



Clerk: Miss Fiona Young, 32 Holdenby Road, Spratton, Northampton. NN6 8JD  
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**Minutes of the Annual Council Meeting  
 Held on Thursday May 21st 2020 at 7:30pm  
 By remote link using Zoom.**

**Due to the Covid-19 pandemic the parish council met using Zoom with members of the public being invited to attend.**

**The meeting paused at 8pm so that attendees can join the Clap for Carers.**

**Members Present:** Parish Councillors Linda Hook (Chair), Anne Davies, Juliette Dunkley and Stephen Tomlinson, John Smyth, Richard Matthews and Gurdip Kaur.

**Also present:** Mr Chris Harte and one other member of the public.

| Item no |   |
|---------|---|
| 20/057  | <p><b>Election of Chairman for the forthcoming year and to receive the sign the Declaration of Acceptance of Office Form</b></p> <p>The current Chairman, Mrs Linda Hook, indicated that she was prepared to stand for a second term to allow some continuity in the run up to the 2021 elections. Cllr Hook's nomination was seconded by Cllr Kaur, the motion was voted against with 3 votes For and 4 Against. Cllr Smyth proposed that Cllr Tomlinson is elected as Chairman for the coming year, this proposal was seconded by Cllr Davies. The motion was carried with a vote of 4 For and 3 Against. Cllr Tomlinson was elected as Chairman.</p> |
| 20/058  | <p><b>Election of Vice Chairman</b></p> <p>Cllr Matthews was elected as Vice Chairman.</p>  |
| 20/059  | <p><b>To receive any apologies for absence and approve reasons for absence</b></p> <p>Cllr Brian Oldham gave his apologies for not attending the remote meeting.</p>  |
| 20/060  | <p><b>Notification of the resignation of Cllr Steve Cross and confirmation that procedures to fill the vacancy have begun.</b></p> <p><b>1. Resolution to agree a closing date for applications.</b></p> <p>It was <b>Resolved</b> to agree the date of June 12<sup>th</sup> as the closing date for applications, they would then be considered in the meeting on June 18<sup>th</sup> 2020.</p>   |
| 20/061  | <p><b>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda</b></p> <p>None received</p>  |
| 20/062  | <p><b>To approve and sign the Minutes of the Council Meeting held on April 16th 2020</b></p> <p>It was Resolved to approve the minutes of the meeting held on April 16th 2020 having previously been circulated, they will be signed by the Chairman when possible. Cllr Matthews</p>   |

