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## MINUTES

Minutes of the full parish council meeting of Holcot Parish Council held on **Monday 21<sup>st</sup> March 2022** at **7.00pm** in the Church Room, Main St, Holcot, Northampton NN6 9SP

**Councillors Present:** Chair D Walker, Cllr T Townsend, Cllr J Bonsor, Cllr K Bourner, Cllr P Scordellis, Cllr C Ferguson, Cllr P Matthews

**Public Present:** 1

**Clerk:** Ruby Cole

22/053	<b>Apologies:</b> <b>Resolved:</b> None	
22/054	<b>Public address to the council:</b> <b>Resolved:</b> None	
22/055	<b>Declarations of interest:</b> Under the Council's Code of Conduct related to business on the agenda <b>Resolved:</b> None	
22/056	<b>Minutes:</b> Full parish council meeting <b>17<sup>th</sup> January 2022</b> , Extraordinary parish council meeting <b>8<sup>th</sup> February 2022</b> & Full parish council meeting <b>23<sup>rd</sup> February 2022</b> <b>Resolved:</b> All minutes approved by council and signed by Chair	
22/057	<b>Councillor Co-option:</b> Resident Chris Bailey put forward his application to become a councillor prior to meeting <b>Resolved:</b> All councillors accepted his application and voted in favour. Declaration of Acceptance of Office form was signed at meeting and retained by Clerk. Clerk to send Cllr Bailey relevant forms and policies <b>Action 22/057.1</b>	<b>Clerk</b>
22/058	<b>Actions Outstanding:</b>	

21/219.3	JB	Discuss a firm proposal with the Cobbald family and present to council - decision by family, and firm proposal to be gained - 21.03.22 - Ongoing
21/232.2	PS	To liaise with M Barratt from Kier and appropriate highways liaison regarding Chicane costings once finalised and the funding shortfall,

		involving one other Councillor. Awaiting detail after consultation completes - Ongoing
21/243.2	TT	To seek costs for trees and provide firm proposal (see also 22/037.2) - 21.03.22 Awaiting next window of application - Ongoing
21/249.1	JB	Cllr Bonsor to make enquiries of youth engagement with Holcot Hub - revisit in a few months - Ongoing
22/002.1	PS	To follow up possible consultant funding on receipt of details from resident – 21.03.22 Awaiting information from resident - Ongoing
22/002.2	DW	Pursue tree issue with Cllr Warren and WNC - Awaiting suitable response, WNC now saying they can't be 100% sure it isn't their tree – Ongoing
22/008.1	CF	To investigate Floodlighting of the Church - 23.02.22 The cost of this is £250 with volunteers, £500 without volunteers with £5k insurance of equipment to covered within Holcot Parish Council Policy -revisit in March - see agenda item 22/061 Complete
22/009.3	PS	Review the position of 7.5t signs at A43 roundabout – ongoing
22/009.4	Clerk	Existing batch of HGV letters to be followed up as appropriate - ongoing
22/009.6	PS	Follow-up idea of HGV reporting with WNC if no response received - Ongoing
22/021.1	DW/Clerk	To investigate and propose items for OLB - see agenda item 22/075 Complete
22/033.1	Clerk	To implement co-option process - Complete
22/035.1	Clerk	Include planning item re Car Boot on March agenda - Complete
22/035.3	Clerk	To respond to accept offer of Speed Survey 21.03.22 Awaiting response - Ongoing
22/035.5	Clerk	To write response regarding metal detecting and permits 21.03.22 Response written however it was requested that the question again be asked of Council. Response as previous. Clerk to respond - Ongoing
22/035.6	Clerk	To place internal audit onto next agenda - Complete
22/036.1	Clerk	To respond to planning application WND/2022/0070 - Complete
22/037.1	JB	Prepare final programme, costings etc for Jubilee events - see agenda item 22/061
22/037.2	TT	Tree planting ceremony planning (aligned to Action 21/243.2) - see agenda item 22/061
22/037.3	JB	Programme in May newsletter and pre-promotion on website - Ongoing
22/040.1	Clerk	To arrange litter pick equipment 21.03.22 Cllr Matthews to collect from Daventry District Council - Clerk to provide details - Ongoing
22/044.1	Clerk	To obtain quote from mole catcher and order work if in-line with previous cost 21.03.22 Mole catcher will check when in area - Ongoing
22/047.1	JB	To determine if Mrs Stone will remain a Trustee for the United Charities 21.03.22 Mrs Stone does not wish to continue - Complete
22/048.1	DW/JB	To authorize bank payments - Complete
22/051.1	Clerk	Place items on next agenda - Complete
22/052.2	Clerk	Book Church room - Complete

