

Minutes of the Annual meeting of Hollowell & Teeton Parish Council held on **Wednesday 15 May 2019** at 7.30 p.m.

Present:-

Councillors:

Cllr A Crisp (Chairman of the Council)
Cllr A Eaton MBE
Cllr G Leah
Cllr S McCubbin
Cllr H Oswin

Clerk

Gillian Greaves

In attendance:

None

		Action
19/049	Election of Chairman and Declaration of Acceptance of Office. Cllr Leah proposed that Cllr Crisp be elected as Chairman for a further 12 months. 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.	
19/050	Election of Vice Chairman. The Chairman reported that Cllr Curtis was willing to stand as Vice Chairman although not able to attend the meeting. The Chairman proposed the Cllr Curtis be elected as Vice Chairman, seconded by Cllr Leah and the Council Resolved to appoint Cllr Curtis a Vice Chairman for a further year.	
19/051	Receive and approve apologies for absence. Apologies received from Cllr Blake due to holidays and Cllr Curtis due to previous commitment. The Chairman proposed that the apologies are accepted, seconded by Cllr Oswin and the Council Resolved to accept the apologies.	
19/052	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
19/053	Receive and approve for signature the minutes of the meeting held on: 13 March 2019: Cllr Leah 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. 17 April 2019: the Chairman proposed the Council accept the minutes, Cllr McCubbin 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	
19/054	Note any matters arising from the minutes not included on the agenda for report only. None.	
19/055	Review of Councillors Delegated Responsibilities. The Chairman had circulated a revised copy of the Councillors Delegated Responsibilities prior to the meeting. This will be placed on the website. No changes were proposed. Representation on the Jane Letts Trust was raised and Cllr Oswin updated the Council the work in progress to update the signatories on the Charity's bank account to take account of changes in the Trustees. Cllr Oswin reported that there had been problems concerning communication with the bank but was hopeful that this has now been resolved. The Charity Commission website is also being updated.	
19/056	Public Participation. None.	
19/057	Neighbourhood Watch and Police – the Chairman reported that PC John Hutchings (NPT – Brixworth) who circulated information about a local incident involving a suspicion vehicle that had been reported to the police by a resident. This report had resulted in the	



