

Clerk: Mrs. Ruby Cole  
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Date: 8<sup>th</sup> May 2024

To: All Parish Councilors

From: Mrs R Cole, Clerk to Holcot Parish Council

**Dear Councillor,**

You are hereby summoned to attend the meetings of: Holcot Annual Parish Council meeting & Holcot Full Parish Council Meeting to be held on **Wednesday 15<sup>th</sup> May 2024 at 7.00pm** in the Church Room, Main Street, Holcot, Northampton NN6 9SP, when the under mentioned business will be transacted.

*Members of the public and press are welcome to attend these meetings.  
These meetings may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.*

## **AGENDA**

### **Annual Parish Council Meeting**

- 24/122 Election of Chair:** *To nominate and elect Chair*
- 24/123 Acceptance of Office for Chair:** *Present 'Acceptance of Office' form for signature*
- 24/124 Apologies:** *To receive and approve apologies for absence*
- 24/125 Election of Vice Chair:** *To nominate and elect Vice Chair*
- 24/126 Adoption of Policies:** *To note majority of policies were reviewed November 2023. Council to review throughout the year*
- 24/127 Annual Internal Audit Report 2023/24 Audit:** *To receive and note the annual internal audit report as conducted by NCalc internal auditor Fiona Young, previously circulated*
- 24/128 Section 1 - Annual Governance Statement 2023/24:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 24/129 Section 2 - Accounting Statements 2023/24:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 24/130 Explanation of Variances:** *To receive and note, previously circulated*

- 24/131 Exercise of Public Rights:** Council to agree to set dates as commencing Monday 3<sup>rd</sup> June 2024 and ending on Friday 12th July 2024
- 24/132 Councillors Roles:** Appointment of Parish Councillor roles and sectors
- 24/133 Meetings:** To set and agree meeting dates for the year June 2024 - May 2025 as Mondays:  
 17<sup>th</sup> June 2024  
 15<sup>th</sup> July 2024  
 19<sup>th</sup> August 2024  
 16<sup>th</sup> September 2024  
 21<sup>st</sup> October 2024  
 18<sup>th</sup> November 2024  
 16<sup>th</sup> December 2024  
 20<sup>th</sup> January 2025  
 17<sup>th</sup> February 2025  
 17<sup>th</sup> March 2025  
 14<sup>th</sup> April 2025  
 19<sup>th</sup> May 2025 Annual Parish Council Meeting & Full Parish Council Meeting  
 Annual Parish Meeting date to be set between 1st March 2025 & 1st June 2025

## AGENDA

### Full Parish Council Meeting

- 24/134 Apologies:** To receive and approve apologies for absence
- 24/135 Public address to the council:** Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting. Actions/decisions can only be made for items listed on the agenda
- 24/136 Minutes:** To receive and approve for signature the minutes of the Full Parish Council meeting held on Monday 15<sup>th</sup> April 2024
- 24/137 Declarations of Interest:** Members to disclose any interests in relation to items on the agenda
- 24/138 Councillor Vacancy:** On receipt of confirmation from WNC to receive nominations for Co-option and make co-option
- 24/139 Actions Outstanding:** To receive reports on actions outstanding from previous minutes
- 24/140 Correspondence:** To note correspondence received and agree actions arising  
 07.05.2024 WNC Town and Parish Liaison Function Satisfaction Survey- closes 24.5.24  
 26.04.2024 WNC launches Stage Two consultation. Closes 28.07.24  
 22.04.2024 Community Connect Wellbeing and Welfare Support brought to your doorstep  
 17.04.2024 West Northamptonshire Local Plan Parish Engagement. To note responses to this were due 26<sup>th</sup> April and completed by Clerk and Chair  
 16.04.2024 Barclays Bank. Notice of closure 15.07.2024 for non-use

**24/141 Planning:** *To receive and respond to new planning notices.*

*Approved 02/05/2024 - Application No: 2024/1363/FULL, The Old Barn Back Lane Holcot NN6 9SL. Construction of two storey extension at rear*

*Approved 23/04/2024 - Application No: 2023/6223/FULL, Home Farm Back Lane Holcot West Northamptonshire NN6 9SL. Construction of detached 2-bedroom dwelling house, formation of vehicular access and associated works including demolition of existing buildings*

**24/142 New Parishioners:** *To note any new parishioners*

**24/143 Local Plan:** *To determine response*

**24/144 Green Hill Solar Farm:** *To receive update from Cllr Walker regarding meeting attended on 23 April, other updates, and determine any next steps*

**24/145 Sywell Air Show:** *Saturday 22<sup>nd</sup> June - Sunday 23<sup>rd</sup> June. To note date and any traffic implications*

### **Updates and Decisions Arising**

**24/146 Road Safety and Highways:** *To receive update to include*

- 3<sup>rd</sup> VASID implementation*
- 7.5t signs*
- Sywell Road Chicane*

**24/147 Road Safety - Working Party:** *To receive update including draft plans for Brixworth Road chicane*

**24/148 Highways Performance:** *To receive update*

**24/149 Police Liaison Representative:** *To receive update from Cllr Bailey*

### **Finance/Governance**

**24/150 Annual Parish Meeting:** *To review meeting 30th April 2024 and any matters arising*

**24/151 Insurance:** *To receive quotes for renewal, previously circulated and confirm company and expenditure*

**24/152 Payments:** *To note receipts since last meeting 15.4.24 Weekley Parish Council - £33.33, 26.4.24 WNC Precept- £10,750.00, 29.4.24 Allotments - £243.38. To approve current payments £402.30. Invoices to be signed by authorised signatories. To confirm which two signatories to authorise bank*

Ref	Payee	Description	Date	Method	Amount
273	R Cole	May Salary	16/05/2024	Online	£352.11
274	Information Commissioner	Data Protection	16/05/2024	D/D	£35.00
275	D Walker	Hi Vis Jackets	16/05/2024	Online	£15.19

**£402.30**

**24/153 Financial Report/Bank Reconciliation:** *To receive financial report and approve bank reconciliation. Signature required*

**24/154 Next Agenda Items:** *To request items for next agenda*

**24/155 Next Meeting:** *To confirm date of next meeting - 17<sup>th</sup> June 2024 in Church room 7.00pm*

**Clerks Notes:** *Awaiting invoices/credits from SSE*

Signed: *Ruby Cole*

Date: 8<sup>th</sup> May 2024