|   | stated that the footpath referred to in min ref 20/049 is the bridleway that runs down Towcester Road, passed the crematorium and under the M1, named BH1.  |   |               |             |               |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
|---|---|---|---------------|-------------|---------------|--|--|--|-------|-------------|-----------|-----|--------|----|-------------|-------------------|--------|--|--------|----|------|------------|--------|--|--------|----|-------|------------------------------------|------|------|------|----|-------|----------------------------------|------|------|------|----|------------|---------------------|-------|------|-------|----|--------|------------|-------|------|-------|--|--|------------------------------|---------------|-------------|---------------|
| 20/063                                    | <b>Public Session</b><br>No comments.   |   |               |             |               |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| 20/064                                    | <b>To Receive Reports from</b><br>a Police Representative, Police report from April 2020. Vehicle damage – 3 No other crimes reported.<br><br>b Borough Councillor. Nothing to report<br>c County Councillors. Nothing to report  |   |               |             |               |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| 20/065                                    | <b>To receive and approve the year end accounts and the Annual Return.</b><br>1. Resolution to sign and approve Section 1 of the Annual Governance Statement. To comply with social distancing, Section 1 will be printed off by the Chairman after the meeting, signed and scanned to the Clerk.<br>Section 1 of the Agar was circulated to all councillors prior to the meeting. The Clerk was asked to tick Yes for each statement and it was Resolved to approve Section 1.<br>2. Resolution to sign and approve Section 2 of the Annual Governance Statement, the Accounting Statement. This will be signed as above and returned to the Clerk by email.<br>Section 2 was circulated to all councillors prior to the meeting, it was Resolved to approve Section 2 of the Agar.<br><br>3. To receive the Internal Audit report and agree any action if required.<br>The Clerk reported that the Internal Audit report had been received and circulated to all councillors. Some minor points were identified but no actions needed.  |   |               |             |               |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| 20/066                                    | <b>Financial Matters</b><br>1. To authorise the new payments listed below<br><br><table border="1"> <thead> <tr> <th colspan="6"><u>Internet Banking Payments May 2020</u></th> </tr> <tr> <th></th> <th>PAYEE</th> <th>DESCRIPTION</th> <th>NET VALUE</th> <th>VAT</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>BP</td> <td>Fiona Young</td> <td>Salary + Expenses</td> <td>740.10</td> <td></td> <td>740.10</td> </tr> <tr> <td>BP</td> <td>HMRC</td> <td>Tax and NI</td> <td>183.96</td> <td></td> <td>183.96</td> </tr> <tr> <td>SO</td> <td>Tesco</td> <td>Monthly payment for mobile (April)</td> <td>5.00</td> <td>1.00</td> <td>6.00</td> </tr> <tr> <td>SO</td> <td>Tesco</td> <td>Monthly payment for mobile (May)</td> <td>5.00</td> <td>1.00</td> <td>6.00</td> </tr> <tr> <td>BP</td> <td>Linda Hook</td> <td>Zoom ( May) inc Vat</td> <td>11.99</td> <td>2.40</td> <td>14.39</td> </tr> <tr> <td>BP</td> <td>Viking</td> <td>Stationary</td> <td>26.33</td> <td>5.27</td> <td>31.60</td> </tr> <tr> <td></td> <td></td> <td><b>Total payments raised</b></td> <td><b>972.38</b></td> <td><b>9.67</b></td> <td><b>982.05</b></td> </tr> </tbody> </table> <p>It was Resolved to approve the above payments with the addition of a retrospective payment to Cllr Hook of the Vat on last months Zoom payment, this would make the payment to Cllr Hook a total of £16.79.</p> <p>2. To confirm checks made by the Internal Controls Councillor, including the bank reconciliation statement.<br/>Cllr Tomlinson confirmed that he had completed the internal controls checks with no issues.</p> <p>3 Resolution to approve the donation of the Year 6 Leavers Gifts at Hunsbury Park Primary School. Last years donation was approx. £400.00<br/>Cllr Hook reported that she had attended a meeting at the primary school with the new</p> | <u>Internet Banking Payments May 2020</u> |               |             |               |  |  |  | PAYEE | DESCRIPTION | NET VALUE | VAT | AMOUNT | BP | Fiona Young | Salary + Expenses | 740.10 |  | 740.10 | BP | HMRC | Tax and NI | 183.96 |  | 183.96 | SO | Tesco | Monthly payment for mobile (April) | 5.00 | 1.00 | 6.00 | SO | Tesco | Monthly payment for mobile (May) | 5.00 | 1.00 | 6.00 | BP | Linda Hook | Zoom ( May) inc Vat | 11.99 | 2.40 | 14.39 | BP | Viking | Stationary | 26.33 | 5.27 | 31.60 |  |  | <b>Total payments raised</b> | <b>972.38</b> | <b>9.67</b> | <b>982.05</b> |
| <u>Internet Banking Payments May 2020</u> |   |   |               |             |               |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
|   | PAYEE   | DESCRIPTION                               | NET VALUE     | VAT         | AMOUNT        |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| BP  | Fiona Young   | Salary + Expenses                         | 740.10        |             | 740.10        |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| BP  | HMRC  | Tax and NI                                | 183.96        |             | 183.96        |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| SO  | Tesco   | Monthly payment for mobile (April)        | 5.00          | 1.00        | 6.00          |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| SO  | Tesco   | Monthly payment for mobile (May)          | 5.00          | 1.00        | 6.00          |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| BP  | Linda Hook  | Zoom ( May) inc Vat                       | 11.99         | 2.40        | 14.39         |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
| BP  | Viking  | Stationary                                | 26.33         | 5.27        | 31.60         |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |
|   |   | <b>Total payments raised</b>              | <b>972.38</b> | <b>9.67</b> | <b>982.05</b> |  |  |  |       |             |           |     |        |    |             |                   |        |  |        |    |      |            |        |  |        |    |       |                                    |      |      |      |    |       |                                  |      |      |      |    |            |                     |       |      |       |    |        |            |       |      |       |  |  |                              |               |             |               |

