

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 21st November 2022** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

Councillors Present: Chair D Walker, Vice Chair Cllr C Ferguson, Cllr P Scordellis, Cllr C Bailey, Cllr T Hewitt

Public Present: 0

22/224	Apologies: Cllr Matthews, Cllr Bonsor Resolved: The Council accepted the above Apologies.	
22/225	Public address to the council: None	
22/226	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: Received from Cllr Scordellis against agenda item 22/242	
22/227	Minutes: Meetings held on Monday 15 th August 2022, Tuesday 27 th September 2022 & Monday 17 th October 2022 Resolved: Minutes were approved and signed by Chair at meeting	
22/228	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. 21.11.22 The planting of trees would not be permitted without permission from the landlord as one of the terms of the lease will be to return the land in the same conditions. The project is now not intending to plant in the allotments. - Complete
22/171.2	PM	Ask Friends of Holcot to secure the goal posts - will be examined shortly. 27.09.22 - Ongoing. 17.10.22 Ongoing. 21.11.22 - 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. 21.11.22 - Complete
22/188.1	DW	Operation London Bridge: To arrange scanning of Condolence Book and deposit on the website. 17.10.22. 21.11.22 - 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. 21.11.22 Information given to Cllr Hewitt - Complete
22/205.3	Clerk	West Northants Council: Welcoming Warm Spaces. To write an article for the website to gauge a need - 21.11.22 – Complete, no interest expressed so far.
22/205.4	Clerk	CPRE Membership: To enquire of benefits of joining. 21.11.22 It was decided not to join at this time - complete
22/205.7	CB	West Northants Council - Rural England Prosperity Fund: To attend meeting 3 rd November 2022. See agenda item 22/235 - Complete
22/205.8	DW	West Northants Council: To look into consultation on further main modifications to the Northampton Local Plan Part 2 once published. 21.11.22 Cllr Walker has assessed that there is no need to comment – complete.
22/207.1	DW Clerk	Cllr Walker will prepare a website post re co-option. The Clerk will manage the responses and process. 21.11.22 - Complete
22/208.1	Clerk	Historical & Legal Documents: To investigate fireproof storage containers and acquire. 21.11.22 - It was agreed to wait until the village hall had their extension complete and suitable storage would be made available then. Complete.
22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. 21.11.22 Ongoing
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 - Complete
22/209.1	CF	Parish Councillors Roles & Responsibilities. 21.11.22 - Complete
22/211.1	CF	New Parishioners: To send welcome card to Grange Farm. 21.11.22 - Complete
22/212.1	JB	Remembrance: To write a card for the wreath and promote on website. 21.11.22 - Complete
22/214.1	CF	Staffing Committee: To arrange meeting. See agenda item 22/248 - Complete
22/215.1	Clerk	Police Liaison: To register Cllr Bailey and forward role description. 21.11.22 - Complete
22/216.1	PS	To re-site the VASID on Walgrave Rd and Main Street. 21.11.22 - Complete
22/216.2	PS	Engage WNC Highways engineers to finalise a proposal. See agenda item 22/239 Complete

22/220.1	DW/PS	Payments: To authorise at bank. 21.11.22 - Complete
22/222.1	Clerk	Next Agenda Items: Draft budget, projects 2023/2024, defibrillator, councillor co-option, Parishioner Communications & Engagement. 21.11.22 - Complete

22/229	Councillor Vacancy: Co-Option - Charles Heasman put forward his statement via email for nomination. Cllr Walker proposed to co-opt Mr Heasman onto Council, seconded by Cllr Ferguson. All councillors in favour Resolved : Clerk to send relevant forms to Mr Heasman Action 22/229.1 Cllr Walker will arrange an onboarding session	Clerk
22/230	Correspondence: 1. Email 11/11/2022 - CA-WN. Climate Change Newsletter Noted 2. Email 10/11/2022 - WNC Consultation on Traffic Management. Deadline 21/12/2022 This mainly relates to HGV's and ANPR in Holcot's instance. Cllr Bailey to respond on behalf of council Action 22/230.2a Councillors to respond on a personal level Action 22/230.2b Cllr Ferguson to place on website, and promote as many responses as possible Action 22/230.2c 3. Email 07/11/2022 - NCalc. Meeting 23/11/2022 with WNC on how they engage with parish and town councils Clerk in unable to attend this meeting and will provide notes when made available 4. Email 04/11/2022 - Buckingham Palace. Card received thanking Holcot Parish Council for their condolence letter. Cllr Ferguson to place on website Action 22/230.4 5. Email 31/10/2022 - NCalc Training Newsletter - Climate Conference 22/11/2022 Cllr Walker is attending 6. Email 11/11/2022 - West Northamptonshire Bus Network Review. SCP request for information by 02/12/2022 Cllr Bailey will complete Action 22/230.6 7. Email 11/11/2022 Post Agenda – Ncalc Self-build exception sites Cllr Walker to respond Action 22/230.7	CB All CF CF CB DW
22/231	King Charles III Coronation: Saturday 6 th May 2023. The Council agreed to include funding in 2023/24 budget. To be discussed further at next meeting. Cllr Scordellis offered the village hall availability throughout this weekend and will arrange booking Action 22/231.1	PS
22/232	Planning: No new planning applications received	
22/233	Planning Service Peer Review: Cllr Walker attended this meeting 02/11/22. The views from attendees were of a similar vein eg parish council ignored, strange decisions made, retrospective decisions passed and not challenged amongst others. There will be an interim report and a final report Resolved: Clerk to request final report Action 22/233.1	Clerk
22/234	New Parishioners: None	

