

GAYTON PARISH COUNCIL

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Minutes of the Parish Council Meeting

Thursday 14th May 2026, held in the Village Hall, 7.30 pm.

Present:

Mr C Hamilton
Mr L Hollin
Mr R Clarke
Mr R Goddard
Mrs A Goddard

Stewart Tolley SNC Cllr
2 members of the public

1. **ELECTION OF CHAIRMAN** – A Chairman was elected to serve for the next 12 months:
 Cllr HAMILTON was proposed by Cllr A Goddard and seconded by Cllr Clarke .
 Cllr Hamilton was duly elected.
2. **FOLLOWING APOLOGIES WERE RECEIVED AND APPROVED FOR ABSENCE** – Cllr Anderson, Cllr Billing, Mr Richard Akers, NW Co-ordinator
3. **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE WAS SIGNED**
4. **DECLARATIONS OF INTERESTS** – No declarations made under the Council's Code of Conduct related to business on the agenda.
5. **ELECTION OF VICE-CHAIRMAN** – A Vice Chairman was elected to serve for the next 12 months:
 Cllr Anderson was proposed by Cllr Hollin and seconded by Cllr R Goddard
 Cllr Anderson was duly elected.
6. **OPEN FORUM** - Members of the public were invited to address the Parish Council
John Upson:
 - i) Dismayed at the fact the VAS devices are not working – Cllr R Goddard is in the process of repairing these.
 - ii) White lining at the Church needs to re-doing – **Clerk** to report
 - iii) Parish Notice Board – displaying a lot of advertising. Chairman agreed to have a look at this after the meeting and remove unwanted material.
 - iv) Spinney – concern that the remains of the felled trees create a hazard. **Cllr Goddard** will review and report back.

Signed-----

Date-----

7. REVIEW OF FINANCES AND GOVERNANCE OF PARISH COUNCIL :
(previously circulated)

THE COUNCIL ADOPTED THE FOLLOWING:

- CODE OF CONDUCT
- INFORMATION AVAILABLE FROM GAYTON PARISH COUNCIL UNDER MODEL PUBLICATION SCHEME
- RISK ASSESSMENT, INCLUDING USE OF NCALC AS INTERNAL AUDITOR
- COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER – Cllr Goddard will take this role
- STANDING ORDERS AND FINANCIAL REGULATIONS
- REVIEWED EFFECTIVENESS OF INTERNAL CONTROL
- *IT POLICY TO BE AGREED AT NEXT MEETING*

8. GDPR COMPLIANCE – Parish Council agreed:

- a) It was agreed that the Northants CALC DPO Service would be used as the council's Data Protection Officer (£12)
- b) The Council resolved that it will continue to register with the ICO and pay the relevant Data Protection Fee (£47).
- c) The following policies and documents were also adopted (all on website)
 - Data Breach Policy
 - Records Retention Policy
 - Data Protection Policy
 - Councillors Resignation Check list
 - GDPR – Security Compliance Check list – to be signed by each/new councillor
 - Subject Access Request Procedure

9. CONFIRMATION OF APPOINTMENT OF REPRESENTATIVES TO ACT AS:

- i) **TREE AND FOOTPATH WARDENS, INCLUDING LEAD ON FOOTPATHS WORKING PARTY AND SPINNEY WORKING PARTY.**
Colin Simmonds is happy to continue the role as lead on the Footpaths Working Party and Glenyss and Sue Simmonds are happy to continue as leads on the Spinney. **Clerk** to invite them to attend the next meeting.
- ii) **COMMUNICATIONS REPRESENTATIVE/S** – Colin Simmonds and Sue Simmonds are happy to continue in this role. Clerk to invite him to the next meeting.
- iii) **PLAY AREA AND SPINNEY** - Cllr Anderson had agreed to take on the role of checking the Play area and Spinney for insurance purposes. He will also to check the three defibrillators in the village.
- iv) **NHW CO-ORDINATOR** - Mr Richard Akers is happy to continue in this role.

Signed-----

Date-----

10. GRASS CUTTING CONTRACT FOR 2026 SEASON – it was agreed that Sim’s Mowing will continue. The Council will hold him to his promise of providing and planting bulbs to reduce the impact of those which were cut before the leaves had died off this Spring. **Clerk** to contact him as he has not been cutting Harris’s Lane or the perimeter of the Spinney which is part of the contract.

