

Clerk: Mrs. Ruby Cole
32 Old Road
Walgrave
NN6 9QW

Telephone: 07881 458801 / 01604 781834
E-mail: clerk@holcotvillage.co.uk
Website: www.holcotvillage.co.uk

MINUTES

Minutes of the Annual meeting of Holcot Parish Council and Parish Council meeting on Monday 17th May 2021 at 7:30pm at Holcot Village Hall, Back Lane, Holcot

Councillors Present: Chair D Walker, Cllr J Bonsor, Cllr P Scordellis, Cllr K Bourner, Cllr S Stone, Cllr C Ferguson

Public Present: Cllr Mike Warren - Throughout Meeting
Trudi Townsend - Throughout Meeting

Clerk: Ruby Cole

MINUTES

Annual Meeting of the Parish Council

Chair thanked and welcomed everyone to the meeting

21/103	<p>Elect Chair: To elect a Chairman and sign the 'Acceptance of Office' form Cllr Scordellis proposed Cllr Walker for Chair. Seconded by Cllr Bourner. All councillors present voted in favour. Resolved: Cllr Walker accepted the position and signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form.</p>	
21/104	<p>Elect Vice-Chair: To elect a Vice-Chairman and sign the 'Acceptance of Office' form. Cllr Walker proposed Cllr Bourner for Vice Chair. Seconded by Cllr Scordellis. All councillors present voted in favour. Resolved: Cllr Bourner accepted the position and signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form.</p>	
21/105	<p>Elected Councillors: All councillors to sign the 'Acceptance of Office' form & Code of Conduct form. Resolved: Remaining councillors signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form and were reminded to provide clerk with a copy of the completed WNC Registration of Interests form .</p>	
21/106	<p>Apologies: To receive and approve apologies for absence Resolved: Apologies received from Cllr Baldwin due to work commitments were approved.</p>	

21/107	<p>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).</p> <p>Resolved: There were no declarations of interest.</p>	
21/108	<p>Elections: To co-opt councillor for remaining seat, and sign 'Acceptance of Office' form & Code of Conduct form.</p> <p>Trudi Townsend delivered her application to council to be considered for co-option.</p> <p>Resolved: Cllr Walker proposed Trudi Townsend onto council. Seconded by Cllr Bourner. All councillors present voted in favour. Trudi Townsend signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form.</p>	
21/109	<p>Council policies, procedures and regulations</p> <p>a) To agree and approve Councillor Responsibilities and Sectors Resolved: Changes approved to reflect full council. Action 21/109a.1 : Definitive list to be added to the website</p> <p>b) To review and approve the Standing Orders Resolved: Approved, adopted and signed by Chair & Clerk</p> <p>c) To review and approve the Code of Conduct Resolved: Approved, adopted and signed by Chair & Clerk</p> <p>d) To review and approve the Risk Management policy Resolved: Approved, adopted and signed by Chair & Clerk</p> <p>e) To review and approve the Financial Regulations Resolved: Approved, adopted and signed by Chair & Clerk</p> <p>f) To agree on meeting dates and times for the year Resolved: To meet every 3rd Monday of the month</p> <p>g) To review and approve the asset register Resolved: Approved and signed by Chair & Clerk</p>	DW, CF
21/110	<p>Annual accounts for year ending 31 March 2021</p> <p>a) Receive and note the annual internal audit report. Resolved: Internal Audit report was noted, and actions have already been taken.</p> <p>b) Approve and sign the annual governance statement. Resolved: Approved and signed by Chair & Clerk.</p> <p>c) Approve and sign the annual accounting statements. Resolved: Approved and signed by Chair & Clerk.</p>	

May meeting of the Parish Council

21/111	<p>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.</p> <p>Cllr Mike Warren introduced himself to Council. He has been a councillor for Daventry for over 18 years and is now one of the newly elected councillors representing West Northants Council. Cllrs Dan Cribbin, John Shephard and himself are the representatives for Moulton Ward which covers 12 parishes. Cllr Warren is the main point of contact for Holcot. Regarding roads and road safety, he reported that there will be an area committee who hopefully will have a budget to spend for the area to cover repairs to potholes etc.</p> <p>Resolved: Cllr Walker thanked Cllr Warren for his introduction.</p>	
21/112	<p>Minutes of the previous meeting: To receive and approve for signature the minutes of the meeting held on Monday 26th April 2021.</p> <p>Resolved: The minutes were approved, and signed by Chair.</p>	

