



**MINUTES** of the Parish Council meeting held on Thursday, 13th February 2025  
7.00 pm, in the Parish Hall

**PRESENT:**      **Cllr B. Evans, Chairman BE**      **Cllr D. Hodges, Vice-Chairman DH**  
                          **Cllr F. Mytton FM**                              **Cllr N. Banister NB**  
                          **Cllr J. Russell JR**                              **Cllr S. Raper SR**  
                          **Cllr I. Illingworth II**                              **Cllr M Mitton MM**

In the Chair, Mr Barry Evans, Chairman, who welcomed everyone to the meeting, and reminded everyone that Parish Council meetings can now be recorded by the public as long as this did not disrupt the running of the meeting.

A 15 minute slot had been set aside at agenda item Parishioners Points for village residents to raise matters with the Council. The 'invitation' to attend the meeting can be found on the facebook page & PC website.

**ATTENDING:** 2 residents

**1. APOLOGIES** – Reasons for absence to be declared.  
D. Keeble (Holiday)

**2. DECLARATION OF INTERESTS** – Interest & nature of interest to be declared. **None**

**3. MINUTES OF PREVIOUS MEETING:** These had been previously circulated & were duly proposed, seconded and signed by the Chairman as a true record.

**4, PARISHIONERS' POINTS**

		<b>Action</b>
<b>1</b>	Request for donation to Pattishall Scout Group for hire of Parish Hall for March meetings of Squirrels, Beavers, Cubs and Scout groups. <b>Parish Council agreed to a donation of £350</b>	<b>Letter to be sent by parish clerk</b>

**10. WEBSITE / PARISH MAPPING**

<p>Cllr Bannister thanked Bob Illingworth for his work on this project. Bob Illingworth gave an informative talk on the new website and how parish mapping could be used for parish council business. The new website would also include community pages and local information. <b>The council agreed to cancel the current website. Three months notice to be given from 19/2/25</b> <b>Clerk to have new email: <a href="mailto:clerk@pattishallparish.gov.uk">clerk@pattishallparish.gov.uk</a></b></p>	<b>Clerk to confirm</b>
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**5. MATTERS FOR REPORT**

**Chairman's Announcement**

Mrs Ann Addison, Parish Clerk, has tendered her resignation to Pattishall Parish Council and her resignation was formally accepted by the council. The Chairman expressed his gratitude on behalf of the parish council for Mrs Addison's long service over 25 years and wished her well in her retirement.

<b>Allotments</b> <b>Cllr Evans</b>	Nothing to report	
<b>Lighting</b> <b>Cllr Mytton</b>	<p>Upgrade of Street Lighting          New certificates have been received from EON after electrical safety checks of the 6 street lights whose electrical safety certificate had expired</p> <p>The implementation of the audit/review of street lighting and the upgrading of all of our lights to LED has been completed.</p> <p>As a result of the disconnections and several upgrades which were done in 2024 the unmetered supply certificate can be updated as our electricity consumption has reduced due to the disconnections and several upgrades which were done in 2024.</p> <p>Simons Walk          Following the representations made to the parish council at our last meeting, Cllr Mytton met with PCSO Matt Taylor re advice on the incident on 7/1/15 and other alleged incidents.</p> <p>Arising from this a meeting has been arranged for 20/2/25 with the Cllr Evans , Cllr Mytton and PC Matt Taylor to discuss the issues raised.</p> <p>Cllr Mytton has spoken to Matt Walker, an employee of Hollophane, a resident of Simons Walk, to clarify what may be possible in terms of reprogramming Hollophane luminaires.          Cllr Mytton has asked EON to clarify whether the Hollophane luminaires, which have been installed in the parish, can be reprogrammed and if so the implications.</p> <p>EON are also investigating the timing of PL 61          Cllr Mytton will report back on both issues as soon as information available.</p> <p>A letter from Cllr Mytton to landowner ,Peter Wilks, has resulted in the foliage around PL 91 in the Greenway being cut back .</p> <p><b>Npower credit..Agreement on previous and current invoices to be paid will allow the refund to be claimed..</b></p>	

