 **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 15 May 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**

**1 Member of the Public**

**WNC Long Buckby Ward, Cllr Charles Moreton**

**24/053 Election of Chairman and Declaration of Acceptance of Office.** Cllr Leah proposed Cllr Crisp be appointed as Chairman, Cllr Oswin seconded the proposal and the Council **Resolved** to appoint Cllr Crisp as Chairman. Cllr Crisp signed the Declaration of Acceptance of Office of Chairman

**24/054 Election of Vice Chairman.** The Chairman proposed that Cllr Curtis be appointed as Vice Chairman. Cllr Oswin seconded the proposal and the Council **Resolved** to appoint Cllr Curtis as Vice Chairman. Cllr Curtis signed the Declaration of Acceptance of Office of Vice Chairman

**24/055 Receive and approve apologies for absence.** None received

**24/056 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None given.

**24/057 Receive and approve for signature the minutes of the meetings held on 17 March 2024.** The Council **Resolved** to approve the minutes of the 17 March 2024 and the Chairman signed them as a correct record of the meetings.

**24/058 Note any matters arising from the minutes not included on the agenda for report only.**

**24/058/01 Bean Tree Removal and resident’s donation.** The Chairman confirmed that the Bean Tree had been removed by Maurice Fitch Tree Works ltd., and a donation of £150 received from Mr & Mrs Thomas towards the cost of the works.

**24/058/02** The Chairman reported that a portrait of Charles III had been received.

**24/059 Review of Councillors Delegated Responsibilities.** The Chairman circulated a copy of the reviewed Councillor Delegated Responsibilities prior to the meeting. The Council **Resolved** to approve the Councillors Delegated Responsibilities for 2024-25.

**24/060 Public Participation.** None.

**24/061 Neighbourhood Watch and Police Liaison – receive an update from the Chairman.** The Chairman reported on the recent Polce, Fire & Crime Commissioner elections and confirmed the appointment of Danielle Stone. The Chairman report that the newly appointed Chief Fire Officer would be taking up their position from 16 May 2024.

**24/062 Correspondence – requiring a response or a decision.** None received.

**24/063 Changes to Street Lighting UMS Procedure: Chairman to update and Council to determine response.** The Chairman reported that the Council’s electricity supply invoices from Total Energies were not showing any changes following the revised unmetered supply certificate being sent to ESPO, the situation would continue to be monitored. ESPO are reviewing the Council’s framework contract as at October 2024. No further update on the requirements to appoint a Meter Administrator.

**24/064 Planning** – to consider any planning consultation papers, applications and completions received.

|  |  |  |
| --- | --- | --- |
| **Application No** | **Location** | **Description** |
| 2024/0150/FULL  APPROVED | Rosemount 18 Church Hill Hollowell NN6 8RR | Demolition of existing dwelling and erection of replacement dwelling  The Council noted the application determination. |

1. **Rural Area Settlement Hierarchy (WNC Local Plan) update by Chairman.** The Chairman briefed the Council on the WNC Planning papers which are now out for consultation and Councillors are invited to make their own comments.

**24/065 Pocket Park**

**24/065/1 HPPAC -** receive an update from Cllrs Curtis and approve any action. Cllr Curtis had nothing to report.

**24/065/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised**.** Cllr Tomalinreported that the stop on the gate had disappeared and he would make a replacement as soon as possible.

**24/066 24/66/1 Resolution to approve Northants CALC Membership & Subscription for 2024-25.** The Council **Resolved** to approve Northants CALA Membership & Subscription for 2024-25.

**24/66/2 Resolution to approve Northants CALC as the Data Protection Office for the Council for 2024-25.** The Council **Resolved** to approve Northants CALC as the Data Protection Office for 2024-25.

**24/66/3 Resolution to approve Northants CALC as the Council’s Internal Auditor for 2024/25.** The Council **Resolved** to approve Northants CALC as the Council’s Internal Auditor for 2024-25.

**24/067 Finance & Administration:**

**24/067/1 Bank Reconciliations 30 April 2024 – separate paper circulated prior to meeting.** The Council **Resolved** to approve the bank reconciliation dated 30 April 2024.

