



**Hollowell & Teeton
Parish Council**

HOLLOWELL & TEETON PARISH COUNCIL

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Minutes of the Ordinary meeting of Hollowell & Teeton Parish Council held on **Wednesday 14 November 2018** at 7.30 p.m.

Present:-

Councillors:

Cllr A Crisp (Chairman of the Council)

Cllr C T Blake

Cllr E Curtis

Cllr A Eaton MBE

Cllr G Leah

Cllr H Oswin

Gillian Greaves

Clerk

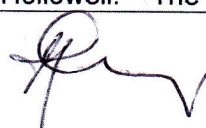
In attendance:

None

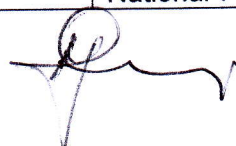
		Action
18/140	Receive and approve apologies for absence. Apologies received from Cllr McCubbin due to illness. The Chairman proposed that the apologies are accepted; Cllr Curtis seconded the proposal and the Council Resolved to accept the apologies.	
18/141	Receive and approve for signature the minutes of the meeting held on: 12 September 2018. Cllr Curtis proposed the Council accept the minutes, Cllr Oswin 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.	
18/142	Note any matters arising from the minutes not included on the agenda for report only. None.	
18/143	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None.	
18/144	Public Participation. Alan Eaton, MBE informed the Council that the Hollowell Bonfire event had been a great success. Dry weather had resulted in the event being well attended and raising £900 for charitable causes. Emily Curtis informed the Council that the Remembrance Service and Exhibition, held on Sunday 11 November to commemorate the centenary of the end of World War 1, had been very well supported.	
18/145	Neighbourhood Watch and Police. The Chairman provided an update on local Neighbourhood Watch and Police matters. During October there had been a daylight burglary in Hollowell where two cheque books had been stolen. The Chairman reminded everyone to keep their doors locked at all times, even when residents are at home. There have been a number of other local incidents in Guilsborough and Spratton including burglaries and suspicious activities concerning a white van and 3 occupants. 18/145/1 Good Neighbour Scheme Information. The Chairman explained to the Council that the Good Neighbourhood Scheme was being promoted by Daventry District Council and ACRE with grants up to £1,000 available for local schemes. The grants are available to purchase equipment e.g. mobile phone and laptop. The scheme looks to identify volunteers to become local coordinators and works in a similar manner to Neighbourhood Watch but mainly with vulnerable residents. The Council noted this information.	
18/146	Correspondence – requiring a response or a decision. 18/146/1 Northamptonshire County Council, Consultation on draft Local Offer for Care Leavers. The Council considered the matter and agreed no response. 18/146/2 Daventry District Council, Rough Sleepers Count 2018. A nil return has	

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	<p>been submitted to Daventry District Council by the Chairman.</p> <p>18/146/3 Daventry District Council, Consultation, Draft Policy Statement Gambling Act 2005. The Council considered the matter and agreed no response.</p> <p>18/146/4 Daventry & District Citizens Advice – Request for Finance Support. The Council discussed the request and agreed not to make a donation on this occasion. The Council noted the correspondence received from Roger Taylor concerning a race that is being planned by Northampton Road Runners for 21 July 2019 from the Hollowell Steam Rally Field. The Council noted the matter.</p>	
18/147	<p>Planning – to consider any planning consultation papers, applications and completions received.</p> <p>18/147/1 DA/2018/0832 - Manor Farm House, The Green, Hollowell NN6 8RW, application to replace covering of the walls at Manor Farm House. No objections raised.</p> <p>18/147/2 PD/2018/0052 - Barns at Hall Farm, Creaton Road, Teeton, NN6 8LH, change of use from agricultural buildings to new dwellings. Noted the application refused.</p> <p>18/147/3 DA/2018/0444 - Ascott Hills, 39, Church Hill, Hollowell NN6 8RR, Demolition of existing building and construction of new building and stable block. Noted the application refused</p> <p>18/147/4 DA/2018/0603 - Mill House, The Green, Hollowell NN6 8RW Single Story side extension. Noted application approved.</p>	
18/148	<p>Grass Mowing Contract 2019. Cllr Eaton advised that he was very satisfied with the grass mowing services provided by Elm Tree Garden Maintenance (ETGM). ETGM had been contacted by the Clerk and had confirmed that they would be prepared to continue for a further year at the 2018 price of £310 per cut. Cllr Eaton proposed that the grass mowing contract with ETGM be extended for the 2019 season as within the terms and conditions of the original contract, seconded by Cllr Oswin and the Council Resolved to approve the grass mowing contract for 2019 to Elm Tree Garden Maintenance.</p>	Clerk
18/149	<p>Pocket Park</p> <p>18/149/ HPPAC – Cllr Cutis informed that Council that currently there was nothing new to report.</p> <p>18/149/2 Play Equipment & Funding Update. Cllr Curtis updated the Council on progress to obtain additional funding for further pieces of play equipment. A further grant application has been made to Daventry District Council which if successful will provide a total of £4,000 when combined with the other grants already received. Cllr Curtis advised that the plaques were outstanding but may be incorporated onto the notice board if it is renewed. Cllr Curtis was hopeful that there would be sufficient funding once the 2 pieces of play equipment had been installed, possibly by next Spring, to provide picnic benches as requested by local residents.</p> <p>18/149/3 Monthly/Annual Report. Cllr Tomalin informed the Council that he would shortly undertake an inspection of the pocket park play equipment and report back to the next meeting. The Chairman reported notice board situated in the Pocket Park has cracked glass and is generally in a poor condition. The information on the notice board is also outdated and needs to be revised. Discussed options to repair or renew the board. Discussed the condition of a bench sited in the Pocket park which is also in need of repair. Agreed to discuss further and allocate funding for remedial works in the 2019/20 budget.</p> <p>18/149/4 Annual Inspection – the Clerk confirmed that she has organised the annual inspection of the play area via Wicksteed Playground.</p> <p>18/149/5 Maintenance of Pocket Park Hedge & Ditch – the Chairman confirmed that works had been completed to his satisfaction and he recommended the invoice is approved by the parish council. The Chairman recommended that the council give consideration to including funds within next year's budget to resource a management plan for the hedgerow including removal of invasive blackthorn and repair the post and wire boundary fence on the eastern side of the Pocket Park. This matter to be discussed further at the next meeting as part of the budget setting decision.</p>	<p>Cllr Tomalin</p> <p>Jan agenda</p>
18/150	<p>Bus Service Route Subsidy. The Chairman reported that statistics had circulated giving information on bus usage. Of the 1,400 bus journeys 47 passengers originated from Hollowell. The indications are that there will be little financial support generally to</p>	

