



Chairman: Mr David Walker

Clerk: Mrs Lisa Callan
2 Walgarth Court
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**Minutes of the Annual Meeting of Holcot Parish Council
held on Monday 21 May 2018 at 7.00p.m. in the Church Rooms, Main Street,
Holcot, NN6 9SP**

Councillors Present: D Walker, J Fountain, K Buckle, P Scordellis, R Hawkins
Clerk: L Callan

- 18/93 **Elect Chairman:** Councillors proposed that Cllr Walker remains as Chairman. Cllr Walker said he was willing to serve again as Chairman for one more year. Cllr Walker signed the 'acceptance of office' form.
- 18/94 **Elect Vice-Chairman:** Councillor Buckle agreed to continue as Vice-Chair. Cllr Buckle signed the 'acceptance of office' form.
- 18/95 **Apologies:** Cllr Wilson, Cllr Gunnett and Cllr Middleton sent apologies which the council accepted.
- 18/96 **Public address to the council:** None.
- 18/97 **Minutes of the last meeting:** The minutes of the meetings held on Monday 16 April and Tuesday 1 May 2018 were signed and approved.
- 18/98 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** No declarations of interest.
- 18/99 **Council policies, procedures and regulations**
- a) The council agreed that responsibilities and sectors should remain the same.
 - b) Cllr Buckle is still working on the Standing Orders and will complete them by the next meeting. **Action 18/99.1**
 - c) The Code of Conduct document was approved.
 - d) The Risk Management Policy document was approved.
 - e) The asset register was approved.
 - f) To Financial Regulations document was approved.
 - g) 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. Due to unavailability of the clerk on the third Monday of July, and the third Monday in August, the council agreed that the July meeting will take place on the fourth Monday of the month, and the August meeting will take place on the second Monday of the month.

18/100

Annual accounts for year ending 31 March 2018

- a) The internal audit was completed with no matters arising. The council were presented with the internal audit report.
- b) The council went through the governance statement and were in approval.
- 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/RFO signed the Annual Returns.

18/101

Data Protection

- a) The council reviewed and approved the data breach policy.
- b) The council reviewed and approved the data protection policy.
- c) The council reviewed and approved the records retention policy.
- d) The council reviewed and approved the subject access request procedure document.
- e) The council agreed to appoint NCALC as their Data Protection Officer. Cllr Hawkins voted against the proposal, as he thought the role was unnecessary.
- f) The Chairman and Clerk agreed to sign the agreement form between NCALC and Holcot Parish Council after the meeting, as the clerk had left the form at home.
- g) Councillors signed the compliance checklist.

18/102

Matters Arising (including matters arising from the Annual Parish Meeting): No matters arising.

18/103

New Parishioners: No new parishioners.

18/104

Review actions not covered elsewhere:

16/154.1	RG	Pursue nature reserve access and concessions (in abeyance)
17/108.2	KB	Review Standing Orders before May meeting NEW ACTION CREATED 18/99.1
17/142.1	RG	Inform Friends of Holcot - Install bin at bus stop PENDING
17/211.3	RG	Inform Friends of Holcot - Remove gate sign on Sywell Road in the spring PENDING
18/13.2	PS	Reconsider options for road safety works.
18/31.1	DW	Post VDS on website PENDING
18/50.1	DW	Map on confines in VDS PENDING
18/72.1	Clerk	Send email regarding permissive footpath to MP COMPLETED
18/73.1	Clerk/RG	Meet to complete Green Space forms COMPLETED
18/73.2	Clerk	Email Walgrave PC with response to prior approval application for the land off Walgrave Road COMPLETED
18/73.3	Clerk	Email Walgrave PC in response to their query regarding the No. 10 Bus COMPLETED

