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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 17th April 2023** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

Present:

Councillors: Chair D Walker, Cllr Ferguson, Cllr P Matthews, Cllr P Scordellis, Cllr J Bonsor (left during 23/078), Cllr T Hewitt, Cllr C Bailey

Public: Helen Howard, Community Liaison Officer, West Northants Highways
5 members of the public

Clerk: Ruby Cole

23/070	Apologies: Cllr C Heasman Resolved: The Council accepted the above Apologies	
23/071	Community Liaison Officer - West Northants Highways: Chair welcomed Helen Howard to meeting, outlining the road safety issues facing Holcot and the reasons for inviting Ms Howard. She gave a brief update on the position of Highways and took questions from the floor and Council. The new Kier contract in September 2022 (from Kier WSP to Kier) resulted in 50% staff reduction. The S106 monies had to be coordinated as the officer moved to NNC. Ms Howard now has a budget allocated for rural traffic calming, which she expects to be able to use to support our initiatives. Sywell Road Chicane. The question was asked if we could have the plans in order to implement the work ourselves. Helen advised that this would not be the way forward as an S278 agreement would be required, meaning a legal agreement between Council and developers which is not straight forward. Ms Howard confirmed Highways have our list of priorities. Sywell Road Chicane, 20mph speed limit, Chicane on Brixworth Road, HGV Signage. She understood our	

	<p>frustration and apologised for the length of time it is taking to move forward. When asked for an escalation point, she suggested outlining our points to Nick Henstock, WNC Assistant Director of Highways.</p> <p>With regards to the S106 monies for future works on our priority list. The agreement needs to be signed between the planning authority and the developers. The money needs to be in place in order to release the work to commence. However, the concept can be outlined and agreed to help get us on the front foot.</p> <p>A member of the public put to Ms Howard the lack of clarity of tree ownership and responsibility near his property. This has caused damage to his property from the tornado in 2020 and is still presenting a danger to members of the public, with loose branches in danger of breaking. Clerk to forward Helen's contact details.</p> <p>Ms Howard will look into Mr Burrell's mole report and DPD report.</p> <p>Chair thanked Ms Howard for her attendance and help.</p>	
23/072	<p>Public address to the council:</p> <p>It was reported that BioMarsh lorries, as well as exceeding the HGV weight limit have been transporting sewage from Walgrave to Holcot. This is due to a broken pipe in Walgrave.</p> <p>Moles are causing serious damage to paths and verges on the Moulton Road out of the village. There is no maintenance or repair work on these paths/verges. The path is uneven making it unsuitable for walking. There has been no response from WNC and Highways have stated this is not for them to deal with.</p> <p>There has been support from residents relating to the Car Boot Appeal, although numbers have not been confirmed, or objections noted.</p>	
23/073	<p>Minutes: Full parish council meeting Monday 20th March 2023 Resolved: Minutes could not be approved as not quorate on this item.</p>	
23/074	<p>Declarations of interest: Under the Council's Code of Conduct related to business on the agenda Resolved: None</p>	
23/075	<p>Actions Outstanding:</p>	

22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. 21.11.22 Ongoing. 20/02/23 Documents from United Charities received at meeting. Awaiting documents from village hall. 20/03/23 Still awaiting village hall documents. 17/04/23 These were sent to previous clerk. To be checked
23/008.1	CH	Climate Change: To set up working group. 17/04/23 Ongoing
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. 20/02/23 Bin surround repair commencing. Cllr Matthews to liaise with Nigel Lantsbury regarding loose stone on plinth. 20/03/23 The loose stone will cost approximately £50. 17/04/23 Bin is missing. Wait to see if WNC replace. Loose stone - Ongoing

