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MINUTES

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

Present:

Councillors: Chair D Walker, Vice Chair Cllr C Ferguson, Cllr P Scordellis, Cllr T Hewitt, Cllr C Bailey

Public: Moulton Ward Councillor Mike Warren

Clerk: Ruby Cole

23/123	Apologies: Cllr C Heasman, Cllr P Matthews, Cllr J Bonsor Resolved: The Council accepted the above Apologies	
23/124	Public address to the council: None	
23/125	Minutes: Full parish council meeting Monday 20 th March 2023 & Annual Parish Council/Full Parish Council Meeting 15 th May 2023 Resolved: Minutes could not be approved for 20 th March 2023 as not quorate on this item. Minutes Annual Parish Council/Full Parish Council Meeting 15 th May 2023 approved. Chair signed at meeting	
23/126	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None	
23/127	Actions Outstanding: See end of Minutes for full update	
23/128	Correspondence: To note correspondence received and agree actions arising 04.07.23 Email – Complaint regarding Holcot Car Boot Showground. This does not fall under the remit of the parish council as it is a private matter. The complainant can write to WNC planning enforcement officer directly to raise awareness, or the parish council can forward complaint on her behalf if she so wishes. Clerk to contact complainant Action 23/128.1	Clerk

	10.07.23 Email – WNC Northamptonshire ACRE is running a Friendship Project, looking to set up one-off social events to combat isolation. From previous examples of little interest, it was decided not to pursue.	
23/129	<p>Planning: Post Agenda Notifications:</p> <p>WND/2023/0197 5 July 2023. Land opposite Hillcrest Back Lane Holcot, Northamptonshire NN6 9SL. Full Planning. Construction of two detached dwellings with parking Resolved: No Objections – Clerk to notify WNC Action 23/129.1</p> <p>WND/2022/0270 7th July 2023. Appeal Dismissed Holcot Showground, Sywell Road, Holcot, Northamptonshire. Use of land for car boot sales and associated parking on Sundays between 1st April and 31 October each year, in addition to the already consented days (Thursdays, Saturdays and Bank Holidays) Noted</p>	Clerk
23/130	<p>Annual Parish Meeting: 24th May 2023 The overall view is that the APM went well with good attendance from parishioners</p> <ul style="list-style-type: none"> • Suggest path be made on grass verges outside of the village. Covered under agenda item 23/136 • Pavements along Main Street eroded. Covered under agenda item 23/136 • The tree on Back Lane still needs attention. Cllr Warren had met with Mr & Mrs Hanrahan and provided an update. The ownership of the tree cannot be determined, therefore Highways cannot accept ownership. Because of the proximity of the tree to the road, as a goodwill gesture Highways have offered to pollard the tree. <p>Chair thanked Cllr Warren for his time and input.</p>	
23/131	New Parishioners: None	
23/132	Defibrillator Training: 8 th June 2023. 12 residents attended and it was felt that this went very well. Cllr Ferguson had written to the organisers sending thanks.	
23/133	Local Area Partnership: Cllr Walker provided a brief update on meeting attended 26 th June 2023. This meeting was chaired by Danny Moody. Each County area is split into local area partnerships (LAPs). Holcot is in Brixworth/Moulton. The primary focus is to reach out to communities and help tackle isolation, wellbeing, etc and to link in with the integrated care system. It is early days for this approach, and more engagement is expected.	
23/134	Parishioner Engagement Strategy: To be placed on the agenda for October. During discussion it was commented to Cllr Warren the amount of emails being sent by WNC that are not relevant to Holcot. It was suggested clerk write to Alan Burns Action 23/134.1	Clerk
23/135	<p>Road Safety and Highways: To receive update</p> <ol style="list-style-type: none"> 1. Community Speed watch: 19th June 2023. 12 residents volunteered. The weather prevented all the sessions taking place. 6 sessions were held. 2 on Back Lane, 1 on Brixworth Road and 3 on Sywell Road. Cllr Bailey thanked Cllr Scordellis for his contribution. Cllr Bailey to write a summary for the website. Action 23/135.1 2. Meeting with Highways: 27th June 2023. This was a successful meeting. The paths on Main Street will be repaired, and road markings resolved for 	CB

