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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 20th February 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 C Bailey, Cllr T Hewitt, Cllr J Bonsor, Cllr P Matthews, Cllr C Heasman

Public Present: 0

Before the meeting commenced, Councillors were notified of the sad passing of previous long standing clerk Ken Winter and of parishioner Giles Wilson.

23/027	Apologies: Cllr P Scordellis Resolved: The Council accepted the above Apologies	
23/028	Public address to the council: None	
23/029	Minutes: Full parish council meeting Monday 16 th January 2023 Resolved: Minutes were approved, and signed by Chair at meeting	
23/030	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda Resolved: None	
23/031	Actions Outstanding:	

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. 20/02/23. Goal posts have been checked. There is slight natural movement, but secure. Complete
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. Ongoing
23/006.1	CF	WNC Consultation on Budget Proposals: Deadline 31/01/2023. To place on website. Complete

23/007.1	JB	King Charles III Coronation: Develop a programme of activities. See agenda item 23/033. Ongoing
23/007.2	CF	King Charles III Coronation: To gauge interest on website/newsletter in participation in organising activities. Complete
23/008.1	CH	Climate Change: To set up working group. See agenda item 23/036 Only one respondent so far. Ongoing
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). Complete
23/008.3	CF	Climate change: To gauge interest on website/newsletter in participation in a working group, and engage generally regarding climate change. Complete
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. 20/02/23 Meeting has been arranged. 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. Ongoing
23/012.1	Clerk	Report back on unregistered common land investigations. 20/02/23 Clerk reported The Old School Site, although owned by the Parish Council is unregistered. The registration of the United Charities land has also been questioned. Clerk to investigate. The Council agreed that our land should be registered Action 23/031.1 Clerk to investigate the process, costs and implications of registering the land It is expected that a Solicitor would be required to help with this, and all councillors will try to find a willing person to take this on, ideally <i>pro bono</i> or at reduced rates Action 23/031.2 It has been confirmed that the Washbrook is owned by the Middleton family, and the land in front of the pond by Highways
23/013.1	Clerk	Lighting: To contact Eon to replace 5 street lights in Main Street and Brixworth Rd. Pursue grant opportunities. 20/02/23. Lights have been replaced. There are no grants for this purpose at this time. Complete
23/014.1	DW/CB	Police Liaison and Neighbourhood Watch: To draft a letter on road safety issues for clerk to send. Complete
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. Ongoing
23/019.1	CF	Post reforecast on website. Complete
23/020.1	CF	Post budget on website. Complete
23/021.1	TH	Precept: Explanation of increase to be drafted. Complete
23/021.2	CF	Precept: Explanation of increase to be placed on website. Complete
23/021.3	DW	Precept: Include explanation in newsletter. Complete
23/021.4	Clerk	Precept: To submit form to WNC. Complete
23/022.1	PS/JB	Payments: To authorise at bank. Complete

23/024.1	CF	Staffing Working Group: To confirm Clerk's agreement of proposed changes, and arrange resulting actions. Complete – financial changes have been made. Cllr Ferguson and the Clerk have agreed that contractual changes will be made once a new pro forma contract is provided by NCalc
23/025.1	Clerk	Next Agenda Items: To place Annual Parish Meeting on agenda. Complete

23/032	<p>Correspondence: Email 10/02/2023 - Frank Hodgson requesting a breakdown of electricity used for the Holcot Village Christmas Tree Lights Resolved: Cllr Matthews to respond accordingly Action 23/032.1</p> <p>Email 19/02/2023 Post Agenda. Hire Charges for the use of the Holcot Church School Room for evening meetings increased from 1st March 2023 to £13.00. Resolved: Noted</p> <p>Email 19/02/2023 Post Agenda. Sustainability team at West Northamptonshire Council. No Mow May - Noted. See agenda item 23/036</p>	PM
23/033	<p>King Charles III Coronation: Saturday 6th May 2023 & Sunday 7th May 2023 There has been minimal interest from the website and newsletter post for help and suggestions. Cllr Bonsor & Mrs Mabbutt are working together to produce a plan of events. Current plan is:</p> <ul style="list-style-type: none"> • Saturday - Barn Dance. Cllr Bonsor to research band costs - our expectation is that we will underwrite the band costs should the event need to be cancelled • Sunday - Picnic in the Park • Memento - HM King Charles III Commemorative Coronation Coins for children of the parish <p>Resolved: Cllr Bonsor to confirm underwriting value for band, and obtain coin quotes with an indicative budget of £200-£300, amounting to approximately £5/child Action 23/033.1</p>	JB
23/034	<p>Planning: WND/2022/1066 31/01/2023 Pastures Farm, Red House Lane, Hannington, Northamptonshire, NN6 9SZ Change of use of land and buildings from mixed residential and equestrian use to use as showman's family quarters. Note this first came to our attention 21/01/2023 from Hannington Parish Council</p> <p>It was proposed to object to this application on the following basis</p> <p>Development in open countryside The application seeks to develop in the open countryside. This is in contravention of policy. There is plenty of precedent where West Northants Council have enforced this policy.</p> <p>HGVs and road safety The Applicant's vehicles will find that the junction is unsuitable for HGV movements, and unsafe for domestic use. Large HGVs based on Red House Lane already use Holcot's roads as an access route despite their yard's proximity to the Red House junction</p>	

