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Minutes of Holcot Annual Parish Council meeting & Holcot Full Parish Council Meeting held on **Monday 19th May 2025** at **7.00pm** in the Church Room, Main Street, Holcot, Northampton NN6 9SP.

MINUTES - Annual Parish Council Meeting

Present:

Councillors: Cllr C Bailey, Cllr L Burns, Cllr T Hewitt, Cllr Deryck Watson, Cllr Jackie Watson, Cllr Paul Higham

Public: 0

Clerk: Ruby Cole

25/109	Election of Chair: Cllr Hewitt proposed Cllr Bailey. Seconded by Cllr D Watson. Resolved: Cllr Bailey accepted the position and Chaired the meeting.	
25/110	Acceptance of Office for Chair: Resolved: Cllr Bailey and Clerk signed 'Declaration of Acceptance of Office' form at meeting.	
25/111	Apologies: Cllr M Dunkley Resolved: The Council accepted the above Apologies	
25/112	Election of Vice Chair: Cllr Bailey proposed Cllr Hewitt. Seconded by Cllr Burns. Resolved: Cllr Hewitt accepted the position.	
25/113	Councillor Forms: Clerk presented councillor forms requiring signature/completion at meeting. Declaration of Acceptance of Office, Code of Conduct, Electronic Service of Summons Consent, GDPR Security Compliance, Registration of interests, Councillors nil balance expenses claim. Resolved: A majority of the forms were completed and signed at meeting. Clerk to chase up any that are still required. Action 25/113.1. Clerk to submit to relevant authority as necessary. Action 25/113.2	Clerk Clerk

25/114	<p>AGAR 2024/25 Annual Internal Audit Report: Internal audit completed by Fiona Young - NCalc internal auditor. No issues found.</p> <p>Resolved: Received and noted. To be placed on website. Action 25/114.1</p>	Clerk
25/115	<p>AGAR 2024/25 Section 1 - Annual Governance Statement: Clerk presented completed form for Council to approve.</p> <p>Resolved: Approved. Chair & Clerk signed at meeting. To be placed on website. Action 25/115.1.</p>	Clerk
25/116	<p>AGAR 2024/25 Section 2 - Accounting Statements Year End: Clerk presented completed form for Council to approve.</p> <p>Resolved: Approved. Chair & Clerk signed at meeting. To be placed on website. Action 25/116.1</p>	Clerk
25/117	<p>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.</p> <p>Resolved: Approved. Chair & Clerk signed at meeting. Clerk to submit and place on website. Action 25/117.1</p>	Clerk
25/118	<p>Explanation of Variances: Clerk presented Explanation of Variances for Council to note.</p> <p>Resolved: Noted. To be placed on website. Action 25/118.1</p>	Clerk
25/119	<p>Exercise of Public Rights: Council to agree to set dates as commencing Tuesday 3rd June 2025 and ending on Monday 14th July 2025.</p> <p>Resolved: Dates agreed. To be placed on website. Action 25/119.1</p>	Clerk
25/120	<p>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.</p> <p>Resolved: Council agreed to adopt the General Power of Competence.</p>	
25/121	<p>Councillors Roles: Appointment of Parish Councillor roles and sectors.</p> <p>Resolved: Appointments agreed and can be seen at end of document.</p>	
25/122	<p>Meetings: Council reviewed location of the meetings for the remainder of the year June 2025 to May 2026.</p> <p>Resolved: It was agreed the Youth Wing at the village hall is to be used for future meetings. Council agreed the meeting dates as below. Clerk to book via the online booking system as Mondays: Action 25/122.1</p> <p>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 (Village Hall)</p>	Clerk

MINUTES - Full Parish Council Meeting

Present:

Councillors: Chair - Cllr C Bailey, Vice Chair - Cllr T Hewitt, Cllr L Burns, Cllr Jackie Watson, Cllr Deryck Watson, Cllr Paul Higham

Public: None

Clerk: Ruby Cole

25/123	Apologies: Cllr M Dunkley. Resolved: The Council accepted the apology.	
25/124	Public address to the council: None.	
25/125	Minutes: Full parish council meeting held on Monday 14 th April 2025. Resolved: Minutes were approved and signed by Chair at meeting.	
25/126	Declarations of Interest: None.	
25/127	Actions Outstanding: See end of document for full update.	
25/128	Correspondence: 1. 08.05.25 WNC Annual Conference Thursday 12.06.25 10.00 to 14.30. Cllr J Watson, Cllr Bailey to attend. Clerk to book. Action 25/128.1 2. 08.05.25 Rose of Northamptonshire Award notification - recipient David Walker. Clerk to email Mr Walker to congratulate. Action 25/128.2 3. 02.05.25 Resident - Holly Bush overgrown on playing field side. Cllr Higham will cut back. He was also advised of the safety issues on carrying out manual work on behalf of the Council. Action 25/128.3 4. 30.04.25 NCalc - Local Plan Briefing with WNC - Part II Thursday 05.06.2025, 1000 to 1100. Cllr D Watson, Cllr Higham to attend. Clerk to book. Action 25/128.4	Clerk Clerk Clerk Clerk
25/129	Planning: None.	
25/130	New Parishioners: There are a couple of properties with new residents that Councillors are aware of. Cllr J Watson will send welcome note. Action 25/130.1	JW
25/131	Litter pick 2025: To be deferred to next year.	
25/132	Defibrillator: Cllr Higham has been checking regularly, and everything has been checked and is in order.	
25/133	Storage: The storage of council items was discussed to include, poppy wreath, VASID batteries, play equipment tools, Xmas tree lights. Resolved: Cllr D Watson will liaise with Pete Matthews with a view to enquiring at the village hall.	DW

