



Chair: Mr David Walker

Clerk: Mrs Ruby Cole  
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## MINUTES

### **Minutes of the virtual Ordinary meeting of Holcot Parish Council held on Monday 18 January 2021 at 7:30 p.m. via Zoom**

**Councillors Present:** Cllr D. Walker, Cllr J Bonsor, Cllr P Scordellis, Cllr M Wilson

Cllr J Shephard from 21/02 to 21/18

Gwenllian Rhys, National Census, from 21/01 to 21/02

**Clerk:** Ruby Cole

21/01	To receive and approve apologies for absence <b>Resolved:</b> Apologies received from Cllr Baldwin, Cllr Buckle	
21/02	To receive address from Gwenllian Rhys regarding census on 21/03/2021 and how Holcot Parish Council can reach out, particularly to those who do not have access to digital technology <b>Resolved:</b> To raise awareness via posters, community and website <b>Action 21/02.1</b>	<b>DW</b>
21/03	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 <b>Resolved:</b> No public address	
21/04	To receive and approve for signature the minutes of the meeting held on Monday 23 November 2020 <b>Resolved:</b> The minutes were approved and signed	
21/05	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)	

	<b>Resolved:</b> None	
21/06	To receive notification of new parishioners <b>Resolved:</b> Grange Cottage, Walgrave Road – PS to send welcome pack <b>Action:</b> <b>21/06.1</b>	<b>PS</b>
21/07	To receive reports on actions outstanding <b>Resolved:</b> Actions outstanding from previous minutes as below	

19/182.1	RH	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor - <b>Ongoing</b>
20/76.1	Clerk	Add Cllr Scordellis as signatory to accounts – Moved to Agenda item 21/23
20/139.1	DW	Post newsletter editor vacancy on website <b>Completed - but DW to confirm editor</b>
20/140.1	PS	Overhanging Tree at Crossroads. Report to Street Doctor – <b>Completed</b>
20/140.2	PS	Write to Friends of Holcot re cutting back of Apple Tree - <b>Completed</b>
20/140.3	PS	To visit and assess Washbrook site - <b>Completed</b>
20/140.4	Clerk	Write to Daventry for cost of replacement bin insert - <b>Completed</b>
20/155.1	KB	Ivy Farm House Send welcome pack and check contents are up to date - <b>Ongoing</b>
20/157.1 b	Clerk	Book NCalc elections training course for clerk and planning training course for Cllr Scordellis - <b>Completed</b>
20/157.1 c	DW	Investigate public consultation on proposed changes to Local Council Tax Reduction Schemes in West Northamptonshire - <b>Completed</b>
20/158.1	PS	Planning amendment DA2020/0001 and Road Safety - <b>Completed</b>
20/163.1	Clerk	Seek dog signage replacement - <b>Ongoing</b>
20/164.1	Clerk	Write to Nick Adderley regarding HGV traffic in Holcot – <b>Completed – Deferred to Road Safety</b>
20/167.1	Clerk	Investigate options for alternative banking and online - <b>Completed</b>
20/169.1	KB	Sign bank reconciliation - <b>Completed</b>
20/170.1	Clerk	Include reforecast and final budget on next agenda - <b>Completed</b>
20/171.1	Clerk	Book village hall for January meeting - <b>Completed</b>

21/08	To agree response/action to correspondence received:  <b>a.</b> Jason Lancaster - Email 05/01/21 – Upcoming Electricity Works <b>Resolved:</b> Cllr Walker to meet with him. Clerk to contact to arrange meeting <b>Action 21/08.1</b> <b>b.</b> David Ashworth - Email 06/01/21- HGV Traffic through village <b>Resolved:</b> To make contact and discuss further as linked with other traffic correspondence under Road Safety - Refer <b>Action 21/15.1a</b>	<b>Clerk</b>
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21/09	To agree Pandemic response and future actions <b>Resolved:</b> No further action	
21/10	To receive Church extension/pathways update <b>Resolved:</b> To receive update at next meeting	
21/11	To agree mowing grant amount of £372.06 <b>Resolved:</b> Agreed. Clerk to complete and return acceptance form <b>Action 21/11.1</b>	Clerk
21/12	To receive update on Crossroads <b>Resolved:</b> Digging can commence for the two beds as per original design. Accept Roger Gunnett's offer of his heritage wurzel grinder on indefinite loan. Agreed to proceed with procurement of plants etc. and 2 <sup>nd</sup> heritage item, eg plough. Matt Gunnett to undertake work including anchorage of heritage items in the beds. Heather Wilson buying plants. All above within the overall budget of £1k <b>Action 21/12.1</b>	PS
21/13	To appoint a Police Liaison Representative to act as a single point of contact with Northamptonshire police <b>Resolved:</b> To confirm with NCalc whether the appointed person is to be a councillor and to confirm if there is a deadline. <b>Action 21/13.1</b>	Clerk
21/14	To receive update on Xmas Tree Lights <b>Resolved:</b> The tree has grown to the point where it is too high to reach and there is a gap at the bottom. Options for the bottom are to re-use previous lights which long-term will incur annual hanging- and repair-costs, or buy a more robust new set which can remain in place and so reduce future costs, . The connection system is not optimal. Checking of previous lights, and quotes for all above options requested and awaited from Mushroom Lighting <b>Action 21/14.1.</b>	PS
21/15	To receive update on road safety  Various correspondence has been received expressing concern to damage on roads, footpaths and verges  Verge parking on Pitsford Causeway Verge parking on Brixworth Road including residential area HGV traffic through village HGV traffic with heavy loads  The options of undertaking surveys and petitions were discussed – agreed as potential future actions  <b>Resolved:</b> It was decided to arrange a meeting with representatives from Anglian Water, Highways, Police to discuss concerns in one go the concerns above – PS and MW to represent the Council <b>Action 21/15.1a</b>  There has been no satisfactory response to parish council letters and emails to Chief Constable Nick Adderley regarding HGV traffic. Clerk to make contact via telephone and invite to next meeting <b>Action 20/15.1b</b>  There was discussion regarding concern of s106 monies already agreed for road safety works and signage, but unable to commence due to lack of resources within Highways to provide costings and NCC move to unitary uncertainty. Relevant information to be forwarded to Cllr Shephard <b>Action 20/15.1c</b>	PS/MW Clerk PS

