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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 14th April 2025** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP.

Present:

Councillors: Vice Chair - Cllr C Bailey, Cllr T Hewitt, Cllr B Coles, Cllr P Matthews

Public: None

Clerk: Ruby Cole

In the absence of the Chair, this meeting was Chaired by Vice Chair - Cllr C Bailey

25/078	Apologies: Cllr D Walker Resolved: The Council accepted the above Apologies	
25/079	Public address to the council: None	
25/080	Minutes: Full parish council meeting Monday 17 th March 2025 Resolved: Minutes approved. Vice Chair signed at meeting	
25/081	Declarations of Interest: Resolved: None	
25/082	Actions Outstanding: See end of document for full update	
25/083	Correspondence: 1. 03.04.25 NPFCC - Pledge on police bases moving forward. Noted 2. 03.04.25 Neighbourhood Alert - Locally Identified Priorities for Daventry. Noted 3. 03.04.25 WNC - Stephen Lawrence Day 2025. Noted 4. 31.03.25 WNC - (Car Cruising) Public Spaces Protection Order 2025. Noted 5. 30.03.25 National campaign honouring PCSOs with 20 years' service. Clerk to sign petition supporting. Action 25/083.5 6. 20.03.25 National Grid - Tree safety work Sywell Road. Clerk has notified National Grid stating that these trees are not the responsibility of the parish council	Clerk

25/084	<p>Planning:</p> <ul style="list-style-type: none"> 21.03.25 2025/1045/FULL. Proposed new access to dwelling to allow access for septic tank emptying and delivery's of Gas. The Hawthorns, Sywell Road, Holcot, NN6 9SN. Resolved: No objection as long as the access is only used as stated. Clerk to respond to planning authority. Action 25/084.1 04.04.25 2024/1309/FULL. Withdrawn. 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. Noted 	Clerk
25/085	<p>New Parishioners: To note any new parishioners. Clerk to check electoral register for recent additions. Action 25/085.1</p>	Clerk
25/086	<p>Litter pick 2025: Sunday 23rd March 11.00am. Event cancelled due to hi vis jackets not being available from Daventry collection point. Deferred to next meeting. Clerk to place on agenda. Action 25/086.1</p>	Clerk
25/087	<p>Tree Cutting: Trimming of the tree on the Sywell Road. To be noted that this was not sanctioned by the parish council. Highways advised the overhanging branches on the Sywell Road were not an issue, these were subsequently removed</p>	

Updates and Decisions Arising

25/088	<p>Green Hill Solar Farm: Meetings are still happening. The parish council will be able to register an interest once Green Hill Solar have received permission from the planning inspectorate. If approved there will be a 30 day window in which to do this</p>	
25/089	<p>Parish Maintenance : Playing Fields. The matting around the roundabout requires levelling off. The matting underneath the swings has grass growing through providing natural protection. As the future of Friends of Holcot is unknown, this has been deferred to next meeting. Clerk to place on agenda. Action 25/089.1</p>	Clerk
25/090	<p>Road Safety and Highways:</p> <ol style="list-style-type: none"> Working party update. Nothing to report TTO 2425 W957 Holcot Road/Walgrave Road closed 14th-18th April/14th-22nd April to resurface carriageway. Despite requesting clarity on dates and timings, nothing has been received Community Speedwatch 5th April-3rd May. There are approximately 8 volunteers. This will commence after the Easter period. Cllr Bailey to notify the police of dates. Action 25/090.3 Cllr Bailey confirmed safety requirements will be in place <p>Post Agenda</p> <ol style="list-style-type: none"> 10.04.25 Helen Howard - Highways response from APM meeting: They are not able to fund relocation of the weight limit to beyond the access for Gallaghers. She has asked the Police if they would undertake speed surveys on the 4 main roads in the village 	CB

	5. 13.04.25 Overstone PC has Crimewave monitoring the traffic on Sywell Road to try and reduce the number of HGVs and document the traffic issues. They have installed 2 cameras which can be moved to different locations. This is under a contract for an annual amount. Clerk to place on next agenda. Action 25/090.5	Clerk
25/091	Police Liaison Representative: Nothing to report other than two minor arson events, the only crime related incidents were at the Car Boot	

