

# 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 20 June 2016 at 7.30p.m. in the Church Rooms, Main Street, Holcot, NN6 9SP

**Councillors Present:** D Walker, K Buckle, R Hawkins, M Wilson, R Gunnett, A Carter,  
**Clerk:** L Callan  
**Public:** Mr. M Jessett

**16/141 Apologies:** *to receive and accept apologies and approve reasons for absence.* Apologies received from Councillor Scordellis, Councillor Sinclair and Councillor Fountain. The Council accepted the apologies.

**16/142 Parish Council Logo:** The council agreed on a logo, subject to a colour change. Mr. Jessett will put the logo on a letter so the council can see how it looks, and will send it to the clerk before the next meeting.

**16/143 Public address to the council** *members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting.* None.

**16/144 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.

**16/145 Minutes of the last meeting:** *to receive and approve for signature the minutes of the meeting held on Monday 16 May 2016.* The Council approved and signed the minutes. Proposed: Councillor Hawkins, Seconded: Councillor Gunnett. Councillor Hawkins said that he doesn't think the minutes should be made public until they have been approved. The council agreed.

**16/146 Matters Arising:** *Action Points from previous meetings not covered on agenda:*  
*Action Points not completed:* 16/66.1, 16/41.1, 16/49.1, 16/133.1, 16/137.1  
Councillor Walker has researched some software for the website, but it will need discussing at the next meeting when all councillors are present.  
***The following Action Point was completed: 16/114.1***

The Council asked the clerk to provide an accident log book for the playing field. **Action 16/146.1**

**16/147 Correspondence:**

1. *Monthly incident summaries for April.* Discussed under 'Police Matters'.
2. *Moulton Surgery: Moulton and surrounding areas Health & Wellbeing Strategy 2016 2020.* No action required.
3. *New Clerk salary scales for 2016/17 and 2017/18.* To be discussed with Clerk contract in August.
4. *OMBHH Development Working Group Meeting - Thursday 9 June 2016.* To receive an update from Councillor Sinclair in August.
5. *Fixed Penalty notice for fly-tipping.* Information posted on website.
6. *Letter from David Ashworth regarding the Queen's Birthday.* Clerk to write to Mr. Ashworth on behalf of the council to thank him for organising the celebrations, and confirm that the council agree with the proposal of sharing the profits between the Village Hall, Youth Club, Friends of Holcot and United Charities. **Action 16/147.1**

***The following Action Point was completed: 16/138.2***

**16/148 New Parishioners:** Hayley and Martin May at the White Swan. Councillor Gunnett will visit them with a welcome pack. **Action 16/148.1**

**16/149 Financial Regulations:** *to review and approve the draft regulations.* The council unanimously approved the new regulations.

***The following Action Point was completed: 16/36.2***

**16/150 Audit Report:** *to receive report and consider any matters arising or actions required.*

*Appoint an internal controls councillor, to oversee the work of the RFO and governance.* The following issues arose from the internal audit:

Annual Village Meeting - Refreshments should go under 'Chairman's Expenses'.

Minutes - Must be page numbered.

Budget - Details of the budget must be included in the minutes.

The Internal Auditor suggested the council purchase a book on Local Council

Administration. The clerk will find out if there is a PDF version available. **Action 16/150.1**

An Internal Controls Councillor will be appointed at the next meeting when all Councillors are present.

The Auditor requested that the clerk creates a Risk Assessment. **Action 16/150.2**

Councillor Walker proposed that the Council adopt the Internal Audit report. The Council agreed.

**16/151 Annual Parish Meeting:** *review and address any actions.* Residents expressed concern over extra parking in the village due to bollards being placed at the causeway. The council have not noticed an impact in the village since, and Councillor Walker consequently proposed that the council do not take any action as a result. The council agreed.

**16/152 Walgrave Connector Draft Survey:** *to review draft survey for circulation and implementation.* The council asked for a question to be included in the survey regarding Help for Holcot. Councillor Walker requested a change to the age range for children to be put to 18. **Action 16/152.1**

The clerk will meet with Councillor Hawkins and Councillor Fountain to draft a letter to go with the survey. **Action 16/152.2**

***The following Action Point was completed: 16/135.1***

**16/153 Neighbourhood Planning:** *agree approach to determine the plan for neighbourhood planning activity.* To go on the next agenda when all councillors are present, to discuss a working group which will determine 'the plan to get a plan'.

***The following Action Point is unnecessary and is abandoned: 16/106.1***

**16/154 Nature Reserve Access:** *discuss and agree opportunity for enabling access to nature reserve.* Councillor Gunnett will pursue access and concessions for parishioners. **Action 16/154.1**

**16/155 Crossroads Landscaping:** *receive report, and agree next steps.* Councillor Walker suggested asking parishioners for design ideas via the website (what they think of the centre of the village/ideas to help tidy it up), which the council agreed to. The ideas are to be sent to the clerk by the end of September. **Action 16/155.1**

*The following Action Point is outstanding: 16/91.1*

**16/156 Defibrillator:** Councillor Wilson reported that the defibrillator is now up and running and ready for use. Katie Cawston has taken on the governance and rota. Katie will open the box once a month and feed the information to the WebNos website, which is an online facility to report site checks. A demonstration evening has been arranged for 7 July in the Village Hall at 7.30 p.m. Councillor Walker will speak to Deryck Watson regarding room hire cost for the evening. **Action 16/156.1**

Councillor Wilson will speak to Mr. Moulds regarding an official 'opening'. **Action 16/156.2**

*The following Action Point was completed: 16/90.1*

**16/157 Friends of Holcot/Village Maintenance:** Councillor Gunnett reported that tidying work on the old school site was almost completed. Councillor Wilson will contact Councillor Fountain for more details about a complaint regarding overgrown hedges on Brixworth Road. **Action 16/157.1** Councillor Gunnett said that there was no action necessary on the War Memorial, but that he will ask Friends of Holcot to keep an eye on it and do an annual clean. **Action 16/157.2**

*The following Action Point was completed: 16/108.1*

**16/158 Lighting:** Councillor Wilson will investigate alternative suppliers after EON sent a letter informing of a 16% increase on deemed contract rates. **Action 16/158.1**

*The following Action Point is outstanding: 16/70.1*

**16/159 Northampton North SUE and NNOR:** Report to be given at next meeting due to Councillor Sinclair's absence.

**16/160 Parish Liaison:** Councillor Buckle reported that Daventry District Council have a new online mapping facility that allows anyone access to information on various services provided by Daventry District Council, as well as being able to log a number of service requests.