<p><b>Highways</b> <b>Cllr Banister</b></p>	<ol style="list-style-type: none"> <li>1. Speed Indicator Devices – (SID’s) <ol style="list-style-type: none"> <li>a. Now arrived and in storage</li> <li>b. Section 50 licence to put them up form completed and returned to the regulations dept at WNC</li> <li>c. SID grant in progress</li> <li>d. New poles for Banbury Lane and Birds Hill due anytime now</li> </ol> </li> <li>2. Yellow Lines for Fosters Booth Road – after the refusal of WNC Highways awaiting response from National Highways</li> <li>3. A5 safety points outstanding are: <ol style="list-style-type: none"> <li>a. 50 MPH signs still to be replaced northbound (due in the next six/eight weeks )</li> <li>b. Outcome of speed reporting</li> <li>c. Why the white lines were re-painted and not the hatching</li> </ol> </li> <li>4. Other highways points: <ol style="list-style-type: none"> <li>a. Extending the 30mph limit in Eastcote on the Gayton Road out to the village sign has been approved and will be done over the next 3/6 months.</li> <li>b. Village signs – agreed with Robert and James Hawtin where the new Pattishall sign will be located between Pound Lane and the 40mph limit – Sec 50 licence now to be requested.</li> <li>c. 40 mph roundels to be all painted on Banbury Lane where the new 40 mph limit is have been requested</li> <li>d. Dalscote to Tiffield turn road due to be properly repaired in the next few weeks</li> <li>e. Blocked drains and potholes reported as fixed but were not due to be sorted imminently</li> </ol> </li> <li>5. Festival and Leys Roads to be micro – surfaced late March</li> <li>6. Two parish speed signs have been vandalised on School Rd <b>Parish council agreed to replace them.</b></li> <li>7. Pothole on Banbury lane repaired.</li> <li>8. Pound lane/Banbury lane . Drainage still to be sorted</li> <li>9. Condition of ditch on Butchers Lane. <b>Cllr Banister to contact Phillip Marsh re progress</b></li> <li>10. <b>Condition and ownership of verge on Butchers lane to be investigated. Please note parish council does not mow this area</b></li> </ol> <p><b>Highways Inspect. Off.- Steve Dadswell Highways Investigation Officer</b> <a href="mailto:Steve.Dadswell@westnorthants.gov.uk">Steve.Dadswell@westnorthants.gov.uk</a></p>	<p><b>NB to replace</b></p> <p><b>NB to contact Marsh</b></p> <p><b>NB to contact Highways Inspection Officer</b></p>
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<b>Village Maintenance</b> <b>Cllr Russell</b>	<ol style="list-style-type: none"> <li>1. Replacement waste bin at Church St awaiting delivery from WNC</li> <li>2. Waste bin at Eastcote crossroads. WNC have commenced collections and provided bin liners.</li> <li>3. Flooding JR has drafted a letter on behalf of the PC for approval to WNC LLFA re AW long term solution to flooding at Butchers Lane. <b>Approved.</b></li> <li>4. Church Wall – Structural Engineer, David Smith Associates has given a fee of £450 + VAT for a full structural inspection of the wall <b>Approved</b>  <b>Proposed NB Seconded FM</b></li> <li>5. Markers received for grave positions and will be installed after grass cut.</li> <li>6 Salt ordered and delivered</li> <li>7 <b>Notice board at school is wobbly</b>  <b>All noticeboards need opening catches oiled.</b></li> </ol>	<b>Clerk to email and post letter</b>  <b>JR to contact David Smith Assoc.</b>  <b>JR to check II to oil</b>
<b>Grass cutting</b> <b>Cllr Hodges</b>	<ul style="list-style-type: none"> <li>• Grass cutting has not commenced..</li> <li>• <b>G o R does not need cut for February. To be cut in March</b></li> </ul>	<b>DH informs G.Mooney</b>
<b>Trees</b> <b>Cllr Hodges</b>	<p>Tree work in still outstanding due to discussion on shroud for cable  Trees in churchyard also need shrouds for electricity cables</p> <p><b>Follow up to National Grid re electricity cable and tree concern at top of Fosters Booth Rd</b>  Sian Warner - Tel: 01604 875533  Email: swarner@nationalgrid.co.uk</p>	<b>Clerk to contact National Grid</b>
<b>Churchyard/ Burial grounds</b> <b>Cllr Illingworth</b> <b>Cllr Hodges</b>	<p>Search at Northampton Record office for plans of Old Burial Ground undertaken.</p> <p>Concern by a relative about extra soil deposited on a grave in New Burial Ground. A second grave also had soil deposited on it.  <b>Remedial work to be undertaken by parish council in the Spring</b></p>	<b>No plans found</b>  <b>Letter sent to B.Kelso</b>