Updates and Decisions Arising

25/134	<p>Green Hill Solar Farm: Anti Green Hill Solar. Cllr Bailey reported: Key points are:</p> <ul style="list-style-type: none"> • A budget has been produced to see how much money is required to be raised. This would be for legal fees etc. A Crowd Funding page has been produced and is gaining funds. They are seeking to hold a meeting with the new Reform politicians. • They will be consulting with North Northants and South Northants council on their views. • There is concern regarding the battery storage safety issues in case of fire. • Sites for posters are sought. • Danger of bugs being inserted into solar panels. • The submission from Green Hill Solar to the planning authority should have been submitted last week. We will be notified once this has been done and register our interest. 	
25/135	<p>Parish Maintenance: It was unclear on whether the Friends of Holcot was continuing. The Holcot Gardening Group's plans were to be sought prior to allocating funds to the group. Resolved: Cllr Higham to liaise with P Matthews. Action 25/135.1. Cllr Hewitt to liaise with H Wilson. Action 25/135.2</p>	PH TH
25/136	<p>Road Safety and Highways:</p> <ul style="list-style-type: none"> • Working party update: Nothing to report at present. • Community Speedwatch 5th April-3rd May: This has been carried out but unfortunately there were not many volunteers participating. • Overstone PC traffic management: Cllr Bailey will liaise with the Chair of Overstone Parish Council to gain further information of their traffic management controls. • HGV's to/from farm, HGV's traffic management/monitoring 	
25/137	<p>Police Liaison Representative: The representative is will now be Cllr L Burns. She will also be the Neighbourhood Watch coordinator. Resolved: Clerk to implement. Action 25/137.1</p>	Clerk

Finance/Governance

25/138	<p>Electricity Supply: Expiry date of contract Sept 2025. Clerk is still investigating options.</p>	
25/139	<p>Training: Cllr Bailey attended the 'Aspiring Chairs' course 28.04.2025 and fed back positives learned. Clerk had circulated 'Off To A Flying Start' training dates to all Councillors.</p>	
25/140	<p>Insurance: Clear Council Insurance has advised the Council that our policy is now with Ecclesiastical Insurance. Confirmation has been received that our new insurance premium of £697.09 is the revised renewal premium for our current policy which is in a 3-year deal until 2027. Clerk has also requested a quote from Zurich. If this has not been received, then to renew with Ecclesiastical as above. Resolved: Ecclesiastical quote of £697.09 approved.</p>	

25/141	Assets: To ascertain parish council ownership/responsibility of land/trees/buildings. Resolved: Cllr Hewitt and Clerk to research. Action 25/141.1	TH Clerk
25/142	I.T. Requirements: The Council discussed website and email communication options. Parish Online are offering a free GOV.UK domain name and 1 free mailbox for the Clerk. Resolved: Council agreed it would be best to have specific councillor email addresses and website. Cllr Bailey to investigate options. Action 25/142.1	CB
25/143	Bank Signatories: Cllr Bailey has been added as signatory. D Walker, P Matthews, J Bonsor have been removed pending signature from Cllr Bailey & Cllr Hewitt to be sent to Unity Trust Bank. Resolved: Forms have been signed. Clerk to submit. Action 25/143.1 . Cllr D Watson & Cllr Higham to be added as signatories. Clerk to implement. Action 25/143.2	Clerk Clerk
25/144	Payments: Receipts Weekley Parish Council £43.75, WNC Precept £11,125.00. Current invoices £1513.89. Resolved: Receipts noted. £1513.89 approved. Invoices signed by Cllr Bailey & Cllr Hewitt. Cllr Bailey & Cllr Hewitt to authorise at bank. Action 25/144.1	CB TH

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: Unity Trust Current Account - 30.04.2025 £25,137.75 Unity Trust Instant Access Savings Account - 30.04.2025 £8,442.75 Resolved: Approved. Cllr Higham signed bank reconciliation at meeting.	
25/146	Reforecast: 2025/2026: Cllr Bailey went through the figures. Resolved: Reforecast confirmed. To revisit next month pending quotes and costings. Council agreed to move £10k from the Road Safety fund into the Savings Account. Clerk to implement. Action 25/146.1	Clerk
25/147	Next Agenda Items: Reforecast, Traffic Management Funding. Action 25/147.1	Clerk
25/148	Next Meeting: 16 th June 2025. Youth Wing, Village Hall. 7.00pm	

