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## MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 16<sup>th</sup> January 2023** 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, Cllr J Bonsor, Cllr P Matthews, Cllr C Heasman

**Public Present:** 0

*Chair introduced and welcomed new Councillor Charlie Heasman to meeting*

<b>23/001</b>	<b>Apologies:</b> <b>Resolved:</b> None	
<b>23/002</b>	<b>Public address to the council:</b> None	
<b>23/003</b>	<b>Declarations of interest:</b> Under the Council's Code of Conduct related to business on the agenda <b>Resolved:</b> None	
<b>23/004</b>	<b>Minutes:</b> Full parish council meeting Monday 21 <sup>st</sup> November 2022 <b>Resolved:</b> Minutes were approved, and signed by Chair at meeting	
<b>23/005</b>	<b>Actions Outstanding:</b>	

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. 16.01.23 Friends of Holcot will commence work in approximately 2 weeks - <b>Ongoing</b>
22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. 21.11.22 Ongoing. Awaiting information requested regarding United Charities and Village Hall 16.01.23 - <b>Ongoing</b>
22/229.1	Clerk	Councillor Vacancy: Co-Option: To send relevant forms to Mr Heasman. Complete

22/230.2a	CB	WNC Consultation on Traffic Management. Deadline 21/12/2022 Cllr Bailey to respond on behalf of council. Complete
22/230.2b	All	Councillors to respond on a personal level. Complete
22/230.2c	CF	Cllr Ferguson to place on website and promote. Complete
22/230.4	CF	Buckingham Palace: To place thank you card on website. Complete
22/230.6	CB	West Northamptonshire Bus Network Review. To complete SCP request for information by 02/12/2022. Complete Also, Cllr Ferguson advised that there is no appetite for the DACT service in the parish.
22/230.7	DW	Ncalc Self-build exception sites: To respond to questions by 31/12/2022. Complete – it was seeking to understand awareness of the processes around these sites.
22/233.1	Clerk	Planning Service Peer Review: To request final report. Complete
22/236.1	CB	Public Transport - WNC Bus Review: To submit views. Complete
22/237.1	CF	Arrange drop-in event in pub and promote. Complete
22/237.2	CF	Advise newsletter editor to use further pages if she thinks fit. Complete
22/240.1	DW	Parish Councillors Roles & Responsibilities: To approach Cllr Heasman. Complete. Cllr Heasman will have the 'outside village' sector, and Village Hall representative and Climate Change responsibilities.
22/240.2	CF	Make roles and responsibilities website changes. Complete
22/241.1	Clerk	Arrange defibrillator approval, and subsequent purchase and installation supported by Cllr Scordellis. Complete
22/243.1	Clerk	Arrange backpay in December payroll. Complete
22/246.1	PS/DW	Payments: To authorise at bank. Complete
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. Complete
22/250.1	Clerk	Next Meeting: To cancel Church Room Monday 19/12/2022. To book venues for April 23 & May 23 Meetings (3). Complete
22/250.2	CF	Advise Parish of cancellation of December meeting. Complete

<b>23/006</b>	<b>Correspondence:</b> Email 01/12/2022 - Great Annual Savings. This is the broker who arranged the electricity tariff with SSE. Although Great Annual Savings are in a restructuring process, the fixed 5 year contract the Council has with SSE remains unchanged  Email 21/12/2022 - WNC Consultation on Budget Proposals, deadline 31/01/2023. Cllr Ferguson to place on website <b>Action 23/006.1</b>	<b>CF</b>
<b>23/007</b>	<b>King Charles III Coronation:</b> Saturday 6 <sup>th</sup> May 2023. Holcot village hall have made 6 <sup>th</sup> - 8 <sup>th</sup> May available for community use. A parishioner has suggested a Barn Dance at the village hall and Councillor Bonsor proposed some children's activities <b>Resolved:</b> Cllr Bonsor will lead this activity. We need to understand whether any parishioners are interested in organising events <b>Action 23/007.1</b> Cllr Ferguson to gauge interest on website and in newsletter <b>Action 23/007.2</b>	<b>JB</b> <b>CF</b>

