 **HOLLOWELL & TEETON PARISH COUNCIL**

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**Minutes of the Meeting of Hollowell & Teeton Parish Council held in Hollowell Village Hall on Wednesday 18 January 2023 at 7.30pm.**

**Present: -**

**Councillors: Cllr E Curtis**

**Cllr A Crisp (Chairman)**

 **Cllr A Eaton MBE**

 **Cllr G Leah**

 **Cllr S McCubbin**

 **Cllr H Oswin**

 **Cllr M Tomalin**

**Clerk to the Council: Gillian Greaves**

**23/001 Receive and approve apologies for absence.** None received.

**23/002 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None received.

**23/003 Receive and approve for signature the minutes of the meeting held on 16 November 2022.** The Council **Resolved** to approve the minutes of the meeting held on 16 November 2022. The Chairman signed them as a correct record of the meeting.

**24/004 Note any matters arising from the minutes not included on the agenda for report only.**

1. **Grit bins update** – nothing further to report.
2. **Sewage –** Cllr Curtis reported residents had reported the smell of sewage in a number of locations in Hollowell. Cllr Curtis has contacted Anglian Water to report the matter. A number of actions were undertaken by Anglian Water and it appears to have resolved the issue. Cllr Curtis advised if there are further problems she will invite Anglian Water to attend the parish council meeting to discuss the matter.

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**23/005 Public Participation. None present.**

**23/006 Neighbourhood Watch and Police Liaison.** The Chairman reported the Chief Constable was due to retire in February. Crime statistics are now available and the data shows nationally an overall increase in crime figures, however, Northamptonshire has an overall decrease in crime

**23/007 Street Lighting – Review of Costs and Options for reduction – Chairman to Report.** Having previously considered the options and agreed that the costs would be prohibitive, the Council agreed to take no further action at this time,

**23/008 ESPO Electricity Procurement Service Agreement 2024-2028.** The Chairman reported the Council’s current electricity arrangement with Total Energy obtained though the framework agreement with ESPO would end in October 2024. ESPO invited the Council to sign up to the 2024-2028 framework, the deadline for agreeing this is 30 January 2023. The Chairman advised that at present there was no cost information on the framework agreement but that due to the difficulties obtaining quotes from other suppliers it would be sensible to continue with the current arrangements with ESPO. The Council **Resolved** to approve signing up to the ESPO 2024-2028 framework agreement.

**23/009 To approve the grass mowing contract arrangements for 2023/4.**  The Council noted the increase of £10 per cut in mowing cost and **Resolved** to approve a further 12 month extension to the mowing contract. The Clerk had received an email enquiring if the Council would consider participating in No Mow May. The Council considered this matter and asked the Clerk to refer the enquirer to the Council’s grass mowing contract and specification available on the website.

**23/010 To set the budget for 2023-24.** Cllr Curtis proposed, seconded by Cllr Leah and the Council **Resolved** to set its budget for 2023-24 at £17,990.00.

**23/011 To set the precept for 2023-24.** The Chairman proposed, Cllr Curtis seconded and the Council **Resolved** to set the precept at £13,310.00 2023-24.

**23/012 Correspondence – requiring a response or a decision.**

1. **NBC Holocaust Memorial Day – 27 January 2023.**  Noted.
2. **West Northamptonshire Council Draft Budget 2023/24 Consultation – deadline 31 January 2023.** Noted, individual councillors to make comments.
3. **Northants PFCC, Police, Fire & Crime Commissioner’s Council Tax Precept Consultation – deadline 17 January 2023.** Noted.
4. **West Northamptonshire Council, Town and Parish Briefings.** Noted.
5. **Email from resident concerning problems with central heating and hot water.** The Chairman reported that a resident of ‘Futures Housing Group’ property in Hollowell had contacted the Council to request help with arranging repairs to an oil-fired boiler as they had no heating or hot water. The Council intervened and the matter was resolved.

