

Clerk: Mrs. Ruby Cole
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Date: 12th May 2025

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 **Monday 19th May 2025 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

- 25/109 Election of Chair:** *To nominate and elect Chair*
- 25/110 Acceptance of Office for Chair:** *Present 'Declaration of Acceptance of Office' form for signature*
- 25/111 Apologies:** *To receive and approve apologies for absence*
- 25/112 Election of Vice Chair:** *To nominate and elect Vice Chair*
- 25/113 Councillor Forms.** *Councillor forms requiring signature/completion - Declaration of Acceptance of Office (at meeting), Code of Conduct (at meeting), Electronic Service of Summons Consent, GDPR Security Compliance, Registration of interests*
- 25/114 AGAR 2024/25 Annual Internal Audit Report:** *To receive and note the annual internal audit report as conducted by NCalc internal auditor Fiona Young, previously circulated*
- 25/115 AGAR 2024/25 Section 1 - Annual Governance Statement:** *To approve and sign the annual governance statement*
- 25/116 AGAR 2024/25 Section 2 - Accounting Statements Year End:** *To approve and sign the annual accounting statement*

- 25/117 AGAR 2024/25 Certificate of Exemption:** Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn
- 25/118 Explanation of Variances:** To receive and note, previously circulated
- 25/119 Exercise of Public Rights:** Council to agree to set dates as commencing Tuesday 3rd June 2025 and ending on Monday 14th July 2025
- 25/120 General Power of Competence:** The parish council meets the statutory criteria and is therefore entitled to exercise the General Power of Competence (Localism Act 2011). The number of Councillors elected exceeds two thirds of its total number of Councillors (8 out of 8) and the Parish Clerk is CiLCA qualified. To consider adopting the GPC
- 25/121 Councillors Roles:** Appointment of Parish Councillor roles and sectors
- 25/122 Meetings:** To set and agree meeting dates for the year June 2025 - May 2026 as Mondays:
 16th June 2025
 21st July 2025
 18th August 2025
 15th September 2025
 20th October 2025
 17th November 2025
 15th December 2025
 19th January 2026
 16th February 2026
 16th March 2026
 20th April 2026
 18th May 2026 Annual Parish Council Meeting & Full Parish Council Meeting
 Tbc - Annual Parish Meeting date to be set between 1st March 2026 & 1st June 2026

AGENDA

Full Parish Council Meeting

- 25/123 Apologies:** To receive and approve apologies for absence
- 25/124 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
- 25/125 Minutes:** To receive and approve for signature the minutes of the full Parish Council meeting held on Monday 14th April 2025
- 25/126 Declarations of Interest:** Members to disclose any interests in relation to items on the agenda
- 25/127 Actions Outstanding:** To receive reports on actions outstanding from previous minutes
- 25/128 Correspondence:** To note correspondence received since last meeting and agree actions arising
 08.05.25 WNC Annual Conference Thur 12.06.25 10.00 to 14.30
 08.05.25 Rose of Northamptonshire Award notification - recipient David Walker
 02.05.25 Resident - Holly Bush overgrown on playing field side
 30.04.25 NCalc - Local Plan Briefing with WNC - Part II Thur 05.06.2025, 1000 to 1100.
- 25/129 Planning:** To receive and respond to new planning notices

- 25/130 New Parishioners:** *To note any new parishioners*
25/131 Litter pick 2025: *To consider date*
25/132 Defibrillator: *To receive status update*
25/133 Storage: *To agree storage/custodian of Council owned items to include, poppy wreath, VASID batteries, play equipment tools, Xmas tree lights*

Updates and Decisions Arising

- 25/134 Green Hill Solar Farm:** *To receive update from Cllr Hewitt/Cllr Bailey*
25/135 Parish Maintenance : *Friends of Holcot/Gardening Group. To review works etc*
25/136 Road Safety and Highways: *To receive updates including*
- *Working party update*
 - *Community Speedwatch 5th April-3rd May*
 - *Overstone PC traffic management*
 - *HGV's to/from farm, HGV's traffic management/monitoring*
- 25/137 Police Liaison Representative:** *To receive update from Cllr Bailey*

Finance/Governance

- 25/138 Electricity Supply:** *Expiry date of contract Sept 2025. To receive update*
25/139 Training: *To receive feedback on course for Aspiring Chairs attended by Cllr Bailey 28.04.2025. To note and approve upcoming training courses*
25/140 Insurance: *To receive renewal quote and note change of insurer*
25/141 Assets: *To ascertain parish council ownership/responsibility of land/trees/buildings*
25/142 I.T. Requirements: *To discuss website and email communication options*
25/143 Bank Signatories: *To receive update and consider additional signatories*
25/144 Payments: *To note receipts in between meetings - Weekley Parish Council £43.75 & WNC Precept £11,125.00. To approve current invoices £1513.89*

Ref	Payee	Description	Date	Method	Amount
354	Clerk	May Salary inc home working	20.05/2025	Online	£385.75
355	Information Commissioner	Data Protection	31/05/2025	DD	£47.00
356	SSE	Street Light Electricity 01/03/25 - 31/03/25	20.05/2025	Online	£49.94
357	Northants Calc	Cllr Training	20.05/2025	Online	£55.20
358	Park Landscapes	Mowing Services April	20.05/2025	Online	£942.00
359	Heather Wilson	Plants for VE Day	20.05/2025	Online	£28.00
360	Unity Trust Bank	Monthly Bank Charge	31.05/2025	Direct	£6.00

£1,513.89

- 25/145 Financial Report/Bank Reconciliation:** *To receive financial report and approve bank reconciliation. Signature required*
25/146 Reforecast: 2025/2026: *To review and confirm reforecast FY25/26*
25/147 Next Agenda Items: *To request items for next agenda*
25/148 Next Meeting: *To confirm date of next meeting: 16th June 2025. Church Room*

Signed: *Ruby Cole*

Date: 12th May 2025