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Minutes of Holcot Annual Parish Council meeting & Holcot Full Parish Council Meeting held on **Monday 15th May 2023** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

Present:

Councillors: Chair D Walker, Vice Chair Cllr C Ferguson, Cllr P Scordellis, Cllr J Bonsor, Cllr C Heasman, Cllr T Hewitt

Public: Sarah Denston - Cynthia Spencer Hospice - Cycle4Cynthia 2023
1 member of public

Clerk: Ruby Cole

MINUTES

Annual Parish Council Meeting

23/091	Election of Chair: Cllr Scordellis proposed Cllr Walker. Seconded by Cllr Hewitt. All councillors present in favour. Resolved: Cllr Walker accepted the position and Chaired the meeting	
23/092	Declaration Of Acceptance of Office: Resolved: Cllr Walker and Clerk signed form at meeting.	
23/093	Apologies: Cllr Bailey. Cllr Matthews Resolved: The Council accepted the above Apologies.	
23/094	Election of Vice Chair: Cllr Walker proposed Cllr Ferguson. Seconded by Cllr Hewitt. All councillors present in favour. Resolved: Cllr Ferguson accepted the position. Publish a statement confirming the 2 elected roles in a website post. Action 23/094.1	CF

23/095	<p>Adoption of Policies previously circulated: Financial Regulations, Code of Conduct, Risk Management</p> <p>Resolved: All policies were approved. Council agreed to review the remainder of the policies throughout the year. Chair & Clerk signed at meeting. Cllr Ferguson to place on website on receipt from Clerk. Action 23/095.1</p>	Clerk CF
23/096	<p>AGAR 2022/23 Certificate of Exemption: Council to certify themselves as exempt from external audit and approve and sign the Certificate of Exemption form for submission to PKF Littlejohn. Signed by Clerk prior to meeting</p> <p>Resolved: Approved. Chair signed at meeting. Clerk to submit to PKF Littlejohn. Cllr Ferguson to place on website on receipt from Clerk. Action 23/096.1</p>	Clerk CF
23/097	<p>AGAR Annual Internal Audit Report 2022/23: Internal audit completed by Fiona Young. Payment ref 125 to 131 have been missed off the minutes due to that month's meeting being cancelled. Approval to be minuted retrospectively. See agenda item 23/118. Other than this, no issues found. Clerk stated that the period of the Exercise of Public Rights is to be set. Suggested date 5th June 2023 to 14th July 2023</p> <p>Resolved: Received and noted. Cllr Ferguson to place Audit report on website, along with the Exercise of Public rights on receipt from Clerk. Action 23/097.1</p>	Clerk CF
23/098	<p>AGAR Section 1 - Annual Governance Statement 2022/23: To approve and sign the annual governance statement form. The Chair read the statements and all Councillors agreed compliance.</p> <p>Resolved: Approved - Chair & Clerk signed at meeting. Cllr Ferguson to place on website on receipt from Clerk. Action 23/098.1</p>	Clerk CF
23/099	<p>AGAR Section 2 – Accounting Statements 2022/23 for Year End: To approve and sign the annual accounting statement. Signed by Clerk prior to meeting</p> <p>Resolved: Approved. Chair signed at meeting. Cllr Ferguson to place on website on receipt from Clerk. Action 23/099.1</p>	Clerk CF
23/100	<p>Councillors Roles: Appointment of Parish Councillor roles and sectors</p> <p>Resolved: Agreed to remain the same as previously appointed. Full details at end of Minutes.</p>	
23/101	<p>Meetings: To set and agree meeting dates for the year June 2023 – May 2024</p> <p>19th June 2023 17th July 2023 21st August 2023 18th September 2023 16th October 2023 20th November 2023 18th December 2023 15th January 2024 19th February 2024 18th March 2024 15th April 2024 20th May 2024 Annual Parish Council Meeting & Full Parish Council Meeting Annual Parish Meeting to be held between 1st March 2024 & 1st June 2024. Date to be confirmed nearer the time.</p> <p>Resolved: Above dates approved for 7.00pm. Clerk to confirm dates with Frank Hodgson. Action 23/101.1</p>	Clerk

