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## MINUTES

Minutes of the full parish council meeting of Holcot Parish Council held on **Monday 20<sup>th</sup> September 2021** at 7.00pm in the Youth Wing, Holcot Village Hall, Back Lane, Holcot, Northampton, NN6 9SL

**Councillors Present:** Chair D Walker, Cllr C Ferguson, Cllr J Bonsor, Cllr P Matthews

**Public Present:** 1

**Clerk:** Ruby Cole

21/185	<p><b>Apologies:</b> Received from Cllr Stone, Cllr Scordellis, Cllr Townsend &amp; Cllr Bourner <b>Resolved:</b> Approved by council</p>	
21/186	<p><b>Public address to the council:</b></p> <p><b>Public 1:</b></p> <p>Parishioner gave public address in relation to planning application ND/2021/0173 Hillcrest, Moulton Road, Holcot and made the following points:</p> <p>She reminded the Council of the reasons behind the application, her family's association with Holcot for over 50 years, and that the Council had been supportive of the outline of the pre-planning proposals she had presented at the April meeting.</p> <p>The Parishioner expressed concern as to the reasoning of WNC Refusal of this planning application, and asserted that it had not gone to Committee to consider overriding Policy at least in part due to the influence of the Parish Council's objection.</p> <p>She expressed disappointment over the discussion and outcome of the July Parish Council meeting. She noted that she was not present.</p> <p>She outlined her concerns that the Parish Council had misinterpreted the planning documents, being partly influenced by another Parishioner's assertions. For instance, she said the design is only single storey, the location is influenced by the piece of land she owns which is not the whole site and is</p>	

	actually constrained by the boundary lines shown on the plan. She said that the existing property could be seen from the proposed build.  Councillor Walker thanked the Parishioner	
<b>21/187</b>	<b>Minutes:</b> Minutes of the meeting held on Monday 19 <sup>th</sup> July 2021 to be approved at next meeting as only two Councillors attending had been present at that meeting. <b>Resolved:</b> Minutes of the Extraordinary Parish Council Meeting held on Monday 9 <sup>th</sup> August 2021 were approved and signed by Chair	
<b>21/188</b>	<b>Declarations of interest:</b> Under the Council's Code of Conduct related to business on the agenda <b>Resolved:</b> No declarations of interest	
<b>21/189</b>	<b>Actions Outstanding:</b> <b>Resolved:</b> As below	

21/135.1	TT	To co-ordinate tree project for Queens Platinum Jubilee between committee and council - <b>Ongoing</b>
21/148.1	PS	To contact police with HGV traffic findings - Cllr Scordellis waiting for response - <b>Ongoing</b>
21/161.1	Clerk	To inform WNC of planning response to WND/2021/0173 - Complete
21/157.1	Clerk	To enquire with NCalc – naming of councillors - Complete
21/163.1	Clerk	To place litter pick on next agenda - Complete
21/164.1	PS	To see if he was given a copy of the original electronic file for welcome pack - Complete
21/165.1	CF/Clerk	To place policies on website from clerk - <b>Ongoing</b>
21/167.1	PS	To change parish council meeting venue and confirm - Complete
21/171.1	CF	To enquire with First Responders of age limit - Complete
21/174.1	JB/PS	To authorise payments for release at bank - Complete
21/176.1	Clerk	To place United Charities and Youth Engagement on next agenda - Complete

<b>21/190</b>	<b>Correspondence:</b> <b>Resolved:</b> No new correspondence other than agenda items	
<b>21/191</b>	<b>Planning:</b> Email received 24/08/2021 from Liz Barrett WNC regarding the summary of changes and planning updates <b>Resolved:</b> Councillors noted the 'calling in' of plans by Ward Councillors rather than Parish Councillors was the principal change	
<b>21/192</b>	<b>New Parishioners:</b> <b>Resolved:</b> No new parishioners	
<b>21/193</b>	<b>Spring Clean:</b> Dates were discussed for a litter pick and clearing of verges around the parish. It was agreed that October would be a good time. <b>Resolved:</b> Subject to weather conditions, the time and venue has been set for Saturday 30 <sup>th</sup> October 2021 meeting at Holcot village hall at 10.00am. Clerk to arrange for the provision of cleaning materials, high visibility jackets, collection of rubbish etc with the relevant authority <b>Action 21/193.1</b>  Councillor Ferguson to promote via website once confirmation of materials received. <b>Action 21/193.2</b>	<b>Clerk</b>  <b>CF</b>
<b>21/194</b>	<b>Welcome Pack:</b> Cllr Ferguson has received the digital version. Rather than rejigging and issuing a complete new welcome pack and/or inserting paper additions, it was suggested that new parishioners could receive a postcard with basic information such as web addresses and contacts etc, with the Parish website being the single source of information. <b>Resolved:</b> Cllr Ferguson to investigate <b>Action 21/194.1</b>	<b>CF</b>

