 **HOLLOWELL & TEETON PARISH COUNCIL**

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**Minutes of the Annual Meeting of Hollowell & Teeton Parish Council held in Guilsborough Village Hall on Wednesday 19 May 2021 at 7.30pm.**

**Present: - Councillors: Cllr A Crisp (Chairman)**

 **Cllr H Oswin**

 **Cllr S McCubbin**

 **Cllr M Tomalin**

**Clerk to the Council: Gillian Greaves**

**DRAFT**

**21/033 Election of Chairman and Declaration of Acceptance of Office.** Cllr Tomalin proposed Cllr Crisp be elected as Chairman, Cllr McCubbin seconded the proposal and the Council **Resolved** to appoint Cllr Crisp as Chairman. Cllr Crisp signed the Declaration of Acceptance of Office of Chairman.

**21/034** **Election of Vice Chairman**. The Chairman proposed that Cllr Curtis (in her absence) be elected as Vice Chairman. Cllr Oswin seconded the proposal and the Council **Resolved** to appoint Cllr Curtis as Vice Chairman. Cllr Curtis to sign the Declaration of Acceptance of Office of Vice Chairman at the July meeting.

**21/035**  **Receive and approve apologies for absence**. Apologies received from Cllr Eaton and Cllr Curtis due to Covid related issues and Cllr Leah due to childcare. The Chairman proposed the apologies were accepted, seconded by Cllr Tomalin and the Council accepted the apologies.

**21/036 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None received.

**21/037 Receive and approve for signature the minutes of the meetings held on 17 March 2021.** Cllr Tomalin proposed seconded by Cllr Oswin and the Council **Resolved** to approve the minutes and the

 Chairman signed them as a correct record of the meetings.

**21/038 Note any matters arising from the minutes not included on the agenda for report only.** None.

**21/039 Parish Council Co-options – to consider co-option to fill Councillor vacancy.** None received. The Council discussed ways to encourage residents of Teeton to apply to become a parish councillor and be co-opted on to the Council. Councillors agreed to circulate information about becoming a councillor within the local community. The Council discussed a writing to residents to invite applications if this proves unsuccessful.

**21/040 Review of Councillors Delegated Responsibilities.** The Chairman circulated a paper prior to the meeting giving details of the Councillors Delegated Responsibilities as agreed at the 2020 annual meeting of the parish council. The Chairman proposed that unless Councillors wished differently that these responsibilities stay as circulated. Agreed unanimously to approve the delegated responsibilities.

**21/041 Public Participation.** None present.

**21/042 Neighbourhood Watch and Police Liaison –** receive an update from the Chairman. The Chairman reported that the neighbourhood policy was still being promoted but as yet the officer had not been recruited into office.

**21/043 Correspondence – requiring a response or a decision.**

 **West Northamptonshire Council - Parish Path Wardens - Working together to improve Northamptonshire.** Cllr McCubbin confirmed that she was willing to continue in the role of Parish Path Warden and the Clerk was asked to contact West Northamptonshire Council to confirm this and that the Clerk would be the contact for correspondence.

 **Northants CALC, Remote meeting survey** – The Chairman reported that he had completed the survey and encourage councillors to do likewise.

**21/044** **Training Request – Northants CALC Covid 19 “Getting your employees back to work**” – approve request and cost of course £30.00. The Chairman proposed that the Council approve his attendance on the course at a cost of £30, seconded by Cllr Oswin and the Council **Resolved** to approve the booking and payment of £30.

**21/045** **Consider S137 Grant Application from Hollowell Parochial Church Council for £790 towards cost of maintenance of churchyard.** The application was circulated separately prior to the meeting. The Council discussed the application for funding towards the cost of maintenance for the churchyard. The Chairman proposed that the Council provide a grant of £250 seconded by Cllr Oswin and the Council **Resolved** to approve the grant of £250 payable to Hollowell PCC.

**21/046 Planning** – to consider any planning consultation papers, applications and completions received.

**21/047 Pocket Park**

 **21/047/1 HPPAC -** receive an update from Cllrs Curtis and Oswin. Nothing further to report.

 **21/047/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised**.** Cllr Tomalin reported that the benches are still outstanding. The steering wheel has fallen off the stream engine and requires attention. The splitting of the logs will need attending to when the work to deal with the benches is carried out. The baby swing also has an area of rot that will need attending to by Cllrs Eaton and Tomalin and will need to be monitored Cllr Oswin commented that the trees newly planted in the Park are looking good.

**21/048 Finance & Administration:**

 **20/048/1 Receipts &** **Payments -** To note receipts and approve payments of the cheques presented at the meeting. The Chairman proposed, seconded by Cllr Tomalin and the Council **Resolved** to note the receipts and approve payment of the following payments

 **Receipts – 31/03/2021 NatWest - Interest £0.08**

 **Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MOP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary April/May plus additional 4 hours from Feb 21  |  | £370.44 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE April/May |  | £92.60 | LGA 1972 s112 |
| BP | Total Gas & Power | Electricity Supply 23460152-21 £87.42 & 36543730/21 £77.08 | £7.82 | £164.50 | Highways Act 1980 |
| BP | M Hazle(Elm Tree Garden Maintenance) | Grass Mowing - Invoice #824 £310 – invoice #853 £310  |  | £620.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Maurice Fitch Tree Works Ltd | Tree Works Invoice 10589 | £110.00 | 660.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | E-ON | Street Light Maint.Q4 2021 | £19.91 | £119.48  | Highways Act 1980 |
| BP | Northants CALC | Membership Subscription 2021/22 - £265.50Internal Audit Service 2021/22 - £185.00Data Protection Officer Fee £10.00 |  | £460.50 | LGA 1972 s143 |
| BP | DM Payroll Services  | Payroll Services Annual Fee |  | £108.00 | Highways Act 1980 |
| BP | Hannah Oswin | Wix.com website premium plan invoice #689213761 | £14.40 | £86.40 | LGA 1972 s143 |
| BP | Northants CALC | Course - invoice 1247 |  | £30.00 | LGA 1972 s143  |