11. COUNCIL TO AGREED/NOTED AND CHAIRMAN SIGNED THE FOLLOWING:

- i) The NCALC Internal Audit had been conducted remotely and the report received and circulated to the Council. Any items were reviewed
- ii) All Papers including AGAR and notices including agreed dates for ‘Exercise of Public Rights’ will be posted after this meeting on the website.
- iii) **SECTION ONE (PREPARED AND SIGNED BY THE CLERK PRIOR TO THIS MEETING) AND THEN SECTION TWO OF THE ANNUAL RETURN for year-end 31.3.26 AND ASSOCIATED DOCUMENTATION WERE AGREED BY THE COUNCIL AND THEN SIGNED BY THE CHAIRMAN.**
- iv) **DATES FOR EXERCISE OF PUBLIC RIGHTS WERE AGREED - WEDNESDAY JUNE 3rd - TUESDAY JULY 14th 2026**

12. DATES FOR MEETINGS FOR NEXT YEAR – The Council confirmed that the Parish Council Meetings for the year 2026 to 2027 will *generally* take place on the second or third Thursday of the months of January, March, May, July, September, November. If this is not feasible, it will be re-arranged. Extraordinary meetings will be held as necessary.

13. Arrangements for dealing with PLANNING Applications were agreed – Clerk to receive notification of an application and circulate it as soon as possible. An extension to be obtained if necessary and response from consultation to be made immediately after next meeting.

14. RESOLUTION PASSED TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 29th March 2026.

15. CLERK’S REPORT – Any issues raised since Agenda sent out

16. PLAY AREA –

- Any issues arising from 2 weekly inspections – Cllr Anderson had reported no issues.
- **SPINNEY** – Any issues arising from 2 weekly inspections – Cllr Anderson had reported no issues.

17. POTHOLES AT VILLAGE HALL – CAUSED A FALL TO A RESIDENT. COUNCIL TO DECIDE ON REPAIR. It was agreed that the Clerk contact Arnold’s and request a repair.

18. NEIGHBOURHOOD PLANNING – Update – Cllr Clarke circulated a report.

Signed-----

Date-----

19. WEBSITE and COMMUNICATIONS – Policies and Financial records to be updated after this meeting.

20. NOTABLE CORRESPONDENCE NOT COVERED IN AGENDA-

Clerk has reported illegal Encampment on Tiffield Road verge – response received that Police and aware and waste is being dealt with.

On going- report to WNC re incorrect location of Baker Street sign – now requested photos.

21. PLANNING – Appeal 6003817-2025/4555/PIP-Highlands, 12 Milton Road, Gayton, NN73HE – Decision - Appeal Dismissed

22. FINANCE

- The following payments were agreed:

| Ref | Payee | Details | Net | VAT | Gross |
|-------|-----------------------------------|---|---------|--------|----------|
| dd | N Power | ¼ to 31.3.26 | 927.32 | 46.37 | 973.69 |
| 1 | Clear Councils Insurance | Insurance Premium | | | 1357.97 |
| 2 | Sim's Mowing Invoices 14756,14517 | Grass cutting | 1280.00 | 256.00 | 1536.00 |
| 3 | NCALC | Annual sub | 618.51 | 50.45 | 668.96 |
| 4 | V Hartley | Expenses from May 2025 - May2026 (includes broadband) | | | 328.70 |
| 5 | V Hartley | Office use for 2025-6 (as per budget)- | | | 366.00 |
| dd | Tesco | Mobile – April | | | 7.42 |
| dd | Bank charges | April | | | 4.25 |
| dd | Tesco | Mobile May | | | 7.86 |
| 6 | Texprep | Printing Gayton News | 196.70 | - | 196.70 |
| Total | | | | | £5447.55 |

- 50% precept - £17,250.00 received from SNC
- £52.34 to be received from both Brafield and Litchborough Parish Councils for annual mobile costs for year ending 31.3.26. (33.3% each)
- Balance at 7.5.26 - £52,464.05

23. COUNCIL TO NOTE GAYTON AND TIFFIELD COMMUNITY

TRANSPORT — Annual Report yet to be received. Council to agree to make donation.

24. STREET LIGHTING - Reports of any faults

26. HIGHWAYS and RIGHTS OF WAY - Report of Highway issues

i) in particular to discuss how to reduce car drivers still parking and blocking pavements – in Baker Street, Blisworth Road and Back Lane. Cllr A Goddard has put out request for considerate parking on Facebook. She will also do an entry for Gayton News.

Signed-----

Date-----

ii) Hillcrest Road Signs – been removed. Clerk has reported to WNC to request replacement

27. COUNCILLORS' COMMENTS, future agenda items

28. DATE AND TIME OF NEXT MEETING – Thursday 16th July 2026

WNC Planning Register for Gayton at 7th May 2026 – no new planning applications during latest period

DRAFT

Signed-----

Date-----