



CLIPSTON PARISH COUNCIL

c/o 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Email: clerk@clipstonparishcouncil.org

Website: <http://www.clipstonparishcouncil.org.uk>

Minutes of the Ordinary Parish Council Meeting

Held on Wednesday 7th May 2025 at 1930 hrs in Clipston Village Hall

Attendees: Chairman May, Councillors: Warren, Wilford, Fellows and Alderson Smith

Clerk: Mrs CE Valentine

1 member of public

462/25	ELECTION OF CHAIRMAN It was RESOLVED to elect Ian May as Chairman.
463/25	TO RECEIVE AND SIGN THE DECLARATION FOR ACCEPTANCE OF OFFICE OF CHAIRMAN The relevant forms were duly signed.
464/25	TO RECEIVE APOLOGIES OF ABSENCE Apologies of absence were received and approved for Councillor Price (Personal)
465/25	TO FILL BY CO-OPTION THE VACANCIES DUE TO INSUFFICIENT CANDIDATES STANDING FOR ELECTION The Parish Council has two vacant seats. Section 21 of the Representation of the People Act 1985 applies. <i>(Existing councillors retire together on 6 May 2025 and the newly elected and returning councillors start their term of office the same day. To note thanks to retiring Councillors Burnham for his long service to the community and Cllr Kemsley-Pein for her help whilst on the Parish Council).</i> The Parish Council have two vacancies and are advertising to fill seats.
466/25	ELECTION OF VICE-CHAIRMAN It was RESOLVED to elect Councillor Warren as Vice-Chairman
467/25	1. TO RECEIVE AND SIGN DECLARATION FOR ACCEPTANCE OF OFFICE FROM NEWLY ELECTED COUNCILLORS FOLLOWING 1ST MAY ELECTIONS. The forms were duly signed by Councillors present at the meeting. 2. TO RECEIVE AND COMPLETE THE REGISTER OF INTERESTS The forms were duly signed by Councillors present at the meeting. 3. TO CONFIRM ANY DECLARATIONS OF INTEREST 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. No declarations.
468/25	TO APPROVE AND ADOPT THE GDPR POLICY AND COMPLETE GDPR POLICY COMPLIANCE FORMS It was RESOLVED to adopt the GDPR policy and Councillors present completed the forms.
469/25	TO ADOPT THE CODE OF CONDUCT It was RESOLVED to readopt the Code of Conduct.
470/25	TO REVIEW AND ADOPT THE STANDING ORDERS It was RESOLVED to re adopt the Standing Orders.
471/25	TO CONFIRM PLACE, TIME, AND FREQUENCY OF MEETINGS AS PER THE STANDING ORDERS (5) It was RESOLVED ordinary meetings to take place the first Wednesday of each month at 19.30 hrs in Clipston Village Hall, with no meeting in August and January.
472/25	TO REVIEW AND ADOPT THE FINANCIAL REGULATIONS (REVIEWED & READOPTED 2024) It was RESOLVED to readopt the Financial Regulations.



CLIPSTON PARISH COUNCIL

c/o 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Email: clerk@clipstonparishcouncil.org

