

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 15 February 2021 at 7:30 p.m. via Zoom

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

Public Mr Ian Taylor to 21/29 40 mins
Mr Gary Gallagher to 21/29 40 mins

Clerk: Ruby Cole

21/28	Apologies: <i>To receive and approve apologies for absence</i> Resolved: There were no apologies
21/29	Land at A43 roundabout Holcot: <i>Address from Mr Ian Taylor from Berrys and Mr Gary Gallagher owner of site</i> Introduction from Mr Taylor & Mr Gallagher to discuss proposed plans for change of usage at Oasis site at A43 Holcot roundabout. Work has commenced for site to be used as a machine storage facility. Discussion revolved around HGV's, Policing, Speed, Aesthetics and Employment Opportunities. Resolved: Await planning information
21/30	Public address to the council: <i>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.</i> Resolved: No public address
21/31	Minutes of the last meeting: <i>To receive and approve for signature the minutes of the meeting held on Monday 18 January 2021</i> Resolved: Minutes were approved and signed by Chair

21/32	<p>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda: <i>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)</i></p> <p>Resolved: None</p>
21/33	<p>Review actions outstanding: <i>To receive reports on actions outstanding from previous minutes</i></p> <p>Resolved: Actions reported as below</p>

19/182.1	RH	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor – Ongoing
20/76.1	Clerk	Add Cllr Scordellis as signatory to accounts – Completed
20/139.1	DW	Post newsletter editor vacancy on website Completed – but to Cllr Bonsor to confirm details
20/155.1	KB	Ivy Farm House Send welcome pack and check contents are up to date – Completed
20/163.1	Clerk	Seek dog signage replacement – Completed
21/02.1	DW	Census 2021 – to raise awareness via posters, community and website - Ongoing
JB 21/06.1	PS	Grange Cottage, Walgrave Road – send welcome pack - Completed
21/08.1	Clerk	Arrange meeting with Jason Lancaster and Cllr Walker - Completed
21/11.1	Clerk	Complete and return acceptance form for mowing grant - Completed
21/12.1	PS	Monitor Crossroads expenditure – refer Agenda item 21/44
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 - Completed
21/14.1	PS	Xmas tree lights: To chase checking of previous lights, and quotes for options resolved under item 21/14 – refer Agenda item 21/36
21/15.1a	PS/MW	Arrange a meeting with representatives from Anglian Water, Highways, Police to discuss road traffic and parking concerns – refer Agenda items 21/42
21/15.1b	Clerk	Clerk to make contact via telephone with Chief Constable N. Adderley and invite to next meeting - Completed
20/15.1c	PS	Forward information to Cllr Shephard regarding delays with costings etc for already agreed road safety works and signage - Completed
21/17.1	DW	Advertise on website for new candidates for May 2021 Elections – refer Agenda item 21/41
21/18.1	Clerk	Invite Ian Taylor from Berrys to next meeting - Completed
21/19.1	DW	Post reforecast on website - Completed

21/19.2	Clerk	Check receipt of previous year allotment expenditure - Completed
21/20.1	DW	Post budget on website - Completed
21/21.1	Clerk	To submit signed precept form for 2021/22 - Completed
21/23.1	Clerk	To apply for new bank account with Unity Trust Bank - Completed
21/26.1	Clerk	To add Church Clock - Completed
21/27.1	DW	To book next meeting for 7:30pm Monday 15 February 2021 via Zoom - Completed

