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## MINUTES

Minutes of Holcot Annual Parish Council meeting & Holcot Full Parish Council meeting held on **Monday 16<sup>th</sup> May 2022** at 7.00pm in the Church Room, Main St, Holcot, Northampton NN6 9SP

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

**Public Present:** None

## Annual Parish Council Meeting

22/102	<b>Election of Chair:</b> Cllr Scordellis proposed Cllr Walker. Seconded by Cllr Bailey. All councillors present in favour <b>Resolved:</b> Cllr Walker accepted the position	
22/103	<b>Acceptance of Office for Chair:</b> Cllr Walker signed the Declaration of Acceptance of Office form and Chaired the meeting from this point on	
22/104	<b>Apologies:</b> None	
22/105	<b>Election of Vice Chair:</b> Cllr Bournier proposed Cllr Ferguson. Seconded by Cllr Bailey. All councillors present in favour <b>Resolved:</b> Cllr Ferguson accepted the position	
22/106	<b>Adoption of Policies previously circulated:</b> Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach, Publication Scheme <b>Resolved:</b> All policies were approved and adopted. Chair & Clerk signed at meeting	
22/107	<b>AGAR 2021/22 Certificate of Exemption:</b> Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn <b>Resolved:</b> Approved - Chair & Clerk signed at meeting. Clerk to submit <b>Action 22/107.1</b>	Clerk
22/108	<b>Annual Internal Audit Report 2021/22 Audit:</b> To receive and note the annual internal audit report <b>Resolved:</b> Approved	
22/109	<b>Section 1 – Annual Governance Statement 2021/22 Agar:</b> To approve and sign the annual governance statement form for submission to PKF Littlejohn	Clerk

	<b>Resolved:</b> Approved - Chair & Clerk signed at meeting. Clerk to submit <b>Action 22/109.1</b>	
<b>22/110</b>	<b>Section 2 – Accounting Statements 2021/22 for Year End:</b> <i>To approve and sign the annual accounting statement for submission to PKF Littlejohn</i> <b>Resolved:</b> Approved - Chair & Clerk signed at meeting. Clerk to submit <b>Action 22/110.1</b>	<b>Clerk</b>
<b>22/111</b>	<b>Councillors Roles:</b> Appointment of Parish Councillor roles and sectors <b>Resolved:</b> Sectors unchanged. Updated and attached at end of minutes  <b>Action 22/111.1</b> Update website	<b>CF</b>
<b>22/112</b>	<b>Meetings:</b> To set meeting dates for the year June 2022 – May 2023. 20 <sup>th</sup> June 2022 18 <sup>th</sup> July 2022 15 <sup>th</sup> August 2022 19 <sup>th</sup> September 2022 17 <sup>th</sup> October 2022 21 <sup>st</sup> November 2022 19 <sup>th</sup> December 2022 16 <sup>th</sup> or 23 <sup>rd</sup> January 2023 20 <sup>th</sup> February 2023 20 <sup>th</sup> March 2023 <b>Resolved:</b> Continue with 3 <sup>rd</sup> Monday of each month, 7pm in the Church Room. Clerk to book Church room for set dates <b>Action 22/112.1</b>	<b>Clerk</b>

### **Full Parish Council Meeting**

<b>22/113</b>	<b>Apologies:</b> None	
<b>22/114</b>	<b>Public address to the council:</b> No public address	
<b>22/115</b>	<b>Declarations of Interest:</b> Under the Council's Code of Conduct related to business on the agenda: No declarations of interest	
<b>22/116</b>	<b>Minutes:</b> Full Parish Council meeting <b>Monday 11<sup>th</sup> April 2022</b> <b>Resolved:</b> Minutes were approved and signed by Chair	
<b>22/117</b>	<b>Actions Outstanding from previous minutes:</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. 16.05.22 Close
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. 16.05.22 see agenda item 22/123 Close
22/009.3	PS	Review the position of 7.5t signs at A43 roundabout. 11.04.22 – Ongoing. 16.05.22 see agenda item 22/123 Close
22/037.3	JB	Programme in May newsletter and pre-promotion on website – 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 – Complete
22/061.6a	CF	To investigate events insurance for flood light equipment. 11.04.22 - Complete
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 16.05.22 Close

