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# East Hunsbury Parish Council

Minutes of the Annual Meeting of East Hunsbury Parish Council held on **Tuesday 21<sup>st</sup> May 2024** at 7:00pm at Blacky More Community Centre

Present: Cllr B Burnell, Cllr M Campbell, Cllr P Draper, Cllr R Firman, Cllr K Hodgson, Cllr Lewis, Cllr Moore, and Cllr M Roach

Also present: Mrs C Holgate (Clerk)  
 Cllr Carl Squires (WNC), Cllr Andre Gonzalez de Savage and 2 members of the public

Item no	
24/052	<b>Election of Chairman and Declaration of Acceptance of Office</b> Cllr Campbell was proposed by Cllr Lewis and seconded by Cllr Moore and elected by show of hands as Chairman until the next Annual Meeting of the Council. The Declaration of Acceptance of Office was signed by Cllr Campbell.
25/053	<b>Election of Vice-Chairman</b> Cllr Lewis was proposed by Cllr Moore and seconded by Cllr Campbell and elected by show of hands as Vice Chairman until the next Annual Meeting of the Council.
24/054	<b>To receive and approve apologies for absence.</b> Apologies were received from Cllr Perry (unwell). It was <b>RESOLVED</b> to approve the apologies.
24/055	<b>To receive and approve for signature the minutes of the Ordinary Meeting held on Tuesday 16<sup>th</sup> April 2024</b> The minutes of the meeting held on Tuesday 16 <sup>th</sup> April 2024 (copies of which being folios 393 – 395 having been previously circulated) were approved as a true record and signed by the Chairman. It was noted that the Council agreed to write to the Planning Department regarding their policy on hardstanding.
24/056	<b>Declarations of Interest</b> No declarations were received.
24/057	<b>Co-option of Councillors</b> Two applications were received for the vacancies on the council arising from councillor resignations. Alison Mahoney was proposed by Cllr Campbell and seconded by Cllr Lewis and by show of hands it was <b>RESOLVED</b> to co-opt Alison Mahoney to the Council. Daniel Soan was proposed by Cllr Campbell and seconded by Cllr Lewis and by show of hands it was <b>RESOLVED</b> to co-opt Daniel Soan to the Council. The co-opted members signed the Declaration of Acceptance of Office and were invited to join the meeting.
24/058	<b>Police and Public Session</b> There were no police in attendance, but a report was received for April 2024. Overview: 20 crimes recorded/reported. Of the 20 crimes, 1 crime was an acquisitive crime (SAC: Burglary, Auto crime & Robbery). Of the 20 crimes, 6 suspects have been identified. A total of 2 arrests made in connection with these offences.

