

Clerk: Mrs. Ruby Cole
32 Old Road
Walgrave
Northampton
NN6 9QW

Tel: 07881 458801 / 01604 781834

E-mail: clerk@holcotvillage.co.uk

Website: www.holcotvillage.co.uk

MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 18th March 2024** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP.

Present:

Councillors: Chair Cllr D Walker, Vice Chair Cllr C Ferguson, Cllr P Matthews, Cllr C Bailey, Cllr C Heasman, Cllr J Bonsor, Cllr T Hewitt (arrived 19:17)

Public: 4

Clerk: Ruby Cole

Chair welcomed everyone to the meeting.

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| 24/063 | Apologies: Cllr P Scordellis. Resolved: The Council accepted the above Apologies. | |
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With the agreement of the Council, the Chair changed the order to the agenda, bringing forward planning item 24/069

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| 24/069 | <p>Planning:</p> <ol style="list-style-type: none"> 6/3/24. 2024/1220/SCRN: A43 Phase 3 Scheme - Overstone Leys Access Roundabout to Holcot Roundabout. Proposed dualling to the eastern section of the existing A43. The specific application is not relevant, but Appendix A shows plans that we are seeing for the first time. Resolved: Cllr Walker to respond to ascertain at what stage Holcot will be consulted, and feedback initial concerns and queries. Action 24/069.1 7/3/24. 2024/1309/FULL: Proposal Demolition of existing dwelling and erection of a replacement dwelling and associated works, including refuse and cycle storage and landscaping. Windrush, Sywell Road, Holcot NN6 9SN. Applicant present to give a brief summary of works and problems arising. Resolved: No objections. Clerk to submit to WNC. Action 24/069.2 Post Agenda: | <p>DW</p> <p>Clerk</p> |
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| | 14/3/24. 2024/1363/FULL: Two storey rear extension to dwelling. The Old Barn Back Lane Holcot NN6 9SL Resolved: No objections. Clerk to submit to WNC. Action 24/069.3 | Clerk |
| 24/064 | Public address to the council: Resident explained that he has been picking up litter along Moulton Road (by Hospital Bungalows) for the last 28 years. He decided to keep the litter collected for about a year with a view to evidencing the amount of litter accrued. He provided photograph evidence also. He is no longer able to do this and would like Council to address this. The road is dangerous and not suitable for the volunteer litter pick group. Council agreed that something must be done and will raise with Highways in an attempt to resolve. Also, the grips need clearing. Clerk to write to Highways regarding litter on verges, citing photographic evidence and mix of materials. Action 24/064.1. Raise grip clearing on FixMyStreet. Action 24/064.2. | Clerk Clerk |
| 24/065 | Minutes: Full parish council meeting Monday 19 th February 2024. Resolved: Minutes approved. Chair signed at meeting. | |
| 24/066 | Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None. | |
| 24/067 | Actions Outstanding: See end of document for full update. | |
| 24/068 | Correspondence: 1. 22/02/2024 West Northamptonshire Parish Council and Kier Tree planting project. This is to identify areas where small 'pocket woodlands' of up to 10 trees can be planted. The trees would be donated by Kier for the parishes to plant and maintain. Noted. Not feasible as no suitable locations. 2. 07/03/2024 Sywell Road speed limit change request. The support of Holcot Parish Council for a proposed speed limit reduction along Sywell Road to 40mph. Council agreed to support request. Clerk to respond accordingly. Action 24/068.2. 3. 07/03/2024 NCalc training courses. No interest at this time, the Chair reiterated the policy that Councillors have a £50 annual budget to book through the Clerk any training necessary without recourse to the full council. 4. 08/03/2024 Loose bollard at risk of falling into the road. This has been reported on FixMyStreet. It was also suggested a kerb be placed either instead or in addition to the post at the time. Noted. No further action at this time. Post Agenda: 5. 11/03/2024 Green Hill Solar. A group of residents based in Grendon (Grendon Solar Group), led by Trevor Higgs are inviting representatives to attend their meetings/discussions. Cllr Bailey & Cllr Hewitt will represent Holcot PC. Clerk to respond accordingly. Action 24/068.5. 6. 11/03/2024 Cherry Trees. A resident has a large bough from the cherry trees on the Sywell road verge hanging over into garden. Cllr Walker reported that all the cherry trees need maintenance. To be reported on | Clerk Clerk |