	driver being apprehended for an offence of burglary. - Nothing further to report apart from residents should remain vigilant and prevent opportunities for crime.																														
19/058	<p>Correspondence – requiring a response or a decision.</p> <p>19/058/1 Everybody needs Good Neighbours – Daventry District Council. The Chairman reminded the Parish Council that this matter had previously been discussed by the Council and that this is a further piece of publicity. The Council noted the matter and proposed no further action.</p> <p>19/058/2 Northamptonshire Heritage Forum. The Council noted the matter.</p> <p>19/058/3 Consultation on the priorities of Stand Out Northamptonshire 2019 – Northamptonshire County Council. The Chairman advised that an online response was required, Councillors could make their own response and the Council proposed no further action.</p> <p>19/058/4 Polling Station Review – findings. The Council noted the findings and the comments relating to Hollowell & Teeton Village Hall requiring a ramp. The Chairman stated he had sent a copy to the Village Hall Committee Chairman.</p> <p>19/058/5 Daventry District Council – Parish & Town Council Meeting. An invitation to attend the next meeting on 13 June 2019 at 6.30 pm, Cllr Oswin agreed to attend and represent the Council. The Clerk will notify Daventry District Council.</p>																														
19/059	<p>Planning – to consider any planning consultation papers, applications and completions received.</p> <p>Appeal Ref: APP/Y2810/W/18/3209951 Location: The Old Brickyard, Creaton Road, Hollowell, NN6 8RP Decision: Appeal Dismissed. The Council noted the decision.</p>																														
19/060	<p>Bus Shelter Clock - Council to consider maintenance and repair options. Cllr Eaton reported that information relating to the village clock had been located and that Chris Jilbert is attempting to resolve the problem with the clock which is not keeping time and has contacted the clock supplier. Further investigations are continuing to establish what options and costs will need to be considered to resolve the matter or to determine if it is repairable. An article by the Chairman will be in the next edition of the Village Link.</p>																														
19/061	<p>Pocket Park</p> <p>19/061/1 HPPAC – Cllr Oswin updated the Council on the installation of the new play equipment which has been successfully installed.</p> <p>19/061/2 Monthly/Annual Report. Monthly report deferred until next meeting due to Cllr Tomalin's absence.</p> <p>Pocket Park Steam Engine Play Equipment Damage – Council to agree action. The Chairman reported on the recent damage to the steam engine steering wheel and suggested a replacement, which the Council agreed to support.</p>																														
19/062	<p>Finance & Administration:</p> <p>19/062/1 To approve bank reconciliation as at 31 March 2019</p> <table border="0"> <tr> <td>Receipts including starting balance</td> <td>£34,747.88</td> </tr> <tr> <td>Payments</td> <td>£24,683.56</td> </tr> <tr> <td> Closing Position at 31 March 2019</td> <td> £10,064.32</td> </tr> </table> <p>Cash in Current Account £1,500 plus cash in Business Account £8,874.32 less uncashed cheque 958 £310.00 Total £10,064.32</p> <p>19/62/2 Receipts & Payments - To note receipts and approve payments of the cheques presented at the meeting.</p> <p>Receipts – 25/04/2019 Precept £5,508.00 30/04/2019 Interest £1.66</p> <p>Payments –</p> <table border="1"> <thead> <tr> <th>Chq</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Amount</th> <th>Powers</th> </tr> </thead> <tbody> <tr> <td>963</td> <td>G Greaves</td> <td>Clerks Salary April/May £311.36 Postage stamps £6.96</td> <td></td> <td>£318.32</td> <td>LGA 1972 s112</td> </tr> <tr> <td>964</td> <td>HMRC</td> <td>Clerks PAYE April/May</td> <td></td> <td>£77.60</td> <td>LGA 1972 s112</td> </tr> <tr> <td>965</td> <td>Northants CALC</td> <td>Membership Subscription 2019/20 -</td> <td></td> <td>£488.01</td> <td>LGA 1972 s143</td> </tr> </tbody> </table>	Receipts including starting balance	£34,747.88	Payments	£24,683.56	 Closing Position at 31 March 2019	 £10,064.32	Chq	Payee	Purpose	VAT	Amount	Powers	963	G Greaves	Clerks Salary April/May £311.36 Postage stamps £6.96		£318.32	LGA 1972 s112	964	HMRC	Clerks PAYE April/May		£77.60	LGA 1972 s112	965	Northants CALC	Membership Subscription 2019/20 -		£488.01	LGA 1972 s143
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			£302.01 Internal Audit Service 2019/20 - £176.00 Data Protection Officer Fee £10.00				
	966	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing - Invoice 185		£310.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164	
	967	Total Gas & Power	Electricity Supply	£3.65	£76.79	Highways Act 1980	
	968	Playground Supplies Ltd.,	Play Equipment Installation	£254.80	£1,258.80	Open Space Act 1906 s14	
	<p>19/033/2 Receipts & Payments – Cllr Leah 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>19/062/3 Internal Control – update. Deferred to the next meeting.</p>						
	19/063	<p>Internal Audit – to receive the internal audit report for 2018/2019. The Clerk had previously circulated the Internal Audit Report. The Chairman proposed the Council accept the internal Audit report and action the Internal Auditors recommendations Cllr Eaton seconded the proposal. The Council Resolved to accept the Internal Audit report 2018/19 and implement the recommendations of a review of all Council policies.</p>					
	19/064	<p>Resolution to approve year end accounts for 2018/19 – year end (2018/19) papers had been previously circulated to Councillors. Bank reconciliation as at March 31st 2019 as per 19/062/1 Cllr Oswin proposed that the end of year accounts 2018/19 be approved by the Council and Cllr Leah seconded the proposal. The Council Resolved to approve the year end accounts for 2018/19.</p>					
	19/065	<p>Resolution to approve the Certificate of Exemption – the Chairman proposed that the Certificate of Exemption be approved, seconded by Cllr Leah. The Council Resolved to approve the Certificate of Exemption for signature.</p>					
	19/066	<p>Resolution to approve Section 1 of the Annual Governance Statement. Chairman read out the statements from Section 1 of the Annual Return. The Chairman proposed that Section 1 is approved; Cllr Eaton seconded the proposal and the Council Resolved to approve Section 1 of the Annual Governance Statement. The Chairman signed the document.</p>					
	19/067	<p>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 Leah seconded the proposal and the Council Resolved to approve Section 2 of the Annual Governance Statement. The Chairman signed the document.</p>					
	19/068	<p>Resolution to re-approve the Financial Regulations. Deferred to next meeting.</p>					July
	19/069	<p>Resolution to re-approve the Standing Orders. Deferred to next meeting.</p>					July
	19/070	<p>Resolution to approve the Risk assessment and Risk Management policy. The policy was circulated prior to the meeting and a minor amendment to the text. Cllr Oswin 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.</p>					
	19/071	<p>To receive information on the Uno Bus Demand Responsive Transport Pilot and to consider what contribution the council should make. The Chairman reported on the recent developments relating to bus services. The University of Northampton have become involved in a transport scheme and put forward a pilot project based on a location including the A5. The pilot will involve a phone app and bus booking system. NCALC are asking parish councils to consider how they could support such a scheme through funding, publicity and involvement and co-ordinating responses to a questionnaire. The Council considered the proposal and whilst they wished to promote the concept could not agree to providing funding or getting actively involved. The Chairman undertook to submit the Councils response to NCALC.</p>					
	19/072	<p>Local Government Review – NCALC Briefing at Bugbrooke Wed 19 June 2019: Council</p>					

