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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 15th January 2024** 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 P Matthews, Cllr C Bailey, Cllr T Hewitt

Public: None

Clerk: Ruby Cole

24/001	Apologies: Cllr J Bonsor. Cllr C Heasman. Resolved: The Council accepted the above Apologies.	
24/002	Public address to the council: None.	
24/003	Minutes: Full parish council meeting Monday 20 th November 2023. Resolved: Minutes approved. Chair signed at meeting.	
24/004	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None.	
24/005	Actions Outstanding: See end of Minutes for full update.	
24/006	Correspondence: 1. 06/01/24 NCalc - Fiona Young appointed internal auditor for Council accounts 23/24. Noted. 2. 21/12/23 West Northamptonshire Council S106/CIL Briefing 30/01/24. Invitation via NCalc. To note Cllr Walker & Cllr Scordellis attending. Noted. Cllr Scordellis can no longer attend. Clerk to notify Ncalc. Action 24/006.2 3. 19/12/23 Green Hill Solar Farm. Part of the proposals comprises of land in Holcot Parish. To note Cllr Hewitt & Cllr Bailey to attend meeting scheduled for 24/01/24. Noted. Little information received. The solar farm is expected to comprise of a number of farms linking into the National Grid in Grendon. Land to south of Holcot may be used as part of this scheme.	Clerk

24/007	<p>Planning: No new planning applications received. Update - West Northamptonshire Council Planning Briefing 30 November 2023 – attended by Cllr Hewitt & Cllr Bailey. WNC are taking structural actions. They have 25% vacancies.</p>	
24/008	<p>New Parishioners: None.</p>	
24/009	<p>Parish Plan: Once all replies have been received from Councillors, Cllr Ferguson will implement next steps i.e. Newsletter, Paper Questionnaire, Facebook Questionnaire. To be consolidated and reviewed at next meeting. Resolved: Cllr Ferguson to request delay in newsletter completion to allow dispatch of questionnaire. Action 24/009.1</p>	CF
24/010	<p>Community Governance Review 2023/24: Cllr Walker attended an online event held on 14 December 2023. Phase 1 Consultation deadline 31/01/24. The main aspect being resolving boundary issues. Our suggestion of aligning the Holcot boundary to the A43 cannot be done as part of the CGR. The presentation recommended that Council seats in a parish the size of Holcot is 7 rather than 8. However this cannot be imposed and the Council agreed that no change is required. Resolved: Clerk to respond to reiterate our original suggestion of aligning the Holcot Boundary to the A43 roundabout, but understanding that this would need a different statutory process. Action 24/010.1</p>	Clerk
24/011	<p>Parish Maintenance:</p> <ol style="list-style-type: none"> 1. Christmas tree lights. Cllr Matthews has received a quote to remove the old Christmas tree lights. and replace with new. He will arrange to renovate old lights that are suitable to be reused, replace bulbs, cables etc. To remove the old lights February. To put up new lights in October/November. Quote received for £324 inc VAT. Resolved: Approved. Clerk to request quote is broken down and invoiced on separate occasions. Removal of old lights £108 FY23/24. Installation of new lights £216 FY24/25. Action 24/011.1. Cllr Matthews to organize. Action 24/011.1a 2. Litter pick 2024. Potential dates late March on a Sunday morning, preferably Sunday 24th March, depending on when the litter kit is available from Daventry. Meet at 11.00am at the village hall. Resolved: Clerk to check availability and book. Action 24/011.2. Cllr Ferguson to promote via media on confirmation. Action 24/011.2a 3. Signs and posters removal. Additional signs have been put up by WNC, out-of-date posters etc. Resolved: Councillors to remove old signs/posters within their sector. Action 24/011.3 4. War memorial cleaning. Cllr Walker has been in liaison with the cleaner and was given a verbal quote of £500.00 to clean using a light pressure washer as recommended by Historic England. Resolved: Quote awaited 5. Other matters proposed for resolution by Councillors. Gigaclear boxes have been defaced and require attention. Resolved: Friends of Holcot will investigate. Action 24/011.5 6. Street Lights. There are two unregistered streetlights on the unnamed cul-de-sac on the Eastern side of Moulton Rd. These are not on the inventory. It is 	<p>Clerk PM Clerk CF All PM</p>