Website: <http://www.clipstonparishcouncil.org.uk>

473/25	TO CONFIRM TO THE PARISH COUNCIL MEETS THE ELIGIBILITY CRITERIA TO ADOPT THE GENERAL POWER OF COMPETENCE THE LOCALISM ACT SECTION 1-8. It was RESOLVED the Parish Council meets the eligibility criteria to confirm the General Powers of Competence.
474/25	TO CONFIRM THE INTERNAL CONTROL FOR AUDIT AND ACCOUNTABILITY It was RESOLVED to confirm Councillor Wilford as the Internal Control.
475/25	TO CONFIRM BANKING SIGNATORIES, BANKING ADMIN AND AUTHORISING ONLINE BANKING PAYMENTS AND DIRECT DEBITS It was RESOLVED to confirm Councillors May, Warren and Alderson-Smith as banking signatories for Unity Trust Bank. The Clerk has access to Unity Trust bank to view the accounts and add payments. Councillor Price is the signatory for the HSBC account the PC wish to close. Retired Councillor Burnam is registered as a signatory and this change will need to be updated & second signatory required for HSBC.
476/25	TO REVIEW AND RE-ADOPT PARISH COUNCIL GENERAL RISK ASSESSMENT It was RESOLVED to readopt the General Risk Assessment
477/25	TO REVIEW AND ADOPT THE ASSET REGISTER It was RESOLVED to readopt the Asset Register
478/25	TO REVIEW ANNUAL PARISH COUNCIL INSURANCE AND FIDELITY GUARANTEE. TO REVIEW THE AGRICULTURAL VEHICLE INSURANCE Insurances due for renewal To note the agricultural insurance was reviewed at the April meeting. To note, the Chairman checked with one of the four grass cutting volunteers and they are happy to continue with grateful thanks. It was RESOLVED following review of insurance quotes to proceed with Zurich Insurance and the fidelity guarantee was confirmed. The Zurich quote was considerably better value for money than renewing through the current broker and offers and suitable alternative insurance. £459.00 per annum.
479/25	TO REVIEW AND CONFIRM COUNCILLORS' ROLES AND RESPONSIBILITIES The matter was discussed and draft list produced It was RESOLVED to revisit at the next meeting to ensure all areas are covered.
480/25	TO APPROVE THE APPOINTMENT OF NCALC AS DATA PROTECTION OFFICER & INTERNAL AUDITOR It was RESOLVED to approve NCALC as Data Protection Officer and Internal Auditor for 2025/2026.
481/25	TO READOPT COUNCIL POLICIES AND PROCEDURES It was RESOLVED to readopt the Councils policies and procedures.
482/25	PUBLIC PARTICIPATION Members of the public are invited to address the council. Members of the public should address their representations through the Chairman. Maximum permitted time 30mins at the Chairman's discretion. None.
483/25	UPDATE FROM UNITARY COUNCILLORS To receive updates from Unitary Councillors - None
484/25	APPROVAL OF MINUTES It was RESOLVED approve the Minutes of the Ordinary Parish Council meeting on Wednesday 5 th February and 5 th March 2025 as a correct record.



CLIPSTON PARISH COUNCIL

c/o 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Email: clerk@clipstonparishcouncil.org

