



Hollowell & Teeton  
Parish Council

**Minutes of The Ordinary Meeting of Hollowell & Teeton Parish Council held on September 14<sup>th</sup> 2016 in Hollowell Village Hall at 7.30pm**

**Present:** A. Crisp (Chair), B. Wenden, H. Oswin, E Curtis, M Tomalin, S McCubbin, G Leah F Keable (Clerk) first part of the meeting, Gillian Greaves (Clerk)

No members of the public were present

**115.2016 Apologies**

Apologies were received from Councillor Allan Eaton, Cllr Tomalin proposed that the apologies are accepted, Cllr Wenden seconded the proposal and all agreed.

**116.2016 Written requests for dispensations for agenda items**

None received

**117.2016 Declarations of interest for items on the agenda**

None received

**118.2016 Approval of the minutes from meetings on July 13<sup>th</sup> and August 10<sup>th</sup> 2016**

The minutes were circulated prior to the meeting; the Chairman asked if there were any amendments to the minutes of July 13<sup>th</sup> 2016. There being none it was Resolved to approve them, proposed Cllr Wendon, Seconded Cllr Curtis, agreed by all.

The Chairman asked if there were any amendments to the minutes of August 10<sup>th</sup> 2016. There being none it was Resolved to approve them, proposed by Cllr Leah, Seconded by Cllr Oswin, agreed by all.

**119.2016 Matters arising (for information only)**

None

**120.2016 Review of the Councillors Contacts**

The Chairman circulated the most recent contact list and asked Councillors to check and agree details.

**121.2016 Neighbourhood Watch and Police Liaison** – The Chairman reported that there had been a few issues in the area, involving a stolen Landrover and an illegal encampment on Crick Pocket Park. The Chairman urged people not to be complacent, whilst this is a low crime area it is important to be vigilant and report anything suspicious no matter how slight to the police.

**122.2016 Pocket Park**

**122.2016/1 To receive the monthly report and Progress of Annual Inspection**

Cllr Wenden reported that whilst the Annual Inspection Report is still awaited the pocket park equipment was in good order. The Health & Safety Inspector has been contacted to arrange an inspection but due to holiday dates this hasn't been possible. The mowing standard was

causing some concern although the final cut should include all mowing areas. The dog waste bin is well used by dog walkers however the bin should be emptied more frequently. The Clerk was asked to request a timetable for dog bin emptying from Daventry District Council, Environmental Services department.

**123.2016 HPPAC – Cllrs Curtis and Oswin to report.**

Cllr Curtis reported that the HPPAC AGM had been very positive and it had been agreed to progress Phase 2 which includes plans for a zip wire, a path suitable for buggies and circuit including beam for 5-12 year olds. A fund raising event was being planned for Saturday morning 5<sup>th</sup> November 2016. It was reported that there were weeds growing through the soft matting under the steam engine. Cllr Curtis agreed to check the matting to determine if any issue needs to be raised with Image (installers of matting). The Chairman pointed out that there was a historical field path in the pocket park and possibly a mowed path may prove more cost effective than a purpose build path.

**124.2016 Planning**

**124.2016/1 New Applications:** - None to date

**124.2016/2 Completions:-** DA/2016/0554 7 Creaton Road, Hollowell – Approved

**125.2016 Finance**

**125.2016/1 Receipts – None**

**125.2016/2 Payments - To approve the payments presented at the meeting**

| <b>Cheque No</b> | <b>Payee</b>                    | <b>Amount</b> |
|------------------|---------------------------------|---------------|
| 829              | BDO -auditor                    | £ 120.00      |
| 830              | DDC - Election Fee              | £ 83.00       |
| 831              | F Keable - Salary               | £ 72.41       |
| 832              | G Greaves - Salary & Expences   | £ 177.12      |
| 833              | HMRC - Payee August/September   | £ 60.60       |
| 834              | Roads Parish Council            | £ 70.00       |
| 835              | E-On - Street Light Maintenance | £ 119.48      |
| 836              | 4 Counties - Mowing             | £ 426.00      |
| 837              | Hannah Oswin - MrSite Fees      | £ 120.00      |

Cllr Wenden proposed that all the above payments are approved and signed. Cllr Leah seconded the proposal and all agreed.

**125.2016/3 Bank reconciliation** as at August 31<sup>st</sup> 2016 was noted and The Chairman checked and signed the bank reconciliation statement.

Receipts inc starting balance £15112.11 less payments £3648.35 = **£11,466.15**

Cash in Current Account £1500.00 plus cash in Business Account £10,030.35 Less Uncashed cheques £64.20 = **£11,466.15**

**126.2016 Report of External Audit Report and Actions**

The Clerk reported that on the return to the External Auditor a box relating to local charities was incorrectly ticked as No instead of N/A. The External Auditor had written to the Parish Council and advised that an issues report had been produced. The Parish Council are required to consider what if any action was needed. This was noted.

**127.2016 Appointment of the new parish Clerk & RFO – Chairman to report**

The Chairman, on behalf of the parish council, expressed thanks to Fiona Keable for her valuable contribution to the work of the parish council during her time as Clerk and wished her every success for the future. The new Clerk Gillian Greaves was warmly welcomed to her new position.

**127.2016/1 Progress with Handover – Chairman to report**

The Chairman reported that the handover was progressing well and that he had produced a list of actions to help with the transitional arrangements.

Cllr Wenden raised the need to update the Clerks details on the notice board in the pocket park. Cllr Wenden proposed to design and obtain a new sign for an amount not more than £40, this was seconded by Cllr Tomalin and agreed by all.

