

Glaphorn Parish Council

Minutes of Ordinary Parish Council Meeting on Wednesday April 16th, 2025, at 7.45 p.m. at Glaphorn Village Hall.

Present: David Cashmore (DCa, Chair), David Chapple (DCh), Malcolm Moss (MM), Nick Knowles (NK), Richard Stark (RS) & Jonathan Ward-Langman (Clerk, JBW-L).
Glaphorn Parish Council

- 0425.1 Public Open Time:** No members of the public attended
- 0425.2 Apologies for absence:** Nathan Bland
- 0425.3 Declarations of Disclosable Pecuniary or Other Interests:** none
- 0425.4 Minutes of the Ordinary Parish Council Meeting held on Wednesday March 19th, 2025:** approved unanimously.
- 0425.5 Matters Arising:** DCa reported on discussion with NNC regarding potential upgrade to old VAS speed signs on Oundle and Southwick Roads..
- 0425.6 Finance**
- a. Account balance update.**
- The balance of the Barclays Community Account on March 1st, 2025, was £12,591.88
 - The balance of the Barclays Community Account on March 31st, 2025, was £11,902.33
 - The balance of the Barclays Community second Account (60382205) on March 31st, 2025, was £100.00.
 - A new Business Premium account has been opened with Barclays Bank; funds will be transferred to it from the current accounts, amount to be agreed at a future meeting depending on project commitments.
 - Accounts for March 2025 are included at Annex A.
 - Full accounts for 2024-25 and a report on the Council's accounts are included at Annex B. These were approved subject to amendments included.
- Approved unanimously, (proposed RS, seconded DCh).
- b. Payments:**
- The following payments were approved; the payment to Councillor Moss, approved subject to submission of expenses claim. The payment for the Scribe system to be deferred pending discussion about its use; payment of the refund of the grant from OFPCC for VAS signage approved as this is not a new payment. Approved unanimously, (proposed RS, seconded MM).

Payee	Service Provided	Net Cost (£)	VAT (£)	Total Cost (£)	Power
Jonathan Ward-Langman	Parish Clerk Salary (April)	253.60	0	253.60	
HMRC	Income tax (April)	63.20	0	63.20	
NCALC	Subscription, audit, DPO fees	537.68	48.60	586.28	
Cuttlefish	Website hosting and email accounts	555.00	111.00	666.00	
WaterPlus	Playing field irrigation, DD claimed	18.50	0	18.50	
Expenses: Councillor Moss	Reimbursement of Gratuity purchased (Playing field maintenance)	69.94	0	69.94	
Police, Fire and Crime Commissioner for Northamptonshire	Return of unused road safety funding, originally granted in May 2024	285.45	0	285.45	

0425.7 Planning: None

0425.8 Playing Field:

- Options for agronomic improvement to playing field. MM presented a report, see Annex C. Expenditure on proposal of up to £8,000 approved, subject of securing of grant for irrigation system. Proposed RS, seconded NK, unanimous.

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0425.09 Audit:

- Approved unanimously agreement to provision of internal audit service by NCALC.

0425.10 Assets Register and Risk Register: Revised version of Assets Register produced by DCa and MM approved unanimously. Risk Register to be reviewed by RS and confirmed at meeting in May; to include assessment of risks associated with Playing Field.

0425.11 Glapthorn Neighbourhood Plan Review: Chair updated; NB to Chair GNP Committee and 5 key stages agreed:

1. Letter to Cotterstock Meadows homeowners to ensure their inclusion in the process

2. To review and validate each existing GNP policy by way of open meetings with the community.
3. Call for sites followed by public presentations.
4. Referendum to include the number of houses to be built.
5. Submission of reviewed GNP to NNC.

NB. DCh highlighted that local planning has extended the period of empowerment to 2045.

0425.12 Elections: Clerk updated; all current Councillors elected unopposed.

0425.13 Matters for future consideration and matters from Councillors: Discussion regarding installation of fibre cable in village.

0425.14 Date of next meeting: Parish Council Annual General Meeting (first meeting of the new Council) on Wednesday May 21st, 2025, at 7.00p.m.

Meetings then every 3rd Wednesday of each month through 2025-26.

The meeting closed at 8.35p.m.

Annex B

Glaphorn Parish Council Accounts 2024-25 and final report

The final accounts for Glaphorn Parish Council are detailed below. A full list of transactions is also included.

