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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Tuesday 27th September 2022** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

Councillors Present: Chair D Walker, Cllr C Bailey, Cllr P Matthews, Cllr T Hewitt

Public Present: 0

22/180	Apologies: Cllr Ferguson, Cllr Scordellis, Cllr Bonsor and Cllr Bourner Resolved: The Council accepted the above Apologies Cllr Walker agreed to take the minutes in the absence of the Clerk	
22/181	Public address to the council: None	
22/182	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda Resolved: None	
22/183	Minutes: Full parish council meeting held on Monday 15th August 2022 Resolved : Not quorate on this item, deferred to the next meeting	
22/184	Actions Outstanding:	

22/122.1	JB	Contact Peterborough Diocese re permission at allotments. 15.08.22 Cllr Bonsor not present. 27.09.22 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. 27.09.22 Cllr Ferguson not present - Ongoing
22/145.1	PS	Update wishlist of potential s106 works and circulate as draft. 27.09.22 Cllr Scordellis not present - 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
22/163.1	CF	Attend NCALC event if able
22/164.1	Clerk	Co-Option: Clerk to send relevant forms to Mr Hewitt - Complete
22/164.2	DW	Meet with Cllr Hewitt - Complete

22/168.1	PS	VASID: To look into ANPR option or 3 rd VASID if funding is available. 27.09.22 For October agenda - Ongoing
22/168.2	PS	Arrange a meeting with Mr O'Connell regarding limited 20mph speed limits. – Complete – Cllrs Walker and Scordellis meeting Mr O'Connell on 11 October. 27.09.22 See Agenda Item 22/192
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 - Ongoing
22/171.2	PM	Ask Friends of Holcot to secure the goal posts – Complete - will be examined shortly. 27.09.22 - 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 - Ongoing
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 - Ongoing
22/175.1	Clerk	Grants Form 2022/23: To produce grant form - Complete
22/176.1	DW/PS	Payments: Cllr Walker & Cllr Scordellis to authorise at bank - Complete
22/178.1	Clerk	Next Agenda: Reforecast, annual review of parishioner communications and engagement, roles and responsibilities, updated standing orders, grant form - Complete
22/179.1	Clerk	To record apologies given by Cllr Scordellis for September meeting - Complete

22/185	<p>Correspondence:</p> <ul style="list-style-type: none"> Email 15/08/2022 - SAAA 2022 - Option to opt out of the SAAA central external auditor appointment. The Council confirmed that it would remain opted-in. No action required to remain opted in Email 16/08/2022 - Sywell Road. Sunken trench reported to Street Doctor by resident. Noted Email 05/09/2022 - NCalc - Queen's Green Canopy - Autumn Push. Cllr Ferguson had intended to attend. Event Postponed. Noted Email 10/9/2022 - From Parishioner - Thanks for Parish Council's activity around the death of the HRH The Queen. Noted Letter 14/9/2022 - Regarding allotments change of management company Noted 	
22/186	<p>WNC Boundary Review: Update on the brief attended by Cllr Walker. Cllr Walker outlined the information provided at the briefing. Councillors discussed the view of the Council, being that a ward with other small Parishes made most sense as the issues are similar and therefore WNC Councillors could best represent all Parishes.</p> <p>Resolved: Cllr Bailey to submit a response to the consultation on this basis. Action 22/186.1</p>	CB
22/187	<p>New and Updated Policies: Standing Orders - Updated. New Grant Application Form, New Grant Awarding Policy</p> <p>Resolved: All the above were adopted</p>	

