



Hollowell & Teeton Parish Council

HOLLOWELL & TEETON PARISH COUNCIL

Gillian Greaves (Clerk) Tel: 01604 761470
96 Martins Lane
Hardingstone
Northampton
NN4 6DJ

Email: pc-clerk@hollowellandteeton.org.uk

Web: www.hollowellandteeton.org.uk

Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 18 July 2018** at 7.30 p.m. at Guilsborough Village Hall.

Present:-

Councillors:

Cllr A Crisp (Chairman of the Council)
Cllr E Curtis
Cllr A Eaton MBE
Cllr G Leah
Cllr S McCubbin
Cllr H Oswin

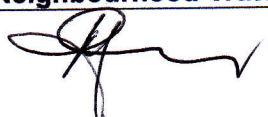
Clerk to the Council:

Gillian Greaves


Members of the Public:

Christopher Blake

		Action
18/93	Receive and approve apologies for absence. Apologies received from Cllr Tomalin. Cllr Oswin proposed that the apologies are accepted; Cllr Leah seconded the proposal and the Council Resolved to accept the apologies. The Chairman thanked Councillors and Clerk for attending this meeting which had to be held at Guilsborough Village Hall due to redecoration of Hollowell Village Hall.	
18/94	Receive and approve for signature the minutes of the meeting held on: 2 May 2018. Cllr Leah proposed the Council accept the minutes, Cllr Curtis seconded the proposal and the Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting. 9 May 2018. Cllr Leah proposed the Council accept the minutes, Cllr Curtis seconded the proposal and the Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting. 20 June 2018. Cllr Leah proposed the Council accept the minutes, Cllr Curtis seconded the proposal and the Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting.	
18/95	Note any matters arising from the minutes not included on the agenda for report only. 20/06/18 item 18/91 – WW1 Commemorative Seat – Councillor Leah reported that a "Just Giving" page had been created and to date had received over £140.00 towards the cost of the seat. A reminder had recently been sent out via Facebook. Cllr Leah was confident that sufficient funds would be raised and once they had it would be necessary to decide where to locate the new seat.	
18/96	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None made.	
18/97	Public Participation – Cllr Eaton informed the parish council that the recent Hollowell Steam Rally had been a great success and well attended although numbers down slightly due to the very hot weather and the Football World Cup.	
18/98	Resolution to Co-opt a new Councillor to the vacancy on the Parish Council. The Chairman reported that an interest had been expressed in the vacancy for a parish councillor and invited the applicant to address the Council. The Chairman proposed that the parish council co-opt Christopher Blake onto the Council, seconded by Cllr Curtis and the Council Resolved to co-opt Christopher Blake to the Council with immediate effect.	
18/99	Neighbourhood Watch and Police Liaison – The Chairman reported that he had little	

