



Minutes of the Ordinary Meeting of Hollowell and Teeton Parish Council on September 16th 2015

Present: A Crisp (Chair), M Tomalin, E Curtis, B Wenden, H. Kinch, H Oswin, S McCubbin, F Keable (Clerk)

One member of the public.

110.2015 Apologies

None received

111.2015 Written requests for dispensations for agenda items

None received

112.2015 Declarations of interest for items on the agenda

None received

113.2015 Approval of the minutes from the previous meetings on July 15th 2015

The minutes were circulated prior to the meeting, the Chairman asked if any amendments were required to the minutes of July 15th? Cllr H Kinch asked if the word 'Equipment' could be inserted in two sentences referring to the play park equipment inspection. The Chairman made the amendments, Cllr H Kinch proposed that the minutes are signed and approved, Cllr H Oswin seconded the proposal and all agreed.

114.2015 Matters Arising (for information only)

114.2015/1 Neighbourhood watch and Police Liaison

The Chairman reported that the Area Safer Community Teams are under review, it is likely that the team based in Brixworth will eventually be managed from a Daventry base.

114.2015/2 Archiving – Clerk to report

The Clerk reported that she has started to clear out the filing cabinet and had almost got a sack of paperwork ready to be shredded.

115.2015 Pocket Park

115.2015/1 To receive the monthly report - Councillor Wenden

Cllr B Wenden reported that there was nothing new to add in the monthly report that is not mentioned in the annual inspection.

115.2015/2 Annual inspection – Clerk and Councillor Wenden to report

Cllr B Wenden reported that the annual inspection had taken place and the report had been circulated. The report was discussed in detail. The first item of concern was that the gate had no latch on it, it was explained that the gate usually had a piece of rope on it to secure it and prevent a child from opening it. Cllr B Wenden proposed that a new piece of rope is attached as soon as possible. Cllr S McCubbin seconded the proposal and all agreed.

The swing set had already been closed due to the rot in one of the posts, it had previously been agreed that the council would swap the four posts with new ones which are being stored at Cllr A Eaton's property. As Cllr A Eaton was not at the meeting it was not possible to agree a date when the repair would take place but the equipment would be closed until this was completed. It had been suggested in the play equipment inspection that the swing should be scrapped and a new one purchased, however, Cllr Wenden proposed that as the rest of the swing was in good condition that it would be better just to

replace the damaged posts. The proposal was seconded by Cllr Tomalin and all agreed. It was hoped that this work would be done as soon as possible subject to agreement with Cllr A Eaton.

The logs on the climbing centre are split and one needs replacing, Cllr B Wenden proposed replacing the worst affected logs at an approximate cost of £25 each. Cllr H Oswin seconded the proposal and all agreed.

Cllr B Wenden proposed that the basket ball hoop and pole is removed and taken to Cllr A Eaton's yard to be repaired and assessed for safety and suitability for future use. Cllr M Tomalin seconded the proposal and all agreed.

115.2015/3 Replacement of swing posts and rough grass areas – Cllrs B Wenden and A Eaton to report

The replacement of the swing posts was discussed and resolved in Item 115.2015. It was agreed that the council will wait to speak to Cllr A Eaton regarding the rough grass areas in the pocket park.

115.2015/4 HPPAC AGM – Cllrs Curtis and Oswin to report.

Cllr H Oswin reported that there had been no major changes since the Hppac AGM. The chairman has been re-elected for a second term and the position of vice-Chair remains vacant. There are no projects to report on at the moment.

116.2015 Planning

116.2015/1 New applications

None

116.2015/2 Completions

None

116.2015/3 Review of planning system- To agree response to The Select Committee on National Policy for the Built Environment, Call for Written Evidence.

The Chairman explained that the clerk had recently circulated an email from Danny Moody, NCALC, referring to 'The Select Committee on National Policy for the Built Environment, Call for Written Evidence'. After a brief discussion no proposal to submit written evidence was put forward and therefore the council will not submit a response.

117.2015 Finance

117.2015/1 Receipts

The Clerk reported that she had submitted a Vat refund claim and a payment of £469.16 had been received.

117.2015/2 Payments

To approve payment of the following cheques signed between meetings

Details	Amount	Cq Number
F keable salary Aug	155.16	770
HMRC Paye	38.80	771
Eon Electricity supply	196.05	772

To approve payment of any cheques presented at the meeting including the following;

Details	Amount £	Cq Number
Eon replacement lamp	384.00	773
Solutions for playgrounds	81.60	774
F Keable salary Sept	155.16	775
HMRC Paye	38.80	776
Eon light maintenance	119.48	777
BDO Annual Audit	240.00	778

The cheques were presented for approval, Cllr H Kinch proposed that the cheques are approved and signed, Cllr H Oswin seconded the proposal and all agreed.

117.2015/4 Bank reconciliation as at 31st August 2015

Receipts inc starting balance £14843.72 less payments £2178.54= **£12665.18**
 Cash in Current Account £1500 plus cash in Business Account £11203.98
 Less Uncashed cheques £38.80= **£12665.18**

The Chairman checked and signed the bank reconciliation statement. The Clerk reported that the annual external audit had finally been completed, this year the council had been selected as one of the 5% of parish councils targeted for a random intermediate audit. This had created a lot more work than normal and had also taken far longer than the standard time. However the audit had now concluded with no matters arising.

