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## MINUTES

### **Minutes of the virtual Ordinary meeting of Holcot Parish Council held on Monday 26 April 2021 at 7:30 p.m. via Zoom**

**Councillors Present:** Chair D Walker, Cllr J Bonsor, Cllr P Scordellis, Cllr K Bournier, Cllr M Wilson

**Public Present:** Rachael Linnell - To 21/75  
Sian Stone - Throughout Meeting  
Caroline Ferguson - Throughout Meeting

**Clerk:** Ruby Cole

21/74	<b>Apologies:</b> To receive and approve apologies for absence <b>Resolved:</b> Apologies received from Cllr Baldwin, and accepted by the Council	
21/75	<b>Potential planning application:</b> Hillcrest Rachael Linnell introduced herself and discussed the potential planning application for a single storey bungalow with 4 bedrooms located on Moulton Road on the left side of the village. She discussed in detail the design and reasoning for this. <b>Resolved:</b> All Councillors present were in support	
21/76	<b>Public address to the council:</b> 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. Cllr Walker welcomed Sian Stone and Caroline Ferguson as our newly elected councillors for May 10th	
21/77	<b>Minutes of the last meeting:</b> To receive and approve for signature the minutes of the meeting held on <b>Monday 15 March 2021</b> <b>Resolved:</b> Minutes were approved and signed remotely	
21/78	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:</b> 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> There were no declarations of interest	
21/79	<b>Review Actions Outstanding:</b> To receive reports on actions outstanding from previous minutes as below	

19/182.1	JB	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor – <b>Ongoing</b>	
21/24a.1	Clerk	To contact DDC for spray paint etc – <b>Ongoing</b> , clerk awaiting response from Dog Warden	
21/43Ab.1	MW	To contact Eon for quote acceptance of lighting repairs and quote for upgrade and survey – <b>Covered under agenda item 21/82 Completed</b>	
21/56.1	KB	To provide Steve Watson & Flora Smith with welcome pack - <b>Completed</b>	
21/61.1	DW	Write to Mrs Pomeroy re pig roast - <b>Completed</b>	
21/62.1	DW	Cllr Walker to post on website and include in newsletter re personal statements - <b>Completed</b>	
21/63.1	DW	Publish on website re Annual Parish Meeting - <b>Completed</b>	
21/64.1	Clerk	Include item re Oasis Planning review in May agenda – <b>No longer required</b>	
21/67.1	PS	Cllr Scordellis to enquire white line marking – To be done at same time as S106 work. Cllr Scordellis to liaise with Highways <b>Ongoing</b>	
21/69.1	Clerk	Clerk to include the new lanterns to the asset register, removing equivalent old ones - <b>Completed</b>	
21/69.2	All	Councillors to make a note of any change of listed items whilst out in the village - <b>Completed</b>	
21/70.1	DW/PS	To authorise bank payments online - <b>Completed</b>	
21/71.1	PS	To sign bank reconciliation - <b>Completed</b>	
21/72.1	Clerk	To include reforecast, policies etc to agenda - <b>Completed</b>	
21/73.1	DW	To book next Zoom meeting 19 <sup>th</sup> April 2021 - <b>Completed</b>	

21/80	<p><b>Correspondence:</b> To agree response/action to correspondence received:</p> <p>a. 22/03/2021 CPRE Membership <b>Resolved:</b> After discussion it was decided not to take this further</p> <p>b. 24/03/2021 DA/2021/0208 Land off, Kettering Road, Hannington Hedgerow Removal for Mains Pipe <b>Resolved:</b> From email discussions it was agreed no action was required as did not impact Holcot</p> <p>c. 25/03/2021 Great British Spring Clean <b>Resolved:</b> Councillors agreed to organise a spring clean once the covid regulations were over and signing up for the above event was not necessary <b>Action 21/80.1c</b></p> <p>d. 09/04/2021 Defibrillator Training <b>Resolved:</b> Clerk to look into the possibility of outside training event during the summer or an evening indoor training event on a Monday or Wednesday evening during September <b>Action 21/80.1d</b></p> <p>e. 12/04/2021 Email notification of RTA 11<sup>th</sup> April from resident <b>Resolved:</b> Await further notification if any</p> <p>f. 22/04/2021 Anglian Water – Installation of new water pipes along A43 Overstone. Work commencing 04/05/2021 to end October 2021 <b>Resolved:</b> Council noted the above and that 30 mile speed restrictions will be in place</p>		
Post Agenda			Clerk
			Clerk

