



Chairman: David Walker

Clerk: Mrs Lisa Callan
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**Minutes of the Holcot Parish Council Meeting
held on Monday 20 February 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, R Hawkins,
K Buckle

Clerk: L Callan

Public: Mr & Mrs Middleton

17/27 **Apologies:** Councillor Ann Carter and Councillor Judy Shephard sent apologies.

17/28 **Public address to the council:** None.

17/29 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** Councillor Fountain item 17/37.

17/30 **Minutes of the last meeting:** The clerk made an amendment under item 17/11 at the request of Councillor Scordellis. The following text was added: *'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'*.
The minutes were then signed and approved.

17/31 **Matters Arising:** None.

17/32 **New Parishioners:** Councillor Wilson visited the new residents of Glebe Close with a welcome pack.

17/33 **Review actions not covered elsewhere:**

16/94.1	KB	Action: Contact Robert Sinclair regarding NNOR FOI documentation and undertake analysis Councillor Buckle is still waiting to hear from Robert Sinclair
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16/127.1	Clerk	Action: Chase up white lines (Hannington turn) The clerk has chased the re-painting of the white lines at Hannington turn. Highways have informed that the contractors have the works order, and it should be done as soon as possible. The clerk will chase again in one week if the work has not been completed.
16/49.1	Clerk	Action: Follow up Holcot to Walgrave Footpath Covered on agenda.
16/136.1	Clerk	Action: Investigate online banking. Clerk will look into it now clerk details are changed on the account.
16/137.1	Clerk/DW	Action: Review fixed asset register COMPLETED
16/154.1	RG	Action: Pursue nature reserve access and concessions On hold.
16/264.2	Clerk	Action: Set up payroll Clerk will complete by next meeting.
17/6.1	MW	Action: Visit residents of 2 Glebe Close with a welcome pack COMPLETED
17/7.1	Clerk	Action: Thank Mark Jessett and ask regarding logo for Village Hall and Holcot Parish. Email sent. Clerk awaiting a reply.
17/9.1	JF	Action: Clear glass on playing field. COMPLETED
17/9.2	JF/Clerk	Action: Get more quotes for slide surfacing Covered on agenda
17/9.3	Clerk	Action: Speak to FOH regarding roundabout/rotating see-saw COMPLETED. Friends of Holcot have agreed to do the work.
17/9.4	JF/Clerk	Action: Look into cost of mats. No longer needed, as Friends of Holcot will do the work without purchasing new mats.
17/9.5	JF	Action: Consider options for the long term improvement of the playing field Covered on agenda.
17/11.1	PS	Action: Prepare speed limit proposal for circulation and approval Covered on agenda
17/13.1	Clerk/MW	Action: Send invoice for pads/contact HB Trust for refund/credit note COMPLETED. Councillor Wilson was informed that the council would need to pay additional costs (£126) for an extra scheme. The council didn't think it would be cost effective, so it will remain as it is.
17/14.1	JF	Action: Prepare A4 newsletter example Covered on agenda.
17/24.1	ALL	Action: Seek candidates for councillor vacancy/DW post on website ONGOING. Now Action 17/50.1
17/25.1	Clerk	Update agenda spreadsheet COMPLETED

17/34 **Correspondence:** *to agree response/action to correspondence received.*

1. *E-Mail 06.02.17*

Northants CALC update (note: transparency code funding) The clerk explained to the council that transparency funding is available, which helps with the extra burden of ensuring the council is compliant

with the transparency code. The council agreed that the clerk should apply for funding. **Action 17/34.1**

- 17/35 **Newsletter development ideas:** *Councillor Fountain to present A4 example newsletter sheet.* Councillor Fountain had been in touch with Ramprint, who gave A3 and A4 examples of the newsletter. The council agreed to go ahead with an A3 copy.

- 17/36 **A43 impact plan & traffic calming:** *general update and next steps.* Councillor Scordellis prepared and submitted a speed limit proposal for consideration by the Speed Limit Review Panel.

