

Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 7 March 2018** at 7.30 p.m.

Present:-

Councillors:

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

Clerk to the Council:

Gillian Greaves

Members of the Public:

3 Members of the Public Present

18/027	To receive and approve apologies for absence. Apologies received from Cllr Wenden. The Chairman proposed that the apologies are accepted; Cllr Eaton seconded the proposal and the Council Resolved to accept the apologies.	
18/028	Receive and approve for signature the minutes of the meetings held on 10 January and 22 January 2018. Cllr Leah proposed the Council accept the minutes of 10 January 2018 and Cllr Curtis 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. Cllr Leah proposed the Council accept the minutes of 22 January 2018 and 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.	
18/029	Matters arising from the minutes not included on the agenda for report only. None	
18/030	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
18/031	Public Participation: The Chairman welcomed the members of the public and invited them to address the Council. Keith Manning, accompanied by Peter Cross, asked for advice on the type of properties Hollowell needs to inform a potential development at Hollowell Lodge Farm. The Chairman advised that as this was not an item on the agenda the parish council was not able to comment on the specifics of this proposal however would refer to the Housing Needs Survey undertaken by a housing association and Daventry District Council some time ago. The Chairman also advised that the Hollowell & Teeton Village Design Statement and the recent Policy Settlements & Countryside Local Plan Part 2 Consultation document produced by Daventry District Council would provide useful information too. A resident from Teeton wanted to listen to the Council consider a planning application that was listed on the agenda but had no wish to comment further.	
18/032	Neighbourhood Watch and Police Liaison. The Chairman reported that had been no further liaison meetings since the November meeting. Recent messages received on the new "Alert System" promoting "Operation Crooked" which is dealing with serious acquisitive crime such as burglaries and theft. Members of the local Neighbourhood Watch receive the alerts by email. As always the Chairman advised that, whilst crime numbers are low, it is vital to be vigilant at all times.	
18/033	Correspondence – for information and not requiring a response or a decision. The Chairman reported on correspondence received from local and nearby residents who are concerned about the proposed cuts to the local bus service following the budget	May agenda

	announcement by the County Council. The Chairman reported that at the moment it remains unclear what the impact of the Council cuts will be. The Chairman will maintain contact with John Hunt, Chairman Spratton PC on the County Council budget cuts and report back at the next meeting.	
18/034	Planning – consider any planning consultation papers, applications and completions received.	
18/034/1	New Applications DA/20018/0097 Old White Horse, Creaton Road, Teeton – construction of ground floor glass extension with revised roof line, new render to side and rear, re-roofing whole building. Detached double garage with storage above and raised platform. The Council discussed the application and considered the impact of the proposed development. Cllr Tomalin proposed that there are no objections to the planning application. This was seconded by Cllr McCubbin and the Council Resolved to make no objections to the application. Cllr Tomalin proposed that an observation on the application be made in respect of the decking area; this was seconded by Cllr McCubbin and the Council Resolved to make an observation that the proposed raised decking area would be overbearing. DA/2018/0046 Barns at Hollowell Grange, Welford Road, Hollowell - Conversion of barns to form 4 dwellings including demolition of lean to structures and construction of repositioned vehicular access and driveway. The Council discussed the application and considered the impact of the proposed development. Cllr Eaton proposed that there were no objections or observations on the application, this was seconded by Cllr Tomalin and the Council Resolved to respond that there was no objection or observations on this planning application.	
18/034/2	Decisions, Refusals & Completions DA/2017/1267 15 Spring Close, Hollowell – Extension to First Floor, Planning permission granted – the Council noted the decision.	
18/035	Guildenburgh Neighbourhood Plan Submission Consultation (Regulation 16) – The Council noted the opportunity to respond to the consultation.	
18/036	Parish Assets	
18/036/1	Village Planters – to consider purchasing seasonal plants and agree a budget Cllr Curtis proposed that the Council approve funding up to £35 to purchase seasonal plants for the three village planters which she would organise along with village volunteers. Cllr Oswin seconded the proposal and the Council Resolved to purchase seasonal plants up to £35 for the 3 planters. The Chairman thanked Cllr Curtis for undertaking this project.	
18/037	Pocket Park	
18/037/1	HPPAC Report – nothing to report.	
18/037/2	Update on Phase 2 of New Play Equipment – the Clerk confirmed that the purchase order and deposit of £4,800, approved at the January meeting, for the aerial runway had been placed. Works to be carried out in April, subject to ground conditions.	
18/037/3	Consider Recommendations for Additional Play Equipment – Timetable & Funding Cllr Curtis reported that HPPAC were pursuing the funding to support the purchase of the canyon trail play equipment, discussed at previous meetings. HPPAC have applied for a grant for £2,400 from Northamptonshire Community Fund (NCF) to provide the funds for the canyon trail play equipment and are awaiting an announcement on the outcome. Cllr Curtis explained that hopefully the grant would be successful and requested the Council consider adding this to the existing order with Playground Supplies to ensure the best price. Cllr Curtis pointed out that there would be considerable savings to install the new play equipment, aerial runway and canyon trail all at the same time. Cllr Curtis proposed that subject to HPPAC receiving the grant of £2,400 from NCF and transferring these funds to the Council's Reserve account that the Council approve the purchase of the additional play equipment at a cost of £2,400 excluding VAT. Cllr Oswin seconded the proposal and the Council Resolved that subject to receiving the £2,400 from HPPAC the canyon trail play equipment should be ordered from Playground Supplies to be installed in April subject to ground conditions and at the same time as the aerial runway.	
18/037/4	Health & Safety Report of Pocket Park – Cllr Tomalin reported on the safety matting that had been highlighted as a medium risk on the annual safety inspection report. Cllr Curtis had obtained a quote from Playground Supplies which recommended the total replacement of the safety matting rather than just adding an extra section. Cllr Curtis will obtain two further quotes for the next meeting of the Council.	EC May Agenda
18/037/5	Update on Gate Latch repair to Pocket Park – Cllr Tomalin reported that he had undertaken a repair to the gate latch however this had not proved successful so he would	MT

revisit this and report back to the next meeting.

