

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 15 August 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, P Scordellis,
J Fountain, R Sinclair
Clerk: L Callan
Public: S Hanrahan

- 16/168 **Apologies:** *to receive and accept apologies and approve reasons for absence.* None.
- 16/169 **Public address to the council:** *members of the public are invited to address the council. This 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.
- 16/170 **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.
- 16/171 **Minutes of the last meeting:** *to receive and approve for signature the minutes of the meeting held on Monday 20 June 2016.* The Council approved and signed the minutes. Proposed: Councillor Gunnett, Seconded: Councillor Wilson.
Minutes to be put on website. **Action 16/171.1**
- 16/172 **Matters Arising:** None.
- 16/173 **New Parishioners:** Councillor Scordellis reported that Brett Russell and Nicky Moorhouse are new residents of 3 Walgrave Road. They have been given a welcome pack.
- 16/174 **Review Actions not covered elsewhere:** *receive reports on actions outstanding.*
Action Point 16/94.1: Outstanding.
Action Point 16/127.1: Outstanding. Chased, but work not completed.
Action Point 16/66.1: Action closed. New agenda item.
Action point 16/133.1: Action closed. Spreadsheet maintained.

Action Point 16/41.1: Outstanding.

Action Point 16/70.1: Action closed. Survey received.

Action Point 16/158.1: Completed. N Power potential supplier

Action Point 16/49.1: Ongoing.

Action Point 16/136.1: Outstanding.

Action Point 16/165.1: Outstanding.

Action Point 16/137.1: Outstanding.

Action Point 16/146.1: Completed.

Action Point 16/147.1: Completed.

Action Point 16/148.1: Completed.

Action Point 16/150.1: Completed. Agreed to arrange book if necessary in future.

Action Point 16/150.2: Completed.

Action Point 16/152.1: Completed.

Action Point 16/152.2: Completed.

Action Point 16/154.1: Outstanding. Low priority until other activity undertaken.

Action Point 16/155.1: Completed. Reminder posted.

Action Point 16/156.1: Completed.

Action Point 16/156.2: Completed.

Action Point 16/157.1: Action closed. No further action necessary.

Action Point 16/157.2: Completed.

Action Point 16/163.1: Completed. 30mph zoning will be considered at a Committee meeting in September.

Action Point 16/166.1: Completed.

The clerk will prepare a poster for the playing field regarding who to contact in the event of an accident. **Action 16/174.1**

The clerk was asked to get a quote for mowing of the grass verges near the new bridge on Walgrave Road. Cllr Gunnett will provide details. **Action 16/174.2**

The clerk was asked to write to the footpath department to ask for a timeline on completion of the Holcot to Walgrave footpath. **Action 16/174.3**

The council agreed that the White Swan will be a separate agenda item at the next meeting. **Action 16/174.4**

Cllr Buckle to report on the 30mph consideration by NCC. **Action 16/174.5**

16/175 Correspondence:

1. OMBHH Minutes - *no action*.
2. Superfast Broadband - *no action*.
3. Invite to Town & Parish Council Expo on 9 September - *no action*.
4. Monthly Police Summaries - *no action*.
5. Online resident welcome pack - *no action*.
6. Practitioners guide complete - *no action*.
7. Housing implementation strategy - *no action*.
8. Rural exception scheme - *no action*.
9. Community minibus - *no action*.
10. AGM NALC on 8 October (deadline for replies - 26 September).
Clerk to send apologies. **Action 175.1**
11. Rural opportunities bulletin - *no action*.
12. Back Lane Road closure - *no action*.
13. Northants CALC update - *no action*.
14. Security - places of worship - *Clerk to send email to Church Wardens.* **Action 175.2**