22/059	<p><b>Correspondence:</b> Actions arising from correspondence</p> <ol style="list-style-type: none"> <li>08.03.22 Northamptonshire Highways - Mowing Grant offer £372.06 <b>Resolved:</b> To accept mowing grant. Clerk to submit form <b>Action 22/059.1</b></li> <li>14.03.22 WNC Public Spaces Protection Order Consultation - Dog Ownership/Prohibition of Smoking in Certain Places. Councillors agreed to respond in personal capacity</li> <li>14.03.22 From Resident - To discuss help and support for Ukrainian Refugees <b>Resolved:</b> At present this is of individual choice as per Ncalc communication. Await further guidance from NCalc. Add to next agenda. <b>Action 22/059.2</b></li> <li>21.03.22 West Northamptonshire Council - Sustainable West Northants Launch Event. No Councillor is available for the event on 28 March</li> </ol>	<p>Clerk</p> <p>Clerk</p>
22/060	<p><b>Planning:</b></p> <ol style="list-style-type: none"> <li><b>WND/2022/0089</b> - Rose Cottage, Brixworth Road, Holcot, Northamptonshire, NN6 9SJ Construction of two storey side extension and new vehicular access  Correspondence received from resident regarding the new access onto Brixworth Road: The new gates will need to be set back from the existing wall line to allow space for vehicles to stop in front of the gates off of the carriageway <b>Resolved:</b> Council had no objections, but to comment as above. Clerk to respond to WNC Planning <b>Action 22/060.1</b></li> <li><b>DA/2020/0001</b> - Amendment - Overstone Green SUE, traffic impacts  The meeting with planners was attended by Cllr Walker &amp; Cllr Bonsor. It was proposed to realign the junction at the Crossroads slightly to allow for HGV turning. If Council do not agree to this, there would be an extra £50k allowance towards traffic calming measures <b>Resolved:</b> Council rejected the proposal and agreed to accept the £50k. WNC are aware that the money is needed before the traffic arrives. Cllr Walker outlined the content of the letter. Due to the tight timeline the letter has already been drafted. Clerk to send letter to WNC <b>Action 22/060.2</b></li> <li><b>Car Boot</b> - Planning Approval for Sunday Opening  It has been advertised that the Holcot Car Boot will be operating every Thur/Sat/Sun from 31<sup>st</sup> March 2022. However, planning permission has not been acquired for Sunday opening. Cllr Bonsor reported that a planning application is to be submitted.  It was agreed that a letter should be sent to the Planning Authority after a vote to ensure that unauthorised events are not allowed to continue <b>Resolved:</b> Clerk to write to WNC <b>Action 22/060.3</b></li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<b>22/061</b>	<p><b>Queen's Platinum Jubilee:</b> Thursday 2<sup>nd</sup> June 2022 – Sunday 5<sup>th</sup> June 2022</p> <p>Cllr Bonsor relayed the below potential action plan</p> <ol style="list-style-type: none"> <li>1. Saturday morning 10.00 - Parish Photo</li> <li>2. Sunday - Songs of Praise or singsong</li> <li>3. Sunday - Bring you own picnic on playing field</li> <li>4. Sunday - Plant an oak tree sapling in playing field. Supplied by Cllr Townsend (with a suitable plaque, tree supports etc) Cllr Townsend reported that a plaque cannot be fixed to the tree Tree to be planted by a resident(s) who experienced the 1952 events Cllr Townsend to make enquiries <b>Action 22/061.4</b></li> <li>5. Church to organise games and memorial gifts for children</li> <li>6. Floodlighting church in red, white &amp; blue Resident has agreed to set up and donate equipment, however there will be charges as follows: £500 without volunteers to help set up/take down. £250 with volunteers. Cllr Matthews, Cllr Scordellis &amp; Cllr Bailey have agreed to help with set up and removal etc <b>Action 22/061.6</b> Insurance is required for £5k worth of equipment <ol style="list-style-type: none"> <li>a. Cllr Ferguson to enquire if covered under residents own events insurance <b>Action 22/061.6a</b></li> <li>b. Clerk to enquire with Parish Council insurance <b>Action 22/061.6b</b></li> </ol> </li> <li>7. Saturday 4th June Clarinet Choir - Cllr Bonsor to enquire <b>Action 22/061.7</b></li> </ol> <p>Full details will be submitted for 1<sup>st</sup> May to go out in May newsletter</p>	<p>TT</p> <p>PM CB PS</p> <p>CF</p> <p>Clerk JB</p>
<b>22/062</b>	<b>New Parishioners:</b> No new parishioners	
<b>22/063</b>	<p><b>Full Day Traffic Survey:</b> Date has been set for Thursday 9<sup>th</sup> June 8.00am to 4.00pm or 8.00am to 6.00pm. Cllr Bailey to take lead and organise volunteers</p> <p><b>Resolved:</b> Cllr Ferguson to promote in conjunction with Cllr Bailey <b>Action 22/063.1</b></p> <p>Cllr Bailey to organise event <b>Action 22/063.2</b></p>	<p>CF</p> <p>CB</p>
<b>22/064</b>	<p><b>Annual Parish Meeting:</b> Date has been set for Monday 16<sup>th</sup> May to tie in with AGM &amp; Parish Council meeting</p> <p><b>Resolved:</b> Clerk to book main hall, village hall <b>Action 22/064.1</b></p>	Clerk
<b>22/065</b>	<p><b>Asset Mapping:</b> Cllr Walker &amp; Cllr Matthews have collated the information and forwarded to clerk</p> <p><b>Resolved:</b> Clerk to transfer to Parish Online <b>Action 22/065.1</b></p>	Clerk

