



Chair: Mr David Walker

Clerk: Mrs Lisa Callan  
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**Virtual Annual Meeting of Holcot Parish Council held on Monday 18 May 2020 at 7.30p.m.**

**Councillors Present:** Cllrs Walker, Bonsor, Scordellis, Fountain, Buckle, Wilson  
**Public:** K Burrell

- 20/45      **Elect Chair:** Cllr Walker was elected Chair for another year.  
Acceptance of Office form will be signed remotely.
- 20/46      **Elect Vice-Chair:** Cllr Buckle was elected Vice-Chair for another year.  
Acceptance of Office form will be signed remotely.
- 20/47      **Apologies:** Cllr Hawkins and Cllr Baldwin sent apologies, which the council accepted.
- 20/48      **Public address to the council:** Mr Burrell put in chat his comments regarding the banding of 48 Moulton Road. This was discussed under correspondence.
- 20/49      **Minutes of the last meeting:** The minutes of the meeting held on Monday 3 February were approved. To be signed remotely.
- 20/50      **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** None.
- 20/51      **Council policies, procedures and regulations**  
a)      Cllr Responsibilities & Sectors: Cllr Fountain informed the council that she wishes to resign as Councillor and this would be her last meeting. Councillor sectors remain the same, excepting Cllr Fountain which is with Cllr Walker *pro tem*. Councillors other responsibilities adjusted slightly. The clerk was asked to contact Daventry about the vacancy. **Action 20/51.1**  
b)      The Standing Orders were reviewed and approved.  
c)      The Code of Conduct was reviewed and approved.  
d)      The Risk Management policy was reviewed and approved.  
e)      The asset register was reviewed and approved.  
f)      The meetings will continue on the third Monday of each month. The clerk will contact Frank Hodgson. **Action 20/51.2**  
g)      The Financial Regulations were reviewed and/ approved.
- 20/52      **Annual accounts for year ending 31 March 2020**  
a)      The annual internal audit report was noted.  
b)      The council read through the governance statement and completed the checklist. To be signed after the meeting.

c) The annual accounting statements were approved.

20/53 **Matters Arising:** None.

20/54 **New Parishioners:** Lewis Ludlam and Camilla (surname tbc), Brittens Cottage.

20/55 **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
19/182.1	RH	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor
19/226.1	Clerk	Add War memorial cleaning to April agenda – <b>job for Friends of Holcot - Complete</b>
19/227.1	Clerk	Enquire about highways licence for crossroads <b>PENDING</b>
19/227.2	JB	Contact farming community about tributes
20/9.2	JB	Contact Philip Pomeroy regarding Holcot Family History records
20/11.2	JF	Organise delivery of picnic table to Cllr Bonsor <b>COMPLETED</b>
20/12/4	Clerk	Arrange nominee statements for April newsletter if contested election. <b>Action cancelled</b>
20/13.1	DW/MB	Prepare poster and ask for raffle prizes on website in February <b>Action cancelled</b>
20/13.2	Clerk	Apply for community grant at the end of February <b>Action cancelled</b>
20/24.1	Clerk	Look into CIL funding
20/24.2	Clerk	Write to Moulton PC re: road priority change <b>COMPLETED</b>
20/27.1	DW/Clerk	Draft and send comments for planning application <b>COMPLETED</b>
20/27.2	Clerk	Send planning comments before deadline <b>COMPLETED</b>
20/31.1	Clerk	Respond to Keith Burrell
20/32.1	Clerk	Hard copies of nomination forms and process <b>Action cancelled</b>
20/33.1	Clerk	Arrange early audit and propose date for APM accordingly <b>Action cancelled</b>
20/34.1	Clerk	Show crossroads plan to landowners and send to highways, along with signed agreement <b>Ongoing</b>
20/35.1	Clerk	Order playground equipment <b>COMPLETED</b>
20/38.1	Clerk	Contact EON regarding light 22 and have fixed/replaced if condemned <b>COMPLETED</b>

20/56 **Correspondence:** *to agree response/action to correspondence received.*

a) *Email from Hannington Parish Council on 5/2 regarding the Mere. Noted.*

b) *Email from Nicolas Davis on 7/2, interested in Holcot History. The clerk was asked to add this to the September agenda and invite Nicholas to join the meeting. **Action 20/56.1** Councillor Scordellis will ensure that a notice goes in the next newsletter **Action 20/56.2***

c) *Jeremy from Park Landscapes, email on 13/2, wanting to know if the council are happy for his company to continue work this*

*upcoming mowing season and if so, he would like to know if there are any additions. No additional mowing.*

- d) *Emails from Keith Burrell on 6/3, regarding council tax rates and bandings.* It was concluded that this is not a matter for the Parish Council, and Mr Burrell should speak to the District Councillor.
- e) *Overstone Parish Council (phone call 12 May) regarding Overstone Green.* Still awaiting further information, leaflets have been posted through doors.

