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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 16th October 2023** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

Present:

Councillors: Chair D Walker, Cllr P Scordellis, Cllr P Matthews, Cllr C Bailey

Public: None

Clerk: Ruby Cole

23/189	Apologies: Cllr T Hewitt. Cllr C Ferguson, Cllr J Bonsor Resolved: The Council accepted the above Apologies.	
23/190	Public address to the council: None.	
23/191	Minutes: Full parish council meeting Monday 18 th September 2023. Resolved: Minutes - one amendment 23/180 <i>'unless it is on a personal matter'</i> to be added after 'Where a councillor is corresponding on a personal matter they must not involve the council or other councillors'. As the meeting was not quorate on this item, the minutes will be approved at a future meeting.	
23/192	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None.	
23/193	Actions Outstanding: See end of Minutes for full update.	
23/194	Correspondence: 03/10/23 Email from Mr Burrell regarding street naming and numbering. Application: - WNSN/2023/0069. Email noted. Ward Cllr Mike Warren liaising with relevant parties. 03/10/23. Email from The Air Ambulance Service Northamptonshire. Various ways of supporting. This is not for the Council to support financially but can be placed on the website for information. Clerk to request Cllr Ferguson places this on the website. Action 23/194.1	Clerk

	<p>Post Agenda:</p> <p>10/10/23 WNC Planning Briefing taking place on Thursday 30 November 2023 from 10:00 to 11:00 via Zoom. Confirmed - Cllr Hewitt & Cllr Bailey attending.</p> <p>10/10/23 No Mow May 2024. WNC. Not viable for Council, but will support any general marketing from WNC.</p> <p>12/10/23 TTRO(23/24) W440 - Sywell Road, Holcot. Kier are intending on carrying out traffic calming works on a section of this road from Sunny Bank for a distance of approximately 100m eastwards. The road will be required to be closed for up to two weeks and is expected to commence 15th January 2024. Noted.</p>	
23/195	<p>Planning:</p> <p>WNC decision notice - Approved 06/10/23: Non-Material Amendment to Planning Permission WND/2021/0891. (Construction of detached dwelling, landscape enhancements and associated works) to relocating the road access and entrance gate at 42A Moulton Road Holcot NN6 9SH. Noted</p> <p>Post Agenda:</p> <p>WNC Planning Committee Meeting 17/10/23 - Notification of West Northamptonshire Strategic Planning Committee WND/2022/1066. Change of use of land and buildings from mixed residential and equestrian use to use as showman's family quarters. Location: Pastures Farm, Red House Lane, Hannington, Northamptonshire NN6 9SZ. Noted. Holcot Parish Council are in communication with Hannington Parish Council for regular updates and will attend the Committee meeting virtually.</p>	
23/196	<p>Policies: Previously circulated amended policies and governance documents. Standing Orders, Complaints, Health & Safety.</p> <p>Resolved: All above policies approved. Clerk to request Cllr Ferguson places on website. Action 23/196.1</p>	Clerk
23/197	New Parishioners: None.	
23/198	Parish Communications: Annual review. To be deferred to November.	
23/199	Burns Night: Thursday 25 th January 2024. Cllr Scordellis reported that the band has been booked for Friday 26 th January with celebrations continuing onto Saturday. Mrs P Wilson to organise publicity.	
23/200	Dog Fouling: 4 volunteers have come forward to monitor this on a week by week basis using the spray paint as required. Council agreed for Cllr Walker to purchase more spray paint as required. Clerk to prepare risk assessment and circulate, as well as other risk assessments as required. Action 23/200.1	Clerk
23/201	Road Safety and Highways: Cllr Scordellis has provided a detailed report which can be found at end of minutes. Cllr Walker thanked Cllr Scordellis for his ongoing work in respect of road safety. The Council were of the opinion that progress is now being made by the Highways Authority.	