22/063.2	CB	Organise traffic survey event – 11.04.22 – Complete
22/066.1	PM	Request maintenance activity re posts. 11.04.22 – Complete
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. 16.05.22 see agenda item 22/123 Close
22/065.2a	PS	Request plaque to be put in garden rather than affixed to millennium stone – Complete
22/065.2b	PS	Check that proposed trees are non-fruiting varieties – Trees are non-fruiting Complete
22/065.2c	PS	Advise Mrs Wilson of outcome of Parish Council consideration of Gardening Group's proposals – Complete
22/082.1	Clerk	Clerk to include Youth Engagement in October agenda – Complete
22/085.1	All	Circulate substantive comments on policies to whole council – Complete
22/086.1	Clerk	To submit 'Objection' with comments to WNC Planning – Complete
22/088.1	Clerk	To invite Councillor Mike Warren and Sergeant Matt Moore to APM – Complete
22/089.1	CF	Finalise lighting of church proposal or abandon – Complete
22/089.2	JB	Arrange promotion of events – Complete
22/089.3	JB	Organise outline of plan for Barn Dance and seek email approval for underwrite accordingly – Complete
22/089.4	PS	Liaise with Mrs Middleton and Cllr Townsend regarding planting of trees in hedges – 16.05.22 Ongoing. Cllr Townsend to make contact with Mrs Middleton
22/092.1	CB	Arrange promotion of survey event – Complete
22/092.3	PS	Advise highways regarding white lining changes – Complete
22/092.4a	PS	Write to Sgt Moore re speeding and HGV activity – Complete
22/092.4b	CB	Register for Community Speed watch and organise – Complete
22/092.5a	All	Consider ideas for s106 spend – on June agenda – Complete
22/092.5b	Clerk	Include s106 consideration on June agenda – Complete
22/092.6	DW	Understand the nature of the unused bus stops problem -16.05.22 see agenda item 22/123 Cllr Walker has investigated – will be discussed with Highways - Complete
22/095.1	JB/PS	To authorize payments at bank – Complete
22/100.1	Clerk	To place policies on next agenda – Complete
22/101.1	Clerk	To book village hall for APM – Complete

<b>22/118</b>	<b>Correspondence:</b> <ul style="list-style-type: none"> <li>9<sup>th</sup> May 2022 – Confirmation from Sgt Matt Moore that PC Chris Martin will be attending the annual parish meeting on 17<sup>th</sup> May</li> <li>9<sup>th</sup> May 2022 – Call from resident regarding the grass verge frontage outside her house, which has not been cut. The previous owner used to cut this themselves, but they are not in a position to do so. The Parish does not cut this area. <b>Action 21/118.1</b> Cllr Bournier to advise Parishioner</li> </ul>	<b>KB</b>
<b>22/119</b>	<b>Ukraine:</b> There is a support group in Walgrave on a Wednesday morning. There is also a meeting in Brixworth twice a week. Residents have been helping and making donations on a personal level.  At present there is no requirement for parish council of parishioner involvement, but this will be kept as an ongoing agenda item	



