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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 15th April 2024** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP.

Present:

Councillors: Chair Cllr D Walker, Cllr P Matthews, Cllr T Hewitt, Cllr P Scordellis

Public: 1

Clerk: Ruby Cole

24/089	Apologies: Cllr C Bailey, Cllr J Bonsor. Resolved: The Council accepted the above Apologies.	
24/090	Public address to the council: None.	
24/091	Minutes: Full parish council meeting Monday 18 th March 2024. Resolved: Minutes approved. Chair signed at meeting.	
24/092	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None.	
24/093	Councillor Vacancy: Marie Dunkley was proposed by Cllr Walker, Seconded by Cllr Matthews. Resolved: Ms Dunkley accepted the position and will sign the Declaration of Acceptance of Office form on receipt from Clerk. Clerk to send further details and relevant forms for completion. Action 24/093.1	Clerk
24/094	Actions Outstanding: See end of document for full update.	
24/095	Correspondence: 1. 08/04/2024 Help shape the future of biodiversity in West Northamptonshire. Noted. Cllr Walker to place on website. Action 24/095.1 2. 03/04/2024 Police Fire & Crime Commission's election on May 2 nd - Danielle Stone. Noted. 3. 30/03/2024 Police Fire & Crime Commission's election on May 2 nd - Ana Savage Gunn. Noted. Cllr Walker to send response with Council main	DW

	<p>issues for consideration to all three candidates, with invitation to Parish Council post-election. Action 24/095.3</p> <p>4. 24/03/2024 Jitty from graveyard to Rectory Lane. See agenda item 24/100</p> <p>5. 21/03/2024 Requests for parking restrictions. Noted Post Agenda</p> <p>6. 21/03/2024 Warm Bags. There are 3 remaining. No further requirement within parish. Clerk to notify Northants Acre for return. Action 24/095.6</p> <p>7. 15/04/2024 Councillor Resignation. Cllr Scordellis submitted his letter of resignation to Chair. He was thanked for all his work and time on the Council. Clerk to commence vacancy proceedings, website promotion. Action 24/095.7</p>	<p>DW</p> <p>Clerk</p> <p>Clerk DW</p>
24/096	Planning: None.	
24/097	New Parishioners: None.	
24/098	<p>King Charles III - Official Portrait: The portrait has been received. It was agreed the Church Room would be a suitable place for this, possibly alongside the existing portrait of Her Majesty Queen Elizabeth II.</p> <p>Resolved: Clerk to contact Mr Hodgson. Action 24/098.1</p>	Clerk
24/099	Local Plan Consultation: Council agreed that this is an important consultation. All Councillors will review the draft plan and the Council will form an opinion at the May meeting.	
24/100	<p>Parish maintenance:</p> <p>1. Churchyard/Rectory Lane jitty. This has become quite muddy and slippery. It was suggested grass seed be put down to allow growth. However, it appears that this area falls under Highways responsibility. Resolved: Clerk to contact Highways. Action 24/100.1</p> <p>2. Bin on Moulton Road. The bin on Moulton Road is damaged and worn, other bins may need repair. Seats also may need maintenance. Resolved: Cllr Matthews to arrange survey of all seats and bins for maintenance work. Action 24/100.2</p> <p>3. Councillors ideas and requests. Friends of Holcot gardening group requested £100 for planting throughout the year. A further £100 was also requested for the planting of trees that were received during the Queen's Green Canopy. However, this is dependent on where they would be planted, as most available land is private and is therefore not for public benefit. Resolved: £100 expenditure approved for planting. Council also approved expenditure for the purchase of Hi Vis bibs for the group. Cllr Walker will purchase. Action 24/100.3</p>	<p>Clerk</p> <p>PM</p> <p>DW</p>
24/101	WW1 Memorial Bench: The bench has been delivered and will be installed shortly on the Old School site in-line with the existing bench.	
24/102	<p>Parish Plan: The updated draft have been reviewed by Council and all are happy with the contents.</p> <p>Resolved: Clerk to write and thank those who have expressed interest in supporting community activities. Action 24/102.1. Cllr Walker will format the plan and publish. Action 24/102.2</p>	<p>Clerk</p> <p>DW</p>
24/103	Community Engagement: Drop-in session at White Swan 28 th March. There was minimal attendance. However, it was felt this would continue on an annual basis.	