21/113	Review Actions Outstanding: To receive reports on actions outstanding from previous minutes.	
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19/182.1	JB	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor – Ongoing . They have an informal meeting next week and will update Cllr Stone accordingly
21/24a.1	Clerk	To contact DDC for spray paint etc – Clerk awaiting response from Dog Warden – Ongoing . Clerk chased again and awaiting reply. Cllr Warren to supply latest contact details
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 – Completed - covered in Road Safety
21/80.1c	Clerk	Include Spring Clean in June agenda
21/80.1d	Clerk	Contact East Midlands Ambulance Service regarding defibrillator training – Ongoing . Clerk is awaiting confirmation from their meeting 20 th May 2021
21/82.1a	Clerk	Contact Eon – savings - Completed
21/82.1b	Clerk	Contact Western Power – savings - Completed
21/85.1	JB	To fill the remaining councillor post - Completed
21/86.1	DW/PS	To place APM details of website - Completed
21/90.1	PS	Inform HW of resident's & Council's responses to design & initial cost forecast for chicane on Sywell Rd - Completed
21/93.1	All	To compare quotes - Completed
21/95.1	Clerk	To circulate policies to councillors - Completed
21/97.1	Clerk	To send Agar and financial documents to the internal auditor - Completed
21/100.1	Clerk	Thank you letter to Cllr Hawkins - Completed
21/101.1a	Clerk	To add Car Boot to May 17 Agenda - Completed
21/101.1b	DW	To look into Car Boot planning approval - Completed
21/102.1a	DW	To book Zoom meeting 26/05/2021 - Completed
21/102.1b	Clerk	Book village hall for next six months - Completed

21/114	<p>Correspondence: To agree response/action to correspondence received:</p> <p>a) Email received 4th May 2021 to Council. Resident expressing positive comments regarding the Crossroads landscaping/planting Resolved: All in agreement. Clerk to write a letter of thanks to Heather Wilson for all her great work. Action 21/114a.1</p> <p>b) Email received 10th May 2021 from NCalc. Training sessions taking place June/July for new councillors. Resolved: Cllrs Townsend, Ferguson, Stone expressed interest in courses and to provide Clerk with dates and times. Clerk to contact Cllr Baldwin to see if he wishes to attend. Action 21/114b.1</p>	<p>Clerk</p> <p>Clerk</p>
21/115	<p>New Parishioners: To note any new parishioners. New resident moved into Brixworth Road. Resolved: Cllr Baldwin to send welcome pack. Action 21/115.1</p>	MB

To Receive Updates and Decisions Arising

21/116	<p>Lighting: To discuss and approve lighting upgrade option. Options were</p> <ol style="list-style-type: none"> 1. To do nothing at present and continue on repair as required basis as agreed by previous council. 2. Upgrade MBFUs only, as they are obsolete, gross cost £5064 (annual saving c£800, payback 5 years) and replace/repair PLL's as and when required. 	
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	<p>3. Upgrade all lighting – total cost inc vat £8560 (annual saving c£1k, payback 7 years). In all cases VAT is recoverable, and power savings would be made immediately. All estimates ignore light 23 which was recently upgraded. Resolved: Option 2 agreed. Clerk to notify Eon and obtain final quote. If in-line with expectation the work should go ahead with the agreement of Cllr Walker. Action 21/116.1</p>	Clerk
21/117	<p>Police Liaison Resolved: Nothing to report.</p>	
21/118	<p>Covid 19 Resolved: Nothing to report, no action required.</p>	
21/119	<p>Annual Parish Meeting: May 26th 2021 Final planning Resolved: Will be on Zoom.</p>	
21/120	<p>Planning: Car Boot Resolved: Councillors have had several verbal and a private email complaints about the additional Sunday and Monday car boot events. In particular the impact of traffic across 4 rather than 2 days. The Council agreed that the Clerk should ask the Planning Department whether the additional two days have been subject to planning permission. Cllr Bonsor abstained. Action 21/120.1</p>	Clerk
21/121	<p>Road Safety and Highways: Update Verge Parking: Cllr Scordellis reported that the cones had been removed from Brixworth Road due to anti-social behaviour and danger issues. He had received a price for wooden poles to be placed on both sides of the road at a cost of £2500 plus vat with our share of £1500 to come out of S106 funding. However, this may not be covered by Highways. It was suggested to seek funds from Anglian Water to help with cost. Resolved: In view of the urgent placement of the order it was agreed for Cllr Scordellis to place the order in the hope external funding would be received. Cllr Scordellis to ask Anglian Water for a contribution, but use s106 funds as this is a priority. The Council agreed that ultimately if the funding could not be covered elsewhere we would pay from our road safety budget. Action 21/121.1</p> <p>HGV's. Cllr Scordellis reported that he had investigated signage to the East and West approach to the village. Signs to say 'Do not use Sat Nav'. The cost for 11 signs £140.50 plus vat. Resolved: Council agreed expenditure Action 21/121.2</p>	<p>PS</p> <p>PS</p>
	<p>a) Flying Legends Airshow – Update Resolved: Cllr Scordellis informed council that he had sent an email stating our objections in respect of the management of traffic and its impacts on the Community.</p> <p>Cllr Walker thanked Cllr Scordellis for all his work in respect of road safety.</p> <p>For detailed report on Road Safety/Highways please see references</p>	