<p><b>Playgrounds Cllr, Russell</b></p>	<p>Play Area 1.. New steps for the small slide have now been painted and awaiting better weather to install. 2. Weekly play area inspections are up to date 3. Monthly report has been carried out and actions are noted below. 4. Still looking for suitable wording for disclaimer notices.</p> <p>5. Costs for new 1500mm bench to Butchers Lane Play area Broxap -Brown £505 + £30 fixing kit + £189 delivery. Or green for £545 Total £724 or £764 Greenbarnes – Brown £466 + £33.60 fixing kit + £25 delivery. Or Green £509 Total £524.60 or £567.60 TDP – Brown Only £457 + Fixing Kit £27.80 Free delivery Total £484.80 Fixing for all say £250 All figures exclude VAT Notice on Facebook and in Around Pattishall</p> <p>6. Quotations being obtained for: Grass matting replacement to Zip wire Pattishall Play Area. Grass matting replacement around the Carousel Supernova and the Carousel Bowl.</p> <p>The Scouts have agreed to assist with the cleaning of play equipment in Pattishall Playing Field on 15th March for a donation to scout funds. <b>The parish council agreed to donate £100</b></p>	<p><b>JR to arrange</b></p>
<p><b>Community Engagement Cllrs Bannister/ Illingworth/ Raper/Mitton</b></p>	<p>1.Around Pattishall Draft submitted to Andy Stewart for March/April edition</p> <p>2. Facebook/notice boards NB/SR 271 followers and 1048 engagements with January posts – The post reach for the Clerk vacancy was 3,428</p> <p><b>REcycling centres to open 7 days a week from 1/4/25. To be on Facebook</b></p> <p>3. Parish Hall and Playing Field SR New ceiling heaters are working efficiently. Further heaters to be installed</p> <p>4,School Liaison II A group of pupils visited the Houses of Parliament for a guided tour and met the local MP Sarah Bool. PITP donated the funds for the coach Boothville school, Northampton visited Pattishall school on an intersports programme.</p> <p>5. Defibrillator II Monthly check done. New childrens pads installed</p>	<p><b>MM to update draft</b></p> <p><b>NB/SR</b></p>
<p><b>Footpaths Cllr Russell</b></p>	<p>Stile behind Suttons Walk – Swing gate now adjusted for closure Repair to the footbridge between Pattishall and Bugbrook adjacent the railway embankment completed</p> <p>John Woollett is no longer able to carry out footpath duty so John Atkin has been enlisted to help. Work has started on the three bridges on RT12. <b>Card to be sent thanking John Woollett for his work.</b></p>	<p><b>Clerk to send card</b></p>