<b>23/008</b>	<p><b>Climate Change:</b> Cllr Walker gave a brief report on the meeting he attended 22/11/2022</p> <p>Summary of meeting end of minutes covering:</p> <p>Reduction of carbon footprint Green energy suppliers Keeping trees in the ground Protecting insects Wild flower meadows</p> <p>To support the Parish in committing to awareness and activity in respect of Climate Change, it was agreed that a working group would be formed to develop a plan and activity</p> <p><b>Resolved:</b> Cllr Heasman to lead a working group <b>Action 23/008.1</b> Clerk to invite Martin Wilson (Sustainability Manager WNC) for a walk around the parish with a councillor prior to attending a parish council meeting in March for a 15 minute presentation and discussion of possible activities <b>Action 23/008.2</b> Cllr Walker also suggested that Mr Wilson might also be invited to attend the Annual Parish Meeting Cllr Ferguson to generate interest in a working group on website and in newsletter <b>Action 23/008.3</b></p>	<p><b>CH</b></p> <p><b>Clerk</b></p> <p><b>CF</b></p>
<b>23/009</b>	<b>Planning:</b> No new planning applications received	
<b>23/010</b>	<b>New Parishioners:</b> None	
<b>23/011</b>	<p><b>Parish Maintenance:</b></p> <p>Mowing Contract. The clerk had done some benchmarking to other local councils. Councillors are happy to continue with Park Landscapes</p> <p>Old School Site, Xmas Tree Lights. The tree is overgrown and no longer practicable to house the Xmas tree lights in its current state. Cllr Matthews will liaise with tree surgeon Jonathan for options. He will also arrange a safety check on all trees on the Old School Site and compile a proposal with a quote for works to present to council <b>Action 23/011.1</b></p> <p>Councillors proposals. The bin surround at the crossroads is in need of replacement. There is a loose stone on the War Memorial plinth. Cllr Matthews will make the necessary repairs along with Friends of Holcot, or propose suitable actions <b>Action 23/011.2</b></p>	<p><b>PM</b></p> <p><b>PM</b></p>

<b>23/012</b>	<p><b>Training:</b> Booked courses:</p> <p>Cllr Ferguson - 24/01/2023 &amp; 01/02/2023 Communicating with your Community  Cllr Heasman - 23/04/2023 Off to a Flying Start  Clerk - 09/01/2023 Common Land - Historically, Common Land belonged to the Lord of the Manor. It is now mainly used for agricultural purposes eg the right to graze sheep, cattle etc. The general public have the right to use and access the land. The land cannot be built on unless there is a special S38 (from 2006 Act) which is issued by the planning inspectorate. The Unitary Authority WNC have confirmed that there is no Common Land registered to Holcot Parish Council. Clerk has also requested information from WNC regarding unregistered Common Land in the parish and will report back <b>Action 23/012.1</b>. Cllr Bonsor suggested that this might apply to the washbrook</p>	<b>Clerk</b>
<b>23/013</b>	<p><b>Lighting:</b> Councillors discussed the upgrade of the remaining 9 PLL streetlamps to LED - from cost and environmental perspectives. Eon quote £280 plus VAT per lamp. The clerk is also investigating grant opportunities  <b>Resolved:</b> It was agreed to replace 5 in this financial year (2 on Brixworth Rd and 3 on Main Street) and the remainder as soon as possible, probably in 2024 (FY24/25). Clerk to confirm with Eon, and pursue grant opportunities <b>Action 23/013.1</b></p>	<b>Clerk</b>
<b>23/014</b>	<p><b>Police Liaison and Neighbourhood Watch:</b> Cllr Bailey has registered for Speed watch for this year  The parish council still have concerns regarding road safety in the parish. The Police locally identified priorities (LIPs) for 2023 include road safety. To refresh officers' memory of our concerns it was agreed that the clerk would send a letter to directly to Inspector Dave Wakeman and Matt Moore  <b>Resolved:</b> Cllr Walker &amp; Cllr Bailey to draft a letter for clerk to send <b>Action 23/014.1</b></p>	<b>DW CB</b>
<b>23/015</b>	<p><b>Road Safety and Highways:</b>  Chicane: Highways have been contacted again for an update on cost. They are not able to confirm a price until they have received inhouse figures, but hope to sign contracts at the end of the year  Potholes: These have been reported to Fix My Street and have since been repaired  Flooding: The digging out of the ditch on Sywell Road has been completed</p>	
<b>23/016</b>	<p><b>Defibrillator:</b> The 2<sup>nd</sup> defibrillator has been installed on the village hall building. Mrs Cawston will maintain as with 1<sup>st</sup> defibrillator. Clerk to enquire on any free defibrillator training available <b>Action 23/016.1</b></p>	<b>Clerk</b>
<b>23/017</b>	<p><b>External Auditor:</b> PKF Littlejohn has been appointed external auditor for the 5-year period until 2026-27</p>	
<b>23/018</b>	<p><b>Project proposals FY23/24:</b> There were no further proposals for the next financial year</p>	
<b>23/019</b>	<p><b>Reforecast:</b> The Council reviewed the reforecast FY22/23  <b>Resolved:</b> Approved. Cllr Ferguson to post on website <b>Action 23/019.1</b></p>	<b>CF</b>
<b>23/020</b>	<p><b>Budget:</b> Councillors discussed and finalised FY23/24 budget.  <b>Resolved:</b> Approved. Cllr Ferguson to post on website <b>Action 23/020.1</b></p>	<b>CF</b>

