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## MINUTES

Minutes of the full parish council meeting of Holcot Parish Council held on **Monday 11<sup>th</sup> April 2022** at **7.00pm** in the Church Room, Main St, Holcot, Northampton NN6 9SP

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

**Public Present:** 4

<b>22/078</b>	<b>Apologies:</b> Received from Cllr Bournier, Cllr Townsend, Cllr Matthews <b>Resolved:</b> Approved by Council	
<b>22/079</b>	<b>Public address to the council:</b>  <b>Bus Stop Signs</b> There are 3 signs in the village 'We are not a bus stop anymore'. Resident asks whether they can be removed. Discussed under 22/092  <b>Planning - Agenda Item 22/086</b> <ul style="list-style-type: none"><li>• There is already a garage in place.</li><li>• The proposed garage doors would be 4m high with a pitched roof. Where will the rainwater flow?</li><li>• The proposed colour of the garage is to be silver alum aluminium. Presently it is red brick.</li><li>• This will be visible when travelling from Moulton to Holcot.</li><li>• There is an issue with the boundary line. The demarcation posts for the fence is still in situ and concreted around, encompassing neighbouring land.</li></ul>	
<b>22/080</b>	<b>Declarations of interest:</b> Under the Council's Code of Conduct related to business on the agenda <b>Resolved:</b> None	
<b>22/081</b>	<b>Minutes:</b> Full parish council meeting <b>Monday 21<sup>st</sup> March 2022</b> Slight correction to wording on item 22/068. To remove the word 'all' <b>Resolved:</b> The minutes were agreed with the correction stated - signed by Chair	
<b>22/082</b>	<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 - Cllr Bonsor to make further attempt at contact - 11.04.2022 - 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. 11.04.22 to resurrect at a future date. Closed
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 funding application. 11.04.22 - see agenda item 22/089
21/249.1	JB	Cllr Bonsor to make enquiries of youth engagement with Holcot Hub - revisit in a few months. 11.04.22 to resurrect at a future date. Closed <b>Action 22/082.1</b> Clerk to include Youth Engagement in October agenda
22/002.1	PS	To follow up possible consultant funding on receipt of details from resident - 21.03.22. Awaiting information from resident. 11.04.22 to follow-up with resident - Ongoing
22/002.2	DW	Pursue tree issue with Cllr Warren and WNC - Awaiting suitable response. 11.04.2022 Ward Councillor Mike Warren is now overseeing, with a letter to the relevant Director at WNC. Closed
22/009.3	PS	Review the position of 7.5t signs at A43 roundabout. 11.04.22 - Ongoing
22/009.4	Clerk	Existing batch of HGV letters to be followed up as appropriate - 11.04.2022 Complete
22/009.6	PS	Follow-up idea of HGV reporting with WNC if no response received . Cllr Bailey now overseeing this item - see agenda item 22/092 Closed
22/035.3	Clerk	To respond to accept offer of Speed Survey 21.03.22 - see agenda item 22/092
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 - Complete
22/037.3	JB	Programme in May newsletter and pre-promotion on website - see agenda item 22/0
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 - Complete
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
22/057.1	Clerk	To send Cllr Bailey relevant forms and policies - Complete
22/059.1	Clerk	To submit form for mowing grant - Complete
22/059.2	Clerk	Add Ukraine to next agenda - Complete
22/060.1	Clerk	To submit planning response WND/2022/0089 - Rose Cottage - Complete
22/060.2	Clerk	To send letter DA/2020/0001 - Amendment-Overstone Green to reject planning amendment and accepts funds. Cllr Scordellis sent - Complete
22/060.3	Clerk	To write to WNC regarding Car Boot Sunday opening. 11.04.22 A new planning application is due to be submitted. Complete
22/061.4	TT	To make enquiries for resident to planting of tree linked to 1952 events. 11.04.2022 - see agenda item 22/089 - Ongoing
22/061.6	Various	To help set up floodlighting equipment for Church. 11.04.22 - see agenda item 22/089 Closed
22/061.6a	CF	To investigate events insurance for flood light equipment. 11.04.22 - Ongoing