18/74.1	KB/RG	Prepare proposal for the Crossroads by next meeting PENDING – June meeting
18/74.2	Clerk	Contact Highways about planters when told to do so PENDING
18/75.1	Clerk	Prepare APM Agenda COMPLETED
18/77.1	Clerk	Order new concrete column and lantern for Glebe Close COMPLETED
18/78.1	KB	Speak to Councillors regarding Planning application DA/2018/0248 and give response to the clerk before 24 April COMPLETED
18/79.1	Clerk	Contact Sgt Dobbs regarding recent spate of burglaries COMPLETED
18/80.1	Clerk	Send contact details of charity adviser to Cllr Gunnett COMPLETED
18/81.1	Clerk	Transfer funds from Friends of Holcot Playing Field account to PC account before payment for adventure path is due PENDING
18/81.2	RG	Ask Friends of Holcot to remove balance beam and see-saw from playing field COMPLETED
18/81.3	Clerk/JF	Prepare shopping list and phase plan for playing field equipment PENDING
18/84.1	DW	Post reforecast on website COMPLETED

18/105

Correspondence:

Email from June Mabbutt 20.04.18 regarding the number 10 bus. The clerk was asked to write to the relevant authority regarding the fact that having no middle of the day service is an issue for some parishioners. **Action 18/105.1**

Councillor Walker had received a letter regarding 'Flying the Red Ensign' flag. The council decided not to make an event of it.

18/106

Crossroads maintenance: Some progress has been made. Cllr Buckle and Cllr Gunnett will sketch something ahead of the June meeting. **Action 18/106.1**

18/107

Road Safety/Speed Limit Approach: Based on the discussion at the Annual Parish Meeting Cllr Walker proposed that the council don't do anything for now, to wait and respond as a package once the 20mph report has been received. The Council agreed. The council proposed that Cllr Scordellis responds with this information.
Action 18/107.1

18/108

Planning: None

18/109

Police Matters/Neighbourhood Watch: Nothing to report.

18/110

Playing Field:

- The council authorised the Friends of Holcot Playing Field to put up signs and padlock the gate during the installation of the new equipment for 3 days, beginning 3 June.
- The recent Royal Wedding afternoon tea event raised £1,206 for the playground.

18/111

Insurance: The council authorised a cheque for £797.79 to cover the cost of insurance which is to be renewed on 1 June 2018. Cheque No. 100961.

18/112

Finance: The council approved the following payments:

Cheque No. 100955	Lisa Callan	Salary May	£187.84
Cheque No. 100956	Holcot Village Hall Association	Grant	£1000.00
Cheque No. 100957	PCC Holcot	Church/clock grant	£1200.00
Cheque No. 100958	Holcot Hub	Grant	£350.00
Cheque No. 100959	ICO	Data Protection fee	£40.00
Cheque No. 100959	DM Payroll Services Ltd	Administration of payroll services (annual)	£94.50

18/113

Agenda: Crossroads, Playing Field update, Washbrook ownership

18/114

Next meeting: 25 June 2018 **(Please note this meeting is being held on the 4th Monday of the month, NOT the 3rd Monday).**

The meeting closed at 7.32 p.m.

16/154.1	RG	Pursue nature reserve access and concessions (in abeyance)
17/142.1	RG	Inform Friends of Holcot - Install bin at bus stop
17/211.3	RG	Inform Friends of Holcot - Remove gate sign on Sywell Road in the spring
18/13.2	PS	Reconsider options for road safety works.
18/31.1	DW	Post VDS on website
18/50.1	DW	Map on confines in VDS
18/74.2	Clerk	Contact Highways about planters when told to do so
18/81.1	Clerk	Transfer funds from Friends of Holcot Playing Field account to PC account before payment for adventure path is due
18/81.3	Clerk/JF	Prepare shopping list and phase plan for playing field equipment
18/99.1	KB	Complete Standing Orders
18/105.1	Clerk	Contact authorities regarding No. 10 Bus
18/106.1	KB/RG	Prepare sketch of Crossroads for next meeting
18/107.1	PS	Send speed limit approach