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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 21st August 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, Cllr C Heasman, Cllr P Matthews

Public: None

Clerk: Ruby Cole

23/146	Apologies: Cllr J Bonsor. Resolved: The Council accepted the above Apologies.	
23/147	Public address to the council: None	
23/148	Minutes: Full parish council meeting Monday 20 th March 2023 & Monday 17 th July 2023. Resolved: Both Minutes approved. Chair signed at meeting.	
23/149	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: Cllr Heasman - Agenda item 23/152.	
23/150	Actions Outstanding: See end of Minutes for full update.	
23/151	Correspondence: To note correspondence received and agree actions arising. 1. Email 03/08/2023 WNC. Consultation to feed back on the proposed new Joint Health and Wellbeing Strategy for West Northamptonshire 2023 to 2028. Deadline extended to 18 th September 2023. Cllr Walker will submit feedback. Action 23/151.1 2. Email 03/08/2023 BHIB Insurance. On 1st September, BHIB Councils Insurance name, brand and website will be trading as Clear Councils. Noted.	DW

	<p>3. Letter 04/08/2023 Unity Trust Bank. Confirm eligibility for the Financial Services Compensation Scheme (FSCS) - To note Clerk has submitted eligibility confirmation. Noted.</p> <p>4. Post Agenda: Email 15/08/2023. Notification of Sywell Road closure for works by Anglian Water. This has been confirmed as 23rd October for the day. However, the implications of traffic travelling through the two accessible roads, Poplars Lane & Back Lane will be immense and would not cope with the two-way traffic.</p> <p>Resolved: Clerk 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. Action 23/151.4</p>	Clerk
23/152	<p>Planning: 31/07/23 Application No. 2023/6223/FULL. Location Home Farm Back Lane Holcot West Northamptonshire NN6 9SL. Proposal - Construction of detached 2-bedroom dwelling house, formation of vehicular access and associated works including demolition of existing buildings. Submission deadline extension granted until after this meeting.</p> <p>Resolved: To object with comments relating to:</p> <ul style="list-style-type: none"> • Over development of site • Road Safety • Privacy • Design Issues <p>Clerk to submit response with full details Action 23/152.1</p>	Clerk
23/153	<p>Community Governance Review: Following on from the Local Government Boundary Review for England, WNC are now seeking a CGR for parish boundaries, numbers of councillors, parish wards etc. The submission deadline was 18th August, however if Holcot PC wish to submit any comments for consideration this can be done shortly after this meeting.</p> <p>Resolved: Council would like to be involved as there are opportunities to align the Parish boundary on the A43. Clerk to notify WNC. Action 23/153.1</p>	Clerk
23/154	<p>Playground Inspection Report: This was carried out 10th August 2023 £55.00 + VAT. Arising from the report was a high risk element which required immediate attention. The goal is loose in the ground and the metal pole has snapped at weld. Due to the urgency of this repair Council agreed via email for the work to be undertaken at a cost of £165.00 plus VAT. This has now been completed. The remaining items on the report are low risk. Payment of £66.00 & £198.00 to be approved.</p> <p>Resolved: Payments approved by Council. Cllr Matthews to attend site and assess the low risk items from the report. Action 23/154.1</p>	PM
23/155	<p>New Parishioners: New parishioners have moved into Nutmeg Cottage vacated by Katie Cawston who monitored the two defibrillators. Cllr Bailey has been given the handover information. Paul Higham has offered to take over the monitoring of the defibrillators.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. Cllr Ferguson to send welcome card to new parishioners. Action 23/155.1 2. Clerk to send thank you email to Katie Cawston. Action 23/155.2 3. Cllr Bailey to pass defibrillator details to Paul Higham. Action 23/155.3 4. Cllr Ferguson to change details of defibrillator monitor on website. Action 23/155.4 	CF Clerk CB CF

