



**Hollowell & Teeton
Parish Council**

HOLLOWELL & TEETON PARISH COUNCIL

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Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 10 January 2018** 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 M Tomalin
Cllr H Oswin
Cllr S McCubbin

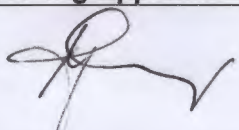
Clerk to the Council:

Gillian Greaves

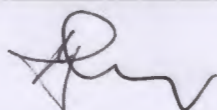
Members of the Public:

None present

18/001	To receive and approve apologies for absence. Apologies received from Cllr Wenden. Cllr Tomalin proposed that the apologies are accepted; Cllr Eaton seconded the proposal and the Council Resolved to accept the apologies.
18/002	Receive and approve for signature the minutes of the meetings held on 8 November 2017 and 13 December 2017. Cllr Curtis proposed the Council accept the minutes of 8 November; Cllr Leah seconded the proposal and the Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting. Cllr Tomalin proposed the Council accept the minutes of 13 December; Cllr Curtis seconded the proposal and the Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting.
18/003	Matters arising from the minutes not included on the agenda for report only. None
18/004	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.
18/005	Public Participation: None present.
18/006	Neighbourhood Watch and Police Liaison. The Chairman reported that he had attended a meeting in November in his new role as Police Liaison for the Parish. Although at present it is uncertain how this will move forward, the advice is that any Police/Neighbourhood Watch issues should be passed to the Chairman. As always the Chairman advised that, whilst crime numbers are low, it is vital to be vigilant at all times.
18/007	Consider Sponsorship of a PCSO and approve further action and budget. The Clerk had previously circulated a paper on the idea of the Parish Council funding its own PCSO in partnership with other parish councils. The cost would be £37,245 p.a. and the Chairman gave local example of Kilsby & Crick where a similar scheme was operating. The Council discussed the matter at length but the consensus was that no further action was proposed at this time.
18/008	Correspondence – for information and not requiring a response or a decision. The Council noted the correspondence received from Leicestershire Gardens Services and asked the Clerk to keep the letter on file for future reference. Northants CALC Update and DDC Forum Minutes were circulated for information.
18/009	Planning – consider any planning consultation papers, applications and completions received.
18/009/1	New Applications – None
18/009/2	Existing Applications – None