**128.2016 Training Costs – Chairman to report and Council to decide on response**

The Chairman explained that on the appointment of the new Clerk her other employer, Roade Parish Council, had written to enquire if the Parish Council would consider making a contribution towards the New Clerk Course training costs. The total cost of the New Clerk course is £150. The Chairman pointed out that attendance at this course will considerably benefit the new Clerk and therefore this parish council. After some discussion it was proposed by Cllr Wenden that the Parish Council make a contribution of £70 towards the costs of training and this was seconded by Cllr Leah, agreed by all.

**129.2016 Parish Assets**

**129.2016/1 Refurbishment of Bus Shelter – Cllrs Curtis, McCubbin and Eaton to report and Council to decide on action**

The refurbishment of the bus shelter was discussed. Cllr McCubbin reported that there had been evidence of graffiti but this appeared to have been removed. However in the absence of Cllr Eaton it was decided that Cllr Curtis would recheck the situation and report back to the next meeting. Cllr McCubbin raised the state of the telephone box and it was agreed to put this as an item on the agenda of the November meeting.

**129.2016/2 Refurbishment of Seat – Cllrs Curtis, McCubbin and Eaton to report and Council to decide on action**

Refurbishment of the seat was discussed. It was agreed that situation would be monitored.

**129.2016/3 Litter Bin at the Teeton Crossroads – Cllrs Curtis, McCubbin and Eaton to report and Council to decide on action**

Cllr Curtis reported that the litter bin had been leaning to one side however agreed to recheck the bin and report back to the next meeting.

**130.2016. Mowing Contract: Standard of Work – Cllr Eaton to report and Council to determine any necessary action**

The Chairman reported that he had received email to complain about the standard of the mowing and litter in Creaton Road and that there were a number of sandbags on the verge preventing mowing. The sandbags have now been moved. There was a general dissatisfaction with the standard of mowing and it was agreed to check and refer the matter to the next meeting.

**131.2016 NCALC**

**131.2016/1 NCALC Training, Options for Councillors & clerk Cllrs Leah and Curtis to report**

Cllr Leah explained that he was not aware if he had been booked on the “Off to a Flying Start” training course or if so what date it was being held on. The Chairman asked the Clerk to contact NCALC and find out what the position is with regard to booking Cllr Leah and Cllr

Curtis on future courses and also establish if the Parish Council would be charged for any non-attendance.

**131.2016/2 NCALC AGM (Saturday 8<sup>th</sup> October 2016)** – Chairman to report and Council to decide on Motions for Debate and attendance

The Chairman enquired if any Councillors wished to attend the NCALC AGM on Saturday 8<sup>th</sup> October being held at Wootton Hall Park. No nominations were received and the Chairman agreed to attend to represent the Parish Council. The Chairman asked if the Council wished to put forward any motions for debate at the AGM, there were none.

**132.2016 Broadband** – Cllr Curtis to report on issues raised by parishioners and council to decide action

Cllr Curtis reported that there were no outstanding issues in Hollowell and the matter was therefore closed. Cllr Wenden reported that the BT service in Teeton was poor and with frequent dropping out. Cllrs Tomalin and Wenden confirmed that they were monitoring the complaints and liaising with the NCC superfast Broadband Services project team.

**133.2016 Progress of Changeover of Parish Council Website** – Council to discuss requirements and costings

Cllr Oswin reported on the successful installation of the new website and transferring of documents from the former website and email to the new one. The Chairman expressed the overwhelming thanks of the Parish Council for all the work that Cllr Oswin had put into introducing the new website.

The Chairman was concerned that whilst the Parish Council should observe the transparency code it should ensure that the website is not overloaded due to cost constraints. The Chairman circulated a copy of the entry found at Daventry District Council's website in respect of this Parish Council and its Councillors. All Councillors were asked to check the entry as it is information that is legally required to be available on the website.

**134.2016 Village Link request for Funding** – Cllr Curtis to report and Council to consider options for future support

Cllr Curtis reported that the Village Link costs £1,200 to produce copies to every door. Crowd funding had raised £700 to date. Cllr Curtis explained that the Village Link reaches households that are not on the internet and provides a regular spot for the Parish Council to keep residents informed on the work of the council. The Parish Council has previously made grants to support the Village Link using its powers under Section 137. The Chairman suggested to Cllr Curtis that work was done to prepare a bid for Section 137 funding for the Parish Council to consider when putting together its 2017/18 budget.

**135.2016 Footpath maintenance** – report from Cllr McCubbin on future maintenance of The Jetty and Council to decide

Cllr Wenden reported that he had researched the location name and determined that historically it was known as "The Jetty". Cllr McCubbin reported that the Jetty was looking clean and tidy at present. Although there are a number of overhanging trees that interfere with pedestrians using the Jetty. The trees are on the boundary of The Manor and overhang the path and thought that someone could contact the owners of The Manor and ask that they cut the trees back. The Rights of Way team have recently cleared the path although it is not clear how often they intend to maintain this area. After a lengthy discussion it was stressed that the Jetty is not owned by the Parish Council and therefore the upkeep is not the responsibility of the Parish Council. The Chairman asked the Clerk to contact the Rights of Way team for a maintenance timetable so this can be published.

**136.2016 Complaint of Overhanging Hedge on Creaton Road** – Chairman to report

The Chairman reported that he had received a letter directly from a member of the public concerning an overgrown hedge which the resident had encountered whilst out cycling in the area. The location was described as Creaton Road. The Chairman has checked Creaton Road in Teeton and Hollowell and was unable to identify the hedge referred to. As there was no address on the letter no further action is proposed.

**137.2016**      **Correspondence** – None received.

**138.2016**      **Next meeting dates:-**

**November 16<sup>th</sup> 2016, January 11th 2017, March 8th 2017**

Meeting Closed at 8.55pm