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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 18th September 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 T Hewitt, Cllr C Heasman, Cllr P Matthews, Cllr J Bonsor

Public: None

Clerk: Ruby Cole

23/167	Apologies: Cllr P Scordellis. Cllr C Bailey. Resolved: The Council accepted the above Apologies.	
23/168	Public address to the council: None.	
23/169	Minutes: Full parish council meeting Monday 21 st August 2023. Resolved: Minutes approved. Chair signed at meeting.	
23/170	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None.	
23/171	Actions Outstanding: See end of Minutes for full update.	
23/172	Correspondence: 1. 08.09.23 Letter from resident to Chair concerning parking, faulty street light dog fouling. Clerk to respond to resident as below. Action 23/172.1 a. Parking: The planned chicane on Sywell Road will naturally act to reduce speed on Sywell Road. b. Faulty Street Light: This was reported and is now fixed. Cllr Walker and Cllr Ferguson to remind parishioners to report faulty lights in newsletter/website, including pole number. Action 23/172.1b c. Dog Fouling: See agenda item 23/178	Clerk DW CF

	<p>2. 05.09.23 Email. Wildlife Conservation Proposal. To consider possible areas that a tree or trees could be planted in the to help provide wildlife habitat and combat climate change. Council considered this proposal and decided it would not be required. Clerk to write email in response. Action 23/172.2</p>	Clerk
23/173	<p>Planning: To note for information. Email 11/9/23 WNC Planning. Felling of TPO lime tree - 1 Walgarth Court, Holcot, NN6 9TL Noted.</p>	
23/174	<p>Policies: Council to consider and adopt previously circulated amended policies and governance documents. Grant Application Form, Grand Awarding Policy, Publication Scheme, Equality & Diversity, Risk Management. Resolved: All above policies approved. To be placed on website. Action 23/174.1</p>	CF
23/175	<p>Parish Maintenance: Cllr Matthews reported on his site visit to ascertain extent of repairs to play equipment on the playing fields.</p> <ol style="list-style-type: none"> 1. Rower: One washer damaged and one missing. Action: Requires particular washers. Cllr Matthews/Clerk to investigate with manufacturer/retailer. Action 23/175.1 2. Multi gym: Damage to bottom step. Handles are turnable. Action: No action required. 3. Roundabout: Grass has worn away. Handrail units have movement in them. Action: No action required at present but ground matting will require replacing at some point. 4. Flat swings: Ground worn beneath swing seats. Could install matting. Action: No action required. 5. Stand on seesaw: Ground wear and mat damaged. Action: No action required at present but ground matting to be replaced. 6. Goals: Far end goal, fixing loose into the ground. Near end goal, vertical poles to top bar, rust and welds look if they need attention. Action: Loose bolts to far end goal require tightening. Near end goal to be replaced. Cllr Matthews to investigate costs with a view to Friends of Holcot carrying out the work. Action 23/175.6a. Cllr Ferguson to investigate costs to replace ground matting on all relevant apparatus. Action 23/175.6b. <p>Councillors to propose any other maintenance activities required. Cllr Walker mentioned that the washbrook appears to be stagnant, but this may be due to the lack of rain as the outlet has been unblocked recently. Cllr Walker confirmed that he will remove weeds and debris from war memorial ahead of remembrance service.</p>	<p>PM Clerk</p> <p>PM CF</p>
23/176	<p>New Parishioners: None</p>	
23/177	<p>80th Anniversary of D-Day Landing: 06.06.2024. Clerk to request further guidance. Action 23/177.1</p>	Clerk

