

GUILSBOROUGH PARISH COUNCIL

**Minutes of the Annual Meeting of Guilsborough Parish Council held at Guilsborough Village Hall,
The Green, Guilsborough on Monday 11th May 2026 at 7.15p.m.**

In Attendance:

Councillors: Cllr Anthony Hart (Chair of the meeting), Cllr David O'Neil, Cllr Lisa Phillips,
Cllr Ian Miller, Cllr Sarah Edwards, & Cllr Caroline Smith.

Others: Ciara Wanstall (Clerk), Cllr Christine Ware (Ward Cllr)

Apologies: Cllr Sarah Harris

67.2026 – Elect a Chair of the Parish Council and receive their signed Declaration of Acceptance of Office

Resolved: to elect Cllr Tony Hart as the Chair of the Parish Council, he duly signed his Acceptance of Office.

68.2026 – Elect a Vice- Chair of the Parish Council and receive their signed Declaration of Acceptance of Office

Resolved: to elect Cllr David O'Neil as the Chair of the Parish Council, he duly signed his Acceptance of Office.

69.2026 – Meeting Dates – need to agree dates up to the next Annual Meeting

Resolved: to agree to ask the Clerk to check the availability of the hall on the first Wednesday of the month up to May 2027 and report back. **Action: Clerk**

70.2026 – Governance Review

a) Agree Councillor Responsibilities

Resolved: to appoint Cllr responsibilities as follows:

- | | |
|--|---|
| • Playground – Cllr Hart | • Footpaths and Rights of Way – Cllr Edwards |
| • Highways – Cllr Phillips | • Police Liaison – Cllr Harris |
| • Street Lights – Cllr Miller | • GPFA Liaison – Cllr O'Neil |
| • Village Trees – Cllr Edwards | • School Liaison – Cllr Smith |
| • Parish Assets inc Speed Awareness Devices – Cllr Miller | • Climate and Nature (CAN) Champion – Cllr Smith |
| • Internal Control Councillor – Cllr Sarah Harris | |

Resolved: to ask the Clerk to provide feedback to NCALC that Councillors who work full time would benefit from more evening training sessions, or recorded workshops. **Action: Clerk**

- b) Adopt Standing Orders and Financial Regulations. Consider other policies to be adopted.

Resolved: to note detailed discussions took place about the thresholds for tendering and it was agreed to defer the adoption until the meeting in June 2026.

To note the Clerk will bring a schedule of policies to the next meeting to ascertain what policies such as a Complaints Procedure or Dealing with Press & Media, need to be adopted.

- c) Review Terms of Reference of the Staff Committee.

Resolved: to defer the adoption until the meeting in June 2026.

- d) Agree the Parish Council's Annual Subscriptions

Resolved: to support the memberships/subscription to NCALC and ICO but suspend the subscription to CPRE.

- e) Review and agree the bank mandate and direct debits on the Council's bank accounts

Resolved: to agree a variable direct debit with YU Energy.

- f) Note continuous insurance cover with Hiscox from 01/10/25 until cancelled

Noted.

- g) Note NCALC's membership fees include Internal Audit Service & Data Protection Officer

Resolved: to appoint NCALC to carry out the Internal Auditor role in 26/27 given their independent Internal Audit Service. To appoint NCALC as the Data Protection Officer 26/27.

- h) Note the following were reviewed in March 2026:- Asset register; Risk and Internal Controls; Procedures regarding the Freedom of Information Act 2000 & the Data Protection Act 1998.

Noted.

71.2026 – Public Forum

Cllr Ware reported:-

- Northamptonshire Children's Trust reports an overspend of £29m. WNC will have to use £6m of risk reserves to balance the books.
- A "Repair Shed" is being set up in Brixworth. They currently have volunteer carpenters, engineers, seamstress but are looking for more volunteers from any parish. The first volunteer meeting is taking place on 8th June - email christine.ware@westnorthants.gov.uk for further information. (Parish Council are to share details on the website and Facebook).
- The Parish Council should be on the lookout for a WNC consultation regarding Community Gardening, which proposes faith groups can utilise parish council land for peppercorn rent.
- WNC no longer have 5 year land supply. This triggers "tilted balance" which is a presumption in favour of sustainable development in accordance with the National Planning Policy Framework (NPPF). The NPPF is currently under review and anyone can comment on the consultation.

72.2026 – Apologies for absence and acceptance of any apologies

Cllr Harris gave her apologies. They were accepted.

73.2026 - Declarations of Interest on agenda items only

There were no declarations of interest to report.

74.2026 – Resolution to consider written requests for dispensations on agenda items

None received.