 **21/048/3 Move to online banking - update – Chairman & Cllr Leah to report.** The Chairman reported that a balance of £10 was being retained in the NatWest Account. The Clerk had notified West Northamptonshire Council of the new bank account details for payment of the precept.

 **21/048/4 Review the Financial Reserves Policy 2021/22.** The Chairman reported that the Council had agreed to retain 50% of the budget in the reserve which last year was £12,068.00 and for the financial year 2021-2 it should be reduced to £11.456 however the Council agreed to retain the amount at £12,068.

**21/048/5 Review and approve the Asset Register 2021/22**. The Asset Register was circulated prior to the meeting and Councillors invited to comment. The Chairman proposed that the Council adopt the Asset Register, seconded by Cllr Tomalin and the Council **Resolved** to adopt the Asset Register which would be updated and reported on as required.

**21/049 Internal Audit – to receive the internal audit report for 2020/21.** The Clerk had previously circulated the Internal Audit Report. The Chairman proposed to accept the internal Audit report and its recommendations, Cllr Oswin seconded the proposal. The Council **Resolved** to accept the Internal Audit report 2020/21

**21/050** **Resolution to approve year end accounts for 2020/21.** The year-end paperwork was circulated prior to the meeting. The Chairman proposed that the yearend accounts for 2020/21 are approved, seconded by Cllr Tomalin and the Council **Resolved** to approve the year end accounts for 2020/21.

**21/051 Resolution to approve the Certificate of Exemption.** The Clerk circulated the document prior to the meeting and the Chairman gave an explanation on the Councils finances and how this met the criteria for the Exemption. The Chairman proposed that the Certificate of Exemption is approved; Cllr Tomalin seconded the proposal and the Council **Resolved** to approve Certificate of Exemption.

**21/052 Resolution to approve Section 1 of the Annual Governance Statement.** The Clerk circulated the documents prior to the meeting. The Chairman explained the statements from Section 1 of the Annual Return and proposed that Section 1 is approved; Cllr Oswin seconded the proposal and the Council **Resolved** to approve Section 1 of the Annual Governance Statement.

**21/053 Resolution to approve Section 2 of the Annual Governance Statement.** The Clerk circulated the documents from Section 2 of the Annual Return. The Chairman proposed that Section 2 is approved; Cllr McCubbin seconded the proposal and the Council **Resolved** to approve Section 2 of the Annual Governance Statement.

**21/054 Resolution to re-approve the Financial Regulations.** The Chairman proposed that the Financial Regulations are adopted and Cllr Tomalin seconded the proposal. The Council **Resolved** to approve the Financial Regulations.

**21/055 Resolution to re-approve the Standing Orders.** The Chairman proposed that the Standing Orders are adopted and Cllr McCubbin seconded the proposal. The Council **Resolved** to approve the Standing Orders.

**21/056 Resolution to approve the Risk Assessment and Risk Management policy.** The Chairman proposed, Cllr Tomalin seconded and the Council **Resolved** to approve the risk assessment and risk management policy.

**21/057 Consider a donation of** **2 White Elm tree saplings, canes and guards for the Pocket Park.** Cllr McCubbin agreed to take on the project of looking after the tree saplings until they were sufficiently large enough to be planted in a suitable location. The Chairman will contact the doner and make arrangements to accept the saplings.

**21/058 Consider potential tree works and cost implications for the Jetty.** The Chairman reported that following a survey detailing the condition of the trees and vegetation in the Jetty he had attempted to obtain three quotations to deal with the works. Two contractors had quoted for the works with a third failing to provide a quotation. The Council agreed to consider a contribution towards the cost of the works, to be agreed. The Chairman will organise a site meeting with the residents of Church Hill, The Manor, Guilsborough Hill and Orchard Close to discuss concerns about the Jetty and to seek their views.

**21/059 Update on the Coronavirus / Covid-19 – Council to consider any actions.**

 **20/59/01 - Policy: Response to Covid-19 /Coronavirus – Council to review.** The Council had adopted the policy as an urgent response at the beginning of the Covid outbreak following advice from Northants CALC. The Council agreed to continue to monitor the situation and support the policy for the time being.

**21/060 To receive an update on the funding of local bus service 59/60.** The Chairman updated the Council that they had agreed to contribute towards the scheme however Spratton parish council, who are coordinating the funding have not as yet requested the contribution. A new timetable has been produced and in service for the last couple of weeks. The service has been redirected with no service on Saturday or Sunday. Government had been funding the service using Covid grants.

**21/061 Date of Next Meeting Wednesday 21 July 2021 at 7.30 pm.** Date of the next meeting of the Parish Council noted as **Wednesday 21 July 2021 at 7.30pm**. Noted.

**Close: Meeting closed at 8.40 pm.**

**Signed Dated:**

**Chairman**