 **HOLLOWELL & TEETON PARISH COUNCIL**

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DRAFT

Minutes of the Ordinary Meeting of Hollowell & Teeton Parish Council held at Hollowell Village Hall on Wednesday 16 March 2022 at 7.30pm.

Present: Councillors: Cllr A Crisp (Chairman)

Cllr E Curtis (Vice Chairman)

Cllr A Eaton, MBE

Cllr G Leah

Cllr S McCubbin

Cllr H Oswin

Cllr M Tomalin

Also present: Gillian Greaves, Clerk to the Council

Ben Hall, resident

**22/022 Receive and approve apologies for absence.** None received.

**22/023 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** Cllr Tomalin declared an interest in 20/033 and agreed to leave the meeting during this item.

**22/024 Receive and approve for signature the minutes of the meeting held on 19 January 2022.** Cllr Curtis requested an amendment to the minutes at 22/011/1 to clarify which matting was being referred to. The Chairman made the amendment to the minutes. Cllr Curtis proposed the minutes, seconded by Cllr Oswin and the Council **Resolved** to approve the minutes. The Chairman signed the minutes as a true record of the meeting.

**22/025 Note any matters arising from the minutes not included on the agenda for report only.** Nothing to report.

**22/026 Public Participation.** Resident, Ben Hall addressed the meeting to advise that in his capacity as a landlord he was making arrangements to provide accommodation for Ukraine refugees. This would be as when his rental properties became vacant, the first of which would be 31 March 2022. Mr Hall further added that he believed the more urban areas would be more attractive as there are Ukraine communities in these areas**.**

**22/027 Neighbourhood Watch and Police Liaison – receive an update from the Chairman.** The Chairman advised that residents with caravans increase their security as there had been a number of caravan thefts in the area. The Chairman reported that he had attended a recent police meeting organised by the Chief Constable and Police Commissioner. The meeting covered the Police 5 year strategy which included how the Police Authority intends to develop its IT and forensic unit in the county together with plans to build funding for more police recruits. The Chairman also reported that he would be attending a virtual local resilience forum meeting looking at community power outages.

**22/028 Consider National Pay Award 2021-22 – approve payment of Clerk’s pay award for 2021-22.** The Chairman proposed, seconded by Cllr Leah and the Council **Resolved** to approve the pay award 2021- 22. The Clerk agreed to circulate her holiday dates to Councillors.

**22/029 Correspondence – requiring a response or a decision.**

**22/029/1 Former Councillor and Chairman Barry Wenden – Chairman to report.** The Chairman reported to the Council on the sad news of the recent death of Barry Wenden. The Chairman commented on the considerable contribution Barry Wenden had made to the local community as a Parish Councillor and local committee member. Cllr Leah suggested a commemorative plaque be considered to be displayed in the village hall.

**22/029/2 WNC Health & Wellbeing event 31 March 2022.**

**22/029/3 NWC Supporting Independence Programme.**

**22/029/4 WNC Newsletter**

**22/029/4 WNC Public Space Protection consultation deadline 4 April 2022.**

The Chairman encouraged councillors to be aware of the above and make appropriate responses by the deadlines.

**22/030 Pocket Park**

**22/030/1 HPPAC – receive an update from Cllrs Curtis and approve any action.** Cllr Curtis had nothing to report other than to record thanks to the Chairman for the work laying the hedge in the pocket park which was a considerable undertaking by the Chairman.

**22/030/2 Monthly Report – receive the monthly report on the Pocket Park from Cllr Tomalin and agree actions to address issues raised.**  Cllr Tomalin reported that the basketball pole was still awaiting removal but expected this to take place shortly. It was agreed to request the annual inspection in April to allow the ground to dry out.

**22/031 Finance & Administration:**

**22/031/1 To approve bank reconciliation as at 28 February 2022** – separate paper. The bank reconciliation was circulated prior to the meeting. The Council **Resolved** to close the Council’s NatWest Account and transfer the balance to the Council’s Unity Trust Bank account. The reconciliation was proposed as correct by Cllr Oswin, seconded by Cllr Leah and the Council **Resolved** to approve the bank reconciliation, signed by the Chairman.

|  |  |
| --- | --- |
| Receipts including starting balance | £30,337.21 |
| Payments | £16,094.61 |
| Closing Position at 31 December 2021 | **£14.242.60** |
| Cash in NatWest Business Reserve Account | £10.00 |
| Unity Trust Bank Account C/A | £1,128.69 |
| Unity Trust Bank Account Reserve A/c | £13,103.91 |
| Total | **£14,242.60** |

**22/031/2 Receipts &** **Payments –** To note receipts and approve payments of the cheques presented at the meeting. Invoices marked \* have already been paid. Cllr Tomalin proposed. seconded by Cllr Curtis and the Council **Resolved** to note the receipts and approve the following payments.