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| | <p>FixMyStreet as Highways land and responsibility. Cllr Walker had taken photos and will report. Action 24/068.6.</p> <p>7. 11/03/2024 PKF Littlejohn - 2023/24 AGAR external auditor instructions. Noted.</p> <p>8. 11/03/2024 SSE Energy Solutions. Letter received for amount outstanding of £93.73. Clerk explained that she has been communicating with them as credits awaited.</p> | DW |
| 24/070 | New Parishioners: None. | |
| 24/071 | Parish Plan: Every household has been sent the questionnaire via the newsletter. The deadline for completed questionnaires to be returned 28th March. Cllr Ferguson has agreed to collate responses and finish initial project. | |
| 24/072 | <p>West Northamptonshire Local Plan - Parish Engagement:</p> <p>1. Cllr Bailey attended a Zoom meeting 27th February 2024. However the plan is due to be revised 14th March which rendered the meeting futile.</p> <p>2. WNC are preparing a new local plan for the area to guide development in the period up to 2041. The West Northamptonshire Local Plan will replace the West Northamptonshire Joint Core Strategy Local Plan (Part 1) and the Part 2 Local Plans which were adopted for the former Daventry, Northampton and South Northamptonshire areas. Clerk to liaise with Ward Cllr Mike Warren regarding questionnaire due to be submitted and its relevance as local plan is drafted, to understand what is required.</p> <p>Action 24/072.2.</p> | Clerk |
| 24/073 | Community Engagement: Confirmed. Drop in session at White Swan 28 th March 2024, 6.00pm. | |
| 24/074 | <p>WW1 Memorial Bench: The cost of the bench is £1650 plus Vat. The installation and placement will be at the Old School Site echoing the bench already situated. Mrs Watson has donated an equivalent sum.</p> <p>Resolved: Expenditure approved.</p> | |
| 24/075 | <p>Litter Pick: Sunday 24th March 2024. Cllr Matthews will collect the litter pick kit from Norse on Friday 22nd March and return Monday 25th March. The litter pick will commence 11:00am Sunday subject to weather. Rubbish bags to be left in front of the village hall to be collect by Norse on their rounds.</p> <p>Resolved: Cllr Walker to promote on website. Action 24/075.1.</p> | DW |
| 24/076 | <p>Green Hill Solar Farm:</p> <p>Cllr Hewitt attended meeting 4th March 2024. He presented the map showing the proposed location in relation to Holcot. The solar farm mitigation is on the fields and is hidden from the road. Until an up-to-date map/plan is available it is difficult to ascertain the impact on Holcot if any. There is to be a community fund to help ameliorate any impacts.</p> <p>At this stage it is best to wait for a firmer update before meeting with Solar Farm developers.</p> | |
| 24/077 | <p>D-Day Commemoration 06/06/24: It is still hoped that lights can be shone onto the Church to commemorate.</p> <p>Resolved: Cllr Walker will liaise with Mr Butler. Action 24/077.1. Clerk to check if the set up for this would be covered under the Council's insurance.</p> <p>Action 24/077.2.</p> | DW Clerk |