21/81	<b>New Parishioners:</b> To note any new parishioners <b>Resolved:</b> None	
21/82	<b>Lighting:</b> Cllr Wilson thanked the Clerk for the progress made in relation to the streetlight inventories with Eon, SSE & Western Power <b>Resolved:</b> a. Clerk to investigate the amount of power saved per streetlamp with new lights <b>Action 21/82.1a</b> <b>Resolved:</b> b. Clerk to investigate kw/per hour savings. This is for council to consider at next meeting along with the quote received from Eon for partial or complete lighting upgrade <b>Action 21/82.1b</b>	Clerk Clerk
21/83	<b>Police Liaison</b> <b>Resolved:</b> Nothing to report	
21/84	<b>Covid 19</b> <b>Resolved:</b> No further updates	
21/85	<b>Elections:</b> Notification received from DDC 09/04/2021 that Holcot Parish Council will not be having an election on 6th May 2021 <b>Resolved:</b> Cllr Bonsor to liaise with resident for the one vacant councillor position to be filled by 25 <sup>th</sup> June 2021. <b>Action 21/85.1</b>	JB
21/86	<b>Annual Parish Meeting: May 26<sup>th</sup> 2021</b> To note Sgt Matt Moore & resident Michael Warren attending <b>Resolved:</b> To receive reports from Chair, RFO, Cllr Shephard, Cllr Scordellis to approach village hall user groups. Chair to put guidance and Zoom details on the website once agenda finalised <b>Action 21/86.1</b>	DW/PS
21/87	<b>Planning</b> <b>Resolved:</b> No planning applications received	
21/88	<b>Verge/Reservoir Parking</b> Damaged verge has been re-seeded and top-soiled, but no growth due to lack of rain. Temporary protection by cones and tape of both seeded area & grassed. Permanent solution of wooden poles on both side <b>Resolved:</b> Ian Boyes has passed to his replacement his commitment to fund £1k worth of poles, and arranged for design & costing; if cost exceeds £1k, HPC would have to fund the excess, may be possible to source from S106 monies	
21/89	<b>HGV's</b> From the recent regular liaison meeting between Cllr Scordellis, Police, HW and the Council, it was additionally agreed that Highways would assess the existing signage communicating the 7.5t limit to drivers. A plan has been developed for how the Police and Holcot community can discourage/reduce non-legal HGV movements through the Parish. <b>Resolved:</b> The Police and Parish Council (HPC) will share collated information of issues and progress weekly by email. The clerk will write a joint letter to identified HGV owners regarding any vehicle movement reported by a resident. Council approved clerk's extra time for this at an approximated 1 hour a month	
21/90	<b>S106 Funded Improvements</b> The final missing costings for the agreed current bundle of new signage and civils were received and meant that the overall total was lower than previously agreed by HPC. PS therefore gave go-ahead and HW's orders on suppliers - including 2nd (solar-powered) vehicle-activated speed-indicating device (VASID) - will be placed as soon as IT-coding issues during transition to new authority are resolved. The 'SLOW' road markings to accompany above new signage will be funded by Highways and installed ASAP after signage (exact location must be aligned with signs, whose locations subject to minor adjustment during work due to utilities etc) <b>Chicane on Sywell Rd:</b> Design & initial forecast of cost were received on 26 <sup>th</sup> April, and Cllr Scordellis explained that the design was as expected, but cost forecast was substantially higher than predicted; he had obtained agreement to design from resident of adjacent property (Wychwood).	PS

	<b>Resolved:</b> Respond to Highways that both Council & resident accepted design while expressing concerns re increase in cost forecast <b>Action 21/90.1</b>	
21/91	<b>Flying Legends Airshow at Sywell 11<sup>th</sup> July traffic management plan</b> With help of Wellingborough Licensing Dept, obtained traffic management plan and discovered that recommended route from/to North is through Holcot + multiple other issues: <b>Resolved:</b> PS had already responded for HPC that: (a) park & ride should not be an afterthought but rather the default arrangement for all non-disabled & non-VIPs (cf: motor sport Grand Prix at Silverstone). However if too late to fix that, then (b) those issues must all be fixed (HPC response provided rationales and proposed re-writes of every unacceptable clause)	
21/92	<b>Eon:</b> To note that the invoice paid last month for £858.00 was for installation and replacement of lamp 20 and did not include lamp 23 as previously stated <b>Resolved:</b> To note lamp 23 to be upgraded April 2021	
21/93	<b>Insurance:</b> To note renewal and quotes. Clerk circulated 3 x quotes for approval for renewal in May 2021 <b>Resolved:</b> Councillors to compare quote from BHIB and existing policy and agree approach by email <b>Action 21/93.1</b>	<b>All</b>
21/94	<b>Fixed Asset Register:</b> To note any changes & additions/removals <b>Resolved:</b> No changes. To approve in May 2021	
21/95	<b>Policies:</b> To review all policies in preparation for adoption 17 <sup>th</sup> May <b>Resolved:</b> Clerk to circulate all policies ready for approval and adoption at meeting 17 May 2021 <b>Action 21/95.1</b>	<b>Clerk</b>
21/96	<b>Reforecast:</b> 2021/2022 <b>Resolved:</b> Approved and completed	
21/97	<b>Agar:</b> To note correspondence received 24/03/21 PKF Littlejohn <b>Resolved:</b> Clerk to send required documents to internal auditor <b>Action 21/97.1</b>	<b>Clerk</b>
21/98	<b>Payments:</b> To approve payments below totalling <b>£1707.13</b> plus <b>£366.05</b> post agenda <b>Resolved:</b> The below payments were approved. Council also approved payment for the Microsoft Office renewal of £59.99 due in May 2021 ahead of next meeting	

