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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 19th February 2024** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP.

Present:

Councillors: Vice Chair Cllr C Ferguson, Cllr P Scordellis, Cllr P Matthews, Cllr C Bailey, Cllr T Hewitt

Public: None

Clerk: Ruby Cole

In the absence of Chair, Cllr D Walker, this meeting was Chaired by Vice Chair Cllr C Ferguson.

24/035	Apologies: Cllr D Walker. Cllr J Bonsor. Resolved: The Council accepted the above Apologies.	
24/036	Public Address: None	
24/037	Minutes: Full parish council meeting Monday 15 th January 2024. Extraordinary Parish Council meeting held on 29 th January 2024 . Resolved: Both Minutes approved. Chair signed at meeting	
24/038	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None.	
24/039	Actions Outstanding: See end of document Appendix A for full update.	
24/040	Correspondence: Post Agenda 1. 19/02/24 Cllr Ferguson tendered her resignation with her last attendance being the parish council meeting scheduled for 18/03/24. Noted. 2. 07/02/24 NCalc Dot Gov Dot UK website domain. Clerk had registered for further information as it is unclear of the benefits/disadvantages or the annual cost for this service. 3. 07/02/24 West Northamptonshire Local Plan - Online meeting 27/02/24. Cllr Bailey will attend. Clerk to register. Action 24/040.3	Clerk
24/041	Planning: No new planning applications received.	
24/042	New Parishioners: None.	

24/043	<p>Parish Plan: Cllr Ferguson previously circulated to councillors the draft Parish Plan and questionnaire. All were positive with the draft. The next steps being the printing and distribution to residents. The questionnaire will be printed on coloured A4 paper and inserted into the newsletter which is due out mid March. Responses to be returned to the pub/church by 28th March for collection.</p> <p>Resolved: Councillors approved the parish plan. Cllr Ferguson to commence proceedings for consultation. Action 24/043.1</p>	CF
24/044	<p>Green Hill Solar Farm: Cllr Bailey and Cllr Hewitt gave a brief update. The project sites proposes the land south and west of Wellingborough and North of Northampton incorporating. The planning process has to go via central Government consultation process will be over two stages. Holcot will be affected and are consultees. Details are available on their website. Cllr Ferguson to share link on website. Action 24/044.1</p> <p>Stage 1. A non-statutory consultation Jan - March 24. Stage 2. A statutory consultation scheduled for Autumn 2024.</p> <p>Cllr Hewitt will attend the workshop event 04/03/2024 at Mears Ashby Village Hall.</p>	CF
24/045	<p>D-Day Commemoration 06/06/24: It was suggested that this could be commemorated by lighting up the Church as before for during the NHS pandemic.</p> <p>Resolved: Cllr Ferguson to contact Paul Butler. Action 24/045.1</p>	CF
24/046	<p>Northampton LCWIP 13/02/24: Cllr Scordellis gave a brief update on the workshop he attended. See end of document Appendix B for full update.</p> <p>The original map showed Holcot as being included within the boundary of the study area. Based on this, Cllr Scordellis evidenced the need of linking the walking and cycling routes in Holcot parish to the network of surrounding settlements. Disappointingly Holcot was not identified as a place of interest, or represented at all.</p> <p>However, this could be reconsidered for inclusion as the proposed plan and scheme is built.</p> <p>A Councillor is requested to attend the next workshop if Cllr Scordellis is unavailable.</p>	
24/047	<p>Dog Fouling: Despite ongoing issues it was felt all that could be done at present is to reiterate the penalty fines and dog fouling public order offence.</p> <p>Resolved: Councillor Ferguson to place in newsletter and on website. Action 24/047.1</p>	CF

