



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 Annual Parish Council held on **Wednesday 2 May 2018** at 7.45 p.m.

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
Cllr M Tomalin

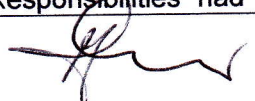
Clerk to the Council:

Gillian Greaves


Members of the Public:

2 Members of the public


		Action
18/50	Election of Chairman and Declaration of Acceptance of Office. Cllr Oswin proposed that Cllr Crisp be elected as Chairman for a further 12 months. Cllr Leah seconded the proposal and the Council Resolved to appoint Cllr Crisp as Chairman. Cllr Crisp signed the Declaration of Acceptance of Office of Chairman.	
18/51	Election of Vice Chairman. Cllr Leah proposed that Cllr Curtis be elected as Vice Chairman. Cllr Tomalin 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.	
18/52	To receive and approve apologies for absence. None received	
18/53	Receive the resignation from Councillor Barry Wenden and note process to deal with filling the vacancy. The Chairman reported that after a significant number of years of service, Barry Wenden had decided to resign from the parish council. The Chairman on behalf of the parish council thanked Barry Wenden for his considerable contribution to the parish. The process to seek applications for the role of parish councillor is now underway and anyone interested should contact the Clerk.	
18/54	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
18/55	To receive and approve for signature the minutes of the meeting held on 7 March 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.	
18/56	To note any matters arising from the minutes not included on the agenda for report only. 18/56/1 Update on Dog Fouling Campaign – Cllr Curtis reported that whilst there had been signs of an improvement the problem had not gone away. Daventry District Council had contacted Cllr Curtis to ask if she would be willing to feature on Radio Northampton as part of a campaign to raise awareness on Daventry District Council Dog Warden services. 18/56/2 Update on Litter Pick – Cllr Curtis reported that despite the bad weather experienced during the litter pick campaign over 20 people had turned out to take part and this work is continuing throughout the parish. Cllr Curtis reported that there had been a very positive response.	
18/57	Review of Councillors Delegated Responsibilities – the list of Councillor Delegated Responsibilities had been previously circulated for comments. It was agreed that	

