

Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 8 March 2017** at 7.30 p.m.

Present:-

Councillors:

Cllr A Crisp (Chairman of the Council)
Cllr E Curtis
Cllr A Eaton MBE
Cllr S McCubbin
Cllr H Oswin
Cllr M Tomalin

Clerk to the Council:

Gillian Greaves

Members of the Public:

None

		Action
17/23	To receive and approve apologies for absence. Apologies received from Cllr Wenden. The Chairman proposed that the apologies are accepted; Cllr Curtis seconded the proposal and the Council Resolved to accept the apologies. No apologies were received from Cllr Leah.	
17/24	To receive and approve for signature the minutes of the meeting 11 January 2017. The minutes were proposed as correct by Cllr Tomalin and seconded by Cllr Oswin. The Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting.	
17/25	To note any matters arising from the minutes not included on the agenda for report only.	
17/25/1	NCALC Training Courses –“Preparing for Year End Audit” - the Clerk reported to the Council that she had attended the course and had found it of great benefit. It had provided a good overview of the requirements relating to the end of year process.	
17/25/2	Community Enhancement Gang – the Chairman reported that since the last meeting he had submitted a request with a list of areas including The Jetty to the Community Enhancement Gang.	
17/25/3	Internal Audit – the Chairman clarified the decision made at the last meeting concerning arrangements for the internal auditor for 2017/18. The internal auditor would be appointed through NCALC scheme and not an independent internal auditor as in previous years.	
17/25/4	Anit Virus Software - the Chairman confirmed that since the last meeting he had arranged for the anti-virus software to be installed successfully on the Parish Council's laptop.	
17/26	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
17/27	Public Participation. None received.	
17/28	Neighbourhood Watch and Police Liaison – the Chairman reported that the Police & Crime Plan 2017/21 had been published and that the Police & Crime Commissioner had announced that the police headquarters would remain at Wootton Hall Park. Locally the most recent incident had concerned cold calling in the area, The Chairman encouraged residents to be aware and that they should report all cold calling activity to the police by calling 101.	

17/29	<p>Correspondence – to discuss and consider correspondence received to date. The Chairman had received correspondence from Citizens Advice requesting consideration for a grant from the Parish Council. This will be considered at the May meeting.</p> <p>The Clerk had received an email from the Northamptonshire Local Access Forum. The main remit of the group is to advise the county council, as well as district and borough councils, on the management of the county's public rights of way and they are looking to increase membership. This information was passed to Cllr McCubbin for consideration as the Parish Council's Councillor with special responsibilities for Rights of Way.</p> <p>The Clerk had received a letter from 4 Counties Grounds Maintenance expressing their disappointment at not being appointed the grass cutting contract for 2017/18. This was noted by the Parish Council.</p>	Clerk May Agenda -
17/30	<p>Transparency Code Grant & Website – the Chairman confirmed that since the last meeting he had completed the Transparency Code grant application and this had been successful. The Clerk confirmed that the grant of £727.80 had been received and credited to the Parish Council's Business Reserve Account.</p> <p>It was agreed that Cllr Oswin will work with the Clerk to develop the website to meet the new requirements under the Transparency Code and to report on progress at the next meeting.</p>	HO & Clerk - May Agenda
17/31	<p>Nations Tribute – Cllr Eaton reported that he had been approached by Guilsborough Parish Council to enquire if Hollowell Steam Rally would give permission to use their field to light a beacon to commemorate the Nations Tribute to WW1. The Parish Council discussed support for the proposal. Cllr McCubbin proposed that the Parish Council support the idea and Cllr Curtis seconded it. The Council Resolved to support the lighting of a Beacon to commemorate the Nations Tribute to WW1.</p>	
17/32	<p>Unitary Local Govt. – the Chairman raised the potential impact of the unitary local government. Councillors discussed the matter but felt that as yet the impact is unknown and therefore agreed to defer for a future meeting when more information was available.</p>	
17/33	<p>Planning – to consider any planning consultation papers, applications and completions received.</p>	
17/33/1	<p>New Applications – none received</p>	
17/33/2	<p>Existing Applications – none received</p>	
17/33/3	<p>Completions and other planning matters – none received.</p>	
17/34	<p>Parish Assets</p>	HO install
17/34/1	<p>Bus Shelter – Cllr Eaton updated the Parish Council that he had carried out remedial works to the bus shelter to treat the wood worm with assistance from Cllr McCubbin.</p>	Gmail cloud.
17/34/2	<p>Laptop Maintenance & Servicing – the Clerk reported that the performance of the laptop was often slow and she was concerned that there were no arrangements for annual maintenance, servicing or backing up the hard drive. The Council discussed the options for backing up the parish council files and Cllr Oswin proposed that she would set up a cloud for storage purposes on the laptop and Cllr Curtis seconded this. The Council Resolved for the installation of a cloud on the laptop to facilitate backing up of files.</p> <p>The Clerk and Chairman agreed to request quotes for a service contract for the laptop for discussion at the next meeting.</p>	AC/Clerk to obtain quotes for IT services – May Agenda
17/35	<p>Broadband services – the Parish Council discussed the local broadband situation following announcement that Teeton would be included in the Phase 3 development of broadband for the County. Cllr Tomalin agreed to liaise with Teeton resident to assess interest in registering with Gigaclear. Cllr Curtis gave an update on a number of properties without cable/services in Hollowell.</p>	
17/36	<p>Litter Picking – Cllr Curtis reported a positive response to the litter picking event. A "Litter Picking Week in Hollowell" has been designated as Saturday 11 March – Sunday 19 March. Litter picking kits are not available from Daventry District Council however Cllr Eaton has provided a number of litter pickers for the event.</p> <p>Cllr Curtis also reported that CPRE are holding a photo completion and requesting photo of litter picking events to be considered for the prize.</p>	
17/37	<p>Daventry Tourism Stakeholder Meeting – the Chairman reported on the Daventry Tourism Stakeholder meeting and the "Love Daventry" brand. This will possibly be a regular forum however it was felt that this was not something the Parish Council would</p>	

