

Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 16 November 2016** 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
Cllr B Wenden (Vice Chairman)

Clerk to the Council:

Gillian Greaves

Members of the Public:

Councillor Richard Micklewright (DDC)

		Action
16/137	To receive and approve apologies for absence. None received.	
16/138	To receive and approve for signature the minutes of the meeting held on 14 September 2016. Cllr Curtis asked for an amendment to the draft minutes at 121.2016/1 to record that Cllr McCubbin had "not observed any graffiti" and delete "there had been evidence of graffiti but this appeared to have been removed". This amendment was agreed. That the minutes be amended and signed by the Chairman as a correct record of the meeting.	
16/139	To note any matters arising from the minutes not included on the agenda for report only. 121.2016 The Clerk reported that Daventry District Council (DDC), Environmental Services had been contacted regarding the frequency of the dog bins being emptied in Hollowell. DDC confirmed that the bins in Hollowell are emptied on a Thursday on a weekly basis. 131/2016/1 The Clerk reported that NCALC had been contacted concerning the place booked on the "Off to a Flying Start" Course for 14 September that had not been attended. NCALC advised although an invoice had already been sent out it would be possible, on this occasion, to rearrange for Cllr Leah to attend on an alternative date at no further cost. Cllrs Leah and Curtis reported that they would be attending on Saturday 19 November 2016. 131/2016/2 The Chairman gave a short report on the NCALC Conference that he had attended. NCALC had advised that there would be a small increase in the annual subscription. Northamptonshire Superfast Broadband Team attending the meeting – Teeton to be included from January 2017.	GL/EC
16/140	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	

16/141	Public Session No representations from members of the public were received during this session.	
16/142	To receive a verbal report from Councillor Richard Micklewright on the Police & Crime Commissioner's Draft Policing Plan (NPCCDPP). Cllr R Micklewright from DDC gave a verbal report to raise awareness on the NPCCPP and his concerns on policing priorities relating to rural policing and burglary. Responses are to be made by 24 November 2016. The Chairman thanked Cllr Micklewright for attending and looked forward to seeing him at future meetings of the Parish Council.	Clerk to send future meeting dates
16/143	To consider the proposals set out in the Police Commissioner's Draft Policing Plan and agree a response. The Council considered the Draft Plan and agreed a response should be sent. Cllr Tomlin volunteered to draft a suitable response raising concerns on rural policing priorities and this was unanimously agreed.	MT
16/144	To receive an update on Neighbourhood Watch and Police Liaison – Chairman to report. The Chairman reported that he had attended the Neighbourhood Watch AGM where the Police Commissioner made a presentation on the NPCCDPP. An insecure domestic property in Hollowell had been burgled recently. There was a general discussion on local policing and the Chairman reported that Guilsborough Neighbourhood Watch being relaunched.	
16/145	Jane Letts Trust – to receive a report for information by Cllr Wenden. Cllr Wenden gave an update on the local charity and advised that the funds currently available were £474.00. It was agreed to note the report.	
16/146	To consider the proposals made by BT to remove telephone boxes from the District and agree a response to DDC's publications of Initial Determination. Following a general discussion on the proposals to remove the telephone boxes located in Hollowell and Teeton it was agreed that there was no objection to either telephone box being removed. A concern was raised that following the removal of the telephone boxes the former site could be left in a poor and unsafe condition. It was agreed that the Chairman would make representation to the Highways Department to establish who owns the land on which the telephone boxes stand and who will be responsible for make the area good following the work to remove the telephone boxes.	AC
16/147	To consider request for support of the DDC/Northamptonshire ACRE "Good Neighbour Scheme" and agree a response. The Chairman reported on the Ageing Well Consultation and that individuals may respond and add their support. The Chairman reminded the Parish Council that if the scheme was successful it would be looking for local parish volunteers to support the scheme.	
16/148	To consider attendance and agree agenda items for the DDC Parish and Town Council (15 th December 2016). Cllr Oswin volunteered to attend the meeting and report back to the next meeting of the Parish Council and all agreed. There were no items for the agenda.	Clerk to advise DDC HO
16/149 16/149/1	Parish Assets Laptop – consider options for the ongoing maintenance and servicing of the parish council laptop and agree the most cost effective approach. The Clerk reported that the laptop was running slow possibly due to being at full capacity, there were also a number of other issues related to the laptop that were affecting its performance. There was a general discussion on the options for maintaining the laptop including upgrading with a replacement and/or a maintenance contract. It was agreed that Cllr Oswin would carry out a check of the laptop and carry out some routine maintenance to see if this could improve the situation in the short term. This was agreed by all.	HO
16/149/2	Bus Shelter – consider quotations and decide action required to remedy graffiti. Cllr Curtis reported that she had obtained a quote for the removal of the graffiti but this was now not needed as the graffiti has been removed by a resident with no cost incurred. The resident had offered to paint other areas subjected to graffiti	