23/016.1	Clerk	Defibrillator: To enquire on any free defibrillator training available. 20/02/23 To be confirmed after the team have had their meeting. Suggested during June. 20/03/23 Village Hall has been booked for 8 th June 7.30pm. Awaiting confirmation from Care4free. 17/04/23 Complete
23/031.1	Clerk	Determine process, costs and implications of registering land for Old School Site and United Charities. 20/03/23 Clerk had contacted Simon Escreet at Land & Property Registration and was quoted £50 an hour. This was from NCalc weekly update. Clerk to send Land Registry form Cllr Heasman to gauge ease of completing, alternatively Clerk to contact Simon Escreet again to gauge time and overall cost. 17/04/23 Cllr Heasman has confirmed that the process is straightforward. Clerk to research the benefits of becoming a member of Open Spaces Society who charge an annual members fee of £45 who help protect village greens, commons and footpaths
23/033.1	JB	King Charles III Coronation: To confirm band underwriting value, and obtain coins. 17/04/23 See agenda item 23/077 Complete.
23/051.2	Clerk	Contact Cllr Warren if unsatisfactory conclusion to moles issue. 17/04/23 Mr Burrell is liaising directly with Cllr Warren. Complete
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
23/051.4	Clerk	Public Rights of Way protection raised by Mr Burrell. Clerk to ask Cllr Hewitt to work with her to investigate further. 17/04/23 Complete. This applies to new paths and not existing
23/051.5	Clerk	Parish AGM report received from Northamptonshire Police. To include at APM meeting 24/05/2023. 17/04/23 Complete
23/054.1	Clerk	WND/2023/0005 Moulton Lodge. To submit to WNC Planning. 17/04/23 Complete
23/054.2	Clerk	WND/2023/0092 Moulton Lodge. To submit to WNC Planning. 17/04/23 Complete
23/058.1	CH	Climate Change and Sustainability: To approach Cllr Ferguson to promote. 17/04/23 Complete
23/059.1	Clerk	The Local Government Boundary Commission for England: To respond supporting the proposal. 17/04/23 Complete
23/061.1	Clerk	Road Safety and Highways: To notify Ms Howard of items the Council would like to be updated. 17/04/23 Complete
23/063.1	PM Clerk	Tree Works: To liaise and obtain official quote and arrange work. 17/04/23 Complete
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
23/065.1	Clerk	Clerk Laptop: To seek replacement with expenditure of £450 - £500. 17/04/23 Complete
23/066.1	JB/DW	Payments: To authorise at bank. 17/04/23 Complete

23/076	<p>Correspondence:</p> <ol style="list-style-type: none"> 14/03/23 Cynthia Spencer Hospice - Cycle4Cynthia 2023. To note representative attending meeting 15th May 2023. Noted 04/04/23 WNC Health & Wellbeing Survey - Open until 9/05/23. Cllr Walker to complete if pertinent to Holcot Action 23/076.2 04/04/23 Holcot Village Hall- Extension Project Construction Work & Access. This has now commenced 06/04/23 Holcot Village Hall Minutes 29/03/23. Noted 	DW
23/077	<p>King Charles III Coronation: Organised by Kim Mabutt Saturday 6th May 2023 Barn Dance at Village Hall 7:30pm -11:00pm with Ploughman's - Ticketed Event Sunday 7th May 2023 Bring your own picnic at Village Hall Playing Fields - 2:00pm. Weather dependant Commemorative Coin to be given to all children present</p>	
23/078	<p>Planning: 23.03.2023 WND/2022/0270 Appeal - Holcot Showground, Sywell Road, Holcot, Northamptonshire. The proposal was to do nothing and leave as per our original response or to debate and submit views Resolved: By show of hands the decision was to leave as per original response</p>	
23/079	<p>New Parishioners: None</p>	
23/080	<p>Defibrillator Training: Date confirmed 8th June, Holcot Village Hall 7.30pm. Cllr Ferguson to promote via website and newsletter. Also to check attendee numbers if tickets required Action 23/080.1</p>	CF
23/081	<p>Annual Parish Meeting: 24th May 2023 Attendees: Lee Stevens Neighbourhood Policing Constable to be confirmed by Clerk, Mike Warren WNC Moulton Ward Councillor. Cllr Scordellis to invite Nick Henstock, WNC Assistant Director of Highways as appropriate. Action 23/081.1 Clerk to prepare Agenda and check Constable Stevens as police representative Action 23/081.2 Cllr Ferguson to promote via the website. Cllr Walker to arrange newsletter insert Action 23/081.3</p>	PS Clerk CF DW
23/082	<p>Annual General Meeting: 15th May 2023</p> <ul style="list-style-type: none"> To elect Chair To elect Vice Chair To arrange sectors & responsibilities To adopt policies - Financial Regulations, Code of Conduct, Risk Assessment. Standing Orders were reviewed September 2022. The remainder throughout the year To approve AGAR documents To set meeting dates for year <p>Clerk to send core policies in time to be read and approved at meeting Action 23/082.1</p>	Clerk
23/083	<p>Climate Change and Sustainability: To receive update and note NALC is holding an online event from 12:00 to 13:15 on 24th May 2023 to unveil the latest environmental projects and parish council involvement. Clerk to check if Cllr Heasman is attending Action 23/083.1</p>	Clerk

