 **HOLLOWELL & TEETON PARISH COUNCIL**

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**Minutes of the Annual Meeting of Hollowell & Teeton Parish Council held in Hollowell Village Hall on Wednesday 14 May 2025 at 7.30pm.**

**Councillors: Cllr S Cooksley**

**Cllr A Crisp (Chairman)**

 **Cllr E Curtis**

 **Cllr G Leah**

 **Cllr S McCubbin**

 **Cllr H Oswin**

 **Cllr M Tomalin**

**Clerk to the Council: Gillian Greaves**

 **Cllr Christine Ware - WNC Unitary Ward Councillor for Naseby**

**25/040 Appointment of Co-opted member(s) and declarations by Councillors. Councillors signed their acceptance of office, witnessed by the Clerk.** Consideration was given to an application from Sean Cooksley to be co-opted onto the Council. The Council unanimously voted to accept Sean Cooksley as a member the Council. Councillors signed their Acceptance of Office, witnessed by the Clerk.

**25/041 Election of Chairman and Declaration of Acceptance of Office.** Cllr Leah proposed Cllr Crisp be appointed as Chairman, 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

**25/042 Election of Vice Chairman and Declaration of Acceptance of Office.** The Chairman proposed that Cllr Curtis be appointed as Vice Chairman. Cllr Oswin 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.

**25/043 Receive and approve apologies for absence.** None received.

**25/044 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None received.

**25/045 Receive and approve for signature the minutes of the meetings held on 19 March 2025.** The Council **Resolved** to approve the minutes of the 19 March 2025 and the Chairman signed them as a correct record of the meeting.

**25/046 Note any matters arising from the minutes not included on the agenda for report only.** None raised.

**25/047 Review of Councillors Delegated Responsibilities.** The Chairmancirculated thedelegated responsibilities for review. Councillors agreed individual responsibilities for the next 12 months and the Chairman agreed to circulate the revised document once the amendments had been made.

**25/048 Public Participation.** Cllr Christine Ware addressed the meeting to introduce herself as the newly elected WNC Unitary Ward Councillor for the Naseby Ward of which Hollowell and Teeton were a new addition to. Cllr Ware said she looked forward to working with the nine parishes in the Naseby Ward and would try to attend meetings of the Parish Council as often as she was available. Cllr Ware advised that she was a member of the WNC Standards Committee and supporting the Strategic Planning Group combining the West and North of the County. Cllr Ware plans to assist and support local businesses particularly start-up businesses and informed the Council on the role of Brixworth Library and the Business & IP Centres Northamptonshire.to support businesses providing practical support and grant funding.

**25/049 Neighbourhood Watch and Police Liaison – receive an update from the Chairman.** The Chairman reported that Northamptonshire Police have appointed a new Deputy Chief Constable, Ash Tuckley. Problems with rural vehicle crime continue to be an issue in parts of the County.

**25/050 Correspondence – requiring a response or a decision.**

**25/050/1** WNC issued an invitation to the Parish Council to attend a Parish Forum on 12 June 2025.The Chairman was nominated to attend.

**25/051 Planning** – to consider any planning consultation papers, applications and completions received.

25/051/1 Local Plan Briefing with WNC – Part II. The Chairman volunteered to attend the next briefing session which would cover the proposed increase in housing numbers and identifying potential sites.

 25/051/2 Planning application for consideration:

|  |  |  |
| --- | --- | --- |
| **Application No** | **Location** | **Description** |
| 2024/3819/FULL | Larch House Welford Road Hollowell NN6 8NX | Biodiversity Impact Assessment, Preliminary Ecological Appraisal & Biodiversity Metric Calculation received **Noted.** |
| 2025/1843/FULL | Home Farm Guilsborough Hill Hollowell NN6 8RN | Proposed oak frame orangery extension to existing dwelling.**No Objections, no observations**.  |

**25/052 Pocket Park**

 **25/052/1 HPPAC -** receive an update from Cllrs Curtis and approve any action. Nothing to report.

 **25/052/2 Monthly/Annual Report -** receive the bi-monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised**.** The Chairman reported that a resident had contacted the Clerk to report a section of the steam engine required attention. The Chairman has undertaken a repair but further works are required.

**25/053 25/053/1 Resolution to approve Northants CALC Membership & Subscription for 2025-26.**

The Council **Resolved** to approve Northants CALC Membership & Subscription for 2025/26.

**25/053/2 Resolution to approve Northants CALC as the Data Protection Office for the Council for 2025-26.** The Council **Resolved** to approve Northants CALC as the Data Protection Office for 2025/26.

**25/053/3 Resolution to approve Northants CALC as the Council’s Internal Auditor for 2025/26.** The Council **Resolved** to approve Northants CALC as the Council’s Internal Auditor for 2025/26.