## 6. LITTER PICK

	ACTION
Organise volunteers, maps, refreshments and equipment WNC have been contacted for equipment Hall notified of litter pick. Arrangements for collection of rubbish in hand	MM to lead
<b>Risk assessment completed .</b>	<b>Clerk to send to all Cllrs.</b>

## 7. FIVE YEAR PLAN -

	Action
Progress should be reported in Year 1 To be launched on new website on an agreed date	DK

## 8. VE 80

Preparations in hand . Collaboration with Cold Higham working well. Friday 9th May - Exhibition at Cold Higham hall 6-9pm Cheese and Wine Saturday 10th May - Forties bash, dance and supper . Catering arranged Tickets at £15 pp available from Barry Evans.. Sunday 11th May - 10 am Church service Holy Cross 2-5 pm Fete and craft fair at Pattishall Parish Hall and Playing Field	BE
<b>All councillors asked to volunteer for events</b>	BE

## 9. EMERGENCY PLANNING

Document completed and accepted. Contact details not to be made public without owners consent.	In policy file
<b>Hard copy to be given to every parish councillor</b>	<b>Il to deliver</b>

## 11. PLANNING: DK

<b>App 2025/0164/FULL</b>	Detached dwelling Manor Farm, 2 High St, Astcote <b>Parish council does not support for reasons stated;</b> <b>1, Immediate neighbouring properties not notified</b> <b>2, Inconsistent plans . Current plans need to be verified</b> <b>3.Previously approved planning had a designated green area. Clarification of this area required.</b> <b>4. New development dominates neighbouring buildings.</b>	<b>Clerk to send to WNC Planning officer</b>
<b>App 2024/2432/LBC</b>	Patio doors Palm Tree cottage, Cornhill	<b>Approved</b>

<b>DHL</b>	Public enquiry 18/2/25, The Forum, Towcester Parish Council to speak against DHL appeal	<b>Cllr. Illingworth to attend</b>
<b>Save Towcester Now</b>	KC employed for enquiry on behalf of STN Financial contributions to STN from several parish councils who object to development	
<b>2019/1969 Birds Hill</b>	Helen Howard to advise	
<b>2021/2168 Bell Plantation</b>	Employment site	<b>Refused Bell plantation to appeal</b>
<b>Mews Court</b>	Landscaping plan. Planning enforcement to investigate Condition and ownership of verge.	<b>To be updated in March NB to contact</b>

## 12. FINANCE:

<b>RFO</b>	Due to the resignation on health grounds of the Clerk, it was agreed to appoint Councillor David Keeble as Responsible Finance Officer.	<b>Proposed: Cllr John Russell Seconded: Cllr. Mark Mitton</b>
<b>Unpaid work</b>	Cllr Keeble agreed to undertake the role of RFO as unpaid work until notified Cllr Illingworth agreed to undertake the role of Parish Clerk as unpaid work until notified	
<b>Remuneration for parish clerk, Ann Addison</b>	Agreement has been reached on conditions of termination of employment : 1. Date for termination of employment-31/3/25 2. The last working day-13/2/25 3. Pay in lieu of notice payment for the period 14/2/25 as the council does not require Mrs Addison to work for that period 4. Above proposals agreed with Mrs Addison  Donation of flowers to Ann	<b>Letter sent to Ann Addison 7/2/25</b>  <b>Authorised by Parish Council</b>
<b>Finance meeting</b>	Council finances and business handed over from Ann Addison.	<b>Meeting on 4/2/25 minuted Attended by Cllrs Evans, Keeble and Illingworth</b>

It was resolved that the following accounts be paid online and authorised by Cllr D. Hodges