23/084	Police Liaison and Neighbourhood Watch: Cllr Bailey had met with police Neighbourhood Policing Constable Lee Stevens and walked around the village and to the back of the allotments. There is a low crime rate in Holcot. Speeding and HGV's through the Parish remains road safety concern. Police have agreed to spend a day in the village on a rotational basis. Cllr Bailey pointed out there is funding available from the Road Safety Community Fund and suggested he apply for a 3 rd VASID powered by solar panels. There has been no date set for Community Speed watch Resolved: Council agreed that Cllr Bailey investigate funding Action 23/084.1	CB
23/085	Road Safety and Highways: As per discussion and response to Helen Howard, Cllr Scordellis to write to Nick Henstock, WNC Assistant Director of Highways with our points of discussion and update on our list of works relating to traffic issues. Action 23/085.1 Cllr Scordellis has also been in contact with Futures Housing Group in relation to parking at 3 Brixworth Road. Although planning permission has been granted, funds are not currently available to complete this work	PS
23/086	Reforecast: Council went through the first reforecast of the financial year 2023/2024, minor changes of approximately £380 additional forecast expenditure Resolved: Approved by Council	
23/087	Payments: March direct payment of £18.00 to Unity Trust Bank for quarterly charge noted. Post agenda payment £22.22 noted. Total payments £2597.48 Resolved: Payments approved. To be authorised at bank by Cllr Walker and Cllr Scordellis Action 23/087.1	DW PS

Ref	Payee	Description	Date	Method	Amount
184	DM Payroll Services	Administration of payroll for 2023/24	18/04/2023	Online	120.00
185	Northants Calc	Membership 2024	18/04/2023	Online	560.28
186	J&B Tree Contractors & Landscapes	Tree Works	18/04/2023	Online	950.00
187	M L Wilson	Bin Repairs	18/04/2023	Online	200.00
188	Clerk	April Salary	18/04/2023	Online	315.98
189	Clerk	Reimbursement of Laptop	18/04/2023	Online	429.00
190	Warkton Parish Council	½ share of Annual Microsoft Software	18/04/2023	Online	22.22

£2,597.48

23/088	Financial Report: Year End finance report and bank reconciliation. Bank Balance 31/03/2023 - Current £10,166.24, 31/03/2023 Reserve £8,058.86 Resolved: Approved. Cllr Bailey signed bank reconciliation at meeting	
23/089	Next Agenda Items: Representative from Cynthia Spencer hospice Action 23/089.1	Clerk
23/090	Next Meeting: Monday 15.05.2023 - Annual General Meeting & Full Parish Council Meeting - Church Room 7.00pm Wednesday 24.05.2023 - Annual Parish Meeting - Holcot Village Hall 7.30pm	

Meeting Closed: 20:53

Action Points for Tracking

Ongoing Actions

22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. 21.11.22 Ongoing. 20/02/23 Documents from United Charities received at meeting. Awaiting documents from village hall. 20/03/23 Still awaiting village hall documents. 17/04/23 These were sent to previous clerk. To be checked
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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

Actions from Current Minutes

23/076.2	DW	Correspondence: To Complete WNC Health & Wellbeing Survey
23/080.1	CF	Defibrillator Training: To promote in newsletter and website. To check attendee numbers if tickets required
23/081.1	PS	Annual Parish Meeting: invite WNC Assistant Director of Highways if appropriate
23/081.2	Clerk	APM: Clerk to prepare Agenda and check Constable Stevens as police representative
23/081.3	DW/ CF	Cllr Ferguson to promote APM via the website. Cllr Walker to arrange newsletter insert
23/082.1	Clerk	AGM: Clerk to send policies in time to be read before approval at meeting
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
23/084.1	CB	Police Liaison and Neighbourhood Watch: To investigate funding for 3 rd VASID
23/085.1	PS	Road Safety and Highways: To write to Nick Henstock regarding traffic issues and priorities
23/087.1	DW/PS	Payments: To authorise at bank by Cllr Walker and Cllr Scordellis
23/089.1	Clerk	Next Agenda Items: Representative from Cynthia Spencer hospice