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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 15th August 2022** at 7.00pm in the Church Room, Main St, Holcot, Northampton NN6 9SP

Councillors Present: Chair D Walker, Cllr K Bourner, Cllr C Ferguson, Cllr P Scordellis, Cllr P Matthews

Public Present: 0

22/158	Apologies: Cllr Bailey Resolved : The Council accepted Cllr Bailey's absence	
22/159	Public address to the council: None	
22/160	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda Resolved: None	
22/161	Minutes: Cancellation of Extraordinary meeting 11 th July noted. Full parish council meeting held on Monday 20th June 2022 Resolved : Minutes approved and signed by Chair at meeting	
22/162	Actions Outstanding:	

22/122.1	JB	Contact Peterborough Diocese re permission at allotments. 15.08.22 Cllr Bonsor not present - Ongoing
22/136.1	CF	Manage liaison with Mrs Wilson, Mrs Middleton and Ms Townsend re trees canopy, 15.08.22 Trees are arriving November, although quantity unknown at present. Cllr Ferguson to liaise with Mrs Middleton on receipt of contact information - Ongoing
22/136.2	DW	Liaise with Ms Townsend re tree canopy – Complete, Cllr Ferguson now has the information
22/137.a	Clerk	Run co-option process - Complete
22/137.c	DW	Check relevance of Northampton Town Plan consultation and respond accordingly. 15.08.22 Changes not relevant to HPC - Complete
22/140.1	CB/CF	Prepare a precis of the HGV survey results for the road safety page on the website and a post - Complete

22/141.1	Clerk	Write letters of thanks to the Friends of Holcot groups regarding the jubilee gardens and tree planting - Complete
22/142.1	Clerk	Make planning submissions x 4 - Complete
22/144.1	PS	Respond to Police Officer's email - Complete
22/144.2	DW	Write to Superintendent Wignall - Abandoned, as response from Officer was sufficient
22/144.3	CB/CF	Publish a post regarding speedwatch seeking volunteers - Complete
22/145.1	PS	Update wishlist of potential s106 works and circulate as draft - ongoing
22/145.2	Clerk	Include an item to review and approve the s106 wishlist on September agenda. 15.08.22 Moved to October - Ongoing
22/148.1	PS/DW	To authorise bank payments - Complete
22/150.1	DW	Arrange signing of clerk's contract - Complete
22/151.1	Clerk	New policies, payment of grants/contributions, co-option to be included on next agenda - Complete
22/151.1	Clerk	Notify Bookings Secretary of cancellation of July meeting - Complete

22/163	Correspondence: Email 19/07/2022 - 75th Annual Conference Invitation 01/10/2022 Clerk has registered to attend this event. Cllr Ferguson will check if she is available, and will book on the event Action 22/163.1 Email 25/07/2022 - NCalc Training - One free place on offer on certain courses It was suggested that the Clerk may like to attend 1. Empowering Parish & Town Councils and 2. Assets of Community Value Cllr Ferguson advised Council that dog fouling is continuing to be an issue	CF
22/164	Co-Option: Tony Hewitt put forward his statement via email for nomination. Cllr Walker proposed to accept Mr Hewitt onto Council, seconded by Cllr Scordellis. All councillors present in favour Resolved : Clerk to send relevant forms to Mr Hewitt Action 22/164.1 Cllr Walker to hold an 'onboarding' session with Cllr Hewitt Action 22/164.2	Clerk DW
22/165	New policies: Staffing Committee, Health & Safety, Equality & Diversity, Disciplinary & Grievance Resolved: All 4 policies approved by Council	
22/166	Planning: Response to Appeal Ref: APP/Y2810/W/21/3289258, Hillcrest, Moulton Road, Northampton, Northamptonshire NN6 9SH – Appeal dismissed by the Planning Inspectorate – noted Cllr Scordellis advised the Council that the village hall have put in a planning application for an extension to the village hall and we will receive the notice in due course	
22/167	New Parishioners: None	
22/168	Road Safety and Highways: Following on from the report (appended to minutes) there was discussion and decision as follows: There are grants available from the Road Safety Community Fund. A possible fund may be available for the purchase of speed restriction devices. The council have 2 VASID's in place and are considering a 3 rd solar powered	

	<p>machine. It was also suggested having an ANPR device in place. If available this could be instead of the 3rd VASID.</p> <p>Resolved: Cllr Scordellis to make enquiries in respect of an ANPR device and/or third VASID Action 22/168.1</p> <p>Currently the speed limit through the village is 30 mph. The Council are once again looking to have possible measures put into place to lower the speed limit to 20mph in certain areas as suggested in Mr O'Connell's note</p> <p>Resolved: Cllr Scordellis will arrange a discussion with Mr O'Connell regarding this, Cllr Walker offered to participate as he was involved in the previous 20mph application Action 22/168.2</p>	<p>PS</p> <p>PS</p>										
22/169	Police Liaison: No crimes reported											
22/170	Community Payback: This is now finished in relation the playing fields work. The work on the Church extension is ongoing and to be followed up by Cllr Bonsor as Church warden											
22/171	<p>Playground & Inspection Report: The report showed that 3 pieces of apparatus have medium risk issues and 6 are of low risk. Friends of Holcot will be asked to see if they can secure the Goal posts which are loose in the ground.</p> <p>The dog sign on the gate has also broken off. It was agreed that a new dog sign would be purchased.</p> <p>Resolved: Cllr Ferguson & Clerk to look into maintenance costs for remaining apparatus and dog signage. Cllr Matthews offered to help fixing the dog sign in a more robust method if necessary Action 22/171.1</p> <p>Cllr Matthews to ask Friends of Holcot to investigate the loose goalposts Action 22/171.2</p>	<p>CF</p> <p>Clerk</p> <p>PM</p> <p>PM</p>										
22/172	<p>Clerk CiLCA: Due to the clerk working for three parish councils as opposed to 4, the contribution for the course is now a three-way split amounting to £219.17 per council over two years. £82.50 for this year NCalc course and £136.67 next year for Society of Local Council Clerks registration</p> <p>Resolved: Council approved the revised expenditure</p>											
22/173	Annual Audit: Email confirmation of exempt status from PKF Littlejohn 25 th June 2022 noted. No requests to view accounts as per the Exercise of Public Rights received within in specified period - noted											
22/174	<p>Projects Review: Review budget items for 'projects', additional proposals, and consider any actions arising</p> <p><i>Road safety:</i> Chicane is ongoing. This will deplete the current s106 funding, summarised as;</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Holcot-share of S106 funding from Overstone Leys</td> <td style="text-align: right;">£44,358.88</td> </tr> <tr> <td>1st round of spending (1st (moveable) VASID)</td> <td style="text-align: right;"><u>£ 3,620.67</u></td> </tr> <tr> <td>Remaining after 1st round</td> <td style="text-align: right;">£40,738.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>2nd round of spending: (2nd [solar] VASID, signs, kerbing, Brixw Rd poles*)</td> <td style="text-align: right;"><u>£13,750.00</u></td> </tr> </table>	Total Holcot-share of S106 funding from Overstone Leys	£44,358.88	1 st round of spending (1 st (moveable) VASID)	<u>£ 3,620.67</u>	Remaining after 1st round	£40,738.00			2 nd round of spending: (2 nd [solar] VASID, signs, kerbing, Brixw Rd poles*)	<u>£13,750.00</u>	
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	<p>(*net cost to Holcot share of S106 after £1k contribution to poles from Highways' own budgets) Remaining after 2nd round £26,988.00</p> <p><i>Community events</i> – Complete</p> <p><i>Bulbs and planters</i> – The bulbs at the 4 entry points to the village to be replaced. Moulton Rd, Walgrave Rd, Brixworth Rd, Back Lane & related Triangles. The Jubilee Garden at the Old School Site also needs to be planted with perennials as previous planting was short term to achieve a display for the Jubilee. Resolved : Council agreed an expenditure of £200 for this. Cllr Scordellis will ask Mrs Wilson and the Friends of Holcot gardening group to lead this activity Action 22/174.1</p> <p><i>Operation London Bridge</i> – Complete</p> <p><i>Defibrillator</i> – Cllr Scordellis as representative of Village Hall Committee advised Council that the Village Hall Committee had expressed a need for a second defibrillator. This would be placed on the wall of the village hall. The village hall would supply the power, but the parish council would fund the defibrillator and maintenance. It was queried whether a second defibrillator is required and if so, should it be funded by the Council as the defibrillator on the telephone box is also funded by the Council Resolved : Cllr Scordellis will liaise with Mrs Cawston who manages the current defibrillator, to determine whether a second defibrillator is necessary, costs etc. The results of the consultation and resultant potential expenditure will be discussed at a future meeting Action 22/174.2</p>	<p>PS</p> <p>PS</p>
22/175	<p>Grants and Contributions for 2022/23: Possible grants discussed, Church, Village Hall, Holcot Hub, Church Clock. Clerk advised Council that it would be best practice for requests to be made in writing via a grant form to keep in line with good governance and internal control. This form would also be made available on the website. Resolved : Clerk to produce grant form for agreement at the September meeting Action 22/175.1</p>	Clerk
22/176	<p>Payments: To approve post agenda items: Newsletter £125.65 & Telephone Box Painting £39.07 and approve and authorise bank payments below totalling £869.15 Resolved: Payments approved. Cllr Walker & Cllr Scordellis to authorise at bank Action 22/176.1</p>	DW PS

Ref	Payee	Description	Date	Method	Amount
132	Clerk	August Salary inc Home Working Allowance	16/08/2022	Online	265.12
133	Northants Calc	Training	16/08/2022	Online	342.60
134	SSE	Electricity Supply 02/07/22 - 01/08/22	16/08/2022	Online	96.71
135	Ramprint	Newsletter	16/08/2022	Online	125.65
136	P Matthews	Phone Box Maintenance	16/08/2022	Online	39.07

£869.15

22/177	Financial Report: June & July finance reports and bank reconciliations approved. Bank Balance 31/07/2022 - Current £13,236.59 Reserve £8,041.30. Resolved: Cllr Bourner signed bank reconciliations at meeting	
22/178	Next Agenda Items: To request items for next agenda - Reforecast, annual review of parishioner communications and engagement, roles and responsibilities, updated standing orders, grant form Resolved: Clerk to add to agenda Action 22/178.1	Clerk
22/179	Next Meeting: Resolved: Monday 19 th September 2022 in the Church Room at 7.00pm Cllr Scordellis gave notice of his absence for September meeting. Clerk to record apologies Action 22/179.1	Clerk

Clerks Notes: Councillors are reminded of the requirement of completed and updated Register of Interest forms which must be given to the clerk to be forwarded on to WNC

Meeting Closed: 7:58 pm

Action Points for Tracking

Ongoing Actions

22/122.1	JB	Contact Peterborough Diocese re permission at allotments. 15.08.22 Cllr Bonsor not present - Ongoing
22/136.1	CF	Manage liaison with Mrs Wilson, Mrs Middleton and Ms Townsend re trees canopy. 15.08.22 Trees are arriving November, although quantity unknown. Cllr Ferguson to liaise with Mrs Middleton on receipt of contact information - Ongoing
22/145.1	PS	Update wishlist of potential s106 works and circulate as draft - ongoing
22/145.2	Clerk	Include an item to review and approve the s106 wishlist on September agenda. 15.08.22 Moved to October - Ongoing

Actions from Current Minutes

22/163.1	CF	Attend NCALC event if able.
22/164.1	Clerk	Co-Option: Clerk to send relevant forms to Mr Hewitt
22/164.2	DW	Meet with Cllr Hewitt
22/168.1	PS	VASID: To look into ANPR option or 3 rd VASID if funding is available
22/168.2	PS	Arrange a meeting with Mr O'Connell regarding limited 20mph speed limits.
22/171.1	Clerk, CF, PM	Arrange for medium priority repairs to playing field equipment to be completed, and a new dog sign to be purchased and fitted.
22/171.2	PM	Ask Friends of Holcot to secure the goal posts