Ref	Payee	Description	Amount
16	DM Payroll Services Ltd	Administration Payroll 2021/2022	120.00
17	Northants Calc	Membership 2021/2022	508.80
18	EON Energy Solutions	Quarterly Street Light Maintenance	88.36
19	Clerk	April Salary	208.80
20	Mushroom Lighting Technology	Rigging Pole Xmas Tree	108.00
21	EON Energy Solutions	Lamp 23 Repair/Installation	312.00
22	Ramprint	Newsletters 2021	185.00
23	Clerk	Elections Travel Expense to Daventry DC	9.45
24	SSE	Electricity – Street Light 02/03/21 – 01/04/21	158.65
25	D Walker	Reimbursement – Yellow Warning Tape	8.07
26	Heather Wilson	Crossroads Landscaping	326.05
27	ICO	Data Protection	40.00

21/99	<b>To receive financial report for end of year (01/04/2020 to 31/03/2021) and approve bank reconciliation: Signatures required</b> <b>Resolved:</b> Bank reconciliation approved. The financial year end report to be approved in May. Awaiting Barclays savings account bank statement	
21/100	<b>Chairman's Comments</b> <b>Resolved:</b> On behalf of the Parish and Parish Council Cllr Walker thanked Cllr Wilson for his time and commitment as councillor. He also thanked Cllr Hawkins in his absence. Clerk to write letter of thanks to Cllr Hawkins <b>Action 21/100.1</b>	<b>Clerk</b>
21/101	<b>Next Agenda:</b> To request items for inclusion on the agenda for the next meeting. Concern was raised from Parishioners over the increased car boot events. <b>Resolved: a.</b> To add Car Boot to planning item <b>Action 21/101.1a</b> <b>Resolved: b.</b> Cllr Walker to research planning approval in relation to Car Boot <b>Action 21/101.1b</b>	<b>Clerk DW</b>
21/102	<b>Upcoming Meetings: Monday 17<sup>th</sup> May 20:00</b> Annual Parish Council Meeting & Parish Council Meeting - Holcot Village Hall. <b>Wednesday 26<sup>th</sup> May 19:00</b> Annual Parish Meeting via Zoom, Cllr Walker asked that all Councillors attend if they are able. <b>Resolved:</b> Cllr Walker to book APM Zoom <b>Action 21/102.1a</b> <b>Resolved:</b> Meetings for the time being to be in the village hall to allow distancing - Clerk to book village hall for next six months for meetings <b>Action 21/102.1b</b>	<b>DW Clerk</b>

**Meeting closed: 21:28**

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

19/182.1	JB	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor – <b>Ongoing</b>
21/24a.1	Clerk	To contact DDC for spray paint etc – Clerk awaiting response from Dog Warden - <b>Ongoing</b>
21/67.1	PS	Cllr Scordellis to enquire white line marking – To be done at same time as S106 work. Cllr Scordellis to liaise with Highways at the appropriate juncture
21/80.1c	Clerk	Include Spring Clean in June agenda
21/80.1d	Clerk	Contact East Midlands Ambulance Service regarding defibrillator training
21/82.1a	Clerk	Contact Eon - savings
21/82.1b	Clerk	Contact Western Power - savings
21/85.1	JB	To fill the remaining councillor post
21/86.1	DW/PS	To place APM details of website
21/90.1	PS	Inform HW of resident's & Council's responses to design & initial cost forecast for chicane on Sywell Rd
21/93.1	All	To compare quotes
21/95.1	Clerk	To circulate policies to councillors
21/97.1	Clerk	To send Agar and financial documents to the internal auditor
21/100.1	Clerk	Thank you letter to Cllr Hawkins
21/101.1a	Clerk	To add Car Boot to May 17 Agenda
21/101.1b	DW	To look into Car Boot planning approval
21/102.1a	DW	To book Zoom meeting 26/05/2021
21/102.1b	Clerk	Book village hall for next six months