

# ANNUAL PARISH COUNCIL MEETING

Thursday 7<sup>th</sup> May 2026 at 7:00pm

**Held at** The Methodist Chapel, Gynwell, Naseby, Northamptonshire

**Present:**

Chair: Cllr Reedman  
 Councillors: Cllr Williams, Cllr Collins and Cllr Rodi  
 Public: Two

## ANNUAL MINUTES

### OPENING PROCEDURES

**26/998 ELECTION OF CHAIR**

Council considered all nominations and RESOLVED to elect Cllr Reedman as the Chairperson for the 2026-27 council year.

**26/999 ELECTION OF VICE CHAIR**

Council considered all nominations and RESOLVED to elect Cllr Davies as the Vice Chairperson for the 2026-27 council year.

**26/001 APOLOGIES AND REASON FOR ABSENCE**

Council received and accepted apologies and reason for absence as follows:

- Cllr Barry Roberts – holiday
- Cllr Earl Harrison – prior commitment

**26/002 DECLARATION OF INTERESTS**

- a) There were no declarations of any Disclosable Pecuniary or other interests reported.
- b) There were no dispensations or written requests for dispensation of DPI to consider.

**26/003 MINUTES**

Council RESOLVED to accept both sets of minutes (minutes and confidential minutes) from the Full Council meeting held on the 8<sup>th</sup> of April 2026 and agreed to the Chair, Cllr Reedman, authorising these as true and accurate records.

**26/004 PUBLIC PARTICIPATION (OPEN SESSION)**

- a) WNC Ward Cllr Jonathan Harris reported on behalf of Cllr Christine Ware as follows:
  - Parking Charges – WNC realised there was no Traffic Regulation Order

(TRO) in place for off-street parking at their car parks, therefore, are having to refund all users for the time period affected. The TRO is now being completed retrospectively and the cost to put this right is circa £30k.

- Cromwell monument – WNC have repaired the fencing.
  - Community Garden Policy – this new policy has been adopted to allow residents to use sections of council owned land to create community gardens and grow vegetables but not for allotment use. The policy did not mention parish or town councils, so the advice given is for the councils to find areas of land they own and would like to be used for this initiative and to let WNC know so it can be added to a register. Cllr Reedman confirmed that Naseby Parish Council does not own any land for this to take place.
- b) Church Street Land Planning Application - Mr Ryan (resident) reported that there are 4 areas that have not received sufficient consideration as follows:
- Highways – safety issues
  - Archaeological impact
  - Forms a part of the open countryside
  - Pre-empted the Neighbourhood Plan

**26/024 PLANNING APPLICATION 2026/1360/PIP – Land at Church Street, Naseby**  
Permission in principle for demolition of stable building and erection of 3no. single-storey dwellings

Council RESOLVED to move this motion to earlier in the meeting to allow it to be considered whilst Mr Ryan was present. Given this, the Council considered all information made available to it and unanimously agreed to object on the previous grounds, as stated in the previous objection letter dated 2<sup>nd</sup> of February 2025. Cllr Reedman confirmed he would draft the response to send to the Proper Officer for onwards submission to WNC and asked that an extension be requested to the 15<sup>th</sup> of May 2026.

## ANNUAL BUSINESS TO BE TRANSACTED

**26/005 INTERNAL AUDIT**

Council received and NOTED the contents of the Internal Audit Report for year-ended 31<sup>st</sup> of March 2026. There were no matters raised.

**26/006 ANNUAL RETURN (AGAR) YEAR-ENDED 31<sup>ST</sup> MARCH 2026 – SECTION 1 GOVERNANCE STATEMENT**

Council RESOLVED to the Proper Officer, Josie Flavell, and the Chair, Cllr Reedman, approving Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return (AGAR) for the financial year ended 31<sup>st</sup> March 2026.

**26/007 ANNUAL RETURN (AGAR) YEAR-ENDED 31<sup>ST</sup> MARCH 2026 – SECTION 2 ACCOUNTING STATEMENT**

Council RESOLVED to the Chair, Cllr Reedman, approving Section 2 (Annual Financial Statement) of the Annual Governance and Accountability Return (AGAR) for the financial year ended 31<sup>st</sup> March 2026.

**26/008 APPOINTMENT OF INTERNAL CONTROLLER**

Council RESOLVED to re-appoint Cllr Harrison as Internal Controller for the 2026-27 financial year, to oversee all internal control reviews.