	<p><b>Report from West Northants Councillors</b> Cllr Carl Squires provided a report on West Northants Council.</p>
24/059	<p><b>Committee and Councillor Reports and the Clerk's Report</b> Cllr Campbell attended the Climate Summit at Northampton Town Council and gave a brief overview. The Clerk gave a report to the Council.</p>
24/060	<p><b>Northampton South SUE</b> An update on the Collingtree Park development was received and the minutes produced by Vistry were reviewed. Phase 2 planning application will be determined later this month. The noise bund is still undergoing construction. LLFA have objected to the planning application and Vistry are working with them to resolve. Section 73 request has been submitted in relation to Berry Lane works.</p>
24/061	<p><b>Planning</b> a) To consider planning applications and representations received by the Parish Council. The following planning applications were discussed:  2024/2138/MAO Northampton South Western Expansion Development of up to 361 market and affordable homes, and associated infrastructure, including open space, play space, landscaping, SuDs, and green infrastructure, and demolition of ruinous agricultural structure. Outline, all matters reserved <b>Draft response has been prepared by the Council and it was agreed to submit the response.</b>  Notification of Tree Work – for note only Wootton Hall Police Headquarters Intended tree work includes: crown lifts, epicormic reduction and removal of various trees and shrubs covered under TPO 237-g7  2024/2501/FULL 44 Stourhead Drive, Northampton, NN4 0UH Single storey rear extension and loft conversion <b>No comments</b>  <b>RESOLVED</b> that the Planning Authority be informed of any comments made.</p>
24/062	<p><b>Committees and Councillor roles</b> a) The Terms of Reference for the Resources Committee, the Community Engagement Committee, and the Parks and Open Spaces Committee were <b>RESOLVED</b> b) Cllrs Campbell, Draper, Hodgson, Firman, Lewis, Mahoney, Moore, Soan and Roach were appointed to the Resources Committee c) Cllrs Burnell, Campbell, Hodgson, Firman, Lewis, Mahoney, Moore and Roach were appointed to the Community Engagement Committee d) Cllrs Burnell, Campbell, Draper, Firman, Lewis, Moore and Soan were appointed to the Parks and Open Spaces Committee e) Cllr Soan was appointed as the Internal Controls Councillor. f) Cllr Lewis was appointed as the Police Liaison Representative.</p>
24/063	<p><b>Annual Governance</b> a) <b>RESOLVED</b> to approve the Asset Register. b) <b>RESOLVED</b> to approve the Bank Reconciliations to 31<sup>st</sup> March 2024. c) <b>RESOLVED</b> to approve the Balance Sheet made up to 31<sup>st</sup> March 2024. d) The report of the Internal Auditor was received and accepted. e) <b>RESOLVED</b> to approve the Annual Governance Statement 2023/24. f) Year-end accounting information was received, and it was <b>RESOLVED</b> to approve the Accounting Statements for 2023/24. g) <b>RESOLVED</b> to approve the period for exercise of electors' rights being 3<sup>rd</sup> June – 12<sup>th</sup> July 2024. h) <b>RESOLVED</b> to appoint NCALC Internal Audit Service as the Internal Auditor for 2024/25.</p>
24/064	<p><b>Finance and related matters</b></p>

	<ul style="list-style-type: none"> <li>a) <b>RESOLVED</b> to approve the payments to be made in May 2024 (Appendix A).</li> <li>b) <b>RESOLVED</b> to approve the bank reconciliation statement to 30<sup>th</sup> April 2024.</li> <li>c) <b>RESOLVED</b> to approve the use of standing orders for payment of salaries.</li> <li>d) <b>RESOLVED</b> to approve the list of Regular Payments arising as a result of a continuing contract, subscription, statutory duty, or obligation.</li> <li>e) <b>RESOLVED</b> to approve use of standing orders or direct debit payments for regular payments.</li> <li>f) <b>RESOLVED</b> to approve changes to the bank mandate.</li> </ul>
24/065	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>a) <b>RESOLVED</b> to approve membership of NCALC for 2024/25.</li> <li>b) <b>RESOLVED</b> to appoint Northants CALC DPO Service as the Council’s Data Protection Officer.</li> <li>c) The Calendar of Meetings of the Council for 2024/25 was agreed.</li> <li>d) The following documents and policies were approved and adopted: <ul style="list-style-type: none"> <li>i. Code of Conduct</li> <li>ii. Standing Orders</li> <li>iii. Financial Regulations</li> <li>iv. Governance Risk Assessment</li> <li>v. Internal Control Policy</li> </ul> </li> <li>e) <b>RESOLVED</b> to agree a subscription for M365 Copilot</li> </ul>
24/066	<p><b>Exclusion of public and press</b></p> <p><b>RESOLVED</b> that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.</p>
24/067	<p><b>Staffing matters</b></p> <p>Members received a report regarding the review of staff contracts, and it was <b>RESOLVED</b> to approve the changes as specified in the Confidential Report on Staffing.</p>
24/068	<p><b>FOI/Complaint</b></p> <p>An update was provided on the FOI matter.</p>
24/069	<p><b>Insurance Claim</b></p> <p>An updated was provided on the personal injury insurance claim.</p>
	<p><b>Close</b></p> <p>The meeting closed at 8.51pm</p> <p><b>Next meetings:</b></p> <p>Parks and Open Spaces – 4<sup>th</sup> June</p> <p>Recourses – 4<sup>th</sup> June</p> <p>Full Council – 18<sup>th</sup> June</p>