Website: <http://www.clipstonparishcouncil.org.uk>

485/25	<p>PLANNING</p> <p>a) To receive any applications for consideration not otherwise on the agenda. None</p> <p>To search, comment and view decisions: 2025/1471/FULL – NOTED AS NO OBJECTION</p> <table border="1"> <thead> <tr> <th><u>Reference No.▶</u></th> <th><u>Location▶</u></th> <th><u>Proposal / Description▶</u></th> <th><u>Valid Date▲</u></th> <th><u>Decision Issue Date▶</u></th> <th><u>Decision▶</u></th> </tr> </thead> <tbody> <tr> <td>2025/1471/FULL</td> <td>Five Oaks Naseby Road Clipston LE16 9RZ</td> <td>Installation of timber garden shed</td> <td>14/04/2025</td> <td></td> <td>Pending</td> </tr> <tr> <td>2025/1127/TCA</td> <td>15A Kelmarsh Road Clipston LE16 9RX</td> <td>T1- Ash - To remove 1 major branch growing over the neighbouring property. To pollard the remaining tree to 4-5 meters.</td> <td>21/03/2025</td> <td></td> <td>Pending</td> </tr> <tr> <td>2025/1174/TPO</td> <td>7 Chestnut Grove Clipston LE16 9RH</td> <td>T1- Lime- To crown raise to 5 meters. This will allow more light into the house and garden.</td> <td>21/03/2025</td> <td>28/04/2025</td> <td>Approval</td> </tr> <tr> <td>2025/1345/SCRN</td> <td>Kelmarsh Estate Solar Farm land off Church Lane Clipson LE16 9RP</td> <td>Submission of EIA Screening Opinion in respect of a solar farm and battery energy storage system (BESS) proposal named Kelmarsh Estate Solar Farm, located on land off Church Lane, near Clipston, LE16 9RP (Grid Reference 72034, 81598).</td> <td>18/03/2025</td> <td>16/04/2025</td> <td>Withdrawn</td> </tr> </tbody> </table> <p>https://www.westnorthants.gov.uk/planning-and-building-control/view-and-comment-planning-application</p> <p>b) To note: Online Local Plan Briefing with WNC - Part II is to be held on 5th June 2025 between 1000-1100. Organised by NCLAC with WNC's Planning Policy Team and the Head of Development Management. Up to 3 delegates per Council. Cllr Price to attend.</p>	<u>Reference No.▶</u>	<u>Location▶</u>	<u>Proposal / Description▶</u>	<u>Valid Date▲</u>	<u>Decision Issue Date▶</u>	<u>Decision▶</u>	2025/1471/FULL	Five Oaks Naseby Road Clipston LE16 9RZ	Installation of timber garden shed	14/04/2025		Pending	2025/1127/TCA	15A Kelmarsh Road Clipston LE16 9RX	T1- Ash - To remove 1 major branch growing over the neighbouring property. To pollard the remaining tree to 4-5 meters.	21/03/2025		Pending	2025/1174/TPO	7 Chestnut Grove Clipston LE16 9RH	T1- Lime- To crown raise to 5 meters. This will allow more light into the house and garden.	21/03/2025	28/04/2025	Approval	2025/1345/SCRN	Kelmarsh Estate Solar Farm land off Church Lane Clipson LE16 9RP	Submission of EIA Screening Opinion in respect of a solar farm and battery energy storage system (BESS) proposal named Kelmarsh Estate Solar Farm, located on land off Church Lane, near Clipston, LE16 9RP (Grid Reference 72034, 81598).	18/03/2025	16/04/2025	Withdrawn
<u>Reference No.▶</u>	<u>Location▶</u>	<u>Proposal / Description▶</u>	<u>Valid Date▲</u>	<u>Decision Issue Date▶</u>	<u>Decision▶</u>																										
2025/1471/FULL	Five Oaks Naseby Road Clipston LE16 9RZ	Installation of timber garden shed	14/04/2025		Pending																										
2025/1127/TCA	15A Kelmarsh Road Clipston LE16 9RX	T1- Ash - To remove 1 major branch growing over the neighbouring property. To pollard the remaining tree to 4-5 meters.	21/03/2025		Pending																										
2025/1174/TPO	7 Chestnut Grove Clipston LE16 9RH	T1- Lime- To crown raise to 5 meters. This will allow more light into the house and garden.	21/03/2025	28/04/2025	Approval																										
2025/1345/SCRN	Kelmarsh Estate Solar Farm land off Church Lane Clipson LE16 9RP	Submission of EIA Screening Opinion in respect of a solar farm and battery energy storage system (BESS) proposal named Kelmarsh Estate Solar Farm, located on land off Church Lane, near Clipston, LE16 9RP (Grid Reference 72034, 81598).	18/03/2025	16/04/2025	Withdrawn																										
486/25	<p>MATTERS ARISING AND OUTSTANDING FROM THE MEETING OF THE 5th March 2025.</p> <p>a) Replacement globe for the war memorial update. Chairman looking at alternatives. Deferred to next meeting.</p> <p>b) Update on the issue with reoccurrences of mud and slurry overflow along Pegs Lane/Gold Street. Clerk to request update from WNC.</p> <p>c) Land registration of the Pound and the Village Green. The solicitor Wartnaby Hefford have advised they will require a registration fee for £40.00 and Land Registry have a short deadline and it was RESOLVED to approve.</p> <p>d) Local Flood Management Plan -no further updates.</p> <p>e) Clipston Courier deadline 15th May 2025 – Noted for Cllr Warren & Cllr Aderson-Smith offered to write an article.</p>																														
487/25	<p>SPEED LIMIT REDUCTION – Traffic Management and the Longhold Road Crossroads</p> <ul style="list-style-type: none"> WNC Highways advised if the PC want a speed limit reduction it has to go to the speed limit review panel for consideration. They will need to know what the PC would like and why it is feel needed. WNC Community Liaison Officer has offered to take this forward. The Council discussed this matter and Cllr Warren has kindly offered to speak to the WNC Community Liaison Officer to understand what they 																														



