



Chairman: David Walker

Clerk: Mrs Lisa Callan
2 Walgarth Court
Holcot
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**Minutes of the Holcot Parish Council Meeting
held on Monday 16 January 2017 at 7.30p.m. in the Church Rooms, Main Street,
Holcot, NN6 9SP**

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

- 17/1 **Apologies:** *to receive and approve apologies for absence.*
Councillors Hawkins and Buckle sent apologies due to work commitments.

- 17/2 **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.

- 17/3 **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.

- 17/4 **Minutes of the last meeting:** *to receive and approve for signature the minutes of the meeting held on Monday 21 November 2016.*
The minutes were approved and signed.

- 17/5 **Matters Arising**
None.

17/6

New Parishioners

Paige Phipps and Lee Fowler, 2 Glebe Close. Councillor Wilson will visit with a welcome pack. **Action 17/6.1**

17/7

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

16/94.1	KB	Contact Robert Sinclair regarding NNOR FOI documentation and undertake analysis
16/127.1	Clerk	Chase up white lines (Hannington turn) Clerk to continue chasing
16/41.1	Clerk	Order village seat Awaiting delivery
16/49.1	Clerk	Follow up Holcot to Walgrave Footpath Nothing new to report- ongoing
16/136.1	Clerk	Investigate online banking Clerk to enquire by next meeting
16/165.1	RG	Visit Barclays with signed forms Completed
16/137.1	Clerk/DW	Review fixed asset register will complete by next meeting
16/154.1	RG	Pursue nature reserve access and concessions In abeyance until footpath resolved.
16/185.1	Clerk	Order bin for crossroads Ordered and delivered
16/210.1	Clerk	Liaise with Mark Jessett regarding logo Logo received. Clerk to thank Mark Jessett and ask for a logo for village hall and Holcot Parish ACTION 17/7.1
16/264.1	Clerk/DW	Sign Contract Completed
16/264.2	Clerk	Set up payroll In progress
16/265.1	Clerk	Contact Wicksteed regarding cost of chains and seats on swings, spinner on roundabout. Ordered. Work completed
16/265.2	Clerk	Contact Friends of Holcot about placing impact surface around slide, re-painting slide, and re-laying matting underneath modern seesaw New action created 17/9.3
16/265.3	RG	Measure and look into mats - where to buy them from and prices New action created 17/9.4
16/265.4	Clerk	Contact Wicksteed regarding supplies for Friends of Holcot jobs if necessary Action deleted
16/266.1	DW	Invite neighbourhood planning consultant to next meeting if appropriate not necessary
16/267.1	MW	Measure up for posts at crossroads, prepare a plan for agreement at the next meeting See item 17/10
16/269.1	PS	Respond to Highways A43 proposals See item 17/11
16/269.2	Clerk	Retrieve data from traffic box Completed by PS
16/269.3	DW	Analyse data retrieved and circulate a summary

		Completed
16/270.1	Clerk	Write letter of thanks to Robert Sinclair Completed
16/270.2	All	Ask for expressions of interest for councillor vacancy New action 17/24.1
16/270.3	JF	Put notice in newsletter about councillor vacancy Completed
16/270.4	DW	Put notice on website about councillor vacancy Completed
16/271.1	JF	Consider approach to renewal of playing field equipment See item 17/9
16/275.1	JF	Provide examples of flyer and provide costs New action 17/14.1
16/276.1	Clerk	Confirm with Ian Boyes the Council's agreement to the Rectory Lane work Completed
16/276.2	Clerk	Write to confirm Holcot participation with Speed watch Completed
16/281.1	DW	Add reforecast to the website Completed
16/282.1	DW	Circulate draft budget Completed
16/284.1	Clerk	Update spreadsheet Completed

17/8

Correspondence: to agree response/action to correspondence received.

1. *E-Mail 28.11.16 (for information)*
*Ann Carter - Media Release, Boundary Commission to revise proposals to change Daventry Parliamentary Constituency. **Noted.***
2. *E-Mail 28.11.16*
*Chris Wragg - indicative costs of traffic calming features. **Noted.***
3. *E-Mail 16.12.16*
*Danny Moody - letter regarding no precept capping for 2017/18. **Noted.***
4. *E-Mail 03.01.17 - Fiona Rye, OMBBH Minutes from the meeting held on 15.12.16. **Noted. Councillors have read the minutes.***

17/9

Playing Field: general update and maintenance plan. Councillor Fountain reported completing a risk assessment form earlier in the day for the playing field, and a lot of matters arising were those that the council are already aware of. There was some glass at the entrance that Councillor Fountain will clear. **Action 17/9.1**
Councillor Fountain and the clerk will request more quotes for surfacing around the slide. **Action 17/9.2**
The clerk will speak to Friends of Holcot regarding meeting to discuss replacing damaged mats around the rotating see-saw and roundabout. **Action 17/9.3**
Councillor Fountain/Clerk to look into cost of mats. **Action 17/9.4**