*The following Action Point was completed: 16/138.1*

**16/161 Planning:** No current applications.

*The following Action Point was completed: 16/126.1*

**16/162 Police Matters and Neighbourhood Watch:** *Receive report and updates.* The pay machine at Pitsford was stolen recently. The ANPR van has gone quiet at the moment due to lack of funds for a system that doesn't rely on human filtering. Councillor Buckle spoke about permanent fixed static cameras which cost £30,000, but there is to be a leasing option, and the possibility of sponsorship and donations.

**16/163 Traffic Management and Road Safety:** *receive report and updates.* Councillor Buckle will write to Ian Boyes at Highways regarding speed zoning, asking for the extension of the 30mph zones on all routes excepting Brixworth Road - beyond Stables on Sywell Road, Hospital Bungalows on Moulton Road, Mr & Mrs Bennett's on Walgrave Road for reasons of

child, walkers, pedestrian safety HGV's/PSV's, speed of traffic, walking on road, school bus in centre of the village etc. **Action 16/163.1**

**The following Action Points are outstanding: 16/94.1, 16/127.1**

**16/164 United Charities:** Councillor Gunnett reported that United Charities have now got a bank account, and it is intended that they become a working charity.

**16/165 Finance:** *to receive report and approve invoices for payment.*

Income:

First Precept instalment	£8500
Overpayment for mowing grant	£74.41

Business Account Balance:	£7997.64
Current Account Balance:	£9119.92
Invoices:	£3262.65
Available Balance (Current Account)	£5857.27

The following invoices and grants were approved for payment:

£74.41	Northamptonshire County Council - overpayment for mowing grant	100862
£15.92	Anglian Water - Water supply for allotment	100863
£197.32	Newsletter (incl. price increase of £7.32)	100864
£50	Tea and Cakes for Annual Parish Meeting	100865
£1200	Church Grant (incl. £200 for church clock)	100866
£1000	Village Hall Grant	100867
£350	Holcot Hub Grant	100868
£375	Clerk salary	100869
<b>£3262.65</b>		

The clerk hasn't yet looked into online banking options as forms still need signing in order for the clerk to be able to receive bank statements. Councillor Gunnett will visit Barclays with the relevant forms. **Action 16/165.1**

**The following Action Point is outstanding: 16/136.1**

**16/166 Next Agenda:** *to request items for inclusion on the agenda for next meeting.* Clerk to update the agenda spreadsheet. **Action 16/166.1**

*Internal Control member appointment and other responsibility adjustments (includes Clerk contract preparation responsibility).*

*Fixed Asset Register*

*Website management responsibility and approach*

*OMBHH meeting update*

*Walgrave Road footpath*

*Playing field*

*White Swan protection*

*Village Seat*

*Neighbourhood Planning*

*Parish Logo*

**16/167 Next Meeting:** 15 August 2016

**Other Action Points completed from last meeting:** 16/122.1, 16/128.1, 16/134.1,16/134.1, 16/139.1,16/139.2

**ACTION POINTS**

<b>AGENDA ITEM</b>	<b>WHO</b>	<b>ACTION POINT</b>
Highways 16/94.1	KB/RS	Liaise regarding NNOR reply
Highways 16/127.1	KB	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
Lighting 16/158.1	MW	Investigate alternative suppliers
Footpaths 16/49.1	Clerk	Follow up on Holcot - Walgrave footpath
Playing Field 16/133.1	RS	Provide diary for inspection
Finance 16/136.1	Clerk	Investigate online banking
Finance 16/165.1	RG	Visit Barclays with signed forms
Approval of Accounts 16/137.1	RS/DW	Review fixed asset register
Matters Arising 16/146.1	Clerk	Provide log book for accidents at playing field
Correspondence 16/147.1	Clerk	Write to David Ashworth
New Parishioners 16/148	RG	Take welcome pack to White Swan
Audit Report 16/150.1	Clerk	Enquire about PDF version of Local Council Administration book
Audit Report 16/150.2	Clerk	Risk Assessment
Walgrave Connector Survey 16/152.1	Clerk	Help for Holcot/age change in survey
Walgrave Connector Survey 16/152.2	Clerk/RH/JF	Meet to draft a letter to go with survey
Nature Reserve Access 16/154.1	RG	Pursue access and concessions
Crossroads Landscaping 16/155.1	DW	Ask Parishioners via website for design ideas
Defibrillator 16/156.1	DW	Speak to Village Hall regarding room hire
Defibrillator 16/156.2	MW	Speak to Tony Moulds regarding 'official' opening
Friends of Holcot/Village Maintenance 16/157.1	MW	Speak to JF regarding overgrown hedges
Friends of Holcot Village Maintenance 16/157.2	RG	Ask Friends of Holcot to monitor war memorial and do annual clean
Traffic Management and Neighbourhood Watch 16/163.1	KB	Write to Ian Boyes regarding 30mph zoning
Next Agenda 16/166.1	Clerk	Update agenda spreadsheet