**Receipts – 11 February 2022 HMRC VAT Return £642.93.**

**22 February 2022 WNC Finance Urban Grass Mowing Grant 21-22 £392.24**

**1 March 2022 Northamptonshire Council AMP Grant £228.80**

` **Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MOP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP\* | G Greaves | Clerks February salary |  | £222.96 | LGA 1972 s112 |
| BP\* | HMRC | Clerks February PAYE |  | £55.60 | LGA 1972 s112 |
| BP\* | Total Gas & Power | Electricity Supply Invoice 258426305/22 | £5.11 | £107.12 | Highways Act 1980 |
| BP | G Greaves | Clerks March 22 salary & back pay for 2021-22 pay award £46.34 |  | £206.38 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE March 22 |  | £51.60 | LGA 1972 s112 |
| BP | G Greaves | Home, Broadband, Telephone Allowance Oct – Mar 22 £60.00 Millage Claim March meeting £11.70 |  | £71.70 | LGA 1972 s112 |
| BP | Total Gas & Power | Electricity Supply Invoice 249400651/21 | £4.43 | £92.67 | Highways Act 1980 |
|  | Mark Hazel – Elm Tree Gardening Services | Grass mowing services invoice #1116 |  | £320.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |

**22/032 To receive an update on the funding of local bus service 59/60 – Chairman to report.** The Chairman reported that an email from John Hunt had been circulated to councillors prior to the meeting.

**22/033 Planning – to consider any planning consultation papers, applications and completions received.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Location** | **Description** | **Decision** |
| WND/2022/0136 | Construction of agricultural building | Land at Teeton Mill, Holdenby Road, Hollowell, NN6 8LQ | No objections  No observations |

**22/034 AMP Working Group update on the Asset Management Project. Chairman to Report**

**22/034/01 List of Assets to be Recorded. The Chairman circulated a list of proposed assets to be recorded for the purpose of the project.**

**22/034/02 Grant and Continuation of Subscription. The Council noted that an application had been submitted by the Council to claim the grant funding of £228.80 which has now been received.**

**22/034/03 Asset of Community Value (ACV) – Council to decide on Registration of ‘Rally Field’ The Chairman reported that the Hollowell Heavy Horse and Steam Rally (HHH&SR) Committee is being disbanded due to issues relating to identifying suitable land to hold events. The Council Resolved to include the HHH&SR field in the community asset register and to submit an application to West Northants Council to have the Rally field registered as an Asset of Community Value.**

**22/035 The Queen’s Platinum Jubilee (Jubilee weekend of the 2-5 June 2022) – Council to consider event.** Cllr Eaton reported that as a representative of the Hollowell Steam & Vintage Rally he had taken on the remit to organise the village beacon for this event and would update the Council at future meetings.

**22/036 Spring Litter Pick – Cllr Curtis to report.** Cllr Curtis reported that she was organising a Litter Pick at the end of March. The Litter Pick will be the usual week-long event and she has secured good quality litter picking kit, a public collection point is yet to be decided on. Cllr Curtis reported that the information on the arrangements will be circulated using posters, Facebook and the village “whats app” group. A risk assessment will be completed prior to the event.

**22/037 Rights of Way – Council to consider any further action.**

**22/037/01 R.o.W. CY2 Report of Stile at Hollowell / Guilsborough / Ravensthorpe Cross Roads in need of repair.**  A report requesting repair of the damaged stile has been made to streetdoctor. A site visit is registered as outstanding. It was agreed to enquire of the RoW team if stile packs were still issued to landowners.

**22/037/02 Parish Path Warden (PPW) ‘Virtual’ Training.** Cllr Oswin agreed to attend the virtual training session on behalf of Cllr McCubbin and provide a report to councillors.

**22/038 Conflict in Ukraine – Council to consider any response.** Cllr Curtis reported that she was aware of a number of households that were planning on offering accommodation or providing support such as meals or transport to Ukrainian refugees. Cllr Curtis was looking at making a group application to the Homes for Ukraine campaign and asked the Council if it would like to make the application in its name. The Clerk was unsure if the Councils roles and responsibilities allowed for this type of application. The Council were supportive of the initiative but agreed to seek clarification on the Council’s from NCALC before doing so.

**22/039 Request from resident to include grassed areas (Spring Bank Hill) in the Council’s grass mowing contract.** The Council received a request from a resident concerning the mowing of grassed areas adjacent to their property. The resident was finding it difficult to continue with the mowing and asked it the Council would add this to the mowing contract. The area has been recently mowed by Elm Tree Garden Services for an additional £10 per cut which the Council approved. However, an offer to assist the resident with the ongoing maintenance of this area has now been received and the Council decided not to undertake to mow this area.

**22/040 Date of Next Meeting; Annual meeting of the Parish Council & Annual Parish Meeting Wednesday 18 May 2022 at 7.30 pm. Noted.**

**Close. Meeting closed at 21.35pm.**

**Signed: Chairman Date:**