75.2026 – Approve the Minutes of the Ordinary Meeting of the Parish Council held on Monday 13th April 2026

***Resolved:** to accept the minutes of the last ordinary meeting of the Council on 13th April 2026 as true and accurate records. The minutes were signed by the Chairman.*

Action: Chairman

76.2026 – Matters arising (for information only)

- Bus Subsidy 59/60:
 - Clerk has made Cllr Ware aware that the Parish Council do not commit to the subsidy for the year 2026/27.
 - Cllr Ware confirmed:
 - WNC need parish support in order to support the business case. WNC invest £315k per annum to local buses, alongside government support of £2.2m to support 20 local bus services in total. It is thought the Saturday service would unlikely have been introduced without Parish support.
 - The numbers for 59/60 are as follows:
 - UNO operated service circa 20k
 - 24/25 29,945
 - 25/26 31,676 (includes new Saturday Service)
 - Tuesday/ Friday/ Saturday additional 59 service remains steady at circa 200 per month.
 - Passenger data at each stop is no longer provided.
 - Happy to receive data i.e. peak data for commuting.

The Chair noted the Parish Council had no annual engagement about the service and simply just received a bill. He felt the Parish Council needed more information on whether parishioners are using it and what will happen if they withdraw their funding support. Cllr Ware confirmed she will continue to investigate and report back. She also noted should the Parish Council have suggestions about the service i.e. more buses at peak times for commuting, to feed this back to her.

***Resolved:** to consider a public consultation on the bus usage, times and parishioner's opinions on financially supporting the service.*

Action: Clerk

- WNC are updating Traffic Regulation Orders on car parks they own. Cllr Ware confirmed WNC owe refunds of circa £30k. The consultation ends on 14th May and responses should be sent to wncparkingenquiries@kier.co.uk or by post to the Brixworth Depot.

- Cob Barn reinstatement cost assessment

The Clerk reported:-

- the broker has confirmed “We do not require you to obtain reinstatement assessments, as this is entirely your decision and depends on how frequently you feel they are needed. To allow for inflation, we apply index linking to both your buildings and contents. The index-linking rate applied to buildings is 5%.”
- The Insurance Policy states “If, at the time of damage, the amount insured is less than 85% of the total rebuilding cost of the buildings including an allowance for other costs, the amount we pay will be reduced in the same proportion as the under insurance. If, however you provide us with a professional valuation of the buildings that was carried out within the 3 years preceding the incident of loss, we will not apply this reduction.
- The assessment from April 2023 estimates a reinstatement cost of £82,855.00. The building is insured for £102,309.

Resolved: to ask the Clerk to send Cllr Phillips the previous reinstatement assessment and Cllr Phillips to report back.

Action: Cllr Phillips & Clerk

77.2026 – Planning Applications for comment or updates to report

2026/1386/S73 - The Skerries High Street Guilsborough NN6 8PU. Variation of condition 2 (Approved drawings) to replace drawing 05C to Planning Permission WND/2021/0174 and Appeal APP/W2845/W/22/3295732 (Demolition of existing bungalow and garage. Construction of 2 storey dwelling and garage to rear of site and single storey dwelling to frontage)

Resolved: to respond no comment.

Action: Clerk

78.2026 – GPFA new Trust Deed

Cllr O’Neil reported the Deed uses the Charity Commission standard wording and has been appropriately adapted. The new Trustees are the Management Committee and the Parish Council can elect a member. He noted there would be a public consultation if they were to ever wind up and the land would have to go to another charity with similar charitable aims.

Resolved: to respond no comment on the new Trust Deed and note they are supportive of the process and congratulate the GPFA on the work they are doing.

Action: Clerk

79.2026 – Possible proposals to Highways regarding various parking issues

Resolved: to ask Cllr Phillips to discuss the proposals with Highways and report back. The Parish Council will then consider a parishioner consultation.

Action: Cllr Phillips

80.2026 – Councillor Reports

a) Playground – Chairman

- The Chair reported he has inspected the equipment and it is all usable and the willow tree over the aerial runway has been cut back.

- Playdale have requested the Parish Council contribute towards the £1,500 reinstatement costs of the grass. The Chair received a quote from Phil White, a local contractor, regarding the reinstatement work at the playground. He quoted £1,000 to scrape the rutted areas, use two truckloads of soil and re-seed the area. He also suggested that once completed, the re-seeded area be taped off with chequer tape using existing features and trees to support the tape.

Resolved: to note the grass at the playground was damaged during the equipment installation and Playdale/their contractor have confirmed reinstatement costs will be £1,500. They have asked the Parish Council to contribute. They believe the Parish Council told them they could not use the path, which is why the grass was so heavily damaged. The Parish Council deny said instructions but in any event emphasis that as soon as Playdale/their contractor believed they could not use the path, then they should have discussed the options with the Council (i.e. hiring travel boards) or sought explicit confirmation regarding the liability. As they chose not to do either of these, damaging the grass was their operational choice, and they have not justified why the Parish Council should be liable to contribute. The Parish Council noted they have sought advice from the Northamptonshire County Association of Local Councils and they “don’t see a legal or governance obligation on the council to contribute towards reinstatement costs”. The Council deems the only outstanding issues are the installation of the equipment, reinstatement and the final balance to Playdale. The Council wishes to put Playdale on notice that should this project not conclude swiftly, they will seek reimbursement of costs for the Clerk’s time in dealing with the matter.