1. The final balances are:
 - a. Barclays Community Account (main): £11,902.33
 - b. Barclays Community second Account (60382205): £100.00.
 - c. Total balance: £12,002.33
2. The Council's total 2024-25 budget was in surplus by £4,723.03; the original budget was for a deficit of £139.72. Although expenditure has been significantly greater than budgeted, this has been more than offset by increased income, mainly through grants and a substantial VAT reclaim covering a period of 18 months.
3. VAT of £1,050.37 (for July 2024-March 2025 inclusive) will be reclaimed during April 2025. Note that, as agreed, the budget and accounts show all expenditure net of VAT. VAT payments are included in the record of transactions.

Signed:

Jonathan Ward-Langman, Parish Clerk and Responsible Finance Officer.

Signed:

Chair of the Parish Council

GLAPTHORN PARISH COUNCIL - Final Accounts 2024-25

	Actual to March 31 st 2025	Budget 2024-25
OPENING BALANCE	£9,638.88	
RECEIPTS		
Precept	£16,028.00	£16,028.00
PCC Grant (VAS)	£4,680.00	£0.00
S136 Grasscutting (NNC)	£309.28	£309.28
Other grants and payments	£6,226.13	£0.00
TOTAL	£27,243.41	£16,337.28
PAYMENTS		
Clerk's salary & PAYE	£3,698.80	£3,300.00
Additional training hours	£96.00	£275.00
Office costs	£0.00	£150.00
Stationery	£0.00	£200.00
Insurance	£577.11	£500.00
NCALC	£270.93	£614.00
Internal Audit	£280.00	£369.00
ACRE	£70.00	£50.00
ICO	£35.00	£35.00
External Audit	£0.00	£0.00
Training	£394.00	£200.00
Website & email accounts	£655.00	£705.00
DPO fee	£12.00	£0.00
Scribe licence and training	£154.80	£300.00
IT support and training	£0.00	£250.00
Energy - Street Lighting	£493.80	£378.00
Maintenance - Street Lighting	£104.00	£104.00
Water-playing field irrigation	£121.48	£100.00
Playing Field - maintenance	£3,475.63	£0.00
Car Park	£367.25	£0.00
Playground inspection	£272.00	£0.00
Windy Spire	£0.00	£200.00
NVN Delivery	£0.00	£300.00
Salt/Grit	£0.00	£40.00
Dog litter-bins	£0.00	£65.00
Grass maintenance - verges	£2,791.97	£3,000.00
Playing Field	£722.33	£0.00
SALIX loan	£0.00	£0.00
General maintenance	£0.00	£500.00
Village Hall hire	£500.00	£500.00
GPFA grant	£0.00	£500.00
Contested election	£0.00	£150.00
2024 PWLB (TBC)	£0.00	£669.00
Existing PWLB loans	£3,022.62	£3,023.00
VAS installation	£4,405.66	£0.00
TOTAL PAYMENTS	£22,520.38	£16,477.00
TOTAL (Surplus/overspend)	£4,723.03	-£139.72

Glaphorn Parish Council transactions 2024-25

Date	Account	Category	Description	Payment (net)	VAT	Payment (Total)	Receipt
15/04/24	Main	Street Lighting	Npower (DD)	£139.37	£6.97	£146.34	
18/04/24	Main	Community - P	Fertiliser				£507.36
19/04/24	Main	NNC Finance	Precept				£16,028.00
07/05/24	Main	Training	NCALC	£235.00	£47.00	£282.00	
09/05/24	Main	Website & email accounts	Cuttlefish Multimedia Ltd	£555.00	£111.00	£666.00	
09/05/24	Main	Scribe licence and training	Scribe (Starboard)	£154.80	£30.96	£185.76	
09/05/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (April)	£192.00	£0.00	£192.00	
09/05/24	Main	Playing Field - maintenance	F.I. Bliss Ltd. Hire of spreader and tractor	£720.00	£144.00	£864.00	
09/05/24	Main	Northants CALC Ltd	Membership, Audit and Data Protection services	£562.93	£58.40	£621.33	
09/05/24	Main	Training	NCALC New Clerk's training (Financial Transparency)	£33.00	£6.60	£39.60	
09/05/24	Main	Northamptonshire ACRE	Membership	£35.00	£7.00	£42.00	
09/05/24	Main	Parish Clerk Additional payment for training	Jonathan Ward-Langman	£96.00	£0.00	£96.00	
14/05/24	Main	Public Works Loans		£259.52	£0.00	£259.52	
23/05/24	Main	PCC Payments	Grant (VAS)				£4,680.00
29/05/24	Main	Clear Insurance Management Ltd	Insurance Premium (inc. Insurance Tax)	£577.11	£0.00	£577.11	
24/06/24	Main	VAS installation	D.A.Cashmore (Expenses)	£46.68		£46.68	
24/06/24	Main	Clerk's salary & PAYE	HMRC PAYE	£50.00		£50.00	
24/06/24	Main	Training	Northants CALC Ltd	£42.00	£8.40	£50.40	
24/06/24	Main	Training	Northants CALC Ltd	£42.00	£8.40	£50.40	
24/06/24	Main	VAS installation	More Landscape and Building	£160.00	£0.00	£160.00	
24/06/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (May)	£200.00	£0.00	£200.00	
24/06/24	Main	Grasscutting	Turney Landscapes	£205.79	£41.16	£246.95	
24/06/24	Main	Venue Hire	Glaphorn Village Hall	£500.00	£0.00	£500.00	
24/06/24	Main	VAS installation	Elan City	£4,178.98	£835.80	£5,014.78	
24/06/24	Main	Water-playing field irrigation	Water Plus, August 2023 -May 2024	£58.25	£3.52	£61.77	
15/07/24	Main	Street Lighting	Npower (DD)	£111.42	£5.57	£116.99	
15/07/24	Main	ICO	ICO fees (DD, incl. discount)	£35.00	£0.00	£35.00	

