

HOLCOT PARISH COUNCIL

Chairman: David Walker

Clerk: Mrs Lisa Callan
2 Walgarth Court
Holcot
NN6 9TL

Tel: 01604 781230/07547505027
Email: clerk@holcotvillage.co.uk

**Minutes of the Holcot Parish Council Meeting
held on Monday 21 November 2016 at 7.30p.m. in the Church Rooms, Main Street,
Holcot, NN6 9SP**

Councillors Present: D Walker, R Hawkins, M Wilson, J Fountain, P Scordellis,
R Gunnett, K Buckle,
Clerk: L Callan

16/256 **Apologies:** *to receive and approve apologies for absence.* Councillor Carter sent apologies. Councillor Walker noted that Robert Sinclair has resigned due to work commitments.

16/257 **PUBLIC PARTICIPATION**
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.

16/258 **STANDARD ITEMS FOR REPORT AND DECISIONS**
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.

16/259 **Minutes of the last meeting:** *to receive and approve for signature the minutes of the meeting held on Monday 17 October 2016.*
The minutes were approved and signed.

16/260 **Matters Arising**
None.

16/261 **New Parishioners**
None.

16/262 **Review actions not covered elsewhere:** *receive reports on actions outstanding.*

16/94.1	NNOR Reply	Councillor Buckle to chase up with Robert Sinclair
16/127.1	White Lines	The white lines have been repainted in and around the village. The Clerk will contact highways regarding white lines at Hannington turn
16/41.1	Village Seat	The Clerk will order the seat
16/49.1	Footpaths	The Clerk will continue to follow this up
16/136.1	Online banking	The Clerk is waiting to investigate
16/165.1	Bank forms	Councillor Gunnett will visit bank before next meeting
16/137.1	Review fixed asset register	Councillor Walker and the Clerk will review before next meeting
16/154.1	Pursue Nature reserve access and concessions	Councillor Gunnett to report once the footpath is open.
16/179.1	Playground Maintenance Report	Completed.
16/180.1	Set up meeting for neighbourhood planning	Completed
16/185.1	Bin at crossroads	The Clerk will place the order
16/210.1	Logo	Logo files received but unable to open them - the Clerk is following up with Mark Jessett
16/213.1	Add CCTV to defibrillator	Completed
16/253.1	Survey results for newsletter	Completed
16/253.2	Respond to survey comments	Completed
16/253.3	Contact Alan Wild	Completed
16/237.1	Promote village photos project idea	Completed
16/238.1	Speak to residents about plans for crossroads and feedback to council	Pending
16/16/241.1	Write to Park Landscapes about additional mowing	Completed
16/244.1	Write letter of thanks to Friends of Holcot	Completed
16/246.1	Write to Daventry DC about monitoring effects of road works	Completed
16/246.2	Write to highways about 'no through road' signage, and copy the clerk in the email	Completed
16/246.3		Completed
16/253.1	Update financial spreadsheet	Completed

16/263 **Correspondence:** *to agree response/action to correspondence received.*

1. *E-Mail, sent 27.10 - invite to join community speed watch (to be discussed under 'Traffic Management & Road Safety').*
2. *E-Mail, sent 27.10 - Proposals by BT to remove telephone boxes. This does not affect Holcot.*
3. *E-Mail, set 27.10 - Daventry and District forum. No action necessary.*
4. *Message from parishioner regarding theft of lawnmowers and footpath (to be discussed under 'Police Matters and Neighbourhood Watch').*
5. *E-Mail, sent 03.11 & 10.11 - Crime monthly summaries. Noted*
6. *E-mail, sent 05.11 - NCALC response to precept capping. Noted*
7. *E-Mail, sent 10.11 - Searching for Planning applications. Noted*

GOVERNANCE FOR CONSIDERATION AND DECISION

16/264

Clerk contract and Salary: *to complete and sign the clerk's contract of employment, and issue it to the clerk in order to comply with the Employment Rights Act 1996. Agree Clerk's salary scale.* The council agreed to pay the clerk on SCP Scale 18, for 20 hours per month. The council agreed that the contract should be signed by Councillor Walker on behalf of the Council. **Action 16/264.1**

The clerk will set up payroll. **Action 16/264.2**

ITEMS FOR DISCUSSION AND DECISION

16/265

Playing Field Maintenance Plan: *discuss items that require actions.*

The council agreed to take action on items that posed a Medium or High risk. The clerk will contact Wicksteed for a firm price on fixing the chains and seats on both the baby and flat swings, and the spinner on the roundabout. **Action 16/265.1**