	to decide on representative to attend. Cllr Oswin agreed to attend the Briefing, the Clerk to confirm attendance with NCALC.	
19/073	Review of DDC's waste collection service – Parish Council to provide a response to survey. The Chairman gave an overview of the survey to which the Council agreed an overall positive response and Councillor Oswin completed online.	
19/074	Hollowell Fete & Flower Festival – request from Hollowell & Teeton Village Hall Management Committee for letter of support from Parish Council in respect of grant application. The Village Hall Committee had approached Daventry District Council for a grant towards the cost of the flower festival. The grant condition requires a letter of support from the Parish Council and the Chairman proposed that the Council undertake to provide a letter of support, seconded by Cllr Oswin. The Council Resolved to provide a letter of support in respect of a grant application to be submitted to Daventry District Council on behalf of Hollowell & Teeton Village Hall Management Committee. The Chairman agreed to send the letter.	
19/075	Street Lighting Contract with Total Gas & Power – Enquiry from ESPO for extended contract: Council to decide. The Chairman reported that following the transfer to Total Gas & Power the Council had been invited to sign up to an extension of the Contract. The Chairman proposed that the Council do not extend at this time but allow further time to monitor the arrangements and consider this matter again later in the year. The Council agreed no further action for the time being.	
19/076	Date of Next Meetings – The Council noted the date of the next meeting as Wednesday 17 July 2019 at 7.30 pm.	19/076
19/077	The Chairman closed the meeting and reflected on the recent death of former Parish Councillor Joan Tice.	
	Meeting closed at 8.45 pm	

Signed by:
Chairman



Date: 17/07/19

19/074	Resolution to approve the Certificate of Exemption – the Chairman proposed that the Council approve the Certificate of Exemption for the proposed development. The Council resolved to approve the Certificate of Exemption for signature.	19/074
19/075	Resolution to approve Section 1 of the Annual Governance Statement. The Chairman proposed that the Council approve Section 1 of the Annual Governance Statement. The Council resolved to approve Section 1 of the Annual Governance Statement. The Chairman signed the document.	19/075
19/076	Resolution to approve Section 2 of the Annual Governance Statement. The Chairman explained Section 2 of the Annual Report, the accounting statement. Cllr Oswin proposed that Section 2 is approved. Cllr Lush seconded the proposal and the Council resolved to approve Section 2 of the Annual Governance Statement. The Chairman signed the document.	19/076
19/077	Resolution to re-approve the Standing Orders. Details to next meeting.	19/077
19/078	Resolution to approve the Risk Assessment and Risk Management Policy. The policy was circulated prior to the meeting and a minor amendment to the text. Cllr Oswin proposed that the revised risk assessment be approved. Cllr Lush seconded the proposal and the Council resolved to approve the revised Risk Assessment & Risk Management Policy. The Chairman signed the updated Policy.	19/078
19/079	To receive information on the Bus Demand Responsive Transport Pilot and to consider what contribution the council should make. The Chairman reported on the recent developments relating to bus services. The University of Northampton have become involved in a transport scheme and put forward a pilot project based on a location including the AS. The pilot will involve a one-way app and bus booking system. NCALC are asking parish councils to consider how they could support such a scheme through funding, publicity and involvement and co-ordinating responses to a questionnaire. The Council considered the proposal and what they wished to promote the council could not agree to providing funding or getting actively involved. The Chairman undertook to submit the Council's response to NCALC.	19/079
19/080	Local Government Review – NCALC Briefing at Bopbroke Wood 19 June 2019 Council	19/080