15/07/24	Main	VAS installation	D.A.Cashmore (expenses)	£20.00	£0.00	£20.00	
15/07/24	Main	Clerk's salary & PAYE	HMRC PAYE (June)	£50.00	£0.00	£50.00	
15/07/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (June)	£200.00	£0.00	£200.00	
15/07/24	Main	Grasscutting	Turneys	£500.02	£100.01	£600.03	
16/07/24	Main	Clerk's salary & PAYE	HMRC PAYE (Dec 2023)	£48.00	£0.00	£48.00	
16/07/24	Main	Clerk's salary & PAYE	HMRC PAYE (Dec 2023)	£48.00	£0.00	£48.00	
31/07/24	Main	Existing PWLB loans	Public Works Loans	£1,251.79	£0.00	£1,251.79	
14/08/24	Main	Insurance	Aviva payment (damage to height barrier)				£875.00
20/08/24	Main	VAT reclaim	HMRC				£3,484.52
27/08/24	Main	Clerk's salary & PAYE	HMRC PAYE (July)	£57.80	£0.00	£57.80	
27/08/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (July)	£231.20	£0.00	£231.20	
27/08/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (June backpay)	£31.20	£0.00	£31.20	
27/08/24	Main	Clerk's salary & PAYE	HMRC PAYE (June backpay)	£7.80	£0.00	£7.80	
27/08/24	Main	Grasscutting	Turneys	£543.65	£108.73	£652.38	
27/08/24	Main	Clerk's salary & PAYE	HMRC PAYE (April 2024)	£72.00	£0.00	£72.00	
27/08/24	Main	Playing Field	Portal Plan Quest (Padel Court)	£347.33	£11.67	£359.00	
27/08/24	Main	Playing Field - maintenance	F.I Biss (Roller hire)	£302.23	£60.45	£362.68	
27/08/24	Main	Playing Field	Matthew Taylor (Padel Court project plan)	£375.00	£0.00	£375.00	
02/09/24	Main	Water-playing field irrigation	Water Plus, May - August 2024	£18.50	£0.00	£18.50	
12/09/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (August)	£231.20	£0.00	£231.20	
12/09/24	Main	Clerk's salary & PAYE	HMRC PAYE (August)	£57.80	£0.00	£57.80	
12/09/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (September)	£57.80	£0.00	£231.20	
12/09/24	Main	Clerk's salary & PAYE	HMRC PAYE (September)	£231.20	£0.00	£57.80	
12/09/24	Main	Grasscutting	Turney Landscapes	£205.79	£41.16	£246.95	
12/09/24	Main	Playground inspection	Playsafety Ltd.	£272.00	£54.40	£326.40	
12/09/24	Main	Playing Field - maintenance	Flowplates Ltd	£675.00	£135.00	£810.00	
18/09/24	Main	Car Park	A V & D Camp	£185.00	£37.00	£222.00	
24/09/24	Main	Playing Field - maintenance	Boughton Loam Ltd.	£803.40	£160.68	£964.08	
25/09/24	Main	Grasscutting	NNC Finance				£309.28

