



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 24 April 2017 at 7.30p.m. in the Church Rooms, Main Street,
 Holcot, NN6 9SP**

Councillors Present: D Walker, N Middleton, M Wilson, R Hawkins, K Buckle, J Fountain
Clerk: L Callan

- 17/80 **Apologies:** Cllr Gunnett, Cllr Scordellis, Cllr Carter and Cllr Shephard sent apologies due to prior commitments. The council accepted the apologies.
- 17/81 **Public address to the council:** None.
- 17/82 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** None.
- 17/83 **Minutes of the last meeting:** The minutes from the meeting on Monday 20 March 2017 were approved and signed.
- 17/84 **Matters Arising:** None
- 17/85 **New Parishioners:** None
- 17/86 **Review actions not covered elsewhere:** *receive reports on actions outstanding.*

16/94.1 - KB	OUTSTANDING	Contact Robert Sinclair regarding NNOR FOI documentation and undertake analysis
16/49.1 - Clerk	COMPLETED	Follow up Holcot to Walgrave Footpath - inform legal that there are no comments regarding the extinguishment order
16/154.1 - RG	PENDING	Pursue nature reserve access and concessions (in abeyance)
16/264.2 - Clerk	COMPLETED	Set up payroll
17/7.1 - Clerk	ONGOING	Chase logo for Village Hall and Holcot Parish
17/37.3 - Clerk	PENDING - Application forms not	Apply for County Councillor grant in April

	being sent out until after the elections	
17/39.1 - Clerk	OUTSTANDING - Will send after latest seat is installed	Thank friends of Holcot for helping with village seat
17/40.1 - RG	COMPLETED	Send email addresses for landowners to clerk
17/46.1 - RG	PENDING	Register United Charities as a charity
17/48.1 - JF	COMPLETED	Find out if youth grant is needed for 2017/18.
17/60.1 - Clerk	COMPLETED	Visit new residents with welcome pack
17/63.1 - Clerk	COMPLETED	Reply to Simon Bowers about litter picking services
17/64.1 - Clerk	COMPLETED	Write to Judy Shephard regarding speed limit review panel response
17/64.2 - Clerk	ACTION DELETED	Invite Sarah Barnwell to next meeting (after instructed to do so)
17/65.1 - Clerk	COMPLETED	Check availability of village hall
17/65.2 - Clerk	COMPLETED	Ask WI to provide drinks and cake at Annual Parish Meeting
17/65.3 - Clerk	OUTSTANDING	Put up notice about Annual Parish Meeting on Notice Board and Website
17/68.1 - Clerk	OUTSTANDING	Prepare draft of updated Village Design Statement
17/77.1 - Clerk	COMPLETED	Arrange for Nick Middleton to sign acceptance of office papers

17/87

Correspondence:

1. E-Mail 20.03 regarding seating and other amenities installed in the village. The council agreed to consult parishioners when installing new assets or making changes.
2. Post 25.03 Definitive Map and statement for Holcot. Cllr Hawkins offered to complete the questionnaire for agreement at the next meeting. **Action 17/87.1**
3. E-Mail 29.03 Confirmation of transparency funding. The council have received £750 in transparency funding, and the council agreed that the clerk could spend the funds as and when needed to comply with the transparency code.
4. E-Mail 30.03 OMBHH Paperwork for meeting on 6 April. Noted.
5. E-Mail 04.04 Request from Western Power to fell Cherry Tree on Sywell Road. Noted and mainly dealt with via email.
6. E-Mail 06.04 Request for the Parish Council to order a skip at the allotment. The council agreed for the clerk to order a skip, and to invoice the Holcot Allotment Association. **Action 17/87.2**
7. Email 11.04 - Church School Room administration. The clerk will write to Mr Pomeroy thanking him for his service, and for advising of the changes taking place with regards to the future administration of the Church Rooms. **Action 17/87.3**
8. Letter received from parishioner on 17 April, regarding the newsletter. The clerk will respond to explain that the matters raised are being considered. **Action 17/87.4**

17/88

Design Statement: The council agreed to discuss this at the next meeting.

17/89

Annual Parish Meeting planning: The council agreed to invite the District Councillor and County Councillor, and

village clubs and associations. The clerk will send out invites, and will contact Cllr Scordellis for email addresses of clubs.

Action 17/89.1

17/90

Footpath/Footbridge: No update.

17/91

United Charities: Cllr Hawkins explained that a meeting had been held, and money is being cumulated to put into one account. When that is done, it will be registered as a live charity again.