	<p>required. If not, this is the preferred location.</p> <p>II. Moulton Road. There is no requirement at this location due to the speed humps in place.</p> <p>III. Brixworth Road. If the Sywell Road chicane is in place, then this would be the location for the community speedwatch.</p> <p>Resolved: Volunteers would be required. Cllr Ferguson to place request on website. Action 24/052.5</p>	CF
24/053	<p>Road Safety - Working Party: See end of document Appendix B for full update. Costing circulated to Councilors ahead of meeting. See end of document Appendix C for full update.</p> <p>First meeting has taken place and a plan of activities developed. Activity 1: HPC meeting approved priority list of projects to be funded. Activity 2: Agree design and costings with Highways. Resolved: Council approved the MoSCoW in principle, fully supporting the top three 'must-have' items as priority.</p>	
24/054	<p>Road Safety: Highways Performance Checkpoint. No escalation is needed at present. However, if the start date of the Sywell Road chicane is delayed again (expected 11th March 24), escalation options will be discussed at the March meeting. Clerk to monitor. Action 24/054.1</p>	Clerk
24/055	<p>Climate Change/Sustainability: Cllr Heasman not present.</p>	
24/056	<p>Annual General Meeting: Date confirmed as Wednesday 15th May 2024 7.00pm in Church room.</p>	
24/057	<p>Annual Parish Meeting: Date confirmed as Tuesday 30th April 2024 7.00pm at Holcot Village Hall. The following to be invited to attend.</p> <ol style="list-style-type: none"> Green Hill Solar Farm: Clerk to contact. Action 24/057.1 Police Representative, ideally the new Sergeant: Cllr Bailey to contact. Action 24/057.2 WNC Highways: Cllr Scordellis to contact. Action 24/057.3 Ward Cllr Mike Warren: Clerk to contact. Action 24/057.4 	Clerk CB PS Clerk
24/058	<p>Risk Assessments: Clerk had circulated risk assessments for adoption. Litter Pick, Volunteers, Playing Field and Community Speed Watch. Resolved: These were adopted. However, it was suggested that a method statement also be provided for each group alongside the risk assessments. Cllr Matthews will provide templates. Action 24/058.1</p>	PM
24/059	<p>Payments: To approve invoices £445.84. To approve post agenda invoice SSE £4.68. Resolved: Payments £450.52 approved. Cllr Scordellis signed invoices at meeting. Cllr Scordellis & Cllr Walker to authorise at bank. Action 24/059.1</p>	PS DW

Ref	Payee	Description	Date	Method	Amount
256	Clerk	February Salary	20/02/2024	Online	£352.11
257	SSE Solutions	Street Light Electricity 01/12/23 - 31/12/23	20/02/2024	Online	£93.73
258	SSE Solutions	Street Light Electricity 01/12/23 - 31/12/23	20/02/2024	Online	£4.68

£450.52

24/060	Financial Report/Bank Reconciliation: Bank Balances current account 31/01/2024 £11,735.84. Reserve account 31/12/2023 £8,125.50. Resolved: Approved. Cllr Bailey signed bank reconciliation at meeting.	
24/061	Next Agenda Items: Asset Register	
24/062	Next Meeting: Resolved: 18 th March 2024 in Church Room.	

Clerk's Notes:

Mowing Grant: The grant process is slightly delayed pending new administrative structure.

Meeting closed: 21:00

Future Meetings: 18th March 2024

15th April 2024

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

15th 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. 19.02.24 Complete. Cllr Heasman to check through documentation for land titles/ownership.
2	23/220.1	CF/DW	Review and improve website. 19.02.24 Ongoing
3	23/220.5	CF	Liaise with pub regarding council drop-in event. 19.02.24 Ongoing
4	23/229.1	PM	Playground Potential Expenditure: Determine matting and installation requirements. This will now be FY24/25. 19.02.24 Ongoing
5	23/229.2	PM	Playground Potential Expenditure: Investigate repair of goal. 19.02.24 Ongoing
6	24/011.1 a	PM	Arrange Christmas lights renovation. 19.02.24 Awaiting time to meet up. Ongoing
7	24/011.2 a	CF	Litter pick 2024: To promote via media on confirmation. 19.02.24 Ongoing
8	24/011.3	All	Signs and posters removal: To remove old signs/posters. 19.02.24 Ongoing
9	24/011.5	PM	To arrange with Friends of Holcot the clean-up of the Gigaclear boxes as appropriate. 19.02.24 Ongoing
10	24/012.4	Clerk	Flooding on roads. Walgrave Road, Hannington turn. To contact Anglian Water. 19.02.24 Clerk has received confirmation the flooding is Highways and not Anglian Water. New Action, Clerk to report on FixMyStreet. Sywell Road is still flooding. Cllr Scordellis to chase. Ongoing