CLIPSTON PARISH COUNCIL

c/o 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Email: clerk@clipstonparishcouncil.org

Website: <http://www.clipstonparishcouncil.org.uk>

	<p>would propose to the speed limit review. The PC are concerned the junction is dangerous and two deaths recorded.</p> <ul style="list-style-type: none"> To consider engaging the services of a consultant to assist with proposal for Traffic Management and the Longhold Road Crossroads. Fees applicable for the service. It was RESOLVED to approach WNC first to ask their thoughts on engaging the consultant to help. 																																								
488/25	<p>STREET LIGHTING</p> <p>To discuss project to upgrade existing sodium street lighting to LED to save costs and improve energy efficiency. Cllr Alderson-Smith kindly offered to attend Sibbertoft PC Street Lighting meeting next week as they are looking at upgrading all their street lighting to LED and have carried out a lot of research which maybe useful. Clerk to chase progress of replacement heritage light leading to the village hall ordered sometime ago.</p>																																								
489/25	<p>VILLAGE MAINTENANCE</p> <p>Current FixMyStreet reports Clipston: Noted</p> <table border="1"> <thead> <tr> <th>Date</th> <th>REF</th> <th>Issue</th> <th>Status/Action</th> </tr> </thead> <tbody> <tr> <td>Apr 25</td> <td>7487545</td> <td>Drains on Kelmarsh Road, Clipston</td> <td>Blocked cleaning request made by member of public. Drains on Kelmarsh Road. Scheduled 26 Weeks as from 28.04.24</td> </tr> <tr> <td>Apr 25</td> <td>7399378</td> <td>Bridge sleeper plank very rotten</td> <td>Rights of Way Officer inspected following member of public report. Works ticket raised for replacement plank.</td> </tr> <tr> <td>Feb 25</td> <td>7125735</td> <td>Pothole estimated 4 inch deep, 12 inch wide, 60 inch long</td> <td>Harborough Road. Driver hit pothole damaged alloy & tyre. 28 day repair. Completed 14.03.25</td> </tr> <tr> <td>Sept 24</td> <td>6514050</td> <td>The road off Kelmarsh Road and up to Weskers Close</td> <td>Pavement disintegrating. Works scheduled for April 2025. Chase update – no action.</td> </tr> <tr> <td>Jan 25</td> <td>6901021</td> <td>On going blocked drain</td> <td>Action scheduled 2nd report reported by member of public Pegs Lane/Gold Street maintenance scheduled closed 04.04.25</td> </tr> <tr> <td>Jan 25</td> <td>6799798</td> <td>On going blocked drain</td> <td>As above second drain - connected issue 6901021 Pegs Lane/Gold closed 07.03.25</td> </tr> <tr> <td>Nov 24</td> <td>6795821</td> <td>Collapsed bridge brick wall</td> <td>Inspected and closed until bridge team have completed repair works – on going awaiting repair – chase repair date.</td> </tr> <tr> <td>Oct 24</td> <td>6562928</td> <td>Raised metal cover sticking out of Kelmarsh Rd heading out of village.</td> <td>23.10.24 WNC reported contacting landowner to repair cover next 14 days. 06.01.25 closed as not a WNC responsibility. 06.03.25 status investigating – contacted landowner. Reopened as 7228082 and WNC fixed 17.05.25.</td> </tr> <tr> <td>Oct 24</td> <td>6798071</td> <td>Potholes appeared Station Road</td> <td>Marked for repair but work not carried out and marks have faded. Closed 17.01.25. Reported as not fixed Feb 25. Scheduled for June 2025 repairs.</td> </tr> </tbody> </table> <p>To report road or street problems contact FixMyStreet (northamptonshire.gov.uk)</p>	Date	REF	Issue	Status/Action	Apr 25	7487545	Drains on Kelmarsh Road, Clipston	Blocked cleaning request made by member of public. Drains on Kelmarsh Road. Scheduled 26 Weeks as from 28.04.24	Apr 25	7399378	Bridge sleeper plank very rotten	Rights of Way Officer inspected following member of public report. Works ticket raised for replacement plank.	Feb 25	7125735	Pothole estimated 4 inch deep, 12 inch wide, 60 inch long	Harborough Road. Driver hit pothole damaged alloy & tyre. 28 day repair. Completed 14.03.25	Sept 24	6514050	The road off Kelmarsh Road and up to Weskers Close	Pavement disintegrating. Works scheduled for April 2025. Chase update – no action.	Jan 25	6901021	On going blocked drain	Action scheduled 2 nd report reported by member of public Pegs Lane/Gold Street maintenance scheduled closed 04.04.25	Jan 25	6799798	On going blocked drain	As above second drain - connected issue 6901021 Pegs Lane/Gold closed 07.03.25	Nov 24	6795821	Collapsed bridge brick wall	Inspected and closed until bridge team have completed repair works – on going awaiting repair – chase repair date.	Oct 24	6562928	Raised metal cover sticking out of Kelmarsh Rd heading out of village.	23.10.24 WNC reported contacting landowner to repair cover next 14 days. 06.01.25 closed as not a WNC responsibility. 06.03.25 status investigating – contacted landowner. Reopened as 7228082 and WNC fixed 17.05.25.	Oct 24	6798071	Potholes appeared Station Road	Marked for repair but work not carried out and marks have faded. Closed 17.01.25. Reported as not fixed Feb 25. Scheduled for June 2025 repairs.
