



## Hollowell & Teeton Parish Council

## HOLLOWELL & TEETON PARISH COUNCIL

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Minutes of the Ordinary meeting of Hollowell & Teeton Parish Council held on **Wednesday 16 January 2019** at 7.30 p.m.

**Present:-**

**Councillors:**

Cllr C T Blake  
Cllr A Crisp (Chairman of the Council)  
Cllr E Curtis  
Cllr A Eaton MBE  
Cllr G Leah  
Cllr S McCubbin  
Cllr H Oswin  
Cllr M Tomalin

**Clerk**

Gillian Greaves

**In attendance:**

None

		Action
19/001	<b>Receive and approve apologies for absence.</b> None.	
19/002	<b>Receive and approve for signature the minutes of the meeting held on:</b> <b>19 December 2018.</b> Cllr Tomalin proposed the Council accept the minutes, Cllr Leah seconded the proposal and the Council <b>Resolved</b> to approve the minutes and they were signed by the Chairman as a correct record of the meeting. <b>14 November 2018.</b> Cllr Curtis proposed the Council accept the minutes, Cllr Tomalin seconded the proposal and the Council <b>Resolved</b> to approve the minutes and they were signed by the Chairman as a correct record of the meeting.	
19/003	<b>Note any matters arising from the minutes not included on the agenda for report only.</b> The Chairman informed the Council that whilst the minutes of 14 November were correct there was an error in respect of the reporting of the hourly rate of the Clerk's salary which should have been £10.68 and not as stated. The Chairman reported that following the November meeting he had received a further quotation for electricity supply from SSE. This quotation could not be processed as it failed to arrive by the deadline and a decision has already been made. SSE will be included in any future requests for electricity supply quotations.	
19/004	<b>Receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> None.	
19/005	<b>Public Participation.</b> None.	
19/006	<b>Neighbourhood Watch and Police.</b> The Chairman reported that there was a considerable amount of criminal activity occurring in the local area, in particular in Spratton and Brixworth. The Chairman reported on a number of incidents and warned residents should be vigilant at all times and report any suspicious activity to the police. <b>19/006/1 Policy on Unauthorised Encampments -</b> Council to note and determine any action / policy issues. The Chairman gave an overview of the new policy on unauthorised encampments and this was noted by the Council.	
19/007	<b>Correspondence – requiring a response or a decision.</b> <b>19/007/1 Conversation Northamptonshire - Northamptonshire County Council's 2019-20 Budget Consultation.</b> Noted. <b>19/007/2 Consultation on the proposed change to the provision of Northamptonshire Libraries and Information Services.</b> Noted.	