22/123	<p><b>Road Safety and Highways: Update</b></p> <ul style="list-style-type: none"> <li>• HGV Survey - This is scheduled for Thursday 9<sup>th</sup> June – all day</li> <li>• Sywell Road chicane – awaiting final costings. Highways are looking at how they can support funding.</li> <li>• VASID Results – Cllr Walker distributed the latest batch of results which make it clear that speed is still a major safety issue. Additional S106 funding will support.</li> <li>• Community Speed watch - Cllr Bailey has made the application</li> </ul> <p>Cllr Scordellis has arranged a meeting with Highways scheduled for 10th June 2022 to receive updates on the following:</p> <ul style="list-style-type: none"> <li>• HGV Signage</li> <li>• Horses Signage</li> <li>• The grass verge outside 'Colonel's House' on Sywell Road</li> <li>• Potholes throughout Parish</li> <li>• Unused Bus Stops – Responsibility and removal/action</li> <li>• 20mph experiment, speed limits</li> <li>• S106 funding re: Overstone Leys</li> <li>• The possibility of consultant funding for professional 'District Traffic/Transport Impact Report</li> </ul>	
22/124	<p><b>Police Liaison:</b> Cllr Bourner confirmed she is receiving communications, but nothing to note at present</p>	
22/125	<p><b>Community Payback:</b> This should have commenced on Friday 29<sup>th</sup> April, but started on Friday 13<sup>th</sup> May. The Kettering &amp; Northampton teams have merged for the next few weeks to help get the playing field ready for the Jubilee. Cllr Ferguson reported that the team have done a good job so far. Painted the playing field gates and railings and cleared the basketball court. The following week they will paint the swings and do other odd jobs such as mending the bins etc if time allows.</p> <p>The running total is £142 but will increase to approx. £200 once the wooden treatment for the play equipment has been purchased.</p>	
22/126	<p><b>Insurance:</b> BHIB Increase. Under the 3 year contract taken out last year of a fixed amount of £488.49, it transpires that index linking is applied annually. This amounts to £13.31 for this year bringing the amount due to £501.80.</p> <p><b>Resolved:</b> Council approved £501.80 to be paid</p>	
22/127	<p><b>Payments:</b> To approve post agenda items £202.90 for Jubilee Garden and approve and authorise bank payments below totalling <b>£1450.57</b></p> <p><b>Resolved:</b> Payments approved. Cllr Bonsor &amp; Cllr Scordellis to authorise at bank</p> <p><b>Action 22/127.1</b></p>	<p><b>JB</b> <b>PS</b></p>

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
118	Heather Wilson	Jubilee Garden	18/05/2022	Online	109.85
119	Heather Wilson	Jubilee Garden	18/05/2022	Online	93.05
					<b>£1,450.57</b>

<b>22/128</b>	<b>Financial Report:</b> To note income received £594.03 for VAT reclaim and £8750 for precept. 30 <sup>th</sup> April 2022 finance report and bank reconciliation approved. Bank Balance 30/04/2022 – Current £19,181.81. Reserve £8,041.30. <b>Resolved:</b> Cllr Bournier signed bank reconciliation at meeting	
<b>22/129</b>	<b>Clerk's Remuneration:</b> The working group met and Cllr Walker put forward proposals to clerk resulting from their meeting, using the pro forma contract. In line with internal auditors comments from this year and last, clerk hours have been increased from 20 to 24 monthly, which incorporates holiday pay. Council also agreed to pay the clerk £10 a month for home working allowance. Clerk queried the removal of annual increment by council from contract and kept in the section that states a pay grade increase would be received on receipt of CiLCA qualification. Clerk expressed concern that her salary point remains the same as when she commenced employment in September 2020, in line with her current contract, and her hourly rate is now lower than the smaller councils she clerks for although it is in accordance with nationally agreed rates for her salary point. <b>Resolved:</b> Council approved Clerks revised contract at meeting. Awaiting Clerk to sign contract.	
<b>22/130</b>	<b>Next Agenda Items:</b> Health & Safety policy, S106 expenditure <b>Resolved:</b> Clerk to add to next agenda <b>Action 22/130.1</b>	<b>Clerk</b>
<b>22/131</b>	<b>Next Meeting:</b> Monday 20 <sup>th</sup> June 2022 in Church Room 7.00pm	

**Meeting Closed: 8.38pm**

### Action Points for Tracking

### Ongoing Actions

<b>22/089.4</b>	TT	Liaise with Mrs Middleton regarding planting of trees in hedges – 16.05.22 Ongoing
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## **Actions from Current Minutes**

<b>22/107.1</b>	Clerk	AGAR Certificate of Exemption – Submit to PKF Littlejohn
<b>22/109.1</b>	Clerk	AGAR Annual Governance Statement – Submit to PKF Littlejohn
<b>22/110.1</b>	Clerk	AGAR Accounting Statements – Submit to PKF Littlejohn
<b>22/111.1</b>	CF	Update website
<b>22/112.1</b>	Clerk	Book Church room for set dates
<b>21/118.1</b>	KB	Advise Parishioner re mowing
<b>22/120.1</b>	Clerk	WND/2022/0270: Sunday Car Boot – Clerk to send response
<b>22/120.2</b>	Clerk	APP/Y2810/W/21/3289289258 Hillcrest – Clerk to send response
<b>22/121.1</b>	CF	To send welcome postcard to two new residents
<b>22/122.1</b>	JB	Contact Peterborough Diocese re permission at allotments
<b>22/127.1</b>	PS/JB	To authorise bank payments
<b>22/130.1</b>	Clerk	To place Health & Safety, S106 on next agenda

