



Clerk: Mrs. Lisa Callan
2 Walgarth Court
Holcot
NN6 9TL

Telephone: 01604 781230 / 07547505027
E-mail: clerk@holcotvillage.co.uk
Website: www.holcotvillage.co.uk

Date: 14 May 2019
To: All parish councillors
From: Mrs L Callan, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to the Annual meeting of Holcot Parish Council in the Church Rooms, Main Street, Holcot Northamptonshire, NN6 9SP on **Monday 20 May 2019** at 7 p.m. when the under mentioned business will be transacted.

AGENDA

- 19/90 **Elect Chair:** to elect a Chairman and sign the 'Acceptance of Office' form.
- 19/91 **Elect Vice-Chair:** to elect a Vice-Chairman and sign the 'Acceptance of Office' form.
- 19/92 **Apologies:** *to receive and approve apologies for absence.*
- 19/93 **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.*
- 19/94 **Minutes of the last meeting:** *to receive and approve for signature the minutes of the meeting held on Monday 15 April 2019.*
- 19/95 **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).*
- 19/96 **To fill a casual vacancy on the council:** *Co-opt new member.*
- 19/97 **Council policies, procedures and regulations**
a) *To review and approve Councillor Responsibilities and Sectors*
b) *To review and approve the Standing Orders.*
c) *To review and approve the Code of Conduct*
d) *To review and approve the Risk Management policy*
e) *To review and approve the asset register*
f) *To agree on meeting dates and times for the year*

g) *To review and approve the Financial Regulations*

19/98

Annual accounts for year ending 31 March 2019

- a) *Receive and note the annual internal audit report*
- b) *Approve and sign the annual governance statement*
- c) *Approve and sign the annual accounting statements*
- d) *Council to certify themselves as exempt from external audit and sign the certificate of exemption form*

STANDARD ITEMS FOR REPORT AND DECISIONS

19/99

Planning: *to consider the following planning applications:*

Application No: DA/2019/0347

Construction of glazed link between main house and coach house. New opening on gable end of Listed Building. New opening on gable end, replacement of roof and installation of solar panels on coach house.

The Manor House, Rectory Lane, Holcot, Northamptonshire, NN6 9SR

Application No: DA/2019/0348

Listed Building Consent for construction of glazed link between main house and coach house. Removal of internal column, replacement of two single glazed windows with slim-line doubled glazed windows on rear elevation and new opening on gable end of Listed Building. Renovation works to coach house to include removal of internal walls, insertion of new openings and staircase, replacement of roof and installation of solar panels.

The Manor House, Rectory Lane, Holcot, Northamptonshire, NN6 9SR

Application No: DA/2019/0354

General use agricultural building (Barn A)

Poplar Farm, Poplars Lane, Holcot, Northamptonshire, NN6 9SW

Application No: DA/2019/0355

General purpose agricultural building (Barn B)

Poplar Farm, Poplars Lane, Holcot, Northamptonshire, NN6 9SW

19/100

Matters Arising

19/101

New Parishioners

19/102

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

19/103

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

- a) *Email from Judy Shephard – top priorities for road surfacing*
- b) *Email from Fiona Rye – Public information events*
- c) *Email from Gary Thorp, Highways – closure of Sywell Road*
- d) *Email from Deryck Watson regarding Back Lane fencing around verges*

ITEMS FOR DISCUSSION AND DECISION

19/104

Annual Parish Meeting: *discuss any issues arising.*

19/105

Informal drop-in session on 26 April: *whole approach to parish engagement.*

19/106

Cadent/Gigaclear: *update.*

19/107

Insurance annual renewal: *authorise insurance cost.*

ITEMS FOR REPORT AND DECISIONS ARISING

19/108

Police Matters/Neighbourhood Watch: *receive update.*

19/109

Playing Field: *receive update.*

19/110

Book exchange: *receive update.*

- 19/111 **Website and Communications:** *receive update.*
- 19/112 **Lighting:** *discuss information received from Great Annual Savings. Decide whether to switch to SSE on a 5-year fixed contract.*
- 19/113 **Tennis Court:** *receive update.*

FINANCIAL CONTROL

- 19/114 **Finance:** *to receive financial report, and approve payments below, totalling £7990.17*

Cheque No. 101000	N Power	Street lighting costs October 2018 – March 2019	£2682.94
101001	Lisa Callan	Salary: May	£187.84
101002	PCC Holcot	2019/20 grant (including £200 for the clock)	£1200.00
101003	Holcot Village Hall	2019/20 grant	£1000.00
101004	EON	New lantern and bracket for LC19 Main Street and LC29 Moulton Road	£1711.20
101005	Carter Jones	Allotment rent 30/09/18- 25/03/19	£142.00
101006	Ramprint	Newsletters	£146.00
101007	Came & Company	Parish Council insurance 01.06.2019- 31.05.2020	£880.19
101008	Information Commissioner	Data protection fee	£40.00

NEXT AGENDA

- 19/115 **Agenda:** *to request items for inclusion on the agenda for the next meeting.*

NEXT MEETING

- 19/116 17 June 2019.

Signed *L Callan*

Dated 14 May 2019