<b>23/021</b>	<b>Precept:</b> The precept for FY23/24 was set to £19500. This is the first increase since FY17/18. Explanation to be drafted by Cllr Hewitt <b>Action 23/021.1</b> and posted by Cllr Ferguson on the website <b>Action 23/021.2</b> Cllr Walker to include in the newsletter <b>Action 23/021.3</b> . <b>Resolved:</b> Approved. Chair & Clerk signed precept form at meeting. Clerk to submit to WNC <b>Action 23/021.4</b>	<b>TH</b> <b>CF</b> <b>DW</b>  <b>Clerk</b>
<b>23/022</b>	<b>Payments:</b> December's payments approved by email were noted. Payments as below <b>£402.67</b> <b>Resolved:</b> Approved. To be authorised at bank <b>Action 23/022.1</b>	<b>JB</b> <b>PS</b>

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**

<b>23/023</b>	<b>Financial Report:</b> November finance report and bank reconciliation. Bank Balance 30/11/2022 - Current £15,066.70, Reserve £8,041.30. December finance report and bank reconciliation. Bank Balance 31/12/2022 - Current £12,468.06, Reserve £8,041.30. <b>Resolved:</b> Approved. Cllr Bailey signed bank reconciliation at meeting	
<b>23/024</b>	<b>Staffing Working Group:</b> The proposals from the staffing working group were reported in respect of the clerk's contract <ol style="list-style-type: none"> <li>1. Annual hours to be adjusted in line with NCALC leave calculator. Adjust from 288 to 299. Equates to 5 working hours per week. Contract to be amended</li> <li>2. Effective 1st Jan 2023 salary grade to move from grade 7 to grade 10 to reflect 2 years' experience with Holcot Parish Council and the completion of the CILCA course</li> <li>3. On being awarded the completed CILCA qualification (in approx 12 months) salary grade will be further lifted to grade 12</li> <li>4. For the new financial year 23/24 Clerk to take on the responsibility of the financial planning for HPC</li> </ol> <b>Resolved:</b> Approved by Council. Cllr Ferguson to confirm Clerk's agreement and arrange contractual changes and resulting payments <b>Action 23/024.1</b>	<b>CF</b>
<b>23/025</b>	<b>Next Agenda Items:</b> Annual Parish Meeting <b>Action 23/025.1</b>	<b>Clerk</b>
<b>23/026</b>	<b>Next Meeting:</b> Monday 20 <sup>th</sup> February 2023 in Church Room 7.00pm	

