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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 16th June 2025** at 7.00pm, in the Youth Wing, Holcot Village Hall, Back Lane, Holcot, Northampton NN6 9SL

Present:

Councillors: Chair - Cllr Chris Bailey, Vice Chair - Cllr Tony Hewitt , Cllr Lesley Burns, Cllr Deryck Watson, Cllr Jackie Watson, Cllr Paul Higham

Rural North East Ward Councillor - Cecile Irving-Swift

Public: 1

Clerk: Ruby Cole

25/149	Apologies: Cllr M Dunkley. Cllr A Hanrahan Resolved: Council accepted the above apologies	
25/150	Public address to the council: Chair welcomed Cllr Cecile Irving-Swift to the meeting. Cecile introduced herself and explained her background. She spoke a little on politics. West Northamptonshire Council is currently under the political control of Reform UK who won 42 out of 76 seats. They are still trying to establish their manifesto. 75% of WNC budget goes on adult social care and children. As our councillor she will try to ensure monies are spent wisely. Planning and roads are the main items of concern within parish councils. 10,000 more houses are needed in Northamptonshire. There is limited protection without a Neighbourhood Plan in place. It is to be confirmed whether the government have withdrawn financial support for new applications. However, the local plan is the best way for parish councils to express any concerns.	

	<p>Cecile will send a quarterly report via a round robin email to update the council with the finances etc</p> <p>Resident</p> <p>Concern of multiple countryside rural roadside defects towards Boughton Fair Lane and 'Blind Corner'. He had sent an email to Kier and Moulton Parish Council expressing concerns. There is a dangerous history with oncoming traffic on their side of road. There is no physical highways inspection to inspect defects. Only a camera on vehicles taking pictures.</p> <p>He was pleased to see stretches of new tarmac has been laid.</p> <p>He requests the parish council to ask someone senior from Kier to determine which defects to repair. Cllr Irving Swift explained that there is a rolling program in place to determine the order of works. If potholes are deemed as dangerous, they will be fixed within a week. Resident pointed out that defects on roads are especially dangerous to motor cyclists and cyclists i.e. two wheeled vehicles as opposed to 4. Cllr Irving Swift encouraged him to report via the fixmystreet website.</p> <p>He has received no response from WNC monitoring officer or WNC democratic services regarding his concerns.</p> <p>He requested that the path up to edge of parish towards Moulton is mowed so he doesn't have to walk on the road. His mobility is such that it is increasingly difficult for him to walk safely into the village, especially when grass gets long, wet etc. Mole hills are another factor.</p> <p>Parish precept. Cannot be discussed by Council at present and is placed as an agenda item for next meeting. He questioned the banding of properties.</p>	
25/151	<p>Minutes: Annual Parish Council and Full Parish Council meetings held on Monday 19th May 2025. Cllr D Watson proposed. Cllr J Watson seconded.</p> <p>Resolved: Minutes were approved and signed by Chair at meeting.</p>	
25/152	<p>Declarations of Interest: Cllr P Higham - agenda item 25/155. Cllr D Watson - agenda item 25/166.</p>	
25/153	<p>Actions Outstanding: See end of document for full update.</p>	
25/154	<p>Correspondence:</p> <p>05.06.25 Police: Beat Bus Sunday 29.06.25 3pm to 5pm - Outside Welford Primary School, Brixworth. Noted.</p> <p>04.06.25 Northants Acre: Events. Noted.</p> <p>02.06.25 Woodlands Trust: Invitation to apply for free tree packs for your community. Noted. No suitable areas for planting available.</p> <p>28.05.25 Resident: Unsatisfactory response from Kier regarding road defects. See public session Agenda item 25/150.</p>	

25/155	<p>Planning Notices:</p> <p>Application 2025/2014/FULL. Insertion of a new window at ground floor level (retrospective). Holly Tree Farm Poplars Lane Holcot NN6 9SW.</p> <p>Resolved: Council agreed to make no comment. No further action.</p> <p>Application 2025/2201/LBC Listed Building. Insertion of a new window at ground floor level (retrospective). Holly Tree, Farm Poplars Lane, Holcot NN6 9SW. To note, no notice received from WNC. No further action.</p> <p>2025/1045/FULL Planning Permission. Proposed new access to dwelling to allow access for Septic tank emptying and delivery's of Gas. The Hawthorns, Sywell Road, Holcot, NN6 9SN. WNC Notice of Approval 12/06/2025.</p>	
25/156	<p>Local Plan Briefing: Cllr D Watson summarised the outline of the meeting on a written report. This was read out to Council and can be found at the end of the minutes. <i>See appendix 1</i></p>	
25/157	<p>New Parishioners: None.</p>	
25/158	<p>Defibrillator: Both defibrillators checked. Status is good.</p>	