MINUTES

Full Parish Council Meeting

Meeting Commenced 19:08

23/102	<p>Apologies: Cllr C Bailey, Cllr P Matthews Resolved: The Council accepted the above Apologies.</p>	
23/103	<p>Cycle4Cynthia: Chair welcomed Sarah Denston to meeting.</p> <p>Ms Denston gave a brief update on the cycling event scheduled for Sunday 17th September 2023.</p> <p>She explained that this was an annual event to raise funds for Cynthia Spencer Hospice, this year being its 20th anniversary. The route is a total of 50 miles broken down into four distances with approximately 1000 cyclists taking part. It will start from Holdenby House, Northampton at 9.00am. passing through various villages. There are various road closures/diversions in place and relevant signage on route. There will be approximately 500 cyclists passing through Holcot along Brixworth Road, Main St, Walgrave Rd expected 10:15 onwards. They are not expected to stop, but would appreciate cheers of encouragement as they pass. Their aim is to raise £100k. We can help by promoting the event on social media etc and encouraging crowd participation. Cllr Ferguson to place on website Action 23/103.1</p> <p>Chair gave thanks to Ms Denston who then left the meeting.</p>	CF
23/104	<p>Public address to the council: An ex-resident of Holcot came to the meeting to notify Council of his intention to build a house on land that he owns on Back Lane, Holcot opposite Home Farm. He showed drawings of the plan and gave a brief explanation prior to submitting to the planning authority which he expects to be in a couple of weeks.</p> <p>Chair gave thanks and he left the meeting</p>	
23/105	<p>Minutes: Full parish council meetings 20th March 2023 & 17th April 2023 Resolved: Minutes could not be approved for 20th March 2023 as not quorate on this item. Minutes 17th April 2023 approved. Chair signed at meeting</p>	
23/106	<p>Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None</p>	
23/107	<p>Actions Outstanding: To receive reports on actions outstanding from previous minutes</p>	

22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. 15/05/23 Clerk to check village hall documents before listing. Ongoing
23/008.1	CH	Climate Change: To set up working group. 15/05/23 A couple of people have shown interest. Ongoing, with the working group expected to be formed over the summer.

23/011.2	PM	Parish Maintenance: To arrange repair of bin surround at crossroads, and fix loose stone on the War Memorial plinth. 15/05/23 Bin is still missing. Clerk to notify WNC on receipt of dimensions and photograph from Cllr Walker. Loose Stone. Materials received for repair to be undertaken asap. Ongoing
23/031.1	Clerk	Determine process, costs and implications of registering land for Old School Site and United Charities. 15/05/23 It was agreed not to become a member of OSS. Clerk to send Cllr Heasman documentation for the Old School Site for him to register. Ongoing
23/051.3	Clerk	DPD HGV from Brixworth to Holcot causing traffic issues and fallen tree debris - Clerk to write to DPD for explanation in respect of HGV travelling through a restricted area, and confirmation of driver awareness actions. 17/04/23 Clerk to make a new complaint rather than follow up. 15/05/23 Clerk has sent further emails and posted complaint letter. NFA
23/064.1	DW Clerk	Policies: To go through the core documents of what we should have as a Council and check review dates. 17/04/23 Ongoing. 15/05/23 Complete – clerk will trickle through policies as necessary
23/076.2	DW	Correspondence: To Complete WNC Health & Wellbeing Survey. 15/05/23 Complete
23/080.1	CF	Defibrillator Training: To promote in newsletter and website. To check attendee numbers if tickets required. 15/05/23 Complete
23/081.1	PS	Annual Parish Meeting: invite WNC Assistant Director of Highways if appropriate. 15/05/23 Complete
23/081.2	Clerk	APM: Clerk to prepare Agenda and check Constable Stevens as police representative. 15/05/23 Complete
23/081.3	DW/ CF	Cllr Ferguson to promote APM via the website. Cllr Walker to arrange newsletter insert. 15/05/23 Complete
23/082.1	Clerk	AGM: Clerk to send policies in time to be read before approval at meeting. 15/05/23 Complete
23/083.1	Clerk	Climate Change and Sustainability: To check if Cllr Heasman attending online event from 12:00 to 13:15 on 24th May 2023. 15/05/23 No longer attending. Complete
23/084.1	CB	Police Liaison and Neighbourhood Watch: To investigate funding for 3 rd VASID. 15/05/23 Ongoing
23/085.1	PS	Road Safety and Highways: To write to Nick Henstock regarding traffic issues and priorities. 15/05/23 Complete
23/087.1	DW/P S	Payments: To authorise at bank by Cllr Walker and Cllr Scordellis. 15/05/23 Complete
23/089.1	Clerk	Next Agenda Items: Representative from Cynthia Spencer hospice. 15/05/23 Complete

