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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 20th March 2023** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

Councillors Present: Chair D Walker, Cllr P Matthews, Cllr C Heasman

Public Present: 1

23/046	Apologies: Cllr P Scordellis, Cllr C Ferguson, Cllr C Bailey, Cllr T Hewitt, Cllr J Bonsor Resolved: The Council accepted the above Apologies	
23/047	Public address to the council: Mr Burrell reiterated his comments regarding correspondence items 23/051 and also referred specifically to a section of the Highways Act 1980 giving the Authority for Parish Councils for the maintenance of footpaths etc. without the prior consent or agreement of the Authority. The verges on Moulton Rd, south of the village are blighted by moles - he also referenced that Gigaclear had not returned to tidy up the verge after their installation leaving them uneven and dangerous to walk on. Mr Burrell has reported the moles issue to Highways and Cllr Warren	
23/048	Minutes: Full parish council meeting Monday 20 th February 2023 Resolved: Minutes were approved, and signed by Chair at meeting	
23/049	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda Resolved: None	
23/050	Actions Outstanding: To receive reports on actions outstanding from previous minutes	

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. Ongoing
23/007.1	JB	King Charles III Coronation: Develop a programme of activities. See agenda item 23/052 Complete

23/008.1	CH	Climate Change: To set up working group. See agenda item 23/036. Only one respondent so far. Ongoing - see agenda item 23/058
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 - see agenda item 23/063 Complete
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 £50.00. 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. Ongoing
23/031.1	Clerk CH	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. Ongoing
23/031.2	All	Try to find a solicitor to support registration process, pro bono or reduced rate. Complete
23/032.1	PM	Breakdown of electricity used for the Holcot Village Christmas Tree Lights To respond to Frank Hodgson accordingly. The cost for 2 months, 8 hours per day was calculated as c£5. The Church Room have waived their request for reimbursement. Complete
23/033.1	JB	King Charles III Coronation: To confirm band underwriting value, and obtain quotes for souvenir coins. Ongoing - see agenda item 23/052
23/034.1	Clerk DW	Planning: WND/2022/1066 31/01/2023 Pastures Farm. To submit objections. Complete
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. 22/02/23 a response has been received and Cllr Heasman will use this with the working group. Complete
23/038.1	Clerk	Annual Parish Meeting: To invite Matt Moore - Police, Ward Councillors - Moulton, Helen Howard - Highways. Complete
23/038.2	Clerk	Invite Ms Howard to April meeting to discuss highways activity. Complete
23/041.1	Clerk	Bin Surround: To notify Martin Wilson. Complete
23/042.1	DW/JB	Payments: To authorise at bank. Complete
23/044.1	Clerk	Next Agenda Items: Asset Register, Policies, Parishioner Engagement Strategy. Complete

23/051	<p>Correspondence:</p> <ol style="list-style-type: none"> 1. Email 07/03/2023 - WNC. Have your say on a new political map for West Northamptonshire Council. The Commission has published proposals for changes to West Northamptonshire. It is proposing that there should be 35 wards. Seven one-councillor, 15 two-councillor and 13 three councillor wards across the council area. The boundaries of all wards should change. See agenda item 23/059 2. Telephone Call 06/03/2023 to Clerk - Keith Burrell. The potential migration of mole activity from hospital bungalows down towards the village and crossing allotments. Mr Burrell has since logged this with Fix My Street. Await outcome before further investigation, asking Cllr Warren for support for Mr Burrell. Action 23/051.2 3. Telephone Call 08/03/2023 to Chair - Keith Burrell. 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 Action 23/051.3 4. Post Agenda. Email Keith Burrell regarding Public Rights of Way. Clerk to ask Cllr Hewitt to work with her to investigate protection activity further Action 23/051.4 5. Parish AGM report received from Northamptonshire Police. To include at APM meeting 24/05/2023 Action 23/051.5 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
23/052	<p>King Charles III Coronation:</p> <p>Saturday 6th May. Barn Dance in village hall – organised by Pam Wilson</p> <p>Sunday 7th May. Picnic in the Park with music for parishioners. Mrs Mabbutt arranging advertising and engaging with village hall. Coins available for Children. The cost for the coins £4.50 each. Expenditure of £200 previously approved. Cllr Bonsor to order and return any surplus.</p>	
23/053	Parishioner Engagement Strategy: Deferred	
23/054	<p>Planning:</p> <p>20.02.2023 WND/2023/0005 Moulton Lodge, Moulton Road, Holcot, Northamptonshire, NN6 9SH Installation of 70 ground mounted solar panels to produce 26.25kw solar panel array.</p> <p>Resolved: To support as it enhances rural diversification. Clerk to submit to WNC Planning Action 23/054.1</p> <p>20.02.2023 WND/2023/0092 Moulton Lodge, Moulton Road, Holcot, Northamptonshire, NN6 9SH Construction of agricultural building.</p> <p>Resolved: No Objections. Clerk to submit to WNC Planning Action 23/054.2</p> <p>It was also noted that Appeal Ref: APP/W2845/D/22/3306306 at 32 Moulton Road, Holcot NN6 9SH has been allowed</p>	<p>Clerk</p> <p>Clerk</p>
23/055	New Parishioners: None	
23/056	Training: Cllr Ferguson booked on course Appraisal Skills 12.09.2023 £33.00 plus vat	
23/057	Annual Parish Meeting: 24 th May 2023 Clerk has confirmed attendance from a Northants Police Team Member & Moulton Ward Councillor Mike Warren	