**25/054 Internal Audit – to receive the internal audit report for 2024/25 and consider recommendations.** The Council thanked the Internal Auditor, Lynn Lavender for her work and noted the Internal Auditors report and recommendations. Further to the Internal Auditors recommendation the Council is considering the options for its website and .gov domain.

**25/055 Resolution to approve year end accounts for 2024/25. Papers circulated prior to meeting.** The Council **Resolved** to approve the year end accounts for 2024/25.

**25/056 Resolution to approve the Certificate of Exemption.** The Council **Resolved** to approve the Certificate of Exemption for 2024/25.

**25/057 Resolution to approve Section 1 of the Annual Governance Statement.** The Council **Resolved** to approve Section 1 of the Annual Governance Statement for 2024/25.

**25/058 Resolution to approve Section 2 of the Annual Governance Statement.** The Council **Resolved** to approve Section 2 of the Annual Governance Statement for 2024/25.

**25/059 Finance & Administration:**

**25/059/1 Bank Reconciliations 31 March 2025 and 30 April 2025 –** separate paper circulated prior to meeting. The Council **Resolved** to approve the bank reconciliations dated 31 March 2025 and 30 April 2025.

 **25/059/2 Receipts &** **Payments -** To note receipts and approve payments. The Council **Resolved** accept the receipts and approve the payments listed below.

 **Receipts – 31 March 2025 Bank Interest £77.84**

 **29 April 2025 WNC 1st Payment of Precept £7,454.50**

 **Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MoP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary April 2025 |  | £314.55 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE April 2025 |  | £78.60 | LGA 1972 s112 |
| BP | Total Energy  | Electricity Street Lights April Invoice 373552383/25 | £6.83 | £143.48 | Highways Act 1980 |
| BP | M Hazle | Grass Mowing – Invoice 2120 (1)  |  | £310.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | DM Payroll Services  | Payroll Services Annual Fee 25/26 invoice 4291 |  | £120.00 | LGA 1972 s143 |
| BP | E-ON | Street Light Maint.Q4 2025 invoice 6018802795 | £34.50 | £207.00 | Highways Act 1980 |
| BP | Northants CALC ltd., | Membership Subscription 2025/26 £321.30Internal Audit Service 2025/26- £231.00Data Protection Officer Fee 2025/26 £12.00 | £48.60 | £612.90 | LGA 1972 s143 |
| BP | UTB | April 2025 Service charge |  | £6.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks Salary May 2025 |  | £314.55 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE May 2025 |  | £78.60 | LGA 1972 s112 |
| BP | G Greaves | Clerks May Expenses – Mileage £11.70 |  | £11.70 | LGA 1972 s112 |
| BP | Hannah Oswin  | Wix.com website premium plan  |  | £129.60 | LGA 1972 s143 |
| BP | Hannah Oswin  | Wix.com website premium plan  |  | £161.28 | LGA 1972 s143 |
| BP | M Hazle (Elm Tree Garden Services) | Grass Mowing Invoice 2159 |  | £310.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP  | Total Energy  | Electricity Street Lights invoice 376323425/25 | £5.65 | £118.63 | Highways Act 1980 |
| BP | UTB | May 2025 Service charge  |  | £6.00 | LGA 1972 s112 |

**25/060 Resolution to re-approve Financial Regulations.** The Council **Resolved** to approve the Financial Regulations.

**25/061 Resolution to re-approve the Standing Orders.** The Council **Resolved** to approve the Standing Orders.

**25/062 Resolution to approve the Risk Assessment and Risk Management policy.** The Council **Resolved** to approve the Council’s Risk Assessment and Risk Management policy.

**25/063 Resolution to approve the Asset Register.** The Council **Resolved** to approve the asset register for 2025.

**25/064 Resolution to approve Financial Reserves Policy 2025-26.** The Council **Resolved** to approve the Financial Reserves Policy 2025-26.

**25/065 Resolution to approve Councillor Code of Conduct.** The Council **Resolved** to approve the Code of Conduct.

**25/066 Update on Street Light upgrade. Chairman to report. Chairman advised the Council that E-on were waiting for the delivery of lighting equipment which had delayed the start of work to upgrade 8 bracket lamps to LED.**

**25/067 Village Planters – Councillor Curtis to report and Council to agree funding. The Council asked Cllr Curtis to arrange for the refreshing of the planters; Cllr Curtis advised new compost would also be required. The Council thanked Cllr Curtis and Resolved to approve a budget to refresh the planters up to £70.00.**

**25/068 H & T P C Web site & Email - Council to review cost of provision. The Council noted the recent briefing note from Danny Moody, CEO Northants CALC and recommendation by Lynn Lavender, Internal Audit. Cllr Oswin reported that at present whilst there was no requirement for the Council to make changes to its website domain, she would investigate options and costs and report back to the Council at the July meeting.**

**25/069 Date of Next Meeting Wednesday 16 July 2025 at 7.30 pm.** Noted.

**25/070 Close.** The meeting closed at 8.45pm.

**Signed Date**

**Chairman**