20/57      **Insurance:** The council decided to renew the insurance with Ecclesiastical, at a cost of £793.72 for the year.

20/58      **Pandemic response and future actions:** The playing field remains closed. Parishioner support has gone well and will continue, with volunteers helping those who are shielding. Cllr Scordellis informed the council that preparations for the flower and veg show are going ahead, but it may be cancelled depending on the situation at the time. The clerk was asked to add the Pandemic response to the next agenda. **Action 20/58.1**

20/59      **Crossroads:** Cllr Scordellis has requested authorisation from the Social Housing Company for the license to carry out work at the crossroads.

The clerk was asked to contact Park Landscapes to inform them they can start strimming at the crossroads again from 1 July. **Action 20/59.1**

Cllr Wilson informed the council that the concrete seat is broken, he has the missing stone and will restore at some point. **Action 20/59.2**

20/60      **Dog Bins:** Cllr Buckle reported missing dog bins in the village. She will do an inventory and inform the clerk. The clerk will then advise the appropriate authority. **Action 20/60.1**

20/61      **Friends of Holcot:** Cllr Wilson will speak to Roger Gunnett and prepare a definitive list of the equipment needed. **Action 20/61.1**

20/62      **Road safety:** The shopping list is now fine with corrections. The rest of the list is outstanding, but on its way. The design has not yet stated on the priority working proposal on Sywell Road, this should take another 6-8 weeks. Highways are paying for the design work.

20/63      **Lighting:** Nothing to report.

20/64      **Reforecast:** A reforecast was carried out and approved. Details will be published on the website.

20/65      **Finance:** The payments below were approved and the cheques will be signed after the meeting.

<b>Cheque No.</b> 101048	SSE	Lighting April/May	£303.72
101049	Npower	Lighting April 2019- October 2019 Dusk to dawn/Dawn to dusk	£2023.83
101050	EON	Lighting maintenance	£92.42

101051	Ramprint	COVID leaflets/Newletter	£134.00
101052	DM Payroll Services	Payroll services for 2020/21	£120.00
101053	David Walker	Reimbursement for playground padlock	£14.96
101054	Wave	Water supply - allotments	£27.91
101055	Information Commissioner	Data Protection fee	£40.00
101056	Lisa Callan	April/May salary & reimbursement for Microsoft office renewal (£59.99)	£435.67
101056	Park Landscapes (invoice arrived after the agenda was issued and this payment was authorised at the meeting)	Mowing, strimming March - May	£1536.00

20/66      **To receive financial report and approve bank reconciliation:**  
Reviewed and Approved.

20/67      **Next Agenda:** Grants, Pandemic response, Councillor vacancy, Crossroads.

20/68      Next Meeting: 15 June 2020

The meeting closed at 8.30 p.m.

19/102.5	Clerk/JB	Add JB as a bank account signatory, remove Mr Gunnett
19/182.1	RH	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor
19/227.2	JB	Contact farming community about tributes
20/9.2	JB	Contact Philip Pomeroy regarding Holcot Family History records
20/24.1	Clerk	Look into CIL funding
20/50.1	Clerk	Contact Daventry about councillor vacancy
20/50.2	Clerk	Contact Frank Hodgson with meeting dates
20/56.1	Clerk	Invite Nicolas Davis to the September meeting
20/56.2	PS	History Society into newsletter
20/58.1	Clerk	Add pandemic response to the next agenda
20/59.1	Clerk	As Park Landscapes to start strimming the crossroads again on 1 July
20/59.2	MW	Restore seat at crossroads
20/60.1	KB/Clerk	Contact clerk with missing bin information, clerk to contact Authority
20/61.1	MW	Provide list of equipment needed for Friends of Holcot including cost