**26/009 APPOINTMENT OF REPRESENTATIVES**

Council RESOLVED to appoint representatives for the 2026-27 council year as follows:

- Footpath and Tree Warden – Cllr Collins
- Mowing Warden – Cllr Williams
- Highways and Road Safety Officers – Proper Officer
- Village Hall Committee Rep. – Cllr Collins
- Street Lighting Warden – Cllr Williams
- Neighbourhood Watch Representative – Cllr Roberts
- Police Liaison Officer – Cllr Rodi
- Speed Display Signs – Cllr Williams and Cllr Harrison
- Welcome Booklet – Proper Officer
- Information Officer – Proper Officer
- CCTV Data Controllers – Proper Officer and Cllr Collins
- Play Area Inspections – Cllr Davies, Cllr Reedman, Cllr Collins, Cllr Rodi, Cllr Harrison, Cllr Williams and Cllr Roberts

**26/010 APPOINTMENT TO WORKING GROUPS & COMMITTEES**

Council RESOLVED to appoint representatives as follows:

- Finance Committee – Proper Officer, Cllr Reedman, Cllr Davies and Cllr Harrison
- Neighbourhood Plan Steering Committee – Cllr Reedman and Cllr Roberts (including residents)

**26/011 BANK MANDATE**

Council RESOLVED to approve bank signatories and revised bank mandate as follows:

- Josie Flavell (Proper Officer – Clerk/RFO)
- Paul Reedman (Councillor)
- Stephen Davies (Councillor)
- Antonia Collins (Councillor)
- Earl Harrison (Councillor)

**26/012 MEMBERS INTEREST**

Council NOTED that all members have completed new Register of Interest forms, which have been submitted to the Democratic department at WNC.

**26/013 APPROVAL OF GOVERNANCE DOCUMENTS**

Council RESOLVED to re-adopt the following governance documents:

- Standing Orders
- Financial Regulations
- Risk Assessments
  - General and Management Risk Assessment (includes all risks associated with council business)
  - Financial Risk Assessment
- Code of Conduct
- Publication Scheme

**26/014 POLICIES AND PROCEDURES**

Council RESOLVED to re-adopt all council policies and procedures as listed below:

- General Data Protection (2018) policies and procedures
  - Data Breach Policy
  - Data Protection Policy
  - Records Retention Policy
  - Subject Access Request Procedure
  - Data Map
- Complaints Policy
- Business Continuity Policy
- Delegated Authority Policy
- Biodiversity Policy

- Recruitment Policy
- Lone Worker Policy
- Training and Development Statement and Policy
- Equal Opportunities Policy
- Dignity at Work (Bullying and Harassment) Policy
- Health and Safety Policy
- IT and Data Compliance Policy
- Death of a Senior Royal Policy

**26/015 ASSERTION 10 POLICIES & PROCEDURES**

Council RESOLVED to re-adopt all policies and procedures in relation to Assertion 10 as listed below:

- Privacy and Accessibility Statements – Councillors and Website
- Data Protection Impact Assessment
- Bring Your Own Device Form
- Data Asset Register

**GENERAL BUSINESS TO BE TRANSACTED**

**26/016 PLAY AREA**

- a) Lease – Council received an update on concerning HM Land Registry requirements for registering the lease from the Village Hall Committee, which requires re-execution.
- b) Legal Fees – Council NOTED the update concerning legal fees in relation to agenda item (a) and that the work will be undertaken free of charge due to Pathfinder making the mistake.
- c) Path Re-laying Quotations – Council considered all quotations received and RESOLVED to defer this item until further quotations have been received.
- d) Signage – Council agreed to the wording additions i.e. location address and contact details and for the new stickers to be ordered via the printers.
- e) Play Area Repairs
  - I. Toddler Area – Council considered all quotations received and RESOLVED to defer this item until further quotations have been received.
  - II. Climbing Frame – Council NOTED that the caps for this have been ordered.
  - III. Damaged Railings – Council received an update concerning this matter.

**26/017 OBELISK SIGNAGE**

Cllr Rodi reported that he'd emailed 7 suppliers with a specification, and 4 returned quotations. Council RESOLVED to approve the quotation from Sign with the Times and to submit an application to KWCB for a grant for the purchase of this.

**26/018 HIGHWAYS BOLLARDS – CHURCH STREET**

- a) The Proper Officer reported that quotations had been sought .
- b) RESOLVE to approve the completion of a licence and approve the fee of £350.00.

**26/019 NEW BENCH – PLAYING FIELD**

Bench plinth is now installed. Bench is to be ordered.

**26/020 CROMWELL MONUMENT**

Council NOTED that repairs to the fence have been carried out by West Northants Council.