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| 24/078 | <p>Road Safety and Highways:</p> <ol style="list-style-type: none"> 3rd VASID implementation - installation of the new VAS post expected to be completed by the end of March 2024. The VAS installation to be implemented shortly after. Cllr Scordellis will resume co-ordination. Spare batteries delivered and currently in the care of Cllr Matthews. Sywell Road Chicane. This has been delayed again. The road closure for 11th March had been publicized on one.network website but no notice was given that this would be delayed. The Chicane was first proposed in 2019. As part of the Highways Performance Checkpoint council have agreed the timings and delays are unacceptable, particularly when no communication is received from WNC. A 'no confidence' letter to be drafted and sent to Cllr Warren in the first instance. Resolved: Cllr Walker to write first draft and finalise with Councillors. Action 24/078.3 Community Speedwatch - March 30th - April 27th. There are 10 volunteers so far. Cllr Bailey to advise which road police presence would be required and they will organize to attend and monitor with their speed gun. Action 24/078.4. | DW CB |
| 24/079 | <p>Road Safety - Working Party: Cllr Walker had circulated details of the final draft plan following on from RSWP meeting. The next step is to write a business case. Cllr Mike Warren will attend the next meeting and advise. Resolved : The Council ratified the plan.</p> | |
| 24/080 | <p>Climate Change/Sustainability: No update. Deferred to next meeting.</p> | |
| 24/081 | <p>Police Liaison Representative: Cllr Bailey reported that he had met with Police Constable Lee Stevens and PCSO Kev Lumbis on 15th March. The only crime recently is related to stolen goods at the Car Boot Sales.</p> <p>They acknowledged and understood that HGV's through the parish was an issue. However, this comes under Highways/WNC. They suggested we could write to local businesses informing them that they should only be travelling through the village for pick up/delivery. They could then contact companies if there is suspicion that the vehicles are flouting the regulations. Action 24/081.1 Project for Clerk to undertake during May, based on recipient lists and draft text provided by Cllr Bailey. Action 24/081.2.</p> | Clerk CB |
| 24/082 | <p>Councillor Resignation: Chair thanked Cllr Ferguson for her time on the Council on behalf of the parish with remaining councillors echoing. Cllr Walker will be website editor <i>pro tem</i>, and it was agreed that the Vice Chair and other responsibilities will be resolved at the AGM in May.</p> <p>It was agreed to contact individuals around the parish to see if any interest in future vacancies. Resolved: Clerk to notify monitoring officer of vacancy. Action 24/082.1. Cllr Walker will run the website campaign. Action 24/082.2.</p> | Clerk DW |
| 24/083 | <p>Asset Register: Circulated to Councillors prior to meeting. Total assets £123,415.09. Resolved: Approved.</p> | |

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| 24/084 | Annual Parish Meeting: Tuesday 30th April 2024 7.00pm at Holcot Village Hall. 1. Ward Cllr Mike Warren - attendance confirmed. 2. WNC Highways - Helen Howard. Despite two emails to Helen Howard there has been no response. Clerk to email again, copying in Nick Henstock and Cllr Mike Warren. Action 24/084.2. 3. Northants Police - Sergeant Judd. Cllr Bailey to invite. Action 24084.3. 4. Agenda Notice - Clerk & Cllr Walker to prepare and publicise. Action 24/084.4. | Clerk CB Clerk/ DW |
| 24/085 | Payments: Post Agenda. Receipts £1650.00 Donation, £1122.96 VAT Refund, £33.39 Interest. Post Agenda Invoice £1980.00. Total Payments £2802.11. Resolved: Receipts noted. Payments £2802.11 approved. Cllr Bonsor & Cllr Walker signed invoices at meeting. Cllr Bonsor & Cllr Walker to authorise at bank. Action 24/085.1. | JB/ DW |

| Ref | Payee | Description | Date | Method | Amount |
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| 259 | Clerk | March Salary | 19/03/2024 | Online | £352.11 |
| 260 | Ascomi | Website Domain | 19/03/2024 | Online | £40.00 |
| 261 | Andrew Granger & Co | Allotment Rent 29/09/2023 - 24/03/2024 | 19/03/2024 | Online | £71.00 |
| 262 | Ramprint | Newsletter inc Questionnaire | 19/03/2024 | Online | £233.00 |
| 263 | Tree Worx | Removal of Christmas Tree Lights | 19/03/2024 | Online | £108.00 |
| 264 | Unity Trust Bank | Quarterly Bank Charge | 31/03/2024 | Online | £18.00 |
| 265 | David Ogilvie Eng. | Memorial Bench & Plaque | 19/03/2024 | Online | £1,980.00 |