22/235	Rural England Prosperity Fund: Cllr Bailey attended the meetings. He reported that attention was focused on footpaths and cyclists, and that the budget available was too small to make a real impact. No further action required	
22/236	Public Transport: WNC are looking for views on the need for public transport. It is expected a draft Bus Network Review will be produced by January 2023. Council discussed the limited availability of public transport in Holcot, but determined that there is nothing that can be done by the Council without a defined need Resolved: Cllr Bailey to submit views to review Action 22/236.1	CB
22/237	Parishioner Communications & Engagement: Council reviewed the way communication is accessed by parishioners. At present communication is via the website, notice board and newsletter. There is also an active Facebook page maintained by a Parishioner. It was also proposed to hold a drop-in session at the White Swan one evening Resolved: Date set for drop-in Friday 20 th January 2023 6.00pm. Cllr Ferguson to check arrangements and arrange promotion Action 22/237.1 Council also agreed that the newsletter editor should have more flexibility to add further pages if necessary Resolved: The Council will increase the budget slightly in 2023/24 to accommodate this. Cllr Ferguson to advise the Editor Action 22/237.2	CF CF
22/238	Police Liaison and Neighbourhood Watch: Cllr Bailey has been in touch with new local Police officer Lee Stevens with a view to meeting and showing him around the parish. He is awaiting a response. He has also been receiving updates as our PLR, but nothing relevant to Holcot at present	
22/239	Road Safety and Highways: Cllr Scordellis reported the below: Adding the 7.5t limit roundel to junction direction signage at Sywell roundabout and Brixworth: These have now been added to HW 'small works list', but won't be considered further until next financial year. Budgets for this year already fully committed. Advisory 20mph signs: HW still waiting on delivery, as soon as HW have them, they will drop off to us. Police "Speed check area" signs (seen in Hannington) The use of the signs above originated from Community Speed Watch, when [HW] installed posts for portable VAS Signs which were part of the Community Speed Watch scheme, along with the cameras and the posters. Bus stops no longer served following route changes: At this stage our Bus and Rail Team would not consider removing the Bus Stop flags. From September this year the Bus and Rail Team has split and it will be up to each new authority to determine their own policies going forward Request to start design and costing work now S106 monies is anticipated to be agreed before the end of this year	

	<p>Chicane 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.</p> <p>Rates for work under the new Highways contract with West Northants have now been agreed - and these are apparently more favourable.</p> <p>This project has therefore been submitted as one of the first to be priced on the new basis and we should hear shortly</p> <p><i>Detailed report at end of minutes</i></p>	
22/240	<p>Parish Councillors Roles & Responsibilities: Changes are:</p> <p>Fundraising - Cllr Ferguson.</p> <p>Village Hall, Climate Change. Back Lane & Brittens View Sector - Cllr Heasman subject to discussion with Cllr Walker</p> <p>Cllr Walker 'outlying properties' sector</p> <p>Resolved: Cllr Walker to approach Cllr Heasman to take on these positions Action 22/240.1</p> <p>Action 22/240.2 Make website changes, and announce changes to sectors after Cllr Walker's confirmation.</p>	<p>DW</p> <p>CF</p>
22/241	<p>Defibrillator: It was proposed to consider the purchase of a second defibrillator in the parish. Cllr Scordellis provided detailed information with options.</p> <p>After discussion it was agreed that Council would purchase the defibrillator at a cost of £1839 inc VAT. Parish Council would also maintain this. The Village Hall Association would provide and pay for the power. The group that looks after the current defibrillator have agreed to include a second machine on the monitoring schedule. Training would be made available.</p> <p>The Council would like the defibrillator installed on the front of the Village Hall, rather than elsewhere on the building. Cllr Scordellis will investigate and revert to the Council via the Clerk.</p> <p>Resolved: Expenditure of £1839 inc VAT approved in principle, subject to confirmation of the installation location. It was agreed to receive formal approval to proceed via email once the location is confirmed, due to there being no meeting in December Action 22/241.1 Arrange approval after the location is confirmed, and if approved arrange purchase and installation in conjunction with Cllr Scordellis</p>	<p>Clerk</p>