23/108	Correspondence: None to note or requiring action.	
23/109	Planning: No new applications received.	
23/110	Annual Parish Meeting: 24 th May 2023. This has been placed on website and newsletter. Cllr Ferguson to place regular feeds onto website. Action 23/110.1 Chair will send his before the weekend for review by all Councillors. Action 23/110.2	CF DW
23/111	New Parishioners: None	
23/112	Defibrillator Training: 8 th June 2023. This has been placed on the website and in the newsletter. The capacity for the hall is approximately 15 – 20 depending on how many life-size dummies are available. To gauge more interest, it was suggested that the village hall promote to regular users. Resolved: Cllr Scordellis to notify Village Hall users. Action 23/112.1 Cllr Ferguson will continue to promote. Action 23/112.2	PS CF

23/113	<p>King Charles III Coronation: 6th & 7th May 2023. The Barn Dance and Party in the Park was well received although numbers were low due to people being away etc. Clerk to send letter of thanks to Kim Mabbutt and Pam & Martin Wilson. Cllr Bonsor will give personal thanks to the band members. Action 23/113.1</p> <p>Clerk to contact Kim Mabbutt for the return of any Coronation Coins that are left. Action 23/113.2</p> <p>For future community events/projects, it was suggested a Burns night barn dance be held as a free Parish Council event. This would depend on price and cost of band etc. Cllr Scordellis to make enquiries to determine financial risk. Action 23/113.3</p> <p>For the continuity and maintenance of existing garden projects, the Friends of Holcot Garden group would like confirmation that they would be able to go ahead to maintain with a budget of £350 for the year. Resolved: Council approved expenditure. Clerk to notify Mrs Wilson. Action 23/113.4</p>	Clerk Clerk PS Clerk
23/114	<p>Training: Cllr Heasman attend the 'Off to a Flying Start' 27th April 2023. He felt it was adequate.</p>	
23/115	<p>Road Safety and Highways: Cllr Scordellis is still awaiting a reply to the email he sent to Nick Henstock/Highways on 19th April 2023. Although an acknowledgement was received on 5th May, nothing else has been forthcoming to date.</p> <p>The batteries for the portable VASID on Brixworth Rd are running low. The cost for replacement is approximately £60 each with free delivery. Resolved: Council approved expenditure for two batteries. Cllr Scordellis to send Clerk the details to place order. Action 23/115.1</p> <p>The cable ties holding the blue & white HGV signs in place are failing. Cllr Scordellis has been recommended a supplier that can provide steel ones rather than the plastic ones at a cost of approximately £10 for 100. Resolved: Council approved expenditure</p>	PS Clerk
23/116	<p>Police Liaison: Deferred as Cllr Bailey not present. Councillors would like to know when the Beat Bus will attend Holcot, and what notice will be given.</p>	
23/117	<p>Insurance: BHIB revised price to £462.42. Clerk to check cover is still adequate Resolved: Revised price approved. Action 23/117.1</p>	Clerk
23/118	<p>Internal Audit: Retrospective approved payments from cancelled July 2022 meeting to be stated for minute purposes 125 - 131 £2578.86 Resolved: Approved</p>	

