



Hollowell & Teeton Parish Council

HOLLOWELL & TEETON PARISH COUNCIL

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Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 8 November 2017** 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 S McCubbin
Cllr H Oswin
Cllr M Tomalin

Clerk to the Council:

Gillian Greaves

Members of the Public:

County Councillor Steve Osbourne

		Action
17/131	To receive and approve apologies for absence. Apologies received from Cllr Wenden. The Chairman proposed that the apologies are accepted. Cllr McCubbin seconded the proposal and the Council Resolved to accept the apology.	
17/132	To receive and approve for signature the minutes of the meeting held on 13 September 2017. The draft minutes from the meeting of 13 September were circulated prior to the meeting and Cllr Leah proposed the Council accept the minutes, Cllr Oswin seconded the proposal. The Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting.	
17/133	To note any matters arising from the minutes not included on the agenda for report only. 17/102 Condition of the Jetty – Cllr McCubbin updated the Council that the Jetty was in generally good order apart from a considerable coverage of leaves. Cllr Curtis circulated photos taken recently that demonstrated the situation and reminded Councillors that they had discussed regular cleaning of this area. It was agreed to discuss this matter at the next meeting. 17/129 Notice of the 70th Annual General Meeting of Northants CALC – the Chairman reported that he had attended the meeting along with Cllr Curtis. An action agreed at that meeting had been the increase of NCALC subscriptions. The meeting had a guest panel with representatives from Police, County Council and NCALC, with a question and answer session on national and local interests.	January agenda
17/134	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
17/135	Public Participation: The Chairman introduced County Councillor Osbourne who had been invited to attend the Parish Council meeting to give an overview of the challenges facing Northants County Council and the proposed cuts to public spending. The County Council is considering a number of different approaches to the financial situation. Councillor Osbourne explained he had grave concerns over the current situation and the impact on local services, especially the Library Services, which are under considerable threat of being closed. There are a number of options being considered to protect Library Services which mainly rely on community support. Councillor Osbourne pointed out that the Parish Council precept is currently not capped, therefore local communities can	

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	decide to fund some local services. The considerable costs of Social Services for the elderly and young people are essential, therefore the County Council has little choice but to consider cuts to other areas such as gritting, libraries and trading standards. Councillor Osbourne pointed out that the County Council has to make further cuts next month, on top of the ones already being consulted on. Furthermore, in two years' time, the County Council will become unviable unless the Government intervenes. Councillor Osbourne recommended that residents and Parish Councils respond to the consultation.	
17/136	Neighbourhood Watch and Police Liaison – the Chairman reported that, in his new parish liaison role, he was waiting to be informed on the details of the first meeting of the group and would report back once he knew more. Cllr Eaton had reported a suspicious vehicle in the area but nothing further had been reported on this matter. The Chairman reminded everyone that, whilst incidents of crime locally remain low, residents are advised to stay vigilant.	
17/137	Correspondence – for information and not requiring a response or a decision. 17/137/1 Body Worn Video Cameras for Parking Enforcement Officers Consultation. The Council considered correspondence from Northamptonshire County Council Engagement Team on the use of body cameras by their Enforcement Officers. The council discussed the matter but it was agreed to make no further comment on the issue.	
17/138	Planning – to consider any planning consultation papers, applications and completions received. 17/138/1 Applications – none received 17/138/2 Existing applications – none received 17/138/3 Refusals & Completions – DA/2017/0579 – Refusal. The Chairman explained that this application had been previously considered and commented on by the Parish Council. The decision by Daventry District Council to refuse the application was noted.	
17/139 17/139/1 17/139/2	Parish Assets Annual Parish Asset Inspection Survey – Cllr McCubbin informed the Parish Council that she had undertaken the visual inspection of all the items on the Asset List and provided an updated report to the Clerk. It was noted that the village clock was not working. Village Clock – Cllr Eaton reported that the village clock had recently stopped working. The Chairman asked Cllr Eaton if he could locate the specification for the clock so that options to restore the clock to working order could be established. Cllr Eaton agreed to report back to the next meeting,	January Agenda
17/140 17/140/1 17/140/2 17/140/3 17/140/4	Pocket Park HPPAC Report Update on Phase 1 of New Play Equipment – Cllr Curtis reported that the new play equipment Jungle Trail had been successfully installed and now available for use. Cllr Curtis reported that she was very pleased with the contractor and the lack of mess. HPPAC have transferred the cost of this equipment, less VAT, to the Parish Council £6205.00. Consider Recommendations for Additional Play Equipment – Timetable and Funding – Cllr Curtis reported that HPPAC have been very successful in obtaining funding for new play equipment for the Pocket Park – she expressed thanks to Hollowell Steam Rally for their substantial donation. A further grant from the National Lottery means that the proposed Aerial Runway is now fully funded – the cost excluding VAT £10,413.00. HPPAC are proposing that the Parish Council place the order for this equipment in January with installation in April 2018, subject to ground conditions. HPPAC have two further grant applications in place and, if these bids are successful, will propose to the Parish Council that an extension to the Jungle Trail, called Canyon Bridge, be considered at a cost of £5,809.00, excluding VAT. Cllr Curtis and the Chairman agreed that they would meet with Elm Tree Garden Maintenance to agree grass mowing arrangements around the play equipment and bring any budget considerations to the next meeting. The Chairman thanked Cllrs Curtis, Oswin and Eaton and asked that this matter be brought back to the council in January, for a decision once all the information is confirmed. Health and Safety Report of Pocket Park – Cllr Tomalin reported that he had completed the inspection and provided a written report to the Clerk. Cllr Tomalin advised that the pedestrian gate requires attention due to movement in a post. It was agreed to	January Agenda



