

WHITTLEBURY PARISH COUNCIL

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

Tel: 01327 362718
Web: www.whittlebury-pc.gov.uk
E-mail: clerk@whittlebury-pc.gov.uk



Issued: 7th February 2025

To: All parish councillors

From: Mrs Emma Lavers, Clerk to Whittlebury Parish Council

Dear Councillor,

You are hereby summoned to a meeting of Whittlebury Parish Council in the Kingston Room, Reading Room, High Street, Whittlebury, Northamptonshire, NN12 8XJ on Thursday 13th February 2025 at 7:30 p.m. when the following business will be transacted.

AGENDA

21/25 To receive and approve **APOLOGIES** for absence

22/25 To receive **DECLARATIONS OF INTEREST** under the Council's Code of Conduct related to business on the agenda. *(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)*

23/25 To determine any **DISPENSATION REQUESTS** received in advance of the meeting

24/25 To remind members of the **REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS** following any changes, within 28 days of the changes

25/25 To receive and approve for signature the **MINUTES** of the meeting held on 9th January 2025

26/25 **PUBLIC PARTICIPATION SESSION** *(Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting).*

27/25 To review and adopt the following **POLICIES**:

- (i) Standing Orders
- (ii) Internal Controls and Audit

Please note, this is a public meeting, and you may be filmed, recorded, and published.

Copies of all council papers are available to download at
www.whittlebury-pc.gov.uk

- (iii) Internal Control Terms of Reference
- (iv) Complaints procedure
- (v) Publication Scheme

28/25 To receive an update on the upcoming **LOCAL ELECTIONS 2025** – Chairman, Clerk

29/25

- (i) To receive a report from the **PLANNING SUBGROUP** on the following applications and decide how to respond – Chairman, Cllr. Barnett, Cllr. Cunningham:

Application number	Details	Applicant
2024/5472/FULL	Proposed single storey side and rear extensions with associated internal and external works Deadline: 14th February 2025	56 High Street Whittlebury NN12 8XJ

- (ii) To note any planning approvals received as follows:

Application number	Details	Applicant
2024/5515/FULL	Single storey rear extension Decision date: 27th January 2025	Hour Cottage 77 High Street Whittlebury NN12 8XH

- (iii) To note planning refusals received
- (iv) To discuss any other planning matters referred to Full Council:
 - a) To receive an update from the Neighbourhood Plan Steering Group
 - b) To note outcome from Planning Committee for application 2024/0983/MAO
 - c) To note application 23/01636/ADP (Maids Moreton) is going to the Strategic Sites Committee on 13th February 2025
 - d) To note any further updates on major development applications
 - i. To note Public Inquiry date for WNS/2021/1819/EIA (DHL)

30/25

- (i) To receive a report from the **FINANCE SUBGROUP** – Chairman, RFO, Cllr. Neuhoff:

a) To approve the following payments:

Payment Method	Total Amount	Including VAT of	Payee	Details	Power
Online	£30.00		Whittlebury Reading Room	Room hire – February meeting	LGA 1972, s111
Online	£637.25		E Lavers	Salary & Expenses - February	LGA 1972, s112 LGA 1972, s111
Online	£18.00	£3.00	DCK Payroll Solutions Ltd	Payroll - February	LGA 1972, s111
Online	£30.00		Whittlebury Reading Room	Room hire – NHP meeting	LGA 1972, s111
Online	£52.00	8.67	Shield Maintenance Ltd	Dog bin - maintenance	Open Spaces Act
Online	£1144.80	£190.80	Secure Technologies Ltd	CCTV	Local Government and Rating Act 1997, section 31
Online	£60.00	£10.00	N J Blackwell	Hedge cutting	Open Spaces Act
Online	£154.20	£25.70	Edge It Systems	Finance package renewal	LGA 1972, s111
Payments already made from the bank since the last meeting:					
Direct Debit 31/12/25	£6.00		Unity Bank	Service charge - December	LGA 1972 s111
Online 13/01/25	£1000.00		Save Towcester Now	Donation	GPOC
Online 13/01/25	£13,880.00		Whittlebury Reading Room	Approved grant request for roof repairs	LGA 1972, section 133
Direct Debit 20/01/25	£214.94		SSE	Streetlighting	Parish Councils Act and Highways Act
Direct Debit 31/01/25	£132.46		SSE	Streetlighting	Parish Councils Act and Highways Act
Direct Debit 31/01/25	£6.00		Unity Bank	Service charge – January	LGA 1972 s111