22/061.6b	Clerk	To investigate parish council insurance for flood light equipment. 11.04.22 - see agenda item 22/089
22/061.7	JB	To make enquiries for clarinet choir to perform for QPJ event. 11.04.22 Clerk to resend email to JB - Ongoing
22/063.1	CF	Promote traffic survey - Complete
22/063.2	CB	Organise traffic survey event - 11.04.22 - Ongoing
22/064.1	Clerk	To book village hall for Annual Parish Meeting May 16 <sup>th</sup> Complete
22/065.1	Clerk	To upload AMP information to Parish Online - Complete
22/066.1	PM	Request maintenance activity re posts. 11.04.22 - Ongoing
22/065.2	PS	Request proposal for 'Bulbs and Planters' project from gardening group.  <b>a.</b> The proposal was received and items A and B for £280 related to the Old School site were agreed by email in view of the time dependency on the Parish Photo. Councillors asked that the plaque is not fixed to the millennium stone. <b>Action 22/065.2a</b>  <b>b.</b> Item C was discussed in relation to the Queen's Jubilee Canopy. The Parish Council agreed that the three cherry trees should be planted in the playing field as part of the events on Sunday 5 June, with a plaque for £150. PS will check that the chosen trees are non-fruiting varieties. <b>Action 22/065.2b</b>  <b>c.</b> Item D related to Friends of Holcot gardening maintenance activities for £70 was approved. Cllr Scordellis to advise Mrs Wilson. <b>Action 22/065.2c</b>  See also 22/089
22/066.3	PS	To enquire with Highways of making good and protecting grass verge outside Colonel's house. 11.04.22 Cllr Scordellis will enquire when in liaison with Highways along with other Highways related items - Ongoing
22/068.1	PS	Arrange line painting. 11.04.22 As 22/066.3 Complete
22/068.2	PS	Arrange VASID delivery and installation. 11.04.22 Item delivered and installation to be arranged. See agenda item 22/092
22/071.1	PS/JB	To authorize bank payments - Complete
22/074.1	Clerk	Arrange backpay from recent pay award - Complete
22/074.2	DW	Arrange remuneration working party meeting. 11.04.22 Complete
22/075.1	DW/Clerk	Procure OLB items - Complete
22/076.1	Clerk	To place Reforecast onto next agenda - Complete
22/077.1	Clerk	To book Church Room for meeting April 11 <sup>th</sup> - Complete