	<p>Sywell Road Chicane Road Closure. Cllr Scordellis to notify homeowners and Cllr Bailey to notify owner of agricultural land with gate onto the work area. Action 23/201.1. This to be done following on from the imminent road closures by Anglian Water. To be placed on website December. Cllr Walker will include a general notice in the newsletter. Action 23/201.2</p> <p>To obtain traffic data flowing through Moulton Road and Main Street relating to advisory 20mph signage, the VASID will be moved from Brixworth Road to Moulton Road for one week and then on to Main Street. It will be moved to Sywell Road ahead of the chicane works.</p> <p>Cllr Scordellis and Cllr Bailey thanked the Clerk for her work on the 3rd VASID application.</p>	<p>PS CB</p> <p>DW</p>
23/202	<p>Highways Performance Checkpoint : Highways activity is beginning to take shape and progress is improving. A further performance checkpoint to be included in February agenda. Action 23/202.1</p>	Clerk
23/203	<p>Police Liaison: Nothing to report.</p>	
23/204	<p>Climate Change/Sustainability: Cllr Heasman not present.</p>	
23/205	<p>Payments: Post agenda payment to Cllr Scordellis £54.96 & Park Landscapes £2010.00. Total bank payments £2623.55.</p> <p>Resolved: Council approved payments. Cllr Scordellis & Cllr Walker signed invoices at meeting. To be authorised at bank. Action 23/205.1.</p>	<p>PS DW</p>

Ref	Payee	Description	Date	Method	Amount
225	Clerk	October Salary	17/10/2023	Online	£340.90
226	Eon	Street Light Maintenance ¼ ending Sept 23	17/10/2023	Online	£93.60
227	SSE	Street Light Electricity 02/9/23 - 01/10/23	17/10/2023	Online	£96.84
228	RBL Trading Ltd	Royal British Legion Poppy Wreath	17/10/2023	Online	£27.25
229	Cllr Scordellis	Reimbursement - Steel Cable Tie Gun	17/10/2023	Online	£54.96
230	Park Landscapes	Mowing Aug - Oct	17/10/2023	Online	£2,010.00

£2,623.55

23/206	<p>Payee Change of Bank Details. To note change of bank details for Clerk. Resolved: Noted.</p>	
23/207	<p>Financial Report: Bank Balance 30/09/2023 - Current £20,792.00. 30/04/2023 Reserves £8,058.86. Resolved: Bank reconciliation approved and signed by Cllr Bailey at meeting.</p>	
23/208	<p>Next Agenda Items: Policies, Xmas Tree, Grant Applications Received, Parishioner Engagement Strategy, Parish Communications Annual review, Staff/Employee Working Party, FY23/24 Reforecast, FY24/25 Councillor's project proposals, FY24/25 Draft budget. Action 23/208.1</p>	Clerk
23/209	<p>Next Meeting: Monday 20th November 2023 in Church Room.</p>	

Meeting closed: 19:52

Future Meetings: 20th November 2023

18th December 2023

15th January 2024

19th February 2024

18th March 2024

15th April 2024

20th May 2024 (Annual & Full)

Approved

Action Points for Tracking

Ongoing Actions

23/031.1	CH	Old School Site: To send Cllr Heasman documentation. 17/07/23 Complete Further Action: Cllr Heasman to update. 21/08/23. Clerk to resend information. 16/10/23. Clerk action complete. Cllr Heasman - Ongoing
23/151.4	Clerk	Notification of Sywell Road closure for works by Anglian Water. To write to Anglian Water stating our concerns and suggest that closing Sywell Road from the Crossroads to the A43 roundabout would be a better option. 18.9.23 Unsatisfactory response received. Clerk to restate importance. 16/10/23. No response received. Council remained concerned about road safety in Back Lane and Poplars Lane. Clerk to write to Regulations Department at Highways and copy in H Howard. Ongoing
23/155.4	CF	New Parishioners: To change details of defibrillator monitor on website. 18.9.23 Ongoing. Cllr Ferguson awaiting contact details. 16/10/23 - Ongoing. Cllr Scordellis will liaise.
23/175.1	PM Clerk	Rower: One washer damaged and one missing. To investigate replacement washers. 16/10/23. Quote received £33.54. Cllr Matthews will carry out works on further information from Wicksteed - Ongoing
23/175.6a	PM	Goals: Loose bolts to far end goal require tightening. Near end goal to be replaced. To investigate costs. 16/10/23 - Ongoing
23/175.6b	CF	Goals: To investigate costs to replace ground matting on all relevant apparatus. 16/10/23 - Ongoing