21/195	<p><b>Youth Engagement:</b> It was suggested it may be an idea to engage youth in the litter pick event. The event may be valuable to children for getting evidence of community service.</p> <p><b>Resolved:</b> Cllr Bonsor to enquire with Holcot Hub and Scouts <b>Action 21/195.1</b></p> <p><b>Resolved:</b> The broader strategic discussion around Youth Engagement was deferred to the October meeting <b>Action 21/195.2</b></p>	JB Clerk
21/196	<p><b>Community Payback:</b> Cllr Ferguson has met with the safety officer. Health &amp; Safety has been approved. Awaiting a date for commencement. Projects will be undertaken within a 3 month period.</p> <p>Tidy up the playing field, paint the gates and fences. For the Church, to rebuild the wall. Possibility to include the repair of damaged litter bins &amp; benches.</p> <p>Approximate cost: £150 for wall repair, £160 for playing field, £40 refreshments.</p> <p><b>Resolved:</b> Parish council would pay £200 towards this to cover playing field and refreshments</p>	
21/197	<p><b>Queen's Platinum Jubilee:</b> Thursday 2<sup>nd</sup> June 2022 – Sunday 5<sup>th</sup> June 2022</p> <p><b>Resolved:</b> To defer to next meeting <b>Action 21/197.1</b></p>	Clerk
21/198	<p><b>United Charities:</b> To help with the formality of the set up of United Charities, parish council have agreed to provide trustees.</p> <p><b>Resolved:</b> Chair has signed documentation</p>	
21/199	<p><b>Clerk Annual Appraisal:</b> Councillors to provide input to Chair via email</p> <p><b>Resolved:</b> Chair to set date for meeting with clerk <b>Action 21/198.1</b></p>	DW
21/200	<p><b>Clerk CiLCA:</b> NCalc are offering five clerks 50% off the CiLCA training fee for 2022. Usually £495, saving £247.50. This would also mean registering with SLLC (Society of Local Council Clerks), which is £410.00. Clerk expressed interest in applying and requested council to consider a 4 way split with the other three council she clerks for, assuming they are in agreement. This would bring the cost down to £168.38 over 2 years. Details circulated to councillors.</p> <p><b>Resolved:</b> Council agreed to make provision of £170 towards this</p>	
21/201	<p><b>Remembrance Sunday:</b> 14/11/2021</p> <p><b>Resolved:</b> Clerk to order wreath direct from Royal British Legion at an approximate expenditure of £25, and deliver to Cllr Bonsor <b>Action 21/201.1</b></p>	Clerk
21/202	<p><b>Covid 19:</b> No further actions necessary</p> <p><b>Resolved:</b> To keep monitoring</p>	
21/203	<p><b>CPR Training:</b> This was organised by Rural North Community First Responders who are self funded. The event was held in the village hall and was well attended and well received.</p> <p><b>Resolved:</b> Clerk to write thank you letter <b>Action 21/203.1</b></p>	Clerk
21/204	<p><b>Playing Field:</b> The Gyrospiral is damaged and is out of action. Councillor Ferguson has applied tape and added website post.</p> <p><b>Resolved:</b> Clerk to obtain quotes for repair <b>Action 21/204.1</b></p>	Clerk
21/205	<p><b>Parish Maintenance:</b> Expenditure for the replacement of 4 x safety cones for Friends of Holcot has been approved via email at a cost of £64 inc VAT</p> <p>Clerk mentioned the parish council notice board could do with maintenance. Also lock replaced, ideally with 4 keys. The Council would ask Friends of Holcot to take on this task.</p> <p><b>Resolved:</b> Cllr Matthews to liaise with Friends of Holcot <b>Action 21/205.1</b></p>	PM
21/206	<p><b>Defibrillator:</b> Expenditure approved by email for new battery £223.20 was noted</p>	
21/207	<p><b>Police Liaison:</b></p> <p><b>Resolved:</b> No issues that Councillors are aware of</p>	
21/208	<p><b>Parish Path Warden:</b></p> <p><b>Resolved:</b> To defer to November meeting</p>	