<b>22/083</b>	<b>Correspondence:</b> Actions arising from correspondence and post agenda <ul style="list-style-type: none"> <li>• Sgt Matt Moore's speed survey results – see agenda item 22/092</li> <li>• Dog Attack - Incident has been placed on website</li> <li>• Vandalism - Incident has been placed on website</li> </ul>	
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<b>22/084</b>	<p><b>Ukraine:</b> Cllr Bailey reported there was some initial interest from families. There are now two families with whom he is liaising with. There is also a link on the website.</p> <p>Cllr Bailey will attend WNC's event on 13 April if he is able.</p>	
<b>22/085</b>	<p><b>Annual General Meeting:</b> Briefing</p> <ul style="list-style-type: none"> <li>• To elect Chairman</li> <li>• To elect Vice Chair</li> <li>• To arrange sectors &amp; responsibilities</li> <li>• To adopt policies</li> <li>• To approve year end accounts</li> </ul> <p>Cllr Walker mentioned that the Clerk will send out policies via email - if Councillors have any substantive comments they should share with all by email as soon as possible so that discussion can be included in the agenda. <b>Action 22/085.1</b></p>	<b>All</b>
<b>22/086</b>	<p><b>Planning:</b> Post Agenda Notification: <b>WND/2022/0256</b> Tithe Farm House, Moulton Road, Holcot, Northamptonshire, NN6 9SH - New garage</p> <p>After discussion Council raised objection and queried as follows:</p> <ul style="list-style-type: none"> <li>• Is the building in compliance with building policy</li> <li>• Boundary line unclear on plan, with red line misaligned to drawn line</li> <li>• Rainwater from roof – where does it go?</li> <li>• Building materials not in-keeping with original</li> </ul> <p><b>Resolved:</b> Clerk to submit 'Objection' with above comments to WNC Planning Authority <b>Action 22/086.1</b></p>	<b>Clerk</b>
<b>22/087</b>	<b>New Parishioners:</b> No new parishioners	
<b>22/088</b>	<p><b>Annual Parish Meeting:</b> This has been arranged for Tuesday May 17<sup>th</sup> and will be held in the village hall. Clerk to invite Councillor Mike Warren and Sergeant Matt Moore</p> <p><b>Resolved:</b> Clerk to send email invite <b>Action 22/088.1</b></p>	<b>Clerk</b>
<b>22/089</b>	<p><b>Queen's Platinum Jubilee:</b> Thursday 2<sup>nd</sup> June 2022 – Sunday 5<sup>th</sup> June 2022</p> <p><b>Final plan</b></p> <ul style="list-style-type: none"> <li>• Saturday morning 10.00 - Parish Photo</li> <li>• Saturday evening – Barn Dance (see action below)</li> <li>• Sunday - Songs of Praise or singsong</li> <li>• Sunday – Tree planting</li> <li>• Sunday - Bring you own picnic on playing field - games and memorial gifts for children</li> </ul> <p>Still to resolve</p> <p>1. Floodlighting church in red, white &amp; blue. Cllr Ferguson to contact resident regarding events insurance. Clerk reported that this would be covered under Councils' insurance if a transfer of ownership was made for the period required. Resolve final approach or abandon <b>Action 22/089.1</b></p>	<b>CF</b>

	<p>Saturday 4th June Clarinet - Cllr Bonsor is making enquiries</p> <p><b>2. Events promotion</b> As well as website promotion, this will be included in the May newsletter. Cllr Bonsor is arranging promotion <b>Action 22/089.2</b></p> <p><b>3. Items of expenditure</b> The expenditure on 45 Jubilee coins for Parish children was approved - £337.50</p> <p>Council have agreed to underwrite a maximum of £400 towards Band &amp; Caller for Barn Dance - on proviso that Cllr Bonsor provides further details and a plan to be able to justify expense <b>Action 22/089.3</b></p> <p>Church floodlighting £300 + events insurance</p> <p><b>4. Tree canopy</b> Sunday - the 3 trees proposed by the gardening group will be planted</p> <p>Tree to be planted by a resident(s) who experienced the 1952 events. Cllr Bonsor is making enquiries along with Cllr Townsend (see action 22/061.4).</p> <p>Mrs Middleton has offered a map of tree planting locations amongst her hedge. The Council agreed that the map would be useful, although they were unsure that this met the criteria for the Woodland Trust trees. Cllr Scordellis to feedback and liaise with Cllr Townsend <b>Action 22/089.4</b></p>	<p>JB</p> <p>JB</p> <p>PS</p>
22/090	<p><b>Litter Pick:</b> This was held on 10<sup>th</sup> April and was well attended and plenty of rubbish accumulated, mostly from outside the village confines. Another litter pick event will be held in Spring next year</p> <p>The Community Payback team will be arriving to commence work on 29<sup>th</sup> April. This will be held every Friday for 6 weeks to help tidy up the playing field and work on the repairing the Church extension walls</p>	
22/091	<p><b>Asset Mapping:</b> Clerk had uploaded information collated by Cllr Walker &amp; Cllr Matthews</p> <p><b>Resolved:</b> To update Parish Online as and when required by 24/04/2022</p>	
22/092	<p><b>Road Safety and Highways:</b> To receive update, &amp; discuss below items</p> <p><b>1. HGV survey approach and planning</b> Cllr Bailey is leading the HGV traffic survey. It will commence 7.00am to 7.00pm on 9 June. It is suggested that volunteers would take 1 hour shifts. He will monitor and provide analysis.</p> <p>To be promoted in newsletter and website <b>Action 22/092.1</b></p> <p><b>2. Sywell Road chicane</b> Highways will be writing to all agricultural stakeholders who objected to the proposals. There will be a meeting at Sywell Road, Holcot on Wednesday 20<sup>th</sup> April 10.30. Cllr Scordellis &amp; Cllr Bailey to attend.</p>	CB