16/149/3	<p>however it was agreed by all to continue to review the site until the Spring.</p> <p>Litter Bin (Teeton) – to receive an update on the condition of the litter bin and consider if any further action is required.</p> <p>Cllr Curtis reported that she had further inspected the litter bin and no further action was required.</p>	
16/150	<p>Website - to receive an update from Councillor Oswin and discuss the progress of the implementation of the new parish council website</p> <p>Cllr Oswin reported that the new website was working well. To ensure compliance with the Transparency Code all minutes, agendas and relevant documents since April 2015 would need to be uploaded onto the website. The Chairman undertook to place Agenda and Minutes on the website and Cllr Oswin agreed to maintain Policy Documents and Compliance with Transparency Code. The Clerk agreed to forward these documents to Cllr Oswin for uploading onto the website.</p>	Clerk/HO/AC
16/151	<p>Correspondence – to discuss and consider correspondence received to date.</p> <p>The Clerk has been circulating emails that relate to newsletters, consultation requests and other parish council related information. It was agreed for this to continue</p>	
16/151/1	<p>NCC Public Consultations – paper previously circulated for responses</p> <p>The Chairman reported that this relates to a policy review by the County Council to formally consult with the parishes. Agreed to continue to receive these requests and for individuals to respond accordingly.</p>	
16/151/2	<p>Rough Sleepers Estimate 2016 for Daventry District - request for information.</p> <p>No persons were identified as “Rough Sleepers” within the Parish and the Chairman agreed to provide a response to this request for information and it was unanimously agreed.</p>	AC
16/152	<p>Planning – to consider any planning applications received.</p> <p>None received.</p>	
16/153	<p>Pocket Park</p>	
16/153/1	<p>HPPAC - to receive an update from Cllrs Curtis and Oswin</p> <p>Cllr Curtis reported that at the recent meeting of the HPPAC it was agreed to obtain quotes for a zipwire, wooden play equipment and a path. Discussed the merits of a path and its maintenance. Cllr Curtis reported that survey had revealed that pushchair users would prefer a path and there is a need to consider the needs of the disabled. It was suggested that a defined route such as a mowed path might provide a suitable alternative. Discussed changing the swings so that there would be an ordinary swing and a toddler swing. A quote has been obtained for £182 and a further quote would be sort. This was noted.</p>	EC/HO
16/153/2	<p>Monthly/Annual Report - to receive the monthly and annual inspection report on the Pocket Park from Cllr Wenden and agree actions to address issues raised.</p> <p>Cllr Curtis raised the matter of the overgrown hedge which had also been raised by HPPAC. Cllr Curtis stated that the hedge would need cutting especially where the growth was affecting the play equipment and verge near the footpath. It had been previously agreed to replant the hedge where necessary and agreed that Cllrs Eaton and Wenden to review this in the spring once regrowth was underway. The Chairman proposed to ask Roger Heygate to cut the hedge as necessary up to a cost of £150 this was seconded by Cllr Eaton and agreed by all.</p>	AC
16/153/3	<p>To consider a proposal to replace the pocket park gate sign</p> <p>Cllr Wenden provided a drawing of the proposed new sign for the pocket park gate. It was proposed by Cllr Wenden that the old sign was replaced with the new sign at a cost of no more than £60 and this was seconded by Cllr Leah and agreed by all.</p>	BW
16/153/4	<p>To consider a proposal to replace the climbing frame logs in the pocket park.</p> <p>Discussed proposals to replace the climbing frame logs. Cllr Wenden had obtained a quote for four new logs from Playdale however Cllrs Eaton and Wenden could carry out the work themselves using existing resources at no cost to the Parish Council. This was agreed.</p>	AE/BW
16/153/5	<p>To consider a proposal to install a new latch for the pocket park gate as recommended in the Health & Safety report.</p>	