17/92

Lighting: The light outside 22/24 Moulton Road was reported as not working. The clerk reported it to EON, and Cllr Fountain will check it is now working and report back to the clerk.

Action 17/92.1

17/93

Playing Field: Since the Slide at the playground no longer meets health and safety standards, the council decided it should be removed. Cllr Middleton and Cllr Wilson will get together to discuss the removal and organise accordingly. **Action 17/93.1**

17/94

Planning:

To receive update:

DA/2017/0254/TC

Installation of 1 No. 17.5m monopole with 3 No. antennas, 2 No. dishes, 3 No. equipment cabinets and ancillary development within chain link fenced compound.

Land off Hannington Lane, Walgrave

To consider and agree a response to the following applications:

DA/2017/0335

Extension to existing hay store to create indoor riding menage.

Turners Farm, Holcot Road, Hannington NN6 9TR

DA/2017/0336

Construction of new hay barn

Turners Farm, Holcot Road, Hannington NN6 9TR

The council had no comments regarding the above applications.

17/95

Traffic Management and Road Safety: The consultation regarding the Northampton North Orbital Route has been delayed, as they are not allowed to consult during a general election. It will now be taking place 19 June - 4 August.

The council agreed that the clerk should contact Cllr Scordellis to ask him to start the implementation of all the agreed

proposals in the submission to the March Speed Limit Panel.
Action 17/95.1

The council will discuss the recent letter from Sarah Barnwell at the next meeting and determine next steps accordingly.

17/96 **Police Matters and Neighbourhood Watch:** Nothing to report.

17/97 **Youth Matters:** Cllr Fountain reported that the Youth Club do not need the Parish Council grant this year. An AGM will be held soon to plan some activities.
 The clerk will write to Penny Coles and Hannah Brown, to thank them for the recent litter pick they did in the village.
Action 17/97.1

17/98 **Reforecast :** The Council removed the Youth Club donation as not required, and added the transparency donation. The reforecast was approved.

17/99 **Finance:** The council authorised the payments below, totalling £3044.24

Cheque no. 100905	Lisa Callan	Salary for April 2017 (includes 1% pay-rise for FY 17/18) £9.392 per hour (Clerk Scale 18) x 20 hours	£187.84
Cheque no. 100906	Park Landscapes	Mowing for March 2017	£534.00
100907	Ramprint	Newsletter	£122.40
100908	PCC Holcot	Donation & contribution to church clock	£1200
100909	Holcot Village Hall Association	Donation	£1000

Since the last meeting, the clerk wrote a cheque for £125 (cheque number 100904) for the repair of the gate pillar at the playing field. This was pre-authorised at the meeting in March.

Income: £750 Transparency Funding
 Current Account available balance: £5128.42
 Business Account balance: £8000.64

The clerk will look into adding a third signatory for the bank accounts. **Action 17/99.1**

17/100 **Items to be included on the next agenda:** Road Safety, Annual Parish Meeting, Design Statement, Traffic Management, Appoint Chairman and Vice-Chairman, Councillor Sectors and Responsibilities, Asset Register, Policies, Procedures and Regulations, Times and dates of future meetings.

17/101 **Date of next meeting:**
Monday 15 May & Tuesday 30 May (Annual Parish Meeting)

The meeting closed at 8.17 p.m.

AGENDA ITEM	WHO	ACTION POINT
16/94.1	KB	Contact Robert Sinclair regarding NNOR FOI documentation and undertake analysis
16/154.1	RG	Pursue nature reserve access and concessions (in abeyance)
17/7.1	Clerk	Chase logo for Village Hall and Holcot Parish
17/37.3	Clerk	Apply for County Councillor grant
17/39.1	Clerk	Thank friends of Holcot for helping with village seat
17/46.1	RG/RH	Register United Charities as a charity
17/65.3	Clerk	Put up notice about Annual Parish Meeting on Notice Board
17/68.1	RG	Prepare draft of updated Village Design Statement
17/87.1	RH	Complete Questionnaire
17/87.2	Clerk	Order skip for allotments
17/87.3	Clerk	Write to Philip Pomeroyre: letter about Church Rooms
17/87.4	Clerk	Write to Derek Robinson regarding letter re lighting and communications matters
17/89.1	Clerk	Send invites for APM
17/92.1	JF	Check Street Light on Moulton Road is working
17/93.1	MW/NM	Meet to discuss removal of slide and execute removal accordingly
17/95.1	Clerk	Contact Cllr Scordellis to ask him to go ahead with agreed traffic calming proposals
17/97.1	Clerk	Write to Penny Coles and Hannah Brown
17/99.1	Clerk	Enquire about getting a third signatory on the bank accounts