02/10/24	Main	Playing Field	J R Carmichael				£100.00
07/10/24	Main	Playing Field	Refund Boughton Loam		£0.00		£66.52
14/10/24	Main	Street Lighting	Npower (DD)	£106.60	£5.33	£111.93	
16/10/24	Main	Grant	NNC Finance (member empowerment)	£0.00	£0.00		£1,000.00
18/10/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (October)	£231.20	£0.00	£231.20	
18/10/24	Main	Clerk's salary & PAYE	HMRC PAYE (October)	£57.80	£0.00	£57.80	
18/10/24	Main	Grasscutting	Turney Landscapes	£293.05	£58.61	£351.66	
18/10/24	Main	Playing Field - maintenance	M.Moss expenses grass seed	£400.00	£0.00	£400.00	
14/11/24	Main	Existing PWLB loans	Public Works Loans	£259.52	£0.00	£259.52	
26/11/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (November)	£231.20	£0.00	£231.20	
26/11/24	Main	Clerk's salary & PAYE	HMRC PAYE (November)	£57.80	£0.00	£57.80	
26/11/24	Main	Training	NCALC	£42.00	£8.40	£50.40	
26/11/24	Main	Streetlighting	Eon	£104.00	£20.80	£124.80	
26/11/24	Main	Grass cutting	Turney Landscapes	£543.65	£108.73	£652.38	
02/12/24	Main	Water-playing field irrigation	Water Plus	£26.23	£0.00	£26.23	
23/12/24	Main	Clerk's salary & PAYE	Parish Clerk Salary (December & Backpay)	£323.52	£0.00	£323.52	
23/12/24	Main	Clerk's salary & PAYE	HMRC PAYE (December & Backpay)	£80.88	£0.00	£80.88	
23/12/24	Main	Grass cutting	Turney Landscapes	£500.02	£100.01	£600.03	
23/12/24	Main	Playing Field - maintenance	Build Link	£260.00	£0.00	£260.00	
14/01/25	Main	Street lighting	Npower (DD)	£136.41	£6.82	£143.23	
15/01/25	Main	Playing Field	Water usage charges paid by GPFA				£7.73
20/01/25	Main	Clerk's salary & PAYE	Parish Clerk Salary (January)	£253.40	£0.00	£253.40	
20/01/25	Main	Clerk's salary & PAYE	HMRC PAYE (January)	£63.40	£0.00	£63.40	
31/01/25	Main	Existing PWLB loans	Existing PWLB loans by DD	£1,251.79	£0.00	£1,251.79	
28/02/25	Main	Website & email accounts	Cuttlefish (.gov.uk migration)	£100.00	£20.00	£120.00	
28/02/25	Main	Clerk's salary & PAYE	Parish Clerk Salary (February)	£253.40		£253.40	
28/02/25	Main	Clerk's salary & PAYE	HMRC PAYE (February)	£63.40	£0.00	£63.40	
03/03/25	Main	Water-playing field irrigation	Water Plus	£18.50	£0.00	£18.50	
11/03/25	Main	Other grants and payments	Refund, insurance excess				£125.00
25/03/25	Main	ACRE	Subscription	£35.00	£7.00	£42.00	
25/03/25	Main	Clerk's salary & PAYE	HMRC PAYE (March)	£63.20	£0.00	£63.20	

25/03/25	Main	Clerk's salary & PAYE	Clerk's salary (March)	£253.60	£0.00	£253.60	
25/03/25	Main	Car Park	Build Link Car park repairs	£182.25	£0.00	£182.25	
25/03/25	Main	Playing Field maintenance	Build Link Playing field toilet (Concrete base)	£315.00	£0.00	£315.00	
26/03/25	Main	Other grants and payments	Contribution to clerk's training, CAPC				£60.00

OPTIONS FOR AGRONOMIC IMPROVEMENT TO PLAYING FIELD

Proposal: After levelling, application of top-dressing sand/soil mix together with grass seed and fertiliser.

	Net cost £
1. Hire of tractor and spreader	455
2. Grass seed (10 number 20kg bags)	800
3. Pre-seeder fertiliser (12 number 20kg bags)	427
4. Top dressing sand/soil mix (80 tons)	4,541
<u>TOTAL COST</u>	<u>6223</u>
Contribution from the Playing Field Association for fertiliser	- 427
<u>Net cost to PC</u>	<u>5,796</u>

If we had 100 tons of topsoil, then the net cost
to the PC would be 6,932

The grass seed and fertiliser will be spread with our own spreader (seed first) and the topsoil by the hired machinery.