23/156	<p>Civility and Respect Pledge: Council to consider and confirm if they wish to sign up to this pledge. The Parish Council operates with respect and civility in the normal course of activity. Due to the cost of training that is to be undertaken and the fact that this was aimed at larger Councils it was felt it was unnecessary for Holcot to pledge.</p> <p>Resolved: Council agreed not to sign up.</p>	
23/157	<p>Road Safety and Highways:</p> <ul style="list-style-type: none"> • Main Street Pavements. This has been completed. • Overstone Green S106 monies status. This has been agreed in principle, but still waiting for the 'trigger' point to progress. • Chicane – status, funding, approval of spend from Overstone Leys S106 monies if required. The Council unanimously agreed that S106 monies should be applied to this project, with any remaining funds to be put towards other road safety priorities. • Grant application for #3 VASID. Clerk to complete as far as she can with Cllr Scordellis & Cllr Bailey to finish off for submission. Action 23/157.1 • Cllr Scordellis requested approval to purchase a tool to tighten the steel cable ties that attach the Parish Council's HGV signs to existing fixtures. Approximate cost £60.00. • Resolved: Council approved expenditure. 	Clerk/ CB/PS
23/158	Police Liaison: Cllr Bailey reported nothing of significance to Holcot.	
23/159	Climate Change and Sustainability: Deferred to September meeting.	
23/160	Annual Audit: Confirmation of email receipt from PKF Littlejohn 29 th July 2023 - notification of exempt status for the year ended 31 March 2023. Period of Exercise of Public Rights has expired and no requests to view accounts received. No further information/documents required.	
23/161	<p>Grants and Contributions for 2023/24: Applications for grants for this year to be received by 30th November 2023.</p> <p>Resolved: Cllr Ferguson to promote on website. Action 23/161.1</p>	CF
23/162	SSE: Correspondence received 10/07/23 regarding change of bank details notification. This will be implemented on receipt of new invoices. To note, all streetlights and electricity supply have been updated with National Grid. Refund/credit awaited.	
23/163	<p>Payments: VAT reclaim received £609.27. To approve and authorise bank payments £2228.61.</p> <p>Resolved: Receipt noted. Council approved payments. Cllr Scordellis & Cllr Walker signed invoices at meeting. To be authorised at bank. Action 23/163.1</p>	DW PS

Ref	Payee	Description	Date	Method	Amount
211	Property Maintenance	Nigel Lantsbery	18/08/2023	Online	£80.00
212	Park Landscapes	Mowing June/July	18/08/2023	Online	£1,452.00
213	Clerk	August Salary	18/08/2023	Online	£315.98
214	SSE	Street Light Electricity Supply 4/07/23 - 1/08/23	18/08/2023	Online	£90.93
215	Heather Wilson	Bulbs for Garden Project	18/07/2023	Online	£25.70
216	Playground Supplies Ltd	Annual Play Area Inspection	18/07/2023	Online	£66.00
217	Playground Supplies Ltd	Repair - Re-weld Goal	18/07/2023	Online	£198.00

£2,228.61

23/164	Financial Report: Bank Balance 31/07/2023 - Current £13,415.56, 30/04/2023 Reserves £8,058.86. Resolved: Bank reconciliations for May, June & July approved and signed by Cllr Bailey at meeting.	
23/165	Next Agenda Items: Climate Change, Policies, CiLCA Action 23/165.1	Clerk
23/166	Next Meeting: Monday 18 th September 2023 in Church Room 7.00pm.	

Clerks Notes:

Cycle4Cynthia 2023 will be passing through Holcot Parish on Sunday 17th September 2023.

Meeting closed: 20:21

Future Meetings: 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

OCTOBER	<i>Budget Reforecast, Policies, Delegation for Correspondence, 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. 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.
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. Ongoing

New Actions This Meeting

23/151.1	DW	WNC. Consultation to feed back on the proposed new Joint Health and Wellbeing Strategy. To submit feedback
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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.
23/152.1	DW	Planning: 2023/6223/FULL: To submit response with full details
23/153.1	Clerk	Community Governance Review: To submit interest in consultation
23/154.1	PM	Playground Inspection Report: To attend site and assess the low-risk items from report.
23/155.1	CF	New Parishioners: To send welcome card to new parishioners
23/155.2	Clerk	New Parishioners: To send thank you email to Katie Cawston.
23/155.3	CB	New Parishioners: To defibrillator details to Paul Higham.
23/155.4	CF	New Parishioners: To change details of defibrillator monitor on website.
23/157.1	Clerk CB/PS	Road Safety and Highways: To complete grant application
23/161.1	CF	Grants and Contributions for 2023/24: To promote on website.
23/163.1	DW/PS	Payments: To authorise at bank.
23/165.1	Clerk	Next Agenda Items: Climate Change, Policies, Cilca

Actions Outstanding from Holcot Parish Council meeting Monday 17th July 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. Ongoing
23/031.1	CH Clerk	Old School Site: To send Cllr Heasman documentation. 17/07/23 Complete Further Action: Cllr Heasman to update. Ongoing
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. 21/08/23. Cllr Warren is able to be our referee. Complete
23/128.1	Clerk	Correspondence: Complaint regarding Holcot Car Boot Showground. To contact complainant. 21/08/23 Complete
23/129.1	Clerk	Planning: WND/2023/0197 Land opposite Hillcrest. No Objections. To notify WNC. 21/08/23 Complete
23/134.1	Clerk	Parishioner Engagement: To write to Alan Burns regarding WNC emails. 21/08/23 Complete
23/135.1	CB	Community Speed watch: 19 th June 2023. To write a summary for website. 21/08/23 Complete
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. 21/08/23 50/50 between Cost centre our S106 monies. Complete
23/136.1	Clerk	Add Highways Performance to October agenda. 21/08/23 Complete
23/142.1	DW/PS	Payments: To authorise on website. 21/08/23 Complete