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	maintain the bus service and sponsorship and advertising are being considered. Cllr Leah proposed that the Council are not in a position to financially support any future bus service as there is very little local use; this was seconded by Cllr Eaton. The Council Resolved not to provide any funding for a local bus service in the 2019/20 budget.																																																															
18/151	County Review of Grit Bins. The Chairman reported that letters had been received from Northamptonshire County Council (NCC) setting out the arrangements for the parish council to take on the responsibility of the two grit bins sited on Church Hill as previously agreed by the parish council. The Chairman signed the letters, the Clerk to forward a copy to NCC. The council discussed the options, logistics and arrangements to keep the grit bins replenished with the specified grit and salt rock. The Chairman and Clerk had obtained information and prices on different options including buying and collecting the grit direct and purchasing grit from organisations that offer a refilling service. The Council agreed that the grit bins would be refilled by the contractor offering the best price and delivery as and when required.																																																															
18/152	Finance & Administration: 18/152/1 To approve bank reconciliation as at 30 September 2018 <table><tr><td>Current Account Balance</td><td>£1,500.00</td></tr><tr><td>Business Reserve Account Balance</td><td>£11,428.42</td></tr><tr><td>Total</td><td>£12,928.42</td></tr></table> <table><tr><td>Starting Balance 01.04.2018</td><td>£11,861.79</td></tr><tr><td>Receipts & Adjustment</td><td>£22,491.04</td></tr><tr><td>Less Payments</td><td>£21,424.41</td></tr><tr><td>Total</td><td>£12,928.42</td></tr></table> <p>The bank reconciliation was proposed as correct by Cllr Leah, seconded by Cllr Blake and the Council Resolved to approve the bank reconciliation and this was signed by the Chairman.</p> <p>18/152/2 Receipts & Payments – Cllr Oswin proposed that the Council note receipts and approve payments of the cheques presented at the meeting. Seconded by Cllr Curtis and the Council Resolved to note the receipts and approve payment of the following payments.</p> <p>Receipts – 30/09/2018 Precept £5,400, 28/09/2018 Interest £0.30.</p> <p>Payments:</p> <table><tr><th>Chq</th><th>Payee</th><th>Purpose</th><th>VAT</th><th>Amount</th><th>Powers</th></tr><tr><td>941</td><td>E-ON</td><td>Street Lighting Supply</td><td>£13.81</td><td>£290.03</td><td>Highways Act 1980</td></tr><tr><td>942</td><td>E-ON</td><td>Street Lighting Maintenance</td><td>£19.91</td><td>£119.48</td><td>Highways Act 1980</td></tr><tr><td>943</td><td>M Hazle</td><td>Grass mowing etc.,</td><td></td><td>£310.00</td><td>Highways Act 1980</td></tr><tr><td>944</td><td>G Greaves</td><td>Clerk's Salary Oct/Nov</td><td></td><td>£296.11</td><td>LGA 1972 s112</td></tr><tr><td>945</td><td>HMRC</td><td>Clerks PAYE Oct/Nov</td><td></td><td>£74.00</td><td>LGA 1972 s112</td></tr><tr><td>946</td><td>Northants CALC</td><td>Training "Off to a Flying Start" Cllr Blake £36.00 "Planning Nuts & Bolts" Cllr Blake & Cllr Curtis £72.00</td><td></td><td>£108.00</td><td>LGA 1972 s112</td></tr><tr><td>947</td><td>Heygates Contracting Ltd.,</td><td>Hedge, Border & Grass cutting</td><td>£40.00</td><td>£240.00</td><td>Highways Act 1980</td></tr></table> <p>18/152/3 Budget Update and Forecast 18/152/3 Half Year Financial Report – Clerk circulated the half year financial papers as at 30 September 2018 and agreed to provide updated papers and forecast for end of year spend before the next meeting:</p> <p>18/152/4 Review of Clerk's salary and expenses payments - The Chairman advised that following a review of the Clerk's salary he was proposing an increase from SCP21 to SCP22, which equates to an increase from £10.46 per hour to £10.95 per hour. The National Pay Award for 2019/20 would be between 2-4% and the final figure should be</p>	Current Account Balance	£1,500.00	Business