
Minutes of the Meeting of Hollowell & Teeton Parish Council held virtually on Wednesday 16 September 2020 at 7.30pm

Present: -	Councillors:	Cllr C Blake Cllr A Crisp (Chairman of the Council) Cllr E Curtis Cllr A Eaton MBE Cllr G Leah Cllr H Oswin
	Clerk	Gillian Greaves

- 20/116** **Receive and approve apologies for absence.** Apologies received from Cllr Tomalin. Cllr Curtis proposed the apologies were accepted, seconded by Cllr Oswin and the Council accepted the apologies.
- 20/117** **Receive declarations of interest under the Council's Code of Conduct related to business on the agenda.** None.
- 20/118** **Receive and approve for signature the minutes of the meeting held of 15 July 2020 and the extraordinary meeting held on 26 August 2020.** Cllr Leah proposed the Council accept the minutes of the meeting held on 15 July 2020 and the extraordinary meeting held on the 26 August 2020. Cllr Curtis seconded the proposal and the Council **RESOLVED** to approve the minutes of the meetings held on the above dates and they were signed by the Chairman as a correct record of the meetings.
- 20/119** **Note any matters arising from the minutes not included on the agenda for report only.** The Chairman referred to the meeting of 15 July 2020, item 20/98, Covid Policy and ongoing monitoring. Nothing further to report.
- 20/120** **Public Participation.** None.
- 20/121** **Neighbourhood Watch and Police Liaison –** receive an update from the Chairman. The Chairman reported that the County Association would be holding its AGM on 6 October 2020.
- 20/122** **Correspondence – requiring a response or a decision.**
20/122/1 Northampton Local Cycling and Walking Infrastructure Plan consultation. Noted.
20/122/2 Community Health and Wellbeing Services 2020/COVID-19 in Northamptonshire - Community Engagement. Noted. The Chairman reported that Northants CALC had circulated a precis of "Planning for the Future" which proposed changes in planning policy.
- 20/123** **Planning –** to consider any planning consultation papers, applications and completions received. A planning application had been received from Daventry District Council after the agenda for the September meeting had been issued and it would be necessary for the Council to hold a virtual Extraordinary Meeting of the Council on Monday 5 October at 7.30 pm.

- 20/124 Pocket Park**
- 20/124/1 HPPAC** - receive an update from Cllrs Curtis and approve any action. Cllr Curtis reported that HPPAC had agreed that they would not be proposing to install anything further in the Pocket Park this year.
- 20/124/2 Monthly/Annual Report** - receive the monthly report on the Pocket Park from Cllr Tomalin and agree actions to address issues raised. Cllr Tomalin had sent a report to the Council that he had noted the new picnic bench and seats appear warped and distorted. Cllr Curtis will liaise with the representative of Playground Supplies on the matter. Cllr Curtis reported that there is an area of plywood on the slide that appears to have been damaged, not wear and tear, photos have been taken and will need to be monitored. The Chairman reported that there had been a post on Facebook concerning a report of anti-social behaviour in the area of the Pocket Park. The Chairman had inspected the Pocket Park and removed glass from around the zipwire. Residents living near the Pocket Park had been approached but no one was aware of any noise or nuisance occurring but did comment on the prevalence of people visiting the Pocket Park and parking on the grass verges.
- 20/124/3 Maintenance of hedgerows and grass area** – Chairman to report and Council to decide on work to be undertaken. The Chairman reported that he had discussed the annual requirements of the maintenance of hedgerows and grassed area in the Pocket Park with Heygate Contracting and Elm Tree Garden Maintenance. The Chairman proposed that the works be undertaken at his direction by Heygate Contracting at a cost of £325.00 excluding VAT and Elm Tree Garden Maintenance at a cost of £180.00 except from VAT, seconded by Cllr Curtis and **RESOLVED** by the Council to approve the works, contractors and budget as detailed by the Chairman.

- 20/125 Consider quotations for the Council's insurance and approve provider and budget.** Clerk had previously circulated the quotes provided for the renewal of the Council's insurance policy. The Council discussed the quotes and decided to renew the Council's insurance for one year only. Cllr Leah proposed the Council accept the quote from BHIB Ltd., for 2020-21 for one year at £642.64 seconded by Cllr Oswin and the Council **RESOLVED** to appoint the Council's insurer for 2020/21 and approve the payment of £642.64 for the annual premium.