Following the submission, Councillor Scordellis was invited to attend the recent Review Panel meeting, where he was informed that speed limit changes would not be agreed without data collection, and speed boxes have since been placed around the village. Councillor Scordellis met with Steven Barber from Highways on 16 February, and was advised to write a new submission with some suggested changes to the speed zones. Councillor Scordellis briefed the council on the new submission, which included a menu of ideas including solar panels on poles with the VASID, road markings, advanced warning signs, and gateway features. Councillor Walker proposed that Councillor Scordellis sends the new report to the Speed Limit Review Panel. The council agreed.

The council thanked Councillor Scordellis for the time and effort and he has put into the reports.

- 17/37 **Playing Field maintenance/repairs.** *Councillor Fountain to put forward long term improvement options for the playing field, and slide surfacing options for approval. Gate Pillar repair approach.* The clerk received 3 quotes for safety surfacing around the slide. The quotes were discussed, and due to the high expense, it was agreed that the council were unable to pay for it at this time. It was agreed that a laminated notice would be put on the slide to stop people using it. The clerk will make the notice, and give it to Councillor Gunnett who will make a board to put it on. **Action 17/37.1**

Councillor Fountain and the Clerk put forward the idea of creating a 'Playing Field Working Party Group', to raise funds for the playing field. Councillor Walker will put a post out on the website based on a draft by Cllr Fountain, asking for volunteers to join the group, along with Councillor Fountain and the Clerk. **Action 17/37.2**

The clerk explained to the council that she had been looking into funding for the playground. The Parish Council will be able to apply for a County Councillor empowering grant in the new financial year. The clerk has received the application form, and will apply in April. **Action 17/37.3**
The clerk will also apply for Lottery Funding. **Action 17/37.4**

(Cllr Fountain did not participate in this item) The clerk contacted the insurance company regarding the damaged gate pillars at the entrance of the playing field, and was asked to obtain two quotes for the cost of repairs, which the clerk presented to the council. The council agreed that the clerk

should ask MG Carpentry Services to do the work. The Clerk will also thank Mr Lantsbery and Mr Sabin for their quote. **Action 17/37.5**

The cost of repairs will be covered on insurance, subject to the policy excess charge of £125. The clerk will send the invoice to the insurance company once it is received. **Action 17/37.6**

17/38 Neighbourhood plan proposal presentation

Councillor Gunnett, Councillor Walker, and Councillor Scordellis met to discuss a plan for a neighbourhood plan and undertook research and consultation, and presented to the council a list of pros and cons. Councillor Walker proposed two things:

1. Update the design statement and take it to the Annual Parish Meeting.
2. Revisit the idea of a Parish Plan next year, and make it a community project.

The council agreed on the proposals, and agreed against a neighbourhood plan.

It was suggested that the clerk contact Ann Carter to ask for help with a local development plan. Councillor Scordellis offered to draft an email to send to the clerk. **Action 17/38.1**

Cllr Gunnett will lead the process of developing the Village Design Statement and will engage other Councillors as necessary. A draft will be prepared for discussion at the Annual Parish Meeting. **Action 17/38.2**

17/39 Village Seat

The village seat on Main Street has now been installed. Clerk will write and thank Friends of Holcot. **Action 17/39.1**

Councillor Gunnett will give the clerk details about a new village seat that is to overlook washbrook. **Action 17/39.2**

17/40 Footpath/Footbridge: receive updates.

The definitive map officer has contacted the clerk to ask for email addresses of the landowners, so they can be sent a copy of the orders. Councillor Gunnett will pass these details onto the clerk, who will forward them on. **Action 17/40.1**

17/41 Fundraising: receive report/updates. Nothing to report.

17/42 Lighting: receive updates. Two requests have been received from Parishioners wanting additional street lights on Rectory Lane and Tithe Close. The council decided not to pursue either.

17/43 Planning: Consider the following planning applications:

Application No: DA/2017/0040

Description: First floor and two storey extensions to dwelling, including grooms accommodation and office.

Location: Foxhill Farm, Sywell Road, Holcot, Northamptonshire, NN6 9SN.

Application No: DA/2017/0104

Description: Additional use of land for car boot sales and associated parking for up to 28 days on Thursdays between 1 April and 31 October in each year.

