans to improve Air Quality – <b>deadline Sunday 17<sup>th</sup> March 2024.</b></p> <p>It was noted that the deadline had been extended to 1<sup>st</sup> April 2024.</p> <p><b>RESOLVED:</b> Cllr Harrington to respond on behalf of the council.</p>	<p>RH</p> <p>AB/Clerk</p> <p>RH</p>
64/24	<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>• Local Plan consultation review</li> <li>• Policies remaining, including biodiversity policy</li> <li>• S106 funding available from the Silverstone / MEPC scheme (S/2016/1795/EIA).</li> <li>• Whittlebury Park appeal hearing</li> </ul>	<p>Clerk</p>

65/24	<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 11<sup>th</sup> April 2024 at 7:30p.m. in the Reading Room.</p> <p>The meeting closed at 9:31 p.m.</p>	
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Signed: \_\_\_\_\_

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