The clerk will contact Friends of Holcot to ask them about placing an impact surface around the slide, and also re-painting it. The clerk will also ask the Friends of Holcot to re-lay the matting underneath the modern seesaw. **Action 16/265.2**

Councillor Gunnett will measure and then look into where to buy the mats from, and the clerk will place the order once the information has been received. **Action 265.3**

The clerk will ask Wicksteed for the cost of supplies for the Friends of Holcot jobs if necessary. **Action 16/265.4**

The Council agreed to start planning to replace some of the equipment in the future, but that none needed to be removed at this juncture. This would be lead by the Councillor appointed in item 16/271 to take over Playing Field activities.

16/266 **Neighbourhood Planning Plan:** *receive 'plan' for a plan, and discuss first steps.* The Neighbourhood planning 'working party' will do some research with DDC to see what similar Parish Council's are doing, containing DDC and NCALC for advice. Councillor Walker will invite a consultant to the next meeting if it is determine by the working party as appropriate. The Working Party intend that a final proposal will be presented to the February meeting. **Action 16/266.1**

16/267 **Crossroads:** *Councillor Wilson to report back to council with resident feedback on phase one of the project. Agree next steps.* Councillor Wilson reported that the alignment of the adjoining property did not allow positioning of posts on Moulton Road. He will measure up to see where the posts on the green will be placed, and then prepare plan for agreement at the next meeting. **Action 16/2677.1**

16/268 **Historic photos project:** *Clerk to inform of any resident feedback. Agree next steps.* The clerk reported that there has been no interest so far.

16/269 **A43 impact plan:** *receive report, and discuss and decide a response to Highways A43 Team proposals.* Councillor Scordellis reported that the meeting to discuss the A43 had agreed that S106 funding might be able to be 'fast-tracked' to allow works to be undertaken prior to S106 funds being received. The council agreed that Councillor Scordellis should respond to the Highways Team with proposals on prioritised traffic management projects, that Holcot would like to have implemented depending on funding allocated. The response is to include speed management suggestions and pedestrian safety. **Action 16/269.1**

The meeting thanked Councillor Scordellis for his work.

The Clerk will contact Highways to retrieve information from the traffic data box, to check what the impact was on traffic volume during the first day of the A43 works.**Action 16/269.2**

Councillor Walker will analyse the data received. **Action 16/269.3**

16/270 **Appointment of replacement Councillor:** *agree plan and actions.*
The Clerk will write to Robert Sinclair thanking him for the work he has done for the Parish Council. **Action 16/270.1**

The council will ask for expressions of interest after the notice period has passed. **Action 16/270.2**

Councillor Fountain will put a notice about the vacancy in the next newsletter, informing that the council are looking to co-opt in January. **Action 16/270.3**

Councillor Walker will post a notice on the website. **Action 16/270.4**

16/271 **Review Councillors responsibilities:** *review all responsibilities.*
Councillor Scordellis will take over Northampton North SUE temporarily until another councillor is appointed.

Councillor Fountain will be responsible for the playing field. Cllr Fountain to consider the approach to renewal of playing field equipment **Action 16/271.1**

All other responsibilities remain the same.

ITEMS FOR REPORT AND DECISIONS ARISING

16/272 **Planning:** *DA/2016/0847 Installation of 1 no. 18m lattice tower with 3 no. antennas, 3 equipment cabinets and ancillary development within chain-linked fenced compound, installation of access gate and hardstanding. AMENDED.*
The council did not have any comments, and no response is necessary.

16/273 **Church Rooms:** *receive report/updates.* Nothing to report.

16/274 **Footpaths:** *receive updates.* A pipe is currently being replaced, underneath the area where the footbridge will be built.

16/275 **Communications and newsletter:** *receive updates.*
Councillor Fountain will provide examples of a flyer version of the newsletter, and provide costs. **Action 16/275.1**

16/276 **Traffic Management and Road Safety:** *receive report, and update on Rectory Lane signage. Discuss invite to join Community Speed Watch 2017 and agree response.* Councillor Scordellis met with Ian Boyes regarding signage. Ian Boyes will arrange two new signs on the edge of Rectory Lane. There will be no cost, and it will take around 3 months. **Action 16/276.1** Ian Boyes will also contact Garmin and Tomtom.