New Actions This Meeting

1	24/040.3	Clerk	West Northamptonshire Local Plan: To register Cllr Bailey for meeting for online meeting 27/02/24.
2	24/043.1	CF	Parish Plan: To print questionnaire for insertion into the newsletter.
3	24/044.1	CF	Green Hill Solar Farm: To share link on website.
4	24/045.1	CF	D-Day Commemoration 06/06/24: To contact Paul Butler with possibility of lighting up the church.
5	24/047.1	PM	Dog Fouling: To place in newsletter and on website.
6	24/050.1	PM	Memorial Bench: To liaise with the parishioners to proceed.
7	24/051.1	PM	Litter Pick Weekend 23/03/24: Cllr Matthews to availability to collect/return.
8	24/052.3	TH	Road Safety: To request Sywell Aerodrome provide contact details for the organisers of events.
9	24/052.4	CB	Road Safety: Beat Bus. To chase site meeting with new sergeant.
10	24/052.5		Road Safety: Community Speedwatch. To place request for volunteers on website.
11	24/054.1	Clerk	Road Safety: Highways Performance Checkpoint. Clerk to monitor - March
12	24/057.1	Clerk	Annual Parish Meeting: To invite Green Hill Solar Farm.
13	24/057.2	CB	Annual Parish Meeting: To invite police representative, new Sergeant.
14	24/057.3	PS	Annual Parish Meeting: To invite WNC Highways.
15	24/057.4	Clerk	Annual Parish Meeting: To invite Cllr Mike Warren.
16	24/058.1	PM	Risk Assessments: To provide method statement templates.
17	24/059.1	PS/DW	Payments: To authorise at bank.

Appendix A - 24/039 - ACTIONS OUTSTANDING FROM JANUARY MEETINGS

Full Parish Council meeting Monday 15th January 2024 - Ongoing			
1	23/031.1	CH	Old School Site: To send Cllr Heasman documentation. 19.02.24 Complete. Cllr Heasman to check through documentation for land titles/ownership.
2	23/200.1	Clerk	Dog Fouling: To prepare risk assessment for volunteers. Clerk and Chair working through. 19.02.24 Complete.
3	23/220.1	CF/DW	Review and improve website. Ongoing. 19.02.24 Ongoing
4	23/220.5	CF	Liaise with pub regarding council drop-in event. 19.02.24 Ongoing
5	23/229.1	PM	Playground Potential Expenditure: Determine matting and installation requirements. This will now be FY24/25. 19.02.24 Ongoing
6	23/229.2	PM	Playground Potential Expenditure: Investigate repair of goal. 19.02.24 Ongoing

Actions Outstanding Extraordinary Parish Council meeting Monday 29th January 2024 - New

1	24/031.1	DW, All	Planning: 2023/6223 - Home Farm. To draft and review response. 19.02.24 Complete.
2	24/031.2	Clerk	Planning: 2023/6223 - Home Farm. To submit response. 19.02.24 Complete.
3	24/034.1	JB/DW	Payments: To authorize at bank. 19.02.24 Complete.