- Councillor Fountain will consider options for improvement of the playing field equipment including matting for the slide. She will report back at the March meeting. **Action 17/9.5**
- 17/10 **Crossroads:** *Councillor Wilson to present plan for approval by council.* The council agreed to wait for the outcome of the traffic calming measures, before placing posts around the crossroads.
- 17/11 **A43 impact plan:** *discuss next steps.* Councillor Scordellis attended the A43 liaison meeting on 15 December, where it was confirmed there will be funds available for villages to take traffic calming measures. Councillor Scordellis is awaiting costs for the Parish Council's list of proposed traffic calming measures in Holcot. Councillor Scordellis is preparing a proposal for reduced speed limits in the village, and will circulate it via email to councillors for review (with a copy to Judy Shephard). **Action 17/11.1**
Judy Shephard will report back to Councillor Scordellis regarding who is on the speed limit committee.
- Councillor Scordellis highlighted to the council that if the proposals were agreed, it would inevitably lead to more signage around the village, which the council acknowledged and accepted.
- 17/12 **Planning:** No planning applications.
- 17/13 **Defibrillator:** *receive report/updates.* The security tag was broken on 27 December and the cabinet left open. The council considered a lockable cabinet, which the council decided against. The clerk will give the last invoice for pads to Councillor Wilson, who will send it to the Community Heartbeat trust asking for a refund or credit note (due to overpayment). **Action 17/13.1**
- 17/14 **Communications and newsletter:** *receive updates.* Councillor Fountain will prepare an A4 sheet example of the newsletter for the next meeting. **Action 17/14.1**
- 17/15 **Traffic Management and Road Safety:** *receive report.*
clerk to update on speed watch. The residents of Manor House have agreed for their wall to be used for the 'no-through road' sign. Councillor Scordellis prepared a draft sign, which the council agreed was suitable. The cost of the sign is £45.68 which the council agreed to pay.
- The clerk has 12 volunteers for speed watch, and is awaiting information on the finer details of the programme later in the month.
- 17/16 **Northampton North SUE & NNOR:** *receive report.*
Councillor Scordellis attended the meeting in December, and had nothing to report.
- 17/17 **Police Matters and Neighbourhood Watch:** *receive report and updates.* No report due to Councillor Buckle's absence.

- 17/18 **United Charities:** *receive updates*. Councillor Gunnett reported that this is no longer a registered charity. Discussions are ongoing, and it will be put on the next agenda.
- 17/19 **Parish Liaison:** *receive updates*. No report.
- 17/20 **Finalise Budget and approve:** *Agree 17/18 budget*. Councillor Judy Shephard reported that the County Council are looking to make cuts in their budget. Parish Councils can take part and have a say about it on the website. The consultation closes on 24 January, and full council will take place on 23 February.
- The council discussed and approved the budget for FY17/18. It is an unbalanced budget due to carry-forward items from 2016/17 principally, but within the total projected funds available on the Parish Council's current account. The Precept was increased marginally to support the budget.
- 17/21 **Prepare Precept and approve:** *Agree 17/18 Precept amount. Chairman and clerk to sign precept form*. The council agreed on a precept of £17,500 an increase of £500, the last increase being in 2014. The precept form was completed and signed.
- 17/22 **Finance:** *to receive financial report, and approve payments below, totalling £1914.63*

Cheque no. 100888	Park Landscapes	Mowing/hedge trimming	£396.00
Cheque no. 100889	Anglian Water	Water for allotment	£16.21
Cheque no. 100890	E-ON	Electricity 01.10.16-25.10.16 (Final Bill)	£112.57
Cheque no. 100891	E-ON	Maintenance, quarter ending 31.12.16	£104.38
Cheque no. 100892	Bin Shop	Steel liner for bin at crossroads	£84.59
Cheque no. 100893	Wicksteed	Swing seats and chain replacements, fixture of rotating spinner on roundabout	£1010.88
Cheque no. 100894	Ramprint	Newsletter	£190

The council approved the above payments.

Cheque no. 100887 was approved by the council via email between the November meeting and the January meeting (£675.49, Hayes Garden World - village seat). Cheque was written on 01.12.2016.

Income:	£20 (newsletter)
Current Account Actual Balance:	£10915.42
Current Account Available Balance:	£8325.30
Deposit Account:	£7999.64

- 17/23 **Reforecast:** *Reforecast for FY16/17*
The council completed a reforecast for the remainder of the financial year 16/17. Several items were carried-forward to 2017/18.
- 17/24 **Co-opt new member of the Council.** *Co-opt new councillor. Sign acceptance of office form.*
There were no candidates at the meeting. Councillors to continue to ask for expressions of interest. Councillor Walker will post another notice on the website. **Action 17/24.1**
- 17/25 **Agenda:** *to request items for inclusion on the agenda for the next meeting.* Footpath/Footbridge, Newsletter ideas, United Charities, Lighting, Village seat, Traffic calming. Clerk will update agenda spreadsheet. **Action 17/25.1**
- 17/26 **To note the date of the next meeting:** *20 February 2017.*

The meeting closed at 21.50

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)
16/49.1	Clerk	Follow up Holcot to Walgrave Footpath
16/136.1	Clerk	Investigate online banking
16/137.1	Clerk/DW	Review fixed asset register
16/154.1	RG	Pursue nature reserve access and concessions
16/264.2	Clerk	Set up payroll
17/6.1	MW	Visit residents of 2 Glebe Close with a welcome pack
17/7.1	Clerk	Thank Mark Jessett and ask regarding logo for Village Hall and Holcot Parish
17/9.1	JF	Clear glass on playing field
17/9.2	JF/Clerk	Get more quotes for slide surfacing
17/9.3	Clerk	Speak to FOH regarding roundabout/rotating see-saw
17/9.4	JF/Clerk	Look into cost of mats
17/9.5	JF	Consider options for the long term improvement of the playing field
17/11.1	PS	Prepare speed limit proposal for circulation and approval
17/13.1	Clerk/MW	Send invoice for pads/contact HB Trust for refund/credit note
17/14.1	JF	Prepare A4 newsletter example
17/24.1	ALL	Seek candidates for councillor vacancy/DW post on website
17/25.1	Clerk	Update agenda spreadsheet