15. Signs - *The Council agreed no action is necessary regarding signage around the village, as the signs appear to be on private land. Clerk to email resident. Action 175.3*
 16. Spraying dog poo - *Councillor Buckle has volunteered to take part. The poster will go to the clerk, but isn't to go up until 5 September. Website post re dog poo to be prepared Action 175.4*
 17. Thank you letter from Holcot Village Hall - *Thanks acknowledged. No action.*
 18. Thank you letter from Holcot Church - *Thanks acknowledged. No action.*
 19. Dog stealing attempt - *Information was put on website. No further action.*
 20. Daventry District Council Part 2A/B Local Plan - *no action.*
 21. Danny Moody - public parks, superfast broadband etc - *no action.*
- 16/176 **Correspondence approach:** *review and confirm the Council's approach to dealing with correspondence.* The council agreed that correspondence should be dealt with at the monthly meetings, but there will be exceptions where some things need to be dealt with sooner. In this instance, councillors are required to email all members of the Parish Council for permission to respond and take action – the email should set an appropriate deadline for response.
- 16/177 **Risk Management:** *review of risk assessment form and approval.* The clerk emailed the risk assessment form to the council before the meeting. The council agreed the risk assessment with no amendments.
- 16/178 **Review Councillors responsibilities:** *consider the allocation of website editor and Internal Controls Councillor responsibilities. Review all other responsibilities.* Councillor responsibilities will remain the same for the time being. Councillor Walker will meet with Councillor Hawkins to go through what is involved in running the website. **Action 16/178.1**
Councillor Buckle volunteered to be the Internal Controls/Governance Councillor. Other responsibilities were reviewed with no amendments.
- 16/179 **Playing Field Maintenance Report:** *discuss report and agree actions.* Councillor Sinclair will prepare a plan of MH items that require action and present to the next meeting for approval. **Action 16/179.1**
The clerk was asked to contact Wicksteed regarding the outdoor gym equipment listed on the inspection report and repair under warranty. **Action 16/179.2**
The clerk was asked to investigate the signage required as noted on the last page of the report, including reporting of accidents **Action 16/179.3**
- 16/180 **Neighbourhood planning:** *agree approach to determine the plan for neighbourhood planning activity.* Councillor Gunnett, Councillor Sinclair and Councillor Scordellis agreed to participate. Councillor Sinclair will set up a meeting, and will inform the council about the working group's proposed approach in November. **Action 16/180.1**
- 16/181 **Parish Logo:** *The clerk hasn't yet heard back from Mark Jessett, so it will be moved to the September meeting.*
- 16/182 **Planning:** *agree response to application number DA/2016/0713, Polly's Cottage, Back Lane, Holcot. Listed building consent for construction of new porch, altering 3 windows into doors, enlarging one window, various internal alterations and new pathway to main entrance.* There have been no comments from parishioners regarding this application, and the council had no objections. The clerk will write to Daventry DC. **Action 16/182.1**
- 16/183 **Book Exchange:** *receive report and updates.* Councillor Hawkins reported that the book exchange is still very popular amongst residents.
- 16/184 **Defibrillator:** *receive report and updates.* Councillor Wilson reported that the ambulance service recently confirmed that the defibrillator was not deployed, and

therefore appeared to have been tampered with. This has ended up costing £53 for replacement pads and a rescue kit, and has resulted in it being out of use for over a week whilst re-commissioned. Councillor Wilson will make some enquiries about CCTV. **Action 16/184.1**

The British Coatings Federation (in partnership with the Community Heartbeat Trust) have kindly agreed to provide paint for the phone kiosk in Holcot. Councillor Wilson has spoken to Friends of Holcot to ask them to do the painting.

- 16/185 **Friends of Holcot/Village Maintenance:** *receive report and agree work requests.* Councillor Gunnett reported that the Friends of Holcot have been doing some work on the overflow churchyard. Councillor Walker has noticed that the bin at the crossroads is missing. Councillor Gunnett will measure up and find out cost of a new bin. **Action 16/185.1**
- 16/186 **Lighting:** *receive report and agree any actions.* Councillor Wilson received a quote from N Power for 13.641p kw/hour, which is cheaper than E.ON, and will work out what the difference is in cost annually to determine benefit of changing supplier, and report back to the council. **Action 16/186.1**
- 16/187 **Communications - Website and Newsletter:** *receive report and updates.* Councillor Walker reported that 128 people are registered to the website. Councillor Fountain asked councillors to go through the newsletter, and circle adverts that they would expect to be paid for and which should be free. **Action 16/187.1** Councillor Fountain is concerned that the newsletter isn't very cost effective. The council agreed that Communications approaches will be discussed as an agenda item in October.
- 16/188 **Northampton North SUE & NNOR:** *receive report and updates.* Councillor Sinclair is unable to attend the Development Group Meeting on 8 September and no other councillor is available to attend. Councillor Sinclair will send apologies. **Action 16/188.1** The Overstone Leys development are close to finalising the planning of phase 1.
- 16/189 **Playing Field:** *receive report and update.* Nothing to report.
- 16/190 **Police Matters and Neighbourhood Watch:** *receive updates, including recent incident report.* A resident experienced some racial abuse in Holcot recently, where the victim felt threatened enough to called the police. Residents have been informed via the website. The Council agreed that there was no further action required.
- 16/191 **Traffic Management and Road Safety:** *receive report and update.* Nothing to report.
- 16/192 **Village Hall:** *receive report and updates.* Councillor Scordellis reported that the Village Hall will be proposing a storage area with access from inside of the hall. Councillor Scordellis is meeting with the contractor to get quotes, and then decisions will be made with regards to planning.
- 16/193 **Village Seat:** *receive updates.* Still pending.
- 16/194 **Youth Matters:** *receive report and updates.* Nothing to report.
- 16/195 **Finance:** *to receive financial report and approve payments.*