24/016	<p>Annual General Meeting: Council were asked to consider moving set date of 20th May 2024.</p> <p>Resolved: Council agreed to hold the AGM and May Parish Council on Monday 13th May 2024. Clerk to check church room availability and book. Action 24/016.1</p>	Clerk
24/017	<p>Annual Parish Meeting: Meeting must be held between 1st March 2024 - 1st June 2024.</p> <p>Resolved: Council agreed to hold the APM on Tuesday 30th April 2024. Clerk to check village hall availability and book. Refreshments to be provided with help from volunteers. Action 24/017.1</p>	Clerk
24/018	<p>Council Documents: Council were asked to consider and approve purchase of a steel fire resistant lockable storage cabinet for the safe keeping of Council documents. Dimensions 92w x 46d x 69h costing £260 inc vat, delivered and assembled. The cabinet will be kept in a locked room in the village hall where the clerk will be provided with a key. The cabinet will be insured under the parish council.</p> <p>Resolved: Council approved expenditure. Clerk to order. Action 24/018.1</p>	Clerk
24/019	<p>Staff Working Party: Cllr Ferguson coordinated a meeting with members.</p> <p>Resolved: Appraisals/meetings to be aligned with Council calendar reforecasts, January & September.</p>	
24/020	<p>Grants: Grant applications received.</p> <ul style="list-style-type: none"> • Holcot Village Hall Association - £1150.00 requested • PCC Holcot Church - £1400.00 requested • Holcot Hub Youth Club - Discretionary <p>Resolved: Council approved the above with Holcot Hub Youth Club to receive £200.00. Total amount of grants awarded £2750.00. The policy dates for FY24/25 remain the same.</p>	
24/021	<p>Project Proposals FY24/25:</p> <p>Previous proposals were reviewed, and additional ideas sought.</p> <ul style="list-style-type: none"> • Social Club - funding of £360 to support establishment • Xmas Tree Lighting - replace or other action £500 • War Memorial Cleaning - memorial requires cleaning £500 <p>Resolved: Council confirmed to include in budget for financial year 24/25.</p>	
24/022	<p>Reforecast FY23/24: With minor changes the reforecast for the remainder of the financial year 23/24 amounts to net expenditure of approximately £3000.00. This is predicated on the grant and purchase of VASID #3.</p> <p>Resolved: Reforecast approved. Cllr Ferguson to place on website. Action 24/022.1</p>	CF
24/023	<p>Budget FY24/25: The budget for financial year 24/25 is set to £32,845.00, with income of £24,622, the balance funded from general reserves.</p> <p>Resolved: Budget approved. Cllr Ferguson to place on website. Action 24/023.1</p>	CF
24/024	<p>Precept FY24/25: The precept for the financial year 24/25 has been set to £21,500.00.</p> <p>Resolved: Precept approved. Chair & Clerk signed precept form at meeting. Clerk to submit to WNC. Action 24/024.1.</p>	Clerk

24/025	<p>December Payments: Due to no meeting in December, payments were approved via email as below £1313.17. To note receipt 24/11/23 WNC Mowing Grant £372.06.</p> <p>Resolved: Payments and receipt noted. Cllr Scordellis & Cllr Walker signed invoices at meeting.</p>	
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Ref	Payee	Description	Date	Method	Amount
234	Clerk	December Salary (inc NPA Back Pay)	18/12/2023	Online	£547.72
235	SSE Solutions	Street Light Electricity Supply 03/10/23 - 31/10/23	18/12/2023	Online	£92.05
236	Wicksteed Leisure Ltd	Washer for Rower Apparatus	18/12/2023	Online	£40.25
237	Park Landscapes	Mowing October/November	18/12/2023	Online	£390.00
238	Northants Calk	Clerk Training	18/12/2023	Online	£50.40
239	Wicksteed Leisure Ltd	Pentagon Key for Playground Apparatus	18/12/2023	Online	£22.56
240	Anglian Water (Wave)	Allotment Water Supply 07/09/23 - 06/12/23	18/12/2023	Online	£33.60
241	Clerk	Photocopy Paper	18/12/2023	Online	£24.99
242	Eon	Street Light Maintenance ¼ ending Dec 23	18/12/2023	Online	£93.60
243	Unity Trust Bank	Quarterly Bank Charge	31/12/2023	Direct	£18.00