 18/05/18

	councillors should continue with their responsibilities and in addition accept a few changes resulting from the councillor vacancy.																																					
	<table><tr><th>Name</th><th>Elect / Co-opt</th><th>Role</th><th>Delegated Responsibilities</th></tr><tr><td>Andrew Crisp*</td><td>Elected May 2016</td><td>Chairman</td><td>Neighbourhood Watch Co-ordinator / Police Liaison Highways Representative Hollowell Notice Board Street Lighting Co-ordinator Finance Signatory*</td></tr><tr><td>Emily Curtis</td><td>Elected May 2016</td><td>Vice Chairman</td><td>HPPAC Liaison Jane Letts Trustee</td></tr><tr><td>Allen Eaton* MBE</td><td>Elected May 2016</td><td>Councillor</td><td>Mowing Co-ordinator Jane Letts Trustee Pocket Park Support Finance Signatory*</td></tr><tr><td>Graham Leah</td><td>Co-opted July 2016</td><td>Councillor</td><td>Village Hall Representative Finance Signatory" TBC</td></tr><tr><td>Sue McCubbin</td><td>Co-opted June 2016</td><td>Councillor</td><td>Public Footpaths Representative Council Asset Inspection (twice year) Finance Signatory</td></tr><tr><td>Hannah Oswin</td><td>Elected May 2016</td><td>Councillor</td><td>Jane Letts Trustee HPPAC Liaison Web Site Co-ordinator / Computer assistance</td></tr><tr><td>Michael Tomalin</td><td>Elected May 2016</td><td>Councillor</td><td>Tree warden for (Teeton) Internal Audit Pocket Park Co-ordinator (H & S Inspections) Teeton Notice Board</td></tr><tr><td>Vacancy</td><td></td><td></td><td>Tree Warden (Hollowell)</td></tr></table>	Name	Elect / Co-opt	Role	Delegated Responsibilities	Andrew Crisp*	Elected May 2016	Chairman	Neighbourhood Watch Co-ordinator / Police Liaison Highways Representative Hollowell Notice Board Street Lighting Co-ordinator Finance Signatory*	Emily Curtis	Elected May 2016	Vice Chairman	HPPAC Liaison Jane Letts Trustee	Allen Eaton* MBE	Elected May 2016	Councillor	Mowing Co-ordinator Jane Letts Trustee Pocket Park Support Finance Signatory*	Graham Leah	Co-opted July 2016	Councillor	Village Hall Representative Finance Signatory" TBC	Sue McCubbin	Co-opted June 2016	Councillor	Public Footpaths Representative Council Asset Inspection (twice year) Finance Signatory	Hannah Oswin	Elected May 2016	Councillor	Jane Letts Trustee HPPAC Liaison Web Site Co-ordinator / Computer assistance	Michael Tomalin	Elected May 2016	Councillor	Tree warden for (Teeton) Internal Audit Pocket Park Co-ordinator (H & S Inspections) Teeton Notice Board	Vacancy			Tree Warden (Hollowell)	All
Name	Elect / Co-opt	Role	Delegated Responsibilities																																			
Andrew Crisp*	Elected May 2016	Chairman	Neighbourhood Watch Co-ordinator / Police Liaison Highways Representative Hollowell Notice Board Street Lighting Co-ordinator Finance Signatory*																																			
Emily Curtis	Elected May 2016	Vice Chairman	HPPAC Liaison Jane Letts Trustee																																			
Allen Eaton* MBE	Elected May 2016	Councillor	Mowing Co-ordinator Jane Letts Trustee Pocket Park Support Finance Signatory*																																			
Graham Leah	Co-opted July 2016	Councillor	Village Hall Representative Finance Signatory" TBC																																			
Sue McCubbin	Co-opted June 2016	Councillor	Public Footpaths Representative Council Asset Inspection (twice year) Finance Signatory																																			
Hannah Oswin	Elected May 2016	Councillor	Jane Letts Trustee HPPAC Liaison Web Site Co-ordinator / Computer assistance																																			
Michael Tomalin	Elected May 2016	Councillor	Tree warden for (Teeton) Internal Audit Pocket Park Co-ordinator (H & S Inspections) Teeton Notice Board																																			
Vacancy			Tree Warden (Hollowell)																																			
18/58	Public Participation – None																																					
18/59	Neighbourhood Watch and Police Liaison – The Chairman reported that he was in liaison with PC John Hutchings (NPT – Brixworth) regarding a possible event at Hollowell & Teeton Village Hall. This event will aim to raise awareness on crime prevention and general awareness of local policing issues.																																					
18/60	Correspondence – The Chairman reported that correspondence had been received from Daventry District Council inviting representatives of the Council to attend the Parish & Town Council Meeting on Thursday 14 June 2018 at the Council Chamber, Daventry District Council Offices. The Council discussed attendance however no one was available and it was agreed that the Clerk should attend subject to availability. The Clerk reported that a planning application had been received after the agenda had been published. An extraordinary meeting would be arranged for 9 May 2018 to deal with this matter.	Clerk																																				
18/61	Planning – to consider any planning consultation papers, applications and completions received. 18/61/1 Other Planning Matters: Proposal for a housing development at Hollowell Lodge Farm received – The Chairman invited Mr & Mrs Cross to give an overview of their proposals in respect of a potential development of residential accommodation at Hollowell Lodge Farm. The Council discussed the matter and agreed that they were broadly in support of this type of development and the proposal to include linked pathways to improve access and inclusion of any such development with the village of Hollowell. The Chairman proposed that a letter of support would be sent to Daventry District Council and this was seconded by Cllr Tomalin and the Council Resolved to approve this action. 18/61/2 DA/2017/0097 Old White Horse Teeton – Chairman reported that this planning application had been granted permission after agreeing certain amendments to the plan including height reductions. 18/61/3 DA/2018/1124 - Manor Farm, Creaton Road, Teeton (Hollowell Parish), Northamptonshire, NN6 8LH – Change of use of existing agricultural building to B2 (General Industrial) Resubmission. The Chairman reported that an additional plan had																																					