#### Clerk's 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.

**Meeting Closed: 9.00pm**

**Future Meetings:**

20.03.2023 - Church Room 7.00pm

17.04.2023 - Church Room 7.00pm

15.05.2023 - Annual General Meeting & Full Parish Council Meeting - Church Room 7.00pm

24.05.2023 - Annual Parish Meeting - Holcot Village Hall 7.30pm

**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. 16.01.23 Friends of Holcot will commence work in approximately 2 weeks - <b>Ongoing</b>
22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. Information requested regarding United Charities and Village Hall 21.11.22 Ongoing. 16.01.23 - <b>Ongoing</b>

**Actions from Current Minutes**

23/006.1	CF	WNC Consultation on Budget Proposals: Deadline 31/01/2023. To place on website
23/007.1	JB	King Charles III Coronation: Develop a programme of activities
23/007.2	CF	King Charles III Coronation: To gauge interest on website/newsletter in participation in organising activities
23/008.1	CH	Climate Change: To set up working group
23/008.2	Clerk	Climate Change: To invite Martin Wilson (Sustainability Manager WNC) for a walk around the parish with a councillor prior to attending a parish council meeting (March)
23/008.3	CF	Climate change: To gauge interest on website/newsletter in participation in a working group, and engage generally regarding climate change
23/011.1	PM	Xmas Tree Lights: To liaise with tree surgeon Jonathan for options regarding the tree. To arrange a safety check on all trees on the Old School Site. Compile a proposal with a quote for actions necessary
23/011.2	PM	Parish Maintenance: To arrange repair of bin surround at crossroads, and fix loose stone on the War Memorial plinth, or propose action necessary
23/012.1	Clerk	Report back on unregistered common land investigations
23/013.1	Clerk	Lighting: To contact Eon to replace 5 street lights in Main Street and Brixworth Rd. Pursue grant opportunities
23/014.1	DW/CB	Police Liaison and Neighbourhood Watch: To draft a letter on road safety issues for clerk to send
23/016.1	Clerk	Defibrillator: To enquire on any free defibrillator training available
23/019.1	CF	Post reforecast on website
23/020.1	CF	Post budget on website
23/021.1	TH	Precept: Explanation of increase to be drafted

<b>23/021.2</b>	CF	Precept: Explanation of increase to be placed on website
<b>23/021.3</b>	DW	Precept: Include explanation in newsletter
<b>23/021.4</b>	Clerk	Precept: To submit form to WNC
<b>23/022.1</b>	PS/JB	Payments: To authorise at bank
<b>23/024.1</b>	CF	Staffing Working Group: To confirm Clerk's agreement of proposed changes, and arrange resulting actions
<b>23/025.1</b>	Clerk	Next Agenda Items: To place Annual Parish Meeting on agenda

## **Climate Change:** Report from Cllr Walker on Climate Change meeting 22/11/2022

In summary;

Declaring a climate emergency might increase focus, and then hold ourselves accountable against it.

Suggested copy and cooperate with neighbouring councils.

Three focuses suggested

- trees - keep them in the ground
- insects - protect them (Bee-squared in Hazlemere, insect runs, wild flower meadows, wild animal support)
- carbon emissions (transport, food, walking/cycling, car clubs, buildings, solar energy...)

Suggested that preparing a neighbourhood plan helps planning - push the boundary on climate issues. Eg preserve big trees, plant new, every house has features (Hazlemere is example), recyclable materials, green corridors

One speaker said "if we don't step up soon we are going to be found wanting" by neighbours, family, kids, grandkids

Use the [impact-tool.org.uk](http://impact-tool.org.uk) tool to kick-start the journey.

"Dealing with this issue is critical, now. Doing it in a period of austerity/limited funding, just makes it more difficult."

"Need action, not scaring" (if seen as too big a problem, then people will think apathy is best/easiest)