	Resolved: Objection. Cllr Walker & Clerk to draft and send response expanding on the above Action 23/034.1	Clerk DW
23/035	New Parishioners: No new parishioners	
23/036	<p>Climate and Environment: Update on meeting 09/02/2023 with WNC Sustainability Manager Martin Wilson, Cllr Walker & Cllr Heasman</p> <p>Cllr Heasman reported that some schemes could possibly work for the parish to be a sustainable place to live but unclear of the practicality of this. Examples of ways to be involved are: Solar panels, electric cars & power points, greener communities, encouraging wildlife, recycling, amongst others. WNC do not have a 'ready reckoner' of potential actions for Parishes</p> <p>Feedback from the website post to form a working group has been minimal</p> <p>An email has also been received regarding No Mow May. It was suggested that parcels of green areas could be left unmowed during May to allow smaller plants to grow to increase biodiversity, and the working group could think through the implications of this scheme</p> <p>Resolved: Clerk to contact Danny Moody to see how other parish councils are working to take action on climate change, and whether there is a 'ready reckoner' of potential actions for Parishes Action 23/036.1</p>	Clerk
23/037	<p>Training: Update on course attended by Cllr Ferguson - 24/01/2023 & 01/02/2023 Communicating with your Community</p> <p>Although initiatives related mainly for larger parishes, one suggestion is to have a strategy in place to inform parishioners of our goals and the steps we are taking to achieve this eg Road Safety, Sustainability. The Council agreed that this would be valuable</p> <p>Resolved: To add an item to the March meeting to discuss the creation of an engagement strategy</p>	
23/038	<p>Annual Parish Meeting: Action plans</p> <p>The Council discussed the attendees that Parishioners would find valuable at this time</p> <p>Resolved: Clerk to invite Matt Moore - Police, Ward Councillors - Moulton, Helen Howard - Highways Action 23/038.1</p> <p>Ms Howard would also be invited to attend the April meeting to bring us up to date on Highways actions and to understand our frustrations, ahead of the Annual Parish Meeting Action 23/038.2</p>	Clerk Clerk
23/039	Police Liaison and Neighbourhood Watch: Nothing of substance to report, other than Speedwatch has been confirmed for one week, date to be determined.	
23/040	Road Safety and Highways: No update from Northamptonshire Highways	
23/041	<p>Bin Surround: Total cost approx. £200 to include volunteer time. Council to approve</p> <p>Resolved: Expenditure approved. Clerk to inform Mr Wilson Action 23/041.1</p>	Clerk

23/042	Payments: To approve payments totalling £2476.33 Resolved: Approved. To be authorised at bank Action 23/042.1	JB DW
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Ref	Payee	Description	Date	Method	Amount
171	Clerk	February Salary	21/02/2023	Online	£374.44
172	Northants Calc	Course - Cllr Ferguson	21/02/2023	Online	£91.20
173	Northants Calc	Course - Clerk	21/02/2023	Online	£30.00
174	SSE	Electricity Supply 04/01/23 - 01/02/23	21/02/2023	Online	£90.81
175	Holcot Church School Room	Room Hire 2022	21/02/2023	Online	£80.00
176	Ramprint	Newsletters	21/02/2023	Online	£129.88
177	Eon	Street Lights - LED Upgrade	21/02/2023	Online	£1,680.00

£2,476.33

23/043	Financial Report: January finance report and bank reconciliation. Bank Balance 31/01/2023 - Current £12,065.39, Reserve £8,041.30 Resolved: Approved. Cllr Bailey signed bank reconciliation at meeting	
23/044	Next Agenda Items: Asset Register, Policies, Parishioner engagement strategy Action 23/044.1	Clerk
23/045	Next Meeting: Monday 20 th March 2023 in Church Room 7.00pm	

Clerk's Notes:

Despite further emails to Kier & WNC Alan Burns (Partnerships and Policy Officer) the details of the mowing grant allocation has not yet been resolved.

Meeting Closed: 7.45pm

Future Meetings:

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

22/208.2	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
23/007.1	JB	King Charles III Coronation: Develop a programme of activities
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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

Actions from Current Minutes

23/031.1	Clerk	Determine process, costs and implications of registering land for Old School Site and United Charities
23/031.2	All	Try to find a solicitor to support registration process, pro bono or reduced rate.
23/032.1	PM	Breakdown of electricity used for the Holcot Village Christmas Tree Lights To respond to Frank Hodgson accordingly
23/033.1	JB	King Charles III Coronation: To confirm band underwriting value, and obtain quotes for souvenir coins
23/034.1	Clerk DW	Planning: WND/2022/1066 31/01/2023 Pastures Farm. To submit objections
23/036.1	Clerk	Climate and Environment: contact Danny Moody to see how other parish councils are working to take action on climate change, and whether there is a 'ready reckoner' of potential actions for Parishes
23/038.1	Clerk	Annual Parish Meeting: To invite Matt Moore - Police, Ward Councillors - Moulton, Helen Howard - Highways
23/038.2	Clerk	Invite Ms Howard to April meeting to discuss highways activity
23/041.1	Clerk	Bin Surround: To notify Martin Wilson
23/042.1	DW/JB	Payments: To authorise at bank
23/044.1	Clerk	Next Agenda Items: Asset Register, Policies, Parishioner Engagement Strategy