



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 20 November 2019 at 7.30pm

Present:-

Councillors:

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

Clerk

Gillian Greaves

In attendance:

Two members of the public

Table with 3 columns: Reference, Description, and Action. Contains 4 rows of meeting minutes (19/134 to 19/137).

Handwritten signature and date 22/01/20

19/138	Public Participation. Mr Wookey addressed the Parish Council to reaffirm that his preferred option for Street Light 22 was for the removal of the lamp, however if this is not possible then a timer with shields would be the next best option. Mr Wookey stated that he was not in favour of LED lamps as they are bright and have a blue light contributing to light pollution and that he would be prepared to pay the £25 for the cost of the new timer. Mr Steenholdt asked if would be possible for the Council to consider fitting a timer to all of the Council's streetlights. Mr Steenholdt enquired what action the Council would be taking in respect of a grassed area in Teeton that may need mowing in the future. The Chairman advised that the situation was being monitored.	
19/139	Street Light 22 – consider residents comments, options and decide action and budget implications. The Council discussed the matter and the Chairman circulated the response from Teeton residents who had been consulted on the issue. The Council noted the responses. The Council discussed the cost of the timer being £25 plus VAT, the cost of which would be met by Mr Wookey, and that the street light will be turned off between 12 – 5.30 am. Cllr Blake proposed that a timer is fitted to Street Light 22 at a cost of £25 plus VAT, seconded by Cllr Leah and the Council Resolved to order the timer for Street Light 22 and accept receipt of £25 donation from Mr Wookey to meet the costs.	Clerk to advise resident of the Council's bank details
19/140	Neighbourhood Watch and Police. The Chairman reported that there was nothing substantial to report other than there had been local reports of a number of scam colds calls. The period from November to March is recognised as being a period when cold calls are prevalent and residents should be vigilant.	
19/141	Correspondence – requiring a response or a decision and not on the agenda. 1. English Regional Transport Association (ERTA), ERTA Voluntary Transport. Noted. 2. Daventry & District Citizens Advice Empowered for Life Project – Daventry District Council. Noted. 3. Rough Sleeper Estimate – Daventry District Council. The Chairman reported that he had made a nil return to Daventry District Council. 4. Town & Parish Council Meeting Date Change - Daventry District Council. Noted and agreed to consider representation at the January meeting. 5. Ravensthorpe Water Treatment Works Resilience - Anglian Water Services Ltd. Noted.	
19/142	Planning – to consider any planning consultation papers, applications and completions received. New Applications. Application No: DA/2019/0921 Description: Removal of 118m of hedgerow Location: Land at Teeton Road, Ravensthorpe, Northamptonshire The Council discussed the application and agreed not to make any objections or observations. Application No: DA/2019/0922 Description: Demolition of existing conservatory. Construction of two storey side extension. Location: Longview Cottage, Fiveways, Teeton, Northamptonshire, NN6 8LJ The Council discussed the application and agreed not to make any objections or observations. Decisions. Application No: DA/2019/0777 Description: Single storey extension to extend existing changing rooms Location: Hollowell Sailing Club, Guilsborough Road, Hollowell, NN6 8RJ Decision: Granted subject to conditions and reasons. The Council noted the decision.	
19/143	Grass Mowing Contract 2020/21 - Cllr Eaton to report and Council to consider quotes and appoint a contractor and agree the budget for 2020/21. Deferred to the January meeting, The Clerk to seek three quotes.	Jan Agenda
19/144	Pocket Park 19/144/1 HPPAC - receive an update from Cllrs Curtis and approve any action. Cllr Curtis reported that HPPAC had been investigating the type of picnic bench e.g. round or rectangular and the siting options for picnic benches in the Pocket Park. This has proved problematic due to the sloping ground and a bespoke picnic bench may be the only option. Cllr Curtis reported that HPPAC have obtained quotes for two such benches. The Council discussed options for siting of the benches which need to be adjacent to the play	