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	take further advice once the Annual Safety Inspection has taken place later in the month. Cllr Tomalin advised the Council that he intends to undertake a minor repair to junior climbing frame.													
17/140/5	Hedgerow and Ground Border – The Chairman updated the council that these works are still outstanding but that he has been in touch with the contractors and the work is in hand and hopefully, subject to weather, will be carried out in the next few weeks.													
17/140/6	Annual Safety Inspection of the Council's Play Equipment – the Clerk updated the council that the inspection would take place by Wicksteed Leisure on 28 November 2017.													
17/141	Grass Mowing Contract 2018/19 – The Chairman reported that whilst the current grass mowing contract is still in place until March 2018 the mowing season was at an end. Cllr Eaton confirmed that he had been very satisfied with the contract and contractor for this current year. The Chairman advised that the contract agreed with Elm Tree Garden Maintenance included provision to extend for a further two years subject to satisfactory work/cost. For the purposes of setting the budget for the next financial year it was necessary to establish the cost for grass mowing for 2018/19 and the contractor had confirmed that the price would be held at this year's price. Cllr Curtis explained that the new play equipment will need specialist grass cutting and this will need to be added to the current contract once the new play equipment has all been installed new Spring. The Chairman proposed that the grass mowing contract with Elm Tree Garden Maintenance at the quoted price of £310 per cut is extended for a further year 2018/19, this was seconded by Cllr Tomalin and the Council Resolved to approve the extension of the grass mowing contract with Elm Tree Garden Maintenance at the quoted price of £310 per cut.													
17/142	Parish Council Tree Survey 2017 – Tree Works Phase 2 – The Chairman reported that following the tree survey carried out earlier in the year the first phase of the works to remove the Ash trees had been completed. Quotes had been sort to complete phase 2 of the tree works unfortunately only one quote was received. The Council discussed the matter at length agreeing that the works were overdue. Cllr Tomalin proposed that the Council approve the contactor Maurice Fitch Treeworks Ltd., to carry out the works and approve a budget of £1640 exclusive of VAT however explore achieving a reduction due to all the works being carried out together as opposed to staging the works. Cllr Eaton seconded the proposal and the Council Resolved to approve the contractor Maurice Fitch Treeworks Ltd., and set aside a budget of £1,640 excluding VAT.													
17/143	Consider a Response to NCC's Medium Financial Plan – the Chairman asked if the Parish Council wanted to make a formal response to NCC's Meduim Financial Plan consultation following the overview by County Councillor Osborne. The Council agreed there were considerable concerns and 'unknowns' about gritting, libraries and trading standards that would have an impact on the Parish. Individuals can respond to the County Council and Cllr Curtis proposed that the Chairman make a formal response on behalf of the Parish Council, seconded by Cllr Tomalin and the Council Resolved that the Chairman respond formally to the NCC's Medium Financial Plan consultation paper emphasising the concerns over cuts to gritting, libraries and trading standards.													
17/144 17/144/1	Finance & Administration: To approve bank reconciliation as at 29.09.2017. The bank reconciliation and supporting paperwork was circulated prior to the meeting. Cllr Oswin proposed to approve the bank reconciliation and seconded by Cllr Curtis the Council Resolved to approve the bank reconciliation. The Chairman signed the bank reconciliation statement as correct. <table><tr><td>Receipts, including starting balance</td><td>£23,679.05</td></tr><tr><td>Less Payments</td><td><u>£ 8,299.42</u></td></tr><tr><td>Total</td><td>£15,379.63</td></tr><tr><td>Current Account Balance</td><td>£ 6,500.00</td></tr><tr><td>Business Account Balance</td><td><u>£8,829.63</u></td></tr><tr><td>Total</td><td>£15,379.63</td></tr></table>	Receipts, including starting balance	£23,679.05	Less Payments	<u>£ 8,299.42</u>	Total	£15,379.63	Current Account Balance	£ 6,500.00	Business Account Balance	<u>£8,829.63</u>	Total	£15,379.63	
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17/144/2	Receipts & Payments – The Council noted the receipts and payments since the last meeting. Receipts: Interest - £0.99													



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The Clerk advised that she had received a remittance from the County Council that the Urban Grass Cutting Grant of £392.24 had been paid into the Parish Council's bank account of 5 October, however the bank statement for this period had not been received.