Actions Outstanding Full Parish Council meeting Monday 15th January 2024 - New

1	24/006.2	Clerk	Correspondence: To notify NCalc re WNC S106/CIL Briefing 30/01/24 that Cllr Scordellis can no longer attend. 19.02.24 Complete.
2	24/009.1	CF	Parish Plan: To request delay in newsletter submission. 19.02.24 Complete.
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. 19.02.24 Complete.
4	24/011.1	Clerk	Christmas tree lights. To request quote is broken down and invoiced on separate occasions. 19.02.24 Complete.
5	24/011.1a	PM	Arrange Christmas lights renovation. 19.02.24 Awaiting time to meet up. Ongoing
6	24/011.2	Clerk	Litter pick 2024: To book kit. 19.02.24 Complete.
7	24/011.2a	CF	Litter pick 2024: To promote via media on confirmation. 19.02.24 Ongoing
8	24/011.3	All	Signs and posters removal: To remove old signs/posters. 19.02.24 Ongoing
9	24/011.5	PM	To arrange with Friends of Holcot the clean-up of the Gigaclear boxes as appropriate. 19.02.24 Ongoing
10	24/011.6	Clerk	Advise Eon regarding additional Moulton Road lights and investigate ownership. 19.02.24 Complete.
11	24/012.3	PS	Chicane implementation: To request Ward Cllr Mike Warren seeks answers for delay. 19.02.24 No longer necessary at this time.
12	24/012.4	Clerk	Flooding on roads. Walgrave Road, Hannington turn. To contact Anglian Water. 19.02.24 Clerk has received confirmation the flooding is Highways and not Anglian Water. New Action, Clerk to report on FixMyStreet. Sywell Road is still flooding. Cllr Scordellis to chase. Ongoing
13	24/013.1	DW	Establish working group and prepare a draft road safety plan. 19.02.24 Complete.
14	24/014.1	CB	Police Liaison: To chase up for reports. See agenda item 20/052.4
15	24/014.2	CF	Police Liaison: To promote beat bus on website. 19.02.24 Complete.
16	24/016.1	Clerk	AGM: To check Church room availability and book Monday 13 th May 2024. 19.02.24 Complete.
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. 19.02.24 Complete.
19	24/022.1	CF	Reforecast FY23/24: To place on website. 19.02.24 Complete.
20	24/023.1	CF	Budget FY24/25: To place on website. 19.02.24 Complete.
21	24/024.1	Clerk	Precept FY24/25: To submit to WNC. 19.02.24 Complete.
22	24/028.1	Clerk	Next Agenda Items: Parish Plan, Annual Parish Meeting. 19.02.24 Complete.

**HPC meeting 19th February 2024: Items 24/046, 052-4 Road Safety and Highways:
pre-briefing, updates & outcomes**

(A) 24/046: Northampton LCWIP (Local Cycling and Walking Infrastructure Plan) 1st Stakeholder Workshop

This is a WNC initiative focussed on Northampton town; similar Plans have already been done for Daventry, Towcester and Brackley.

Despite reassurances before attending (Holcot was shown at the very edge of the area under discussion) + a written HPC pre-input to the workshop, disappointing to find that Holcot was not marked on the presentation map as a location for this year's steps in the process (Brixworth & Moulton were). This disappointment was included in PS' post-workshop feedback, which elicited a vague reassurance that all such feedback would be 'taken into account' in deciding on next steps &/or work for future stages/years.

Recommendation: HPC should stay in touch with the process to maintain awareness of its issues. PS not available for the 2nd workshop if goes ahead in March as planned;

(B) 24/052: 3rd VASID

Thanks to teamwork by Chris, Ruby & PS the funding has been secured and the VASID, solar panel and post have all been delivered to Holcot. Matt Barratt (Kier) has appointed sub-contractors for installation of post on Brixworth Rd (west of junction with Glebe Close); sub-contractors have collected pole on 21st Feb; VASID & solar panel (currently in village hall locked store) to be attached by HPC once post is in place.

