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Date: 20th September 2022  
To: All Parish Councillors  
From: Mrs R Cole, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to attend the Full Parish Council meeting to be held on **Tuesday 27<sup>th</sup> September 2022** at 7.00pm, Church Room, Main Street, Holcot, Northampton NN6 9SP when the under mentioned business will be transacted.

## AGENDA

- 22/180 Apologies:** *To receive and approve apologies for absence*
- 22/181 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.*
- 22/182 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*
- 22/183 Minutes:** *To receive and approve for signature the minutes of the Full parish council meeting held on Monday 15<sup>th</sup> August 2022*
- 22/184 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 22/185 Correspondence:** *To note correspondence received and agree actions arising*

*Email 15/08/2022 - SAAA 2022 - Option to opt out of the SAAA central external auditor appointment*

*Email 16/08/2022 - Sywell Road. Sunken trench reported by resident*

*Email 05/09/2022 - NCalc - Queen's Green Canopy - Autumn Push*

- 22/186 WNC Boundary Review:** *To receive update on the brief attended by Cllr Walker*
- 22/187 New policies:** *Council to consider and adopt previously circulated policies, Standing Orders - Updated. Grant Application Form, Grant Awarding Policy - New*

**22/188 Operation London Bridge:** *To review process and any further considerations to include*

*The Book of Condolence: As well as this, Clerk advises that historical parish council documents are transferred from Clerks house to a secure place - either*

- *Northamptonshire Record Office (by 14<sup>th</sup> October 2022)*
- *Secured, fireproof and accessible storage facility within the parish*

**22/189 Parish Councillors roles and responsibilities:** *To review councillors allotted roles and responsibilities*

**22/190 Planning:** *To receive and respond to new planning applications*

**30.08.2022 WND/2022/0719:** *Location: The Hawthorns, Sywell Road, Holcot, Northamptonshire, NN6 9SN. Description: Demolition of garage. Construction of two storey side extension (revised scheme)*

**14.09.2022 WND/2022/0763:** *Location: Holcot Village Hall, Back Lane, Holcot, Northamptonshire, NN6 9SL. Description: Single storey rear extension*

**22/191 New Parishioners:** *To note any new parishioners*

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

**22/192 Road Safety and Highways:** *To receive update*

**22/193 Police Liaison:** *To receive update*

#### **Finance**

**22/194 Grants and Contributions for 2022/23:** *To agree allocation of grants process*

**22/195 Reforecast:** *To finalize reforecast for the remainder of the financial year 2022/23*

**22/196 Payments:** *To approve and authorise bank payments below totalling **£1,026.52** and note August VAT receipt £385.23 & CiLCA course receipts £165.00*

Ref	Payee	Description	Date	Method	Amount
137	Clerk	Sept Salary inc Home Working Allowance	28/09/2022	Online	265.12
138	Clerk	Stationery Expenses	28/09/2022	Online	6.87
139	SSE	Street Light Electricity Supply 02/08/22 - 01/09/22	28/09/2022	Online	96.71
140	Wave - Anglian Water	Allotment Water Supply 07/06/22 - 06/09/22	28/09/2022	Online	94.82
141	Park Landscapes	Mowing Services July/August 2022	28/09/2022	Online	492.00
142	Andrew Granger & Co	Allotment Rent	28/09/2022	Online	71.00

**£1,026.52**

**22/197 To receive financial report and approve bank reconciliation:** *Circulated to councillors via email. Signature required*

**22/198 Next Agenda Items:** *To request items for next agenda – S106 priority list, second defibrillator, annual review of parishioner communications and engagement*

**22/199 Next Meeting:** *To confirm date of next meeting - Monday 17<sup>th</sup> October 2022 in Church Room*

**Clerks Notes:**

**Register of Interest forms:** It is a legal requirement that Councillors complete and return this form to the WNC Monitoring Officer and Clerk.

**Clerk's CiLCA:** The monthly 3 hour course will be completed October 22. Although the payment for the registration to SLCC can be paid in the next financial year, Clerk would appreciate this be paid in this financial year. This would allow clerk to submit modules onto their EMMA (e-portfolio) system sooner rather than later. Clerk would also like it to be noted that course and study time is over and above contracted monthly hours.

**Apologies:** When the agenda summons is issued to Councillors, Clerk should be informed via email if unable to attend the meeting stating reason.

Signed: *Ruby Cole*

Date: 20<sup>th</sup> September 2022