

Clerk: Mrs. Ruby Cole  
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Date: 10<sup>th</sup> May 2022  
To: All Parish Councillors  
From: Mrs R Cole, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to attend the Annual Parish Council & Full Parish Council meetings to be held on **Monday 16<sup>th</sup> May 2022** 7.00pm Church Room, Main St, Holcot, Northampton NN6 9SP when the under mentioned business will be transacted.

## AGENDA

### Annual Parish Council Meeting

- 22/102 Election of Chair:** *To nominate and elect Chair*
- 22/103 Acceptance of Office for Chair:** *Present 'Acceptance of Office' form for signature*
- 22/104 Apologies:** *To receive and approve apologies for absence*
- 22/105 Election of Vice Chair:** *To nominate and elect Vice Chair*
- 22/106 Adoption of Policies previously circulated:** *Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach, Publication Scheme*
- 22/107 AGAR 2021/22 Certificate of Exemption:** *Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn*
- 22/108 Annual Internal Audit Report 2021/22 Audit:** *To receive and note the annual internal audit report*
- 22/109 Section 1 – Annual Governance Statement 2021/22 Agar:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 22/110 Section 2 – Accounting Statements 2021/22 for Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 22/111 Councillors Roles:** *Appointment of Parish Councillor roles and sectors*
- 22/112 Meetings:** *To set meeting dates for the year June 2022 – May 2023*

## **Full Parish Council Meeting**

- 22/113 Apologies:** *To receive and approve apologies for absence*
- 22/114 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. Actions/decisions can only be made for items listed on the agenda.*
- 22/115 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*
- 22/116 Minutes:** *To receive and approve for signature the minutes of the **Full** parish council meeting held on **Monday 11<sup>th</sup> April 2022***
- 22/117 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 22/118 Correspondence:** *To note correspondence received and agree actions arising*
- 22/119 Ukraine:** *To discuss Parish Council support*
- 22/120 Planning:** *To receive and respond to new planning applications*  
**WND/2022/0270:** *Location: Holcot Showground, Sywell Road, Holcot, Northamptonshire. Use of land for car boot sales and associated parking on Sundays between 1st April and 31 October each year, in addition to the already consented days (Thursdays, Saturdays and Bank Holidays) (resubmission)*  
**WND/2021/0173:** *Appeal by Mr & Mrs T Linnell APP/Y2810/W/21/3289289258 Location: Land Rear Of Hillcrest, Moulton Road, Holcot, Northamptonshire, NN6 9SH. Construction of new dwelling with associated access and garage*
- 22/121 New Parishioners:** *To note any new parishioners*

### **To Receive Updates and Decisions Arising**

- 22/122 Queen's Platinum Jubilee:** *Thursday 2<sup>nd</sup> June 2022 – Sunday 5<sup>th</sup> June 2022*  
*To receive update*
  - *Final plan*
  - *Events promotion*
  - *Items of expenditure*
  - *Tree canopy*
- 22/123 Road Safety and Highways:** *To receive update, & discuss below items*
  - *HGV Survey*
  - *Sywell Road chicane*
  - *VASID Results*
  - *Community Speedwatch*
- 22/124 Police Liaison:** *To receive update*
- 22/125 Community Payback:** *To receive update*

### **Finance**

- 22/126 Insurance:** *BHIB Increase. To note and approve*
- 22/127 Payments:** *To approve and authorise bank payments below totalling **£1247.67***

Ref	Payee	Description	Date	Method	Amount
108	D Malley	Payroll Administration	16/05/2022	Online	120.00
109	Insurance	Insurance Renewal	16/05/2022	Online	501.80
110	ICO	Data Protection Fee	16/05/2022	DD	35.00
111	Heather Wilson	Jubilee Garden	16/05/2022	Online	54.29
112	Clerk	Salary - May	16/05/2022	Online	212.60
113	Cllr Walker	OLB Purchase	16/05/2022	Online	38.99
114	Cllr Townsend	Oak Memorial Plaque	16/05/2022	Online	42.36
115	Warkton Parish Council	Microsoft 1/3 share	16/05/2022	Online	22.22
116	SSE	Electricity 02/04/22 - 03/05/2022	16/05/2022	Online	99.41
117	Ramprint	Newsletter May 22	16/05/2022	Online	121.00

Total 1247.67

- 22/128 To receive financial report and approve bank reconciliation:** *Circulated to councillors via email. Signature required*
- 22/129 Clerk's Remuneration:** *To receive update from working party and approve proposals*
- 22/130 Next Agenda Items:** *To request items for next agenda*
- 22/131 Next Meeting:** *To confirm date of next meeting - Monday 20<sup>th</sup> June 2022 in Church Room*

Signed: *Ruby Cole*

Date: 10<sup>th</sup> May 2022