



Collingtree Parish Council

Minutes of the **Annual Meeting and May Full Council Meeting of Collingtree Parish Council** held in Collingtree Sports Pavilion, Watering Lane, Collingtree on **Wednesday 20th May 2026 at 7.00pm**

Present: Cllr Penny Steel, Cllr Sharon Collins, Cllr Andrea McFadyen and Cllr C Wilson

Also Present: Mrs Amy Holt (Clerk), WNC Cllr Ron Firman,

	Annual Meeting
884/2026	Election of Chair (prior to the meeting Cllr Steel received two written nominations for Chair) Cllr Alison Minney proposed Cllr Steel for Chair, Cllr Andrea McFadyen seconded, there being no further nominations a vote was taken, All Agreed , Cllr Penny Steel was unanimously elected Chair.
885/2026	Election of Vice Chair (prior to the meeting Cllr Collins received one written nomination for Vice Chair) Cllr Ikram Hussain proposed Cllr Collins for Vice Chair, Cllr McFadyen seconded, there being no further nominations a vote was taken, All Agreed , Cllr Sharon Collins was unanimously elected Vice Chair.
886/2026	The Chair and Vice Chair complete a declaration of office – Completed and signed by Clerk
887/2026	Review and Re-adopt 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 CACL DPO Service as Data Protection Officer, k) GDPR Policies, l) Financial Risk Assessment. Agreed on block
	Full Council Meeting
888/2026	Record Attendance and receive apologies of absence – Cllrs Minney, Hudson and Hussain
889/2026	Invite Declarations of Interest in respect of items on the agenda. None
890/2026	To receive and approve for signature the minutes of the Fully Council Meeting on Wednesday 15th April 2026, Approved and Signed.
891/2025	Receive Reports from Police and West Northamptonshire Councillors Cllr Firman updated on Local Plan, likely to go to cabinet in September 2026.
892/2026	Public Participation Session. None present.
893/2026	Golf Club – Discuss and Agree Ecology Survey and CPC's Support. An ecology report is required as part of the ACV, quotes have been sort and a local company Macmillan Ecology can do for £1,295 + VAT. If the Parish Council wanted to make any contributions in terms of supporting the Golf Club Working Party financially paying for something such as the ecology report would be the best way. All Agreed. Clerk to instruct Ben from Macmillan's.
894/2026	Discuss any correspondence received – Letter received from John Green Church Warden thanking the council for the £300 Grant and continued support to the church.
895/2026	Financial Matters a) Confirm Bank Balance Unity 30.04.2026 Unity Trust Current Acc, £80,764.04 and Instant Access Savings Account £124,713.87 Including receipts of £47,500 (WNC Precept) £1755.00 (Sports Pavilion and Field Fees) £787.93 (insurance payout for lamp Spinney Drive) £80.00 (Sports Pavilion Private Hire) £173.75 (outing contributions) b) Payments – to be tabled at meeting (below)
896/2026	Governance - all documents circulated to the council prior to the meeting i) To receive the Internal Audit Report - noted ii) Annual Governance and Accountability Return 2026 – noted

	a) To consider and Approve Section 1 The Annual Governance Statement - Agreed and Signed by Chair and Clerk/RFO b) To consider and Approve Section 2 The Accounting Statements – Agreed and Signed by the Chair and Clerk/RFO c) To agree the dates for the exercise of public rights (commencing Wednesday 3rd June and ending on Tuesday 14th July 2026) – Noted		
897/2026	Appointment of Internal Auditor – Agree to appoint the Internal Auditor through NCALC membership – Agreed.		
898/2026	Sports Pavilion and Playing Field Matters – the school have requested the use of the Pavilion and Field on Wednesday 15 th July, they have been gifted an inflatable fun day by Rhino and do not have the space to hold at the school, All Agreed sounds like an excellent experience for the pupils, All Agreed CPC should provide and ice cream treat for children at the end. Clerk to arrange.		
899/2026	Community Projects a) June Event – end time of 6pm Agreed b) Agree date for next year – 3rd July 2027 Agreed c) Feedback on trip– A lovely day was had by all, they are very keen to participate again. d) Agree to proceed with a summer out, Clerk to investigate and 23rd July date Agreed. Possibly Althorpe.		
900/2026	Receive updates and discuss roads, common areas and footpath matters. a) Discuss two requests from MOP re adding dog waste bins in new estate – All Agreed Clerk and Cllr Wilson to investigate. b) Discuss issues with dog fouling – we have had issues with this previously, it has been reported to us and WNC there is an issue in the Barn Corner/Black Walk area, dog warden now involved.		
901/2026	Receive updates and discuss any Street Lighting matters – a) Discuss lamp post RTA and Insurance Offer – lamp on Watering Lane hit, person contacted the police and lamp was made safe, the call out fee will be £400 plus, lamp could potentially be reused, looking in to, offer of £1100 early settlement made by insurance company, Agreed for Clerk to decline and move forward with quotes. b) Discuss potential renumbering the lamps with QR Code. Cost will be £10 per lamp, All Agreed would be good to proceed		
902/2026	Planning Matters –		
	a. New Applications		
	2026/1530/LDP	20 Pitbank Drive Collingtree Northampton NN4 0AQ	Certificate of lawfulness for proposed development, comprising of single-storey rear extension
	2026/1919/FUL L	100 Windingbrook Lane Collingtree Northampton NN4 0XN	Two storey side extension with front and rear dormers, change of roof from hipped bonnet to gable end, convert integral garage to habitable space and construction of detached double garage.
	No comments		
903/2026	Village Maintenance Report (R Flight) Nothing to report		
904/2026	Discuss any recent updates on the Northampton Gateway Sero / Ashfield development – Cllr Steel circulated update from meeting.		
905/2026	Progress any matters arising from the previous minutes not covered by items on agenda.		

	None
906/2026	Date of next meeting - Wednesday 17th June 2026 (will be held at Collingtree Sports Pavilion, Watering Lane, Collingtree.
	Close: The meeting closed at 19.55

Appendix A

895/2026 Financial Matters

b. Payments

Amount	Payee	Details
£495.00	Moulton Minibus	Easter Event Cakes
£25.00	Elliot's Castles	
£1183.06	A Holt	Salary & Expenses
£478.11	HMRC	PAYE
£143.16	Nest	Staff Pension
£758.01	R Flight	Village Maintenance
£19.30 (£3.22)	Flotek	Collingtree Mobile Phone
£462.00	Forest Commercial	Pavilion Cleaning
£77.88 (£3.71)	Eon	Sports Pavilion Electricity
£45.00 (£7.50)	Royal Mail	PO Box Services
£135.00	Collingtree PCC	Village Room Hire
£300.00	Collingtree PCC (Church)	Grant
£404.53 (£67.42)	SSE	Street Lighting Electricity
£786.45	Lloyds Corporate	Credit Card
£188.00	SLCC	Membership 50%
£308.75	SLCC	Conference 50%
£174.00 (£29.00)	SAS	Pavilion Security
£868.62 (£24.34)	Hampton Print	Printing
£108 (£18.00)	WNC	Playing field extra cuts
£156.00 (£26.00)	Steve Farmer Plumbing	Boiler Issue
£144.00 (£24.00)	Ashby Computers	Clerks Laptop Annual 12 months IT Support
£2737.98 (£287.46)	Clear Councils Insurance	Parish Council Insurance
£1200.00	Disco Rocks	Fun Day
£720.00	Tove	Street Lighting Clearance

Signed byDate