**26/021 NEIGHBOURHOOD DEVELOPMENT PLAN**

- a) Public Open Event – Council NOTED that this event will be held in June, on either the 6<sup>th</sup> or 20<sup>th</sup> at the Methodist Chapel.
- b) 5 Year Housing and Land Supply – Council received an update concerning West Northants Council's position in relation to this.
- c) Renewal Energy – resident who works in the renewable energy sector (wind and solar) is proposing a single wind turbine in the village for their own use and has suggested it may help the village to set up a virtual electrical network. Another meeting next week is being held to ascertain all details. Small solar and wind.

**26/022 PARISH DOCUMENT STORAGE**

Council received a report concerning storage of parish council documentation due to the Village Hall no longer able to give the Council storage space. Council considered the offer to use the safe at the Methodist Chapel but the key needs to be found. Cllr Collins is to ask the Village Hall if there is anywhere they can store a filing cabinet on behalf of the Parish Council.

**26/023 COUNCIL MOBILE CONTRACT**

Council NOTED that the Vodafone contract has ended and a new rolling-monthly contract has been taken out with Giff Gaff for £10 per month (unlimited texts/calls and 40GB data), with the cost being borne by the Proper Officer and reclaimed via expenses on a monthly basis.

**26/024 PLANNING APPLICATION 2026/1360/PIP – Land at Church Street, Naseby**

Permission in principle for demolition of stable building and erection of 3no. single-storey dwellings.

- This motion was considered and agreed upon earlier in the meeting, straight after the public open session

**26/025 PLANNING APPLICATION 2026/1361/FULL – Naseby Hall, Welford Road, Naseby**

Listed Buildings Consent Porch / Entrance – reinstate a defined porch, reconfigure breakfast/family room, re-open historic fireplace, introduce a built-in cabinet, create improved links to the courtyard and glazed connection to the kitchen; incorporate a glazed boot room.

Kitchen – removal of ceiling, installation of roof light and cabinets, improve glazing.

Working Kitchen/Pantry – remove 19w06 partition to reinstate earlier plan form

Laundry (Former Garage) – return space to historic laundry use

External Courtyards – replace concrete with traditional paving

- Council RESOLVED to a no objection response.

**26/026 PLANNING APPLICATION 2026/1582/LBC – Naseby Hall, Welford Road, Naseby**

Listed Buildings Consent Porch / Entrance – reinstate a defined porch, reconfigure breakfast/family room, re-open historic fireplace, introduce a built-in cabinet, create improved links to the courtyard and glazed connection to the kitchen; incorporate a glazed boot room.

Kitchen – removal of ceiling, installation of roof light and cabinets, improve glazing.

Working Kitchen/Pantry – remove 19w06 partition to reinstate earlier plan form

Laundry (Former Garage) – return space to historic laundry use

External Courtyards – replace concrete with traditional paving

- Council RESOLVED to a no objection response.

**ACCOUNTS PAYABLE & INTERNAL CONTROL**

**26/027 ACCOUNTS FOR PAYMENT (CURRENT ACCOUNT)**

Council RESOLVED to approve all payments being made via BACS, Standing Order and Direct Debit, as set out in the table on the next page.

<b>ONLINE PAYMENTS VIA BACS TRANSFER</b>			
<b>Ref.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
S/O	Josie Flavell	Clerk's May Salary and home working allowance (Salary £618.93 – Allowance £37.50)	£656.23
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone May)	£25.98
BACS	HMRC	PAYE (Tax and NI) May	£208.03
BACS	DCK Payroll Services	May payroll Service Fee – Inv. TBC	£18.00
BACS	Naseby Methodist Church	Hall hire fees – NHP Meeting April. In	£18.00
BACS	Rugby Pest Control	Quarterly pest control fee for Q1 – Inv. 15891	£82.80
BACS	Maximow	Grass cutting fee (sports field) April - Inv. 513	£463.83
BACS	Pathfinder Legal	Play Area lease legal fees (re-execution of lease). Inv. 301046 <b>INVOICE TO BE WITHHELD UNTIL REVIEWED.</b>	£195.36
BACS	KOMPAN	Play area repair parts – Inv. 268778	£48.96
BACS	E.on Energy Solutions	Quarterly street lighting maintenance contract fee Inv. 6018817633	£135.60
BACS	Defib World	Battery pack for Chapel defib – Inv. 431	£244.79
BACS	Parish Online	Annual subscription fee – Inv. 34UC049-0009	£72.00
<b>Direct Debit Payments</b>			
D/D	Valda Energy	Street lighting unmetered supply (April) Inv. 1819762	£155.05

**26/028 INCOME (RESERVES ACCOUNT)**

Council NOTED all income as detailed in the below table.