New Actions This Meeting

23/194.1	Clerk	Correspondence: To request Cllr Ferguson places information on Air Ambulance Service Northamptonshire on website.
23/196.1	Clerk	Policies: To request Cllr Ferguson places Standing Orders, Complaints, Health & Safety on website.
23/200.1	Clerk	Dog Fouling: To prepare risk assessment for volunteers.
23/201.1	PS/CB	Advise residents regarding chicane works.
23/201.2	DW	Include note in newsletter regarding chicane works.
23/202.1	Clerk	Include Highways performance checkpoint on February agenda.
23/205.1	DW/PS	Payments: To authorise at bank.
23/208.1	Clerk	Next Agenda Items: Policies, Xmas Tree, Grant Applications Received, Parishioner Engagement Strategy, Parish Communications: Annual review, Staff/Employee Working Party, Budget Reforecast, 2024/25 Councillor's project proposals, 2024/25 Draft budget.

Actions Outstanding from Holcot Parish Council meeting Monday 18th September 2023

23/031.1	CH	Old School Site: To send Cllr Heasman documentation. 17/07/23 Complete Further Action: Cllr Heasman. 21/08/23. Clerk to resend information. 16/10/23 Clerk action complete. Cllr Heasman - Ongoing
23/151.4	Clerk	Notification of Sywell Road closure for works by Anglian Water. To write to Anglian Water stating our concerns and suggest that closing Sywell Road from the Crossroads to the A43 roundabout would be a better option. 18.9.23 Unsatisfactory response received. Clerk to restate importance. 16/10/23. No response received. Council remained concerned about road safety in Back Lane and Poplars Lane. Clerk to write to Regulations Department at Highways and copy in H Howard. Ongoing
23/155.4	CF	New Parishioners: To change details of defibrillator monitor on website. 18.9.23 Ongoing. Cllr Ferguson awaiting contact details. 16/10/23. Ongoing - Cllr Scordellis will liaise.
23/161.1	CF	Grants and Contributions for 2023/24: To promote on website. 18.9.23 Ongoing. Policy now approved. 16/10/23. Complete.
23/172.1	Clerk	08.09.23 Letter from resident to Chair. To respond to resident. 16/10/23 Complete
23/172.1b	DW/CF	Faulty Streetlights: To place in newsletter/website. 16/10/23. Complete
23/172.2	Clerk	Correspondence: Wildlife Conservation Proposal. Not required. Clerk to write email in response. 16/10/23. Complete
23/174.1	CF	Policies: Grant Application Form, Grand Awarding Policy, Publication Scheme, Equality & Diversity, Risk Management. To place on website. 16/10/23. Complete
23/175.1	PM Clerk	Rower: One washer damaged and one missing. To investigate replacement washers. 16/10/23. Quote received for £33.54. Cllr Matthews will arrange works on further information from Wicksteed - Ongoing
23/175.6a	PM	Goals: Loose bolts to far end goal require tightening. Near end goal to be replaced. To investigate costs. 16/10/23 - Ongoing
23/175.6b	CF	Goals: To investigate costs to replace ground matting on all relevant apparatus. 16/10/23 - Ongoing
23/177.1	Clerk	80 th Anniversary of D-Day Landing: 06.06.2024. To request further guidance. 16/10/23 - No information at this time. Complete
23/178.1	Clerk/CF	Dog Fouling: To place a front page headline on the website and newsletter highlighting segments of the Public Spaces Protection Order. 16/10/23. Complete
23/178.2	Clerk	Contact WNC re dog fouling support. See Agenda item 23/200.
23/179.1	CF	Clerk CiLCA: To notify payroll company of pay upgrade. 16/10/23. Complete
23/181.1	DW	Road Safety and Highways: FixMyStreet. To write to Highways highlighting areas in question. 16/10/23 - Awaiting Response.
23/184.1	Clerk	Remembrance Sunday 12.11.2023: To order Poppy Wreath. 16/10/23. Complete
23/185.1	JB/DW	Payments: To authorise at bank. 16/10/23. Complete
23/187.1	Clerk	Next Agenda Items: 16/10/23. Complete