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.

Cheque No	Payee	Purpose	VAT £	Amount £
894	E-ON	Street Lighting Supply	12.15	255.20
895	E-ON	Street Lighting Maintenance	19.91	119.48
896	NCALC	Training	0.00	72.00
897	Wicksteed Playgrounds	Safety Inspection of Play Equipment	9.00	930.00
898	HMRC	Clerks PAYE Oct/Nov	0.00	78.00
899	G Greaves	Clerks Salary Oct/Nov	0.00	312.40
900	G Greaves	Stationary	0.00	6.72
901	Play-Ground Supplies Ltd	New play equipment (Jungle Trail)	1241.00	7446.00
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	TOTAL		1282.06	8343.80

17/144/3 Half Year Financial Report – the Clerk circulated the half year financial report as at 30 September 2017 and advised that the budget is overall on track. The Council noted the position.

17/144/4 Review of Clerks salary and expenses payments – The Chairman reported that currently the Clerk's salary is set at SCP20 and she receives an allowance of £60 per annum for costs associated with home working, this includes office accommodations, broadband and telephone. The Chairman advised that following a review of the Clerk's salary and allowance he was proposing an increase from SCP20 to SCP21, which equates to an increase from £10.099 per hour to £10.46 per hour. Further an increase of the annual allowance from £60 to £100 per annum. Cllr Leah seconded the proposal and the Council **Resolved** to approve the increase in the Clerk's Salary and allowance from 2018/19.


17/144/5 Consideration of draft budget for 2018/19 – the Chairman had circulated working papers that set out a draft budget for 2018/19 together with a 3% increase scenario. The Council reviewed budget headings and the proposed amounts. It was agreed that the Clerk would rework the budget papers to take account of the amendments. The general consensus was that the budget for 2018/19 would not exceed £10,800, The Clerk agreed to amend the budget papers and circulate before the January meeting.

17/144/6 Consideration of proposed Precept for 2018/19 – The Council discussed the procedure for setting the precept and agreed that they were expecting to set it at the same figure as the previous year.

17/145 Northants CALC Training Courses – Cllr Curtis expressed an interest in attending the Data Protection Course being organised by NCALC in the New Year. This is particularly relevant as there is new legislation being implemented in May 2018 and the Council need to be up to date with the requirements of the legislation. The Chairman proposed that the Clerk book a place for Cllr Curtis on this course at a cost of £49 for Cllr Curtis to attend, seconded by Cllr Leah and the Council **Resolved** to approve this.

17/146 Data Protection and Freedom of Information Policy – Cllr Curtis circulated a policy paper that she had prepared for the Parish Council and explained that it would be an interim policy that she was proposing until the new legislation was clear when a further policy would be needed at that time. The Council considered the policy and Cllr Tomalin proposed that the Council adopt the policy seconded by Cllr Leah and the Council **Resolved** to adopt the Data Protection & Freedom of Information Policy.

17/147 Transparency Code & Website – Cllr Oswin reported that she had undertaken a review of the transparency code requirements and the Council's website to ensure that the Council had displayed all required information. The Clerk will work with Cllr Oswin to ensure that all information required to meet the transparency code requirements are on

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	the Council's website and will report back to the next meeting. The Chairman reported that the final tranche of transparency code funding was available however the deadline to apply was soon and therefore he proposed to make an application on behalf of the Council for £487.19 to cover the cost of the website and the Clerk's time. Seconded by Cllr Leah and the Council Resolved to apply for the transparency code grant of £487.19.	
17/148	Parish Emergency Plan & Pathfinder II Flood Resilience Project – deferred to next meeting.	January Agenda
17/149	Nation's Tribute Update – the Chairman reported that there was no update at this time as awaiting further information.	January Agenda
17/150	Rough Sleepers Count 2017 – Daventry District Area – the Chairman gave an overview of the Rough Sleepers Count and it was agreed by the Council that the Chairman would complete the return on behalf of the Council.	
17/151	Spray Painting Dog Fouling – Invitation to joint Paint Means Poo Campaign 2017 – Cllr Curtis reported that the Campaign had been very successful. It was noted that Church Hill was an area of high incidence of dog fouling whilst other areas such as the Pocket Park and Creaton Road had improved during the Campaign. Costs associated with dog poo bins were discussed but it was agreed to defer this matter for the time being. The Parish Council gave thanks to the "Hen Community" for their support.	
17/152	Clerks Contract – Additional Employment – the Clerk advised the Councillors that she had been offered a position as Clerk with Scaldwell Parish Council and in accordance with her contract of employment with Hollowell & Teeton Parish Council was asking permission to take up the additional employment. No objections were raised.	
17/153	Date of Next Meeting – The date of the next meeting was noted as Wednesday 10 January 2018 at 7.30pm.	
	Meeting closed at 10pm	

These minutes are a true and accurate record

Signed by:
Chairman



Date: 10/01/18