The Council agreed to include invoices for Ramprint and the Community Heartbeat Trust. The following invoices totalling £2235.07 were approved for payment:

£85.20	Wicksteed Playgrounds - Accompanied Inspection	100870
£104.38	E-ON - Lighting Maintenance for quarter ending 30 June 2016	100871
£354.33	E-ON - Lighting 01.04.16 - 30.06.16	100872
£1412.16	Park Landscapes - Mowing 03.05.16 - 30.06.16	100873
£226.00	Ramprint - newsletter and questionnaire printing	100874
£53.00	Community Heartbeat Trust - new pads for defibrillator	100875

Business Account balance:	£7998.64
Current Account Actual Balance:	£5857.27
Income:	£1 interest (business account) £1617.75 VAT Reclaim
Invoices:	£2235.07
Available Balance:	£5239.95

16/196 **Reforecast:** undertake and approve a reforecast. Deferred until cost of playing field maintenance requirements is known -To be discussed at the next meeting.

16/197 **Next Agenda:** To request items for inclusion on the agenda for the next meeting.
Clerk to update the agenda spreadsheet. **Action 16/197.1**

16/198 **Next Meeting:** 19 September 2016 at 7:30pm

ACTION POINTS

AGENDA ITEM	WHO	ACTION POINT
16/94.1	KB/RS	Liaise regarding NNOR reply
16/127.1	KB	Chase up white line inspection
16/41.1	RG	Order Village Seat
16/49.1/16/174.3	Clerk	Follow up Holcot to Walgrave Footpath/ask for timeline of completion
16/136.1	Clerk	Investigate online banking
16/165.1	RG	Visit Barclays with signed forms
16/137.1	RS/DW	Review fixed asset register
16/154.1	RG	Pursue nature reserve access and concessions
16/171.1	DW	Put approved minutes on website
16/174.1	Clerk	Organise poster for playing field
16/174.2	Clerk	Get quote for mowing grass verge
16/174.4	Clerk	White Swan on next agenda
16/174.5	KB	Report on 30mph zoning progress
16/175.1	Clerk	Send apologies for AGM NCALC
16/175.2	Clerk	Send email about security in places of worship to church wardens
16/175.3	Clerk	Write response to resident regarding signs
16/175.4	DW	Website post for dog poo 5/9
16/178.1	DW/RH	Meet to go through what is involved in running the website
16/179.1	RS	Prepare plan of items that require action on playground maintenance report
16/179.2	Clerk	Contact Wicksteed regard warranty repair of gym equipment
16/179.3	Clerk	Investigate signage in playing field including accident reporting
16/180.1	RS	Set up meeting for neighbourhood planning and inform council about what needs doing in November
16/182.1	Clerk	Write to Daventry DC to say no objections on planning application for Polly's Cottage
16/184.1	MW	Enquire about CCTV for defibrillator
16/185.1	RG	Measure up and get quote for bin at crossroads

16/186.1	MW	Work out cost difference between N Power and E.ON
16/187.1	All Councillors	Go through newsletter and make a note of what adverts should be charged/what adverts should be free
16/188.1	RS	Send apologies for Development group meeting
16/197.1	Clerk	Update agenda spreadsheet