Date	REF	Issue	Status/Action																																						
Apr 25	7487545	Drains on Kelmarsh Road, Clipston	Blocked cleaning request made by member of public. Drains on Kelmarsh Road. Scheduled 26 Weeks as from 28.04.24																																						
Apr 25	7399378	Bridge sleeper plank very rotten	Rights of Way Officer inspected following member of public report. Works ticket raised for replacement plank.																																						
Feb 25	7125735	Pothole estimated 4 inch deep, 12 inch wide, 60 inch long	Harborough Road. Driver hit pothole damaged alloy & tyre. 28 day repair. Completed 14.03.25																																						
Sept 24	6514050	The road off Kelmarsh Road and up to Weskers Close	Pavement disintegrating. Works scheduled for April 2025. Chase update – no action.																																						
Jan 25	6901021	On going blocked drain	Action scheduled 2 nd report reported by member of public Pegs Lane/Gold Street maintenance scheduled closed 04.04.25																																						
Jan 25	6799798	On going blocked drain	As above second drain - connected issue 6901021 Pegs Lane/Gold closed 07.03.25																																						
Nov 24	6795821	Collapsed bridge brick wall	Inspected and closed until bridge team have completed repair works – on going awaiting repair – chase repair date.																																						
Oct 24	6562928	Raised metal cover sticking out of Kelmarsh Rd heading out of village.	23.10.24 WNC reported contacting landowner to repair cover next 14 days. 06.01.25 closed as not a WNC responsibility. 06.03.25 status investigating – contacted landowner. Reopened as 7228082 and WNC fixed 17.05.25.																																						
Oct 24	6798071	Potholes appeared Station Road	Marked for repair but work not carried out and marks have faded. Closed 17.01.25. Reported as not fixed Feb 25. Scheduled for June 2025 repairs.																																						
490/25	<p>FINANCE AND POLICIES – To approve the following:</p> <ol style="list-style-type: none"> Unity Trust Bank Balance on 30.04.25 £35,107.43 Most recent HSBC paper statements for accounts: 01.05.25 £7,073.62 To approve the Bank Reconciliation Statement It was RESOLVED to approve year end summary 2024 -2025. It was RESOLVED to approve 1st ½ precept received £12,500.00 on 09.04.25 																																								
b)	To approve the following payments for May 2025																																								
c)	<table border="1"> <thead> <tr> <th>PC Expenditure May 2024</th> <th>£</th> <th></th> </tr> </thead> <tbody> <tr> <td>Clerk salary April 2025</td> <td>401.80</td> <td>LGA 1972, s112</td> </tr> <tr> <td>Yu Energy April 2025 Street Lighting</td> <td>21.49</td> <td>Highways Act 1980 s301</td> </tr> <tr> <td>Yu Energy April 2025 Street Lighting</td> <td>461.98</td> <td>Highways Act 1980 s301</td> </tr> <tr> <td>Warnaby Hefford – land registration fee</td> <td>40.00</td> <td>LGA 1972, ss 124</td> </tr> </tbody> </table>	PC Expenditure May 2024	£		Clerk salary April 2025	401.80	LGA 1972, s112	Yu Energy April 2025 Street Lighting	21.49	Highways Act 1980 s301	Yu Energy April 2025 Street Lighting	461.98	Highways Act 1980 s301	Warnaby Hefford – land registration fee	40.00	LGA 1972, ss 124																									
PC Expenditure May 2024	£																																								
Clerk salary April 2025	401.80	LGA 1972, s112																																							
Yu Energy April 2025 Street Lighting	21.49	Highways Act 1980 s301																																							
Yu Energy April 2025 Street Lighting	461.98	Highways Act 1980 s301																																							
Warnaby Hefford – land registration fee	40.00	LGA 1972, ss 124																																							