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	to report other than a new Chief Constable with a good deal of policing experience is now in post. The Chairman further reported that Spratton and Pitsford parishes are in the process of signing up for a dedicated PCSO at a cost of £38,000.																	
18/100	Correspondence – requiring a response or a decision – the next meeting of the Daventry District Council Town/Parish meeting is due to be held on 13 December and the Chairman reminded the parish council how important it was that Hollowell & Teeton parish council is represented at these meetings especially with the local government reform and community governance review.																	
18/101	Planning – to consider any planning consultation papers, applications and completions received. 18/101/1 New Applications – none received 18/101/2 Existing Applications & Completions – none received 18/101/3 Decisions: DA/2017/0233 The Old Brickyard, Creaton Road, Hollowell, Change of Use of Existing Workshop to Single Dwelling – Refusal of Planning Permission – noted by the parish council.																	
18/102	Daventry District Council (DDC) Community Governance Review – Chairman to report on proposals submitted to DDC. The Chairman reported that at the Parish Council's meeting on 20 June 2018 a response had been agreed and he had submitted proposals to DDC to amend the Parish Boundary. Copies had been sent to Guilsborough and Ravensthorpe Parish Council. However, subsequently the Chairman had been contacted by the Chairman of Ravensthorpe Parish Council who had queried the change to the boundary around Ravensthorpe Reservoir and proposed an alternative amendment affecting two residential properties currently within Hollowell Parish. DDC also gave notice that they were extending the consultation period to Friday 20 July 2018, giving the Council an opportunity at this meeting to revisit their response in light of the comments from Ravensthorpe Parish Council. The Council decided not to amend the submission made to DDC as agreed at the Council Meeting on 20 June 2018.																	
18/103	Pocket Park 18/103/1 HPPAC - receive an update from Cllrs Curtis and Oswin. Cllr Curtis reported that the two further pieces of equipment had been installed and thanked the Hollowell Steam Rally and Community Fund for their contributions. Aerial Runway had been installed and was undergoing minor adjustments. The Canyon Bridge has also been installed and the play safety matting pegged down securely. Cllr Curtis reported that overall she was very pleased with the new equipment but following comments from users of the Aerial Runway the contractors had made several adjustments to ensure it was safe to use and this work was progressing and it just remains to organise signs. The Clerk will contact the Councils insurers to advise them of the new equipment and obtain a quote for the additional insurance cost in respect of the three new pieces of equipment installed recently. 18/103/2 Monthly/Annual Report – deferred to September meeting due to Cllr Tomalin's absence. 18/103/3 Annual Inspection for 2018 – deferred to September meeting. 18/103/4 Council to review mowing brief taking account of locations of new equipment. Cllr Eaton reported that he had spoken to the contractor and agreed to review the mowing brief locations at the end of the year. 18/103/5 Council to consider requirements for maintenance of boundary hedges and ditch. The Chairman asked councillors to consider the future maintenance of the hedge that borders the agricultural land and the pocket park adjacent to Creaton Road. The Chairman suggested that there are three options in respect of the hedge, leave to grow unchecked, strim or layer and that these should be considered so that this can be discussed further at the September meeting.	Sept. Mtg Sept. Mtg Sept. Mtg																
18/104	Finance & Administration: 18/104/1 To approve bank reconciliation as at 29 June 2018 <table border="0"> <tr> <td>Current Account Balance</td> <td>£1,500</td> </tr> <tr> <td>Business Reserve Account Balance</td> <td>£25,500.79</td> </tr> <tr> <td>Total</td> <td>£27,000.79</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Starting Balance 01.04.2018</td> <td>£11,861.79</td> </tr> <tr> <td>Receipts & Adjustment</td> <td>£17,089.19</td> </tr> <tr> <td>Less Payments</td> <td>£1,950.19</td> </tr> <tr> <td>Total</td> <td>£27,000.79</td> </tr> </table>	Current Account Balance	£1,500	Business Reserve Account Balance	£25,500.79	Total	£27,000.79			Starting Balance 01.04.2018	£11,861.79	Receipts & Adjustment	£17,089.19	Less Payments	£1,950.19	Total	£27,000.79	
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18/104/3 Receipts & Payments - To note receipts and approve payments of the cheques presented at the meeting. Proposed by Cllr Oswin, seconded by Cllr Leah and the Council **Resolved** to approve the bank reconciliation as at 31 March 2018, note the receipts and approve the payments.

Receipts – 31/05/2018 Interest £0.48
07/06/2018 HPPAC £11,680.00
29/06/2018 Interest £0.90

Payments –

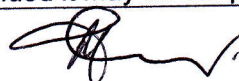
Chq	Payee	Purpose	VAT	Amount	Powers
923	E-ON	Street Lighting Maintenance	£19.91	£119.48	Highways Act 1980
924	M Hazle	Grass Mowing – 3 cuts 15/05, 12/06, 2/07		£930.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164
925	Northants CALC	Data Protection Training		£49.00	LGA 1972 s112
926	G Greaves	Clerks Salary & Expenses June/July Certificate of Posting £1.77		£345.57	LGA 1972 s112
927	HMRC	Clerks PAYE June/July		£86.00	LGA 1972 s112
929	Playground Supplies Ltd.,	Replacing surfacing matting under existing play equipment	£230.00	£1,380.00	Local Gov (Misc. Provisions) Act 1976 s19
928	Playground Supplies Ltd.,	Aerial runway	£1,282.60	£7,695.60	Local Gov (Misc. Provisions) Act 1976 s19
930	E-ON	Street Lighting Supply	£13.52	£283.86	Highways Act 1980
931	Guildsborough Village Hall	Room Hire		£30.00	LGA 1972 s 144
932	Emily Curtis	Village Planter Replenishment		£35.00	Local Gov (Misc. Provisions) Act 1976 s19

18/104/3 Q 1 Budget. The Clerk circulated the Q1 budget papers prior to the meeting. Councillors noted the position.