22/242	Grants: Applications received Holcot Village Hall 31/10/2022 £1100 Holcot PCC 21/11/2022 £1400 (£1200 churchyard, £200 clock maintenance contribution) Resolved: Both applications approved	
22/243	Local Government Pay: Council to approve pay award back-dated to April 2022 Resolved: Approved. £1 per hour increase to be paid in December 2022 and back paid to April 2022 Action 22/243.1	Clerk
22/244	Project proposals FY23/24: Project to be included in next year's budget are: Road Safety, Lighting upgrades and King Charles III Coronation. A suggestion to add posts to the crossroads green after the 3 Brixworth Road works are completed was rejected	
22/245	Draft Budget: The Council prepared a draft budget for FY23/24. It is likely that the precept will need to be increased, and Council discussed the impact on Parishioners (c£5 per annum for a band D house for an £18500 precept). Resolved: The budget and precept will be approved in January 2023 in the normal way.	
22/246	Payments: Payments £5245.62 approved (includes grant awards 22/242) Resolved: To be authorised at bank. Action 22/246.1	DW PS

Ref	Payee	Description	Date	Method	Amount
148	Heather Wilson	Bulbs - Old School Site	22/11/2022	Online	£51.87
149	David Walker	Land Registry Documents	22/11/2022	Online	£6.00
150	Heather Wilson	Bulbs - 4 Village - Gateways	22/11/2022	Online	£146.97
151	Clerk	Nov Salary inc Home Working Allowance £10	22/11/2022	Online	£265.12
152	SSE	Street Light Electricity Supply 04/10/22 - 01/11/22	22/11/2022	Online	£90.81
153	SLCC	Society of Local Council Clerks - Clerk CiLCA	22/11/2022	Online	£410.00
154	Playground Supplies Ltd	Apparatus Maintenance	22/11/2022	Online	£150.00
155	Clerk	Stationery	22/11/2022	Online	£33.99
156	Heather Wilson	Queen's Tree Canopy - Top Soil	22/11/2022	Online	£60.86
157	Park Landscapes	Mowing Services Oct/Nov	22/11/2022	Online	£1,530.00
158	Holcot Village Hall	Grant Application HPC0122	22/11/2022	Online	£1,100.00
159	Holcot PCC	Grant Application HPC0222	22/11/2022	Online	£1,400.00

£5,245.62

22/247	Financial Report: October finance report and bank reconciliation approved. Bank Balance 31/10/2022 - Current £20,156.77, Reserve £8,041.30 Resolved: Approved. Cllr Bailey signed bank reconciliation at meeting	
22/248	Staffing/Employee Working Party: This has replaced the Staffing/Employee Committee. The meeting planned was postponed. Cllr Bailey will attend next meeting as replacement for Cllr Matthews Resolved: Staff Employee Working Party terms of reference approved	

22/249	Next Agenda Items: Approve final reforecast FY22/23 and budget FY23/24, mowing contract, lighting, King Charles III coronation Resolved: Clerk to place on agenda Action 22/249.1	Clerk
22/250	Next Meeting: Meeting Monday 19 th December 2022 Cancelled. Council agreed that invoices could be approved by email in December Next Meeting Dates for info: 16 th January 2023 - Church Room 7.00pm Previously booked 20 th February 2023 - Church Room 7.00pm Previously booked 20 th March 2023 - Church Room 7.00pm Previously booked 17 th April 2023- Church Room 7.00pm To book 15 th May 2023 - Annual General Meeting Church Room 7.00pm To book 24 th May 2023 - Annual Parish Meeting - Holcot Village Hall 7.30pm To book Resolved: Clerk to cancel Church room for December meeting and book Holcot Village Hall for Annual Parish Meeting and Church Room x 2 Action 22/250.1 Website post regarding December cancellation Action 22/250.2	Clerk CF