£1,313.17

24/026	<p>Payments: To approve invoices £577.36. To approve post agenda invoice Eon £1344.00. To approve grants awarded £2750.00. Total £4671.36. To note VAT receipt £802.39.</p> <p>Resolved: Payments & receipt noted and approved. Cllr Scordellis & Cllr Walker signed invoices at meeting. To be authorised at bank.</p>	PS DW
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Ref	Payee	Description	Date	Method	Amount
244	Clerk	January Salary	16/01/2024	Online	352.11
245	SSE Solutions	Street Light Electricity Supply 01/11/23-30/11/23	16/01/2024	Online	95.25
246	Holcot Church School Room	Room Hire for PC Meetings x 10	16/01/2024	Online	130.00
247	Eon	4 x Street Light LED Upgrade	16/01/2024	Online	1344.00
248	Holcot PCC	HPC Grant Awarded - HPC24011	16/01/2024	Online	1400.00
249	Holcot Village Hall	HPC Grant Awarded - HPC24012	16/01/2024	Online	1150.00
250	Holcot Hub Youth Club	HPC Grant Awarded - HPC24013	16/01/2024	Online	200.00

£4,671.36

24/027	<p>Financial Report/Bank Reconciliation: Bank Balances current account 30/11/2023 £17,982.47, 31/12/2023 £16,669.30. 30/04/2023 Reserves £8,058.86.</p> <p>Resolved: Approved. Cllr Bailey signed bank reconciliations at meeting.</p>	
24/028	<p>Next Agenda Items: Parish Plan, Annual Parish Meeting. Clerk to place on next agenda. Action 24/028.1</p>	Clerk
24/029	<p>Next Meeting:</p> <p>Resolved: 19th February 2024, in Church Room.</p>	

Meeting closed: 20:46

Future Meetings: 19th February 2024

18th March 2024

15th April 2024

30th April 2024 (Annual Parish Meeting) - Village Hall

13th May 2024 (Annual General Meeting & Full)

Action Points for Tracking

Ongoing Actions

1	23/031.1	CH	Old School Site: To send Cllr Heasman documentation.
2	23/200.1	Clerk	Dog Fouling: To prepare risk assessment for volunteers. Clerk and Chair working through.
3	23/220.1	CF/DW	Review and improve website. Ongoing.
4	23/220.5	CF	Liaise with pub regarding council drop-in event.
5	23/229.1	PM	Playground Potential Expenditure: Determine matting and installation requirements. This will now be FY24/25.
6	23/229.2	PM	Playground Potential Expenditure: Investigate repair of goal.

New Actions This Meeting

1	24/006.2	Clerk	Correspondence: To notify NCalc re WNC S106/CIL Briefing 30/01/24 that Cllr Scordellis can no longer attend.
2	24/009.1	CF	Parish Plan: To request delay in newsletter submission.
3	24/010.1	Clerk	CGR 2023/24: To respond to reiterate our original suggestion of aligning the Holcot Boundary to the A43 roundabout, but acceptance of the statutory processes involved.
4	24/011.1	Clerk	Christmas tree lights. To request quote is broken down and invoiced on separate occasions.
5	24/011.1a	PM	Arrange Christmas lights renovation
6	24/011.2	Clerk	Litter pick 2024: To book kit.
7	24/011.2a	CF	Litter pick 2024: To promote via media on confirmation.
8	24/011.3	All	Signs and posters removal: To remove old signs/posters.
9	24/011.5	PM	To arrange with Friends of Holcot the clean-up of the Gigaclear boxes as appropriate.
10	24/011.6	Clerk	Advise Eon regarding additional Moulton Road lights and investigate ownership.
11	24/012.3	PS	Chicane implementation: To request Ward Cllr Mike Warren seeks answers for delay.
12	24/012.4	Clerk	Flooding on roads. Walgrave Road, Hannington turn. To contact Anglian Water.