CLIPSTON PARISH COUNCIL

c/o 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Email: clerk@clipstonparishcouncil.org

Website: <http://www.clipstonparishcouncil.org.uk>

	AJGIBL GBP Mower insurance	316.26	Open Spaces Act 1906, ss 9 and 10
	West Northants Council Garden Waste Subscription 24/25	59.00	Open Spaces Act 1906, ss 9 and 10
	Northants Calc Annual membership inv -4322	698.49	LGA 1972, s111
	Protheroes fuel March 25 ref FC325115	44.07	Open Spaces Act 1906, ss 9 and 10
	Total	£2043.09	
491/25	<p>IT Website and email Website and email update To note for digital data and compliance from 1 April 2025. ALL councils must now have a corporate domain for email and website, so gov.uk emails must be used. This is included in the Annual Governance and Accountability Return. It was RESOLVED for IM & TAS to review and personalise the website. The Clerk has updates documents and information as well. IM to contact Parish Online as Cllrs and Clerk would like facility to run email via Outlook but we've been advised that the provider will not support this option and encourages webmail.</p>		
492/25	<p>CORRESPONDENCE -the following was noted Open consultations can be found via link: Please see various consultations via: https://westnorthants.citizenspace.com/</p> <ul style="list-style-type: none"> • Town & Parish Briefing - latest edition • VE-Day 80 On Thursday 8 May 2025, • WNC Annual Parish Conference - June 12th from approximately 10 till 2.30. • The Local Nature Recovery Strategy's public consultation will now occur after the pre-election period, for 6 weeks commencing after 25 May 2025 		
493/25	<p>ANY OTHER BUSINESS (for discussion only no items can become decisions) Out of office procedure/ i.e. annual leave for Clerk Diversion of footpath ROW around south edge of the field. Owners advised via a Cllr to contact WNC Rights of Way Officer directly, however it appears without decision it maybe a safer option for walking in a field with animals/electric fencing.</p> <p>Next Meeting Wednesday 4th June 2025. Meeting closed at 20:44 hrs</p>		