



Collingtree Parish Council

Minutes of the **Full Council Meeting of Collingtree Parish Council** held in Collingtree Sports Pavilion, Watering Lane, Collingtree on **Wednesday 21st May 2025 at 7.30pm**

Present: Cllr P Steel (Chair) Cllr S Collins (Vice Chair), Cllr I Hussain, Cllr A Mcfadyen and Cllr C Wilson

Also Present: Mrs Amy Holt (Clerk), WNC Cllr Ronald Firman, WNC Cllr Glenn Butcher, WNC Cllr Pinder Chauhan, Member of the Public Mr Doug Hudson

Agenda of Annual Meeting	
683/2025	Election of Chair Cllr C Wilson proposed Cllr P Steel, Cllr A Mcfadyen seconded, there being no further nominations a vote was taken, All Agreed
684/2025	Election of Vice Chair Cllr A Mcfadyen proposed Cllr S Collins, Cllr Penny Steel seconded, there being no further nominations a vote was taken, All Agreed
685/2025	To receive the councillors Declaration of Office (for any not received determine when they will be received – All received
686/2025	Councillors to complete register of interest forms and rerun to WNC – All have completed and sent
687/2025	Councillors to complete and return election expense forms – All have completed and sent
688/2025	Adopt General Power of Competence – Post the 1st May election CPC now qualifies, Clerk explained what advantages are etc, All agreed.
689/2025	Review and readopt the following policies a) Standing Orders Updated Model, b) Financial Regulations Updated Model, c) Code of Conduct, d) Co-option, e) Publication Scheme, f) Training and Development Policy, g) Dignity at Work Policy, h) Social Media Policy, i) Internal Controls Procedures, j) Northants CALC DPO Service as Data Protection Officer, k) GDPR Policies, l) Financial Risk Assessment
690/2025	Appointment of Councillors to the following roles a) Internal Controls Councillor – Cllr Sharon Collins b) PLR Councillor – Cllr Sharon Collins c) Street Lighting – Vacant at present d) Planning – Cllr Chris Wilson, 2x vacant positions
Full Council Meeting	
691/2025	Record Attendance and receive apologies of absence – None
692/2025	Invite Declarations of Interest in respect of items on the agenda. Cllr A Mcfadyen (planning item)
693/2025	To receive and approve for signature the minutes of the Fully Council Meeting on Wednesday 16th April 2025, Approved and Signed.
694/2025	Receive Reports from Police and West Northamptonshire Councillors Police report circulated. New WNC Cllrs Cllr Ronald Firman and Cllr Glenn Butcher introduced themselves, shared concerns raised by Collingtree residents during run up to election, early days for new local government. Cllr Pinder Chauhan updated on her roles within new cabinet, remains committed to the local area and the issues regarding flooding and development.
695/2025	Co-option, to consider candidates for co-option and co-opt (2 vacancies) Two applicants for co-option were received. Mr Doug Hudson present and Mrs Alison