Ref	Payee	Description	Date	Method	Amount
125	Clerk	July Salary & Back Pay Remuneration from 1st April 2022	12/07/2022	Online	422.68
126	EON Energy Solutions	Street Light Maintenance ¼ ending 30th June 2022	12/07/2022	Online	43.84
127	Northants Calc	Membership Subscription to 31st March 2023	12/07/2022	Online	571.62
128	Park Landscapes	Mowing Services 24th May - 28th June 2022	12/07/2022	Online	1140.00
129	Cllr Ferguson	Community Payback Project	12/07/2022	Online	240.79
130	Playground Supplies	Annual Play Equipment Inspection	12/07/2022	Online	66.00
131	SSE	Electricity Supply 02/06/22 - 01/07/22	12/07/2022	Online	93.93

£2,578.86

23/119	<p>Payments: To note receipts received since April meeting £10,734.19. To approve and authorise bank payments. £674.09 & post agenda £629.08 totalling £1303.17. Cllr Scordellis & Cllr Bonsor signed invoices at meeting</p> <p>Resolved: Receipts noted. Council approved payments. Cllr Scordellis & Cllr Bonsor to authorize at bank. Action 23/119.1</p>	<p>PS JB</p>
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Payments In

Date	From	Description	Amount
19/04/2023	WNC - Finance	Mowing Grant 22/23	372.06
17/04/2023	Holcot Allotments	Allotment Services 22/23	281.09
28/04/2023	WNC - Finance	Precept - First Half	9750
26/04/2023	HMRC	VAT Reclaim 31/12/22 - 31/03/23	331.04

£10,734.19

Payments Out

Ref	Payee	Description	Date	Method	Amount
191	SSE	Street Light Electricity Supply 02/03/23 - 03/04/23	16/05/2023	Online	102.51
192	Cllr Bonsor	Reimbursement of Coronation Coins	16/05/2023	Online	198.00
193	Clerk	May Salary	16/05/2023	Online	315.98
194	Northants Calc	Cllr Training	16/05/2023	Online	57.60
195	M L & P R Wilson	Shortfall on Barn Dance Tickets	16/05/2023	Online	36.17
196	SSE	Street Light Electricity Supply 04/04/23 - 02/05/23	16/05/2023	Online	90.93
197	BHIB Ltd	Insurance Renewal 01/06/23	16/05/2023	Online	462.42
198	Clerk	Printer Cartridges	16/05/2023	Online	39.56

£1,303.17

23/120	<p>Financial Report: Bank Balance 30/04/2023 - Current £18,302.95, 30/04/2023 Reserves £8,058.86</p> <p>Resolved: Approved. Cllr Ferguson signed bank reconciliation at meeting</p>	
23/121	Next Agenda Items: None requested	

23/122	<p>Next Meeting: It was proposed the meeting scheduled for Monday 19th June 2023 be cancelled due to some Councillors being on holiday</p> <p>Resolved: Council agreed. The next meeting is Monday 17th July in Church room at 7.00pm. Clerk to notify Frank Hodgson of cancellation and place on notice board. Action 23/122.1 Cllr Ferguson to notify parishioners. Action 23/122.2</p>	Clerk CF
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Meeting closed: 20:02

