 **HOLLOWELL & TEETON PARISH COUNCIL**

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Minutes of the Annual Meeting of Hollowell & Teeton Parish Council held in Hollowell Village Hall on Wednesday 20 November 2024 at 7.30pm.

Councillors: Cllr E Curtis

Cllr A Crisp (Chairman)

Cllr A Eaton MBE

 Cllr G Leah

 Cllr S McCubbin

 Cllr H Oswin

 Cllr M Tomalin

Clerk to the Council: Gillian Greaves

**24/133 Receive and approve apologies for absence.** The Chairman welcomed everyone to the meeting. Apologies received from Cllr Christine Ware representative of Brixworth Parish Council – the Council accepted and noted the apologies.

**24/134 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None received.

**24/135 Receive and approve for signature the minutes of the meetings held on 18 September 2024.** The Council **Resolved** to approve the minutes of the 18 September 2024 and the Chairman signed them as a correct record of the meetings.

**24/136 Note any matters arising from the minutes not included on the agenda for report only.** None received.

**24/137 Public Participation.**

**Cllr Christine Ware (Brixworth Parish Council) – Bus Services 59/60.** Deferred to the January meeting.

**24/138 Neighbourhood Watch and Police Liaison – receive an update from the Chairman,** The Chairman updated the Council on matters relating to the recruitment of a new Chief Constable advising that in his Neighbourhood Watch capacity he will be a member of the interview panel and interviews are due to take place on 9 January 2025.

**24/139 Correspondence – requiring a response or a decision.**

**24/139/1 Consultation on allowing remote and hybrid attendance at local authority meetings – submission of views.** The Chairman reported that he has made a formal response to this consultation and encouraged all Councillors to do likewise.

**24/139/2 NALC Survey – Banking Complaints.** Nothing to report**.**

**24/139/3 WNC - WNC Rough Sleeping Estimate.** The Chairman reported that he had submitted an annual return of Nil to WNC in respect of the Rough Sleeping Estimate.

**24/193/4 NCALC AGM –** Cllr Curtis reported that the meeting was well attended and focused on the local elections due in May 2025. Danny Moody, NCALC encouraged Councils to make every attempt to ensure a contested election in their parish and actively recruitresidents to consider standing as parish councillors. The Council noted this.

**24/140 Brixworth Parish Council 59/60 Bus Service Subsidy Invoice (£979.89) Council to determine response.** Deferred to January meeting.

**24/141 Defibrillator – Council to consider purchase of CRITICAL BLEED BAG to add to the Storage Cabinet.** The Chairman briefed the Council on the benefits of purchasing a critical bleed bag which can be stored together with the defibrillator. The Council **Resolved** to purchase the Critical Bleed Bag from Off the Streets NN at a cost of £106.00.

**24/142 Council to consider the renewal of the annual subscription of Parish Online Mapping Software**

 **24/25.** The Chairman briefed the Council on the benefits to the Council of the subscription to Parish Online Mapping Software and proposed that the Council continue with the subscription. The Council **Resolved** to continue the subscription for the annual fee of £48.00.

**24/143 Pay Award – Council to note the agreed pay award for 2024/25 and approve payment to Clerk. The Chairman reported on the Clerk’s annual national pay award of 4.64% backdated to 1 April 2024. The Council Resolved to approve the pay increase and back dated award.**

**24/144 Draft Budget 2025/26. The Council considered a draft budget for 2025-26 and agreed to receive an updated draft at their January meeting. The Council broadly agreed the figures however further information on the cost of the local elections is still outstanding and will need to be added to the budget papers to be considered at the January meeting.**

**24/145 Draft Reserves Policy 2025/26.** The Council considered a draft Reserves Policy for 2025/26 and had no further comments at this time.

**24/146 Draft Precept 2025/26.** The Council considered options for the precept for 2025/26 and noted that further

 Information on the costs relating to the local elections will need to be taken into account and reconsidered at the January meeting.

**24/147 Pocket Park**

 **24/147/1 HPPAC -** receive an update from Cllrs Curtis and approve any action. Nothing to report.

 **24/147/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised. Cllr Tomalin has undertaken an inspection of the pocket park and is generally satisfied with the area.