24/104	Litter Pick: Sunday 24 th March 2024. About a dozen volunteers helped out. This will continue as an annual event.	
24/105	Green Hill Solar Farm: Cllr Bailey will be meeting with the Grendon anti solar farm group on 23 rd April.	
24/106	Road Safety and Highways: 1. 3 rd VASID implementation. Even though the pole has been delivered, we are still waiting for it to be installed, along with HGV signage. Awaiting confirmation of dates from WNC Cllr Phil Larratt/WNC Ward Cllr Mike Warren. 2. Sywell Road Chicane. WNC Cllr Phil Larratt is chasing this up. The works are due to commence 7 th May 2024, but this is to be confirmed. 3. Community Speedwatch. This is hoped to take place over the next couple of weeks along Sywell Road and Brixworth Road. 4. Tractors travelling through Holcot. There is nothing the parish council can do regarding the speed of tractors travelling through the village other than reaching out to owners via word of mouth. Councillors agreed to do this.	
24/107	Road Safety - Working Party: The meeting with the group which was attended by WNC Cllr Phil Larratt and WNC Ward Cllr Mike Warren was successful. The views of the Council regarding all aspects of traffic, road safety, works etc were heard and noted. They will be confirming dates of the installation of the HGV signage and other small works. Cllr Warren will research sources of funding. The working party felt that good progress was made.	
24/108	Highways Performance: No further action for the time being.	
24/109	Police Liaison Representative: Deferred.	
24/110	Mowing: Mowing contract received from Kier/WNC for this season. Resolved: Clerk to sign the contract and submit. Action 24/110.1 Clerk to claim £372.06 once season ends.	Clerk
24/111	Allotments: £243.38 net to be claimed for 23/24. Resolved: Clerk to raise invoice. Action 24/111.1	Clerk
24/112	2023/24 AGAR: PKF Littlejohn external auditor instructions received 18 th March 2024. Noted.	
24/113	Accounts Summary 2023/24: Clerk circulated year end accounts summary. Resolved: Approved.	
24/114	Annual Parish Meeting: Tuesday 30 th April 2024 7.00pm at Holcot Village Hall. WNC - Ward Cllr Mike Warren WNC Highways - Sam Simons Northants Police - Sergeant Judd (Cllr Bailey to confirm) Solar Farm - It was agreed that the Council should wait until the first plan is produced before arranging a meeting. Clerk to advise developer. Action 24/114.1	Clerk
24/115	Chair's Annual Parish Meeting Report: Chair circulated his draft report to Council. Council agreed this was an accurate reflection for the year.	
24/116	Annual General Meeting: Wednesday 15 th May 2024 briefing. Election of Chair & Vice Chair, AGAR, policies, roles & responsibilities, meeting dates.	

24/117	Reforecast: 2024/2025: Council went through the first reforecast of the financial year 2024/2025. Minor changes of approximated £300.00 less on expenditure bringing the amount of anticipated expenditure to £32,545.00. Resolved: Approved.	
24/118	Payments: Post agenda invoice £120.00. Total invoices £1807.79. Resolved: Payments £1807.79 approved. Cllr Scordellis & Cllr Walker signed invoices at meeting. Cllr Scordellis & Cllr Walker to authorise at bank. Action 24/118.1. Cllr Scordellis to be removed as bank signatory. Cllr Hewitt and Cllr Matthews to be added. Clerk to implement. Action 24/118.2	DW PS Clerk

Ref	Payee	Description	Date	Method	Amount
266	Clerk	April Salary	16/04/2024	Online	£352.11
267	Northants Calc	Annual Membership Fees	16/04/2024	Online	£593.99
268	Anglian Water - Wave	Allotment Water Supply 07/12/23 - 06/03/24	16/04/2024	Online	£10.10
269	Park Landscapes	March Mowing	16/04/2024	Online	£558.00
270	Eon Energy Solutions	Street Lights ¼ ending March 24	16/04/2024	Online	£93.60
271	Clerk	Annual Microsoft Charge	16/04/2024	Online	£79.99
272	DM Payroll Services	Annual Payroll Administration	16/04/2024	Online	£120.00

£1,807.79

24/119	Financial Report/Bank Reconciliation: Bank balances current account 31/03/2024 £11,256.17. Reserve account 31/03/2024 £8,155.89. Resolved: Approved. Cllr Matthews signed bank reconciliations including end of year, at meeting.	
24/120	Next Agenda Items: Local Plan Consultation. Action 24/120.1	Clerk
24/121	Next Meeting: Annual Meeting of the Parish - Tuesday 30th April 2024 7.00pm at Holcot Village Hall. Wednesday 15 th May 2024 - Annual General Meeting & Full Parish Council Meeting - Church Room 7.00pm	

Meeting closed: 20:15

Action Points for Tracking

Ongoing Actions

23/031.1	CH	To check through documentation for land titles/ownership and complete forms. Ongoing
23/229.1	PM	Playground Potential Expenditure: Determine matting and installation requirements. This will now be FY24/25. To be looked at in Spring. Ongoing
23/229.2	PM	Playground Potential Expenditure: Investigate repair of goal. Ongoing

24/011.5	PM	To arrange with Friends of Holcot the clean-up of the Gigaclear boxes. Ongoing
24/012.4	DW	Flooding on roads. Sywell Road is still flooding. 15.4.24 DW to chase
24/052.3	TH	Road Safety: To request Sywell Aerodrome provide contact details for the organisers of events. Ongoing
24/064.1	Clerk	Moulton Rd Litter: Write to Highways regarding litter on verges, citing photographic evidence and mix of materials. Awaiting response
24/064.2	Clerk	Raise grip clearing on Moulton Road on fixmystreet. Awaiting response
24/069.1	DW	Planning: 2024/1220/SCRN: A43 Phase 3 Scheme - To draft letter. Awaiting response
24/078.4	CB	Community Speedwatch - March 30th - April 27th. To advise police which road for speed gun monitor. Ongoing
24/081.1	Clerk	HGV's: In May write to companies re HGV impact. Now June. Ongoing
24/081.2	CB	Prepare list of recipients and draft letter. Ongoing.
24/084.3	CB	Annual Parish Meeting: To invite Northants Police - Sergeant Judd. Awaiting response

