



Chairman: Mr David Walker

Clerk: Mrs Lisa Callan
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**Minutes of the meeting of Holcot Parish Council
held on Monday 20 May 2019 at 7.00p.m. in the Church Rooms, Main Street,
Holcot, NN6 9SP**

Councillors Present: D Walker, J Fountain, P Scordellis, M Wilson, J Bonsor,
K Buckle, R Hawkins,
Clerk: L Callan
Public: Jason King, Emma King

- 19/90 **Elect Chair:** Councillors nominated and elected Cllr Walker to continue as Chairman for the coming year. Cllr Walker said he was happy to take continue the position for one more year. Cllr Walker and the clerk signed the 'Acceptance of Office' form.
- 19/91 **Elect Vice-Chair:** Councillors nominated Cllr Buckle to continue as Vice-Chair for the coming year. Cllr Buckle agreed and the clerk signed the 'Acceptance of Office' form.
- 19/92 **Apologies:** Cllr Middleton, Cllr Shephard and Cllr Woolnough sent apologies, which the council accepted.
- 19/93 **Public address to the council:** Mr King outlined the planning application for the Manor House.
- 19/94 **Minutes of the last meeting:** The minutes of the meeting held on Monday 15 April were approved and signed.
- 19/95 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** No declarations of interest.
- 19/96 **To fill a casual vacancy on the council:** The council co-opted James Bonsor onto the Council. Cllr Bonsor and the clerk signed the 'Acceptance of Office' form.
- 19/97 **Council policies, procedures and regulations**
a) It was agreed that Councillor responsibilities would remain the same apart from the following changes: Cllr Bonsor will be responsible for Main Street/Farm Close/Walgarth Court and also the Church Room.
Cllr Walker will take over as Parish Liaison from Mr Gunnett.
Cllr Hawkins will be responsible for the footpaths.

Roger Gunnett has agreed to complete the footpath project and Cllr Wilson will liaise with the Council regarding Friends of Holcot matters.

- b) The Standing orders were reviewed and approved.
- c) The Code of Conduct was reviewed and approved.
- d) The Risk Management policy was reviewed and approved
- e) The updated asset register was reviewed and approved
- f) The council agreed that the meetings should continue to take place on the third Monday of the month. Meetings will be cancelled where not required
- g) The Financial Regulations were reviewed and approved.

19/98

Annual accounts for year ending 31 March 2019

- a) The internal audit was completed with no matters arising. The council were presented with the internal audit report and auditor observations were noted. The clerk will put a monthly reconciliation in place for a councillor to sign at each meeting. (**Action 19/98.1**) Councillors were content with the audit report, and the report was accordingly accepted.
- b) The council went through the governance statement and the Chairman and the Clerk signed the statement.
- c) The Clerk circulated to councillors the annual return figures as detailed on the annual return. The council approved the annual return accounts and accounting statement. The Chairman and Clerk signed the Annual Return.
- d) The Council certified themselves as exempt from external audit and the Chairman and clerk signed the certificate of exemption form. The Internal Audit Report, Governance Statement, Accounting Statements and the Certificate of Exemption needs to be published on the website before 1 July. **Action 19/98.2**

19/99

Planning: The Council considered the planning applications below with no objections. The clerk will contact DDC. **Action 19/99.1**

Application No: DA/2019/0347

Construction of glazed link between main house and coach house. New opening on gable end of Listed Building. New opening on gable end, replacement of roof and installation of solar panels on coach house.

The Manor House, Rectory Lane, Holcot, Northamptonshire, NN6 9SR

Application No: DA/2019/0348

Listed Building Consent for construction of glazed link between main house and coach house. Removal of internal column, replacement of two single glazed windows with slim-line doubled glazed windows on rear elevation and new opening on gable end of Listed Building. Renovation works to coach house to include removal of internal walls, insertion of new openings and staircase, replacement of roof and installation of solar panels.

The Manor House, Rectory Lane, Holcot, Northamptonshire, NN6 9SR

Application No: DA/2019/0354

General use agricultural building (Barn A)

Poplar Farm, Poplars Lane, Holcot, Northamptonshire, NN6 9SW

Application No: DA/2019/0355

General purpose agricultural building (Barn B)

Poplar Farm, Poplars Lane, Holcot, Northamptonshire, NN6 9SW

19/100 **Matters Arising:** No matters arising.

19/101 **New Parishioners:** No new parishioners.

19/102 **Review actions not covered elsewhere:**

16/154.1	JB	Pursue nature reserve access and concessions Cllr Fountain and the clerk were asked to organise a litter pick for October. Action 19/102.1
17/142.1	MW	Inform Friends of Holcot - Install bin at bus stop
18/31.1	DW	Post VDS on website PENDING
18/50.1	DW	Map on confines in VDS PENDING
18/131.1	MW	Ask FOH to place cable ties on swing bars Cllr Wilson will chase this up with FOH. Cllr Wilson to also ask FOH to remove posters from around the village. Action 19/102.2 Put out a request on the website to remove posters Action 19/102.3
19/54.1	Clerk	Arrange for review of UMS lighting costs COMPLETED
19/56.1	Clerk	Contact NCALC re mowing contracts Action to be deleted
19/57.1	Clerk	Prepare notice for APM and request reports COMPLETED
19/57.2	DW	Publicise drop-in event COMPLETED
19/76.1	DW	Advise Mrs Wilson re budget for bulbs COMPLETED
19/78.1	Clerk	Transfer funds from FOHPF account to PC account PENDING
19/78.2	JF	Inspect bench at playing field COMPLETED – Cllr Fountain will investigate prices and bring back for Council approval, and ask FOH to install when necessary. Action 19/102.4
19/79.1	DW/Clerk	Place councillor vacancy statutory notice on website and noticeboard COMPLETED
19/80.1	Clerk	Write to DDC re: planning application feedback COMPLETED
19/82.1	Clerk	Contact Npower regarding administration costs COMPLETED
19/85.1	JF	Ask Youth Club if they require the grant this year COMPLETED
19/87.1	Clerk	Write to Barclays PENDING – It was agreed that Cllr Bonsor will also be added as a signatory Action 19/102.5

19/103 **Correspondence:** to agree response/action to correspondence received.