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	<p>equipment. Cllr Curtis had arranged a site visit with a contractor and the Chairman agreed to attend. Cllr Curtis proposed that the parish council approve the recommendation of HPPAC to order two bespoke picnic benches with the necessary installation and matting before the 31 December to achieve a £100 discount. Seconded by Cllr Leah and the Council Resolved to purchase the two bespoke picnic benches, installation and matting with the amount not to exceed the donation being made by HPPAC.</p> <p>19/144/2 Health & Safety Report of Pocket Park Cllr Tomalin and agree actions to address issues raised. Cllr Tomalin reported that he had undertaken a recent inspection and apart from the information sign, which is already in hand, there was nothing to report.</p> <p>19/144/3 Annual Safety Inspection of Pocket Park – appoint a contractor and budget. The Clerk has requested 3 quotes for the safety inspection however has only received two written quotes. Cllr Tomalin proposed that the Council accept the quotation from Wicksteeds for an unaccompanied inspection at £45 plus VAT, seconded by Cllr Eaton and the Council Resolved to approve Wicksteed to undertake the inspection at a cost of £45 plus VAT.</p> <p>19/144/4 Information Board – Council to consider options for replacement (report from Chairman). The Chairman reported that he had nothing further to report since the last meeting as he was waiting for a response from the volunteer who was providing a design for the new information board.</p>	Jan Agenda																																				
19/145	<p>Finance & Administration:</p> <p>19/145/1 To approve bank reconciliation as at 31 October 2019. Reconciliation circulated on separate paper. The bank reconciliation was proposed as correct by Cllr Leah, seconded by Cllr Tomalin and the Council Resolved to approve the bank reconciliation and this was signed by the Chairman.</p> <p>19/145/2 Half Year Financial Report – Clerk to report. The Clerk circulated a budget paper prior to the meeting. The Council noted the position.</p> <p>19/145/2 Receipts & Payments - To note receipts and approve payments of the cheques presented at the meeting. Cllr Leah proposed that the Council note receipts and approve payments of the cheques presented at the meeting. Seconded by Cllr Tomalin and the Council Resolved to note the receipts and approve payment of the following payments</p> <p>Receipts: Bank Interest: 30 September 2019 £2.53</p> <p>Payments –</p> <table border="1" data-bbox="240 1189 1353 1749"> <thead> <tr> <th>Chq</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Amount</th> <th>Powers</th> </tr> </thead> <tbody> <tr> <td>989</td> <td>G Greaves</td> <td>Clerks Salary October/ November £382.92 Postage £18.30</td> <td></td> <td>£401.22</td> <td>LGA 1972 s112</td> </tr> <tr> <td>990</td> <td>HMRC</td> <td>Clerks PAYE October/November</td> <td></td> <td>£95.80</td> <td>LGA 1972 s112</td> </tr> <tr> <td>991</td> <td>M Hazle (Elm Tree Garden Maintenance)</td> <td>Grass Mowing - Invoice #428 £310 & Invoice #434 £180</td> <td></td> <td>£490.00</td> <td>Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164</td> </tr> <tr> <td>992</td> <td>Total Gas & Power Ltd</td> <td>Electricity Supply Inv 201264410/19</td> <td>£3.95</td> <td>£82.86</td> <td>Highways Act 1980</td> </tr> <tr> <td>993</td> <td>Heygate Contracting Ltd</td> <td>Pocket Parks hedge trimming and topping</td> <td>£65</td> <td>390.00</td> <td>Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164</td> </tr> </tbody> </table>	Chq	Payee	Purpose	VAT	Amount	Powers	989	G Greaves	Clerks Salary October/ November £382.92 Postage £18.30		£401.22	LGA 1972 s112	990	HMRC	Clerks PAYE October/November		£95.80	LGA 1972 s112	991	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing - Invoice #428 £310 & Invoice #434 £180		£490.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164	992	Total Gas & Power Ltd	Electricity Supply Inv 201264410/19	£3.95	£82.86	Highways Act 1980	993	Heygate Contracting Ltd	Pocket Parks hedge trimming and topping	£65	390.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164	
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19/146	<p>Consider membership of Northants ACRE Parish Council Membership. The Council discussed the merits of membership and decided on this occasion not to take up membership of Northants ACRE.</p>																																					
19/147	<p>Consider continuing membership and subscription of Northants CALC for 2020/21. Cllr Leah proposed that the Council retain the membership of Northants CALC, seconded by Cllr Blake and the Council Resolved to retain the membership of Northants CALC 20/21.</p>																																					
19/148	<p>Consider reappointing Northants CALC Internal Audit Services for 2020/21. Cllr Blake proposed that the Council reappoint the Northants CALC Internal Audit Services for</p>																																					

 26/1/20

	2020/21, seconded by Cllr Leah and the Council Resolved to retain Northants CALC Internal Audit Services for 2020/21 for a fee of £180.	
19/149	Consider the retention of Northants CALC as the Councils Data Protection Officer for 2020/21. Cllr Tomalin proposed that the Council retains the Northants CALC Data Protection Officer for 2020/21, seconded by Cllr Leah and the Council Resolved to retain Northants CALC Data Protection Officer for 2020/21 for a fee of £10.	
19/150	Consider Payroll Services Cost Increase for 2020/21 and agree action. The Chairman reported that the Council's payroll service provider had notified an increase in charges from 1 April 2020. This is the first increase for a number of years and the Clerk advised that she had obtained two other quotes from other providers which were well in excess of the current provider. The Chairman proposed, seconded by Cllr Leah and the Council Resolved to retain the services of the current provider of payroll services.	
19/151	Review of the Clerks Salary and decide action. The Chairman recommended to the Council that the Clerks salary for 2020/21 be increased from SP12 £11.22ph to SP13 £11.45 ph from 1 April 2020. The Council were asked to note that the local government pay award for 2020/21 had not been announced. The Chairman proposed the salary increase, seconded by Cllr Curtis and the Council Resolved to approve the increase in the Clerks salary from SP12 to SP13 from 1 April 2020.	
19/152	Consideration of draft budget for 2020/21. The Clerk circulated a draft budget paper prior to the meeting. The Council discussed the draft budget and was in agreement. It was agreed to bring a final draft budget to the January meeting for a final decision.	
19/153	Consideration of draft precept for 2020/21. The Clerk circulated a number of options for the precept prior to the meeting. The Council discussed the draft budget and the impact on the 2020/21 precept figure which would increase by 12.4% to ensure that the budget balanced. The Council agreed to bring a final draft budget to the January meeting for a decision on the precept for 2020/21.	
19/154	Daventry District Council CLIMATE EMERGENCY TASK PANEL - Council to consider appropriate response. The Council discussed the matter and agreed to take no further action.	
19/155	Bus Service 59 / 60 DACT- Change of Operator: Council to consider and determine any response. The Chairman reported that at the end of October the operator changed to Uno Services and continues to operate a low level service.	
19/156	The Armed Forces Covenant – Council to decide action. The Council discussed the matter and agreed to take no further action.	
19/157	Date of Next Meeting. The Council noted the date of the next meeting as Wednesday 22 January 2020.	
	Meeting closed at 9.00 pm	

Signed by:
Chairman



Date: 22/01/20