 18/07/18

	<p>been submitted to the planning department detailing plans for passing bays on the Creaton road in Teeton. The Chairman reported that he had made enquiries with Northamptonshire Highways and established that these had been requested by Northamptonshire County Council Highways Department to address the potential increase in heavy traffic. However, the requirement was for passing bays on the Creaton Road between Teeton and the A5199 junction at Creaton (not as shown). The Chairman proposed a response to reiterate the concerns already raised over the use of the property, this was seconded by Cllr McCubben and the Council Resolved the following comment:-</p> <p>The Parish Council made no objections to the planning application however three observations were made as follows:</p> <ol style="list-style-type: none"> 1) That the Technical Appraisal – Noise recommendations at 9.2, as amended, are a condition of grant. 2) That conditions of use are placed on the approval that take into account the single track access road that will limit the size and frequency of vehicle movements to and from the site. The Council maintains its concern of the lack of detail about size and frequency of vehicle movements on a single track country road. 3) That despite a reduction in change of use to only B2, there is a lack of detail as to the actual use which continues to concern the Parish Council. 	
18/62	<p>GDPR – to discuss and agree actions to ensure compliance with the new regulations. Cllr Oswin had previously circulated a number of policy documents provided by Northants CALC for consideration. These are a set of policies and actions to ensure compliance with the new regulations. Cllr Oswin proposed that the following policies and procedures were adopted by the Council:</p> <ol style="list-style-type: none"> a) Data Breach Policy b) Data Protection Policy c) Records Retention Policy d) Subject Access Request Policy e) Data Mapping – data auditing map for review at July meeting <p>Cllr Curtis seconded and the Council Resolved to adopt the GDPR policies.</p> <p>Cllr Oswin further proposed that Councillors set up a dedicated email address for parish council business and complete a GDPR Compliance Checklist and submit to Clerk for Council records. Seconded by Cllr Leah and the Council Resolved to approve the setting up of dedicated email addresses for parish councillors and completion of GDPR Compliance Checklist. Cllr Oswin agreed to action this and act as dedicated lead and ensure agreed policies and procedures are complied with.</p> <p>Cllr Curtis proposed that the Clerk should attend the GDPR course if one is available and that the parish council agree to the cost of the course. The Clerk agreed to investigate and report back to the parish council.</p> <p>18/62/1 Agreement for the Provision of a Data Protection Officer Service – the Council considered entering into an agreement with Northamptonshire County Association of Local Councils to provide a service to undertake the responsibilities, duties and role of the Data Protection Officer on behalf of Hollowell & Teeton Parish Council. The Chairman proposed that the Council enter into this agreement, seconded by Cllr Curtis and the Council Resolved to take this action.</p>	<p>Cllr Oswin</p> <p>Clerk</p>
18/63	<p>Pocket Park</p> <p>18/63/1 HPPAC - receive an update from Cllrs Curtis and Oswin – Cllr Curtis reported that the HPPAC had been successful with a funding bid to Tesco which would provide a minimum grant of £1,000 in the next few months. This would provide sufficient funding to pay for the Canyon Bridge at £5,267 excluding VAT. Cllr Curtis proposed that the Parish Council accept the £5,267 donation in July from HPPAC for the cost of the Canyon Bridge to allow it to be installed with the Ariel Runway. Seconded by Cllr Leah and the Council Resolved to approve the action to accept the donation of £5,267 from HPPAC in July towards the cost of the Canyon Bridge to be ordered by the Council. The Chairman proposed that to avoid delay in purchase and installation of the new equipment, the Council should provide funding to cover the shortfall of HPPAC funds awaiting the Tesco grant. This was seconded by Cllr Curtis and Council Resolved to fund the current shortfall of HPPAC funds pending the grant from Tesco.</p> <p>18/63/2 Play Equipment Surface Matting – Cllr Curtis reported on a number of options and quotes for repairing/replacing existing play equipment surface matting. The Council discussed the options, contractors and prices. Cllr Curtis proposed that the quote provided by Playground Supplies for £1,150 excluding VAT be accepted, seconded by Cllr Leah and the Council Resolved to approve the contractor and budget for £1,150</p>	

 18/63/7/11

excluding VAT. The Clerk to arrange for a purchase order and the works to be included with other works to be undertaken in the playground when the ground conditions improve.