	<p><b>3. Road signage implementation/White Lining</b> Cllr Scordellis reported that signs have now all been installed.</p> <p>Line painting has been requested</p> <p>He consulted the Council on the proposal to move the white line back at the entrance on Moulton Road - the Council felt that this would allow vehicles to exit the village at higher speed and should be rejected. It had also been noted that white-lining near the constriction on Sywell Rd had decayed. Advise Highways of changes to works required. <b>Action 22/092.3</b></p> <p><b>4. VASIDs and speeding</b> The speed survey attachments on Sgt Moore's email were discussed. Cllr Scordellis will ask Sgt Moore whether this elicited any action. He will also mention the HGV activity. <b>Action 22/092.4a</b></p> <p>The Council agreed to pursue Community Speedwatch again, and Cllr Bailey agreed to lead this project. He will register. <b>Action 22/092.4b</b></p> <p>The 2<sup>nd</sup> Vasid has been delivered to Cllr Scordellis. However, the cable is too short to cover the poles. Cllrs Walker and Bailey will help install once longer cable is delivered. At the same time the existing VASID will be moved from Sywell Road.</p> <p><b>5. Future s106 funding expenditure opportunities</b> Cllr Scordellis had circulated the 'shopping list' of potential items of s106 expenditure prepared by the previous Council.</p> <p>All Councillors need to think about additional and existing proposals <b>Action 22/092.5a</b> and clerk to add to June agenda <b>Action 22/092.5b</b></p> <p><b>6. Unused Bus Stops</b> Cllr Walker to understand the nature of the problem, and consider actions <b>Action 22/095.6</b></p>	<p>PS</p> <p>PS</p> <p>CB</p> <p>All Clerk</p> <p>DW</p>
<b>22/093</b>	<b>Police Liaison:</b> Unaware of any issues Councillors queried whether the Police's liaison process was operating effectively	
<b>22/094</b>	<b>Reforecast:</b> The Council went through the first reforecast for the financial year 2022/2023, minor changes were made <b>Resolved:</b> Approved by Council	
<b>22/095</b>	<b>Payments:</b> Bank quarterly bank charge £18.00 31.03.2022 noted. 1 hour added to clerk salary for HGV administration noted, and backpay for last year's pay rise. Below payments totalling <b>£1239.96</b> including post agenda items approved <b>Resolved:</b> Cllr Scordellis & Cllr Bonsor to authorise bank payments <b>Action 22/095.1</b>	PS/JB

Ref	Payee	Description	Amount
100	Community Heartbeat	Defibrillator Pads	115.20
101	Clerk	April Salary	272.25
102	SSE	Electricity 02/03/22 - 01/04/2022	96.71
103	David Walker	OLB Purchase	70.63
104	EON Energy Solutions	Street Light Maintenance ¼ ending March 2022	43.84
105	Royal Mint Comm	Commemorative Coins	337.50
106	Royal Images Ltd	Photograph	114.00
107	Heather Wilson	Jubilee Garden	189.83