The council agreed that Holcot should take part in the community speed watch programme in 2017. The clerk will reply to the invite informing that Holcot would like to participate. **Action 16/276.2**

- 16/277 **Northampton North SUE & NNOR:***receive report.*
No further updates.
- 16/278 **Playing Field:** *receive report, and update on latest playing field inspection.*
Councillor Walker performed an inspection on the playing field. Repairs were discussed under the item 'Playing Field maintenance plan'.
- 16/279 **Police Matters and Neighbourhood Watch:** *receive report and updates. Discuss website message from resident regarding theft of lawn mowers/footpath.* Crimes in Holcot were noted in the monthly crime summaries.

The Council discussed the message from Mr Yuill. It was agreed that as a public footpath the path cannot be restricted, and Councillors were unable to determine any other suggestions to improve security.

- 16/280 **United Charities:** *receive updates.* Nothing to report. A meeting is to take place in January.

FINANCIAL CONTROL

- 16/281 **Approve October reforecast:** *approve reforecast for the remainder of 16/17.* The reforecast prepared in October was approved. Add to website. **Action 16/281.1**
- 16/282 **Prepare Draft Budget:** *Discuss and agree the 17/18 draft budget.* The council discussed and agreed on a draft budget, which Councillor Walker will circulate. **Action 16/282.1**
Budget to be agreed at the January meeting.
- The Council noted that they might consider re-establishing the neighbourhood watch in 2017/18, but a budget was not required.
- 16/283 **Finance:** *to receive financial report, and approve payments below, totalling £403.16*

£375	Lisa Callan	Clerk Salary Oct - Dec	100885
£28.16	E.ON	Maintenance	100886

The council agreed to pay the above payments.

Current Account Income	£8500 (Second precept payment for FY16/17)
Actual balance	£11,298.58
Available balance	£10,895.42
Business Account	£7999.64 (includes £1 interest)

NEXT AGENDA

16/284

Agenda: to request items for inclusion on the agenda for the next meeting.

The council agreed that Co-option, Neighbourhood Planning, and United Charities would appear on the next agenda.

The clerk will update the spreadsheet. **Action 16/284.1**

NEXT MEETING

16/285

To note the date of the next meeting: 16 January 2017. The Council confirmed that a meeting in December 2016 was not required.

The meeting closed at 9.15 p.m.

ACTION POINTS

AGENDA ITEM	WHO	ACTION POINT
16/94.1	KB	Contact Robert Sinclair regarding NNOR FOI documentation and undertake analysis
16/127.1	Clerk	Chase up white lines (Hannington turn)
16/41.1	Clerk	Order village seat
16/49.1	Clerk	Follow up Holcot to Walgrave Footpath
16/136.1	Clerk	Investigate online banking
16/165.1	RG	Visit Barclays with signed forms
16/137.1	Clerk/DW	Review fixed asset register
16/154.1	RG	Pursue nature reserve access and concessions
16/185.1	Clerk	Order bin for crossroads
16/210.1	Clerk	Liaise with Mark Jessett regarding logo
16/264.1	Clerk/DW	Sign Contract
16/264.2	Clerk	Set up payroll
16/265.1	Clerk	Contact wicksteed regarding cost of chains and seats on swings, spinner on roundabout.
16/265.2	Clerk	Contact Friends of Holcot about placing impact surface around slide, re-painting slide, and re-laying matting underneath modern seesaw
16/265.3	RG	Measure and look into mats - where to buy them from and prices
16/265.4	Clerk	Contact Wicksteed regarding supplies for Friends of Holcot jobs if necessary
16/266.1	DW	Invite neighbourhood planning consultant to next meeting if appropriate
16/267.1	MW	Measure up for posts at crossroads, prepare a plan for agreement at the next meeting
16/269.1	PS	Respond to Highways A43 proposals
16/269.2	Clerk	Retrieve data from traffic box
16/269.3	DW	Analyse data retrieved and circulate a summary.
16/270.1	Clerk	Write letter of thanks to Robert Sinclair
16/270.2	All	Ask for expressions of interest for councillor vacancy (after notice period)
16/270.3	JF	Put notice in newsletter about councillor vacancy
16/270.4	DW	Put notice on website about councillor vacancy
16/271.1	JF	Consider approach to renewal of playing field equipment.
16/275.1	JF	Provide examples of flyer and provide costs
16/276.1	Clerk	Confirm with Ian Boyes the Council's agreement to the Rectory Lane work.
16/276.2	Clerk	Write to confirm Holcot participation with Speed watch
16/281.1	DW	Add reforecast to the website
16/282.1	DW	Circulate draft budget
16/284.1	Clerk	Update spreadsheet