Online Ref	Invoice number	Payee	Details	Amount	VAT	Total
OL1/12	34UG050-0004	Parish Online	Website services	£185.00	£37.00	£222.00
OL1/13	PVH	Pattishall Parish hall	Cafe hall hire Nov/24	£48.00	£-	£48.00
OL2/1		Geoff Mooney	GoR Maintenance	£50.00	£-	£50.00
OL2/2		Barry Evans	Rock salt for grit bins	£43.58	£-	£43.58
OL2/3	4496	Marcus Young ES	Dog bin contract end 3/25	£2002.00	£400.40	£2402.00
OL2/4		Barry Evans	Flowers for clerk	£21.47	£-	£21.47
OL2/5	PVH942	Pattishall Parish hall	Cafe hall hire Jan 25	£72.00	£-	£72.00
OL2/6	LCO 03230	Clear Councils	Additional insurance premium	£130.60	£-	£130.60
OL2/7	424002588588	WNC	S50 SID licence	£350.00	£-	£350.00
OL2/8		AnnAddison	Clerks salary February 2025	£386.73	£-	£386.73

OL2/9		Ann Addison	Clerks salary March 2025	£386.73	£-	£386.73
OL2/10		HMRC	Clerks PAYE February 2025	£96.60	£-	£96.60
OL2/11	<b>DEFERRED to March</b>	HMRC	Clerks PAYE March 2025	£96.60	£-	£96.60
OL2/12	A0010257004	Npower	To bring this account into balance	£97.49	£4.88	££102.37
OL2/13	A0010468839	Npower	To bring this account into balance	£153.22	£7.66	£160.88
OL2/14	INV 12256458	Npower		£594.58	£29.73	£624.31

**Proposed Cllr S. Raper**

**Seconded Cllr F. Mytton**

**Bank Balances:** a) Current a/c £ 5,535.90  
b) Savings Account a/c £ 73,872.14

Monies Received: £0.00

**To further approve the following additional payments under Financial Regulations 6.5:**

**Authorised by: David Hodges**

**Approved Cllr S. Raper**

**Seconded Cllr N. Banister**

**NB Account number to be verified before payment**

Online Ref.	Invoice no.	Payee	Details	Amount	VAT	Total
	6018801076	Eon		£162.00	£32.40	£194.40
	6018801078	Eon		£1836.00	£367.20	£2203.20

#### AUDIT

- Financial Regulations approved to be dated and signed and on website
- Risk assessment to be reviewed and to be dated and signed and on website
- Meeting with NALC auditor 14th March DK and II
- Internal Audit meeting 22nd May

#### 13. REPORTS FROM CLERK and CORRESPONDENCE CLERK

Unity Bank	Meeting with Unity Bank to notify changes and to update key contacts details 28/1/25-	<b>Minuted 28/1/25</b>
Recruitment of Parish Clerk	<p>Approved the procedure. Job description, person specifications, contract and terms and conditions of employment approved.</p> <p>The parish council agreed proposals for advertising the post of Clerk to the Parish Council and Responsible Finance Officer. It agreed that the post would be paid on LC2 grade points 24-28 (current salary £17.79-19.66 per hour) plus a 10% pension contribution. It also agreed the hours (12 per week), and the key terms and conditions of the appointment'.</p> <p>Four applications to date. Meeting to short list tba after closing date 24/2/25</p>	<p><b>Minuted 30/1/25</b></p> <p><b>Cllrs Evans, Raper, Hodges</b></p>



**ANNUAL PARISH MEETING on 10th April 2025****ANNUAL GENERAL MEETING of PATTISHALL PARISH COUNCIL 22nd May 2025**

**No Parish Council meeting in April as Parish Councillors will have resigned. Alternatively a working party meeting could be held**