**23/013 Planning** – to consider any planning consultation papers, applications and completions received.None received.

**23/014 Pocket Park**

 **23/014/1 HPPAC –** receive an update from Cllrs Curtis and approve any action. Nothing to report.

 **23/014/2 Monthly/Annual Report –** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised**.** Nothing to report.

**23/015 Finance & Administration:**

**23/015/01** **To approve bank reconciliation as at 31.12.2022 – separate paper.** The bank reconciliation was circulated prior to the meeting. The reconciliation was proposed as correct by Cllr Oswin, seconded by Cllr Leah and the Council **Resolved** to approve the bank reconciliation, signed by the Chairman**.**

|  |  |
| --- | --- |
| Receipts including starting balance 31.03.2022 | £13,717.90 |
| Payments  | £10,892.11 |
| Receipts | £12,383.56 |
| Closing Position at 31.12.2022 | **£15,209.35** |
|  |  |
| Unity Trust Bank Account C/A  | £3,136.23 |
| Unity Trust Bank Account Reserve A/c | £12,073.12 |
| Total | **£15,209.35** |

**23/015/02 Receipts &** **Payments –** To note receipts and approve payments. The Council Resolved to accept the receipts and approve the payments listed below.

**Receipts** **– 31.12.22 - Unity Trust Bank £38.73 Interest, 9.11.2022 Hamish Craig £50 donation -**

 **Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MOP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP\* | G Greaves | Clerks Salary December 22 |  | £298.90 | LGA 1972 s112 |
| BP\* | HMRC | Clerks PAYE December 22  |  | £74.80 | LGA 1972 s112 |
| BP\* | Total Energy  | Electricity Street Lights Invoice  | £7.63 | £159.00 | Highways Act 1980 |
| BP | Northants CALC | Backdated VAT invoice  | £45.00 | £45.00 | LGA 1972 s112 |
| BP | Unity Trust Bank  | Service Charge Q3 |  | £18.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks Salary January 23 |  | £274.86 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE January 23 |  | £68.60 | LGA 1972 s112 |
| BP | G Greaves | Clerks Expanses Mileage January 23 |  | £11.70 | LGA 1972 s112 |
| BP | E-ON | Street Light Maint. Invoice 115826 | £19.67 | £118.01 | Highways Act 1980 |
| BP | Total Energy  | Electricity Street Lights Invoice  | £9.13 | £191.68 | Highways Act 1980 |
| DD | ICO | Data Protection  |  | £35.00  | LGA 1972 s112 |

**23/016 AMP Working Group update on the Asset Management Project. Chairman to Report. The Chairman reported he had signed up to a seminar and he would report back on this to the next Council meeting.**

**23/017 Highgate House, Creaton – Emergency Accommodation for Asylum Seekers. The Chairman to report. The Chairman reported on the recent meeting held locally to discuss the Governments proposal to commission Highgate House, Creaton as emergency accommodation for Asylum Seekers. The meeting was attending by the Chairman and Cllr Curtis. The Chairman reported that the scheme has been reprieved but this may change in the future.**

**23/018 Assets Survey – Review of Parish Council Assets: Councillor McCubbin to report. Cllr McCubbin will undertake an inspection of the Parish Council assets and report to the next meeting of the Council. Cllr Eaton will undertake an inspection of the Village sign and report back to the next meeting with his recommendations.**

**23/019 Hollowell Sewage Works – Council to consider any issues arising from commencement of work. The Chairman reported that he was not aware of any problems relating to these works although initially there had been a considerable amount of mud.**

**23/020 The Council to consider an application for a S137 Grant from Village Link. The Council Resolved to award a Section 137 grant for £150 to the Guilsborough Village Link towards the annual costs of producing the village magazine.**

**23/021 Date of Next Meeting Wednesday 15 March 2023 at 7.30 pm.** Noted – the Council also noted the following future meeting dates:

 15 March, 17 May, 19 July, 20 September, 15 November, 17 January 2024, 13 March 2024.

**23/022 Close –** the meeting closed at 8.30 pm**.**

**Signed by: Date:**

**Chairman**