Action: Clerk

b) Highways – Cllr Phillips

- Clerk noted WNC’s survey “Road Safety Strategy”

Resolved: to submit the response to WNC’s Road Safety Strategy during the meeting.

Resolved: to ask the Clerk to write to Northants Waste Control Limited regarding a tanker that obstructs the highway on Cold Ashby Road, in the vicinity of the junction with Pells Close. The size of the vehicle means it wholly prevents the public from passing and re-passing on the Highway which is an offence under s.137 of the Highway Act 1980. The 30mph speed limit on Cold Ashby Road means the vehicle can park without lights overnight but in accordance with Rule 248 of the Highway Code it must not park facing against the direction of the traffic. It was not known if the vehicle parks within 10m of the junction but concerns were raised as whether a fire engine could safely exit the Pells Close junction (as the fire station is situated on Pells Close).

Action: Clerk

Cllr Phillips noted that parishioners should continue to keep reporting issues on FixMyStreet.

c) Street Lights – Clerk / Cllr Miller

- Street light 40 on Nortoft is currently out. However, it is due to be upgraded to LED on 4th June 2026.

Resolved: to not incur costs to repair the light when it will be replaced in just over 3 weeks.

d) Village Trees – Cllr Edwards

The Clerk reported the tree works are complete. The tree surgeon noted the Lime tree outside the primary school had quite a few dead branches which have now been taken out, he has sent photos of the previous pollard points to the Clerk but he had no health concerns. He suggested to keep an eye on the Norway maple on the green (by the cob barn), several branches were fused together (they appear to have been for many years) but he suggested to make a note for the next tree survey.

Resolved: to authorise the Clerk to settle the invoice for £1,500 plus VAT upon receipt.

e) Parish Assets including updates on Speed Awareness Devices – Cllr Miller

Cllr Miller confirmed he relocated the speed device to Cold Ashby Road (coming into village) and put up advisory 20mph signs.

f) Footpaths and Rights of Way – Cllr Edwards

Cllr Edwards suggested parishioners are reminded in the Village Link to report issues on street doctor. Cllr Edwards will investigate the footpath at Well Lane being completed blocked.

Action: Cllr Edwards

g) Police Liaison – Cllr Harris

Clerk reminded everyone the Community Beat Bus coming to Guilsborough, by the doctors surgery, on 14th May 2.30-3.30pm.

h) GPFA Liaison – Cllr O'Neil

Nothing to report.

i) School Liaison – Cllr Smith

Nothing to report.

j) Climate and Nature (CAN) Champion – Cllr Smith

Cllr Smith is attending a training course on 20th May.

81.2026 – Finance/Legal

a) Note income received and payments made from the last meeting up to 30th April 2026:-

<u>Date</u>	<u>Description</u>	<u>Receipts</u> <u>(£)</u>	<u>Payments</u> <u>(£)</u>
17/04/26	Rent – C Letts	£236.50	
20/04/26	Compass Energy – 25/26 donation	£1,007.75	
28/04/26	Rent – I Miller	£357.50	
29.04.26	WNC (1 st instalment of precept)	£19,140	
09/04/26	YU Energy – street light supply		£273.49

b) Note and approve proposed payments for May 2026:-

<u>Payee</u>	<u>Description</u>	<u>Amount (£)</u>	<u>VAT (£)</u>	<u>Total (£)</u>
Ciara Wanstall	April 26 salary & expenses	£571.20	n.a	£571.20
Guilsborough Village Hall	Hall Hire April 26	£110	n.a	£110
Wicksteed Park	Playground repair under swings	£953.70	£190.74	£1,144.44
Elm Tree Grounds Maintenance	Mowing Village, Churchyard & cemetery	£300	n.a	£300
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Maximow	Mowing – April 26	75.33	n.a	£75.33

Resolved: to approve the proposed payments for May 2026.

Action: Clerk

c) Bank Reconciliation for period ending 31 March 2026

The Bank Reconciliation was circulated prior to the meeting, the Clerk was satisfied the accounts reconciled. The ICC was not present. Therefore the reconciliation will be signed next month.

82.2026 - Items for Village Link – Chairman

Parishioners reminded to report issues on fix my street and to park considerately. Note the Brixworth Repair Shed.

83.2026 – Note correspondence and items for next Meeting – Monday 8th June 2026

- Agenda item – Footpath top of High Street clear leaves
- Agenda item - Clerk to bring draft Council Policies to the next meeting

The meeting closed at 21.11pm.

Chairman

Date: