

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

Tel: 07881 458801 / 01604 781834

E-mail: clerk@holcotvillage.co.uk

Website: www.holcotvillage.co.uk

MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 17th October 2022** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

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

Public Present: 0

22/200	Apologies: Cllr Ferguson, Cllr Hewitt and Cllr Matthews Resolved: The Council accepted the above Apologies.	
22/201	Public address to the council: None	
22/202	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None.	
22/203	Minutes: Meetings held on Monday 15 th August 2022 & Tuesday 27 th September 2022. Resolved : Not quorate on this item, deferred to next meeting.	
22/204	Actions Outstanding:	

22/122.1	Clerk	Contact Peterborough Diocese re permission at allotments. 15.08.22 Cllr Bonsor not present. 27.09.22 Cllr Bonsor not present. 17.10.22 Despite several attempts at contact there has been response. Clerk to make contact - 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. 27.09.22 Cllr Ferguson not present. 17.10.22 Although Cllr Ferguson not present, she updated via email: <ul style="list-style-type: none"> • Continue to approach landowners regarding tree planting on their land/hedgerows- over the next few years once sapling are suitable size. • Discuss with agreeable landowners which trees would best suit their soil and existing planting.

		<ul style="list-style-type: none"> • Mrs Wilson would be happy to help liaise this and suggested Parishioner participation by way of adopting a sapling and nurturing until ready for planting in desired place, maybe September/October, next year. • Order a few more plaques- to hopefully mark a Jubilee Hedge. • Order a flowering Cherry (in memory to our late Queen) as the focal tree to have close to the centre of the village. Possibly marked by the original Jubilee plaque. Location still to be confirmed. • Green canopy plaque might be applied to trees planted in playing field this year. <p>Resolved: All the above approved</p>
22/145.1	PS	Update wishlist of potential s106 works and circulate as draft. 27.09.22 Cllr Scordellis not present - 17.10.22 See item 22/217 - Complete
22/145.2	Clerk	Include an item to review and approve the s106 wishlist on September agenda. 15.08.22 Moved to October. 17.10.22 - Complete
22/163.1	CF	Attend NCALC event if able. 17.10.22 - Not present. Expired
22/168.1	PS	VASID: To look into ANPR option or 3 rd VASID if funding is available. 27.09.22 Cllr Scordellis not present. 17.10.22 See item 22/216 Complete
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. 27.09.22 – Cllr Ferguson & Clerk not present. 17.10.22 Play equipment being repaired w/c 31/10/2022 cost is £175 +VAT – Complete Resolved: Expenditure approved
22/171.2	PM	Ask Friends of Holcot to secure the goal posts – Complete - will be examined shortly. 27.09.22 - Ongoing. 17.10.22 Cllr Matthews not present - Ongoing
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. 27.09.22 Cllr Scordellis not present. 17.10.22 Cllr Scordellis advised that Mrs Wilson is researching which bulbs would be suitable due to the summer drought resulting in the ground being dry. So far, £51.87 has been spent. There is also a plan to involve the community and look for volunteers to help plant the bulbs at the four entrances to the village. Cllr Scordellis will arrange for suitable website/newsletter posts to gather support and labour for this activity. Updated Action Mrs Wilson has purchased the perennials for the Old School Site. These will be planted by the Friends of Holcot Gardening Group shortly. Resolved: Expenditure approved
22/174.2	PS	Defibrillator: Cllr Scordellis to liaise with Mrs Cawston to determine whether a second defibrillator is necessary, and associated information. 27.09.22 Cllr Scordellis not present. 17.10.22 Quotes Obtained - see item 22/218, but subsequently deferred.
22/186.1	CB	WNC Boundary Review: To submit a response to the consultation. 17.10.22 Complete. Cllr Bailey has submitted a response outlining: <ul style="list-style-type: none"> • The need to be grouped with similar places such as Walgrave • Smaller villages should be grouped together to make a larger unit • The political structure of our Parish should reflect the beauty of the countryside

22/188.1	DW	Operation London Bridge: To arrange scanning of Condolence Book and deposit on the website. 17.10.22 Ongoing
22/189.1	DW	Parish Councillors roles and responsibilities: To arrange website changes - Complete
22/189.2	Clerk	Footpath Warden: To advise Councillors of the role of the footpath warden with respect to WNC. 17.10.22 Clerk has made 3 attempts at contact. Awaiting response - Ongoing
22/190.1	Clerk	WND/2022/0719: The Hawthorns. To submit response to Planning Officer. 17.10.22 - Complete
22/190.2	Clerk	WND/2022/0763: Holcot Village Hall. To submit response to planning officer. 17.10.22 - Complete
22/191.1	CF	New Parishioners: To send welcome postcard - Poplars Lane. 17.10.22 – Have been sent to Barnwood, Poplars lane - Complete
22/194.1	CF	Grants and Contributions for 2022/23: To place on website. 17.10.22 - Complete
22/195.1	CF	Reforecast: To place on website. 17.10.22 - Complete
22/196.1	DW/JB	Payments: To authorise at bank. 17.10.22 - Complete
22/198.1	Clerk	Next Agenda Items: S106 priority list, second defibrillator, annual review of parishioner communications and engagement. To place on agenda. 17.10.22 - Complete

22/205	<p>Correspondence:</p> <ol style="list-style-type: none"> 1. Email 12/09/2022. NCalc: Place Overview and Scrutiny Committee. Cllr Walker circulated to councillors the report previously submitted. It mainly centered on the impact and safeguarding of trees. No further action. 2. Email 05/10/2022. West Northants Council: Planning Peer Review meeting 02.11.2022. Cllr Walker to attend. 3. Email 07/10/2022. West Northants Council: Welcoming Warm Spaces - Register of Interest. WNC are looking to create a directory of warm spaces where people can go within the community in relation to the cost of living crisis this winter. Clerk to write an article for the website to gauge a need. Action 22/205.3 4. Email 25/09/2022. CPRE Membership. Cost is £36 a year. Clerk to enquire of benefits of joining and make a recommendation. Action 22/205.4 5. Email 10/10/2022. CA-WN - Climate Change. It was suggested we have a representative on the council to keep up to date and feedback with information. 6. Email 26/10/2022. Funding Opportunities. Nothing for parish council at this time. 7. Email 17/10/2022. West Northants Council: Rural England Prosperity Fund: West Northamptonshire Consultation 3rd November 2022. Cllr Bailey to attend and feedback. Action 22/205.7 8. Email 17/10/2022. West Northants Council: A six-week public consultation on further main modifications to the Northampton Local Plan Part 2 is proposed to start on Monday, 7 November 2022. Cllr Walker to look further into this and feed back. Action 22/205.8 	<p>Clerk</p> <p>Clerk</p> <p>CB</p> <p>DW</p>
--------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

22/206	<p>Councillor Resignation: Cllr Kathryn Bournier 04/10/2022. Resolved: Noted and actioned accordingly with WNC Monitoring Officer.</p>	
22/207	<p>Councillor Vacancy: Vacancy notice sent to WNC 05.10.22. Assuming no election is called, the Co-option process will begin 26.10.2022. Action 22/207.1 Cllr Walker will prepare a website post. The Clerk will manage the responses and process.</p> <p>Councillors will seek willing candidates.</p> <p>Resolved: Noted - Await confirmation from WNC to allow for Co-option of new councillor.</p>	DW Clerk
22/208	<p>Historical & Legal Documents: It was suggested to store these documents in a fireproof container and place in the cupboard in the Church room. It was also suggested it could be a possibility to store in a locked room in the village hall, once the village hall have their new storage facilities in place. Resolved: Clerk to investigate fireproof storage containers. The Council approved a budget of c£50. Action 22/208.1</p> <p>Cllr Walker gave a brief review of the historical documents we have at present, in particular relating to the Old School Site and playing field. For asset purposes these are to be updated and logged - playing field £50, Old School Site £750. Resolved: Clerk to list documentation with help of Cllr Walker where necessary. Action 22/208.2</p> <p>The Clerk is investigating the records for the Village Hall and allotments Resolved: To write to solicitors and Peterborough Diocese Action 22/208.3</p>	Clerk Clerk Clerk
22/209	<p>Parish Councillors Roles & Responsibilities: These are to be reallocated and reviewed once the councillor vacancy has been filled.</p> <p>The Council agreed that Cllr Bailey will now undertake the Police liaison and Neighbourhood watch role, and also the Governance and Internal Control role. He will no longer be a Trustee for United Charities, and Cllr Bonsor confirmed that a replacement is not required given the status of the Charity. The website is to be updated. Resolved: Cllr Ferguson to update website. Action 22/209.1</p> <p>Cllr Walker suggested that a role should be allocated to keep abreast of the Council's and Parish's impact on the climate and environment, and seek opportunities to make our contribution to climate change. This would be considered when roles and responsibilities are next reviewed.</p>	CF
22/210	<p>Planning: No new planning applications received.</p>	
22/211	<p>New Parishioners: Grange Farm. Resolved: Cllr Ferguson to send welcome card. Action 22/211.1</p>	CF
22/212	<p>Remembrance: Remembrance Sunday 13th November 2022. Cllr Walker to lay wreath. Cllr Bonsor will write a card for the wreath and promote on website Resolved: Cllr Bonsor will write a website post to promote the event. Action 22/212.1</p>	JB
22/213	<p>Parishioner Communications & Engagement: Deferred to next meeting.</p>	

22/214	<p>Staffing Committee: Meeting will be arranged to discuss Clerk's CiLCA course hours, date of SLCC registration payment, annual appraisal, pay award. Cllr Bonsor to join Staffing Committee, with Cllr Matthews and Cllr Ferguson.</p> <p>Resolved: Cllr Ferguson to arrange meeting <i>Action 22/214.1</i></p>	CF
22/215	<p>Police Liaison: Cllr Bailey is now our PLR.</p> <p>Resolved: Clerk to notify NCalc <i>Action 22/215.1</i></p>	Clerk
22/216	<p>Road Safety and Highways:</p> <p>ANPR meeting was attended by Cllr Bailey 27.09.2022. He reported that there is a special project in place involving cameras and catching offenders. He referred to the experiences of Holcot and the continuous flouting of the speed regulations. In doing so, it is hoped that Holcot parish would be on their radar as a constant.</p> <p>Meeting with Matt O'Connell, Northants Police 11.10.2022 - Cllr Walker & Cllr Scordellis:</p> <p>HGVs and ANPR: There are plans for WNC Highways to be able to install static or semi-static ANPR devices on roads, junctions etc. We will raise our HGV issue with WNC Highways in this respect.</p> <p>Outside of the Parish: To protect the various properties near the Hospital Bungalows on Moulton Road it was proposed "village-entry" style signage to allow reduced legal limits starting at the crest north of Moulton Lodge farm. This may be supported by a VASID.</p> <p>Speed Limits: A chicane is already planned on Sywell Road and a similar one for Brixworth Road is proposed. We have already undertaken road safety changes over recent years. Holcot Parish Council will submit a request to the Speed Limit Panel to create a 20mph 'limit' or 'zone' in certain areas, revised from our 2017 application. The principal proposals of our application were supported by Mr O'Connell, with one area where there were alternative views which we will deal with in our application.</p> <p>Some VASID results need to be updated ahead of the submission.</p> <p>Resolved: To position the VASID on Walgrave Rd and Main Steet to verify last (2019) data. Cllr Scordellis to <i>Action 22/216.1</i>.</p> <p>To engage WNC Highways engineers to finalise a proposal. <i>Action 22/216.2</i></p> <p>Cllr Walker thanked Cllr Scordellis for his leadership in respect of road safety.</p> <p>WNC are awaiting delivery of advisory 20 signs, some of which will be delivered to HPC. The Council agreed to decide the positioning of these once received, taking into consideration other speed reduction activities.</p>	PS PS

22/217	S106 Monies: Cllr Scordellis produced the final draft list of road safety expenditure proposals in the order of necessity and importance relating to road safety measures within the parish. Resolved: The Council accepted the prioritised list, with an objective of completing all activities listed as 'must' and 'should' using s106 funds.	
22/218	Defibrillator: Deferred to next meeting. Cllr Scordellis will continue to undertake necessary research in the meantime.	
22/219	Grants: No grant applications received. Applications are expected from the Church and Village Hall in November.	
22/220	Payments: Receipt of September WNC precept of £8750. Unity Trust quarterly bank charge of £18.00. Post agenda payment to Cllr Ferguson for expenses £30.76. Resolved: All above noted. £422.54 payments approved. To be authorised at bank. Action 22/220.1	DW PS