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	<p>The Clerk reported that she had received an email from a resident concerning the lack of litter and dog mess bins. As this email had been received after the agenda had been circulated it was not possible to discuss the matter further other than to note that the Chairman had provided a response to the resident which explained the Council's position on the matter and offering to put an item on the March agenda for further discussion. The resident has as yet not responded.</p>	
19/008	<p><b>Planning</b> – to consider any planning consultation papers, applications and completions received.</p> <p><b>19/008/01 Application No DA/2018/0832</b> Location: Manor Farm House, The Green, Hollowell,  <b>Description:</b> Listed Building Consent for replacement corroded corrugated metal capping on cob boundary wall with new black painted corrugated metal capping. Listed Building Consent has been granted. Noted.</p> <p><b>19/008/02 Application No: DA/2018/1010</b> Location: Ascott Hills, 39 Church Hill, Hollowell, Northamptonshire, NN6 8RR Description: Demolition of existing dwelling and construction of new dwelling (revised scheme). The Council considered the revised scheme which had replaced the original side elevation window design to the first and second floors with false windows to meet the requirements of Hollowell &amp; Teeton Village Design Statement. Cllr Curtis proposed, seconded by Cllr McCubbin, and the Council <b>Resolved</b> that further to the Council's previous objections of 19 December 2019, in respect of the application, that the revised plan be noted with no further objection. The Chairman agreed to write to Daventry District Council Planning Department and confirm this.</p>	
19/009	<p><b>Urban Highway Grass Mowing Grant 2019.</b> The Council discussed the matter and the Chairman proposed that the Council apply for the grant, seconded by Cllr Oswin and the Council <b>Resolved</b> to apply for the Urban Highway Grass Mowing Grant 2019.</p>	Clerk
19/010	<p><b>Consider Awarding Clerk Payment for Additional Hours and travel expenses following the December Extraordinary Meeting of the Parish Council.</b> The Chairman informed the Council that due to the additional meeting the Clerk had worked Additional hours and incurred travel expenses. The Chairman proposed awarding the Clerk 4 hours additional pay at a cost of £42.72, seconded by Cllr Curtis and the Council <b>Resolved</b> to award the Clerk the additional pay and travel expenses.</p>	
19/011	<p><b>National Pay Award.</b> The Chairman reported that a national pay award for 2019/20 in respect of the Clerk's salary had been announced and the Council needed to consider if it wished to apply the award to the Clerks salary for 2019/20. The Chairman proposed, seconded by Cllr Curtis, and the Council <b>Resolved</b> to award the pay increase to the Clerk's salary in line with the national pay award. The Chairman commented that the national pay scale reference numbering will change on 1 April 2019 and the Spinal Column Point (SCP 22) that was previously agreed for the Clerk will be referenced as SCP 12 [NALC - EMPLOYMENT BRIEFING E02-18   2018-2019 NATIONAL SALARY AWARD issued 7 December 2018]</p>	
19/012	<p><b>Pocket Park</b></p> <p><b>19/012/1 HPPAC</b> – Cllr Curtis updated the Council on progress HPPAC had made to date to secure funding for two pieces of rotating play equipment for the Pocket Park. HPPAC are awaiting the outcome of a funding bid to Daventry District Council, which if successful, would provide the final amount of funding required to complete the latest phase of play equipment. Quotes have been obtained to provide the play equipment both as supply and install and also to supply and use a different installation company. Cllr Curtis advised that the cost of the equipment including installation, but not VAT, would be in the region of £5,000 and HPPAC were working to confirm the funding arrangements. It was hoped this sum would also be sufficient to fund a new picnic table/benches. Cllr Curtis advised on timing constraints in respect of the next phase including the Community Foundation Funding deadline of end of April for spending the remaining £650 of grant funding and the pocket park ground conditions for installing equipment. Proposed by Cllr Curtis and seconded by Cllr Oswin, the Council <b>Resolved</b> to accept the recommendations of the HPPAC and to purchase the play equipment from Kompan at a cost of £3,446.00 plus VAT and arrange for Playground Supplies Ltd., to install the equipment at a cost of £1,274 plus VAT. Works to be undertaken in the new financial year subject to the donation from HPPAC of £4,720.00, a satisfactory site visit</p>	



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and subject to ground conditions.

**19/012/2 18/149/3 Monthly/Annual Report.** Cllr Tomalin reported a number of issues relating the recent annual safety inspection.

1. Pedestrian gate latch repair had not been successful and Cllr Tomalin recommended a new latch which he would deal with before the next meeting.
2. Poor condition of the benches and picnic tables needed to be addressed and Cllr Eaton agreed to arrange with the Hollowell Stream Rally Team to power wash tables, benches and some items of play equipment as soon as practically possible.
3. A number of excess chains required removal – Cllr Tomalin agreed to deal with this.
4. The zip wire tension had also been noted as requiring attention and Cllr Curtis reported that this had been addressed by the contractors.
5. Entrance signage required updating to include emergency contact, parish council contact details and site address. Cllr Eaton agreed to arrange for a new sign to be organised.

**19/013**

**Anglian Water (Sewage) and Western Power (Electricity) Problems in Hollowell**

Cllr Curtis reported to the Council that there had been a number of incidents during December relating to sewage in Church Hill flowing from an inspection chamber located opposite Spring Close. Anglian Water had attended to the matter on a number of occasions and undertaken remedial works but that the situation was still being monitored. Cameras had been used in an attempt to identify the cause of the problem, which included root balls and a damaged pipe. It was thought that the recent dry weather may be a contributing factor. There has been a leaflet drop to advise residents on the matter. Anglian Water has indicated that they are considering upgrading the pumping station at Coton. Cllr Curtis also reported that there had been a recent loss of electricity supply locally this had been caused by problems at the substation – Western Power is continuing to monitor the situation.

**19/014**

**Finance & Administration:**

**19/014/1 To approve bank reconciliation as at 28 December 2018**

<b>Current Account Balance</b>	<b>£1,500.00</b>
<b>Business Reserve Account Balance</b>	<b>£11,428.42</b>
<b>Total</b>	<b>£12,928.42</b>

<b>Starting Balance 01.04.2018</b>	<b>£11,861.79</b>
<b>Receipts &amp; Adjustment</b>	<b>£22,491.04</b>
<b>Less Payments</b>	<b>£21,424.41</b>
<b>Total</b>	<b>£12,928.42</b>

The bank reconciliation was proposed as correct by the Chairman, seconded by Cllr Leah and the Council **Resolved** to approve the bank reconciliation and this was signed by the Chairman.