Updates and Decisions Arising

25/159	<p>Green Hill Solar Farm: The walk on 8th June helped raise awareness. This project is at the acceptance stage. The decision whether to accept the application for examination will be made by 20 June 2025. Green Hill Solar have yet to submit the requisite documents.</p>	
25/160	<p>Parish Maintenance :</p> <ol style="list-style-type: none"> 1. Friends of Holcot. Cllr Higham confirmed that the maintenance group are no longer able to continue. 2. Gardening Group. To review works etc Clerk to invite Ms Wilson to next meeting to receive information on proposals, plans and costs. Action 25/160.2 	Clerk
25/161	<p>Road Safety and Highways:</p> <ol style="list-style-type: none"> 1. Working party update. None to note. 2. Traffic management funding. To revisit the plans Overstone PC have in place. 3. HGV's - New signage Gallaghers. Noted. Clerk to relay thanks. Action 25/161.3 4. Results of speed data collection carried out by Police. Noted. Cllr D Watson read out the speed results. These can be seen at end of minutes. <i>See appendix 2.</i> Cllr Burns to acquire VASID batteries from D Walker. Action 25/161.4 5. Speed monitor message on Brixworth Road coming into Holcot. Council agreed to change the image to a more positive one. Cllr Bailey to implement. Action 25/161.5 6. Road closure: Walgrave Road. 18.06.25 8:00am - 28.06.25 6:00am. Carriageway surface dressing/sweeping & lining. Noted. 7. Roadworks: Holcot Road. 07.07.25 9:00am - 11.07.25 5:00pm. Utility Asset Works National Grid. Noted. 	Clerk LB CB

		Clerk
25/171	I.T. Requirements: Council agreed to change over website and emails to Parish Online at a cost £215 ex vat for year one, £315 thereafter. All councillors to have specific councillor email addresses. Resolved: Cost approved. Email address selected holcot-pc.gov.uk. Cllr Bailey & Cllr Higham to implement. Action 25/171.1	CB PH
25/172	Bank Signatories: Confirmed: Cllr Bailey, Cllr Hewitt, Cllr Higham, Cllr D Watson - tbc Removal confirmed: D Walker, P Matthews, J Bonsor	
25/173	Payments: Previously approved payment £697.09 for insurance made since last meeting. Current invoices £1252.25. Post agenda invoice £9.43 Resolved: Insurance payment noted. £1261.38 approved. Invoices signed by Cllr Higham & Cllr Hewitt. Cllr Bailey & Cllr Hewitt to authorise at bank. Action 25/173.1	CB TH

Payments in-between meetings

Ref	Payee	Description	Date	Method	Amount
361	Clear Councils	Insurance Renewal	27/05/2025	Online	£697.09

This meeting

Ref	Payee	Description	Date	Method	Amount
362	Clerk	June Salary inc home working	17/06/2025	Online	£385.75
363	SSE	Street Light Electricity 01/04/25 - 30/04/25	17/06/2025	Online	£48.31
364	Park Landscapes	Mowing Services May	17/06/2025	Online	£762.00
365	Anglian Water	Allotment Water Supply 07/03/25 - 06/06/25	17/06/2025	Online	£49.89
366	Unity Trust Bank	Monthly Bank Charge May	30/06/2025	Direct	£6.00
367	Ascomi	Website Domain	17/06/2025	Online	£9.43

£1,261.38

25/174	Financial Report/Bank Reconciliation: Unity Trust Current Account - 31.05.2025 £12,926.77 Unity Trust Instant Access Savings Account - 31.05.2025 £18,442.75 Resolved: Approved. Cllr J Watson signed bank reconciliation at meeting.	
25/175	Reforecast: 2025/2026: Cllr Bailey went through figures at meeting with councillors considering various adjustments. Resolved: The reforecast was approved. See end of minutes for report. See <i>appendix 4</i>	
25/176	Next Agenda Items: Maintenance handyperson. Parish precept (resident). Action 25/176.1	Clerk
25/177	Next Meeting: Council agreed that there would be no meeting in July. The next meeting 18 th August in the Church room.	