	<p>Walgrave Road and the crossroads. It was suggested that a budget be allocated to raise the eroded pavements along Main Street. It was agreed that an annual review will be held.</p> <p>3. Overstone Leys S106 monies. The project for the Chicane on Sywell Road will be started this financial year. At the moment the funding approach is unclear and Cllr Scordellis is pursuing resolution.</p> <p>4. Next steps. Awaiting confirmation from Planning on s106 'trigger points' for Overstone Green before an engineer to come out to assess for the possible chicane on Brixworth Road and locations of signage and features to support reduced speed limits. Once this has been agreed, signage will be agreed and proposal can again be put forward to the Speed Limit Review Panel. Resolved: The Council confirmed this strategy.</p> <p>Additionally, Cllr Warren reported that Holcot Parish Council have been selected as one of the parishes to be trialled with ANPR's. However, once the cameras are installed and up and running penalty notices cannot be issued for six months. Cllr Warren suggested that the implementation would be in this financial year.</p> <p>Full update on Highways proposal to be confirmed at October meeting.</p> <p>Cllr Scordellis to obtain in writing a detailed confirmation from WNC/Highways of allocation of monies to Holcot Parish Council and the process of direct funding allocation between all parties Action 23/135.3</p> <p>The meeting thanked Cllr Scordellis for his ongoing work.</p> <p><i>Full summary of this agenda item can be found at end of Minutes</i></p>	PS
23/136	<p>Highways Authority: Discussion was had to agree the way forward to further stipulate the concerns of Council and to prompt positive responses/communications and definitive actions.</p> <p>Some progress has been made by Highways, but there is still little effective engagement. As an email has been sent directly to Cllr Phil Larratt, it was decided to wait to see if a response is forthcoming before involving Cllr Mike Warren.</p> <p>The council agreed to have a "Highways Performance" agenda item in the October meeting. Action 23/136.1</p>	Clerk
23/137	<p>Footpaths: To receive update</p> <ul style="list-style-type: none"> • Suggest path be made from the grass verges outside of the village, rights of way opportunity. Gigaclear have re-instated the grass verges. The Council agreed that there was no likelihood of WNC accepting a right of way over the verge, and no further action will be taken. • Overgrown Hedges along footpath towards Brew Farm Café. Cllrs Walker and Hewitt have spoken to the landowners. The complainant was advised to report on Fix My Street. • Pavements along Main Street eroded. Resurfacing due to be undertaken in next 6 weeks. 	

23/138	Police Liaison: Police speed guns were used on Sywell Road. One person was prosecuted, several others were cautioned. The next meeting with the Commissioner is scheduled for Wednesday 19th July at 6pm where there will be update on the new Roads Policing Unit. Cllr Bailey is hoping to attend, but will advise Cllr Walker if he is unable to.	
23/139	Climate Change and Sustainability: Deferred as Cllr Heasman not present	
23/140	Insurance: BHIB additional cost £48.87 to bring the Council's cover up to date noted	
23/141	June Payments: Due to no meeting in June, payments were approved via email. Payments for June £2991.13 including £18 Unity Trust quarterly bank charge as below	

Ref	Payee	Description	Date	Method	Amount
199	Ramprint	Newsletters Issue 2	21/06/2023	Online	£179.00
200	BHIB Ltd	Insurance Top Up 01/06/23	21/06/2023	Online	£48.87
201	SSE	Street Light Electricity Supply 03/05/23 - 01/06/23	21/06/2023	Online	£94.06
202	Anglian Water (Wave)	Allotment Water Supply 07/03/23 - 06/06/23	21/06/2023	Online	£77.73
203	Park Landscapes	Mowing Services April/May	21/06/2023	Online	£2,214.00
204	Clerk	June Salary	21/06/2023	Online	£315.98
205	Cllr Scordellis	Reimbursement - Amazon Cable Ties	21/06/2023	Online	£8.49
206	Information Commissioner	Data Protection	06/06/2023	D/D	£35.00
	Unity Trust Bank	Quarterly Bank Charge	30/06/2023	Direct	£18.00