22/188	<p>Operation London Bridge: Process and safety of documents were discussed. The Council agreed that our response had been successful, and there had been good engagement from Parishioners to the events and other arrangements. The Council agreed to keep the Condolence Book in the Church Room, with a scanned version on the website</p> <p>Resolved: Cllr Walker to arrange scanning and deposit on the website Action 22/188.1</p>	DW
22/189	<p>Parish Councillors roles and responsibilities: It was agreed that:</p> <ul style="list-style-type: none"> • Cllr Matthews would take over the Main Street/Walgarth Court/Farm Close sector • Cllr Hewitt Brixworth Road/Glebe Close • Cllr Hewitt will take over the Footpaths responsibility <p>Resolved: Cllr Walker to arrange website changes Action 22/189.1 Clerk to advise Councillors of the role of the footpath warden with respect to WNC Action 22/189.2</p>	DW Clerk
22/190	<p>Planning:</p> <p>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) Resolved: No Objections. Clerk to submit response to planning officer Action 22/190.1</p> <p>14.09.2022 WND/2022/0763: Location: Holcot Village Hall, Back Lane, Holcot, Northamptonshire, NN6 9SL. Description: Single storey rear extension Resolved: Support - adds to the amenity of the village hall. Clerk to submit response to planning officer Action 22/190.2</p>	Clerk Clerk
22/191	<p>New Parishioners: There are new Parishioners in the house formerly owned by Mr & Mrs Pomeroy in Poplars Lane</p> <p>Resolved: Cllr Ferguson to send welcome postcard Action 22/191.1</p>	CF
22/192	<p>Road Safety and Highways: Cllr Walker advised Councillors that he and Cllr Scordellis would be meeting Matt O'Connell of Northamptonshire Police on 11 October 2022. The meeting is focused on understanding where a 20mph limit might be approved.</p>	
22/193	<p>Police Liaison: No report</p>	
22/194	<p>Grants and Contributions for 2022/23: The Council agreed to deposit the forms on the website and announce there</p> <p>Resolved: Cllr Walker to ask Cllr Ferguson to add the form and process to the website, and post message Action 22/194.1</p>	CF
22/195	<p>Reforecast: Remainder of the financial year 2022/23. A reforecast was undertaken. Principal change was to increase the salary expense, and add a 2nd defibrillator expense should one be approved.</p> <p>Resolved: Reforecast approved. Cllr Ferguson to place on website Action 22/195.1</p>	CF
22/196	<p>Payments: Bank payments below totalling £1,070.36. August VAT receipt £385.23 & CiLCA course receipts £165.00 noted</p> <p>Resolved: Payments approved. Cllr Walker & Cllr Bonsor to authorise at bank Action 22/196.1</p>	DW JB

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
143	EON Energy Solutions	Street Light Maintenance ¼ ending 30th Sept 2022	30/09/2022	Online	43.84

£1,070.36

22/197	Financial Report: August finance reports and bank reconciliation approved. Bank Balance 31/08/2022 - Current £12,917.67, Reserve £8,041.30 Resolved: Cllr Bailey signed bank reconciliation at meeting	
22/198	Next Agenda Items: S106 priority list, second defibrillator, annual review of parishioner communications and engagement Resolved: Clerk to place on agenda Action 22/198.1	Clerk
22/199	Next Meeting: Monday 17 th October 2022 in Church Room	

Councillors Acknowledged 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.

Meeting Closed: 7:46 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. 27.09.22 22 Cllr Bonsor not present - Ongoing
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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 - Ongoing
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Actions from Current Minutes

22/186.1	CB	WNC Boundary Review: To submit a response to the consultation
22/188.1	DW	Operation London Bridge: To arrange scanning of Condolence Book and deposit on the website
22/189.1	DW	Parish Councillors roles and responsibilities: To arrange website changes
22/189.2	Clerk	Footpath Warden: To advise Councillors of the role of the footpath warden with respect to WNC
22/190.1	Clerk	WND/2022/0719: The Hawthorns. To submit response to Planning Officer
22/190.2	Clerk	WND/2022/0763: Holcot Village Hall. To submit response to planning officer
22/191.1	CF	New Parishioners: To send welcome postcard - Poplars Lane
22/194.1	CF	Grants and Contributions for 2022/23: To place on website
22/195.1	CF	Reforecast: To place on website
22/196.1	DW/JB	Payments: To authorise at bank
22/198.1	Clerk	Next Agenda Items: S106 priority list, second defibrillator, annual review of parishioner communications and engagement. To place on agenda