Meeting closed: 21.28

Councillor Roles/Sectors

Councillor Responsibilities May 2025		
Responsibility	Councillor(s)	Notes
Book Exchange	Paul Higham	Pam Wilson looks after this on a day-to-day basis
Climate Change and Environment	Deryck Watson	
Defibrillator	Paul Higham	
Footpaths	Tony Hewitt	
Parish Maintenance (Friends of Holcot Liaison)	Deryck Watson	
Internal Control and Governance	Chris Bailey	
New Parishioners	Jackie Watson	
Parish Liaison	Tony Hewitt/Chris Bailey	
Planning (general)	Tony Hewitt	
Playing Field	Paul Higham	
Police Liaison and Neighbourhood Watch	Lesley Burns	
Road safety	Tony Hewitt/Paul Higham/Deryck Watson	
Village Hall	Marie Dunkley	Phil Scordellis is Chair of the Village Hall Association.
Website Editor and Newsletter	TBC	Jenny Davis is newsletter editor.
Young Persons Co-ordinator	Paul Higham	

Councillor Sectors - May 2025		
Councillor(s)	Sector	Qty
Jackie Watson	Main St (15), Farm Close (5), Walgarth Ct (4)	24
Paul Higham	Poplars Lane (9) and Winsland Court(4)	13
Deryck Watson/Adrian Hanrahan	<u>Outlying</u> - Sywell Rd (7) - Foxhill Farm, The Bungalow, The Hawthorns, The White House, Oasis, New College Farm, Oakham Fields. Walgrave Rd (1) - The Lodge. Moulton Rd (12) – Hillcrest, Hospital Bungalows (4), Moulton Lodge, Crew Yard, Tithe Cottages (2), Tithe Farm House, Northfields (2).	20
Chris Bailey/Lesley Burns	Sywell Road(12), Ivy Farm (4) and Sunny Bank incl Honeysuckle Cottage (6)	22
Tony Hewitt	Brixworth Road	28
Jackie Watson	Back Lane (19) and Brittens View (4) - includes Ellie's cottage - Chequers and Miss Coens are Back Lane but have Sywell Rd addresses	24
Marie Dunkley	Moulton Road (35) incl 1 and 3 Brixworth Rd, Tithe Close (6)	41
Jackie Watson	Walgrave Road (11), Beel Hook(4), Rectory Lane(6)	21
	TOTAL	193

Action Points for Tracking

Ongoing Actions. *No ongoing actions*

New Actions This Meeting

25/113.1	Clerk	Councillor Forms: To chase up any that are still required.
25/113.2	Clerk	Councillor Forms: To submit to relevant authority as necessary.
25/114.1	Clerk	AGAR 2024/25 Annual Internal Audit Report: To be placed on website.
25/115.1	Clerk	AGAR 2024/25 Section 1 - Annual Governance Statement: To be placed on website.
25/116.1	Clerk	AGAR 2024/25 Section 2 - Accounting Statements Year End: To be placed on website.
25/117.1	Clerk	AGAR 2024/25 Certificate of Exemption: To submit and place on website.
25/118.1	Clerk	Explanation of Variances: To be placed on website.
25/119.1	Clerk	Exercise of Public Rights: To be placed on website.
25/122.1	Clerk	Meetings: To book Youth Wing at the village hall.
25/128.1	Clerk	Correspondence: WNC Annual Conference 12.06.25. To Cllr J Watson, Cllr Bailey to attend.
25/128.2	Clerk	Correspondence: Rose of Northamptonshire Award notification. To email and congratulate D Walker.
25/128.3	PH	Correspondence: To cut back holly bush overgrown on playing field side.
25/128.4	Clerk	Correspondence: WNC Local Plan. To book 05.06.2025. Cllr D Watson, Cllr Higham.
25/130.1	JW	New Parishioners: To send welcome note.
25/135.1	PH	Parish Maintenance: Friends of Holcot. To liaise with P Matthews.
25/135.2	TH	Parish Maintenance: Friends of Holcot Gardening Group. To liaise with H Wilson.
25/137.1	Clerk	Police Liaison Representative: To implement Cllr Burns as PLR & Neighbourhood Watch coordinator.
25/141.1	Clerk TH	Assets: To ascertain parish council ownership/responsibility of land/trees/buildings.
25/142.1	CB	I.T. Requirements: To investigate email/website options.
25/143.1	Clerk	Bank Signatories: To submit signed forms for removal of bank signatories.
25/143.2	Clerk	Bank Signatories: To add Cllr D Watson & Cllr Higham as signatories.
25/144.1	CB/TH	Payments: To authorise at bank.
25/146.1	Clerk	Reforecast: 2025/2026: To move £10k from the Road Safety fund into Savings Account.
25/146.1	Clerk	Next Agenda Items: Reforecast, Traffic Management Funding.

Actions Outstanding from Holcot Parish Council minutes Monday 14th April 2025

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

Actions Outstanding from Holcot Annual Parish Meeting minutes Tuesday 8th April 2025

CB	To provide PCSO Carl with Speedwatch dates. Complete
CLERK	To write to Gallaghers requesting a 'No left turn' sign on his property for his drivers/vehicles. Complete
CB	To raise Glint & Glare with Cllr Hewitt. Complete
CLERK	To enquire with WNC regarding mole infestation and making public footpath safe. Complete