 **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 17 May 2023 at 7.30pm.**

**Councillors: Cllr E Curtis**

**Cllr A Crisp (Chairman)**

 **Cllr A Eaton MBE**

 **Cllr G Leah**

 **Cllr S McCubbin**

 **Cllr H Oswin**

 **Cllr M Tomalin**

**Clerk to the Council: Gillian Greaves**

**1 Member of the Public**

**23/042 Election of Chairman and Declaration of Acceptance of Office.** Cllr Tomalin proposed Cllr Crisp be appointed as Chairman, Cllr Curtis seconded the proposal and the Council **Resolved** to appoint Cllr Crisp as Chairman. Cllr Crisp signed the Declaration of Acceptance of Office of Chairman

**23/043 Election of Vice Chairman.** Cllr Oswin proposed that Cllr Curtis be appointed as Vice Chairman. Cllr Tomalin 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

**23/044 Receive and approve apologies for absence.** None received.

**23/045 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None.

**23/046 Receive and approve for signature the minutes of the meetings held on 15 March 2023.** The Council **Resolved** to approve the minutes of the 15 March 2023 and the Chairman signed them as a correct record of the meetings.

**23/047 Note any matters arising from the minutes not included on the agenda for report only.** The Chairman raised item 23/038 in respect of the location and installation of the defibrillator being purchased by Mr and Mrs Hunt for the benefit of Hollowell & Teeton. The Chairman has obtained a quotation from an electrician to install the defibrillator at a cost of £295 plus VAT. The Council **Resolved** to approve the contractor and budget for £295 plus VAT to complete the electrical works. The funding of the works to be met from the CiL payment.

**23/048 Review of Councillors Delegated Responsibilities.**  The Chairman circulated the Councillors Delegated Responsibilities and one amendment was agreed. A copy of the Councillors Delegated Responsivities can be found on the Councils website.

**23/049 Public Participation.** Nothing raised.

**23/050 Neighbourhood Watch and Police Liaison – receive an update from the Chairman.** The Chairman reported that the neighbourhood policing team “Beat Bus” had visited Hollowell on 4 May 2023 and received a few local visitors. Residents of The Green raised speeding vehicles. The Chairman had contacted the Safer Roads team to request a speed check/data collection for the village.in response to residents’ concerns. Once this information has been collected it would be possible to determine what action if any to take.

**23/051 Correspondence – requiring a response or a decision.**

1. **Daventry Community Hub Open Day - 21 June 2023 –** noted**.**
2. **WNC Alan Burns - Single Planning System –** the Chairman reported that Danny Moody, CEO of Northants CALC is attending a regular liaison meeting with the Assistant Director of Planning & Development following the merging of the three former separate planning departments into the recently formed single planning department at West Northants Council.
3. **WNC Town & Parish Briefing April 2023 –** noted**.**
4. **WNC Alan Burns - Health and Wellbeing Strategy (Follow-up)** Noted**.**

**23/052 E-ON Street Lighting Maintenance.** A letter received from E-ON regarding Street Lighting Maintenance was circulated to Councillors prior to the meeting.

1. **Maintenance of existing non – LED lanterns.** The Council noted the new requirements and budget impact.
2. **Electrical Testing** – The Council noted the new requirements for electrical testing of all street lights and **Resolved** to request E-ON to undertake the electrical testing programme at a cost of £864 plus VAT.

**23/053 Planning** – to consider any planning consultation papers, applications and completions received.The Chairman reported on the letter received from the applicant of planning application WND/2023/0033. The applicant disputed the Parish Council’s response to the retrospective planning application and provided an explanation for the need to make a retrospective planning application. The Chairman noted the contents of the letter however the Council’s response was based on the information available at the time of the meeting as they were unable to receive any further clarification.

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| **Application No** | **Location** | **Description** |
| WND/2023/0033 | Ascott Hills 39, Church Hill, Hollowell NN6 8RR | Construction of stable block (retrospective)Decision: **Approved 24/03/23** |

**23/053/2 Remittance re CIL for WND/2021/0565.** The Council **Resolved** to use the CiL funding to meet the cost of the Defibrillator installation £295.plus VAT and the street lighting electrical checks. £864 plus VAT.

**23/054 Pocket Park**

 **23/054/1 HPPAC -** receive an update from Cllrs Curtis and approve any action. Cllr Curtis asked the Council to consider purchasing a wider swing to replace the narrow swing seat. It was agreed to investigate this and bring a report back to a future meeting.

 **23/054/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised**.** Cllr Tomalin reported that he had inspected the pocket park and all was in order apart from the length of the grass. Cllr Eaton agreed to speak to the contractor to establish the timing of the next mow.

**23/055 To receive an update on the funding of local bus service 59/60 and approve funding request.** The

Chairman reported he had received an update from John Hunt. Jonathan Harris, WNC Councillor has liaised with WNC who have reversed their decision not to fund the 59/60 bus service for 2023-24. WNC are undertaking a review of the bus service.

**23/056 23/56/1 Resolution to approve Northants CALC Membership & Subscription for 2023-24.** The Council **Resolved** to approve Northants CALA Membership & Subscription for 2023-24.

**23/56/2 Resolution to approve** **Northants CALC as the Data Protection Office for the Council for 2023-24.** The Council **Resolved** to approve Northants CALC as the Data Protection Office for 2023-24.

 **23/56/3 Resolution to approve Northants CALC as the Council’s Internal Auditor for 2023-24.**

The Council **Resolved** to approve Northants CALC as the Council’s Internal Auditor for 2023-24.

