



Chair: Mr David Walker

Clerk: Mrs Lisa Callan
2 Walgarth Court
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**Minutes of the meeting of Holcot Parish Council
held on Monday 3 February 2020 at 7.30p.m. in the Church Rooms, Main Street,
Holcot, NN6 9SP**

Councillors Present: Cllrs Walker, Bonsor, Scordellis, Fountain, Baldwin, Hawkins,
Cllr J Shephard

Public: M Marsden, H Wilson, K Burrell

20/23 **Apologies:** Cllr Wilson and Cllr Buckle sent apologies which the council approved.

20/24 **Public address to the council:** Mr Burrell addressed the council to ask if there is a case to be made for CIL (Community Infrastructure Levy) funding. Whilst CIL is derived from development within a Parish, the clerk was asked to confirm that no CIL was due to Holcot.
Action 20/24.1

Mr Burrell has asked Moulton Parish Council to put in a request with Northamptonshire Highways, to change the Road Priority at the T-Junction of Moulton-Holcot Rd and Boughton Fair Lane for safety reasons. The clerk was asked to contact Moulton Parish Council offering support with this. **Action 20/24.2**

Cllr Shephard informed the council that as she will no longer be a Councillor from April 2021, all eight current local authorities will be replaced with two new unitary councils, one serving the North and the other the West of the county. Holcot will be in Moulton Ward which will have 3 Councillors.

20/25 **Minutes of the last meeting:** The minutes of the meeting held on Monday 20 January were approved and signed.

20/26 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** No declarations of interest.

20/27 **Planning:** DA/2020/0001
Including the contributions of Parishioners present, the council have various concerns relating to matters involving the design, road safety, infrastructure, the impact on Holcot Parish and the environment. Cllr Walker will draft a detailed response to send to the clerk. **Action 20/27.1**

The clerk will send the comments to Bob Ham before the deadline.
Action 20/27.2

20/28 **Matters Arising:** No matters arising.

20/29 **New Parishioners:** No new parishioners.

20/30 **Review actions not covered elsewhere:** *receive reports on actions outstanding.*

19/102.5	Clerk/JB	Add JB as a bank account signatory, remove Mr Gunnett Pending
19/182.1	RH	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor Pending
19/226.1	Clerk	Add War memorial cleaning to April agenda
19/227.1	Clerk	Enquire about highways licence for crossroads
19/227.2	JB	Contact farming community about tributes
20/5.1	Clerk	Contact DDC re: planning Completed
20/5.2	Clerk	Confirm church room booking for the 3 rd and cancel the 17 th Completed
20/9.1	DW	Post on website asking for interest in starting up the Holcot Family History Society again Completed
20/9.2	JB	Contact Philip Pomeroy regarding Holcot Family History records Completed
20/9.3	PS	Check funds in HFHS account Completed. The account balance is £323.10
20/11.1	Clerk	Book inspection for playground Completed
20/11.2	JF	Organise delivery of picnic table to Cllr Bonsor Completed. Awaiting arrival.
20/12.1	DW	Promote candidacy on website Completed
20/12.2	DW/JF	Organise election flyers for newsletter Completed
20/12.3	Clerk	Book NCALC elections course Completed
20/12.4	Clerk	Arrange nominees statements for April newsletter if contested election.
20/13.1	DW/MB	Prepare poster and ask for raffle prizes on website in February
20/13.2	Clerk	Apply for community grant at the end of February
20/15.1	MW	Check light number 22 Completed
20/16.1	Clerk	Reclaim VAT Completed
20/18.1	Clerk	Post precept form Completed

20/31 **Correspondence:** *to agree response/action to correspondence received.*

a) *Keith Burrell, email received on 28/01/20 regarding Parish Council finances and planning application DA/2020/0001*

The council agreed to add notes alongside future reforecasts as per Mr Burrell's suggestion. The clerk will respond to Mr Burrell's email. **Action 20/31.1**

b) *Keith Burrell, email received on 30/01/20 regarding road priority change at the Moulton/Holcot junction.* Discussed during public address, item 20/24.

c) *Keith Burrell, email received on 30/02/20 regarding Community Infrastructure Levy (CIL).* Discussed during public address, item 20/24.

20/32 **Elections 2020:** The clerk was asked to get hard copies of the nomination forms and facilitate the process. **Action 20/32.1**

- 20/33 **Annual Parish Meeting:** The council discussed holding the meeting before the elections, and a date will be set at the next meeting. The clerk was asked to arrange an early audit to accommodate this, and determine the most appropriate date. **Action 20/33.1**
- 20/34 **Crossroads:** The proposal is to plant two small beds of shrubs within the area of the grass verges to the SW of the crossroads, with the option of including a tribute to the farming heritage by including one or more items of vintage agricultural machinery or equipment.
- The clerk was informed by Highways that a licence will be needed for work at the crossroads. Highways also require a plan of the works, including agreement from adjacent landowners. Cllr Scordellis will draft a plan to send to the clerk and the clerk will show it to the landowners and request written approval before sending it to Kerry at Highways. **Action 20/34.1**
- 20/35 **Playing Field:**
- a) **New equipment:** The council authorised the order of the new monkey bars and goals. This is to be invoiced in the new financial year. **Action 20/35.1**
- b) **Inspection:** The council reviewed the report. It agreed to monitor the issues through Cllr Fountains routine inspections, and do nothing at present, due to the low risk factor.
- 20/36 **Road safety:** nothing to report.
- 20/37 **VE Day:** Cllr Baldwin is producing flyers and posters. Planning is going well.
- 20/38 **Lighting:** The clerk was asked to chase up the repair of light 22 again as it is still out. If condemned, the clerk will ask for it to be fixed/replaced as appropriate. **Action 20/38.1**
- 20/39 **United Charities:** Cllrs Bonsor and Hawkins are awaiting a meeting with Roger Gunnett.
- 20/40 **Police Matters:** Nothing to report
- 20/41 **Finance:** The payments below were authorised and the cheques were signed.

Cheque No.			
101039	NBB Ltd	Picnic table	£825.60
101040	Lisa Callan	Salary February	£187.84
101041	Ramprint	Newsletter & election notices	£192.00
101042	Playground Supplies Ltd	Playground inspection 23.01.20	£42.00

- 20/42 **To receive financial report and approve bank reconciliation:**
The reconciliation was approved and signed.

20/43 **Next agenda:** Elections, VE Day, Annual Parish Meeting,
Crossroads, Lighting

20/44 **Next meeting:** 16 March 2020

The meeting closed at 8.50 p.m.

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19/227.1	Clerk	Enquire about highways licence for crossroads
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20/9.2	JB	Contact Philip Pomeroy regarding Holcot Family History records
20/11.2	JF	Organise delivery of picnic table to Cllr Bonsor
20/12/4	Clerk	Arrange nominee statements for April newsletter if contested election.
20/13.1	DW/MB	Prepare poster and ask for raffle prizes on website in February
20/13.2	Clerk	Apply for community grant at the end of February
20/24.1	Clerk	Look into CIL funding
20/24.2	Clerk	Write to Moulton PC re: road priority change
20/27.1	DW/Clerk	Draft and send comments for planning application
20/27.2	Clerk	Send planning comments before deadline
20/31.1	Clerk	Respond to Keith Burrell
20/32.1	Clerk	Hard copies of nomination forms and process
20/33.1	Clerk	Arrange early audit and propose date for APM accordingly
20/34.1	Clerk	Show crossroads plan to landowners and send to highways, along with signed agreement
20/35.1	Clerk	Order playground equipment
20/38.1	Clerk	Contact EON regarding light 22 and have fixed/replaced if condemned