

Clerk: Mrs. Ruby Cole
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Date: 8th January 2024

To: All Parish Councillors

From: Mrs R Cole, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to attend the Full Parish Council meeting to be held on Monday **15th January 2024** at 7.00pm, Church Room, Main Street, Holcot, Northampton NN6 9SP when the under mentioned business will be transacted.

*Members of the public and press are welcome to attend this meeting.
This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council,
provided that such activity does not impede the conduct or business of the meeting.*

AGENDA

- 24/001 Apologies:** *To receive and approve apologies for absence.*
- 24/002 Public address to the council:** *Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting. Actions/decisions can only be made for items listed on the agenda.*
- 24/003 Minutes:** *To receive and approve for signature the minutes of the Full Parish Council meeting held on Monday 20th November 2023.*
- 24/004 Declarations of Interest:** *Members to disclose any interests in relation to items on the agenda.*
- 24/005 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes.*
- 24/006 Correspondence:** *To note correspondence received and agree actions arising.
06/01/24 NCalc - Fiona Young appointed internal auditor for Council accounts 23/24.
21/12/23 West Northamptonshire Council S106/CIL Briefing 30/01/24. To note Cllr Walker & Cllr Scordellis attending.
19/12/23 Green Hill Solar Farm. Part of the proposals comprises of land in Holcot Parish.
To note Cllr Hewitt & Cllr Bailey to attend meeting scheduled for 24/01/24.*

- 24/007 Planning:** *To receive and respond to new planning applications.
To receive update West Northamptonshire Council Planning Briefing 30 November 2023
- Cllr Hewitt & Cllr Bailey to report.*
- 24/008 New Parishioners:** *To note any new parishioners.*
- 24/009 Parish Plan:** *To receive and approve next steps.*
- 24/010 Community Governance Review 2023/24:** *Cllr Walker to report on event held on 14 December 2023. Phase 1 Consultation deadline 31/01/24 - determine response.*
- 24/011 Parish Maintenance:** *To discuss and implement accordingly;*
- *Christmas tree lights*
 - *Litter pick 2024*
 - *Signs and posters removal*
 - *War memorial cleaning*
 - *Other matters proposed for resolution by Councillors*
 - *Street Lights. There is one unregistered streetlight on the cul-de-sac on the Eastern side of Moulton Rd. Council to consider and approve upgrade to LED.*

Updates and Decisions Arising

- 24/012 Road Safety and Highways:** *To receive update from Cllr Scordellis to include:*
- *Grant Funding for 3rd VASID*
 - *Utility companies repair performance – Sywell Road*
 - *Chicane implementation – notice of delayed Sywell Road closure*
 - *Flooding on roads*
- 24/013 Road Safety - Next Steps:** *To agree next steps to implement priority list, including potential funding opportunities*
- 24/014 Police Liaison:** *To receive update from Cllr Bailey.
Email received 16/12/23 from PSCO notification of Beat Bus Sunday 21/01/24. To note, the bus will be parked near to Holcot Village Hall between 10:30 and 12:30.*
- 24/015 Climate Change/Sustainability:** *To receive update from Cllr Heasman.*

Finance/Governance

- 24/016 Annual General Meeting:** *To consider and agree moving set date of 20th May 2024.
Must be held during the month of May.*
- 24/017 Annual Parish Meeting:** *To set date between 1st March 2024 - 1st June 2024 and discuss plans.*
- 24/018 Council Documents:** *To consider and approve purchase of a steel fire resistant lockable storage cabinet for the safe keeping of Council documents. Dimensions 92w x 46d x 69h costing £260 inc vat, delivered and assembled. Clerk has these for her other Councils.*
- 24/019 Staff Working Party:** *To receive update from meeting coordinated by Cllr Ferguson.*
- 24/020 Grants:** *To consider grant applications received and amount to award: Holcot Village Hall Association, Holcot Church, Holcot Hub Youth Club.
To confirm policy dates for FY2024/25 scheme.*
- 24/021 Project Proposals FY24/25:** *To confirm projects for financial year 24/25.*
- 24/022 Reforecast FY23/24:** *To approve final reforecast for financial year 23/24.*
- 24/023 Budget FY24/25:** *To approve budget for financial year 24/25.*
- 24/024 Precept:** *To approve precept for financial year 24/25, and sign documentation. Agree communication for website.*

24/025 December Payments: *Due to no meeting in December, payments were approved via email as below £1313.17. Signatures required. To note receipt 24/11/23 WNC Mowing Grant £372.06*

Ref	Payee	Description	Date	Method	Amount
234	Clerk	December Salary (inc NPA Back Pay)	18/12/2023	Online	£547.72
235	SSE Solutions	Street Light Electricity Supply 03/10/23 - 31/10/23	18/12/2023	Online	£92.05
236	Wicksteed Leisure Ltd	Washer for Rower Apparatus	18/12/2023	Online	£40.25
237	Park Landscapes	Mowing October/November	18/12/2023	Online	£390.00
238	Northants Calk	Clerk Training	18/12/2023	Online	£50.40
239	Wicksteed Leisure Ltd	Pentagon Key for Playground Apparatus	18/12/2023	Online	£22.56
240	Anglian Water (Wave)	Allotment Water Supply 07/09/23 - 06/12/23	18/12/2023	Online	£33.60
241	Clerk	Photocopy Paper	18/12/2023	Online	£24.99
242	Eon	Street Light Maintenance ¼ ending Dec 23	18/12/2023	Online	£93.60
243	Unity Trust Bank	Quarterly Bank Charge	31/12/2023	Direct	£18.00

£1,313.17

24/026 Payments: *To approve invoices £577.36. Signatures required. To confirm which two signatories to authorise bank.*

Ref	Payee	Description	Date	Method	Amount
244	Clerk	January Salary	18/12/2023	Online	£352.11
245	SSE Solutions	Street Light Electricity Supply 01/11/23 - 30/11/23	18/12/2023	Online	£95.25
246	Holcot Church School Room	Room Hire for PC Meetings x 10	17/01/2024	Online	£130.00

£577.36

24/027 Financial Report/Bank Reconciliation: *To receive financial report and approve bank reconciliation. Signature required.*

24/028 Next Agenda Items: *To request items for next agenda.*

24/029 Next Meeting: *To confirm date of next meeting - 19th February 2024, in Church Room.*

Clerk's Notes:

VAT reclaim submitted to HMRC for period 01.08.2023 - 31.12.2023 for the amount of £802.39.

Signed: *Ruby Cole*

Date: 8th January 2024