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|        | <p>Headteacher, Mr Daniel York. Last year the council donated an amount to the school to provide all Year 6 leavers with dictionaries. This year it had been agreed that a gift of pencil cases would be most welcome. After a brief discussion the council agreed to donate £312.50 to the school in order to purchase the Year 6 leavers gifts.</p> <p>4. To appoint the Internal Controls Councillor<br/>It was Resolved to appoint Cllr Linda Hook as the Internal Controls Councillor.</p>   |
| 20/067 | <p><b>Matters arising from the previous meeting, for report only, no decisions made.</b></p> <p>1. To report to council that the fence that was down between Ladybridge Park and the open land has now been repaired and re-instated by NBC.</p>  |
| 20/068 | <p><b>To receive report from Councillors attending outside meetings on behalf of WHPC</b></p> <p>Cllr Hook reported that she attended an online meeting with Northants County Council Cllrs Pinder Chauhan and Andres de Gonzalez Savage and the Clerks from Upton and East Hunsbury Councils. The intention of the meeting was to check on how councils were managing in the current situation and whether any help from NCC was needed. Cllr Hook also met with the new Headteacher at the primary school.</p>  |
| 20/069 | <p><b>Covid – 19 Support</b></p> <p>1. Resolution to retrospectively approve the cost of 2000 leaflets identifying food delivery services. Max Cost £70</p> <p>After some discussion it was Resolved to pay the cost of the leaflets, it was also agreed that before the council committed to buying any further leaflets, distribution arrangements would be agreed beforehand.</p>  |
| 20/070 | <p><b>Planning</b></p> <p>Resolution to agree response to the following applications –</p> <p>1. N/2020/0458 Milton Ham Farm, Towcester Road. Variation of Conditions 2, 15, 16, 19, 21, 27, 28 and 30 of Planning Permission N/2018/0277 (Distribution Centre (Use Class B8) including related service roads, access and servicing arrangements, car parking, landscaping bund and associated works) to modify the height and width of Unit 1</p> <p><a href="http://planning.northamptonboroughcouncil.com/planning/search-applications?civica.query.FullTextSearch=west%20hunsbury#VIEW?RefType=PBDC&amp;KeyNo=108354">http://planning.northamptonboroughcouncil.com/planning/search-applications?civica.query.FullTextSearch=west%20hunsbury#VIEW?RefType=PBDC&amp;KeyNo=108354</a></p> <p>The meeting was closed to allow a member of the public to speak. The resident voiced concerns over increased pollution levels. The meeting was then re-opened. After some discussion it was Resolved to send in an observation that as the increase in size of the buildings could cause an increase in run off and thus an increase in the local flooding risk, the planning authority may be minded to mitigate this risk by ensuring that the local waterways are maintained to a high standard by the applicant.</p> <p>2. N/2020/0428 13 Hawkridge, Northampton, Northamptonshire, NN4 9YP New close boarded boundary fence to enclose a side area of open space within applicants ownership</p> <p><a href="http://planning.northamptonboroughcouncil.com/planning/search-applications?civica.query.FullTextSearch=west%20hunsbury#VIEW?RefType=PBDC&amp;KeyNo=108289">http://planning.northamptonboroughcouncil.com/planning/search-applications?civica.query.FullTextSearch=west%20hunsbury#VIEW?RefType=PBDC&amp;KeyNo=108289</a></p> |

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|        | <p>It was Resolved to submit No comments.</p> <p>3. N/2020/0406 35 Summerfields, -, Northampton, Northamptonshire, NN4 9YN Two storey side extension</p> <p><a href="http://planning.northamptonboroughcouncil.com/planning/search-applications?civica.query.FullTextSearch=west%20hunsbury#VIEW?RefType=PBDC&amp;KeyNo=108244">http://planning.northamptonboroughcouncil.com/planning/search-applications?civica.query.FullTextSearch=west%20hunsbury#VIEW?RefType=PBDC&amp;KeyNo=108244</a></p> <p>It was Resolved to submit No comments</p>  |
| 20/071 | <p><b>To review correspondence received</b></p> <ul style="list-style-type: none"> <li>• NBC Car Parks to reopen in NBC owned parks – Clerk circulated on social media</li> <li>• Community Resilience Forum Newsletter – Clerk put on website</li> <li>• Residents emails re, car parking in roads around the country parks – Clerk responded</li> <li>• Northants PFCC Newsletter – Circulated</li> <li>• Resident email regarding Milton Ham planning ap. – Clerk notified resident of WHPC meeting information</li> <li>• Residents email re. erection of a fence on property – Clerk referred to NBC Planning</li> </ul> |
| 20/072 | <p><b>Staffing</b></p> <p>To confirm that the Clerk will also be the Clerk &amp; RFO to Scaldwell Parish Council from July 1st 2020.</p> <p>This item was noted.</p>  |
| 20/073 | <p><b>Next meeting date – June 18th</b></p>   |

The meeting was closed at 9.10pm

Chairman ----- Date -----