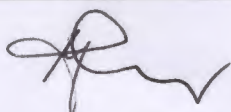
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	code in cases of emergency were required. The Clerk was asked to locate the details of the previous sign maker so that an additional sign, in keeping with the existing one, can be ordered.																														
18/012 18/012/1 18/012/2	<p>Grass Mowing Urban Highway Grass Mowing Contract 2018. The Chairman advised that the Council had received the annual Urban Highway Grass Mowing Contract for 2018 – this is a grant paid by Northamptonshire County Council towards the cost of grass verges in the Parish which are the responsibility of the County Council. The Council discussed the matter and Cllr Curtis proposed that the Council apply for the grant and this was seconded by Cllr Oswin and the Council Resolved to apply for the grant and the Chairman signed the application.</p> <p>Consider Options for Removal and Prevention of Moles from areas subject to grass mowing contract. Cllr Curtis reported that she had been made aware of an infestation of moles in the areas currently maintained by the Parish Council. This was causing the grass mowing contractor some problems and potentially could damage the grass cutting machinery. Cllr Curtis reported that she had undertaken considerable research into the matter contacting a number of contractors that specialise in dealing with mole infestations to obtain costs and treatment options. Cllr Curtis gave a brief overview of the findings and explained that the problem was not local to parish council land it was extensive in other adjoining fields and the owners would not have the same need to eradicate the moles. The Council discussed at length how to deal with the problem. The Chairmen outline the three options:</p> <p>a) to continue to flatten the moles hills prior to grass cutting using volunteers b) ask the mowing contractor to deal with the flattening and pay accordingly with cost implications c) instruct a contractor to remove them on an ongoing basis which would have cost implications</p> <p>Cllr Curtis proposed instructing a contractor and this was seconded by Cllr Oswin but was not supported by a majority vote. Cllr Eaton agreed to discuss with the current Grass Mowing Contractor about possible remedies for dealing with the molehills as part of the mowing contract and report back to the March meeting.</p>	AE March agenda																													
18/013	Parish Council Tree Survey 2017 - Tree Works Phase 2. Cllr Tomalin reported that the works had been completed satisfactorily by the contractor.																														
18/014	Condition of the Jetty – Council to discuss and agree future action and budget considerations. Cllr Curtis reported that since the last meeting she had undertaken an inspection of the area and had noted a considerable coverage of fallen leaves. Cllr Curtis reported that her investigations led her to believe that the majority of leaves came from one property adjacent to the footpath. The Council discussed how they could keep the area regularly maintained to include sweeping and strimming of weeds. A number of options were considered and discussed at length. Cllr McCubbin proposed that she organise a community clean-up by local residents, this was seconded by Cllr Leah and the Council Resolved to approve the organising of a community clean-up for the Jetty and will report back to the March meeting.	SMcC GL March agenda																													
18/015 18/015/1 18/015/2	<p>Finance & Administration</p> <p>To approve bank reconciliation as at 29.12.2017. The bank reconciliation and supporting paperwork was circulated prior to the meeting. The Chairman proposed to approve the bank reconciliation and seconded by Cllr Leah the Council Resolved to approve the bank reconciliation. The Chairman signed the bank reconciliation statement as correct.</p> <table border="0"> <tr> <td>Receipts, including starting balance</td> <td style="text-align: right;">£32,484.47</td> </tr> <tr> <td>Less Payments</td> <td style="text-align: right;"><u>£16,643.22</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£15,841.25</td> </tr> <tr> <td> </td> <td></td> </tr> <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;"><u>£14,341.25</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£15,841.25</td> </tr> </table> <p>Receipts & Payments – The following payments were proposed for payment by Cllr Curtis and seconded by Cllr Leah and the Council Resolved to approve the following cheques for payment.</p> <table border="1"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>902</td> <td>E-ON</td> <td>Street Lighting Maintenance</td> <td>£19.91</td> <td>£119.48</td> </tr> <tr> <td>903</td> <td>Information Commissioners</td> <td>Data Protection Registration Renewal</td> <td></td> <td>£35.00</td> </tr> </tbody> </table>	Receipts, including starting balance	£32,484.47	Less Payments	<u>£16,643.22</u>	Total	£15,841.25	 		Current Account Balance	£ 1,500.00	Business Account Balance	<u>£14,341.25</u>	Total	£15,841.25	Chq No	Payee	Purpose	VAT	Amount	902	E-ON	Street Lighting Maintenance	£19.91	£119.48	903	Information Commissioners	Data Protection Registration Renewal		£35.00	
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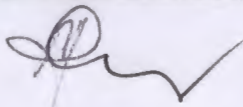
18/009/3 18/009/4	Refusals & Completions – None Policy Settlements and Countryside Local Plan Part 2 Consultation. The Chairman informed the Council that copies of the consultation document's had been made available in the Village Hall. The Plan sets out that Hollowell & Teeton is designated as an infill parish, therefore no change. The Council discussed the plan and decided not to make any further comments.	
18/010 18/010/1	Parish Assets Village Clock. Cllr Eaton reported that the clock was in full working order. The power supply to the clock had been reconnected by Western Power. The Clerk to update the asset register to note the clock is now working satisfactorily.	Clerk
18/011 18/011/1 18/011/2 18/011/3	Pocket Park HPPAC Report – No report. Update on Phase 1 of New Play Equipment – Nothing further to add as the equipment was installed and in use. Consider Recommendations for Additional Play Equipment – Timetable & Funding - Cllr Curtis reported that as yet the total funding for the proposed Canyon Trail had still to be raised but was hopeful of a positive outcome for the next meeting. Cllr Curtis outlined a proposal for the Aerial Runway at a cost of £10,413 excluding VAT – three quotes have been obtained and a preferred contractor, Playground Supplies Ltd., has been discussed and agreed at previous meetings. Cllr Curtis reported that HPPAC had been successful in obtaining funding for the Aerial Runway and proposed that the Council order the equipment to be installed in the Spring once the condition of the playground area was suitable for the heavy vehicles and also it would be a minimum of 12 weeks lead in time for the equipment to be ready for installation. The Council discussed the breakdown of the payments and agreed an amount of £4,000 excluding VAT to be paid to the contractor with the order and the balance to be paid on satisfactory completion. Cllr Curtis proposed that the Council accept the payment of £10,413.00 from HPPAC towards the cost of the new Aerial Runway and that the Council place the order with Playground Supplies Ltd., with a deposit of £4,000 excluding VAT, this was seconded by Cllr Oswin and the Council Resolved to agree to accept the donation from HPPAC of £10,413.00 and order the Aerial Runway from Playground Supplies Ltd., with the deposit of £4,000 excluding VAT and the remaining payment on satisfactory completion of the installation of the Aerial Runway.	Clerk
18/011/4	Health & Safety Report of Pocket Park. Cllr Tomalin advised that there had been no safety report since the November meeting due to the Annual Safety Inspection that had taken place at the end of November by Wicksteed.	
18/011/5	Hedgerow & Ground Border. The Chairman reported that the works had been completed to his satisfaction and the sites left clean and tidy in the case of both contractors. The Council discussed the Creaton Road hedge and the need for replanting but agreed to defer for another year.	
18/011/6	Annual Safety Inspection of the Council's Play Equipment. The Clerk had circulated the report to Councillors previous to the meeting and Cllr Tomalin reported that he was very pleased with the inspection. He had met with the inspector on site and was able to discuss the report and the inspector's findings. Cllr Tomalin reported the following recommendations: Steam Train – Good condition generally but a few minor problems that will be remedied. Toddlers Multiplay – Cllr Tomalin reported that whilst this play equipment is not considered to be a high risk it is his view that it is time for this piece of equipment to be removed from the playground. The Council discussed the matter at length. Cllr Eaton proposed that this piece of equipment be removed by members of the Hollowell Steam Rally in the early Spring, subject to weather, seconded by Cllr Tomalin and the Council Resolved that the Toddlers Multiplay be removed and disposed of appropriately by the Hollowell Steam Rally Team. Cllr Tomalin reported that the rubber matting needed to be expanded as recommended by the Inspector. Cllr Curtis proposed that the area could be extended and the job incorporated into the next phase of works on the playground. Cllr Curtis agreed to contact the contractor to establish what cost, if any, would be involved and report back to the March meeting. Swing & Multiplay area – Cllr Tomalin reported that the oversized and additional chains should be removed from the swings and multiplay area as they had been pointed out during the inspection. Cllr Eaton offered to arrange for this work to be done by the Hollowell Steam Rally Team. Cllr Tomalin proposed that the works to remove the additional chains should be carried out as soon as possible by the Hollowell Steam Rally Team, seconded by Cllr Eaton and the Council Resolved to approve the remedial works to the swing & multiplay area. Signage – Additional information concerning emergency contact numbers and address/post	MT AE EC AE
		Clerk