£2,802.11

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| 24/086 | Financial Report/Bank Reconciliation: Bank balances current account 29/02/2024 £11,285.32. Reserve account 08/03/2024 £8,155.89. Resolved: Approved. Cllr Bailey signed bank reconciliation at meeting. | |
| 24/087 | Next Agenda Items: None. | |
| 24/088 | Next Meeting: Monday 15 th April 2024, 7.00pm in Church Room. Annual Meeting of the Parish - Tuesday 30th April 2024 7.00pm at Holcot Village Hall. | |

Meeting closed: 20:38

Future Meetings: 15th April 2024

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

15th May 2024 (Annual General Meeting & Full)

Action Points for Tracking

Ongoing Actions

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| 1 | 23/031.1 | CH | To check through documentation for land titles/ownership. |
| 2 | 23/229.1 | PM | Playground Potential Expenditure: Determine matting and installation requirements. This will now be FY24/25. 19.3.24 To be looked at in Spring. |
| 3 | 23/229.2 | PM | Playground Potential Expenditure: Investigate repair of goal. |
| 4 | 24/011.1a | PM | Arrange Christmas lights renovation. 19.3.24 Ongoing. The old lights have been removed and the working white lights kept. The intention is to make all lights white. |
| 5 | 24/011.5 | PM | To arrange with Friends of Holcot the clean-up of the Gigaclear boxes |
| 6 | 24/012.4 | PS | Flooding on roads. Sywell Road is still flooding. To chase. |
| 7 | 24/052.3 | TH | Road Safety: To request Sywell Aerodrome provide contact details for the organisers of events. |
| 8 | 24/058.1 | PM | Risk Assessments: To provide method statement templates. Cllr Matthews advised that the only required is to ensure that all volunteers sign the risk assessment. 18.03.24 New Action. Clerk to include. |

New Actions This Meeting

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| 1 | 24/064.1 | Clerk | Moulton Rd Litter: Write to Highways regarding litter on verges, citing photographic evidence and mix of materials. |
| 2 | 24/064.2 | Clerk | Raise grip clearing on Moulton Road on fixmystreet. |
| 3 | 24/068.2 | Clerk | Correspondence: Speed limit request. To send response. |
| 4 | 24/068.5 | Clerk | Correspondence: Green Hill Solar Group. To confirm Cllr Bailey & Cllr Hewitt as representatives. |
| 5 | 24/068.6 | DW | Correspondence: Cherry Trees. To report on FixMyStreet. |
| 6 | 24/069.1 | DW | Planning: 2024/1220/SCRN: A43 Phase 3 Scheme - To draft letter. |
| 7 | 24/069.2 | Clerk | Planning: 2024/1309/FULL: Windrush. To submit no objections response. |
| 8 | 24/069.3 | Clerk | Planning: 2024/1363/FULL: The Old Barn. To submit no objections response. |
| 9 | 24/072.2 | Clerk | West Northamptonshire Local Plan - To liaise with Ward Cllr Mike Warren regarding questionnaire and local plan impact. |
| 10 | 24/075.1 | DW | Litter Pick: Sunday 24th March 2024. To promote on website. |
| 11 | 24/077.1 | DW | D-Day Commemoration 06/06/24: To liaise with Mr Butler. |
| 12 | 24/077.2 | Clerk | D-Day Commemoration 06/06/24: To contact Insurance company. |
| 13 | 24/078.3 | DW | Sywell Road Chicane. To draft 'no confidence' letter to Cllr Warren. |
| 14 | 24/078.4 | CB | Community Speedwatch - March 30th - April 27th. To advise police which road for speed gun monitor. |
| 15 | 24/081.1 | Clerk | In May write to companies re HGV impact. |
| 16 | 24/081.2 | CB | Prepare list of recipients and draft letter. |
| 17 | 24/082.1 | Clerk | Councillor Resignation: To notify monitoring officer of vacancy. |
| 18 | 24/082.2 | DW | Councillor resignation : run website campaign. |
| 19 | 24/084.2 | Clerk | Annual Parish Meeting: Highways. To email again, copying in Nick Henstock and Cllr Mike Warren. |
| 20 | 24/084.3 | CB | Annual Parish Meeting: To invite Northants Police - Sergeant Judd. |

