



[www.lutton-pc.gov.uk](http://www.lutton-pc.gov.uk)

**DRAFT MINUTES OF LUTTON PARISH COUNCIL MEETING HELD IN LUTTON VILLAGE HALL ON  
WEDNESDAY 9TH JULY 2025 COMMENCING AT 8:15 PM**

**PRESENT:** Councillors Chris Cowdery, Jill Eaton, Julie Lane, Terry Waites

**IN ATTENDANCE:** Kerry Rew, Clerk; one member of the public

25.44	<b>APOLOGIES:</b> None.
25.45	<b>DECLARATIONS OF INTEREST:</b> none
25.46	<b>PUBLIC FORUM:</b> It was noted that the apple tree on the playing field boundary is in poor health and requires replanting and staking.
25.47	<b>WARD COUNCILLORS' UPDATES:</b> All three Ward Councillors were invited to the meeting, but none were present.
25.48	<b>MINUTES OF MEETING 12TH MAY 2025:</b> APPROVED as a true record.
25.49	<b>CANDIDATE SUBMISSIONS:</b> An application was received from Mr Karl Brace to fill the casual vacancy due to insufficient candidates standing at the recent elections. Mr Brace introduced himself to the meeting and gave a short personal statement.
25.50	<b>CO-OPTION BALLOT:</b> It was UNANIMOUSLY AGREED to appoint Mr Brace to the Council, who signed a Declaration of Acceptance of Office witnessed by the Clerk.
25.51	<b>FINANCE:</b> <ol style="list-style-type: none"> <li>1. The July update to the accounts was prepared by the Clerk and circulated prior to the meeting. This showed a revised budget forecast to include a number of projects not previously allocated.</li> <li>2. There was one payment presented for authorisation per the schedule below*. <b>RESOLVED.</b> Six pre-authorised payments were made since the last meeting: Clerk's salary for May and June by standing order, two grass cuts in June, and bank charges for May and June.</li> <li>3. The figures for the interim budget review were discussed to include additional major expenses: a contribution to the PCC for grass cutting of the churchyard, the purchase of two replacement picnic tables for the playing field, and the purchase of a vehicle activated speed sign.</li> <li>4. The Clerk produced a price comparison of picnic tables available from a variety of sources. It was AGREED to purchase two B&amp;Q Standard wooden 6-seater picnic benches at a cost of £120 inc VAT each. These to replace the two existing benches which have rotted. Delivery to be made to Cllr Cowdery; Cllr Eaton to provide wood stain. Cllrs Waites and Brace to assist with assembly and installation.</li> <li>5. It was noted that Cllr Eaton has been confirmed as an additional bank signatory.</li> <li>6. There has been no acknowledgement from Barclays formally closing the old account.</li> </ol>
25.52	<b>PLANNING &amp; PLANNING APPLICATIONS:</b> There were no planning applications received.

25.53	<p><b>CORRESPONDENCE:</b></p> <ol style="list-style-type: none"> <li>1. Notification received about the launch of the <i>Road Safety Community Fund</i> by the Office of the Police, Fire and Crime Commissioner and Northants Safer Roads Alliance. Clerk suggested that an application should be made to fully fund the purchase of a vehicle activated speed sign as many other parishes have been successful with such requests.</li> <li>2. Notification received about the Tesco <i>Stronger Starts</i> community awards. Funds are available up to £1500 for community projects. Cllr Cowdery to enquire and seek funding for the replacement picnic benches. <b>Deadline for applications 15th August</b></li> <li>3. A request was received from the Parochial Church Council for a contribution towards the cost of churchyard grass cutting. It was AGREED that the Parish Council would make a one-off contribution of £250 towards the remainder of this year's cutting season.</li> <li>4. It was noted that NNC published the Register of Members' Interests following the recent elections.</li> <li>5. It was noted that NNC has received a proposal from Polebrook Airfield to establish a habitat bank. (A habitat bank is an area of land where habitat is created and/or improved, and where these 'gains' can be sold to developers to offset habitat losses on their sites).</li> <li>6. Details of Summer Holidays Activities received from NNC and posted on noticeboard.</li> </ol>
25.54	<p><b>CLERK'S REPORT:</b></p> <ol style="list-style-type: none"> <li>1. The Clerk circulated a report prior to the meeting about vehicle activated signs, their application, benefits, and a cost comparison of the four main suppliers. NNC Highways to be contacted for agreement, posts, and designated locations at either end of the village. Clerk to apply for funding from OPFCC <i>Road Safety Community Fund</i> for the purchase of a solar-powered sign. Cllr Cowdery to draft Newsletter to find volunteers to run day to day operation of device, as this will not be managed by Parish Council.</li> <li>2. A formal contract was issued to RJC Countryside Management for the grass cutting of the playing field, which has not yet been signed and returned. The grass has not been cut since 16th June due to the prolonged dry weather. Clerk to contact RJC.</li> </ol>
25.55	<p><b>REPORTS FROM COUNCILLORS:</b></p> <ol style="list-style-type: none"> <li>1. No updates regarding Highways</li> <li>2. Cllr Cowdery reported that the two footpaths leading from Lutton Farm southwards towards Bullock Road now have new bridges and a stile and are in good condition for walking.</li> </ol>
25.56	<p><b>DATE OF NEXT PARISH COUNCIL MEETING:</b></p> <p><b>Monday, 1st September 2025</b></p> <p>Thereafter the first Monday of every second month: 3rd November, 5th January 2026, 2nd March 2026</p>

The meeting closed at 9:19 pm.

**\* Payments for authorisation 09/07/25**

Ms K Rew – Clerk's expenses May & June 2025    £20.50