18/63/3 Monthly/Annual Report – Cllr Tomalin provided a monthly written report and reported everything satisfactory but would undertake the fencing off of the Toddler Multi play unit pending its removal by Hollowell Steam volunteers as soon as ground conditions allowed access.

18/63/4 Replacement latch to pedestrian entrance gate - Cllr Tomalin reported works completed.

18/64

Finance & Administration:

18/64/1 To approve bank reconciliation as at 31 March 2018

Receipts including starting balance £36,479.09

Payments £24,617.30

Closing Position at 31 March 2018 £11,861.79

Cash in Current Account £1,500 plus cash in Business Account £10,368.98 less cancelled cheque 840 (16/17) £7.19 Total £11,861.79

18/64/2 Receipts & Payments - To note receipts and approve payments of the cheques presented at the meeting.

Proposed by Cllr Curtis, seconded by Cllr McCubbin and the Council **Resolved** to approve the bank reconciliation as at 31 March 2018, note the receipt and approve the payments.


Receipts – Interest 0.52p 31 March 2018

Payments –

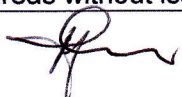
Chq	Payee	Purpose	VAT	Amount	Powers
915	E-ON	Street Lighting Supply	£11.89	£249.65	Highways Act 1980
916	E-ON	Street Lighting Maintenance	£19.91	£119.48	Highways Act 1980
917	G Greaves	Clerks Salary April/May		£290.36	LGA 1972 s112
918	HMRC	Clerks PAYE April/May		£72.40	LGA 1972 s112
919	Northants CALC	Membership Subscription 2018/19 - £250.80 Internal Audit Service 2018/19 - £172.00		£422.80	LGA 1972 s143
920	Elm Tree Garden Maintenance	Grass Mowing x 2 cuts 20/03 & 17/04		£620.00	Open Spaces Act 1906 ss 9 & 10 & Public Health Act 1987 s164
921	DM Payroll Services	Payroll Services 2018/19		£70.50	LGA 1972 s112
922	Village Hall Committee	Village Hall Hire 2017/18		£105.00	LGA 1972 s 144

18/64/3 Approve Adjustment/Journal to the Accounts in respect of Cancelled Cheque 840 – the Clerk reported that whilst this cheque (£7.19) had been reported lost, cancelled by the bank and a replacement cheque issued it was necessary to make an adjustment in the accounts. The Chairman proposed that this amendment was made, seconded by Cllr Tomalin, the Council **Resolved** to approve the adjustment to the 2018/19 accounts.

18/64/4 Consider request from Clerk for payment in respect of additional hours worked - the Clerk reported that the new audit arrangements introduced at short notice during March combined with the volume of work at year end had resulted in her undertaking extra hours. The Clerk asked the Council to consider a request for payment in respect of these 5 additional hours. The Chairman proposed payment for the 5 extra hours in respect of March 2018, seconded by Cllr Curtis and the Council **Resolved** to