### **HOLCOT PARISH COUNCIL - COUNCILLOR SECTORS MAY 2022**

Apart from attending Parish Council meetings, Residents can seek advice or discuss matters with the Council by speaking to their Community Sector Contact (see below), or by contacting the Parish Clerk  
[clerk@holcotvillage.co.uk](mailto:clerk@holcotvillage.co.uk)

Community sector contacts: (for any side roads not specifically mentioned, please see nearest through-road)

<b><u>Sector</u></b>	<b><u>Councillor</u></b>	<b><u>Telephone</u></b>	<b><u>Email</u></b>
-	-	-	-
Main Street, Farm Close, Walgarth Court	Trudi Townsend	07583 948811	<a href="mailto:trudi.townsend@outlook.com">trudi.townsend@outlook.com</a>
Back Lane, Brittens View	David Walker (Chair)	07802 416704	<a href="mailto:chair@holcotvillage.co.uk">chair@holcotvillage.co.uk</a>
Moulton Road, Tithe Close	Caroline Ferguson	07710 990194	<a href="mailto:caroline.ferguson.v5cff@gmail.com">caroline.ferguson.v5cff@gmail.com</a>
Sywell Rd, Ivy Farm, Sunny Bank	Chris Bailey	07970 702021	<a href="mailto:inthehedges@mac.com">inthehedges@mac.com</a>
All properties outside village confines	Kathryn Bournier (Vice-Chair)	07814 531836	<a href="mailto:kbuckle@hotmail.co.uk">kbuckle@hotmail.co.uk</a>
Rectory Lane, Beelhook, Walgrave Rd	Phil Scordellis	07785 347297	<a href="mailto:phil.scordellis@gmail.com">phil.scordellis@gmail.com</a>
Brixworth Road, Glebe Close	Peter Matthews	07544 568261	<a href="mailto:Peter.matthews1954@btinternet.com">Peter.matthews1954@btinternet.com</a>
Poplars Lane, Winsland Court	James Bonsor	01604 781611	<a href="mailto:jamesbonsor@btinternet.com">jamesbonsor@btinternet.com</a>

### **HOLCOT PARISH COUNCIL - COUNCILLOR RESPONSIBILITIES 2022**

Apart from having responsibilities to support residents in specific sectors, Councillors also have lead responsibilities for aspects of the activities of the Council, liaison with Parish facilities, contact with West Northamptonshire Council etc.

<b><u>Responsibility</u></b>	<b><u>Councillor(s)</u></b>	<b><u>Notes</u></b>
Book Exchange	Pete Matthews	Pam Wilson looks after this on a day-to-day basis
Church Room	James Bonsor	
Defibrillator	Chris Bailey	Katie Cawston coordinates the group monitoring this
Footpaths	Trudi Townsend	
Parish Maintenance (Friends of Holcot Liaison)	Pete Matthews	Roger Gunnett coordinates Friends of Holcot
Fundraising	Kathryn Bournier	
Internal Control and Governance	Kathryn Bournier	
Lighting	David Walker	
Parish Liaison	David Walker, Caroline Ferguson	
Planning (general)	David Walker	Councillors lead on their sectors.
Playing Field	Caroline Ferguson	
Police Liaison and Neighbourhood Watch	Kathryn Bournier	
Road safety	Phil Scordellis	
HGV Monitoring	Chris Bailey	
United Charities	James Bonsor, Chris Bailey	Trustee roles
Village Hall	Kathryn Buckle	Phil Scordellis is Chair of the Village Hall Association
Website Editor and Newsletter	Caroline Ferguson, David Walker (Deputy)	Jenny Davis is newsletter editor.
Youth Matters	James Bonsor	