Update briefing for HPC meeting 16th October 2023 – Items 23/201 & 23/202
Road Safety and Highways

OVERVIEW: significant increase in clarity, but also including news of one further delay

(A) Priority-working chicane on Sywell Road:

Timing: Delayed until January, but at least clarified that this is due to securing approval of street lighting design by correct authority - to ensure the lighting is adopted, and so maintained, by them (ie not the Parish)

Funding: Now clarified as “ALL remaining money from the Overstone LEYS S106 monies, and the shortfall made up from the WNC Rural Traffic Calming fund”

[Implication: we now have to assume that all future projects will have to be funded from: either, eventual release of S106 funds from the future development at Overstone GREEN - see (F) below or, for anything we wish to implement more urgently (eg 20mph signage if agreed), we will have to depend entirely on HPC’s own Road Safety budgets and ring-fenced carry-overs]

(B) Update on other issues raised in June 2022 and still outstanding:

1. Adding 7.5t limit roundels to direction signage:
 - (i) Adding roundels to ‘map-signs’ approaching A43/Sywell Rd roundabout:
Diagram of proposals now received, with forecast installation by end of 2023.
 - (ii) Adding roundels to ‘village-direction-signs’ (both on island leaving A43/Sywell Rd roundabout, and at junction before entering the zone just east of Brixworth):
No news in latest update from HW, so PS has chased this.
2. Existing HGV signage on A43 dirty and obscured by vegetation:
HW’s recommendation to report to FixMyStreet proved successful; issue now resolved
3. Advisory (green roundel) 20mph signage:
These are now available, and will be delivered on 25th Oct.

(C) Application to Police, Fire and Crime Commissioner for grant to fund 3rd VASID

[These availability of these grants was picked up by Cllr Bailey.]

Our Clerk has been successful in achieving agreement in principle for this application, subject to us evidencing the cost of installation. That cost will just be for installing the pole, which we believe only HW can do.

Request sent to HW for written quotation.

(D) Poor quality re-instatement of road surfaces by utilities

Identified as an issue by residents’ complaints of noise from larger vehicles and trailers when driving over ‘dropped’ in-fill of utility trenches; when these residents reported this to FixMyStreet, they were told it was not a safety issue, so FMS would not take any action.

Having checked that there were indeed national standards for reinstatement, PS put it to FMS that they should pass it to HW Regulations team to pursue the utilities (since those utilities must have obtained approval from that team), but received the same response as residents.

Chair has since written to HW asking for clarity and/or logic of a policy which appears to 'let off' the utilities, and leave any eventual repairs to HW – ie taxpayers' funds.

(E) Liaison with organisers of public events at Sywell Aerodrome

[Proposal to set-up for a 'good-neighbours' relationship, so that HPC can pre-empt traffic-volume and -noise issues arising from events by contacting organisers at the planning stage, as we had done for the (in the event, cancelled) Flying Legends event in 2021.]

UPDATE: No reply as yet from Sywell Airport, so Cllr Hewitt has kindly offered to chase.

(F) Overstone GREEN as potential source of further traffic-calming S106 funding

[HW had agreed that, as soon as we have confirmation from Planning of the 'trigger point(s)', they will come to Holcot with an engineer to assess/agree the technical feasibility and locations of the Brixworth Road chicane and signage for the new legal speed limit(s) as provisionally proposed by Matt O'Connell for the Police]

UPDATE: WNC Planning are still awaiting the applicant to sign the S106 agreement, but are hopeful it will be concluded by the end of November. They have committed to then forward to us a copy of the agreement.

PS requested clarification in the meantime, for info, of the trigger points as they stand in latest version.

APPROVED