 **HOLLOWELL & TEETON PARISH COUNCIL**

Gillian Greaves (Clerk) Tel: 07771980598

12 Berry Lane

Wootton

NN4 6JX

Email:**pc-clerk@hollowellandteeton.org.uk**

Web: [www.hollowellandteeton.org.uk](http://www.hollowellandteeton.org.uk)

Date: 11 May 2022

To: All Parish Councillors

From: Gillian Greaves, Clerk to Hollowell & Teeton Parish Council Gillian Greaves

Dear Councillor

You are summoned to the **Annual Meeting of** **Hollowell & Teeton Parish Council** to be held on **Wednesday 18 May 2022 at Hollowell & Teeton Village Hall,** commencing at **7.30 p.m.** where the under mentioned business will be transacted. Members of the public and press are invited to attend.

**AGENDA**

**22/040 Election of Chairman and Declaration of Acceptance of Office.**

**22/041 Election of Vice Chairman.**

**22/042 Receive and approve apologies for absence.**

**22/043 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.**

**22/044 Receive and approve for signature the minutes of the meetings held on 16 March 2022.**

**22/045 Note any matters arising from the minutes not included on the agenda for report only.**

**22/037/01 Rights of Way - CY2 Report of Stile at Hollowell / Guilsborough / Ravensthorpe Cross Roads in need of repair.**

**22/037/02 Parish Path Warden (PPW) ‘Virtual’ Training. Notes of meeting circulated by Cllr Oswin.**

**22/046 Parish Council Co-options – to consider co-option to fill Councillor vacancy.**

**22/047 Review of Councillors Delegated Responsibilities.**

**22/048 Public Participation**

**22/049 Neighbourhood Watch and Police Liaison –** receive an update from the Chairman.

**22/050 Correspondence – requiring a response or a decision.**

**Police, Fire and Crime Commissioner - April 2022 Newsletter.**

**West Northamptonshire Council, Housing Strategy Consultation.**

**Have your say on interactions with West Northamptonshire Council.**

**22/051 Planning** – to consider any planning consultation papers, applications and completions received.

|  |  |  |
| --- | --- | --- |
| **Application No** | **Location** | **Description** |
| WND/2022/0269 | Lynton, Guilsborough Hill, Hollowell, NN6 8RN | Construction of two storey rear extension, internal alterations and insertion of two rooflights to front elevation. |

**22/052 Pocket Park**

**22/052/1 HPPAC -** receive an update from Cllrs Curtis and approve any action.

**22/052/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised**.**

**22/052/3 Maintenance of Post and Wire Netting Fence – Chairman to report and Council to decide action**

**22/053 Finance & Administration:**

**22/053/1 Receipts &** **Payments -** To note receipts and approve payments of the cheques presented at the meeting.

**Receipts – 31/03/2022**

**Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MOP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary April |  | £169.44 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE April |  | £42.20 | LGA 1972 s112 |
| BP | Total Energy | Electricity Street Lights April 22 Invoice 263820617/22 | £4.62 | £96.84 |  |
| BP | M Hazle  (Elm Tree Garden Maintenance) | Grass Mowing - Invoice #1158 |  | £310.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | G Greaves | Clerks Salary May |  | £169.24 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE May |  | £42.40 | LGA 1972 s112 |
| BP | E-ON | Street Light Maint.Q4 2021 | £19.67 | £118.01 | Highways Act 1980 |
| BP | Northants CALC | Membership Subscription 2022/23 £  Internal Audit Service 2022/23 - £  Data Protection Officer Fee £10.00 |  | £tbc | LGA 1972 s143 |
| BP | DM Payroll Services | Payroll Services Annual Fee 22/23 |  | £120.00 | LGA 1972 s143 |
| BP | Hannah Oswin | Wix.com website premium plan invoice # | £tbc | £93.60 | LGA 1972 s143 |
| BP | Spratton Parish Council | Parish Bus Share 2022-23 |  | £979.89 | Transport Act 1985, s.106A |
| BP | M Hazle (Elm Tree Garden Services) | Grass Mowing Invoices #1199 |  | £310.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Total Energy | Electricity Street Lights May 22 Invoice 263820617/22 | tbc | tbc | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |

**22/054 Internal Audit – to receive the internal audit report for 2021/22.**

**22/055** **Resolution to approve year end accounts for 2021/22.**

**22/056 Resolution to approve the Certificate of Exemption.**

**22/057 Resolution to approve Section 1 of the Annual Governance Statement.**

**22/058 Resolution to approve Section 2 of the Annual Governance Statement.**

**22/059 Resolution to re-approve the Financial Regulations.**

**22/060 Resolution to re-approve the Standing Orders.**

**22/061 Resolution to approve the Risk Assessment and Risk Management policy.**

**22/062** **Spring Litter Pick – Cllr Curtis to report.**

**22/063 Consultation on Street Naming.**

**22/064 Update on the Coronavirus / Covid-19 – Council to consider any actions.**

**20/59/01 - Policy: Response to Covid-19 /Coronavirus – Council to review**

**22/065 To receive an update on the funding of local bus service 59/60.**

**22/066 The Queen’s Platinum Jubilee (Jubilee weekend of the 2-5 June 2022) – Council to consider event.**

**22/067 AMP Working Group update on the Asset Management Project. Chairman to Report.**

**22/068 ACRE – consider invitation to subscribe to annual membership.**

**22/069 Village Planters – Councillor Curtis to report and Council to agree funding.**

**22/070 Conflict in Ukraine – Chairman to report.**

**22/071 Date of Next Meeting Wednesday 20 July 2022 at 7.30 pm.**