 **HOLLOWELL & TEETON PARISH COUNCIL**

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**Minutes of the Meeting of Hollowell & Teeton Parish Council held in Hollowell Village Hall on Wednesday 3 September 2025 at 7.30pm.**

**Councillors: Cllr S Cooksley**

**Cllr A Crisp (Chairman)**

**Cllr G Leah**

**Cllr S McCubbin**

**Cllr H Oswin**

**Cllr M Tomalin**

**Clerk to the Council: Gillian Greaves**

**Ward Councillor: Cllr Christine Ware**

**25/092 Receive and approve apologies for absence.** Apologies received from Cllr Curtis due to personal commitments.

**25/093 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None received.

**25/094 Receive and approve for signature the minutes of the meetings held on 16 July 2025.** The Council to **Resolved** to approve the minutes of the 16 July 2025 and the Chairman signed them as a correct record of the meeting.

**25/095 Vacancy/Co-option for Parish Councillor.** The Chairman reported that despite some initial interest the Council continues to hold a vacancy for a parish councillor.

**25/096 Note any matters arising from the minutes not included on the agenda for report only.** The Chairman updated the Council following the recent walkabout with a representative of the Highways team, and was pleased to report that a section of Teeton to Guilsborough Road raised by tree roots had now been repaired.

**25/097 Public Participation.** None present.

**25/098 Unitary Councillor Report.** Cllr Ware briefed the Council on recent events including WNC staffing changes that have come about following the departure of the Assistant Chief Executive and the recent announcement by Chief Executive that she will be leaving later in the year. Martyn Henry, WNC current S151 officer will be the acting Chief Executive. Cllr Ware reported on a cross party call in concerning Climate Change/Zero targets. WNC have commenced work to prepare the 2026/27 budget for consideration by the Council. Planning matters - workshops on the local plan are underway and Cllr Ware reminded the Council that government funding to support Neighbourhood Plans had been withdrawn leaving parish councils with only limited funding from the local authority.

**25/099 Neighbourhood Watch and Police Liaison – receive an update from the Chairman.** The Chairman updated the Council on recent events relating to policing matters. The Police have announced a time limited firearms amnesty. The Beat Bus will be visiting The Green, Hollowell on 18 September 2025 between 10.30 – 11.30am. The P F & C Commissioner is considering a new initiative “Crime Prevention in a Box”, which is a box of leaflets to be distributed to small villages through the PLR scheme. The Police website also has crime map which provides information on reports of local crimes.

**25/100 Correspondence – requiring a response or a decision.**

1. **Police, Fire and Crime Commissioner Newsletter - August 2025.** Noted.
2. **NCALC, Emergency Alert Test.** Noted.
3. **WNC – Views sought on a plan to improve walking, wheeling and cycling routes in Northampton.** Noted.
4. **WNC - Prepare for the unexpected: join September’s emergency planning campaign.** Noted.
5. **WNC - Local Validation List Consultation -** Noted

**25/101 Planning** – to consider any planning consultation papers, applications and completions received.In reference to the planning applications listed below the Chairman reported on recent updates added to the planning portal since the last Council meeting, all noted by the Council.

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| --- | --- | --- |
| **Application No** | **Location** | **Description** |
| 2025/2200/FULL | Hall Farm Creaton Road Teeton NN6 8LH | Conversion of agricultural buildings to 3no. dwellings for holiday lets & 1no. home office. |
| 2025/2843/COND | Hall Farm Creaton Road Teeton NN6 8LH | Updates to Planning Application - **withdrawn** |
| 2025/2420/MAF | Hollowell Lodge Farm, Welford Road, Creaton, NN6 8NX | Proposed Redevelopment  Demolition of 13no. buildings (Classes C3, B2/B8 and Sui Generis); erection of 8no. Class B2 Units and 3no.Class B8 Units; provision of soft and hard landscaping and sustainable drainage infrastructure |
| 2025/2414/FULL | Hollowell Lodge Farm Welford Road Hollowell NN6 8NX | Conversion of 1no. redundant building to 3- bed dwellinghouse  (Class C3) and conversion of 2no. further redundant buildings to ancillary residential accommodation |

The Chairman commented on the content of a letter submitted, by WNC Highways Development Manager for both applications for Hollowell Lodge Farm, in which it was stated “*the footway along Welford Road (A5199) is narrow, discontinuous and of poor surface quality in certain sections, raising concerns about pedestrian safety and connectivity between the site, the village and public transport facilities*.” In consequence, a report had been submitted on Fix My Street quoting the statement and the area has been inspected by a qualified Highways Inspector who reported the footway was not in need of repair. It was agreed that the Chairman should report these findings to the WNC Highways Development Manager and seek clarification of the location and condition of the footway.

**25/102 Sewage Works Update.** The Chairman reported that there had been no further reports of local sewage issues and recommended that the matter be closed.