23/178	<p>Dog Fouling: This is a recurring issue in the parish. After discussion it was agreed that a possible solution and deterrent would be to place a front page headline on the website and newsletter highlighting segments of the Public Spaces Protection Order if relevant. Cllr Ferguson and Clerk to implement. Action 23/178.1</p> <p>WNC will be approached for advice, guidance and materials to support a local campaign, as signage is dated and solutions may have been improved upon. Action 23/178.2</p>	<p>Clerk CF</p> <p>Clerk</p>
23/179	<p>Clerk CiLCA: Clerk passed her CiLCA course 29/8/23 and is now qualified.</p> <p>The Council congratulated Mrs Cole.</p> <p>The Council does not meet the criteria for eligibility to use GPC (General Power of Competence) as Councillors are required to be at least $\frac{2}{3}$ elected.</p> <p>Approval to activate the previously agreed salary scale shift from 10 to 12. Salary to be addressed from 1st September. Minute Ref: January 23/024.</p> <p>Resolved: Approved. Cllr Ferguson to notify payroll company. Action 23/179.1</p>	CF
23/180	<p>Delegation for Correspondence: Clerk should be writing all correspondence relating to the Council unless Council has given authority by resolution for a Councillor to do so and if so, then a copy is to be sent to the Clerk. To agree which councillors have delegated authority to write on behalf of the council.</p> <p>Resolved: Councillors are aware of the significance of personal and council correspondence. Reaffirmed as follows:</p> <ul style="list-style-type: none"> • Councillors may write on transactional matters with respect to subjects within their portfolio. • Strategic and policy matters are reserved for the Council and related communication may not be entered into by individual councillors, unless specifically approved by the Council. • Where Councillors are corresponding, they should make it clear that they are a Councillor in their email signature or relevant place. • Where a councillor is corresponding on a personal matter they must not involve the council or other councillors, <i>unless it is a personal matter.</i> • The Clerk will be copied on all correspondence to maintain the public record. 	
23/181	<p>Road Safety and Highways:</p> <p>FixMyStreet. Inadequate response from Highways regarding the poor filling in/surfacing of trenches by utility providers. The FixMyStreet response was that they only repair what is deemed to be a safety issue.</p> <p>Resolved: Cllr Walker to write to Highways highlighting areas in question and policy of not upholding utility company warranties. Action 23/181.1</p>	DW
23/182	<p>Police Liaison: Deferred to next meeting.</p>	
23/183	<p>Climate Change/Sustainability: Deferred to next meeting.</p>	
23/184	<p>Remembrance Sunday 12.11.2023: Order and expenditure for Poppy Wreath approximately £30.00.</p> <p>Resolved: Approved. Clerk to order. Action 23/184.1</p>	Clerk

23/185	<p>Payments: Post agenda payment to Anglian Water £10.33. To note expected direct payment due 30.09.23 to Unity Trust Bank for quarterly charge £18.00. To note expected receipt due 29.09.23 from WNC for 2nd precept instalment £9750.00. Total bank payments £754.22.</p> <p>Resolved: Payments/receipts noted. Council approved payments. Cllr Bonsor & Cllr Walker signed invoices at meeting. To be authorised at bank. Action 23/185.1</p>	JB DW
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Ref	Payee	Description	Date	Method	Amount
218	Kingfisher Direct Ltd	Bin Insert - Cross Roads	07/09/2023	Online	£112.19
219	Ramprint	Newsletter 3	19/09/2023	Online	£129.88
220	Clerk	September Salary	19/09/2023	Online	£315.98
221	Andrew Granger & Co	Allotment Rent 25/03/23 - 28/09/23	19/09/2023	Online	£71.00
222	SSE	Street Light Electricity 02/08/23 - 01/09/23	19/09/2023	Online	£96.84
223	Wave (Anglian Water)	Allotment Water 07/06/23 - 06/09/23	19/09/2023	Online	£10.33
224	Unity Trust Bank	Quarterly Bank Charge	30/09/2023	Direct	£18.00

£754.22

23/186	<p>Financial Report: Bank Balance 31/08/2023 - Current £11,796.22, 30/04/2023 Reserves £8,058.86.</p> <p>Resolved: Bank reconciliation approved and signed by Cllr Ferguson at meeting.</p>	
23/187	<p>Next Agenda Items: Policies. Parishioner engagement strategy. Annual review of parish communications. Highways performance checkpoint. Burns Night barn dance update. Climate change/sustainability. The Council agreed to defer the autumn reforecast to the November meeting.</p> <p>Resolved: Clerk to place on agenda. Action 23/187.1</p>	Clerk
23/188	Next Meeting: Monday 16 th October 2023 in Church Room.	