 **24/147/3 Update on annual inspection of play equipment.** The Annual Playground Inspection has been conducted by Wicksteed Leisure Ltd. A detailed report has been submitted to the Council with no significant issues to report. Cllr Tomalin will put together a report of recommendations for the Council to consider at the January meeting.

 **24/147/4 Update on Pocket Park Maintenance hedgerows and grassed areas.** The Chairman reported that the works had been carried out satisfactorily and invoices received for the works. The Chairman reported he was pleased to recommend payment.

**24/148 Planning – to consider any planning consultation papers, applications and completions received.**

Nothing significant to report.

**24/149 Finance & Administration:**

**24/149/01 Accounts & Bank reconciliation 31 October 2024 –** separate paper circulated prior to meeting. The Clerk had provided an updated the Council on the half year estimated budget in preparation for drafting the 2025/26 budgets. The Council **Resolved** to approve the bank reconciliation.

**24/149/02 Receipts &** **Payments -** To note receipts and approve payments. The Council **Resolved** to note the receipts and approve the payments as listed below:

**Receipts -** 27/09//2024 WNC 2nd Precept Payment £7,237.50

30/09/2024 UTB Bank Interest £77.54

 5/11/2024 WNC CiL Payment £761.37 (WNC/2021/0565)

 **Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MoP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary Oct 2024  |  | £300.70 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE Oct 2024 |  | £75.00 | LGA 1972 s112 |
| BP | E-ON | Street Light Maint invoice 125674 | £34.50 | £207.00 | Highways Act 1980 |
| BP | Unity Trust Bank | Service Charge 30 Sept 2024 |  | £18.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks Salary Nov 2024 plus pay award  |  | £414.14 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE Nov 2024 |  | £124.67 | LGA 1972 s112 |
| BP | G Greaves | Clerks Travel Expenses November 2024 £11.70 |  | £11.70  | LGA 1972 s112 |
| BP | E-ON | Street Light Repair invoice 126151 | £7.00 | £42.00 | Highways Act 1980 |
| BP | Heygate Contracting Ltd. | Hedge trimming works invoice 1566 | £110.00 | £660.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Parish Online  | Parish online mapping software subscription invoice 34UC040-0008 | £8.00 | £48.00 | LGA 1972 s112 |
| BP | Mark Hazle  | Hedgerow and ditch trimming pocket park.- invoice 2058 |  | £200.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Off the Streets NN | Critical Bleed Kit invoice 629 |  | £106.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |

**24/150 Street Lighting:**

**24/150/1 Updated UMS certificates – Chairman to update.** The Chairman updated the Council on the lack of progress in respect of the new billing arrangements and standing charges, he has made a formal request to ESPO to investigate and a response is awaited.

**24/150/2 Repair to Street Light No 6.** The Chairman reported that street light number 6 has been satisfactorily repaired by E-ON.

**24/150/3 Upgrade to LED – Chairman to report.** The Chairman asked the Council to consider the matter of using the CiL receipts towards the cost of replacement LED street lighting and possibly considering other options such as installing timers to restrict use. The LED lighting offers a very economical method of providing street lighting at a more affordable cost and the Council could see year on year savings in electricity costs. The Council asked the Chairman to bring a further report to the January meeting for further consideration. The Council discussed the potential for other community projects and considered undertaking wider consultation with residents.

**24/151 Parish Council Domains Helper Service –** Councillor Oswin reported that an amount had been recommended to be included in the Council’s reserves policy and a proposal to look at options for a new .gov website/email address would be worked on over the next two years when resources allow.

**24/152 Supplies for Grit Bins (Mowerman) – Council to agree purchase as and when required noting 2024 – 25 price list.** The Council **Resolved** to delegate the responsibility to the Clerk to order adequate supplies of grit as necessary from Mowerman.to replenish supplies to the two grit bins sited on Church Hill.

**24/153 Residents request for grassed area to be included in the mowing contract –** Cllr Eaton reported that Mark Hazle was cutting the grassed area at the same time as the other areas are mowed. No further action proposed.

**24/154 Date of Next Meeting Wednesday 15 January 2025 at 7.30 pm.** Noted

**24/155 Close.** Meeting closed at 20.45 pm.

**Signed Date**

**Chairman**