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| 21 | 24/084.4 | Clerk/ DW | Annual Parish Meeting: To prepare and publicise Agenda Notice. |
| 22 | 24/085.1 | DW/JB | Payments: To authorise at bank. |

Actions Outstanding from Minutes 19th February 2024

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| 1 | 23/031.1 | CH | To check through documentation for land titles/ownership. 19.3.24 Ongoing. |
| 2 | 23/220.1 | CF/DW | Review and improve website. 19.3.24 Routine activity. Complete |
| 3 | 23/220.5 | CF | Liaise with pub regarding council drop-in event. Complete |
| 4 | 23/229.1 | PM | Playground Potential Expenditure: Determine matting and installation requirements. This will now be FY24/25. 19.3.24 Ongoing. Will look in Spring. |
| 5 | 23/229.2 | PM | Playground Potential Expenditure: Investigate repair of goal. 19.3.24 Ongoing. |
| 6 | 24/011.1a | PM | Arrange Christmas lights renovation. 19.3.24 Ongoing. The old lights have been removed and the working white lights kept. All lights will be white. |
| 7 | 24/011.2a | CF | Litter pick 2024: To promote via media on confirmation. Complete |
| 8 | 24/011.3 | All | Signs and posters removal: To remove old signs/posters. Complete |
| 9 | 24/011.5 | PM | To arrange with Friends of Holcot the clean-up of the Gigaclear boxes as appropriate. 19.02.24 Ongoing. 19.3.24 Ongoing. |
| 10 | 24/012.4 | PS | 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. Walgrave Road grips cleared. Sywell Road is still flooding. Cllr Scordellis to chase. Ongoing. |

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| 1 | 24/040.3 | Clerk | West Northamptonshire Local Plan: To register Cllr Bailey for meeting for online meeting 27/02/24. Complete. |
| 2 | 24/043.1 | CF | Parish Plan: To print questionnaire for insertion into the newsletter. Complete. |
| 3 | 24/044.1 | CF | Green Hill Solar Farm: To share link on website. Complete. |
| 4 | 24/045.1 | CF | D-Day Commemoration 06/06/24: To contact Paul Butler with possibility of lighting up the church. See agenda item 24/077 |
| 5 | 24/047.1 | PM | Dog Fouling: To place in newsletter and on website. Complete. |
| 6 | 24/050.1 | PM | Memorial Bench: To liaise with the parishioners to proceed. Complete. |
| 7 | 24/051.1 | PM | Litter Pick Weekend 23/03/24: Cllr Matthews to collect/return. Complete. |
| 8 | 24/052.3 | TH | Road Safety: To request Sywell Aerodrome provide contact details for the organisers of events. 19.3.24 Ongoing. |
| 9 | 24/052.4 | CB | Road Safety: Beat Bus. To chase site meeting with new sergeant. Complete. |
| 10 | 24/052.5 | CF | Road Safety: Community Speedwatch. Request volunteers on website. Complete. |
| 11 | 24/054.1 | Clerk | Road Safety: Highways Performance Checkpoint. Clerk to monitor - March. See agenda item 24/078. |
| 12 | 24/057.1 | Clerk | Annual Parish Meeting: To invite Green Hill Solar Farm. Complete. |
| 13 | 24/057.2 | CB | Annual Parish Meeting: To invite police representative, new Sergeant. See agenda item 24/084. Complete |

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| 14 | 24/057.3 | PS | Annual Parish Meeting: Invite Highways. See agenda item 24/084. Complete |
| 15 | 24/057.4 | Clerk | Annual Parish Meeting: To invite Cllr Mike Warren. Complete. |
| 16 | 24/058.1 | PM | Risk Assessments: To provide method statement templates. Cllr Matthews advised that the only required is to ensure that all volunteers sign the risk assessment. 18.03.24 New Action. Clerk to include. |
| 17 | 24/059.1 | PS/DW | Payments: To authorise at bank. Complete. |

Approved