Finance

21/122	<p>Reforecast: 2021/2022 (if required by the Council) Resolved: In view of the lighting upgrade a reforecast was completed and approved.</p>	
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21/123	<p>Payments: To approve and authorise bank payments below totalling £405.62 plus insurance.</p> <p>Resolved : Insurance cover provided by BHIB for a 3 year period was agreed at a discounted price of £488.49, to include 3 year subscription to Parish Online. Post agenda amounts of £49.92 and £50.00 agreed for Crossroads Project and £500.00 towards repair of Church Clock. Payments to be authorized online by Cllr Walker and Cllr Bonsor. Action 21/123.1</p>	DW JB
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Ref	Payee	Description	Amount
27	Northants Calc	Councillor Training Course	38.00
28	Clerk	May Salary	208.80
29	SSE	Electricity – Street Light 02/04/21 – 04/05/21	149.37
30	Clerk	Elections Travel Expense from Daventry DC	9.45
31	BHIB	Insurance	488.49
32	Heather Wilson	Crossroads Project	49.92
33	Matthew Gunnett	Crossroads Project	50.00
34	Smith of Derby Ltd	Church Clock Repair	500.00

21/124	<p>To receive financial report and approve bank reconciliation: Signatures required.</p> <p>Resolved: Received and approved. Signed by Cllr Bourner</p>	
21/125	<p>Next Agenda: To request items for inclusion on the agenda for the next meeting.</p> <p>Resolved: Spring Clean, Welcome Pack</p>	
21/126	<p>Upcoming Meetings: To note date of next meeting</p> <p>Resolved: Dates are: Annual Parish Meeting Wednesday 26th May, 19:00 via Zoom Parish Council meetings: June 21st, July 19th, August 16th, Sept 20th, Oct 18th to commence 8.00pm. Bookings confirmed by village hall</p>	

Meeting Closed: 21:10


Action points for tracking

19/182.1	JB	Establish next steps for United Charities with Mr Gunnett and Cllr Bonsor – Ongoing . They have an informal meeting next week and will update Cllr Stone
21/24a.1	Clerk	To contact DDC for spray paint etc – Clerk awaiting response from Dog Warden – Ongoing . Clerk chased again and awaiting reply. Cllr Warren to supply latest contact details
21/80.1d	Clerk	Contact East Midlands Ambulance Service regarding defibrillator training – Ongoing . Clerk is awaiting confirmation from their meeting 20 th May 2021
21/109a.1	DW, CF	Add definitive list of sectors and responsibilities to website.
21/114a.1	Clerk	Crossroads – Write letter of thanks
21/114b.1	Clerk	Cllr Training – Book courses with NCalc
21/115.1	MB	To send welcome pack to new resident
21/116.1	Clerk	Notify Eon of replacement of MBFU's, obtain final quote, agree work if in line with previous quote having consulted responsible Councillor.
21/120.1	Clerk	Enquire whether planning permission is in place
21/121.1	PS	Place order for wooden poles
21/121.2	PS	Place order for signage
21/123.1	DW/JB	To authorize bank payments

References

HPC meeting 17th May 2021 - briefing re Highways-related items

Some good progress on all current items, but STILL ongoing challenges due to change from Daventry/NCC to West Northants