Finance/Governance

25/092	Annual Parish Meeting: 8 th April 2025 Holcot village hall. The overall view is that the APM went very well. PCSO Carl Barton and Helen Howard/Andy Leighton from Highways all presented a good update. All questions were well received and answered satisfactorily	
25/093	Elections May 2025: 1 st May 2025. 8 nominations have been received, resulting in a full compliment for elected seats	
25/094	Outgoing Councillors: All outgoing bank signatories to be removed. All outgoing councillors to complete and sign GDPR checklist and return any Council held items Resolved: Noted. Clerk to action removal of bank signatories. Action 25/094.1. Clerk to send outgoing councillors GDPR form via email. Action 25/094.2	Clerk Clerk
25/095	Annual General Meeting: Monday 19 th May 2025 7.00pm. Clerk to send new Councillors information on Councillor roles etc. Action 25/095.1	Clerk
25/096	Electricity Supply: Expiry date of contract Sept 2025 Resolved: Council agreed to accept the quote provided by Clear Utility Solutions using Tomato energy on a 2-3 year contract £875.69. Clerk to implement. Action 25/096.1	Clerk
25/097	Training: Cllr Bailey to attend NCalc course 'Meetings for Aspiring Chairs' 28.04.25 Resolved: Council agreed expenditure £46.00	
25/098	Invoices: Clerk has sent an invoice for £254.51 2024/25 for allotment supply & to Weekley Parish Council for 50% net share of Microsoft Office £43.75	
25/099	Bank Signatories: Council will be short of bank signatories in May as the outgoing councillors will no longer be in office Resolved: Cllr Bailey to be added as signatory. Clerk to implement. Action 25/099.1	Clerk
25/100	Internal Audit: Confirmation received 03.04.25 from NCalc internal auditor. Clerk has since completed the requirements and the internal report has been received and signed	
25/101	2024/25 AGAR: PKF Littlejohn external auditor instructions received 25.03.25	
25/102	Practitioners' Guide 2025: Councillors have confirmed receipt and noted changes Resolved: Clerk to send to new Councillors. Action 25/102.1	Clerk
25/103	Accounts Summary 2024/25: Resolved: Approved. To be placed on website. Clerk to request Cllr Walker implements. Action 25/103.1	Clerk

25/104	Receipts and Payments 2024/25: To accept year end breakdown Resolved: Approved. To be placed on website. Clerk to request Cllr Walker implements. Action 25/104.1	Clerk
25/105	Payments: £151.90 payments approved via email in-between meetings. Post agenda invoices Ramprint £129.88, DM Payroll 120.00. Post agenda receipt Allotments £254.51. Total invoices £2,221.55 Resolved: Approved. Invoices signed by Cllr Hewitt & Cllr Matthews. Cllr Matthews & Cllr Walker to authorise at bank. Action 25/105.1	PM DW

In-between meetings

Ref	Payee	Description	Date	Method	Amount
343	Eon	Street Lights ¼ ending March 25	24/03/2025	Online	£76.80
344	Heather Wilson	Bulbs for Cross Roads	24/03/2025	Online	£30.00
345	SSE	Street Light Electricity 01/02/25 - 28/02/25	24/03/2025	Online	£45.10

£151.90

This meeting

Ref	Payee	Description	Date	Method	Amount
346	Clerk	April Salary	15/04/2025	Online	£385.75
347	Northants Calc	Membership Fees	15/04/2025	Online	£694.61
348	Park Landscapes	March Mowing	15/04/2025	Online	£558.00
349	Clerk	Annual Microsoft Charge	15/04/2025	Online	£104.99
350	Clerk	Election Papers	15/04/2025	Online	£70.42
351	Unity Trust Bank	Monthly Bank Charge	30/04/2025	Direct	£6.00
352	Ramprint	Newsletter	15/04/2025	Online	£129.88
353	DM Payroll Services	Payroll Administration 2025/26	15/04/2025	Online	£120.00