18/104/5 Consider and approve changes to the Parish Council's Bank Signatories. The Chairman reported that the Councils bank account signatories needed to be reviewed with the resignation of Barry Wenden. The Chairman proposed that Barry Wenden was removed as a signatory due to his resignation, seconded by Cllr Oswin and the Council **Resolved** to remove Barry Wenden as a signatory. The Chairman proposed Cllr Leah as the new signatory and this was seconded by Cllr Eaton and the Council **Resolved** to approve Cllr Leah as a new signatory. Cllr Leah will complete the bank form and arrange to meet with the Clerk at the Bank.

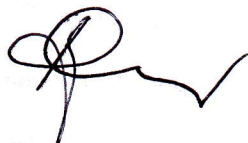
18/105

Withdrawal of Bus Service Route No. 60 – Chairman to report and Councillors to consider proposals for funding subsidy to maintain bus service and decide on Councils contribution. The Chairman reported that the situation had temporarily been resolved until 31 March 2019 with DDC providing £30,000 to subsidise the service. The 59-60 Service will run from Northampton via Welford to Market Harborough and return, Monday – Friday with limited service on Saturday but no Sunday service. As future funding is undecided it may be the parish councils will be asked to consider funding at some point.

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18/106	Northamptonshire County Council Local Government Reform - Chairman to report and Councillors to decide on response to consultation. The Chairman advised the Council that they could respond as individuals to the consultation or submit an agreed block response. Councillors discussed the matter and decided to respond individually.	
18/107	Daventry District Council – PSPO - Dog Controls - Chairman to report and Councillors to decide on response to consultation. The Chairman reported on the recent consultation exercise on Dog Controls being undertaken by DDC as the existing policy is due to expire in December. The Council discussed the proposals received from DDC which included 9 new powers and agreed that whilst they could all make an individual response they also wished to make a collective response as a parish council. A response to the consultation was agreed and the Chairman proposed that he make the response on behalf of the Council, seconded by Cllr Leah and the Council Resolved that the agreed response on behalf of the parish council will be made by the Chairman.	
18/108	Consider Amendments to Councillors Delegated Responsibilities. The Chairman proposed a review of the delegated responsibilities due to the changes of councillor. The Chairman recommended that as Cllr Blake is new to the role his responsibilities will be deferred to a meeting later in the year. Councillor Oswin stated that she wished to stand down as a trustee of the Jane Letts Trust. It was agreed that the delegated responsibility held by Cllr Oswin would be transferred to Cllr Leah.	
18/109	Councillor & Clerk Training Requirements. The Chairman proposed that Cllr Blake attend the "Off to a Flying Start for Councillors" Course being held on 13 August. Seconded by Cllr Curtis and the Council approved the training course.	
18/110	Groundworks Community Award – Council to Consider Nominations for Award. Cllr Curtis agreed to look into the award further and if appropriate make an application.	
18/111	GDPR 18/111/1 Councillors email address (from Mins 02/05/18 item 81/62) – Councillor Oswin to update. Cllr Oswin reported that she had been undertaking tests to set up the dedicated councillor email addresses and will progress this work. The Clerk to be advised of all new email addresses and Cllr Oswin will issue instructions to all parish councillors to enable them to access their new email addresses which are to be used for all parish council business. 18/111/2 Review updated Records Retention Policy as advised by NCALC. The Chairman reported that since the annual meeting Northants CALC have issued a revised Records Retention Policy and proposed that the Council adopt the updated document, seconded by Cllr Oswin and the Council Resolved to adopt the revised Records Retention Policy.	
18/112	Date of Next Meetings – The Council noted the date of the next meeting as Wednesday 12 September 2018 at 7.30 pm - items for inclusion on the agenda to the Clerk by Monday 3 September 2018. Councillor Eaton submitted his apologies for that meeting.	Clerk
	Meeting closed at 9.15pm	

Signed by:
Chairman



Date: 12/09/18