<b>21/209</b>	<p><b>Agar External Audit Report:</b> External Audit and report from PKF Littlejohn circulated to councillors via email 06/09/2021. The Conclusion of Audit to be placed on website by the end of September 2021.</p> <p><b>Resolved:</b> The External Audit report was accepted, although the Council asserted that compliance with the requirement is achieved through transient website posts, and therefore evidence at the time of the audit is unavailable.</p> <p>Cllr Ferguson to place this and Conclusion of Audit notice on website. <b>Action 21/209.1</b></p>	<b>CF</b>
<b>21/210</b>	<p><b>Payments:</b> Post agenda payment of £5.50 for hazard tape noted. To approve total payments of <b>£2,578.12</b></p> <p><b>Resolved:</b> All payments were approved. Cllr Walker and Cllr Bonsor to authorise on bank website. <b>Action 21/210.1</b></p>	<b>DW/JB</b>

Ref	Payee	Description	Amount
59	P Scordellis	Battery for VASID	54.60
60	Carter Jonas	Allotment Rent 16/03/2021 – 29/09/2021	71.00
61	Clerk	September Salary	208.80
62	Park Landscapes	Mowing Services	1902.00
63	Community Heartbeat	Battery for Defibrillator	223.20
64	SSE	Electricity - Street Lighting 03/08/21 - 01/09/21	84.23
65	Wave	Allotments Water Supply - 07/06/21 - 06/09/21	28.79
66	C Ferguson	Expenses for Hazard Tape for play equipment	5.50

<b>21/211</b>	<p><b>Financial Report:</b> Report and bank reconciliation approved. Bank Balance 31/08/2021 - Current £9,305.78. 31/03/2021 - Reserve £8,040.50</p> <p><b>Resolved:</b> Cllr Matthews signed at meeting</p>	
<b>21/212</b>	<p><b>Next Agenda:</b> Reforecast, Playing Field, Poplars Lane Trees</p> <p><b>Resolved:</b> Clerk to include <b>Action 21/212.1</b></p>	<b>Clerk</b>
<b>21/213</b>	<p><b>Next Meeting:</b></p> <p><b>Resolved:</b> Monday 18<sup>th</sup> October 2021 7.00pm. Youth Wing Holcot Village Hall</p>	

**Meeting Closed 19.55**

**Action points for tracking**

21/135.1	TT	To co-ordinate tree project for Queens Platinum Jubilee between committee and council - Ongoing
21/148.1	PS	To contact police with HGV traffic findings - Cllr Scordellis waiting for response - Ongoing
21/165.1	CF/Clerk	To place policies on website from clerk - Ongoing
21/193.1	Clerk	To arrange cleaning materials etc for litter pick
21/193.2	CF	Promote spring clean
21/194.1	CF	To investigate the possibility of a 'welcome' postcard
21/195.1	JB	To make enquiries with Holcot Hub Youth Club to join in litter pick
21/195.2	Clerk	Youth Engagement to be added to October agenda
21/197.1	Clerk	Queen's jubilee to be added to October agenda
21/198.1	DW	To arrange Clerk appraisal
21/201.1	Clerk	To order wreath for Remembrance Sunday
21/203.1	Clerk	To write thank you letter to First Responders team
21/204.1	Clerk	To obtain quotes for repair of play equipment
21/205.1	PM	To liaise with Friends of Holcot to make good pc notice board

21/209.1	CF	To place AGAR documents on website
21/210.1	DW/JB	To authorise payments for release at bank
21/212.1	Clerk	To include items on to next agenda

**Below information points from clerk were acknowledged by council**

- **Pitsford Royal British Legion:** Correspondence received regarding collections boxes. Liaising directly with Church. We can order poppy supplies direct if we wish to.
- **Residents Concern:** Skip outside property. Unknown persons have been loading skip.
- **Traffic Control:** Notification received that due to ASH Dieback / dead Ash Tree bordering Moulton Rd at Hospital Bungalows (42 - 48 Moulton Rd, 500 yards south of village) Tree Felling work is to occur 8 - 9th September. Traffic Control will be in place during the work which is expected to take place outside of the 'Rush Hour' periods, due to presence of 'Cherry Picker' Moulton Rd. May be reduced to a single lane at this point.
- **Falklands Charity Walk:** Cllr Walker & Cllr Scordellis were in attendance.
- **Planning:** Guidance sent to councillors 02/08/2021. Can be put on website.
- **Mowing Contract:** Clerk has made several attempts to ascertain the procedure for receiving mowing grant.

APPROVED