Meeting closed: 21.13

Future Meetings: 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

Tbc - Annual Parish Meeting (between 01.03.2026 & 01.06.2026 (Village Hall))

18th May 2026 Annual Parish Council Meeting & Full Parish Council Meeting

Action Points for Tracking

Ongoing Actions - None

New Actions This Meeting

25/160.2	Clerk	Parish Maintenance: Gardening Group. To invite Ms Wilson to next meeting
25/161.3	Clerk	Road Safety and Highways: New signage Gallaghers. To relay thanks
25/161.4	LB	Road Safety and Highways: To acquire VASID batteries from D Walker.
25/161.5	CB	Road Safety and Highways: To change speed sign image
25/162.1	Clerk	Electricity Supply: To implement 2 year contract accordingly
25/165.1	CB	Urban Highway Grass Mowing 2025: To contact Park Landscapes
25/166.1	Clerk	Parish Council Meeting Venue: To rebook Church room
25/167.1	CB	Outgoing Councillors: To copy DW info on to memory stick or council laptop
25/168.1	All	Training: To check course dates and availability
25/170.1	Clerk	Land Ownership: To enquire with Danny Moody of solicitors dealing with conveyancing
25/170.2	Clerk	Land Ownership: To notify village hall Chairman that no parking is allowed on the playing fields
25/170.3	Clerk	Land Ownership: To check public liability for insurance purposes playing fields
25/171.1	CB/PH	I.T. Requirements: To implement new website/email addresses
25/170.3	CB/TH	Payments: To authorise at bank
25/176.1	Clerk	Next Agenda Items: Maintenance handyperson. Parish precept (resident).

Actions Outstanding from Holcot Parish Council minutes Monday 19th May 2025

25/113.1	Clerk	Councillor Forms: To chase up any that are still required. See agenda item 25/164
25/113.2	Clerk	Councillor Forms: To submit to relevant authority as necessary. Complete
25/114.1	Clerk	AGAR 2024/25 Annual Internal Audit Report: To be placed on website. Complete
25/115.1	Clerk	AGAR 2024/25 Section 1 - Annual Governance Statement: To be placed on website. Complete
25/116.1	Clerk	AGAR 2024/25 Section 2 - Accounting Statements Year End: To be placed on website. Complete
25/117.1	Clerk	AGAR 2024/25 Certificate of Exemption: To submit and place on website. Complete
25/118.1	Clerk	Explanation of Variances: To be placed on website. Complete
25/119.1	Clerk	Exercise of Public Rights: To be placed on website. Complete
25/122.1	Clerk	Meetings: To book Youth Wing at the village hall. See agenda item 25/166
25/128.1	Clerk	Correspondence: WNC Annual Conference 12.06.25. To Cllr J Watson, Cllr Bailey to attend. This event was cancelled and moved to 23.10.25
25/128.2	Clerk	Correspondence: Rose of Northamptonshire Award notification. To email and congratulate D Walker. Complete
25/128.3	PH	Correspondence: To cut back holly bush overgrown on playing field side. Complete. Cuttings remain and will be cleared once shredder has been acquired. Note of thanks received from Mr & Mrs Walker
25/128.4	Clerk	Correspondence: WNC Local Plan. To book 05.06.2025. Cllr D Watson, Cllr Higham. See agenda item 25/156
25/130.1	LB	New Parishioners: To send welcome note. Not done, but will be implemented jointly with Cllr J Watson
25/133.1	DW	Storage: To liaise with Pete Matthews with a view to enquiring at the village hall. There is storage in the Church room where the Council can store equipment etc.
25/135.1	PH	Parish Maintenance: Friends of Holcot. To liaise with P Matthews. See agenda item 25/160
25/135.2	TH	Parish Maintenance: Friends of Holcot Gardening Group. To liaise with H Wilson. See agenda item 25/160
25/137.1	Clerk	Police Liaison Representative: To implement Cllr Burns as PLR & Neighbourhood Watch coordinator. Once councillor email addresses have been implemented, this will be actioned.
25/141.1	TH Clerk	Assets: To ascertain parish council ownership/responsibility of land/trees/buildings. See agenda item 25/170
25/142.1	CB	I.T. Requirements: To investigate email/website options. See agenda item 171
25/143.1	Clerk	Bank Signatories: To submit signed forms for removal of bank signatories. Complete
25/143.2	Clerk	Bank Signatories: To add Cllr D Watson & Cllr Higham as signatories. See agenda item 25/172
25/144.1	CB/TH	Payments: To authorise at bank. Complete

25/146.1	Clerk	Reforecast: 2025/2026: To move £10k from the Road Safety fund into Savings Account. Complete
25/146.1	Clerk	Next Agenda Items: Reforecast, Traffic Management Funding. Complete

Appendix 1 - Agenda Item 25/156

Holcot Parish Council Attendee Report

Local Housing Plan Briefing Follow up (Zoom)

Thursday 5 June 2025, 1000 to 1100.