**23/057 Finance & Administration:**

**23/57/1 Receipts &** **Payments -** To note receipts and approve payments. The Council **Resolved** to accept the receipts and approve the payments listed below.

 **Receipts – Utility Trust Bank, 31 March 2023 Interest £62.36, WNC 28 April 2023, Precept £6,655.00 WNC 28 April 2023, CiL payment £1,333.33**

 **Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MoP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary April 2023 |  | £274.86 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE April 2023 |  | £68.60 | LGA 1972 s112 |
| BP | Total Energy  | Electricity Street Lights April 23 Invoice 298127494/23 | £9.40 | £197.13 | Highways Act 1980 |
| BP | M Hazle | Grass Mowing - Invoice #1429 & #1464  |  | £640.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | DM Payroll Services  | Payroll Services Annual Fee 23/24 inv 2737 |  | £120.00 | LGA 1972 s143 |
| BP | E-ON | Street Light Maint.Q4 2023 inv 117316 | £19.67 | £118.01 | Highways Act 1980 |
| BP | Northants CALC ltd., | Membership Subscription 2023/24 £335.59Internal Audit Service 2023/24- £207.00 Data Protection Officer Fee 2023/24 £10.00 | £43.40 | £552.59 | LGA 1972 s143 |
| BP | G Greaves | Clerks Salary May 2023 |  | £274.86 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE May 2023 |  | £68.60 | LGA 1972 s112 |
| BP | G Greaves | Clerks May Expenses – Mileage £11.70 |  | £11.70 | LGA 1972 s112 |
| BP | Spratton Parish Council  | Parish Bus Share 2023/24 |   | £979.89 | Transport Act 1985, s.106A |
| BP | M Hazle (Elm Tree Garden Services) | Grass Mowing Invoices #1488 |  | £320.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP  | Total Energy  | Electricity Street Lights May 23 | £8.32 | £174.52 | Highways Act 1980 |

**23/058 Internal Audit – to receive the internal audit report for 2022/23.** The Council thanked and noted the Auditors report.

**23/059** **Resolution to approve year end accounts for 2022/23.** The Council **Resolved** to approve the year end accounts for 2022/23.

**23/060 Resolution to approve the Certificate of Exemption.** The Council **Resolved** to approve the Certificate of Exemption for 2022/23.

**23/061 Resolution to approve Section 1 of the Annual Governance Statement.** The Council **Resolved** to approve Section 1 of the Annual Governance Statement for 2022/223

**23/062 Resolution to approve Section 2 of the Annual Governance Statement.** The Council **Resolved** to approve Section 2 of the Annual Governance Statement for 2022/23.

**23/063 Resolution to re-approve the Financial Regulations.** The Council **Resolved** to approve the Financial Regulations.

**23/064 Resolution to re-approve the Standing Orders.** The Council **Resolved** to approve the Standing Orders.

**23/065 Resolution to approve the Risk Assessment and Risk Management policy.** The Council **Resolved** to approve the Council’s Risk Assessment and Risk Management policy.

**23/066 Resolution to approve the Asset Register.** The Council **Resolved** to approve the asset register for

 2023. The Clerk agreed to make revisions to the next edition to remove deleted items.

**23/067 Asset Survey Update – Cllr McCubbin to report. Nothing to report.**

**23/068 Village Clock Tower – agree budget and prove quotation for re-decoration of clock tower. The Chairman reported that he had tried to obtain three quotations to undertake the works however only one quotation was submitted. The Council Resolved to approve the works to be carried out by Mark Draper for £320.00 plus VAT.**

**23/069 Refurbishment of Village Sign – update from Cllr Eaton. Cllr Eaton reported that the works had been completed and were all satisfactory. The final invoice was received for specialist works to the sign. The Council Resolved to approve the payment of £100 to Midland Blasting.**

**23/070 Village Planters – Councillor Curtis to report and Council to agree funding. The Council asked Cllr Curtis to arrange for the refreshing of the planters and report back to the Council on the cost.**

**23/071 LGBC draft recommendations for West Northamptonshire Council – Councillors note & comment. The Chairman reported that the deadline for comments closed on Monday 15 May 2023. Proposals move the Parish of Hollowell & Teeton into the Naseby Ward with one Councillor covering 4,699 residents.**

**23/072 Sewage Works ref 23/039, Cllr Curtis to update Councillors on the problem related to the reoccurring unpleasant smells in the area of Church Hill. Cllr Curtis reported that since the works to Church Hill, Hollowell the situation has improved and there have been no adverse reports. Cllr Curtis will continue to monitor the situation. Cllr Curtis reported she was yet to meet with the site manager at Hollowell Sewage works to receive a briefing on the works being undertaken.**

**23/073 Street Light Fault Highfield Park – Clerk / Chairman to report.** The Chairman reported that an email had been received from a resident reporting two street lights not working. E-ON had been contacted and the work to repair the lights carried out promptly.

**23/074 Request for grass mowing Highfield Park - Councillor Eaton to report and Council to decide on response.** A resident requested an area to be added to the Councils grass mowing specification. Cllr Eaton visited the area and explained to the resident that this was not an area the Council was responsible for mowing. The matter was discussed and a local resident agreed to undertake the regular mowing of the area.

**23/075 Date of Next Meeting Wednesday 19 July 2022 at 7.30 pm.** Noted.

**23/076 Close.** The meeting closed at 8.30pm**.**

Signed Dated

Chairman