£2,991.13

23/142	Payments: Receipts received June £24.72 & July £8.24 for Coronation Coins. 50% price increase on Eon maintenance charge noted. To approve and authorise bank payments £626.05 Resolved: Receipts noted. Council approved payments. Cllr Scordellis & Cllr Walker to authorise at bank. Action 23/142.1	PS DW
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Ref	Payee	Description	Date	Method	Amount
207	SSE	Street Light Electricity Supply 02/06/23 - 03/07/23	18/07/2023	Online	£99.54
208	Eon	Street Light Maintenance ¼ ending June 23	18/07/2023	Online	£93.60
209	Clerk	July Salary	18/07/2023	Online	£315.98
210	Battery Megastore	2 x VASID Batteries	18/07/2023	Online	£116.93

£626.05

23/143	Financial Report: Bank Balance 30/06/2023 - Current £14,033.37, 30/04/2023 Reserves £8,058.86. Cllr Bailey queried the Financial Reports for June & July, and will meet Cllr Walker to resolve his queries. Resolved: Not approved	
23/144	Next Agenda Items: None	
23/145	Next Meeting: Monday 21 st August 2023 in Church Room	

Meeting closed: 20:48

Future Meetings: 21st August 2023,

18th September 2023, 16th October 2023, 20th November 2023, 18th December 2023, 15th January 2024, 19th February 2024, 18th March 2024, 15th April 2024, 20th May 2024 (Annual & Full)

Proposed Future Agenda Items

AUGUST	<i>Climate Change, Cycle4Cynthia, Policies</i>
SEPTEMBER	<i>Budget Reforecast</i>
OCTOBER	<i>Parishioner Engagement Strategy: Highways Performance checkpoint, Burns Night Barn Dance</i>
NOVEMBER	<i>2024/25 Councillor's project proposals, 2024/25 Draft budget</i>

Action Points for Tracking

Ongoing Actions

23/011.2	PM	Parish Maintenance: Bin and war memorial repairs complete. 17/07/23 Cllr Matthews is investigating a suitable insert for the bin surround.
23/031.1	CH Clerk	Old School Site: To send Cllr Heasman documentation. 17/07/23 Complete Further Action: Cllr Heasman to update.
23/084.1	CB Clerk	Police Liaison and Neighbourhood Watch: To investigate funding for 3 rd VASID 17/07/23 An independent referee required. Clerk to enquire if Cllr Warren could be our referee for this project, and gather information to complete the application accordingly.

New Actions This Meeting

23/128.1	Clerk	Correspondence: Complaint regarding Holcot Car Boot Showground. To contact complainant
23/129.1	Clerk	Planning: WND/2023/0197 Land opposite Hillcrest. No Objections. To notify WNC
23/134.1	Clerk	Parishioner Engagement: To write to Alan Burns regarding WNC emails
23/135.1	CB	Community Speed watch: 19 th June 2023. To write a summary for website
23/135.3	PS	To obtain in writing a detailed confirmation from WNC/Highways of allocation of monies to Holcot Parish Council and the process of direct funding allocation between all parties
23/136.1	Clerk	Add Highways Performance to October agenda.
23/142.1	DW/PS	Payments: To authorise on website

Actions Outstanding from Holcot Annual Parish Council meeting & Holcot Full Parish Council Meeting held on Monday 15th May 2023