	support by attendance at this time.																																									
17/38	Tree Survey & Inspection – the Chairman reported that a tree survey is a requirement of the Council’s Risk Assessment. The last tree survey was undertaken three years ago and it is now due to be completed again. The Clerk had contacted four companies that specialise in tree works to ask for quotes to undertake the tree survey inspection. Two quotes were received and were both considered by the Parish Council. Cllr Tomalin agreed to be the contact for the tree survey inspection. Cllr Eaton proposed that the Council appoint Maurice Fitch Tree Works Ltd., to undertake the tree survey inspection. Cllr Oswin seconded the proposal and the Council Resolved to appoint the preferred contractor to carry out the tree survey as detailed in his quotation at a cost of £280 plus VAT. The Clerk to action the appointment of the successful contractor and advise and thank the unsuccessful contractor.	MT Clerk																																								
17/39 17/39/1	Pocket Park HPPAC - Cllrs Curtis updated the Parish Council and reported on a successful “swop shop” held in February raising £70 toward the HPPAC funds. HPPAC are intending to apply for a major grant – they have abandoned the footpath plans and are concentrating on new play equipment. Local play equipment providers will be quoting for new play equipment. Cllr Curtis reported that HPPAC have £5,000 in their funds. Future plans include holding a jumble sale in April.	MT – May Agenda																																								
17/39/2	Swings – Cllr Curtis reported that quotes for swings will be included in the quotes for play equipment as above.																																									
17/39/3	Monthly/Annual Report – Cllr Tomalin agreed to undertake the monthly written report in the absence of Cllr Wenden.																																									
17/39/4	New Pocket Park Signage – new signs have been installed satisfactorily and the invoice received for payment.																																									
17/39/5	Remedial works to climbing frame logs – Cllr Eaton reported that all works completed.																																									
17/39/6	Replacements latch to pedestrian entrance gate – Cllr Tomalin to investigate and report to the May meeting.																																									
17/40 17/40/1	Finance & Administration: To approve bank reconciliation: Bank reconciliation as at 28 February 2017 was proposed by the Chairman and seconded by Cllr Eaton. The Council Resolved to accept the bank reconciliation as detailed. The Chairman signed the bank reconciliation statement. Receipts, including starting balance £22,341.94 Less Payments £ 8211.31 Total £14,130.63																																									
17/40/2	Current Account Balance £ 1,500.00 Business Account Balance £12,637.82 Less uncashed cheque £ 7.19 Total £14,130.63 Payments - To approve payments of the cheques that were signed between meetings plus those presented at the meeting. Cllr Oswin proposed that the payments were approved, seconded by Cllr Eaton and the Council Resolved to approve the payments listed below.																																									