21/34	<p>Correspondence: <i>To agree response/action to correspondence received:</i></p> <ul style="list-style-type: none"> a. <i>Various Emails – Dog Fouling</i> Many concerns raised from parishioners regarding dog fouling around the village Resolved: Clerk to contact DDC for spray paint and other means of deterrent Action 21/24a.1 b. <i>Various Emails – Complaints from parishioners regarding parking</i> Resolved: Refer Agenda item 21/41a c. <i>Email 27/01/21 – Sgt Matt Moore in response to Clerk letter and invitation to next meeting</i> Resolved: Refer Agenda Item 21/41b d. <i>Email 03/02/21 – Parish & Town Council Meeting 25/02/21</i> Resolved: Cllr Walker to attend Action 21/34d.1 e. <i>Email 03/02/21 – Good Neighborhood Scheme event 23/02/21</i> Resolved: No further action f. <i>Email 04/02/21 – PCSO Jo Wright regarding HGV monitoring and parking</i> Resolved: Refer Agenda Item 21/41b g. <i>Email 05/02/21 – Letter from police regarding canvassing</i> Resolved: Noted – no further action h. <i>Email 05/02/21 – Forwarded from village hall regarding Air Ambulance Clothing Bank</i> Resolved: Cllr Scordellis to obtain dimensions Action 21/34h.1
21/35	<p>New parishioners: <i>To note any new parishioners</i> New resident at Grange Cottage, Walgrave Road Resolved: Cllr Scordellis to deliver welcome pack</p>
21/36	<p>Xmas Tree Lights: <i>Main Street – next steps</i> Cllr Scordellis reported cost to replace Xmas Tree lights at bottom of tree at approx. £250 Resolved: Council approved work to be done and cost</p>
21/37	<p>Telephone Kiosk Book Exchange: <i>To receive update</i> Cllr Wilson asked if Cllr Hawkins still wished to continue to monitor. Cllr Hawkins did not wish to carry this on Resolved: Mrs Wilson is happy to carry this on and monitor books in kiosk Defibrillator: Cllr Wilson reported that every 4 years the battery needs replacing. This will be due September 2021 and will cost approx. £170. Katie Kawston happy to continue to monitor Resolved: K Kawston to inform clerk when new battery is required and to supply details for clerk to purchase</p>
21/38	<p>Covid 19: <i>To note if any further action is required</i></p>

	<p>Resolved: No further action at present</p>
21/39	<p>Church Clock: <i>To discuss maintenance</i> Cllr Bonsor reported that the cogs in the clock are broken and asked if the council would consider a contribution towards repair. The estimated cost is £880 ex vat</p> <p>Resolved: Council agreed to pay 50% and would require invoices to be able to reclaim vat</p>
21/40	<p>Police Liaison Representative: <i>To appoint representative</i> Cllr Buckle agreed to be police liaison rep</p> <p>Resolved: Clerk to supply details Action 21/40.1</p>
21/41	<p>Elections: <i>To discuss action plan for elections 6th May inc. recruitment of new councillors and to note that nominations are to be hand delivered to DDC by the deadline of 4:00pm Thursday 8th April 2021</i> It was noted that potentially 4 seats would be required to make up full compliment of council. The question was asked if you had be a resident to stand</p> <p>Resolved: Clerk to clarify and obtain further information with dates, forms etc Action 21/41.1</p>
21/42	<p>Road Safety and Highways: <i>To receive update on the following:</i></p> <ul style="list-style-type: none"> a. <i>Reservoir Parking:</i> Various concerns from parishioners regarding verge parking and various discussion took place regarding options to avoid this. Resolved: Cllr Scordellis to contact Highways to see what options are available. Action 21/42a.1 Clerk to investigate signage Action 21/42a.2 b. <i>HGV'S:</i> Police are due to place patrols on roads and monitor flow etc. Resolved: The police will provide update on completion c. <i>Sywell Road Flooding:</i> Resolved: Cllr Scordellis awaiting response regarding traffic issue potential d. <i>Flying Legends Air Show (proposed move from Duxford to Sywell Aerodrome:</i> Resolved: Cllr Scordellis to write to organizer's expressing concerns and to be included in event management plans Action 21/42d.1 e. <i>Electricity works in parish:</i> Cllr Walker met with Jason Lancaster from Kier. Works will be carried out to place high powered cables along Sywell Road. Works will begin 1st March for 5 days and thereafter as they progress along road. Traffic lights will be in operation Resolved: Cllr Walker has placed on website f. <i>Speeding:</i> Cllr Scordellis requested the 2nd VASID be ordered whilst funds were in place from S106 monies £2808 ex vat Resolved: Council approved and Cllr Scordellis to order Action 21/42f.1
21/43	<p>Overstone Neighbourhood Development Plan: <i>To discuss if comments are required from Holcot Parish Council on receipt of hard copies of plan</i></p> <p>Resolved: No comments were required by council</p>