22/066	<b>Parish Maintenance:</b>	PM   PS  PS
	Friends of Holcot - Maintenance: To look into possibility of painting the posts on Brixworth Road to match the ones on other roads. <b>Resolved:</b> Cllr Matthews to advise group of request <b>Action 22/066.1</b>	
	Friends of Holcot - Gardening: Ask the Group to consider how they may spend the £500 project budget 'Bulbs and Planters' to generally improve the Parish. It is not intended to spend the money on existing garden areas. Councillors' ideas included additional bulb planting across Parish, planters at entrances to village perhaps adopted by Parishioners. <b>Resolved:</b> Cllr Scordellis to make request to Mrs Wilson <b>Action 22/066.2</b>	
	The verge outside 'Colonel's' house on Sywell Road is continually being damaged by vehicles. Can anything be done to make good and protect the verge? <b>Resolved:</b> Cllr Scordellis to enquire with Highways <b>Action 22/066.3</b>	PS
22/067	<b>United Charities:</b> Cllr Bonsor updated on progress.  Cllr Bailey agreed to be a Trustee, and was appointed by the Council. Cllr Bonsor will brief Cllr Bailey	
22/068	<b>Road Safety and Highways:</b> <ul style="list-style-type: none"> <li>The road signs have been positioned. Cllr Scordellis will check on all 4 roads, and follow up painting activities <b>Action 22/068.1</b></li> <li>The new VAS is ready. Cllr Scordellis will arrange for delivery and installation <b>Action 22/068.2</b></li> <li>The contract between Kier and WNC will expire in approximately 6 months</li> <li>The results of the consultation for the Chicane are awaited</li> <li>Cllr Bailey agreed to take the HGV part of the portfolio</li> <li>Speeding on Back Lane: to re-discuss placing the VAS on Back Lane (was originally rejected due to resident not happy with location)</li> <li>Parking at War Memorial: Nothing that can be done due to the configuration of the roads</li> </ul>	PS PS
22/069	<b>Youth Engagement:</b> Nothing to report	
22/070	<b>Police Liaison:</b> Nothing to report	
22/071	<b>Payments:</b> Total payments of <b>£401.92</b> approved. Receipt of Asset Mapping Grant £231.14 noted <b>Resolved:</b> Cllr Scordellis & Cllr Bonsor to authorise bank payments <b>Action 22/071.1</b>	PS JB

Ref	Payee	Description	Amount
95	Ascomi	Website Renewal	40.00
96	Clerk	March Salary	208.80
97	SSE	Electricity 02/02/22 - 01/03/2022	88.27
98	Wave - Anglian Water	Allotment Water 07/12/2021 - 06/03/2022	15.92
99	M Wilson	Notice Board Repairs	48.93