The presentation and meeting covered the recent reforms to the planning system requirements outline.

Key Points of the Presentation and questions arising

The District Plan requires an increase of approximately 10,000 homes, in comparison with the previous plan, to be built between 2024 and 2043.

Local Neighbourhood Plans indicating more precise locations where build is proposed, including number of builds are being compiled and should be made available soon. A delegate questioned whether local councils should prepare their own proposal for a 'local 'plan' in the meantime in order to be ready to answer the proposals from Government and/or District. The consensus was to wait for the District/Authority local proposals and then analyse and comment on them.

The Strategic Housing Land Availability Assessment (SHLAA) proposal for local areas is also expected to be published in the autumn. This high-level survey considers availability and location of likely land for developments. Developers may put forward proposal to build on parcels/larger areas, which will be considered for desirability and suitability. Apparently may are put forward, with a relatively small number being selected for the SHLAA proposal.

Infrastructure alongside housing was discussed and it is hoped that this will be worked into the SHLAA.

It was asked if local highways infrastructure would be considered with the ongoing planning, as delegates pointed out that many new developments appear to bear little or no concern for the viability of local highways infrastructure. Danny Moody agreed to look into the possibility of arranging a further (Zoom) conference to involve Highways representatives on this matter.

Cllr Deryck Watson Holcot Parish Council

05 June 2025



Northamptonshire Police

Safer Roads Team
Specialist Operations

✉ Safer.Roads@Northants.Police.uk

Traffic Survey Report

Location: Holcot Road, Holcot
Description: Next to phone box

Facing: Moulton

GPS:

What3Words///: ///dusters.duke.minds

Date Up: 02/05/2025

Date Down: 09/05/2025

Number of vehicles in survey:		15838	
Posted Limit: 30mph	Exceeding Limit 424 (3 %)	NPCC threshold 35mph	At or Exceeding NPCC: 54 (0 %)
*85 %:	26 mph	Vehicle average:	23mph
Detailed information			
Motorbikes		GV's	
85%: 26 mph	Count: 612	85%: 24 mph	Count: 327
Cars		IGV's	
85%: 27 mph	Count: 14896	85%: 15 mph	Count: 3

* The 85th percentile speed is the speed, which 85% of the vehicles are not exceeding. Road speed limits are commonly determined by the 85th percentile, given that 85% of drivers will drive at or below a speed that is comfortable for the given road conditions.

Due to limitations of equipment used the classification of vehicles cannot be guaranteed as 100% accurate. All other parameters are deemed to be correct at the time recorded.

NPCC refers to the National Police Chiefs Council, formerly ACPO. The NPCC set the minimum enforcement threshold for forces across the UK.

What3Words is a geo location tool which splits the world into 3mx3m grids. These locations can be identified using the 3 words at www.what3words.com

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Safer Roads Team
Specialist Operations

Northamptonshire Police

✉ Safer.Roads@Northants.Police.uk

Traffic Survey Report

Location: Moulton Road, Holcot
Description: Lamppost outside number 12

Facing: Walgrave

GPS:

What3Words///: ///gates.cling.songbirds

Date Up: 02/05/2025

Date Down: 09/05/2025

Number of vehicles in survey:		22253	
Posted Limit: 30mph	Exceeding Limit 501 (2 %)	NPCC threshold 35mph	At or Exceeding NPCC: 108 (0 %)
*85 %:	25 mph	Vehicle average:	21mph
Detailed information			
Motorbikes		.GV's	
85%: 27 mph	Count: 1135	85%: 22 mph	Count: 590
Cars		IGV's	
85%: 25 mph	Count: 20385	85%: 19 mph	Count: 143

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Traffic Survey Report

Location: Sywell Road, Holcot

Description: Sign post opposite duck pond

Facing: Holcot

GPS:

What3Words///: ///brick.passports.scouted

Date Up: 02/05/2025

Date Down: 09/05/2025

Number of vehicles in survey:		47611	
Posted Limit: 30mph	Exceeding Limit 15269 (32 %)	NPCC threshold 35mph	At or Exceeding NPCC: 6001 (13 %)
*85 %:	35 mph	Vehicle average:	31mph
Detailed information			
Motorbikes		.GV's	
85%: 36 mph	Count: 1971	85%: 31 mph	Count: 904
Cars		IGV's	
85%: 35 mph	Count: 44655	85%: 26 mph	Count: 81