New Actions This Meeting

1	24/093.1	Clerk	Councillor Vacancy: To send further details and relevant forms for completion
2	24/095.1	DW	Correspondence: Help shape the future of biodiversity in West Northamptonshire. To place on website
3	24/095.3	DW	Correspondence: PFCC election on May 2nd - Ana Savage Gunn. To draft response to all candidates with Council main issues for consideration
4	24/095.6	Clerk	Correspondence: Warm Bags. To notify Northants Acre for return
5	24/095.7	Clerk DW	Correspondence: Councillor Resignation - Cllr Scordellis. To commence vacancy proceedings.
6	24/098.1	Clerk	King Charles III - Official Portrait: To contact Mr Hodgson
7	24/100.1	Clerk	Parish maintenance: Churchyard/Rectory Lane jitty. To contact Highways
8	24/100.2	PM	Parish maintenance: Arrange survey of all seats and bins for maintenance work
9	24/100.3	DW	Parish maintenance: To purchase Hi Vis jackets for Friends of Holcot gardening group
10	24/102.1	Clerk	Parish Plan: To write and thank those who have expressed interest in volunteering
11	24/102.2	DW	Finalise and publish the plan
12	24/110.1	Clerk	Mowing: To sign and submit contract and submit
13	24/111.1	Clerk	Allotments: To raise invoice £243.38
14	24/114.1	Clerk	Advise Green Hill Solar that the do not need to attend APM or Parish Council until firmer plans are available.
15	24/118.1	DW/PS	Payments: To authorise at bank
16	24/118.2	Clerk	Payments: To remove Cllr Scordellis as bank signatory. To add Cllr Hewitt and Cllr Matthews
17	24/120.1	Clerk	Next Agenda Items: Local Plan Consultation

Actions Outstanding from Minutes 18th March 2024

23/031.1	CH	To check through documentation for land titles/ownership. Ongoing
23/229.1	PM	Playground Potential Expenditure: Determine matting and installation requirements. This will now be FY24/25. To be looked at in Spring. Ongoing
23/229.2	PM	Playground Potential Expenditure: Investigate repair of goal. Ongoing
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. To be revisited towards the end of the year
24/011.5	PM	To arrange with Friends of Holcot the clean-up of the Gigaclear boxes. Ongoing
24/012.4	PS	Flooding on roads. Sywell Road is still flooding. To chase. 16.4.24 DW to chase
24/052.3	TH	Road Safety: To request Sywell Aerodrome provide contact details for the organisers of events. Ongoing
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. Complete
24/064.1	Clerk	Moulton Rd Litter: Write to Highways regarding litter on verges, citing photographic evidence and mix of materials. Awaiting response
24/064.2	Clerk	Raise grip clearing on Moulton Road on fixmystreet. Awaiting response
24/068.2	Clerk	Correspondence: Speed limit request. To send response. Complete
24/068.5	Clerk	Correspondence: Green Hill Solar Group. To confirm Cllr Bailey & Cllr Hewitt as representatives. Complete
24/068.6	DW	Correspondence: Cherry Trees. To report on FixMyStreet. Complete
24/069.1	DW	Planning: 2024/1220/SCRN: A43 Phase 3 Scheme - To draft letter. Awaiting response
24/069.2	Clerk	Planning: 2024/1309/FULL: Windrush. To submit no objections response. Complete
24/069.3	Clerk	Planning: 2024/1363/FULL: The Old Barn. To submit no objections response. Complete
24/075.1	DW	Litter Pick: Sunday 24th March 2024. To promote on website. Complete
24/077.1	DW	D-Day Commemoration 06/06/24: To liaise with Mr Butler. Not feasible at this time
24/077.2	Clerk	D-Day Commemoration 06/06/24: To contact Insurance company. Complete
24/078.3	DW	Sywell Road Chicane. To draft 'no confidence' letter to Cllr Warren. Complete
24/078.4	CB	Community Speedwatch - March 30th - April 27th. To advise police which road for speed gun monitor. Ongoing
24/081.1	Clerk	HGV's: In May write to companies re HGV impact. Ongoing - now June
24/081.2	CB	Prepare list of recipients and draft letter. Ongoing. Ongoing
24/082.1	Clerk	Councillor Resignation: To notify monitoring officer of vacancy. Complete
24/082.2	DW	Councillor resignation : run website campaign. Complete
24/084.2	Clerk	Annual Parish Meeting: Highways. To email again, copying in Nick Henstock and Cllr Mike Warren. Complete
24/084.3	CB	Annual Parish Meeting: To invite Northants Police - Sergeant Judd. Awaiting response
24/084.4	Clerk DW	Annual Parish Meeting: To prepare and publicise Agenda Notice. Complete
24/085.1	DW/JB	Payments: To authorise at bank. Complete

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