Meeting Closed: 8.55pm

Action Points for Tracking

Ongoing Actions

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 Ongoing 21.11.22 - Ongoing
22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. 21.11.22 Ongoing

Actions from Current Minutes

22/229.1	Clerk	Councillor Vacancy: Co-Option: To send relevant forms to Mr Heasman
22/230.2a	CB	WNC Consultation on Traffic Management. Deadline 21/12/2022 Cllr Bailey to respond on behalf of council.
22/230.2b	All	Councillors to respond on a personal level.
22/230.2c	CF	Cllr Ferguson to place on website and promote.
22/230.4	CF	Buckingham Palace: To place thank you card on website
22/230.6	CB	West Northamptonshire Bus Network Review. To complete SCP request for information by 02/12/2022
22/230.7	DW	Ncalc Self-build exception sites: To respond to questions by 31/12/2022
22/233.1	Clerk	Planning Service Peer Review: To request final report
22/236.1	CB	Public Transport - WNC Bus Review: To submit views
22/237.1	CF	Arrange drop-in event in pub and promote
22/237.2	CF	Advise newsletter editor to use further pages if she thinks fit.
22/240.1	DW	Parish Councillors Roles & Responsibilities: To approach Cllr Heasman
22/240.2	CF	Make roles and responsibilities website changes

22/241.1	Clerk	Arrange defibrillator approval, and subsequent purchase and installation supported by Cllr Scordellis
22/243.1	Clerk	Arrange backpay in December payroll
22/246.1	PS/DW	Payments: To authorise at bank
22/249.1	Clerk	Next Agenda Items: To place on agenda, Approve reforecast FY22/23 and budget FY23/24, mowing contract, lighting, King Charles III coronation
22/250.1	Clerk	Next Meeting: To cancel Church Room Monday 19/12/2022. To book venues for April 23 & May 23 Meetings (3)
22/250.2	CF	Advise Parish of cancellation of December meeting

Road Safety and Highways: Detailed Report

UPDATE for HPC NOVEMBER 2022 MEETING ON HIGHWAYS-RELATED MATTERS

(1) Latest response from (new) Highways Liaison team to the multiple issues raised at June meeting:

(a) Adding the 7.5t limit roundel to junction direction signage at Sywell roundabout and Brixworth:

These have now been added to HW 'small works list', but won't be considered further until next financial year. Budgets for this year already fully committed.

(b) Advisory 20mph signs: HW still waiting on delivery, as soon as HW have them, they will drop off to us.

(c) "Police Speed check area" signs (seen in Hannington):

"The use of the signs above originated from Community Speed Watch, when [HW] installed posts for portable VAS Signs which were part of the Community Speed Watch scheme, along with the cameras and the posters.

"When Road Safety Team started the Vehicle Activated Speed-sign (VAS) Self Purchase Scheme back in 2006/7 they obtained permission from the Assistant Chief Constable to use this sign on the VAS Posts that the parishes paid for, when they were not using it for their sign. The sign has been used on posts which [HW] have installed since as part of a VAS Scheme. The reason we use the signs is because a pole cannot be in the highway with no sign on it: it needs a reflective sign on it. We can't simply install this sign without permission from the Assistant Chief Constable."

(d) Bus stops no longer served following route changes:

"At this stage our Bus and Rail Team would not consider removing the Bus Stop flags. From September this

year the Bus and Rail Team has split and it will be up to each new authority to determine their own policies going forward.”

(e) Request to start work now on design and costing of future planned traffic calming

(eg those further traffic calming projects supported by the Safer Roads Manager at HPC meeting with him in October which are due to be funded by S106 grants from the *proposed* Overstone **GREEN** development on A43):

“As soon as any funding for further traffic calming measures is made available, we can start looking at new measures from your list with our engineers.”

Therefore checked with Bob Ham at WNC Planning re status of negotiations with Overstone Green developer for proposed £100k S106 funding for Holcot;

His reply: “I am hoping that we can get the S106 agreed before the end of this month/this year”.

However, in response to my query about HW definition of ‘is made available’: “it becomes official as soon as the S106 agreement is signed & issued, .. [but] then the payment to WNC ... actually comes [only] when the specified trigger point is reached”

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

*(RECAP ONLY, AS DISAPPOINTINGLY NO RESPONSES SINCE AUGUST
TO OUR MONTHLY REQUESTS FOR FRESH NEWS)*

Total funding received by NCC/WNC, for Holcot, from developers of Overstone Leys: £44.3k;
Of this, HW have confirmed our own calculations that the portion unspent to date is £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 HPC will have to look for other sources to top up the £27k