22/208.2	Clerk	Historical & Legal Documents: To list legal, historic and asset documentation. Clerk to check if village hall documents are in Clerks files before listing. 17/07/23 These have not been found. Cllr Walker and Clerk will arrange to document assets as and when time allows. Remove
23/008.1	CH	Climate Change: To set up working group. Working group expected to be formed over the summer. 17/07/23 Regular agenda item. Remove
23/094.1	CF	Web post regarding Chair and Vice-Chair. 17/07/23 Complete
23/095.1	Clerk CF	Adoption of Policies previously circulated: To send to Cllr Ferguson for website. 17/07/23 Complete
23/096.1	Clerk CF	AGAR 2022/23 Certificate of Exemption: To submit to PKF Littlejohn. To send to Cllr Ferguson for website. 17/07/23 Complete
23/097.1	Clerk CF	AGAR Annual Internal Audit Report 2022/23 & Exercise of public Rights: To send to Cllr Ferguson for website. 17/07/23 Complete
23/098.1	Clerk CF	AGAR Section 1 – Annual Governance Statement 2022/23: To send to Cllr Ferguson for website. 17/07/23 Complete
23/099.1	Clerk CF	AGAR Section 2 – Accounting Statements 2022/23 for Year End: send to Cllr Ferguson for website. 17/07/23 Complete
23/101.1	Clerk	Meetings: To confirm meeting dates with Frank Hodgson. 17/07/23 Complete
23/103.1	CF	Cycle4Cynthia: To promote event. 17/07/23 Complete
23/110.1	CF	APM: To promote. 17/07/23 Complete
23/110.2	DW	APM: To supply draft report for councillors review. 17/07/23 Complete
23/112.1	PS	Defibrillator Training: 8 th June 2023. To notify Village Hall users. 17/07/23 Complete
23/112.2	CF	Defibrillator Training: 8 th June 2023. Continue to promote the training. 17/07/23 Complete
23/113.1	Clerk JB	King Charles III Coronation: 6th & 7th May 2023. To send letter of thanks to Kim Mabbutt and Pam & Martin Wilson. Cllr Bonsor to give personal thanks to the band members. 17/07/23 Complete
23/113.2	Clerk	King Charles III Coronation: 6th & 7th May 2023. To contact Kim Mabbutt for the return of any Coronation Coins that are left. 17/07/23 Complete
23/113.3	PS	Future Project: To make enquiries of cost of Burns night Barn Dance. Maximum charge for band and caller £420. 17/07/23 Complete
23/113.4	Clerk	Future Project: To notify Heather of go ahead to maintain at a cost of £350. 17/07/23 Complete
23/115.1	Clerk PS	Road Safety and Highways: Cllr Scordellis to send Clerk the details to place order for new VASID batteries. 17/07/23 Complete
23/117.1	Clerk	Insurance: BHIB revised price to £462.42. To check cover is still adequate. 17/07/23 Complete
23/119.1	PS/JB	Payments: To authorize at bank. 17/07/23 Complete
23/122.1	Clerk	Next Meeting: To notify Frank Hodgson of cancellation and place on noticeboard. 17/07/23 Complete
23/122.2	CF	Next Meeting: Notify Parishioners of cancellation of June meeting. 17/07/23 Complete

Update briefing for HPC meeting 17th July 2023 – Road Safety and Highways items

OVERVIEW: a month of positive news on multiple issues, although many loose ends remain unclear

(A) 23/135 & 23/137

Meeting with Highways Maintenance: 27th June 2023

Very constructive meeting:

1. Pavements along Main Street eroded

Multiple areas of pavement in Main Street agreed, photographed, and marked with blue paint, for priority resurfacing (ie target “within next 6 weeks”).

For the future, agreement reached in principle:

- To meet again after completion of above to assess lower priority areas vs remaining 2023-4 budget
- To meet annually to review state of pavements

2. Low kerbs on Main Street (which encourage vehicles to drive on pavement so causing 1. above)

This is beyond remit of Maintenance, so recommended to raise through our WN Councillor as a ‘safety issue with risk to WNC of liability’ - best if include evidence eg photos &/or witness statements of near-misses etc.

