

HOLCOT PARISH COUNCIL

Chairman: David Walker

Clerk: Mrs Lisa Callan
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Minutes of the Holcot Parish Council Annual Meeting held on Monday 16 May 2016 at 7.30p.m. in the Church Rooms, Main Street, Holcot, NN6 9SP

Councillors Present: R Gunnett, D Walker, R Hawkins, K Buckle, P Scordellis, J Fountain,
R Sinclair
Public: Mr & Mrs Middleton

16/111 Apologies: *to receive and accept apologies and approve reasons for absence.* Apologies received from Councillor Wilson and Councillor Carter.
Council accepted apologies.

16/112 Appointment of Chairman: *to elect a Chairman and Chairman to sign 'Declaration of Acceptance of Office'.* Councillor Gunnett confirmed he was not prepared to stand as Chairman again. Councillor Gunnett proposed Councillor Walker, seconded by Councillor Scordellis and approved by council. Councillor Walker signed the declaration to accept the office of Chairman.

16/113 Appointment of Vice-Chairman: *to elect a Vice Chairman.* Councillor Hawkins proposed Councillor Buckle, seconded by Councillor Gunnett and approved by council. Councillor Buckle signed the declaration to accept the office of Vice-Chair.

16/114 Councillor Sectors and Responsibilities:

The council agreed the sectors would remain the same, as follows:

Main Street/Farm Close/Walgarth Court	Councillor Gunnett
Back Lane/Brittens View	Councillor Walker
Moulton Road/Tithe Close	Councillor Fountain
Sywell Road/Ivy Farm/Sunny Bank	Councillor Buckle
All outlying properties	Councillor Hawkins
Rectory Lane/Beelhook/Walgrave Road	Councillor Scordellis
Brixworth Road/Glebe Close	Councillor Wilson
Poplars Lane/Winsland Court	Councillor Sinclair

The council agreed on the following responsibilities:

Church Room	Councillor Gunnett
Footpaths	Councillor Gunnett
Book Exchange	Councillor Hawkins
Defibrillator	Councillor Wilson

Friends of Holcot Liaison	Councillor Gunnett
Fundraising	Councillor Buckle
Lighting	Councillor Wilson
Newsletter	Councillor Fountain
Northampton North SUE	Councillor Sinclair
Parish Liaison	Councillor Gunnett/Councillor Buckle
Planning	Councillor Walker
Playing Field	Councillor Sinclair
Police Matters and Neighbourhood Watch	Councillor Buckle
Traffic Management and Road Safety	Councillor Buckle
United Charities	Councillor Gunnett/Councillor Hawkins
Village Hall	Councillor Walker
Website	Councillor Walker/Councillor Scordellis
Youth Matters	Councillor Fountain

Councillor Gunnett expressed concern over Councillor Walker being in charge of the website now he has been elected chairman. Councillor Walker will propose a solution after researching software to allow drafting and publishing. **Action 16/114.1**

16/115 Policies, procedures and regulations: *to approve standing orders and code of conduct.*
The council approved the standing orders and code of conduct.

16/116 Dates and Times of Meetings for the Year: *to agree Parish Council meeting dates and times.* The council agreed that the Parish Council meetings would continue to take place on the third Monday of every month.

16/117 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. *Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business.* None.

16/118 Minutes of the last meeting: *to receive and approve for signature the minutes of the meeting held on Monday 18 April 2016.* The minutes were approved and signed subject to an amendment where an Action Point for Councillor Walker (Correspondence 16/108.2) was added regarding the war memorial. Councillor Walker confirmed that the war memorial is Grade II listed. Any work maintaining or refurbishing the memorial may attract funding.

Councillor Gunnett to survey the war memorial to consider whether any maintenance works are required. **Action Point 16/118.1**

16/119 Agenda: *to agree new format.* The clerk has recently attended a two day New Clerk Course at NCALC, and will be changing the format of the Agenda. The clerk informed the council that the deadline for Agenda items will be 5 p.m. on the Monday before the Parish Council meetings, leaving three clear working days before the meeting for the agenda to be sent out. Each agenda item will be precise about the subject under discussion. Topics requiring a decision cannot be added to the agenda after the deadline has passed, and must wait for the next meeting unless it is urgent, in which case an extraordinary meeting will be held. Anything listed on the agenda must be discussed at the meeting, and specifics not on the Agenda cannot be discussed.

16/120 Matters Arising: The following Action Points are pending until the next meeting: 16/94.1, 16/66.1, 16/41.1, 16/70.1, 16/106.1,

The following Action Point was completed: 16/88.1

16/121 Public Participation Session: Mr & Mrs Middleton spoke about planning application no: DA/2016/0370. They explained that they plan to hold a car boot sale on a Sunday, only if they are unable to hold one on a Saturday due to wet weather.