Reserve Account Balance	£11,428.42	Total	£12,928.42	Starting Balance 01.04.2018	£11,861.79	Receipts & Adjustment	£22,491.04	Less Payments	£21,424.41	Total	£12,928.42	Chq	Payee	Purpose	VAT	Amount	Powers	941	E-ON	Street Lighting Supply	£13.81	£290.03	Highways Act 1980	942	E-ON	Street Lighting Maintenance	£19.91	£119.48	Highways Act 1980	943	M Hazle	Grass mowing etc.,		£310.00	Highways Act 1980	944	G Greaves	Clerk's Salary Oct/Nov		£296.11	LGA 1972 s112	945	HMRC	Clerks PAYE Oct/Nov		£74.00	LGA 1972 s112	946	Northants CALC	Training "Off to a Flying Start" Cllr Blake £36.00 "Planning Nuts & Bolts" Cllr Blake & Cllr Curtis £72.00		£108.00	LGA 1972 s112	947	Heygates Contracting Ltd.,	Hedge, Border & Grass cutting	£40.00	£240.00	Highways Act 1980	Clerk
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	<p>available by the next meeting. Cllr Oswin seconded the proposal and the Council Resolved to approve the increase in the Clerk's Salary for 2019/20 from 1 April 2019.</p> <p>18/152/5 Approve Northants CALC Membership Subscription Fees 2019:- Membership, External & Internal Audit & Data Protection Officer (Service). The Chairman provided an overview of the Northants CALC fees and charges and proposed that the Council approve membership to the Northants CALC Membership for 2019/20, the Internal Audit Services and Data Protection Services, seconded by Cllr Blake and the Council Resolved to approve membership with Northants CALC including the External & Internal Audit Services and Data Protection Service.</p> <p>18/152/6 Consideration of draft budget proposals for 2019/20. The Clerk had circulated working papers that set out a draft budget for 2019/20 including a 3% increase. The Council reviewed the draft budget and discussed a number of additions relating to notice board, bench, grit bins and Pocket Park hedgerow maintenance. The Council acknowledged that the budget would have to increase take account of these additional items. It was agreed that the Clerk would rework the budget papers to take account of the amendments and circulate before the January meeting.</p> <p>18/152/7 Consideration of proposed precept for 2019/20. The Council discussed the procedure for setting the precept and the impact of the proposed increase in the draft budget for 2019/20 and agreed that a small increase on the precept would be necessary.</p>	<p>Jan Agenda</p> <p>Clerk</p> <p>Jan Agenda</p>
18/153	Daventry District Council, Media Release: Be aware of new dog control powers. The Chairman reported that Daventry District Council were implementing new powers in December relating to dog control powers. The Council noted the matter.	
18/154	Northamptonshire County Council Local Government Reform. The Chairman informed the Council that currently there was nothing further to report back.	
18/155	GDPR - Councillors email address (from Mins 02/05/18 item 81/62). Cllr Oswin reported that due to technical problems she hadn't been able to set up the councillor email addresses however she was raising the issue with the website host provider and would report back to the next meeting.	Cllr Oswin
18/156	Daventry District Council Town & Parish Council Forum 13 December 2018. The Chairman agreed to attend the Forum on behalf of the Council.	Chairman
18/157	WW1 Commemoration Seat: Council to consider location. Cllr Leah updated the Council on recent developments concerning the siting of the WW1 Commemoration Seat. A final decision on the siting of the bench hasn't been reached but Cllr Leah agreed to keep the Council informed.	Cllr Leah
18/158	Daventry District Council (DDC) Community Governance Review – the Chairman reported that DDC would be undertaking public consultation on the various proposals that had been submitted and the deadline for response is 16 November 2018.	
18/159	Training Requests. None received.	
18/160	Date of Next Meetings – The Council noted the date of the next meeting as Wednesday 16 January 2019 at 7.30 pm - items for inclusion on the agenda to the Clerk by Monday 7 January 2019.	Clerk
	Meeting closed at 21.30 pm	

Signed by:
Chairman



Date: 16/01/19