**25/103 Pocket Park:**

**25/103/1 HPPAC -** receive an update from Cllrs Curtis and approve any action. Nothing to report.

**25/103/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised. Cllr Tomalin reported that the repairs to the Steam Engine had been completed satisfactorily and all other areas in the Pocket Park were in order.

**25/103/3 Approve contractor and budget for annual inspection of play equipment.** Cllr Tomalin proposed and the Council **Resolved** to approve Wicksteed Leisure Ltd., to undertake the annual inspection of the Pocket Park for a fee of £150 plus VAT.

**25/104 Pocket Park Maintenance: Council to receive quotations and approve work on hedgerows and**

**grass area.**

The Chairman had reviewed the specification for annual specialist groundworks to the Pocket Park and obtained quotations from Heygates Contracting Ltd., for £550 (plus VAT), and Elm Tree Garden Services for £200. The Council **Resolved** to approve the works and costs.

**25/105 Finance & Administration:**

**25/105/01 Bank reconciliation 31 August 2025 –** separate paper circulated prior to meeting.The Council **Resolved** to approve the bank reconciliations dated 31 August 2025

**25/105/02 Budget Monitoring Report Q1 30/06/2025 –** separate paper circulated prior to meeting. The Council noted the budget monitoring report.

**25/105/03 Receipts &** **Payments -** To note receipts and approve payments. The Council **Resolved** to approve the payments listed below.

**Receipts nil**

**Payments –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MoP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks Salary August 2025 |  | £314.35 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE August 2025 |  | £78.80 | LGA 1972 s112 |
| BP | Mark Hazle | Grass Mowing Invoice 2255 |  | £310.00 | Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164 |
| BP | Total Energies | Electricity Supply invoice 385760886/25 | £4.21 | £88.28 | Highways Act 1980 |
| BP | Unity Trust Bank | Service Charge August 2025 |  | £6.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks Salary September 2025 |  | £377.31 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE & NIC September 2025 |  | £94.20  £8.18 | LGA 1972 s112 |
| BP | G Greaves | Clerks Travel Expenses September 2025  Clerks home working allowance/phone/broadband £100.00 |  | £111.70 | LGA 1972 s112 |
| BP | Clear Council | Insurance Renewal year 2  invoice LCO01940 |  | £931.20 | LGA 1972 s112 |
| BP | Unity Trust Bank | Service Charge September 2025 |  | £6.00 | LGA 1972 s112 |

**25/106 To appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment.** Cllr Cooksley agreed to take up the role of representative for Climate & Nature Champion and will report back to the Council as required.

**25/106/1 A message sent on behalf Cllr Rosie Humphreys by Cllr Christine Ware - Because Climate Matters.** The matter was noted by the Council.

**25/107 WNC Biodiversity Grant Scheme – Council to consider applying for grant. (Deadline 30 September 2025).** The Council noted the grant scheme.

**25/108 Assertion 10: Digital and Data Compliance within the Annual Governance Statement.** The Council noted the requirements of Assertion 10 and agreed to take the necessary steps to ensure compliance. The Council approved the production of a draft IT Policy to be considered at the November meeting.

**25/109 H&TPC Website & Email –** Cllr Oswinbriefed the Council on progress to upgrade the Council’s domain account and introduce councillor email accounts. Cllr Oswin has researched and reviewed a number of providers and compared costs with the current supplier. Cllr Oswin proposed and the Council **Resolved** that the Council move to Parish Online at a cost of £215 for year one and £315 for subsequent years. Cllr Oswin and the Clerk to organise the transition arrangements and report back to the November meeting.

**25/110 Community Infrastructure Levy update.** The Clerk circulated a CIL financial report prior and provided an update which the Council noted. Northants CALC are providing a CIL Training course at a cost of £35 and the Clerk agreed to attend.

**25/111 Update on Street Light upgrade.** The Chairman briefed the Council on proposals to undertake a further phase of street light upgrades using CIL funding. It was agreed that the Chairman will bring a costed plan to the November meeting. Cllr Tomalin raised an issue relating to a street light in Teeton which the Council noted and this matter will also be considered at the November meeting.

**25/112 Council to note NH0130: Receipt of documents – notification of exempt status, 2025.** Noted.

**25/113 Renewal of Council’s Insurance - Council to approve second year insurance renewal premium of a three-year agreement.** The Council **Resolved** to approve the insurance renewal and premium with Clear Council.

**25/114 Pay Award – Council to note the agreed pay award for 2025/26 and approve payment to Clerk.** The Chairman briefed the Council on the recent pay award for 2025/26, backdated to 1 April 2025. The Council **Resolved** to approve the backdated pay award for 2025/26. The Chairman proposed that the Clerks pay scale be raised from SCP 15 to SCP 17 with effect from 1 April 2026 and considered in preparation for the next years budget. The Council **Resolved** to raise the Clerk’s SCP to SCP 17.

**25/115 Date of Next Meeting Wednesday 19 November 2025 at 7.30 pm.** Noted.

**25/116 Close.** The meeting closed at 8.50pm.

**Signed Date 19 November 2025**

**Chairman**