Meeting closed: 19:45

Future Meetings: 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

NOVEMBER	<i>Budget reforecast 2024/25, Councillor's project proposals, 2024/25 Draft budget</i>
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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. 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
23/155.4	CF	New Parishioners: To change details of defibrillator monitor on website. 18.9.23 Ongoing. Cllr Ferguson awaiting contact details.
23/161.1	CF	Grants and Contributions for 2023/24: To promote on website. 18.9.23 Ongoing. Policy now approved.

New Actions This Meeting

23/172.1	Clerk	08.09.23 Letter from resident to Chair. To respond to resident.
23/172.1b	DW CF	Faulty Streetlights: To place item in newsletter/website.
23/172.2	Clerk	Correspondence: Wildlife Conservation Proposal. Not required. Clerk to write email in response.
23/174.1	CF	Policies: Grant Application Form, Grand Awarding Policy, Publication Scheme, Equality & Diversity, Risk Management. To place on website
23/175.1	PM Clerk	Rower: One washer damaged and one missing. To investigate replacement washers.
23/175.6a	PM	Goals: Loose bolts to far end goal require tightening. Near end goal to be replaced. To investigate costs with a view to Friends of Holcot carrying out the work.
23/175.6b	CF	Goals: To investigate costs to replace ground matting on all relevant apparatus.
23/177.1	Clerk	80 th Anniversary of D-Day Landing: 06.06.2024. To request further guidance.
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.
23/178.2	Clerk	Contact WNC re dog fouling support.
23/179.1	CF	Clerk CiLCA: To notify payroll company of pay upgrade.
23/181.1	DW	Road Safety and Highways: FixMyStreet. To write to Highways highlighting areas in question.
23/184.1	Clerk	Remembrance Sunday 12.11.2023: To order Poppy Wreath.
23/185.1	JB/DW	Payments: To authorise at bank.
23/187.1	Clerk	Next Agenda Items: Policies. Parishioner engagement strategy. Annual review of parish communications. Highways performance checkpoint. Burns Night barn dance update. Climate change/sustainability.

Actions Outstanding from Holcot Parish Council meeting Monday 21st August 2023

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. 21/08/23. Cllr Matthews will look into finding a replacement. The dimensions of the inner bin are not standard. He will look into various suppliers for purchase. Resolved. Council approved to agree expenditure via email. Ongoing. 18.9.23 . Delivery expected end September. Complete
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. Ongoing
23/151.1	DW	WNC. Consultation to feed back on the proposed new Joint Health and Wellbeing Strategy. To submit feedback. 18.9.23 Complete
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
23/152.1	Clerk	Planning: 2023/6223/FULL: To submit response with full details. 18.9.23 Complete
23/153.1	Clerk	Community Governance Review: To submit interest in consultation. 18.9.23 Complete
23/154.1	PM	Playground Inspection Report: To attend site and assess the low-risk items from report. 18.9.23 See agenda item 23/175. Complete
23/155.1	CF	New Parishioners: To send welcome card to new parishioners. 18.9.23 Complete
23/155.2	Clerk	New Parishioners: To send thank you email to Katie Cawston. 18.9.23 Complete
23/155.3	CB	New Parishioners: To send defibrillator details to Paul Higham. 18.9.23 Complete
23/155.4	CF	New Parishioners: To change details of defibrillator monitor on website. 18.9.23 Ongoing. Cllr Ferguson awaiting contact details.
23/157.1	Clerk CB/PS	Road Safety and Highways: To complete grant application. 18.9.23 Complete
23/161.1	CF	Grants and Contributions for 2023/24: To promote on website. 18.9.23 Ongoing
23/163.1	DW/PS	Payments: To authorise at bank. 18.9.23 Complete
23/165.1	Clerk	Next Agenda Items: Climate Change, Policies, Cilca 18.9.23 Complete