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Safer Roads Team
Specialist Operations

Northamptonshire Police

✉ Safer.Roads@Northants.Police.uk

Traffic Survey Report

Location: Walgrave Road, Holcot
Description: Lamp post outside number 2

Facing: Poplars Lane

GPS:

What3Words///: ///shortens.hillside.inert

Date Up: 02/05/2025

Date Down: 09/05/2025

Number of vehicles in survey:		14220	
Posted Limit: 30mph	Exceeding Limit 1070 (8 %)	NPCC threshold 35mph	At or Exceeding NPCC: 115 (1 %)
*85 %: 30 mph		Vehicle average: 26mph	
Detailed information			
Motorbikes		.GV's	
85%: 29 mph	Count: 710	85%: 29 mph	Count: 688
Cars		IGV's	
85%: 30 mph	Count: 12749	85%: 23 mph	Count: 73

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Appendix 3 - Agenda Item 25/163

Councillor Responsibilities June 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	Lesley Burns	
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 - June 2025		
Councillor(s)	Sector	Qty
Jackie Watson	Main St (15), Farm Close (5), Walgarth Ct (4)	24
Paul Higham	Ivy Farm (4) Poplars Lane (9) and Winsland Court(4)	17

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), Sunny Bank incl Honeysuckle Cottage (6)	18
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

DRAFT

Appendix 4 - Agenda item 25/175

Holcot Parish Council Reforecast Financial Year 2025/2026

	Budget	Current for YTD	Forecast r	Notes to forecast
Website	-100	-300	0	-300 Increase of approx £200 - move to Parish Online
Newsletter	-700	-700	-129.88	-570.12 No change expected
Annual Parish meeting/Chair's expense:	0	0	0	0 None anticipated
Audit	0	0	0	0 None anticipated
Memberships	-850	-730	-694.61	-35.39 Reduced by £120 as moved to staff costs
Election	-1200	-200	0	-200 No elections anticipated - draw down to £200
Room Hire	-150	-150	0	-150 No change expected
Admin - general	-300	-300	-231.84	-68.16 No change anticipated
Parish clerk and Councillor training	-500	-500	-55.2	-444.8 No change anticipated
Commission charges - Bank	-72	-72	-18	-54 No change anticipated
	0	0	0	0
Mowing	-6000	-6000	-2262	-3738 5970 24/25. Possible increase
General maintenance	-1000	-1000	0	-1000 No change anticipated
Playing field	-250	-250	0	-250 No change anticipated
Friends of Holcot - general	-350	-350	-28	-322 No change anticipated
Defibrillator	-200	-200	0	-200 No change anticipated
	0	0	0	0
Road Safety Fund (earmarked reserve)	-1	-1	0	-1 £10k moved to Reserves via Savings Account May 25
Holcot Hotspot	-200	-200	0	-200 No change anticipated
General Projects Fund	-1000	-1000	0	-1000 No change anticipated
	0	0	0	0
	0	0	0	0
	0	0	0	0
Discretionary improvement	0	0	0	0
Routine maintenance, electricity	-1600	-1600	-98.25	-801.75 Awaiting final figures from SSE
Insurance	-700	-700	-697.09	-2.91
Allotment	-250	-250	-49.89	-200.11 No change anticipated
Grants	-3000	-3000	0	-3000 To be reviewed
Poppy Wreath	-30	-30	0	-30 No change anticipated
	0	0	0	0
				Reduced by £120 as moved to working from home allowance
Clerk Salary	-5500	-5380	-1127.25	-4252.75
				Forecast £120 moved from Salary budget - not classed as salary
Working from home allowance		-120	-30	-90
				Forecast £120 moved from memberships budget - independent of membership
Payroll Admin		-120	-120	0
	-23953	-22453	-5542.01	-16911
			0	0
Precept	22250	22250	11125	11125
Mowing grant	808	808	0	808 Expected Sept 25
VAT refund	2500	2000	0	2000
				1529.35 spent on vat 24/25. 416.74 unclaimed 24/25. 340.28 25/26. Awaiting claim 757.02 to
WNC Grant	0	0	0	0
Allotment reimbursement	250	250	254.51	-4.51
Other fundraising and minor Receipts	0	0	43.75	-43.75
		0	0	0
		0	0	0
	25808	25308	11423.26	13884.74