22/174.1	PS	Bulbs and planters: Cllr Scordellis to advise Mrs Wilson of budget of £200 for perennials on Old School Site and bulbs, and ask her to lead bulb-planting activity.
22/174.2	PS	Defibrillator: Cllr Scordellis to liaise with Mrs Cawston to determine whether a second defibrillator is necessary, and associated information
22/175.1	Clerk	Grants Form 2022/23: To produce grant form
22/176.1	DW/PS	Payments: Cllr Walker & Cllr Scordellis to authorise at bank
22/178.1	Clerk	Next Agenda: Reforecast, annual review of parishioner communications and engagement, roles and responsibilities, updated standing orders, grant form
22/179.1	Clerk	To record apologies given by Cllr Scordellis for September meeting

UPDATE TO HPC AUGUST 2022 MEETING ON HIGHWAYS-RELATED MATTERS (Cllr Scordellis)

(1) CURRENT TRAFFIC CALMING PROJECTS (=INTENDED TO BE FUNDED BY OVERSTONE LEYS S106)

Value of £44.3k funding still unspent: Highways have confirmed our own calculations at £26,988

Sywell Rd chicane: (above unspent monies were meant to cover ORIGINAL £25k forecast cost, but most recent estimate had risen to over £40k)

Positive, but slow progress:

- Plans for chicane have now been amended to reflect outcome of consultation meeting with those interested 3rd parties who attended, eg drainage/grips, but also ducting for lighting, etc.
- Rates for work under the new Highways contract with West Northants have now been agreed - and these are apparently more favourable.
This project has therefore been submitted as one of the first to be priced on the new basis and we should hear 'shortly'.
- If that new pricing still means a shortfall, HW and we will have to look for other sources to top up the £27k

(2) EMAIL EXCHANGES WITH POLICE 'SAFER ROADS TEAM' FOLLOWING THE ANNUAL VILLAGE MEETING

As agreed at the June HPC meeting, a firm, but carefully-worded, reply to Matt O'Connell's email of 27th May was sent on 21st June and this produced a more conciliatory and constructive response to which I sent a simple interim acknowledgement (pending consultation with fellow Councillors).

Key responses from Matt O'Connell (inverted commas are his words verbatim):

(1) Funding is available for addition VASID's through the Road Safety Community Fund at the Office of Northamptonshire Police, Fire and Crime Commissioner (northantspfcc.org.uk)

(2) HGVs: The ANPR van has not been replaced, and there are no plans at this time to replace it.

"Enforcement of the weight limit needs to be conducted by an officer in uniform, who can stop vehicles and make the necessary checks at the time. I understand that this is already being conducted by the local

policing team as they are able. There is always an option to consider more advanced signage. However, I am sure you would agree, if the current signs are being ignored, then it may not have the desired effect.”

(3) Speed limits: “As a group, the members of the speed limit review panel keep up to date with large changes like you mentioned in Westminster and continue to watch with interest. There is a wider picture too, as Manchester not long ago took a massive amount of 20mph restrictions out (<<Speed limit change - Manchester ditch 20mph zone after 'minimal impact'>> Express.co.uk)

“Where there is a realistic prospect of compliance then we are happy to consider and approve any request. However, when this is not followed, we end up with issues like those you will be aware of at the Moulton bypass. As a section of road, it is designed as a 40mph road. It meets all of the design standards for such. However, it does not look or feel like one. As a result, 90+% of vehicles travel along it above the posted limit. It should be noted, this was not agreed by the panel. It only went through due to a historic agreement between NCC and the designers/developers. With this in mind, perhaps a smaller section of 20mph may be looked upon more favourably focusing on the centre of the village, rather than the area covered by 30mph.”

Approved