 **HOLLOWELL & TEETON PARISH COUNCIL**

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**Minutes of the Meeting of Hollowell & Teeton Parish Council held in Hollowell Village Hall on Wednesday 16 November 2023 at 7.30pm.**

**Councillors: Cllr A Crisp (Chairman)**

 **Cllr E Curtis**

 **Cllr A Eaton MBE**

 **Cllr S McCubbin**

 **Cllr H Oswin**

 **Cllr M Tomalin**

**Clerk to the Council: Gillian Greaves**

**23/145 Receive and approve apologies for absence.** Apologies received from Cllr Leah due to illness. The Council **Resolved** to accept the apologies

**23/146 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None made.

**23/147 Receive and approve for signature the minutes of the meetings held on 20 September 2023.** The Council **Resolved** to approve the minutes of the 20 September 2023 and the Chairman signed them as a correct record,

**23/148 Note any matters arising from the minutes not included on the agenda for report only.** None.

**23/149 Public Participation.** None present.

**23/150 Neighbourhood Watch and Police Liaison – receive an update from the Chairman.** The Chairman

reported that the Police Beat Bus had attended the village on 21 September. Police officers had also attended a coffee morning on 20 October to sign up residents to “Alert”. A local resident reported a suspicious character in the vicinity of Ravensthorpe Road, a report was made to the local police and the rural crime team.

**23/151 Correspondence – requiring a response or a decision.**

1. **WNC Town and Parish Briefing - October 2023.** Noted.
2. **Northants CALC – Code of Conduct training session.**  Cllr Curtis agreed to attend the online training session and the Clerk was asked to book the course.

**23/152 Planning** – to consider any planning consultation papers, applications and completions received.

 **WND 2023 0031 Ascott Hills, Church Hill, Hollowell, NN6 8RR – CIL Exemption.** The Chairman

reported that a planning update had been issued by West Northants Planning department due to receiving a CIL exemption form as a self-build development.

**23/153 Pocket Park**

 **23/153/1 HPPAC -** receive an update from Cllrs Curtis and approve any action. Nothing to report.

 **23/153/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised.

 **23/153/3 Repairs to Aerial Runway – Chairman to report and Council to decide on repair.** The Chairman reported that he had obtained a quotation from Playground Supplies Ltd., for a replacement bolt for the areal runway and replacement board for the multi-play area totalling £936.00 including VAT. The Council **Resolved** to approve the quotation and contractor to undertake the works.

 **23/153/4 Repair to Board on Multi-play equipment – quote from Playground Supplies – Council to decide.** As 23/153/3.

 **23/153/5 Pocket Park Maintenance - Update on hedgerows and grassed area.** The Chairman reported that the works had been carried out satisfactorily.

**23/154 Section 137 grant Hollowell & Teeton Village Hall, Chairman to report and Council to decide.**

 The Chairman reported that a request for a S137 grant had been received from the Hollowell Village Hall

 Committee for £157.00. The Council **Resolved** to approve the S137 grant for £157.00 to Hollowell Village

 Hall Committee.

**23/155 Finance & Administration:**

**23/155/01 Bank reconciliation 30 October 2023 –** separate paper circulated prior to meeting.The Council **Resolved** to approve the bank reconciliation dated 30 October 2023.

 **23/155/02 Budget monitoring report –** separate paper circulated prior to meeting. The Council

 Noted the budget monitoring report as at 30 October 2023.

**23/155/03 Receipts &** **Payments -** To note receipts and approve payments. The Council **Resolved** to note the receipts and approve the payments detailed below.

 **Receipts - WNC Precept £6,655.00 29/09/2023, Unity Trust Bank Interest £79.23 30/09/2023**

 **Payments -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MoP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary October 2023 |  | £279.90 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE October 2023 |  | £69.80 | LGA 1972 s112 |
| BP | Community Heartbeat | Cardiac Response Training  | £35.00  | £175.00 | LGA 1972 s112 |
| BP | E-ON | Street light maintenance invoice 120232 | £35.20 | £211.20 | Highways Act 1980 |
| BP | Total Energy  | Electricity Street Lights October 2023 Invoice | £6.94 | £145.48 | Highways Act 1980 |
| BP | Unity Trust Bank | Service Charges Q2 |  | £18.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks Salary November 2023 |  | £279.70 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE November 2023 |  | £70.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks Travel Expenses November 2023 £11.70 |  | £11.70 | LGA 1972 s112 |
| BP | Mark Hazle  | Pocket Park Ground works invoice 1730 |  | £200.00  | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Total Energy  | Electricity Street Lights November 2023 invoice  | £9.13 | £191.50 | Highways Act 1980 |
| BP | Heygates Contracting  | Ground works Pocket Park invoice1514  | £100.00 | £600.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
|  BP | Hollowell & Teeton Village Hall  | Village Hall hire April – September 2023  |  | £96.00 | LGA 1972 s112 |
| BP  | Hollowell & Teeton Village Hall | S137 Grant |  | £157.00  | S137  |

**23/156 Clerk’s Pay Award – Council to decide on payment. The Chairman reported on the Clerk’s annual national pay award of 7.44% backdated to 1 April 2023. The Council Resolved to approve the pay increase and back dated award.**

**23/157 Consider draft budget and precept for 2024-25. The Council considered a draft budget and precept for 2024-25 and agreed to receive a further draft at their January meeting. Cllr Curtis requested that the matter of the funding for the bus service be discussed at the January meeting when hopefully more information was available. Cllr Oswin suggested that the Council put a budget statement on the website once the budget has been agreed at the next meeting.**

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**23/158 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 updated the Council on the latest incident of sewage pump failure resulting in large vehicle reported to have caused damage on the access road. The site manager was contacted and assurances made that the verge would be made good.**

**23/159 Replacement Street light number 10 Church Hill - Update.** The Chairman reported that the works to replace street light number 10 Church Hill had been carried out satisfactorily. The Clerk was asked to obtain an updated unmetered supply certificate from E-ON and forward to the Council’s electricity supplier, ESPO.

**23/160 Grit Bin – Council to decide on refilling.** The Council **Resolved** to source grit/rock salt locally to refill the two grit bins owned by the Parish Council.

**23/161 West Northamptonshire Council, No Mow May. Council to decide if they wish to participate.** Cllr Oswin reported that there is an area within the Pocket Park that has been set aside as a no mow area. The Council noted the request and decided not to take any further action.

**23/162 Zero Hour Climate Change and Ecology Bill, Council to decide if they wish to support the Bill.**

 The Council noted the request from Zero Hour but decided not to take any further action.

**23/163 Resolve to approve quotation and contractor to undertake tree survey.** The Chairman reported that the Council are required to commission a tree survey every three years. A quotation had been obtained from Maurice Fitch to carry out this work for the sum of £350 plus VAT. The Council **Resolved** to approve the quotation from Maurice Fitch for £350 plus VAT to carry out the tree survey.

**23/164 Asset Register update.** Cllr Curtis had undertaken a site visit of the Pocket Park and carried out a review of the Council’s asset register. The amendments were noted by the Council.

**23/165 Defibrillator update – Chairman to report.** The Chairman reported that the recent defibrillator training had been well attended with over 20 residents in attendance. At present no further training sessions are planned however it was noted that the British Heart Foundation offer a short re-fresher training video which can be found online.

**23/166 Date of Next Meeting Wednesday 17 January 2024 at 7.30 pm.** Noted.

**23/167 Close.** The meeting closed at 9pm.

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**Signed: Date:**

**Chairman**