18/038
18/038/1

Finance & Administration

To approve bank reconciliation as at 28 February 2018. The bank reconciliation and supporting paperwork were circulated prior to the meeting. Cllr Oswin proposed to approve the bank reconciliation and seconded by Cllr Leah and the Council **Resolved** to approve the bank reconciliation and the Chairman signed the bank reconciliation as correct.

Receipts, including starting balance £36,485.76
Less Payments £19,398.34
Total £17,087.42

Current Account Balance £ 1,500.00
Business Account Balance £15,587.42
Total £17,087.42

18/038/2

Receipts & Payments;

Receipts – Interest payments of 0.69 and 0.60 were noted.

The following payments were proposed for payment by Cllr Curtis and seconded by Cllr Leah and the Council **Resolved** to approve the following cheques for payment:

Chq	Payee	Purpose	VAT	Amount	Powers
911	Playground Supplies	Deposit Play Equipment	£800.00	£4,800.00	Local Gov. (Misc. Provisions) Act 1976 s.19
912	E-ON	Street Lighting Repairs	£4.69	£28.16	Highways Act 1980
913	Gillian Greaves	Clerks Salary & Expenses Feb/Mar		£320.80	LGA 1972
914	HMRC	Clerks PAYE – Feb/Mar		70.00	LGA 1972

18/038/3

Budget Report and Update – The Clerk reported on the forecast for the year end and highlighted the differences between the budget against spend and advised that a full report would be available at year end.

18/038/4

Internal Financial Controls – Cllr Tomalin reported that he would be meeting with the Clerk to carry out the internal financial control procedures before the end of March.

18/039

Discuss the Great British Springclean – Council to agree action and budget considerations. Cllr Curtis reported that she had received a good response from the residents of Hollowell and Teeton as well as Hollowell Hens with at least ten couples volunteering to help with the Springclean. Cllr Curtis has registered with Daventry District Council and agreed that March Barn will be the drop off and collection point for all bags of litter. Cllr Eaton has arranged for litter pickers/grabbers to be provided.

18/040

Discuss the Condition of The Jetty – Council to agree action and budget considerations. Cllr McCubbin reported that an initial tidy up of the Jetty had been undertaken but that a more thorough tidy up, to include dealing with overgrown undergrowth, was planned with members of the community once the weather had improved.

18/041

Discuss and agree any action relating to Dog Fouling in Hollowell – Cllr Curtis reported that there is an ongoing issue with dog fouling at the top of Church Hill with over 70 reported incidents. Cllr Curtis has reported the matter to Daventry District Council Dog Warden, who has been very supportive with extra signs and spraying to highlight the issue. Residents have enquired about the possibility of dog waste bins and the Council were advised that there are costs associated with purchasing, installing and emptying any bins. At this time it is not clear what these costs would be as Daventry District Council is going through services changes. It was agreed to continue to monitor the situation and residents are encouraged to report any incidents of dogs fouling with details of their owners to the Dog Warden at

	Daventry District Council.	
18/042	Receive an Update regarding Mole activity in areas subject to grass mowing contract and agree any further action and budget requirements. Cllr Eaton reported that he had reviewed the areas affected by the molehills and was intending to undertake the work to remove the molehills once there was an improvement in the weather and before the commencement of the grass mowing season. Cllr Eaton will liaise with the Contractor as required.	
18/043	Review and Approve Complaints Procedure – the Clerk had circulated a draft complaints procedure prior to the meeting. Cllr Oswin proposed the Council adopt the complaints procedure and Cllr Eaton seconded this. The Council Resolved to approve the complaints procedure.	
18/044	Review and Approve the Revised Asset Register – the Clerk had circulated an updated Asset Register prior to the meeting. This Council discussed the document and the Chairman proposed that the Council approve the updated Asset Register; this was seconded by Cllr Leah. The Council Resolved to approve the updated Asset Register. It was further noted that before the next review it would make for a more comprehensive document to merge the information contained in the Asset Inspection Form with the information held on the Asset Register.	
18/045	Street Lights – Consider Price Increase in Electricity Supply and Impact on 2018/19 Budget – the Council noted the increase in electricity supply prices and the Clerk was asked to amend the budget for 2018/19 to take account of the increase.	Clerk
18/046	Consider the Impact of the New Data Protection Regulations and Agree Further Action. The Clerk had circulated a detailed document from Northants CALC and the Council agreed that a shorter summary document would be more helpful. The Clerk was asked to respond to Northants CALC to ask what plans were being proposed to support parish councils with implementing the new requirements. Cllr Curtis is attending a training session however this will not be until after the new regulations are in force. It will be necessary to revisit this matter as it becomes clearer what the impact will be.	Clerk
18/047	Nations Tribute –The Chairman reported that this event would not be taking place so the standing item could be removed from future agendas.	
18/048	Clerks Annual Leave – the Clerk advised the Council on her holiday dates.	
18/049	Date of Next Meeting. The date of the Annual Parish Meeting followed by the Annual Parish Council Meeting, Wednesday 2 May 2018 pm at the Village Hall. Notification of Future Meetings – Wednesday 18 July, Wednesday 12 September, Wednesday 14 November, Wednesday 9 January 2019 and Wednesday 13 March 2019.	
	Meeting closed at 9.20 p.m.	

Signed by

Chairman

Dated