16/122 Queen's Birthday: Councillor Fountain reported that plans are going well, and the Community Grant has been paid. The following events will be taking place:

Saturday 11 June

13.00 - 13.30: Village Picnic at the playing field. Families are invited to take their own food and refreshments.

15.00 - 17.00 Children's activities - bouncy castle - face painting/colouring, cake decorating, make your own crown and lots more. Free event.

19.45 - late Party in the Village Hall with live band, disco and licensed bar. Tickets include fish and chips or chicken and chips. Tickets are on sale for £15 each, which are available from Jackie & Sophie Fountain, David & Sheila Ashworth, Toni Kench, Rosie Walker or the White Swan.

Sunday 12 June

13.30 Songs of Praise at the Church. Free event.

15.00 onwards Open Mic at the Village Hall. Free event.

Residents have been asked to spread the word. Tickets are now on sale for the Saturday evening.

Raffle prizes are needed, and Councillor Walker will post a notice on the website asking people to help. **Action 16/122.1**

16/123 Defibrillator: Councillor Gunnett reported that the defibrillator should be up and running in the next week or so.

The following Action Point is pending: 16/90.1

16/124 Village Maintenance:

The following Action Point is pending: 16/91.1

16/125 Police Matters: Councillor Buckle reported that there is now a new Police and Crime Commissioner, Conservative Stephen Mold.

A gentleman was reported missing in the Holcot /Brixworth area w/c 9May. His body was recovered from Pitsford Reservoir on Saturday 14 May. It has been reported that there are no suspicious circumstances surrounding his death.

16/126 Planning: *To consider and agree a response:* Application No: DA/2016/0370. *Variation of condition 2 of planning permission DA/2010/1056 (Use of land for car boot sales and parking for up to 20 days), to enable car boot sales to be held on Saturdays or Sundays between 1 April & 31 October in any calendar year. Poplar Farm, Poplars Lane, Holcot NN6 9SW.* The council unanimously came to a decision that they have no comments regarding this application. The clerk will contact Daventry District Council to report this back to them. **Action 16/126.1**

The following Action Point was completed: 16/93.1

16/127 Highways: Councillor Buckle will chase up the inspection of the white lines around Holcot.

Action 16/127.1

The following Action Point is pending: 16/94.1

16/128 Website and Communications: Councillor Walker reported that there are now 123 subscribers. Councillor Fountain reported that the newsletter would be sent out this week.

There will be a questionnaire in this month's newsletter regarding the Queen's birthday, asking how many children will be attending the Saturday event. Councillor Walker will also ask the question on the website. *Action 16/128.1*

16/129 Northampton North SUE: Nothing to report.

16/130 Village Hall: Nothing to report.

16/131 Footpaths: The clerk has asked the Definitive Map Technician for an update on the Holcot to Walgrave footpath. The pre consultation was started on 4 May, so it has 28 days to run before he can do a report. The clerk will continue to ask for updates.

Action Point 16/49.1 (ongoing)

16/132 Playing Field: The broken revolving disc on the roundabout has been repaired. During repair, the other revolving disc was found not to be working, which the clerk has received a quote for. The playground inspection will be taking place early July, so the council agreed to wait until after the inspection to do anything about the other revolving disc, to see if there are any other repairs that will need doing with it.

Councillor Walker reported Friends of Holcot have fixed the goals.

Councillor Sinclair will provide a diary for listing playground inspections. *Action 16/133.1*

The following Action Point was completed: 16/104.1

16/133 Annual Village Meeting: *To decide the format for the meeting.* The Annual Village Meeting will be taking place on Sunday 5 June at 2.30 p.m. The council decided that the Reports would start at 3 p.m: Chairman's report, financial report, displays by village clubs and community groups, and questions to the council. Refreshments will be provided. The clerk will prepare a notice. *Action 16/134.1*

16/134 Litter Pick: The litter pick will be taking place on Sunday 22 May. The clerk will contact Daventry District Council for litter picking equipment. *Action 16/134.1*

Councillor Gunnett will drive people to roads out of the village for litter collection.

16/135 Walgrave Connector: It was agreed that the clerk and Councillor Hawkins would meet before the next meeting to go through the survey that was sent to Walgrave residents, and adjust it to include issues specific for Holcot, and show it to the council at the next meeting.