3. Road markings:

(Crossroads tarmac patch, and 2x agreed SLOW markings on Walgrave Rd still missing)

Agreed to resolve, with target completion in 6-8 weeks

4. HGV signage on A43 obscured by vegetation (raised by HPC with Community Liaison Team in June 2022, who - when chased – had told us they had ‘passed to Maintenance’)

Maintenance has no recollection of this, so PS raised it again with Community Liaison Team, who acknowledged failure of HW internal communication, and suggested best way to get a result was to use FixMyStreet to ‘establish a clear audit trail and accountability’. PS logged with FMS 11th July.

(B) 23/135 Overstone Leys S106 monies: timing & funding of priority working chicane on Sywell Road:

With some assistance from our HW Maintenance contact (above), we now have potential excellent news, but with key details still not fully clarified:

THIS PROJECT IS NOW “PLANNED FOR CONSTRUCTION THIS AUTUMN, POSSIBLY OCTOBER”

1. Our Highways Liaison Team has a budget of £100k to cover their whole area to contribute to 'traffic calming projects in rural villages' - BUT ONLY TO BE USED WHERE THERE IS MATCHED FUNDING
2. However, latest thinking on the cost of such priority working projects is now £50k
3. Comparing 1. and 2., we might *infer* that our project has qualified for construction based on HW using most of the residue of our Overstone Leys S106 monies to contribute c.£25k as matched funding. In other words, it's looking like the c.£25k which HPC & HW budgeted from our Overstone Leys S106 monies back in 2019 for the Sywell Road chicane will indeed go on that chicane - and the new finance from WNC enables the project to go ahead at 2023 costs by covering the impact of inflation.
4. However, that has not been confirmed in writing, so PS has requested clarification.

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

1. Adding 7.5t limit roundels to direction signage:
Confirmation that this is on the ‘small works list’ for the current financial year, but still no date
2. Advisory (green roundel) 20mph signage:
Delivery has been delayed by indecision on Unitary Council logos vs Coats of Arms (!)

(D) HGV monitoring & enforcement: NEW NEWS:

WN Councillor Phil Larratt , the 'Portfolio Holder for .. Highways .. etc", emailed Holcot's WN Councillor (Mike Warren) on 13th July that "WNC expect to have powers to enforce moving traffic offences" from later this month, and that Holcot is one of three villages to be targeted.

Next steps for WNC:

- Cameras and signage need to be installed
- By law, 1st 6 months after installation of cameras and signage = warning letters only
- After 6 months, fixed penalties can be issued

(E) 22/135 Next Steps:

Matt O'Connell proposals on Speed Limits:

[Recap:

1. *These were identified by HPC for as a candidate for funding from future Overstone **GREEN** S106*
2. *Planning has achieved agreement in principle to £100k for Holcot, but the 'trigger points' for releasing that funding are still under negotiation]*

Update: agreement achieved with Highways Liaison Team on the following sequence of steps:

1. As soon as we have confirmation from Planning of the 'trigger point(s)', HW 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 speed limit(s)
2. Highways and HPC then make a joint proposal (as we did in Feb 2017) to the Speed Limit Review Panel for the outcome of that assessment.

(F) 23/136

Highways Authority: To discuss and agree the way forward to further stipulate the concerns of Council and to prompt positive responses/communications and definitive actions

1. Apart from a 'reassuring response' on 5th May (promising to discuss our issues with his team* the following week), and in spite of three chasing emails since then, there has been zero communication back from Nick Henstock.
*Our Community Liaison contact (Helen Howard) confirmed last week that she'd had no contact from him re Holcot.
2. More recently, we had seen Phil Larratt (the 'Portfolio Holder for .. Highways .. etc") being quoted in the WNC Annual Report: "Invested an additional £2.86 million for 2023/24 into road improvements, resulting in enhancements across 161 parishes, vegetation clearance, sign cleaning, and extensive carriageway repairs."
On 3rd July, PS therefore took the opportunity to appeal direct to him, as he's an elected Councillor, about the political risk from the electorate in Holcot finding these claims galling and 'a slap in face'. So far no direct response from him.

In spite of the lack of direct response to our emails from both these 'senior' individuals, the fact is that there has been significant progress in the last month of items (A) to (E) above, and that would be a factor when discussing this agenda item.