21/43A	<p>Lighting: To receive update on the following:</p> <p>a. SSE – To note reason for price increase under fixed rate contract Resolved: Noted and accepted</p> <p>b. Eon – To note quote received for repair of street lamp 20, Rectory Lane £720 ex vat. To note street lamp 23, Walgrave Road reported as not working £260 ex vat. To note street lamp 13, Brixworth Road intermittently working.</p> <p>It was reported that many lamps/lights are of the old type and Eon would supply a quote to upgrade all. Cllr Wilson reported that a lighting survey is done every 4 years and advised this should be done now. A comparison can then be made with the unmetered supply from SSE</p> <p>Resolved: Quotes approved and accepted by council. Clerk to contact Eon for lighting upgrade and survey Action 21/43Ab.1</p>
21/44	<p>Crossroads – To receive update Cllr Scordellis reported that some bedding plants had been purchased and decorative items were being ordered, the cost so far being £194.16</p> <p>Resolved: Council approved and agreed the cost</p>
21/45	<p>Unity Trust Bank – To receive update Clerk reported that the account is now open and a switchover date from funds in Barclays current account to Unity Trust current account will take place approx. 7 days after receipt of signed forms from Cllr Walker and Cllr Bonsor. Cllr Buckle and Cllr Baldwin were asked if they would like to have access. Barclays savings account to remain as it is</p> <p>Resolved: Clerk to inform bank Cllr Baldwin to have viewing access Action 21/45.1</p>
21/46	<p>Finance – To approve payments below totalling £883.79. To approve 2 further payments of £38 and £194.16</p> <p>Resolved: Payments were approved</p>

Cheque No.	Payee	Description	Amount
101098	Holcot Parish Council	Opening deposit for Unity Trust Bank (transfer to new account)	£500.00
Online Ref 1	Safety Signs 4 Less	No Dog Signage for Playing Fields	£31.14
Online Ref 2	Clerk	Salary - February 2021	£208.80
Online Ref 3	SSE	Electricity - Street Lighting January 2021	£143.79
Online Ref 4	Heather Wilson	Expenditure for Crossroads Planting	£194.16
Online Ref 5	NCalc	Clerk – Elections Training	£38.00

21/47	<p>To receive financial report and approve bank reconciliation: Signature required</p> <p>Resolved: To approve and sign at next meeting as no bank statements received</p>
21/48	<p>Next Agenda: To request items for inclusion on the agenda for the next meeting.</p> <p>Resolved: To include Elections, Covid, Road Safety, Lighting, APM, ACM Action 21/48.1</p>
21/49	<p>Next Meeting: To note date of next meeting</p> <p>Resolved: Date: 15 March 2021 via Zoom Action 21/49.1</p>

Meeting Closed: 21:40

Points for Tracking

19/182.1	RH	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor – Ongoing
20/139.1	DW	Post newsletter editor vacancy on website Completed – but to Cllr Bonsor to confirm details
21/02.1	DW	Census 2021 – to raise awareness via posters, community and website - Ongoing
21/24a.1	Clerk	To contact DDC for spray paint etc
21/34d.1	DW	To attend Parish & Town Council Meeting 25/02/21
21/34h.1	PS	To obtain further information, dimensions etc
21/35	PS	To deliver welcome pack Grange Cottage, Walgrave Road
21/40.1	Clerk	To supply Cllr Buckle with NCalc link to police liaison form
21/41.1	Clerk	To obtain further information regarding dates etc for elections
21/42a.1	PS	To contact Highways for options to stop vehicles parking on verge
21/42a.1	Clerk	To investigate signage to stop vehicles parking on verge
21/42d.1	PS	To write to organizer's expressing concerns and to be included in event management plans
21/42f.1	PS	To order the 2 nd VASID
21/43Ab.1	Clerk	To contact Eon for quote acceptance of lighting repairs and quote for upgrade and survey
21/45.1	Clerk	To advise Unity Trust Bank for Cllr Baldwin to access
21/48.1	Clerk	To add Elections, Covid, Road Safety, Lighting, APM, ACM
21/49.1	DW	To book Zoom for next meeting 15/03/21