16/153/6	<p>Cllr Wenden reported that there was a problem with the current latch on the pedestrian entrance gate and that a replacement latch would be required. The cost of replacing the latch with an appropriate replacement would be no more than £50. It was proposed by Cllr Wenden that the latch be replaced for £50, seconded by Cllr McCubbin and agreed by all.</p> <p>To consider options for resolving weeds in the play surfacing at the pocket park and agree if any further action required.</p> <p>Cllr Curtis reported that there was an ongoing problem with weeds and grass encroaching the play surfacing at the pocket park. The Chairman advised that he had visited the site and had sprayed the area with weed killer and suggested that there be a regular spray of an appropriate weed killer at six monthly intervals to keep the weeds under control. This was agreed by all.</p>	<p>BW</p> <p>Review March 2017</p>																																													
16/154	<p>Mowing Contract - to review the standard of work in respect of the grass cutting/mowing contract and consider if any further should be taken.</p> <p>Cllr Eaton enquired if there was a need for a further cut before the end of the season however the consensus was that this was not necessary. The standard of the existing work and future arrangements of the mowing contract were discussed at length and it was agreed to seek three quotes in time for the January meeting to enable a decision on the mowing contract for 2016/17 to be made. This was noted</p>	<p>BW/AE/EC</p>																																													
16/155	<p>Footpath Maintenance – report from Clerk on the future maintenance of The Jetty and Council to decide</p> <p>The Chairman reported that since the last meeting a letter had been sent to the Rights of Way Officer and an email response had been recently received. This response set out the responsibilities for maintaining the area. It was proposed by Cllr Curtis that the Clerk contact DDC and ask for a timetable of street cleaning for this area and seconded by Cllr Eaton and agreed by all.</p>	<p>Clerk</p>																																													
<p>16/156 16/156/1 16/156/2 16/156/3</p>	<p>Finance & Administration:</p> <p>Receipts Precept £5050.87 Interest £0.41</p> <p>To approve bank reconciliation as at 28 October 2016</p> <table border="0"> <tr> <td>Receipts, including starting balance</td> <td style="text-align: right;">£20,164.91</td> </tr> <tr> <td>Less Payments</td> <td style="text-align: right;">£5,970.47</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£14,194.44</td> </tr> </table> <table border="0"> <tr> <td>Current Account Balance</td> <td style="text-align: right;">£1,500.00</td> </tr> <tr> <td>Business Account Balance</td> <td style="text-align: right;">£12,694.44</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£14,194.44</td> </tr> </table> <p>Payments - To approve payments of the cheques that were signed between meetings plus those presented at the meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheque No</th> <th style="text-align: left;">Payee</th> <th style="text-align: right;">Amount £</th> </tr> </thead> <tbody> <tr> <td>838</td> <td>Came & Company</td> <td style="text-align: right;">£1,073.51</td> </tr> <tr> <td>839</td> <td>NCALC - Cllr Training</td> <td style="text-align: right;">£39.00</td> </tr> <tr> <td>840</td> <td>Hannah Oswin (MrSite)</td> <td style="text-align: right;">£7.19</td> </tr> <tr> <td>841</td> <td>G Greaves (Staples Stationary)</td> <td style="text-align: right;">£18.77</td> </tr> <tr> <td>842</td> <td>4 Counties (Sept)</td> <td style="text-align: right;">£570.00</td> </tr> <tr> <td>843</td> <td>E.ON</td> <td style="text-align: right;">£233.32</td> </tr> <tr> <td>844</td> <td>EON (lamp 15, Hollowell)</td> <td style="text-align: right;">£28.16</td> </tr> <tr> <td>845</td> <td>G Greaves - Salary - October/November</td> <td style="text-align: right;">£309.08</td> </tr> <tr> <td>846</td> <td>HMRC - October/November</td> <td style="text-align: right;">£77.20</td> </tr> <tr> <td>847</td> <td>Solutions for Play - Playground Inspection</td> <td style="text-align: right;">£114.00</td> </tr> </tbody> </table>	Receipts, including starting balance	£20,164.91	Less Payments	£5,970.47	Total	£14,194.44	Current Account Balance	£1,500.00	Business Account Balance	£12,694.44	Total	£14,194.44	Cheque No	Payee	Amount £	838	Came & Company	£1,073.51	839	NCALC - Cllr Training	£39.00	840	Hannah Oswin (MrSite)	£7.19	841	G Greaves (Staples Stationary)	£18.77	842	4 Counties (Sept)	£570.00	843	E.ON	£233.32	844	EON (lamp 15, Hollowell)	£28.16	845	G Greaves - Salary - October/November	£309.08	846	HMRC - October/November	£77.20	847	Solutions for Play - Playground Inspection	£114.00	
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	November Total	£2,470.23	
16/156/4	<p>Cllr Leah proposed that all the above payments are approved and signed. Cllr Wenden seconded the proposal and all agreed.</p> <p>Draft Budget and Precept 2017/18 – Clerk to report and for discussion by the Council.</p> <p>The Clerk reported that the payments for this financial have fallen well within the budget so far. The budget and precept for 2016/17 will be discussed and finalised at the January meeting. The Chairman asked all councillors to consider the budget for next year including areas for reducing or increasing the budget and forward these to the Clerk for further consideration at the January meeting of the Parish Council. It was agreed that unless there are any unexpected changes prior to finalising the precept demand in January the council keep the precept at its current level of £10,100.</p>		ALL
16/156/5	<p>Clerks Contract – review of hours of work: Council to decide on payment and extension of hours.</p> <p>The Clerk had raised that the number of hours required to carry out the duties of the post had on occasion exceeded those agreed, however pointed out that this could be due to the settling in period. The Chairman reported that there may be a need to review the Clerks working hours however this will be subject to a justified case which if necessary would be considered at the next meeting. The Clerk agreed to keep a log of working hours and report back to the next meeting. This was noted.</p>		Clerk
16/157	Date of Next Meetings		
	Wednesday 11 January 2017, Wednesday 8 March 2017		
	Meeting closed at 9.35 p.m.		

Signed:
Chairman

A. G. Crisp

Dated: 11 January 2017