<b>Date</b>	<b>Income Received</b>	<b>Amount</b>
09/04/2026	Naseby News Advert Fee – Northamptonshire Dance School	£7.50
13/04/2026	Naseby News Advert Fee – Party Kits	£7.50
15/04/2026	Naseby News Advert Fee – Wildbrook Furniture	£7.50
15/04/2026	Q4/Year-end (2025/26) VAT Refund	£1524.20
20/04/2026	Compass Energy Community Fund Grant	£429.37
20/04/2026	Naseby News Advert Fees – Thornby Meditation Centre (Nagarjuna Kadampa)	£45.00
24/04/2026	WNC – 2025/26 Grass Cutting Grant	£770.21
29/04/2026	WNC – first precept payment for 2026/27	£19,562.00
30/04/2026	Bank Interest - April	£15.46

**26/029 BALANCE OF ACCOUNTS & EARMARKED RESERVES**

Council NOTED all balances and earmarked reserves as detailed in the below tables:

Date	Bank Account	Account Balance
30/04/26	Current Account	£0.00
30/04/26	Reserves Account	£40,608.52

Earmarked Reserves	Amount
General Reserves	£30,000.00
Play Area	£4,000.00
Streetlighting	£1600.00
Neighbourhood Plan	£1000.00
Benches	£1000.00
Highways Bollards	£2000.00
Elections (2029)	£1000.00
<b>TOTAL</b>	<b>£40,608.00</b>

**26/030 INTERNAL CONTROL Q4 YEAR-END**

Council NOTED the completion of the Q4/Year-end Internal Control review for all accounting practices and procedures and subsequent approval by Cllr Harrison.

**COUNCIL MEMBERS AREAS OF RESPONSIBILITY****26/031 HIGHWAYS MATTERS AND SPEED INDICATOR DEVICES (SIDs)**

- a) Cllr Williams reported that the Speed Indicator on the Clipston Road is coming on too late and believes it may have moved, so is going to review this.
- b) Cllr Williams reported he will be purchasing and installing the padlocks.
- c) 20MPH Advisory Signs – Council NOTED these have been delivered and will be installed imminently. Cllr Williams agreed to install around the village.

**26/032 STREETLIGHTING**

There were no new reports to receive.

**26/033 DEFIBS & BLEED KIT**

- a) The external light to be installed at the Chapel, is to go on hold for now.
- b) Cllr Collins will submit the invoices/documentations to Kelmarsh Windfarm Trust.

**26/034 POLICE & FIRE LIAISON AND NEIGHBOURHOOD WATCH REP.**

There were no new reports to receive.

**26/035 VILLAGE HALL COMMITTEE REPRESENTATIVE**

Cllr Collins reported that the next meeting isn't until the end of May, so will report at the June meeting.

**26/036 VILLAGE HALL CCTV**

Cllr Collins reported that the annual service is taking place tomorrow and a new phone has been purchased for the app to be installed for the CCTV system.

**26/037 MOWING WARDEN**

- a) Cllr Williams is to introduce himself to the mowing contractor and the Clerk is to give him the contact details.
- b) Cllr Collins reported that the wooden fencing at the boundary of the Hammonds Mews POS is broken, please could the mowing contractor be asked to be careful.

**26/038 TREES AND FOOTPATH WARDEN**

Cllr Collins reported that the resident has now cut back the Willow tree.

**26/039 VILLAGE DEFIBRILLATORS**

The Clerk reported that a new schedule has been created with deadline dates for all parts to ensure the system works seamlessly for reordering.

**26/040 VILLAGE WELCOME BOOKLET**

There are no new reports

**26/041 WINDFARM COMMUNITY FUND**

There were no new reports to receive.

**26/042 NASEBY NEWS**

There were no new reports to receive.

**CLOSING PROCEDURES**

**26/043 ITEMS FOR NEXT AGENDA**

There were no items reported for inclusion on the June Parish Council meeting agenda.

**26/044 ITEMS FOR INFORMATION (ONLY)**

- a) Weed spraying – WNC – weeds are growing between the granite kerbs, and the path has not been sprayed with weed killer. Cllr Harris requested the photos be sent to him and Cllr Ware.
- b) Play Area Lease - not responsible for the ditch at all. Village Hall are.

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**In the absence of further business, the meeting was closed at 20:25pm**

**Signed:** .....  
Paul Reedman - Chairman

**Date:** 4<sup>th</sup> June 2026