 18/07/18

	approve the 5 hours additional pay at the Clerks March 2018 rate of pay.	
18/65	Internal Audit – To receive the Internal Audit report 2016/17. The Clerk had previously circulated the Internal Audit Report. Cllr Tomalin proposed to accept the internal Audit report and action the Internal Auditors recommendations Cllr Oswin seconded the proposal. The Council Resolved to accept the Internal Audit report 2017/18 and implement the recommendations.	
18/66	Resolution to approve year end accounts for 2017/18 – year end (2017/18) papers had been previously circulated to Councillors. Bank reconciliation as at March 31st 2018 as per 18/64/1 Cllr Leah proposed that the end of year accounts 2017/18 be approved by the Council and Cllr Oswin seconded the proposal. The Council Resolved to approve the year end accounts for 2017/18.	
18/67	Resolution to approve the Certificate of Exemption – Cllr Oswin proposed that the Certificate of Exemption be signed by the Chairman and seconded by Cllr Curtis. The Council Resolved to approve the Certificate of Exemption for signature.	
18/68	Resolution to approve Section 1 of the Annual Governance Statement The Chairman read out the statements from Section 1 of the Annual Return. Cllr Oswin proposed that Section 1 is approved; Cllr Leah seconded the proposal and the Council Resolved to approve Section 1 of the Annual Governance Statement. The Chairman signed the document.	
18/69	Resolution to approve Section 2 of the Annual Governance Statement - The Chairman explained Section 2 of the Annual Return, the accounting statement. Cllr Oswin proposed that Section 2 is approved; Cllr Curtis seconded the proposal and the Council Resolved to approve Section 2 of the Annual Governance Statement. The Chairman signed the document.	
18/70	Resolution to re-approve the Financial Regulations – The Clerk circulated the Councils Financial Regulations prior to the meeting. The Chairman proposed that the Financial Regulations are adopted and Cllr Oswin seconded the proposal. The Council Resolved to approve the Financial Regulations.	
18/71	Resolution to approve the new revised Standing Orders - The Clerk had circulated that latest version of Standing Orders received from Northants CALC The Chairman proposed that the Standing Orders are adopted and Cllr Leah seconded the proposal. The Council Resolved to approve the Standing Orders and the Chairman signed as correct.	
18/72	Resolution to re-approve Risk Assessment & Risk Management Policy The above policy was circulated prior to the meeting. The Chairman proposed that the revised risk assessment be approved; Cllr Leah seconded the proposal and the Council Resolved to approve the revised Risk Assessment & Risk Management Policy. The Chairman signed the updated Policy.	
18/73	Resolution to Approve the Updated Asset Register – the updated Asset Register was circulated prior to the meeting. The Chairman proposed that the updated asset register was approved, seconded by Cllr Tomalin and the Council Resolved to approve the asset register. The Chairman signed the Asset Register.	
18/74	100th Anniversary of end of WW1 – the council discussed but agreed no further action.	
18/75	Grass Mowing 18/75/1 - Grass Mowing Contract – Request from residents to extend areas for mowing – The Council considered two requests to include additional grassed areas in the existing grass mowing contract and agree any budget implications. Cllr Eaton reported that he had discussed the matter with the grass mowing contractor and was pleased to confirm that the small triangular area off Creaton Road at the entrance to the brickyard could be incorporated into the mowing contract at no extra cost. However the other area on the Creaton Road adjacent to Highfield Park was already being included in the grass mowing contract for Creaton and therefore would not be added to Hollowell and Teeton' s grass mowing programme. The Chairman agreed to amend the grass mowing specification to include the small area in front of the brickyard. Cllr Eaton proposed the amendment, seconded by Cllr Tomalin and the Council Resolved to take this action. Councillor Eaton undertook to explain the decision to the resident at Highfield Park. 18/75/2 - Receive an Update regarding Mole activity in areas subject to grass mowing contract and agree any further action and budget requirements. Cllr Eaton reported that he had inspected the areas infested with moles and found that there was an improvement generally. Cllr Eaton had flattened and raked over a number of moles hills and met with the grass mowing contractor who is satisfied that he can mow the grassed areas without issue.	

 18/07/18

18/76	National Pay Award – to consider approving the Clerks salary in line with the recent 2% national pay award back dated to 1 April – Clerk to report. The Council discussed the implications of the salary increased. The Chairman proposed that the Council award the national pay increase and Cllr Leah seconded the proposal. The Council Resolved: to increase the salaried staff wages in line with the National Salary Award of 2% backdated to April 2018.	
18/77	Broadband – Notification from Gigaclear. The Council noted Gigaclear's plans for Teeton.	
18/78	Discussion on NCC Funding - No. 60 Bus Service – The Chairman updated the Council on the latest situation relating to the No 60 Bus Services. NCC funding for this bus service is likely to cease in July 2018 and John Hunt (Spratton PC) is co-ordinating response from parishes affected by the potential loss of this bus service. No proposal was made on this matter but this will be reviewed a future meetings.	
18/79	Date of Next Meetings – The Council noted the date of the next meeting as Wednesday 18 July 2018 at 7.30 pm - items for inclusion on the agenda to the Clerk by Monday 9 July 2018	Clerk
	Meeting closed at 9.37pm	

Signed by:

Chairman



Date:

18/07/18.