	<table border="1"> <thead> <tr> <th>Cheque No</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>856</td> <td>Northants CLAC</td> <td>Training Course: Preparing for Year End Audit</td> <td>£ -</td> <td>£ 34.00</td> </tr> <tr> <td>857</td> <td>G Greaves (Office Outlet)</td> <td>Stationary - Printer Ink & Box of Printing Paper</td> <td>£ 7.20</td> <td>£ 43.18</td> </tr> <tr> <td>858</td> <td>D&H Sign & Display Services</td> <td>Signage</td> <td>£ 16.00</td> <td>£ 96.00</td> </tr> <tr> <td>859</td> <td>G Greaves</td> <td>Office Accommodation Telephone/Broadband - Aug/Mar 16/17</td> <td>£ -</td> <td>£ 40.00</td> </tr> <tr> <td>860</td> <td>G Greaves</td> <td>Salary</td> <td>£ -</td> <td>£ 276.92</td> </tr> <tr> <td>861</td> <td>HMRC</td> <td>HMRC G Greaves Tax/NI</td> <td>£ -</td> <td>£ 69.40</td> </tr> <tr> <td></td> <td>March Total</td> <td></td> <td>£ 23.20</td> <td>£ 559.50</td> </tr> </tbody> </table>	Cheque No	Payee	Purpose	VAT	Amount	856	Northants CLAC	Training Course: Preparing for Year End Audit	£ -	£ 34.00	857	G Greaves (Office Outlet)	Stationary - Printer Ink & Box of Printing Paper	£ 7.20	£ 43.18	858	D&H Sign & Display Services	Signage	£ 16.00	£ 96.00	859	G Greaves	Office Accommodation Telephone/Broadband - Aug/Mar 16/17	£ -	£ 40.00	860	G Greaves	Salary	£ -	£ 276.92	861	HMRC	HMRC G Greaves Tax/NI	£ -	£ 69.40		March Total		£ 23.20	£ 559.50	
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17/40/3	Internal controls audit - the Clerk reported that the Council's Internal Controls must be checked annually and Councillor Tomalin is the designated Councillor to undertake this role. Cllr Tomalin and the Clerk confirmed that this will be undertaken in the next few days and will report back to the next meeting of the Council in May.	May agenda
17/41	Contracting out of payroll services – consider options and associated costs. The Clerk reported that she currently completes the payroll and HMRC activity which does not provide a salary slip or any separation of financial duties. The options are to keep the current arrangement with the Clerk undertaking her own payroll activities or to consider contracting this work out to a professional agency at a cost. The Clerk had approached three separate payroll agencies and obtained quotes to undertake the payroll services including issuing a P60, end of year submissions, HMRC submissions, salary notification and wage slip. The quotes did not provide for any services relating to employees' pension. The council discussed the options and considered the costs of outsourcing with the time savings and benefits to the clerk and the Council. Cllr Oswin proposed the Council instruct Diane Malley to undertake the payroll services at a cost of £81 per year and this was seconded by Cllr Curtis. Cllrs McCubbin and Eaton abstained. The Council Resolved to appoint Diane Malley to undertake the payroll services for the Council's employee.	
17/42	Clerk's Working Conditions and Practices – Council to decide on Health & Safety Assessment – the Chairman reported that it is a requirement to undertake a health and safety assessment of the Clerks place of work. Cllr Oswin agreed to research a DSE work place assessment and forward to Cllr Tomalin to complete in conjunction with the Clerk.	HO/MT Clerk
17/43	Pension Regulations Staging Date 1 February 2017 – Chairman to report on completion of Declaration. The Chairman reported that he had completed the declaration to report that the Parish Council have no employee to pay into a pension scheme and that the Council should note that it is a requirement on the Parish Council to review the situation with regard to employees pensions from time to time.	
17/44	Date of Next Meetings – The Council noted the meeting dates for 2017 and that the May meeting would be the Annual Parish Meeting followed by the Annual Parish Council Meeting Parish Council meeting dates for 2017 are: Wednesday 10 May 2017, Wednesday 12 July 2017, Wednesday 13 September 2017, and Wednesday 8 November 2017.	All
	The Chairman closed the meeting at 9.15 pm	