£2,069.65

25/106	Financial Report/Bank Reconciliation: Unity Trust Current Account: 31.03.2025 £15,784.14 Unity Trust Instant Access Savings Account: 31.03.2025 £8,442.75 Resolved: Approved. Cllr Bailey signed bank reconciliation at meeting	
25/107	Next Agenda Items: Litter Pick. Overstone PC traffic management. HGV's to/from farm. Parish Maintenance. Ongoing actions re-directed Resolved: Clerk to action 25/107.1	Clerk
25/108	Next Meeting: Monday 19 th May 2025. Annual Parish Council meeting & Full Parish Council meeting - Church Room 7.00pm	

Meeting closed: 20.01

Action Points for Tracking

Ongoing Actions – To be redirected as new actions for new Councillors

New Actions This Meeting

25/083.5	Clerk	Correspondence: National campaign honouring PCSOs with 20 years' service. Clerk to sign petition supporting 25/083.5
25/084.1	Clerk	Planning: 2025/1045/FULL. To respond no objection as long as the access is only used as stated
25/085.1	Clerk	New Parishioners: To check electoral register for recent additions
25/086.1	Clerk	Litter pick 2025: To place on agenda
25/089.1	Clerk	Parish Maintenance : To place on agenda
25/090.3	CB	Community Speedwatch 5th April-3rd May. To notify the police of dates
25/090.5	Clerk	Road Safety & Highways: To place HGV's - Overstone on next agenda
25/094.1	Clerk	Outgoing Councillors: To action removal of bank signatories
25/094.2	Clerk	Outgoing Councillors: To send outgoing councillors GDPR form via email
25/095.1	Clerk	Annual General Meeting: To send new Councillors information Councillor roles etc
25/096.1	Clerk	Electricity Supply: Tomato Energy £875.69. Clerk to implement
25/099.1	Clerk	Bank Signatories: To add Cllr Bailey as signatory
25/102.1	Clerk	Practitioners' Guide 2025: To send to new Councillors
25/103.1	Clerk	Accounts Summary 2024/25: To request Cllr Walker places on website
25/104.1	Clerk	Receipts and Payments 2024/25: To request Cllr Walker places on website
25/105.1	PM/DW	Payments: To authorise at bank
25/107.1	Clerk	Next Agenda Items: To place on agenda

Actions Outstanding from Minutes Monday 17th March 2025

23/031.1	CB	To check through documentation for land titles/ownership and complete forms. This action to be taken over by Cllr Bailey. To be placed on agenda as new item with new Councillors
24/011.5	PM	To arrange with Friends of Holcot the clean-up of the Gigaclear boxes. New item: Repair flag pole. Works to be done when weather is better. The Friends of Holcot group (who have been in operation over the last 20 years) are diminishing in numbers and the future is unknown. These works are not able to be carried out at this time. The new councillors to seek an alternative way forward. To be placed on agenda as new item with new Councillors
24/081.1	Clerk	HGV's: To write to companies re HGV impact - after action 24/081.2 is complete. To be placed on agenda as new item with new Councillors
24/081.2	CB	Prepare list of recipients and draft letter. To be placed on agenda as new item with new Councillors

24/172.1	CB	Police Liaison Representative: To chase Sgt Judd regarding the HGV monitoring. To be placed on agenda as new item with new Councillors
24/273.2	DW	Website/email address. To investigate and implement as necessary. To be placed on agenda as new item with new Councillors
25/038.1	DW	New Parishioners: No 2 Sunny Bank. Cllr Walker to send welcome card. Closed
25/063.1	MD	Litter pick 2025: Sunday 23rd March 11.00am. To give paperwork including litter pick risk assessment to Cllr Matthews. Complete
25/066.6.1	Clerk	Community Speedwatch 5 th April - 3 rd May. To confirm Cllr Walker placing on website. Complete
25/066.6.2	Clerk	Community Speedwatch 5 th April - 3 rd May. To forward Community Speedwatch risk assessment to Cllr Bailey. Complete
25/068.1	Clerk	APM 8.4.25: To draft agenda and send to Cllr Walker. Complete
25/068.2	DW	APM 8.4.25: To place on website. Complete
25/071.1	Clerk	Electricity Supply: To contact Danny Moody for options. Complete
25/074.1	JB/TH	Payments: To authorise at bank. Complete
25/076.1	Clerk	Next Agenda Items: Feedback from Annual Parish meeting. To place on agenda. Complete

APPROVED