21/16	To receive lighting update. It was reported that lamp No 37 on Main Street was not working. This has since been actioned and replaced and is covered under the maintenance contract. Query over price increase from SSE <b>Resolved:</b> Clerk is waiting to receive contract from SSE to confirm pricing	
21/17	<b>Elections:</b> To consider the promotion of new candidates for May 2021 Elections It is still unknown if the May elections are taking place. More councillors are required. <b>Resolved:</b> Cllr Walker to place advertisement on website <b>Action 21/17.1</b>	DW
21/18	To receive update on planning matters not covered under actions outstanding  Correspondence received from Berrys in respect of land at south-west of corner of A43 and Sywell Road Roundabout <b>Resolved:</b> To invite Ian Taylor from Berrys to next meeting <b>Action 21/18.1</b>	Clerk
21/19	To finalize reforecast for the remainder of FY2020/21 <b>Resolved:</b> This was carried out and approved by council <b>Action 21/19.1</b>  Clerk to check receipt of money from the Allotments for previous financial year <b>Action 21/19.2</b>	DW Clerk
21/20	To finalize Draft Budget for year 2021/22 <b>Resolved:</b> This was carried out and approved by council <b>Action 21/20.1</b>	DW
21/21	To agree final precept amount and complete and return DDC form. <b>Resolved:</b> The precept for 2021/22 remains unchanged at £17500. Forms have been signed. Clerk to submit <b>Action 21/21.1</b>	Clerk
21/22	To receive update regarding Barclays Bank Clerk reported difficulty in receiving bank statements and making contact. A letter has been sent to the bank. <b>Resolved:</b> To change bank accounts	
21/23	To discuss change of bank to Unity Trust Bank Account <b>Resolved:</b> Based on the Clerk's research and taking of references, Cllr Walker proposed the change from Barclays to Unity Trust Bank with all councillors present in agreement. Clerk to make application <b>Action 21/23.1</b>	Clerk
21/24	To approve finance payments below, totalling <b>£1614.10</b> <b>Resolved:</b> The below payments were approved for payment and cheque signature	

Cheque No.	Payee	Description	Amount
101093	SSE	Street Lighting 03/11/20 – 04/01/21	£322.42
101094	Clerk	December 2020 & January 2021 salary	£417.60
101095	Eon	Street Lighting ¼ ending December 2020	£92.42
101096	Wave	Allotment Water Supply 07/09/20 – 06/12/20	£37.66
101097	Treeworx	Crown lift 2 x trees at Crossroads and clear	£744.00

21/25	To receive Financial report and approve bank reconciliation:	
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	<b>Resolved:</b> Financial report and bank reconciliation approved by the Council, and signed by Cllr Walker	
21/26	To request items for inclusion on the agenda for the next meeting <b>Resolved:</b> To include Church Clock <b>Action 21/26.1</b>	<b>Clerk</b>
21/27	To note date, time and venue of next meeting <b>Resolved:</b> 7:30pm Monday 15 February 2021 via Zoom. DW to host <b>Action 21/27.1</b>	<b>DW</b>

**Meeting closed 9:43pm**

#### **Action points for tracking**

19/182.1	RH	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor – <b>Ongoing</b>
20/76.1	Clerk	Add Cllr Scordellis as signatory to accounts – <b>Ongoing – Covered under Action 21.23.1</b>
20/139.1	DW	Post newsletter editor vacancy on website <b>Completed – but DW to confirm editor</b>
20/155.1	KB	Ivy Farm House Send welcome pack and check contents are up to date – <b>Ongoing</b>
20/163.1	Clerk	Seek dog signage replacement – <b>Ongoing</b>
21/02.1	DW	Census 2021 – to raise awareness via posters, community and website
21/06.1	PS	Grange Cottage, Walgrave Road – send welcome pack
21/08.1	Clerk	Arrange meeting with Jason Lancaster and Cllr Walker
21/11.1	Clerk	Complete and return acceptance form for mowing grant
21/12.1	PS	Monitor Crossroads expenditure
21/13.1	Clerk	Confirm with Ncalc whether the police liaison officer is to be a councillor and to confirm if there is a deadline in place
21/14.1	PS	Xmas tree lights: To chase checking of previous lights, and quotes for options resolved under item 21/14
21/15.1a	PS/MW	Arrange a meeting with representatives from Anglian Water, Highways, Police to discuss road traffic and parking concerns
21/15.1b	Clerk	Clerk to make contact via telephone with Chief Constable N. Adderley and invite to next meeting
20/15.1c	PS	Forward information to Cllr Shephard regarding delays with costings etc for already agreed road safety works and signage
21/17.1	DW	Advertise on website for new candidates for May 2021 Elections
21/18.1	Clerk	Invite Ian Taylor from Berrys to next meeting
21/19.1	DW	Post reforecast on website
21/19.2	Clerk	Check receipt of previous year allotment expenditure
21/20.1	DW	Post budget on website

21/21.1	Clerk	To submit signed precept form for 2021/22
21/23.1	Clerk	To apply for new bank account with Unity Trust Bank
21/26.1	Clerk	To add Church Clock
21/27.1	DW	To book next meeting for 7:30pm Monday 15 February 2021 via Zoom.