**24/067/2 Receipts &** **Payments -** To note receipts and approve payments. The Council **Resolved** to accept the receipts and approve the payments listed below.

**Receipts – 5 April 2024 M&A Thomas £150.00 Donation**

**26 April 24 WNC 1st Payment of Precept £7,237.50**

**Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MoP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary April 2024 |  | £300.70 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE April 2024 |  | £75.00 | LGA 1972 s112 |
| BP | Total Energy | Electricity Street Lights April Invoice 337485373/24 | £9.70 | £203.53 | Highways Act 1980 |
| BP | M Hazle | Grass Mowing - Invoice #1799 £310 & #1773 £310 |  | £620.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | DM Payroll Services | Payroll Services Annual Fee 24/25 inv |  | £120.00 | LGA 1972 s143 |
| BP | E-ON | Street Light Maint.Q4 2023 inv | £35.20 | £211.20 | Highways Act 1980 |
| BP | Maurice Fitch tree works ltd., | Tree works invoice 11007 | £45.00 | £270.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Northants CALC ltd., | Membership Subscription 2024/25 £308.58  Internal Audit Service 2024/25- £220.00  Data Protection Officer Fee 2024/25 £12.00 | £46.40 | £586.98 | LGA 1972 s143 |
| BP | G Greaves | Clerks Salary May 2024 |  | £300.70 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE May 2024 |  | £75.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks May Expenses – Mileage £11.70 |  | £11.70 | LGA 1972 s112 |
| BP | M Hazle (Elm Tree Garden Services) | Grass Mowing Invoice #1830 (3) |  | £310.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Total Energy | Electricity Street Lights May 24 | £9.29 | £195.02 | Highways Act 1980 |

**24/068 Internal Audit – to receive the internal audit report for 2023/24 and consider recommendations.** The Council thanked the Auditor, Lynn Lavender for her work and and noted the Auditors report and recommendations. Further to the Auditors recommendation the Council is considering the options for its website.

**24/069** **Resolution to approve year end accounts for 2023/24.** The Council **Resolved** to approve the year end accounts for 2023/24.

**24/070 Resolution to approve the Certificate of Exemption.** The Council **Resolved** to approve the Certificate of Exemption for 2023/24.

**24/071 Resolution to approve Section 1 of the Annual Governance Statement.** The Council **Resolved** to approve Section 1 of the Annual Governance Statement for 2023/24.

**24/072 Resolution to approve Section 2 of the Annual Governance Statement.** The Council  **Resolved** to approve Section 2 of the Annual Governance Statement for 2023/24.

**24/073 Resolution to approve the new Financial Regulations – action to defer to July meeting.** The Council agreed to defer to the July meeting.

**24/074 Resolution to re-approve the Standing Orders.** The Council **Resolved** to approve the Standing Orders.

**24/075 Resolution to approve the Risk Assessment and Risk Management policy.** The Council **Resolved** to approve the Council’s Risk Assessment and Risk Management policy**.**

**24/076 Resolution to approve the Asset Register.** The Council **Resolved** to approve the asset register for 2024.

**24/077 Village Planters – Councillor Curtis to report and Council to agree funding. The Council asked Cllr Curtis to arrange for the refreshing of the planters, Cllr Curtis advised new compost would also be required. The Council thanked Cllr Curtis and Resolved to approve a budget to refresh the planters up to £45.00.**

**24/078 Residents request for grassed area to be included in the mowing contract – Councillor Eaton ‘will contact the Council’s grass contractor to establish any extra costs, make contact with the resident and advise the Clerk on further action.**

**24/079 Parish Council Domains Helper Service – Councillor Oswin to report. Councillor Oswin advised**

**the Council that she was continuing to evaluate the implications of changing to a .gov.uk web site and email and would update the Council at the next meeting.**

**24/080 The Council to note the CiL return to West Northamptonshire Council. The Council noted the CiL return to West Northamptonshire Council.**

**24/081 Date of Next Meeting Wednesday 17 July 2024 at 7.30 pm.** Noted**.**

**24/082 Close.** Meeting closed at 8.25 pm.