<b>22/072</b>	<b>Financial Report:</b> Year End noted. March 2022 report and bank reconciliation approved. Bank Balance 28/02/2022 - Current £13,104.44, 08/03/2022 - Reserve £8,041.30. Available funds in current account = £10,874.87 <b>Resolved:</b> Cllr Bourner signed bank reconciliation at meeting	
<b>22/073</b>	<b>Asset Register:</b> With updated lighting works - total £117,767.57 <b>Resolved:</b> Approved by Council. Signed by Chair & Clerk	
<b>22/074</b>	<b>Clerk's Remuneration:</b> The Council approved the backpay of £45.60 (20hrs * 12 months * £0.19/hr) for the pay award recently announced for 2021/22. <b>Resolved:</b> Clerk to arrange payment in April <b>Action 22/074.1</b>  A working group to be formed to discuss various items - Contract, Working From Home Allowance, Holiday Pay, Salary Point <b>Resolved:</b> Cllr Bourner, Cllr Matthews, Cllr Ferguson & Chair to meet Chair to arrange meeting and provide information <b>Action 22/074.2</b>	<b>Clerk</b>      <b>DW</b>
	No public/press in attendance	
<b>22/075</b>	<b>OLB:</b> Items to purchase were discussed <b>Resolved:</b> Council approved expenditure of c£200. Make purchases <b>Action 22/075.1</b>	<b>Clerk</b> <b>DW</b>
<b>22/076</b>	<b>Next Agenda Items:</b> Reforecast <b>Resolved:</b> Clerk to place item on next agenda <b>Action 22/076.1</b>	<b>Clerk</b>
<b>22/077</b>	<b>Next Meeting:</b> Monday 11 <sup>th</sup> April 2022, 7.00pm Church Room <b>Resolved:</b> Clerk to book Church Room <b>Action 22/077.1</b>	<b>Clerk</b>

**Meeting Closed: 8.37pm**

#### Action Points for Tracking

#### Ongoing Actions

21/219.3	JB	Discuss a firm proposal with the Cobbald family and present to council – decision by family, and firm proposal to be gained - 21.03.22 Ongoing
21/232.2	PS	To liaise with M Barratt from Kier and appropriate highways liaison regarding Chicane costings once finalised and the funding shortfall, involving one other Councillor. Awaiting detail after consultation completes - Ongoing
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22/002.1	PS	To follow up possible consultant funding on receipt of details from resident – 21.03.22 Awaiting information from resident - Ongoing
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22/040.1	Clerk PM	To arrange litter pick equipment 21.03.22 Cllr Matthews to collect from Daventry District Council – Clerk to provide details - Ongoing
22/044.1	Clerk	To obtain quote from mole catcher and order work if in-line with previous cost 21.03.22 Mole catcher will check when in area - Ongoing

### **Actions from current minutes**

22/057.1	Clerk	To send Cllr Bailey relevant forms and policies
22/059.1	Clerk	To submit form for mowing grant
22/059.2	Clerk	Add Ukraine to next agenda
22/060.1	Clerk	To submit planning response WND/2022/0089 – Rose Cottage
22/060.2	Clerk	To send letter DA/2020/0001 - Amendment - Overstone Green to reject planning amendment and accepts funds
22/060.3	Clerk	To write to WNC regarding Car Boot Sunday opening
22/061.4	TT	To make enquiries for resident to planting of tree linked to 1952 events
22/061.6	Various	To help set up floodlighting equipment for Church
22/061.6a	CF	To investigate events insurance for flood light equipment
22/061.6b	Clerk	To investigate parish council insurance for flood light equipment
22/061.7	JB	To make enquiries for clarinet choir to perform for QPJ event
22/063.1	CF	Promote traffic survey
22/063.2	CB	Organise traffic survey event
22/064.1	Clerk	To book village hall for Annual Parish Meeting May 16 <sup>th</sup>
22/065.1	Clerk	To upload AMP information to Parish Online
22/066.1	PM	Request maintenance activity re posts
22/065.2	PS	Request proposal for 'Bulbs and Planters' project from gardening group
22/066.3	PS	To enquire with Highways of making good and protecting grass verge outside 'Colonel's' house
22/068.1	PS	Arrange line painting
22/068.2	PS	Arrange VASID delivery and installation
22/071.1	PS/JB	To authorize bank payments
22/074.1	Clerk	Arrange backpay from recent pay award
22/074.2	DW	Arrange remuneration working party meeting
22/075.1	DW/Clerk	Procure OLB items
22/076.1	Clerk	To place Reforecast onto next agenda
22/077.1	Clerk	To book Church Room for meeting April 11th