<p>21/88 Brixworth Rd Verge/reservoir parking</p>	<p>Verge damaged by reservoir-users' parking has been re-seeded and top-soiled; now awaiting growth following rain. Temporary protection of both seeded area & grassed verges by cones, tape & HPC-made signs seemed to be working; HOWEVER had to be removed due to attracting anti-social, dangerous and aggressive behaviour by 'youths' from outside village. Verge now being damaged again so urgent action needed. Permanent solution of wooden poles on both sides: HW now confirmed (a) cost @ £2.5k+vat offered & (b) offer to contribute £1k of this; cost covers both sides at approx 3.5m spacing which should be adequate to protect the verge from <i>parallel</i> parking without introducing an excessive number of posts. (HW agree that "nose-in" parking not an issue at this location). So, to proceed, HPC would need to contribute £1.5k. - if HPC agrees, PS will confirm the order including the assumption that the £1.5k will be covered from S106 monies, but this may be refused if WNCouncil does not agree this is classifiable as 'traffic calming' To enable quick action in that event, therefore also need back-up agreement from HPC on an alternative funding option.</p>
<p>Crossroads Project</p>	<p>Project now 99% completed. Given above loutish behaviour, concern re threat to investment by HPC of <£1k & by volunteers as time. To protect, have arranged CCTV: (1) deterrents (signs & a dummy camera on tree) (2) neighbour to monitor with real camera through a window</p>
<p>21/89 HGV's</p> 	<p>As agreed, Police submitted a draft for a joint Police/HPC letter to HGV owners, which both PS & DW judged would be ineffective; Police then rejected our alternative, so we have had to accept a compromise. PCSO & Parish Clerk now briefed to start using letter ASAP on recently reported movements In parallel, PS has worked with HW on additional signage where HGVs leave the A508 & A43, such as blue sign in photo (left) which HW surmise was created by Boughton PC. Proposal for discussion at HPC 17/5 mtg: HPC to create 11 blue signs for attachment to all existing HW signage near west and east entry points of 7.5t zone. Cost options: (1) thin uv-stable plastic suitable for cable ties @ £15 each (2) metal-faced composite (both outside faces aluminium, sandwiching plastic core (same as new 10mph on Poplars Lane nr Walgrave Rd) @£30 each, also suitable for cable ties (3) metal with metal-toothed band fixing @£60 each. All above discounted by 10% if order 11, & artwork included. Reco: initially proceed with option (1) @ total cost of £148.50+VAT. If they do deteriorate over time, then can replace with either option (2) or (3)</p>

<p>21/90 S106-funded traffic calming measures</p>	<p>In March, the final missing costings for the agreed current bundle of new signage and civils were received, and accepted by HPC. Process of HW placing orders with suppliers is being delayed by IT-coding issues during transition to new authority; 17/5 HW confirmed: - orders would be places that week and on-site work start c 6 weeks. - Sywell RD chicane: consultation letters about to go out</p> <p>The 'SLOW' road markings to accompany above new signage will be funded by HW, and installed ASAP after signage (exact location must be aligned with signs, whose locations subject to minor adjustment during work due to utilities etc)</p>
<p>21/67i Action point from 15/3 HPC mtg: Repairing worn existing white lines within Parish</p>	<p>Agreement in principle with HW to resolve these at same time as 'SLOWs' above. Message left requesting a call-back from relevant HW team</p>
<p>Sywell Rd flooding: re-cutting of grips in verge down the hill from east</p>	<p>Resource issues with sub-contractor meant HW unable to complete these prior to the grass cutting programme - which has now started. They reco now best to do work after the grass cutting, so programmed for end August / start September - "this location first site of the programme".</p>
<p>Gigaclear: following digging in crossroads verges for new ducting in Q1/20, agreed works to restore grass not completed in 2020 'due to covid'</p>	<p>Chased GC w/c 4/5/21, site-meeting 6/5, job completed 9/5</p>
<p>21/91 Flying Legends Airshow Sywell 11/7/21 (relocation from Duxford)</p>	<p>BACKGROUND: With help of Wellingboro' Licensing Dept, had obtained traffic mgt plan, and discovered that recommended route from/to North was through Holcot + multiple other issues: PS had responded for HPC, in March that: (a) park&ride should not be an afterthought but rather the default arrangement for all non-disabled & non-VIPs (cf: this event when it was at Duxford, & motor sport Grand Prix at Silverstone) However if too late to fix that, then (b) all those issues must all be fixed (HPC response provided rationales and proposed re-writes of every unacceptable clause) UPDATE: Revised TM plan received: (a) "due to ... COVID19, all Park & Ride discussions have been discontinued by the event organisers" (b) route from/to North revised to align with our proposals, but routes from west & for pre- & post-event "production" traffic (ie incl trucks) were NOT modified. Have written querying if latter was an oversight, or if not, requesting an explanation</p>