Location: Poplar Farm, Poplars Lane, Holcot, Northamptonshire, NN6 9SW.

The council had no comments on either application.

- 17/44 **Traffic Management and Road Safety:** *receive report. Update on speed watch.*

The 'No Through Road' sign is now up on Rectory Lane.

Councillor Gunnett reported that he has noticed more cars parked in the village on Brixworth Road, due to the posts at the causeway. Councillor Wilson will monitor the situation and report back at the next meeting. **Action 17/44.1**

There was a road traffic accident involving two cars and a motorbike near the Hannington turn on 24 January, which sadly resulted in a fatality.

The clerk reported that there had been 4 sessions of speed watch so far completed, and a total of 24 motorists were travelling at 35mph or over.

- 17/45 **Police Matters and Neighbourhood Watch:** *receive report and updates.* Two motorcyclists were recently caught on a dash cam riding along the pavement on Brixworth Road, and a barn in the village was broken into.
- 17/46 **United Charities:** *receive updates.* Councillor Gunnett proposed contacting the charities commission to ask for United Charities to become a charity again, which the council agreed to. **Action 17/46.1**
- 17/47 **Village Hall:** *receive updates.* Nothing to report.
- 17/48 **Youth Matters:** *receive updates.* There are around 8 children attending youth club each week. Councillor Fountain will ask if the annual grant is needed this year. **Action 17/48.1**

- 17/49 **Finance:** The council agreed to pay the following invoices:

Cheque no. 100895	Holcot Church School Room	Room Hire April 2016 - March 2017, and Electricity supply and installation costs for the village Christmas tree lights	£196.00
Cheque no. 100896	Freestyle sign & graphics Ltd	'No Through Road' sign	£54.82
Cheque no. 100897	Heyfords Moles & Pest Control	Removal of 2 moles from playing field	£60.00

Actual Balance (Current Account)	£8325.30
Available Balance (Current Account)	£8014.48
Deposit Account Balance	£8000.64

- 17/50 **Co-opt new member of the Council.** *Co-opt new councillor. Sign acceptance of office form.* No expressions of interest as yet. Councillors will continue to look for candidates. **Action 17/50.1**
- 17/51 **Fixed Asset Register:** *clerk to present updated asset register for approval.* The draft fixed asset register was circulated, and it will be approved with the accounts.
- 17/52 **Agenda:** *to request items for inclusion on the agenda for the next meeting.* No additional items were requested. Councillor Wilson and Councillor Scordellis sent their apologies for the next meeting.
- 17/53 **July Meeting:** *Decide whether to hold July meeting in August, due to clerk holiday.* The council agreed not to hold a meeting in July.
- 17/54 **To note the date of the next meeting:** *15 March 2017.*

The meeting closed at 9.20 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)
16/49.1	Clerk	Follow up Holcot to Walgrave Footpath
16/136.1	Clerk	Investigate online banking
16/154.1	RG	Pursue nature reserve access and concessions (in abeyance)
16/264.2	Clerk	Set up payroll
17/7.1	Clerk	Chase logo for Village Hall and Holcot Parish
17/34.1	Clerk	Apply for transparency funding
17/37.1	Clerk/RG	Laminate sign for slide/attach to slide
17/37.2	JF/DW	Draft post/Put post on website asking for interest in playing field working party
17/37.3	Clerk	Apply for County Councillor grant in April
17/37.4	Clerk	Apply for Lottery Funding
17/37.6	Clerk	Send invoice for pillar works to insurance company
17/38.1	PS/Clerk	Draft Email/contact Ann Carter regarding help with local development plan
17/38.2	RG	Prepare a draft Village Design Statement for discussion at the Annual Parish Meeting in May.
17/39.1	Clerk	Thank friends of Holcot for helping with village seat
17/39.2	RG	Give clerk details about new seat
17/40.1	RG	Send email addresses for landowners to clerk
17/44.1	MW	Monitor parking on Brixworth Road
17/46.1	RG	Register United Charities as a charity
17/48.1	JF	Find out if youth grant is needed for 2017/18.
17/50.1	ALL	Seek new councillor expressions of interest