(C) 24/052 Priority-working chicane on Sywell Road

Timing: HPC was informed in January that construction had been further delayed to March; issue is securing commitment from the WNC lighting contractor to adopt - and so maintain - the lighting, (ie not the Parish)

At time of meeting, no good news on that front, so installation may potentially be delayed further (see (J))

Funding:

(i) This project will use up all the c.£25k remainder of the c.£44k S106 funds secured by HPC in c.2015/6 from the developers of Overstone **LEYS**

(ii) In a January phone call, Matt Barratt again reassured HPC that any inflation in costs due to delays will be funded by WNC

24/052 Updates on other issues

(D) Issues raised in June 2022 (= 1st meeting with new WNC HW team) and still outstanding:

1. Adding 7.5t limit roundels to direction signage:
 - (i) *Adding roundels to 'map-signs' approaching A43/Sywell Rd roundabout:*
Diagram of proposals now received, and signs in manufacturing. Installation date awaited.
 - (ii) *Adding roundel to 'village-direction-sign' at junction before entering the zone just east of Brixworth*

Diagram of proposals now received, and signs in manufacturing. Installation date awaited.
(iii) *Adding roundel to 'village-direction-sign' on island leaving A43/Sywell Rd roundabout,*
The need for this has been challenged as the zone-start signs are very close by.
PS has challenged this based on the zone-start signage not being readily visible until **after** a driver has committed to make the turn + multiple precedents at other A43 junctions

2. Advisory (green roundel) 20mph signage:
Were delivered and installed by PS in October.

(E) Poor quality re-instatement of road surfaces by utilities (focus on crossroads & Sywell Road)

[Background: identified as an issue by residents' complaints of noise from larger vehicles and trailers when driving over 'dropped' in-fill of utility trenches; when these residents reported this to FixMyStreet, they were told it was not a safety issue, so FMS would not take any action.]

Per action point from HPC, PS & CB created a dossier with photos of surface anomalies and used this to secure a meeting with representatives of both HW Regulations team & HW Maintenance.

This delivered:

- the clarity on the policies underlying FMS responses which HPC had been seeking (circulated to Councillors)
- an agreement to resolve those anomalies which were causing most disturbance to residents during the closure of Sywell Rd for the upcoming construction of the priority-working chicane - (C) above

(F) Liaison with organisers of public events at Sywell Aerodrome

[Proposal to set-up for a 'good-neighbours' relationship, so that HPC can pre-empt traffic-volume and -noise issues arising from events by contacting organisers at the planning stage, as we had done for the (in the event, cancelled) Flying Legends event in 2021.]

UPDATE: Cllr Hewitt has discovered that the Aerodrome leaves all such matters to the event-organisers.

(G) Police Beat Bus January visit to Holcot

PCSO represented the Police as new PC had been called away for an emergency.

This was reasonably well-attended by Parishioners who presented their issues constructively.

Given the numerous personnel changes in the Police hierarchy relevant to Holcot (including a new Sargeant), the PCSO suggested HPC supply a summary of issues with requests for specific responses from the Sargeant and RoadJAG cross-function liaison meetings (which he will attend).

HPC included with that an invitation to the Sargeant to a Parish site meeting. No response to date:

(H) 24.053: Road Safety Working Party on quicker funding solutions etc (CB, TH, PS, led by DW)

First meeting has taken place, and a plan of activities developed.

Activity 1: HPC meeting approved priority list of projects to be funded (MoSCoW list attached to agenda)

Activity 2: Agree design and costings with HW: see item (I) below

(I) Developers of Overstone GREEN as potential source of further traffic-calming S106 funding

[Background: HW had agreed that, as soon as we have confirmation from Planning of the 'trigger point(s)', they will come to Holcot with an engineer to assess/agree the technical feasibility and locations of the Brixworth Road chicane and signage for the new legal speed limit(s) as provisionally proposed by Matt O'Connell for the Police]

UPDATE: WNC Planning are still awaiting the applicant to sign the S106 agreement; this is been delayed by disputes over the value which Overstone Green should contribute to changes to the Sywell A43 roundabout.

Planning have now confirmed to HPC that, for Holcot, the draft agreement now includes the following conditions:

- the £100k for Holcot is indeed index-linked (but no reply to our request to clarify 'from which date')
- in spite of all our arguments to the contrary, the trigger for payment to WNC is still the 200th occupancy

Based on this, and to fulfil Activity 2 of the Working party, PS discussed with Matt Barratt our thoughts on **perhaps** taking out an interim loan to enable work to start sooner on HW's design processes for a future Brixworth Rd chicane – and the 'chicken & egg' challenge that any interim funding source will, instead, require to see a design and costing before agreeing a loan.