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	Office				
904	Heygates Contracting Ltd	Hedgerow & Border works PO 004/2017	£30.00	£180.00	
905	HMRC	Clerks PAYE Dec/Jan		£70.00	
906	G Greaves	Clerks Salary Dec/Jan		£280.00	
907	M D Hazle	Elm Tree Garden Maintenance Hedgerow Trimming PO 003/2017		£170.00	
908	E-ON	Street Lighting	£12.15	£255.20	
909	Maurice Fitch Treeworks Ltd.,	Tree Works PO 007/2017	£272.00	£1,632.00	
910	G Greaves	Stamps 24 x 2nd class		£13.44	
	TOTAL		£334.06	£2,755.12	
18/015/3	Consideration and approval of draft budget for 2018/19. The Clerk had distributed the reworked draft budget paper prior to the meeting. The new format had been agreed by the Council at the November meeting. The Council discussed the 2018/19 budget and Cllr Tomalin proposed that the budget for 2018/19 should be set at £10,400, seconded by Cllr Oswin and unanimously agreed by the Council.				
18/015/4	Consideration and approval of proposed precept for 2018/19. The Chairman proposed that the precept for 2018/19 should be set at £10,800, seconded by Cllr Leah and the Council unanimously agreed to set the precept at £10,800 for 2018/19.				
18/015/5	Consider a request from Daventry & District Citizens Advice for Financial Support. The Chairman reported that a letter had been received from Daventry & District Citizens Advice to ask the Parish Council to consider granting financial support. The Chairman advised that previously the Parish Council had provided a grant and needed to consider if they wished to do so again this year. The Council discussed the matter at length but no proposal was made to support the application.				
18/016	Approve Terms of Engagement between Northants CALC and the Parish Council in respect of an Internal Audit Service and budget implications. The Chairman advised the Council that the Parish Council had already signed up to the Internal Audit Service provided by Northants CALC and this was the formal agreement between Northants CALC and the Parish Council. The Chairman proposed that the Council enter into the agreement which would be reviewed in 3 years' time, seconded by Cllr Leah and the Council Resolved to approve the Terms of Engagement between Northants CALC and Hollowell & Teeton Parish Council.				
18/017	Transparency Code & Website. The Chairman reported that the further application for Transparency Code Grant had been successful and the amount of £469.52 had been credited into the Council's bank account. Cllr Oswin and the Clerk had nothing further to report other than a full check of the website would be undertaken by the end of the financial year to ensure the Council is compliant with the Transparency Code requirements.				
18/018	Nation's Tribute. Cllr Eaton and the Chairman met with Guilsborough Parish Council and the British Legion to discuss plans to hold a Nation's Tribute locally. The Chairman reported that this may not now take place although this is not confirmed.				March agenda
18/019	Parish Emergency Plan & Pathfinder II Flood Resilience Project. The Chairman reported that as the Parish is an area highlighted as subject to flooding, this will be a topic to be looked into further and reported on at that time.				March agenda
18/020	Parish & Town Council Meeting. The Chairman attended the meeting at Daventry District Council and reported that the meeting was attended by representatives of the Police and Highways Team. The issue of grit bins was raised and a number of concerns raised about the grit bins being filled regularly with the proposed spending cuts. There were presentations from the Police Neighbourhood Team Sergeant and DDC on Settlements and Countryside Local Plan Part 2. The next meeting is in June and the Council will need to consider a representative to attend.				
18/021	Date of Next Meeting. The date of the next meeting was noted as Wednesday 7 March 2018.				
	Meeting closed at 9.22 p.m.				

Signed by:
Chairman



Date: 07/03/18