



Chairman: David Walker

Clerk: Mrs Lisa Callan
2 Walgarth Court
Holcot
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**Minutes of the Annual Meeting of Holcot Parish Council
held on Monday 15 May 2017 at 7.30p.m. in the Church Rooms, Main Street,
Holcot, NN6 9SP**

Councillors Present: D Walker, P Scordellis, N Middleton, K Buckle, J Fountain
R Hawkins

Clerk: L Callan

- 17/102 **Elect Chairman:** Cllr Scordellis proposed Cllr Walker, seconded by Cllr Fountain. Cllr Walker said he was willing to serve again as Chairman.
- 17/103 **Elect Vice-Chairperson:** Cllr Hawkins proposed Cllr Buckle, seconded by Cllr Scordellis. Cllr Buckle said she was willing to serve again as Vice-Chair. **Action 17/103.1**
- 17/104 **Apologies:** Cllr Roger Gunnett, Cllr Martin Wilson, Cllr Ann Carter, Cllr Judy Shephard.
- 17/105 **Public address to the council:** None.
- 17/106 **Minutes of the last meeting:** The minutes from the meeting held on Monday 24 April 2017 were approved and signed.
- 17/107 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** None.
- 17/108 **Council policies, procedures and regulations**
- a) **Councillor Responsibilities.**
The council agreed that Cllr Middleton will be responsible for Poplars Lane and Winsland Court. Cllr Scordellis will take on responsibility for Traffic Management & Road Safety, and Cllr Fountain will take on responsibility for the Village Hall. *Cllr Walker to update the information on the website. 17/108.1*
- b) **To review and approve the Standing Orders.**
The council agreed to approve the standing orders as they are, but Cllr Buckle as the Internal Controls councillor, will review them between now and next year and present to the Council for approval. **Action 17/108.2**

- c) **To review and approve the Code of Conduct**
The council approved the document.
- d) **To review and approve the Risk Management Policy**
The council approved the document.
- e) **To review and approve the asset register**
The council approved the document.
- f) **To agree on meeting dates and times for the year**
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) **To review and approve the Financial Regulations**
The council approved the document.

17/109

Annual accounts for year ending 31 March 2017

- a) **To receive annual accounts report**
The Clerk had circulated to all councillors in advance of the meeting the financial report with annual cash flow spreadsheet, the list of all payments and receipts for the year, the bank reconciliation for year end and the BDO format annual return figures.
- b) **To approve the annual governance statement**
The council went through the governance statement and were in approval.
- c) **To approve the annual return accounts and accounting statement**
The Clerk had circulated to all councillors in advance of the meeting the annual return figures as detailed on the annual return. The council approved the annual return accounts and accounting statement.

The Chairman and Clerk/RFO signed the Annual Returns.

17/110

Matters Arising. None.

17/111

New Parishioners

Wendy & Keith Miller, Moulton Road. Cllr Fountain to find out house number. *Action 17/111.1*

New residents were identified in Back Lane and Sywell Road – Cllrs Walker and Buckle will contact them.

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

- 17/113 **Correspondence:**
- a) *Letter received 1 May from St Mary and All Saints Church, thanking the council for the grant.* The council acknowledged the letter.
 - b) *E-Mail 4 May from resident regarding blocked pipes.* Cllr Walker posted a notice on the website, and Cllr Fountain placed a notice through letterboxes.
 - c) *Letter received 11 May from the Village Hall thanking the council for the grant.* The council acknowledged the letter.
- 17/114 **Annual Parish Meeting planning: final planning.**
Cllr Gunnett is to present the updated Village design statement. A member of the playing field working group will say a few words on the plan for the playing field. The invites have been sent out. Cllr Carter will be attending, Cllr Shephard has sent her apologies ahead of the meeting.
- 17/115 **Footpath/Footbridge:** No update.
- 17/116 **Playing Field:** The matting around the roundabout and rotating see-saw has been completed by the Friends of Holcot. Cllr Fountain reported that the bin at the playing field was overflowing. Clerk will report to DDC. **Action 17/116.1**
- 17/117 **Traffic Management and Road Safety: receive report.**
It was reported in the OMBBH minutes, that the funding bid for dualling beyond the Grange to Holcot/Sywell had been unsuccessful.
- Cllr Scordellis will be meeting with Sarah Barnwell in the village on 24 May to discuss the implementation of traffic calming measures. Cllr Scordellis will also ask about the appeals process following the refusal of speed limit reductions in the village. The council were in agreement that they require some additional support from Cllr Shephard regarding this matter, and Cllr Walker offered to contact her. **Action 17/117.1**
- The clerk was asked to contact Sarah Barnwell to ask for the equivalent speed limit review panel outcome reports for Spratton, Church Brampton and the Railway Cottages, Moulton and Billing Lane, Overstone. **Action 17/117.1**
- Cllr Middleton expressed his concerns regarding a blind spot on Sywell Road, which Cllr Scordellis will discuss with Sarah Barnwell at their meeting.
- 17/118 **Planning**
None.
- 17/119 **Parish Council Insurance**
It was agreed that the clerk would shop around for quotes, and go with the cheapest that provides all cover required, and renew before the insurance with AON expires. **Action 17/119.1**

17/120

Finance: *to receive financial report, and approve payments below, totalling £224.64. The council agreed to pay the following :*

Cheque no. 100910	Lisa Callan	Salary for May 2017	£187.84
Cheque no. 100911	C.P. Pomeroy	Reimbursement for matting pegs for playing field	£15.00
Cheque no. 100912	Anglian Water	Water for allotment	£21.80

There has been no income received since the last meeting. The reconciliation to the current account bank statement dated 13 April is £8312.04. Outstanding cheques total £3386.46, True balance £4925.58. The clerk reported that a bank statement for the business account hasn't been received since January. The balance on the Business account statement dated 6 January, is £8000.64.

17/121

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

Road safety, Playing field, Parish Meeting outcome.

17/122

Date of the next meeting:

Tuesday 30 May (Annual Parish Meeting)

Monday 19 June

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
17/68.1	RG	Prepare draft of updated Village Design Statement
17/93.1	MW/NM	Meet to discuss removal of slide and execute removal accordingly
17/99.1	Clerk	Enquire about getting a third signatory on the bank accounts
17/103.1	Clerk	Confirm whether acceptance of office forms are required and arrange accordingly
17/108.1	DW	Update councillor responsibilities on website
17/108.2	KB	Review Standing Orders
17/111.1	JF	Find out house number of new residents
17/116.1	Clerk	Report overflowing bin at playing field
17/117.1	DW	Write to Cllr Shephard asking for support with appeals process
17/117.2	Clerk	Ask Sarah Barnwell for Spratton, Church Brampton, and Moulton and Overstonereports

17/119.1	Clerk	Shop around for best insurance quote and put in place before expiration of current policy
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