Date: 14/05/2024

## East Hunsbury Parish Council

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Time: 19:30

## Current Bank A/c

## List of Payments made between 17/04/2024 and 21/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/04/2024	CLEAR BUSINESS	030	254.76		BMCC UTILITIES
19/04/2024	ECOTRICITY	031	363.56		BMCC GAS
25/04/2024	BETTERWASTE	001	69.24		WASTE BMCC
25/04/2024	ROVELL ELECTRICAL	002	360.00		ELECTRICAL CONDITION REP. BMCC
25/04/2024	R&G GROUNDS	003	1,320.00		R&G GROUNDS
25/04/2024	AURA CLEANING SERVICES	004	597.69		BCC CLEANING
25/04/2024	WEBB HOUSE	005	48.00		MARCH PAYROLL
25/04/2024	ABBEY CENTRE	006	334.00		HIRE OF HALL SENIORS
25/04/2024	INFLATABLE THEATRE CO	007	90.00		SENIORS TALK
25/04/2024	RICOH	008	234.00		ERASE DATE - OLD COPIER
25/04/2024	RICOH	009	265.50		PRINTER/COPIER RENT & USE
25/04/2024	BARTON TELECOM SERVICES	010	115.82		OFFICE PHONE/BBAND
25/04/2024	NORTHANTS CALC	011	3,476.88		MEMBERSHIP
25/04/2024	ESPO	012	41.22		SOAP REFILLS BMCC
25/04/2024	ECOTRICITY	013	397.74		GAS BMCC
25/04/2024	ECOTRICITY	013A	-34.12		GAS SUPPLY BMCC
25/04/2024	HMRC	014	1,782.29		PAYE & NI MTH 1
25/04/2024	STAFF	015	6,410.83		APRIL PAYROLL
25/04/2024	NORTHAMPTONSHIRE	016	1,367.97		PENSION CONTRIBUTIONS APRIL
25/04/2024	RIALTAS BUSINESS	017	230.40		SOFTWARE SUPPORT & MAINT YE25
25/04/2024	RIALTAS BUSINESS	018	132.00		TAX MODULE
25/04/2024	TRADE UK	019	15.73		BMCC MAINTENANCE
25/04/2024	WEST NORTHANTS COUNCIL	020	3,350.00		RENT OF PARISH OFFICE
25/04/2024	LLOYDS BANK - UNITY CARD	021	423.92		STATEMENT 03/24
25/04/2024	LUNAR PUBLISHING LTD	022	54.00		AD DESIGN
25/04/2024	CUTTLEFISH MULTIMEDIA LTD	023	480.00		WEBSITE LICENCE, HOSTING,SUPPO
25/04/2024	BETTERWASTE	024	74.64		BMCC COMMERCIAL WASTE APRIL 24
25/04/2024	WEST NORTHANTS COUNCIL	025	309.38		BUSINESS RATES BMCC
25/04/2024	BODILY HEATING & PLUMBING	026	198.00		PLUMBING REPAIRS BMCC
02/05/2024	ABBEY CENTRE	027	131.00		HALL HIRE - SENIORS
02/05/2024	WEBB HOUSE	028	48.00		APRIL PAYROLL
02/05/2024	AURA CLEANING SERVICES	029	470.00		APRIL CLEANING BMCC
14/05/2024	R&G GROUNDS	032	1,056.00		ENVIRONMENTAL MAINTENANCE
14/05/2024	STAFF	033	6,410.43		SALARIES MAY24
14/05/2024	HMRC	034	1,782.69		PAYE & NI MTH 2
14/05/2024	NORTHAMPTONSHIRE	035	1,367.97		PENSION CONTRIBUTIONS MAY 24
14/05/2024	PERSONNEL ADVICE &	036	300.00		PERSONNEL ADVICE & SOLUTIONS L
14/05/2024	COLLINGTREE PARK GOLF	037	540.00		SENIORS COFFEE MORNING
14/05/2024	SAFE WATER ENVIRONMENTAL	038	72.00		QUARTERLY MONITORING BMCC
14/05/2024	NORTHAMPTONSHIRE	039	7,220.00		PENSION DEFICIT (YEAR 8)
21/05/2024	ECOTRICITY	040	183.17		BMCC GAS
21/05/2024	BARTON TELECOM SERVICES	041	115.09		OFFICE VOICE & BBAND
21/05/2024	CLEAR BUSINESS	042	221.24		BMCC UTILITIES
<b>Total Payments</b>			<b>42,681.04</b>		

Signed.....

Date.....