<b>22/096</b>	<b>Financial Report:</b> 31 <sup>st</sup> March 2022 finance report and bank reconciliation approved. Bank Balance 31/03/2022 - Current £10,856.87. Reserve £8,041.30. Clerk reported that the precept amount from WNC will be paid in one instalment on 30.04.2022 <b>Resolved:</b> Cllr Ferguson signed bank reconciliation at meeting	
<b>22/097</b>	<b>AGAR:</b> Clerk has received the year end account information from PKF Littlejohn <b>Resolved:</b> Noted by Council	
<b>22/098</b>	<b>Asset Register:</b> Clerk presented revised asset register totalling £120,616.57 <b>Resolved:</b> Approved by Council	
<b>22/099</b>	<b>Clerk's Remuneration:</b> The working group meeting could not happen due to illness <b>Resolved:</b> Planned for late April	
<b>22/100</b>	<b>Next Agenda Items:</b> Adoption of Policies <b>Resolved:</b> Clerk to place item on next agenda <b>Action 22/100.1</b>	<b>Clerk</b>
<b>22/101</b>	<b>Next Meeting:</b> Monday 16 <sup>th</sup> May 2022 7.00pm Church Room for AGM and Full Parish Council Meeting Tuesday 17 <sup>th</sup> May 2022 7.00pm Main Hall, Holcot Village Hall for Annual Parish Meeting <b>Resolved:</b> Clerk to book village hall for 17 May <b>Action 22/101.1</b>	<b>Clerk</b>

**Meeting Closed: 9.10pm**

### **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 - Cllr Bonsor to make further attempt at contact - 11.04.2022 - Ongoing
22/002.1	PS	To follow up possible consultant funding on receipt of details from resident - 21.03.22. Awaiting information from resident. 11.04.22 to follow-up with resident
22/009.3	PS	Review the position of 7.5t signs at A43 roundabout. 11.04.22 - Ongoing

22/037.3	JB	Programme in May newsletter and pre-promotion on website - Ongoing
22/061.4	TT	To make enquiries for resident to planting of tree linked to 1952 events. 11.04.2022 - see agenda item 22/089 – Ongoing
22/061.6a	CF	To investigate events insurance for flood light equipment. 11.04.22 - Ongoing
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22/063.2	CB	Organise traffic survey event - 11.04.22 - Ongoing
22/066.1	PM	Request maintenance activity re posts. 11.04.22 - Ongoing
22/066.3	PS	To enquire with Highways of making good and protecting grass verge outside 'Colonel's' house. 11.04.22 Cllr Scordellis will enquire when in liaison with Highways along with other Highways related items - Ongoing

### **Actions from current minutes**

22/065.2a	PS	Request plaque to be put in garden rather than affixed to millennium stone
22/065.2b	PS	Check that proposed trees are non-fruiting varieties.
22/065.2c	PS	Advise Mrs Wilson of outcome of Parish Council consideration of Gardening Group's proposals
22/082.1	Clerk	Clerk to include Youth Engagement in October agenda
22/085.1	All	Circulate substantive comments on policies to whole council
22/086.1	Clerk	To submit 'Objection' with comments to WNC Planning
22/088.1	Clerk	To invite Councillor Mike Warren and Sergeant Matt Moore to APM
22/089.1	CF	Finalise lighting of church proposal or abandon
22/089.2	JB	Arrange promotion of events
22/089.3	JB	Organise outline of plan for Barn Dance and seek email approval for underwrite accordingly
22/089.4	PS	Liaise with Mrs Middleton and Cllr Townsend regarding planting of trees in hedges
22/092.1	CB	Arrange promotion of survey event
22/092.3	PS	Advise highways regarding white lining changes
22/092.4a	PS	Write to Sgt Moore re speeding and HGV activity
22/092.4b	CB	Register for Community Speedwatch and organise
22/092.5a	All	Consider ideas for s106 spend
22/092.5b	Clerk	Include s106 consideration on June agenda
22/092.6	DW	Understand the nature of the unused bus stops problem
22/095.1	JB/PS	To authorize payments at bank
22/100.1	Clerk	To place policies on next agenda
22/101.1	Clerk	To book village hall for APM