Action Points for Tracking

Ongoing Actions

22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. Clerk to check if village hall documents are in Clerks files before listing
23/008.1	CH	Climate Change: To set up working group. Working group expected to be formed over the summer
23/011.2	PM	Parish Maintenance: Bin is still missing. Clerk to notify WNC on receipt of dimensions and photograph from Cllr Walker. Loose Stone. Materials received for repair to be undertaken asap
23/031.1	Clerk	Old School Site: To send Cllr Heasman documentation
23/084.1	CB	Police Liaison and Neighbourhood Watch: To investigate funding for 3 rd VASID

Actions from Current Minutes

23/094.1	CF	Web post regarding Chair and Vice-Chair
23/095.1	Clerk CF	Adoption of Policies previously circulated: To send to Cllr Ferguson for website
23/096.1	Clerk CF	AGAR 2022/23 Certificate of Exemption: To submit to PKF Littlejohn. To send to Cllr Ferguson for website
23/097.1	Clerk CF	AGAR Annual Internal Audit Report 2022/23 & Exercise of public Rights: To send to Cllr Ferguson for website
23/098.1	Clerk CF	AGAR Section 1 – Annual Governance Statement 2022/23: To send to Cllr Ferguson for website
23/099.1	Clerk CF	AGAR Section 2 – Accounting Statements 2022/23 for Year End: send to Cllr Ferguson for website
23/101.1	Clerk	Meetings: To confirm meeting dates with Frank Hodgson
23/103.1	CF	Cycle4Cynthia: To promote event
23/110.1	CF	APM: To promote
23/110.2	DW	APM: To supply draft report for councillors review
23/112.1	PS	Defibrillator Training: 8 th June 2023. To notify Village Hall users
23/112.2	CF	Defibrillator Training: 8 th June 2023. Continue to promote the training
23/113.1	Clerk JB	King Charles III Coronation: 6th & 7th May 2023. To send letter of thanks to Kim Mabbutt and Pam & Martin Wilson. Cllr Bonsor to give personal thanks to the band members
23/113.2	Clerk	King Charles III Coronation: 6th & 7th May 2023. To contact Kim Mabbutt for the return of any Coronation Coins that are left

23/113.3	PS	Future Project: To make enquiries of cost of Burns night Barn Dance
23/113.4	Clerk	Future Project: To notify Heather of go ahead to maintain at a cost of £350
23/115.1	Clerk PS	Road Safety and Highways: Cllr Scordellis to send Clerk the details to place order for new VASID batteries
23/117.1	Clerk	Insurance: BHIB revised price to £462.42. To check cover is still adequate
23/119.1	PS/JB	Payments: To authorize at bank
23/122.1	Clerk	Next Meeting: To notify Frank Hodgson of cancellation and place on noticeboard
23/122.2	CF	Next Meeting: Notify Parishioners of cancellation of June meeting

Councillors Roles & Responsibilities May 2023

<u>Responsibility</u>	<u>Councillor(s)</u>	<u>Notes</u>
Book Exchange	Pete Matthews	Pam Wilson looks after this on a day-to-day basis
Church Room	James Bonsor	
Climate Change and Environment	Charlie Heasman	
Defibrillator	Chris Bailey	Katie Cawston coordinates the group monitoring this
Footpaths	Tony Hewitt	
Parish Maintenance (Friends of Holcot Liaison)	Pete Matthews	
Fundraising	Caroline Ferguson	
Internal Control and Governance	Chris Bailey	
Lighting	David Walker	
Parish Liaison	David Walker, Caroline Ferguson	
Planning (general)	David Walker	Councillors lead on their sectors
Playing Field	Caroline Ferguson	
Police Liaison and Neighbourhood Watch	Chris Bailey	
Road safety	Phil Scordellis	
HGV Monitoring	Chris Bailey	
United Charities	James Bonsor, Chris Bailey	Trustee roles
Village Hall	Charlie Heasman	Phil Scordellis is Chair of the Village Hall Association
Website Editor and Newsletter	Caroline Ferguson, David Walker (Deputy)	Jenny Davis is newsletter editor
Youth Matters	James Bonsor	