13	24/013.1	DW	Establish working group and prepare a draft road safety plan.
14	24/014.1	CB	Police Liaison: To chase up for reports.
15	24/014.2	CF	Police Liaison: To promote beat bus on website.
16	24/016.1	Clerk	AGM: To check Church room availability and book Monday 13 th May 2024.
17	24/017.1	Clerk	APM: To check village hall availability and book. Tuesday 30 th April 2024.
18	24/018.1	Clerk	Council Documents: To order cabinet.
19	24/022.1	CF	Reforecast FY23/24: To place on website.
20	24/023.1	CF	Budget FY24/25: To place on website.
21	24/024.1	Clerk	Precept FY24/25: To submit to WNC.
22	24/028.1	Clerk	Next Agenda Items: Parish Plan, Annual Parish Meeting.

**Actions Outstanding from Holcot Parish Council meeting
Monday 20th November 2023**

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. 16/10/23. Clerk action complete. Cllr Heasman – Ongoing. 15/01/24 Ongoing.
23/200.1	Clerk	Dog Fouling: To prepare risk assessment for volunteers. 20/11/23 Ongoing. 15/01/24 Clerk and Chair working through. Ongoing.
23/175.1	Clerk	Rower: One washer damaged and one missing. To investigate replacement washers. 16/10/23. Quote received £33.54. Cllr Matthews will carry out works on further information from Wicksteed – Ongoing. 20/11/23 Has been ordered. Clerk to chase. 15/01/24 Complete.
23/215.1	PS/CB	Correspondence: Utility Companies and Contractors. Cllr Bailey will take photographs of the areas of concern. Cllr Scordellis will map them to be presented back to Mr Lee. 15/01/24 See Agenda Item 24/012.
23/215.3	Clerk	Correspondence: Race Harborough. To respond to say not Parish land and only concern the parking (on road, not verge) and clearing up after event. 15/01/24 Complete.
23/216.1	Clerk	Planning: To respond no objections with notes. 15/01/24 Complete.
23/219.1	CF	Holcot Parish Plan (HPP): To circulate summary to councillors, request review action aligned to individual responsibilities. 15/01/24 See Agenda Item 24/009.
23/220.1	CF/DW	Review and improve website. 15/01/24 Ongoing.
23/220.2	CF	Publish electronic version of newsletter and post. 15/01/24 Complete.
23/220.5	CF	Liaise with pub regarding council drop-in event. 15/01/24 Ongoing.
23/221.4	PS	Arrange communications of Sywell Road closure for chicane build in mid-December. 15/01/24 Complete.
23/221.5	Clerk	Funding of Future Works. To investigate process of acquiring a central government loan of a maximum of £100k. 15/01/24 Complete.
23/222.1	Clerk	Police Liaison: To contact the local PCSO's for any direct information or reporting. 15/01/24 Complete.
23/225.1	CF	Policies: To place on website. 15/01/24 Complete.
23/227.1	Clerk	Local Government Pay Awards: To notify and confirm figures to be implemented in December 2023 payroll. 15/01/24 Complete.

23/228.1	CF	Arrange staff working party. 15/01/24 Complete.
23/229.1	PM	Playground Potential Expenditure: Determine matting and installation requirements. 15/01/24 Ongoing.
23/229.2	PM	Playground Potential Expenditure: Investigate repair of goal. 15/01/24 Ongoing.
23/229.3	CF	Playground Potential Expenditure: To decline Monkey Challenge. 15/01/24 Complete.
23/231.1	Clerk	Arrange upgrade of remaining 4 PLL lights. 15/01/24 Complete.
23/231.2	CF	Reforecast FY23/24: To place reforecast on website. 15/01/24 Complete.
23/233.1	JB/PS	Payments: To authorise at bank. 15/01/24 Complete.
23/235.1	Clerk	Next Agenda Items: Christmas tree. Promote drop-in session at pub. Grant applications. Road safety funding. Reforecast, Budget and Precept. Annual Parish Meeting. Parish Plan. Staff working party. 15/01/24 Complete.
23/236.1	CF	Website post cancelling December meeting. 15/01/24 Complete.

Approved