Ref	Payee	Description	Date	Method	Amount
144	Royal British Legion	Poppy Wreath	05/10/2022	Online	£27.25
145	Clerk	Oct Salary inc Home Working Allowance	18/10/2022	Online	£265.12
146	SSE	Street Light Electricity Supply 02/09/22 - 03/10/22	18/10/2022	Online	£99.41
147	Caroline Ferguson	Expenses	18/10/2022	Online	£30.76

£422.54

22/221	Financial Report: September finance report and bank reconciliation approved. Bank Balance 30/09/2022 - Current £20,623.15, Reserve £8,041.30. Resolved: Cllr Bailey signed bank reconciliation at meeting.	
22/222	Next Agenda Items: Draft budget, projects 2023/2024, defibrillator, councillor co-option, Parishioner Communications & Engagement. Resolved: Clerk to place on agenda Action 22/222.1	Clerk
22/223	Next Meeting: Monday 21 st November 2022 in Church Room.	

Meeting Closed: 8.28pm

Action Points for Tracking

Ongoing Actions

22/122.1	Clerk	Contact Peterborough Diocese re permission at allotments. 15.08.22 Cllr Bonsor not present. 27.09.22 Cllr Bonsor not present. 17.10.22 Despite several attempts at contact there has been response. Clerk to make contact - Ongoing
-----------------	-------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

22/171.2	PM	Ask Friends of Holcot to secure the goal posts – Complete - will be examined shortly. 27.09.22 - Ongoing. 17.10.22 Cllr Matthews not present - Ongoing
22/174.1	PS	Bulbs and planters: Cllr Scordellis advised that Mrs Wilson is researching which bulbs would be suitable due to the summer drought resulting in the ground being dry. There is also a plan to involve the community and look for volunteers to help plant the bulbs at the four entrances to the village. Cllr Scordellis will arrange for suitable website/newsletter posts to gather support and labour for this activity. Updated Action
22/188.1	DW	Operation London Bridge: To arrange scanning of Condolence Book and deposit on the website. 17.10.22 Ongoing
22/189.2	Clerk	Footpath Warden: To advise Councillors of the role of the footpath warden with respect to WNC. 17.10.22 Clerk has made 3 attempts at contact. Awaiting response - Ongoing

Actions from Current Minutes

22/205.3	Clerk	West Northants Council: Welcoming Warm Spaces. To write an article for the website to gauge a need
22/205.4	Clerk	CPRE Membership: To enquire of benefits of joining
22/205.7	CB	West Northants Council - Rural England Prosperity Fund: To attend meeting 3 rd November 2022
22/205.8	DW	West Northants Council: To look into consultation on further main modifications to the Northampton Local Plan Part 2 once published
22/207.1	DW Clerk	Cllr Walker will prepare a website post re co-option. The Clerk will manage the responses and process.
22/208.1	Clerk	Historical & Legal Documents: To investigate fireproof storage containers and acquire
22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation
22/208.3	Clerk	Historical & Legal Documents: To write to the solicitors regarding legal documentation for village hall and Peterborough Diocese for legal documentation regarding the allotments
22/209.1	CF	Parish Councillors Roles & Responsibilities: To update website
22/211.1	CF	New Parishioners: To send welcome card to Grange Farm
22/212.1	JB	Remembrance: To write a card for the wreath and promote on website
22/214.1	CF	Staffing Committee: To arrange meeting
22/215.1	Clerk	Police Liaison: To register Cllr Bailey and forward role description
22/216.1	PS	To re-site the VASID on Walgrave Rd and Main Street
22/216.2	PS	Engage WNC Highways engineers to finalise a proposal
22/220.1	DW/PS	Payments: To authorise at bank
22/222.1	Clerk	Next Agenda Items: Draft budget, projects 2023/2024, defibrillator, councillor co-option, Parishioner Communications & Engagement