**CORRESPONDENCE****Received from**

<b>WNC</b>	Permission to install Air Quality Monitoring device on lamp post outside 11 Church St. WNC are measuring household burners. There is a survey on WNC website for residents to complete.	<b>Approved by A. Addison</b>
<b>WNC</b>	Parish Path Wardens scheme	<b>Cllr JR has applied</b>
<b>WNC</b>	Invoice claim for parish grass cutting. . Unable to pay due to incorrect address	<b>Ann Addison to reply</b>
<b>PGSA</b>	Account number details: AC0000823881	<b>In policy file</b>
<b>Julie Webb</b>	Burial plot not required	<b>Clerk to reply</b>
<b>Geoff Mooney</b>	Invoice and details of next visit	
<b>Jason hamlin</b>	Concern about street light 63 Leys Rd	<b>Cllr F. Mytton replied</b>
<b>Sovereign</b>	Maintenance inspection	<b>Noted</b>
<b>C.Holgate</b>	Audit information	<b>In Audit file</b>
<b>Phillip Marsh</b>	Blocked drain Condition of verge	<b>Cllr N. Banister to reply</b>
<b>Anna Spriggs</b>	Diocesan Registrar re Churchyard	<b>Minuted as confidential</b>
<b>PCC Holy Cross</b>	Church clock to be repaired. Donation requested	<b>Clerk to reply</b>
<b>Karen Newnham</b>	Concern of use of field in Banbury lane	<b>Clerk to reply. For Cllr Keeble</b>
<b>Gallaghers Insurance</b>	Confirmation of cancellation of policy.	<b>In policy file</b>
<b>Geoff Mooney</b>	Letter re payment	<b>Cllr Hodges replied</b>

**Sent to**

<b>WNC 13/2/25</b>	Mr Admani - Flooding Butchers lane	<b>Clerk to email and post letter</b>
<b>Barbara Kelso 15/1/25</b>	Remedial action by parish council for condition of family grave	<b>Letter sent</b>
<b>Unity Bank 4/2/25</b>	Mandate for authorisation	<b>Authorisation sent</b>
<b>Ann Addison 7/2/25</b>	Termination of employment, Clerk to parish council	<b>Letter sent</b>

<b>Julie Webb</b>	Burial plot of Mr Bray not required	<b>Clerk to reply</b>
<b>Paul Tilbrook 4/2/25</b>	Concern re lighting PL26 and 28 in Simons Walk	<b>Cllr F. Mytton replied</b>
<b>Alison Brierly 7/2/25</b>	Inquiry re church insurance policy. Church perimeter wall	<b>Reply . Church wall not insured</b>

### **COUNCILLORS reports**

Parish Council agreed to make a donation towards Church clock repair. 50% of estimated cost of £215.

Date for retirement lunch with Ann Addison, Wednesday 12th March 2025 at Cromwell Cottage, Kislingbury for 1.00pm

## **12. REPORT FROM WEST NORTHANTS COUNCIL**

**Cllr A. Addison, Lead Member for Pattishall, Cllr K. Cooper, Cllr A. Brown**

### ● **WNC and Parish Council Elections 1st May 2025**

- \* Notice of expected election Friday 14th March
- \* All parish councillors to resign on 14th March
- \* Nomination papers available 17th February
- \* The parish council consists of 9 members
- \* Anyone living in the parish or within 3 miles of the parish boundary may apply to become a parish councillor
- \* Should there be only 9 applicants no election will take place
- \* If there are fewer than 9 applicants no election will take place and the elected Council will co-opt members to fill the vacancy.
- \* If there are more than 9 applications there will be an election for the parish council
- \* Forms available from WNC. Ann will collect 9 forms for Pattishall Parish Council  
A proposer and seconder who is on the electoral register for Pattishall must nominate the candidate.
- \* Nomination forms returned by 2nd April 2025 or before
- \* Details of election to be advertised in the parish
- \* If contested, counted 3/5/25 and results from WNC 5/5/25
- \* The election of parish councillors is for the next 4 years.

### **EXCLUSION OF PRESS AND PUBLIC**

- Matter discussed under this item as it involved confidential information
- Documented separately

## **14. FUTURE AGENDA ITEMS**

Draft Burial plot form  
Village signs

Meeting ended at 9.50 pm.

**15. DATE OF NEXT MEETING: THURSDAY, 13<sup>th</sup> MARCH 2025, 7.00 pm**