The Clerk handed round copies of the current budget, for information only. The budget showed that the council is well within this financial years budget.

118.2015 Resolution to approve a revised version of the Code of Conduct.

The Clerk had previously circulated an email from Mr Simon Bovey at Daventry District Council. He had asked that all parish councils who had adopted the original Code of Conduct, revise the version that they had adopted with a couple of minimal changes. The Chairman proposed that the council accept the new Code of Conduct, this proposal was seconded by Cllr H Kinch and agreed by all.

119.2015 Resolution to approve new policies on Expenses and Staff sickness & Absence

The Clerk had circulated draft copies of the above new policies prior to the meeting. The Chairman explained that the new version of the clerks contract referred to the above policies and therefore the council needed to adopt them. The Chairman proposed that the policies are adopted, Cllr H Kinch seconded the proposal and all agreed.

120.2015 Clerks contract – Review of contract and pension scheme

The Chairman explained that the revised version of the clerks employment contract had been drafted, the number of days holiday had been agreed using the SLCC's worksheet as a guide. An additional paragraph had been inserted explaining that the council would look at the provision of a pension once the council reach the required staging date in 2017. The Clerk had agreed to the revised contract, Cllr H Kinch proposed that the contract is approved and signed by both parties, Cllr M Tomalin seconded the proposal and all agreed.

Two copies were signed, one was retained by the Clerk and one by the Chairman.

121.2015 Highways

121.2015/1 Footpath and drainage works in Hollowell – Chairman to report.

The Chairman reported that the footpath improvements going up to the pocket park have included a crossing area, this was more work than the council thought was being done and was a very positive outcome.

The drainage works are still causing issues with the bus routes. The works were originally planned to be completed by the end of August, before the schools re-opened, but had now been extended to the end of September 2015. The School Bus Service Department at NCC had failed to respond to the problem created by the extension and no school bus service operated for the first week of term. The public bus service 60 has been temporarily suspended. There was a lot of flooding in the area of the roadworks in recent wet weather, it was agreed that the council would monitor the works and try and help any parishioners with their issues.

121.2015/2 Extension of 30 mph on Church Hill, Hollowell - Chairman to report

The Chairman reported that he had attended a site meeting with Ian Boyes of NCC Highways and Mrs Leatherland of Pastures Farm, Hollowell because she was concerned that the new 30mph limit signs had been moved onto the single lane section of Church Hill, that is registered as her land. This is a legal issue being dealt with by NCC Highways and the signs will remain at the new location.

122.2015/3 Footpath maintenance – The Jitty, maintenance, Cllr McCubbin to report and Councillors to determine any action.

The Chairman reported that, as reported at the previous meeting, [Ref 105.2015 Footpath maintenance], he had received an email from a local resident concerned about the condition of the Jitty footpath and had supplied Councillor McCubbin with name and contact details of the Rights of Way officer, to enable her to determine a solution. Councillor McCubbin stated she had not contacted him but reported that there was a lot of silt on the bottom of the walkway. Cllr S McCubbin agreed to speak to the Rights of Way Officer, Nick Wedgebrow and ask him to do a site visit.

123.2015 Streetlighting, replacement and repairs – Chairman and Clerk to report

The clerk reported that she had chased the replacement lights with Dave Mooney at Eon, there was no date for installation yet.

124.2015 Mowing – Councillor Eaton to report for Council to review contract and agree action.

The Clerk explained that she had not received any invoices from Country Gardens this year. It was agreed that the council would arrange to meet with Nick Freeman when Cllr Eaton was available to discuss the issues with the mowing this year, some areas of both Hollowell and Teeton had not been mowed regularly enough and the council had received complaints from parishioners.

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It was also agreed that Cllr E Curtis would investigate quotes for hedge laying as we were now approaching the correct time of year.

125.2015 BT Service- Council to discuss and consider a response.

The Chairman had been contacted by two residents in the village who were experiencing difficulties with their BT service. As the parish council had been in contact with BT about previous issues in the village the Chairman proposed that the council contact Paul Bimson from BT and report the issues, Cllr M Tomalin seconded the proposal and all agreed.

126.2015 Broadband - Councillors to consider response from NCC Superfast Northamptonshire Project Team and decide any further action.

There had been no response to the letter sent by the parish council to the NCC Superfast Broadband Team regarding provision of superfast broadband to Teeton. Councillors Wenden and Tomalin had not received any further complaints or information from residents.

This item would now be taken off the agenda.

127.2015 H & T PC Computer - Clerk to report on the option to upgrade operating system to Windows 10 and Councillors to decide.

It was agreed that as the parish laptop was working well and as Windows 10 had not been tested for very long the Clerk would continue using Windows 7.

128.2015 Ncalc AGM attendance and agenda item – Council to discuss and resolve action.

There were no requests for agenda items and unfortunately no councillors were able to attend the Ncalc AGM. The Chairman requested the Clerk to notify Ncalc of apologies from the Council.

129.2015 Correspondence received

Notification of change in FSCS deposit limit, Natwest – clerk to retain

Ncalc Update July/August-circulate

Eon Apology for error on Invoice-clerk to retain

Transparency fund 'Open for Business' notification – refer to Council

Autumn council matters – Came & Company, forward to Council

130.2015 Date of next meeting

Nov 18th 2015, Jan 13th 2016, March 16th 2016

131.2015 Meeting closed at 9.15pm