His response was very supportive, and he has since agreed with Helen Howard to start work on a feasibility design/options to be ready hopefully in early March, at no charge at this stage to HPC – but with the proviso that it will be subject to a search for utilities (that cannot be included at this stage because it requires a GPR (radar) search at c.£6k.)

Given the locations of drives on Brixworth Road, the chicane may require the relocation of the current village gateway (currently speed limit change from 40 to 30) which will need Police approval etc etc.

(J) 24/054: Road Safety Highways Performance checkpoint

Recommendation: In view of all the positive movement above, no escalation is needed as of Feb HPC meeting, but if chicane is not installed before HPC March meeting, that meeting will consider options for escalation

Appendix C - 24/053

List of possible road safety measures identified for Holcot Parish.
As of 6th February 2024

Location	Zone	Measure	MoSCoW Rating#	Rationale	Forecast* (2022-25) cost £k
Brixworth Road	30mph	Add chicane priority-working feature NB may need to relocate speedlimit-change - so requiring a traffic order, unless linkable to next item	M	VASID data shows up to 17% violations of the 30mph limit, with maximum speeds of up to 85mph	50
Areas selected by mtg with Matt O'C	30mph	20mph limit or zone	M	Traffic order £6k, Signs £10k	16
Moulton Rd	60mph	Implementation of the 'Holcot Cottages' signage with 40/50mph speed limit & fixed solar-VASID proposed by Matt O'C	M	Traffic order £6k, Signs £5k, VASID £6k	17
Junction of Poplars Lane & Walgrave Rd	30mph	Realign junction (design already created, and approved, by HW)	S	Reduce entry and exit speeds of rat-runners using Poplars Lane to avoid crossroad congestion	27
Junction of Back Lane & Moulton Rd	30mph	Realign junction (design already created, and approved, by HW)	S	Reduce entry and exit speeds of rat-runners using Back Lane to avoid crossroad congestion	27
Hannington Road	60mph	Narrow road signs on bridge	S	Insufficient width for 2 large vehicles	2
Sywell Road	30mph	Construct c100m of footway from Sunny Bank to Wychwood	C	Residents of 4 houses - and visitors to the carboot sale and riding school - currently have to walk in the carriageway on a blind bend, due to muddy surface of grass verge caused by a dip	36
Walgrave Road	60mph	Construct c170m of footway from village gateway to start of new right-of-way; cost includes £10k for construction of wooden pedestrian bridge over stream	C	New right-of-way was intended to give Holcot residents and ramblers safer access to the wider footpath system north of Holcot, but current pedestrian access to its start is a verge surfaced with coarse grass with hidden trip-hazards, and requires walking in the carriageway to cross the only bridge	110
Sywell Road	30mph	Permanent solar-powered VASID (MUST if no chicane)	W	VASID data has shown a reduction in speeds when VASID is switched on to show a message to drivers, compared with speeds in 'stealth mode'	6
Moulton Road	30mph	Replace existing pinch-point priority-working feature with chicane priority-working feature	W	Existing feature is earlier technology which only slows traffic when vehicles simultaneously approach from both directions	40
Moulton Road	60mph	Extend footway by c450m to reach junction with lane accessing cricket and tennis facilities	W	Current pedestrian access to these facilities and the several adjacent homes is a verge surfaced with coarse grass with hidden trip-hazard deep gulleys	160

Total of above list
for illustrative purposes only
(now excl Sywell Rd chicane) **490**

*Values updated from 2020 Overstone Green submission (which was based on Ian Boyes' estimates at that time)
to reflect recent extreme inflation in construction costs,
as communicated in Nov 2021 to HPC by Highways

#MoSCoW Ratings: Must, Should, Could, Would (if unlimited budget, no constraints)

	Totals
M	83
S	55
C	146
W	206
Grand Total	490

Approved