Action 16/135.1

16/136 Finance

To approve payments as listed, totalling £1089.12

£314.40	<i>Wicksteed - Repair to roundabout</i>	<i>100858</i>
£150	<i>NCALC - New Clerk Course 16 & 23 April 2016</i>	<i>100860</i>
£30	<i>Ascomi - Website</i>	<i>100861</i>
£594.72	<i>Park Landscapes - Mowing</i>	<i>100862</i>

£1089.12		
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The council agreed to pay the above invoices. The clerk made an adjustment to the payments listed, taking out a payment for Wicksteed for an inspection which was listed on the agenda. The inspection will be taking place in July, so the invoice will be paid at a later date.

Business Account Balance: £7997.64
 Current Account Balance: £1634.63
 Current Account Available Balance £545.51

The council agreed for the clerk to investigate the possibility of online banking. Proposed: Councillor Sinclair, Seconded: Councillor Hawkins. **Action 16/136.1**

The clerk has received some new financial regulations which will be circulated to Councillors once some amendments have been made. **Action 16/136.2**

The new financial regulations will be put on the next agenda.

The following Action Point was completed: 16/107.1

16/137 Approval of Accounts for year ending 31 March 2016: *to receive annual accounts report, and approve the annual return accounts.* The council approved the annual return, and the forms were signed by the Chairman.

The clerk told the council that the fixed asset register is out of date. The council agreed that Councillor Walker and Councillor Sinclair will review it. **Action 16/137.1**

16/138 Correspondence: Councillor Buckle and Councillor Gunnett will attend the Parish and Town Councils' Liaison Meeting on Thursday 16 June. **Action 16/138.1**

A letter was sent to the council by a gentleman who drives though Holcot regarding cars parked on the left hand side of Brixworth Road. The gentleman expressed concerns about the safety issues related to cars parked on the road, and observed the aftermath of accident that had taken place on Friday 6 May at this location.

The council proposed and agreed to take no action, and the clerk will respond to the letter in writing. **Action 16/138.2**

The following Action Points were completed: 16/108.1, 16/108.2

16/139 Councillors Comments: Councillor Hawkins requested that the clerk provides the council with a list of chairman and clerk responsibilities. **Action 16/139.1**

Councillor Scordellis spoke about the mowing company using weed killer that is killing plants at the village hall. Councillor Scordellis asked the clerk to provide him with contact details for Park Landscapes. **Action 16/139.2**

Councillors discussed the possibility of taking it in turns from one meeting to the next to update the website. Councillor Scordellis will take on the responsibility until the next meeting.

16/140 Date of next meeting: 20 June 2016 at 7.30 p.m.

The meeting closed at 9.05 p.m.

ACTION POINTS

AGENDA ITEM	WHO	ACTION POINT
Defibrillator 16/90.1	MW	Facilitate meeting with co-ordinators and form committee
Village Maintenance 16/91.1	RG	Speak to Friends of Holcot regarding posts around grass verge
Highways 16/94.1 Highways 16/127.1	KB/RS KB	Liaise regarding NNOR reply Chase up white line inspection
The White Swan 16/66.1	RS	Provide paperwork for protection measures
Village Seat 16/41.1	RG	Order Seat
Lighting 16/70.1	MW	Ask EON for updated survey
Footpaths 16/49.1	Clerk	Follow up on Holcot - Walgrave footpath
Planning		
Neighbourhood Plan 16/106.1	Clerk/DW	Create survey for website
Councillor Sectors and Responsibilities 16/114.1	DW	Research software
Minutes of the last meeting 16/108.1	RG	Survey war memorial for maintenance and refurbishment
Queen's Birthday 16/122.1	DW	Put raffle prize notice on website
Planning 16/126.1	Clerk	Inform Daventry DC that there are no comments regarding the planning application
Playing Field 16/133.1	RS	Provide diary for inspection
Annual Village Meeting 16/134.1	Clerk	Prepare notice for meeting
Litter Pick 16.134.1	Clerk	Contact Daventry DC about equipment
Walgrave Connector 16/135.1	Clerk/RH	Meet to go through survey
Finance 16/136.1 Finance 16/36.2	Clerk Clerk	Investigate online banking Circulate new financial regulations
Approval of Accounts 16/137.1	RS/DW	Review fixed asset register
Correspondence 16/138.1	RG/KB	Attend Parish and Town Councils' Liaison meeting
Correspondence 16/138.2	Clerk	Write letter regarding parked cars
Councillors' Comments 16/139.1	Clerk	Provide list of Chairman and Clerk responsibilities
Councillors' Comments 16/139.2	Clerk	Provide Councillor Scordellis with contact details for Park landscapes