- a) Email from Judy Shephard – top priorities for road surfacing: Clerk to take Back Lane off response to Cllr Shephard. **Action 19/103.1**
- b) Email from Fiona Rye – Public information events. Events were cancelled.

- c) *Email from Gary Thorp, Highways – closure of Sywell Road.* One complaint has been received from a parishioner regarding the removal of road closure signs.
- d) *Email from Deryck Watson regarding Back Lane fencing around verges.* The clerk was asked to send the email to Cllr Scordellis for him to discuss with Highways. **Action 19/103.1**

- 19/104 **Annual Parish Meeting:** No matters arising from the APM and the lack of public interest was noted. The council thought it a good idea to remind parishioners via the newsletter and website about the public 15 minute sessions available at each monthly Parish Council meeting. **Action 19/104.1** The meeting discussed potential options for 2020, but deferred any decisions
- 19/105 **Informal drop-in session on 26 April:** Incorporated into 19/104
- 19/106 **Cadent/Gigaclear:** Cllr Scordellis proposed he call his contact at highways to ask what the plan is for Cadent. The council were content with the proposal. **Action 19/106.1**
- 19/107 **Insurance annual renewal:** The council approved the cost of £880.19.
- 19/108 **Police Matters/Neighbourhood Watch:** Nothing to report.
- 19/109 **Playing Field:** New equipment will be installed in the playground on 6 June and agreed that the playing field will be closed for a couple of days whilst installation takes place for safety reasons. A notice will be put up nearer the time. **Action 19/109.1**
- 19/110 **Book exchange:** Cllr Hawkins said more books are needed in the kiosk.
- 19/111 **Website and Communications:** The council agreed to make an appeal to parishioners for interesting articles in the newsletter via the website. Cllr Bonsor suggested including an historical section. Cllr Buckle has history on her house which she said she would be happy to include, to start things off.
- 19/112 **Lighting:** The council are happy to go ahead with the supplier change, but asked that Cllr Wilson and Clerk review and bring a firm proposal to the next meeting. **Action 19/112.1** Cllr Wilson and the clerk will liaise about the recent light replacement correspondence. **Action 19/112.2**
- 19/113 **Tennis Court:** 10 people have signed up. The signatories on the bank account still needs changing. **Action 19/113.1**
- 19/114 **Finance:** The payments below were approved and the cheques were signed. An additional cheque (101009) for £200 was written for the PCC for the Church clock which was omitted from the agenda.

Cheque No. 101000	N Power	Street lighting costs October 2018 – March 2019	£2682.94
101001	Lisa Callan	Salary: May	£187.84

101002	PCC Holcot	2019/20 grant (including £200 for the clock)	£1200.00
101003	Holcot Village Hall	2019/20 grant	£1000.00
101004	EON	New lantern and bracket for LC19 Main Street and LC29 Moulton Road	£1711.20
101005	Carter Jones	Allotment rent 30/09/18-25/03/19	£142.00
101006	Ramprint	Newsletters	£146.00
101007	Came & Company	Parish Council insurance 01.06.2019-31.05.2020	£880.19
101008	Information Commissioner	Data protection fee	£40.00

NEXT AGENDA

19/115 **Agenda:** Litter picking, Cadent

NEXT MEETING

19/116 17 June 2019.

The meeting closed at 8.15pm.

16/154.1	JB	Pursue nature reserve access and concessions
17/142.1	MW	Inform Friends of Holcot - Install bin at bus stop
18/31.1	DW	Post VDS on website
18/50.1	DW	Map on confines in VDS
18/131.1	MW	Ask FOH to place cable ties on swing bars
19/76.1	DW	Advise Mrs Wilson re budget for bulbs
19/78.1	Clerk	Transfer funds from FOHPF account to PC account
19/87.1	Clerk	Write to Barclays and add Cllr Bonsor as signatory
19/98.1	Clerk	Ensure operation of key controls is minuted
19/98.2	Clerk/DW	Post audit documents on website
19/99.1	Clerk	Contact DDC with planning feedback
19/102.1	Clerk/JF	Organise litter-pick for October
19/102.2	MW	Ask FOH to put cable ties on swings and take out-of-date posters off posts around the village.
19/102.3	DW	Notice on website re removal of posters
19/102.4	JF	Investigate prices for bench and liaise with FOH when necessary
19/102.5	Clerk/JB	Add JB as a bank account signatory, remove Mr Gunnett
19/103.1	Clerk	Contact Judy about road surfacing (take off Back Lane)
19/103.2	PS	Speak to Highways about Back Lane fencing
19/104.1	DW/JF	Remind parishioners about the 15 minute public sessions at each PC meeting
19/106.1	PS	Speak to Highways about Cadent
19/109.1	JF/Clerk	Put sign on playing field gate re: closure
19/112.1	MW/Clerk	Review opportunities to consolidate lighting into a single account and bring proposal.
19/112.2	MW/Clerk	Liaise re: street light number