- 20/126 Finance & Administration:**
- 20/126/1 To approve bank reconciliation as at 31 August 2020** – separate paper. Reconciliation was circulated on separate paper prior to the meeting. The bank reconciliation was proposed as correct by the Chairman seconded by Cllr Curtis and the Council **Resolved** to approve the bank reconciliation and this was signed by the Chairman.

- 20/126/2 Receipts & Payments** - To note receipts and approve the payments presented at the meeting. Cllr Curtis proposed that the Council note receipts and approve payments of the cheques presented at the meeting. Seconded by Cllr Blake and the Council **Resolved** to note the receipts and approve payment.

Receipts – NatWest Bank Interest 31/07/2020 £0.13 28/08/2020 £0.11
Payments –

Chq/BP	Payee	Purpose	VAT	Amount	Powers
BP	G Greaves	Clerks Salary Aug/Sept £317.54 Home Working/Broadband/Phone allowance £50		£367.54	LGA 1972 s112
BP	HMRC	Clerks PAYE Aug/Sept		£79.40	LGA 1972 s112
BP	Total Gas & Power	Electricity Supply	£3.38	£70.84	Highways Act 1980
BP	M Hazle	Grass Mowing invoice #		£310.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164

BP	BHIB	Councils Insurance		£642.64	LGA 1972 s112
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20/126/3 Online Banking – Chairman & Cllr Leah to report and Council to determine any change to banking arrangements. The Chairman reported that he had approved the payments on line with Cllr Leah's support. The Chairman outlined the options for the Council's banking arrangements and it was agreed that the Council should move towards an online banking arrangement that enabled the Council's financial regulations to be adhered to. It was agreed that the Chairman and Cllr Leah would investigate a number of banks and bring a recommendation to the next meeting.

20/127 Street Lighting – consider quotes for electricity supply and approve supplier and budget.

The Chairman circulated a briefing paper prior to the meeting outlining the quotations and options for future arrangements for the Council's electricity supply. The Chairman proposed that the Council accept the ESPO 12-month fixed rate price, seconded by Cllr Blake and the Council **RESOLVED** to sign up for the ESPO Framework 2020-2024 on a 12 month fixed rate followed by the flexible rate for 2021-24 period.

20/128 Website

20/128/1 Update on the website - Cllr Oswin. Cllr Oswin reported that the new website was operating satisfactorily.

20/128/2 Update on the website audit to meet the web accessibility – Cllr Oswin to report. Cllr Oswin reported that she had undertaken a review of the Council's website content and was satisfied in the main that the Council complied with the new requirements which come into force on 23 September 2020. Cllr Oswin had prepared a statement that had to be displayed on the Council's web site and advised that she would check the Council's standard documents e.g. minutes to suggest any amendments. The Clerk reported that she would be attending a short course being provided by Northants CALC on the new regulations on website accessibility.

20/129 Plans by BT to remove payphones in Daventry District – Council to determine any response. Noted, no further response.

20/130 Clerks Additional Hours of Work – Council to agree payment for 8 additional hours worked due to extraordinary meetings in June & August - Chairman to report. The Chairman reported that further to the extraordinary meetings that had been held by the Council in June and August he was proposing that the Clerk receive 8 additional hours as she had worked extra hours to undertake the work created by these extra meetings. Seconded by Cllr Leah and the Council approved the 8 additional hours salary.

20/131 National Pay Award – Agree the Clerk's salary in line with the recent 2.75% pay award, back dated to 1 April 2020 and note additional Annual Leave entitlement. The Chairman reported that the Council had been notified that National Joint Council of Local Government had reached agreement between the Trade Unions and National Employers on the new pay scales for Clerks for 2020/21. The increase of 2.75% would be backdated to 1 April 2020 and an extra day's annual leave had been awarded. The Chairman proposed that the Council agrees to pay the Clerk's increased salary, backdated to 1 April 2020, and the additional annual leave, seconded by Cllr Curtis and Council **RESOLVED** to pay the increase salary and the additional annual leave.

20/132 Date of Next Meeting Extra Ordinary Meeting - Monday 5 October 2020 and Ordinary Wednesday 18 November 2020. Noted.

Meeting closed at 8.51 pm.

Signed:

Chairman

Date