**19/014/2 Receipts & Payments** – the Chairman proposed that the Council note receipts and approve payments of the cheques presented at the meeting. Seconded by Cllr Leah and the Council **Resolved** to note the receipts and approve payment of the following payments.

**Receipts – 30 November 2018 Interest £1.82**

**Payments:**

Chq	Payee	Purpose	VAT	Amount	Powers
948	E-ON	Street Lighting Maintenance	£19.91	£119.48	Highways Act 1980
949	G Greaves	Clerk's Salary Dec/Jan £296.11 Stamps £6.96 Mileage expenses (Dec 18) £9.90		£312.97	LGA 1972 s112
950	HMRC	Clerks PAYE Dec/Jan		£74.00	LGA 1972 s112
951	E-ON	Street Lighting Supply 1/10/19 = 2/1/19	£14.11	£296.33	Highways Act 1980
952	Wicksteed	Playground Inspection	£9.00	£54.00	



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	Leisure Ltd.,				
DD	ICO	ICO Renewal Fee		£35.00	
	<p><b>19/014/3 Data Protection fee - Reminder to renew ICO:00011117190.</b> The Council agreed to renew the registration and to make the annual payment by direct debit thereby saving £5.</p> <p><b>19/014/4 Consider and approve a Draft Reserves Policy.</b> The Council considered the Draft Reserves Policy and the Chairman proposed that the Council adopt the new policy, seconded by Cllr Leah and the Council <b>Resolved</b> to adopt the Reserves Policy, to be reviewed annually as part of the budget setting process.</p> <p><b>19/014/5 Consideration and approval of budget proposals for 2019/20.</b> The Clerk had distributed the reworked draft budget paper prior to the meeting. The Council discussed the 2019/20 budget and the Chairman proposed that the budget for 2019/20 should be set at £17,000 seconded by Cllr Curtis and the Council <b>Resolved</b> to approve the budget for the Council for 2019/20 at £17,000.</p> <p><b>19/014/6 Consideration and approval of precept demand for 2019/20.</b> The Chairman proposed that the precept for 2019/20 should be set at £11,016 as a 2% increase on the previous year's precept, seconded by Cllr Leah and the Council <b>Resolved</b> to set the precept at £11,016 for 2019/20.</p> <p><b>19/014/7 Banking Arrangements – to discuss and agree actions to improve banking options/arrangements.</b> The Clerk informed the Council that she had contacted the Council's bank to discuss ways to improve working arrangements between the Council, Clerk and the bank. She was advised by the Bank that the Council could make the Clerk a person of "special interest" on the accounts and this would allow the Clerk to discuss banking matters with the bank on behalf of the Council e.g. order new cheque books etc. The Council agreed to write to the bank and request that the Clerk be authorised as a person of "special interest" on the Council bank accounts.</p>				
19/015	<b>Northamptonshire County Council Local Government Reform.</b> The Chairman informed the Council that currently there was nothing further to report.				
19/016	<b>GDPR - Councillors email address (from Mins 02/05/18 item 81/62).</b> Cllr Oswin reported that work had progressed to set up the new councillor email addresses and she would be circulating the new individual email addresses shortly.				
19/017	<b>Daventry District Council Town &amp; Parish Council Forum 13 December 2018.</b> The minutes of the meeting were previously circulated and the Chairman reported that of particular note was the update by Cllr Miller on the progress of Local Government Reform towards establishing a shadow council in the coming year. The next meeting of the Forum is on 13 June 2019 and Councillors should consider who will attend as the Chairman was not available.				
19/018	<b>Training Requests.</b> The Clerk had previously circulated a new training programme received from Northants CALC. The Council discussed training requirements.				
19/019	<b>Condition of The Jetty –</b> Cllr Curtis reported that Jetty was in very good order as a local resident had recently undertaken a thorough clean-up of the area.				
19/020	<b>Salt Bins- Requirement for refilling.</b> The Council agreed the arrangements to ensure the two salt bins are monitored and refilled as necessary. The Chairman and Cllr Leah will monitor the salt levels and advise the Clerk to order fresh supplies of salt as and when necessary.				
19/021	<b>Review and Approve the revised Asset Register 2019.</b> The Council considered the updated asset register and the Clerk will make further amendments to be considered at the next meeting.				<b>March Agenda</b>
19/022	<b>Date of Next Meetings –</b> The Council noted the date of the next meeting as <b>Wednesday 13 March 2019 at 7.30 pm</b> - items for inclusion on the agenda to the Clerk by Monday 4 March 2019.				
	Meeting closed at 9.45 pm				

Signed by:  
Chairman



Date: 18/03/19