Copies of all council papers are available to download at

www.whittlebury-pc.gov.uk

- (ii) To note any receipts of payment
 - (iii) To receive details of the latest bank balances on 31st January 2025
 - (iv) To consider quote from N J Blackwell Garden Services for the grass mowing in 2025
 - (v) To consider renewing Northants ACRE subscription for £42.00
 - (vi) To consider donation request from Citizens Advice West Northants & Cherwell
- 31/25 To receive a report from the **HIGHWAYS & INFRASTRUCTURE SUBGROUP** – Chairman, Cllr. Barnett, Cllr. Garnor on the following items:
- (i) Highway Issues: previously reported and new to report and consider
 - a) To receive an update for Cowpastures Lane and decide next steps
 - (ii) To receive an update on **TRAFFIC CALMING**
 - a) To receive an update on VAS sign upgrade – Cllr. Essen, Cllr. Barnett
 - b) To receive an update on traffic calming at Northern end of the village
 - (iii) To receive an update on the litter bin in the layby at Cowpastures Lane
 - (iv) To discuss the Parish Path Warden role for 2025 and beyond
- 32/25 To receive a report from the **SILVERSTONE CIRCUIT / MEPC COMMUNITY LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington, Cllr. Neuhoff, Cllr. Garnor
- 33/25 To receive a report from the **READING ROOM LIAISON GROUP** - Cllr. Cunningham, Cllr. Harrington
- 34/25 To receive **OTHER INTERNAL REPORTS** as follows:
- (i) Update from the **Police Liaison** – Cllr. Cunningham
 - (ii) Update on the **Whittlebury Good Neighbour Scheme** - Cllr. Harrington, Cllr. Neuhoff
 - (iii) To discuss possibilities for the **WILDLIFE PARK**
 - a. To hear feedback from social media post

Copies of all council papers are available to download at

www.whittlebury-pc.gov.uk

- b. To receive update on potential grant – Cllr. Cunningham
- (iv) Update on **Odours** and to decide any next steps - Cllr. Harrington
- (v) Update on **CCTV** procurement and fitting – Cllr. Garnor, Cllr. Sedgwick
 - a. To discuss requirements for the new CCTV system in line with the Surveillance Camera Code of Practice and ICO

35/25 To receive an update on **LIGHTING** as follows:

- (i) Any faulty lighting to report and any other lighting issues - Clerk

36/25 To discuss any **CORRESPONDENCE** received

- (i) To note correspondence received regarding increased traffic and speeding since the A43 roadworks have started and decide on any action
- (ii) To note the South Midlands will not be included in the Government’s devolution programme
- (iii) To note letter from the Police, Fire and Crime Commissioner
- (iv) To consider **CONSULTATIONS** as follows:
 - a) Draft One West Northamptonshire Plan - **deadline 20th February 2025**
 - b) PSPO on organised dangerous driving in West Northamptonshire – **deadline 18th February 2025**
 - c) Annual Parish Satisfaction Survey by Kier Transportation on behalf of WNC Highways – **deadline unknown**
 - d) Northamptonshire Climate & Nature Action Survey – **deadline 3rd March 2025**
 - e) Have Your Say on Northamptonshire Police – **deadline unknown**

37/25 To receive any **ITEMS FOR THE NEXT AGENDA**

38/25 To confirm the **DATE, TIME AND PLACE OF THE NEXT MEETING** and **CLOSE** the meeting



Emma Lavers
Clerk & Proper Officer of the Council