	<p>Minney (not present) The clerk having checked both applicants met the legal criteria explained the process to the meeting. The council were able to ask Mr Hudson some questions and likewise he was able to ask some questions of the council. Cllr C Wilson proposed Mr Doug Hudson for co-option, Cllr P Steel Seconded – All agreed. Cllr I Hussain proposed Mrs Alison Minney for co-option, Cllr P Steel Seconded – All agreed.</p> <p>Mr Doug Hudson and Mrs Alison Minney were successfully co-opted to CPC and will take up their position's of councillor at the June meeting.</p>						
695/2025	Public Participation Session. None						
697/2025	Discuss any correspondence received – Email received from member of the public regarding potholes and roads in High Street, Clerk to forward to WNC Highways and urge resurfacing works undertaken. Email received re the Segro works and possible viewing platform, Cllr Penny Steel to take to Segro meeting.						
698/2025	<p>Financial Matters</p> <p>a) Confirm Bank Balance Unity 30.04.2025 Unity Trust Acc, £96,416.97.13 Including receipts of £38,000 (WNC Precept) £540.00 (Pavilion and Sports Field Fees), £20.00 (Fete)</p> <p>b) Propose Payment's for transfer – Agreed (see below)</p>						
699/2025	WNC Conference 12th June 2025 – Cllr P Steel and Cllr S Collins to attend.						
700/2025	<p>Sports Pavilion and Playing Field Matters</p> <p>a) Community Plan – Final Draft now ready to circulate and allow comments</p> <p>b) Pumping Station Issues – Sump pump that pumps the waste from the Pavilion is broken, Clerk as had to seek the services of a pumping company twice and will continue to need to do so weekly until it is fixed. Clerk has sort one quote, due to the urgency of this issue Clerk proposes we accept the quote and proceed (Steve Farmer Plumbing and Heating £3600.00)</p>						
701/2025	<p>Community Projects</p> <p>a) Fete – All plans continue to go well, please continue to share on social media.</p> <p>b) Christmas Event – date agreed with school as 29th November 2025</p> <p>c) Summer Event 2026 - Date agreed as 20th June 2026</p> <p>d) Outing (budget) – Agreed a maximum budget of £2000</p>						
702/2025	<p>Receive updates and discuss roads, common areas and footpath matters.</p> <p>a) Receive any updates from Cllrs Collins/Steel/Wilson reference following Vistry Estate – Nothing to report</p> <p>b) Receive any flooding updates – Nothing received.</p>						
703/2025	<p>Receive updates and discuss any Street Lighting matters – Discuss additional lighting in Collingtree Village – Clerk has chased quote.</p>						
704/2025	<p>Planning Matters –</p> <p>a. New Applications</p> <table border="1" data-bbox="336 1451 1497 1729"> <tr> <td>2025/1421/FULL</td> <td>1 Lodge Avenue Collingtree Northampton NN4 0NQ</td> <td>Demolition of conservatory and one single garage. New brick wall to the remaining garage and repair to the roof and a rear single story extension</td> </tr> <tr> <td>2025/1657/TCA</td> <td>43 High Street Collingtree Northampton NN4 0NE</td> <td>Yew Tree Removal</td> </tr> </table> <p>b. Proposed warehousing J15 – No further updates,</p>	2025/1421/FULL	1 Lodge Avenue Collingtree Northampton NN4 0NQ	Demolition of conservatory and one single garage. New brick wall to the remaining garage and repair to the roof and a rear single story extension	2025/1657/TCA	43 High Street Collingtree Northampton NN4 0NE	Yew Tree Removal
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705/2025	Village Maintenance Report (R Flight)						
706/2025	Discuss any recent updates on the Northampton Gateway Sero / Ashfield development – next meeting first week in June.						

707/2025	Progress any matters arising from the previous minutes not covered by items on agenda. None
7082025	Date of next meeting - Wednesday 18 th June, 7.30pm, (Sports Pavilion, Watering Lane, Collingtree). Winter Venue Change – The venue for the winter meetings will be Collingtree Golf Club (September 25 – March 26)
	Close: The meeting closed at 20.40

Appendix A

698/2025 Financial Matters

a. Payments Agreed

May

Method	Amount	Payee	Details
B/T	£982.81	A Holt	Salary & Expenses
B/T	£358.79	HMRC	PAYE
DD	£100.56	Nest	Pension
B/T	£673.60	Rob Flight	Village Maintenance
B/T	£	Forest Commercial	Sports Pavilion Cleaning
DD	£144.63 (£6.89)	Eon	Electricity Sports Pavilion
DD	£42.60 (£7.10)	Royal Mail	Po Box Services
B/T	£100.00	Collingtree Village Rooms	Room Rental (Coffee Morning)
DD	£446.85 (£19.22)	SSE	Street Lighting Electricity
DD	£861.74	Lloyds Corporate Card	Payment Card Charges
DD	£85.92	Kier Nordis	Signage
B/T	£102.00 (£17.00)	Brixsecure	Alarm Check and Fob Programmed
B/T	£290.00	Absolute	Electrical Work Sprots Pavilion
B/T	£200.00	MDJ Functions	DJ Fete
B/T	£313.74 (£52.29)	Glasdon	Dog Waste Bin
B/T	£290.00	Perkins	Spring/Summer Planting
B/T	£65.88 (£10.98)	I Love Catering	Catering Annual Parish Meeting
B/T	£65.00	The Cake Fairy	Annual Parish Meeting
B/T	£177.50	SLCC	Clerks Membership (50%)

Signed by **Date**