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Date: 9<sup>th</sup> January 2023  
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 **16<sup>th</sup> January 2023** at 7.00pm, Church Room, Main Street, Holcot, Northampton NN6 9SP when the under mentioned business will be transacted.

## AGENDA

- 23/001 Apologies:** *To receive and approve apologies for absence*
- 23/002 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.*
- 23/003 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** *Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business*
- 23/004 Minutes:** *To receive and approve for signature the minutes of the **Full** parish council meetings held on **Monday 21<sup>st</sup> November 2022***
- 23/005 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 23/006 Correspondence:** *To note correspondence received and agree actions arising*  
*Email 01/12/2022 - Great Annual Savings*  
*Email 21/12/2022 - WNC Consultation on Budget Proposals, Deadline 31/01/2023*
- 23/007 King Charles III Coronation:** *Saturday 6<sup>th</sup> May 2023. To discuss parish council involvement on marking the occasion and expenditure for budget. To note village hall have made 6<sup>th</sup> - 8<sup>th</sup> May available for community use*
- 23/008 Climate Change:** *To receive update on meeting attended by Cllr Walker 22/11/2022 and discuss appropriate next steps*
- 23/009 Planning:** *To receive and respond to new planning applications*
- 23/010 New Parishioners:** *To note any new parishioners*

- 23/011 Parish Maintenance:** *To discuss and agree costs*
- *Mowing Contract*
  - *Old School Site, Xmas Tree Lights*
  - *Councillors proposals*
- 23/012 Training:** *To note booked courses:*
- *Cllr Ferguson - 24/01/2023 & 01/02/2023 Communicating with your Community*
  - *Cllr Heasman - 23/04/2023 Off to a Flying Start*
  - *Clerk - 09/01/2023 Common Land - to receive feedback*
- 23/013 Lighting:** *To discuss lighting provided across the Parish, and upgrade of remaining PLLs to LED*

### **To Receive Updates and Decisions Arising**

- 23/014 Police Liaison and Neighbourhood Watch:** *To receive update*
- 23/015 Road Safety and Highways:** *To receive update*

### **Finance and Governance**

- 23/016 Defibrillator:** *To note 2<sup>nd</sup> defibrillator has been installed on the village hall building. To note Katie Cawston will maintain as with 1<sup>st</sup> defibrillator*
- 23/017 External Auditor:** *To note PKF Littlejohn has been appointed external auditor for the 5-year period until 2026-27*
- 23/018 Project proposals FY23/24:** *To collect Councillors further ideas for projects and decide which to include in budget*
- 23/019 Reforecast:** *To prepare and approve reforecast FY22/23*
- 23/020 Budget:** *To finalise and approve budget FY23/24*
- 23/021 Precept:** *To approve precept for FY23/24. Chair & Clerk to sign precept demand*
- 23/022 Payments:** *To note payments approved via email £2735.31 during December. To approve payments totalling **£402.67***

### **Payments since last meeting 21/11/2022**

Ref	Payee	Description	Date	Method	Amount
160	AEDdonate	Defibrillator 2	05/12/2022	Online	£1,839.00
161	Northants Calc	Inv 2439 - VAT Recovery	14/12/2022	Online	£87.40
162	Ramprint	Inv 18968 Newsletter Fourth Edition	14/12/2022	Online	£129.88
163	Clerk	December Salary & Back Pay	14/12/2022	Online	£502.86
164	SSE	Electricity Supply 02/11/22 - 01/12/22	14/12/2022	Online	£93.93
165	Eon Energy	Street Light Maintenance ¼ ending Dec 2022	19/12/2022	Online	£43.84
166	Northants Calc	Inv 2634 - Councillor Climate Conference	21/12/2022	Online	£20.40
	Unity Trust Bank	Quarterly Service Charge	31/12/2022	Direct	£18.00

**£2,735.31**

### **Payments this meeting**

Ref	Payee	Description	Date	Method	Amount
167	Clerk	January Salary	17/01/2023	Online	£257.52
168	Anglian Water (Wave)	Allotment Water Supply 07/09/22 - 06/12/22	17/01/2023	Online	£16.39
169	SSE	Electricity Supply 02/12/22 - 03/01/23	17/01/2023	Online	£102.36
170	Clerk	Printer Cartridges	17/01/2023	Online	£26.40

**£402.67**

**23/023 To Receive Financial Report & Approve Bank Reconciliation:** *Circulated to councillors via email. Signature required*

**23/024 Staffing Working Group:** *Update and approvals required*

**23/025 Next Agenda Items:** *Annual Parish Meeting*

**23/026 Next Meeting:** *To confirm date of next meeting - Monday 20<sup>th</sup> February 2023 in Church Room*

### **Clerks Notes:**

Despite several emails to Kier, the details of the mowing grant allocation is yet to be confirmed and received.

List of hire dates of the Church room for the year (8 months) were sent to F Hodgson as requested 24/11/22 for invoicing – Still awaiting invoice.

VAT reclaim submitted to HMRC for period June 22 to Dec 22 £1172.47.

Signed: *Ruby Cole*

Date: 9<sup>th</sup> January 2023