23/058	Climate Change and Sustainability: Cllr Heasman suggested that the little green could be used for planting and creating a sustainable area for planting etc eg bee promotion. Cllr Walker and Mr George will be involved in the working group. Cllr Heasman to approach Cllr Ferguson to promote again Action 23/058.1	CH
23/059	The Local Government Boundary Commission for England: Publication of draft recommendations for new wards, ward boundaries, and ward names for West Northamptonshire Council. Response from LBGCE proposes a rural ward of parishes similar to Holcot, which is in-line with our submission. Resolved: Clerk to respond confirming our support for LBGCE proposal Action 23/059.1	Clerk
23/060	Police Liaison and Neighbourhood Watch: Cllr Bailey will be meeting PC Stevens this week	
23/061	Road Safety and Highways: Ms Howard from Highways will be attending April Council meeting. It was agreed that we would ask her to: <ul style="list-style-type: none"> • provide an update of the status of Highways and the new contract • provide an update on our outstanding actions • discuss ways in which Highways can support us in improving road safety Clerk to relay to Ms Howard Action 23/061.1	Clerk
23/062	Asset Register: Resolved: Approved. Chair signed at meeting	
23/063	Tree Works: Quote received for £950 inc vat from J&B Tree Contractors & Landscapes to reduce, prune and tidy up trees and readjust Xmas tree lights. A second quote was received at a much higher value Resolved: Council approved the quote from J&B Tree Contractors. Cllr Matthews & Clerk to liaise and obtain official quote and arrange work Action 23/063.1	Clerk PM
23/064	Policies: Clerk will be sending out policies to be reviewed/readopted in time for the May AGM. Resolved: Chair and Clerk to go through the core documents of what we should have as a Council and check review dates Action 23/064.1	Clerk DW
23/065	Clerk Laptop: Clerk advised Council that the laptop is no longer running efficiently for the clerk to carry out her work and to consider replacement. Resolved: Approved. Clerk to seek replacement with expenditure of £450 - £500 Action 23/065.1	Clerk
23/066	Payments: Post agenda payment to Andrew Granger £71.00 & Eon £43.84 noted. VAT receipt for £1172.47 noted. Total payment £577.29 . Clerk notified Council that Eon will be increasing their quarterly charge. This will not have much effect as only 4 PLL lights are remaining Resolved: Payments to be authorised at bank by Cllr Walker and Cllr Bonsor Action 23/066.1	JB DW

Ref	Payee	Description	Date	Method	Amount
178	Ascomi	Website Administration	21/03/2023	Online	£40.00
179	Clerk	March Salary	21/03/2023	Online	£315.98
180	SSE	Street Light Electricity Supply 02/02/23 - 01/03/23	21/03/2023	Online	£88.27
181	Anglian Water	Allotment Water Supply 07/12/22 - 06/03/23	21/03/2023	Online	£18.20
182	Andrew Granger	Allotment Rent 29/09/22 - 24/03/23	21/03/2023	Online	£71.00
183	EON Energy	Street Light Maintenance ¼ ending 30th Mar 2023	21/03/2023	Online	£43.84

£577.29

23/067	Financial Report: Clerk notified Council that correspondence has been received from PKF Littlejohn regarding commencement of audit. February finance report and bank reconciliation. Bank authorization for February authorised in March. Bank Balance 28/02/2023 - Current £12,065.39, 15/03/2023 Reserve £8,058.86 Resolved: Approved. Cllr Matthews signed bank reconciliation at meeting	
23/068	Next Agenda Items: Defib Training, Parishioner Engagement Strategy, APM	
23/069	Next Meeting: Monday 17 th April 2023 in Church Room	

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. It is looking like this will not be received for this year at least. NCALC pursuing on behalf of councils.

Councillors to familiarize with document sent by clerk 03.03.2023 regarding social media, emails, communication etc.

Meeting Closed: 8.00pm

Future Meetings:

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. 20/03/23 Still awaiting village hall documents
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23/033.1	JB	King Charles III Coronation: To confirm band underwriting value, and obtain coins

Actions from Current Minutes

23/051.2	Clerk	Contact Cllr Warren is unsatisfactory conclusion to moles issue.
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
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
23/051.5	Clerk	Parish AGM report received from Northamptonshire Police. To include at APM meeting 24/05/2023
23/054.1	Clerk	WND/2023/0005 Moulton Lodge. To submit to WNC Planning
23/054.2	Clerk	WND/2023/0092 Moulton Lodge. To submit to WNC Planning
23/058.1	CH	Climate Change and Sustainability: To approach Cllr Ferguson to promote
23/059.1	Clerk	The Local Government Boundary Commission for England: To respond supporting the proposals
23/061.1	Clerk	Road Safety and Highways: To notify Ms Howard of items the Council would like to be updated
23/063.1	PM Clerk	Tree Works: To liaise and obtain official quote and arrange work
23/064.1	DW Clerk	Policies: To go through the core documents of what we should have as a Council and check review dates
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