

Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 12 July 2017** 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

Clerk to the Council:

Gillian Greaves

Members of the Public:

None

		Action
17/78	To receive and approve apologies for absence. Apologies received from Cllrs Wenden. Cllr Tomalin proposed that the apologies are accepted; Cllr Oswin seconded the proposal and the Council Resolved to accept the apologies. Apologies were received from District Councillor Richard Micklewright and this was noted by the Council.	
17/79	To receive and approve for signature the minutes of the meeting held on 10 May 2017. Cllr Leah proposed the Council accept the minutes, Cllr Oswin 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.	
17/80	Councillors Roles & Responsibilities – Vice Chairman. The Chairman reported that this item was deferred from the previous meeting. He further explained that it was not a statutory responsibility to have a vice chairman for the Parish Council and in the eventuality of the Chairman not attending a meeting the parish council could appoint its own chairman for that meeting. The Chairman informed the Parish Council that currently Cllr Wenden was not in a position to attend Council meetings and proposed that the matter was further deferred for a future meeting.	
17/81	To note any matters arising from the minutes not included on the agenda for report only. 17/20 Data Protection & Freedom of Information Course – feedback from Cllr Curtis. Cllr Curtis reported that she had attended the course and that the content was mainly focused on the processing of data. Parish Councils have to be registered with the ICO and pay an annual fee, however a new Act is coming into force in 2018 that will no longer require parish councils to register but it wasn't known if fees would continue to apply. Cllr Curtis highlighted a number of recommendations for the Council website which related to Councillor contact information and dedicated email addresses. To meet transparency code requirements and reduce official requests for information it was also recommended that parish councils put as much information as possible on their websites. 17/53 Parish & Town Council Meeting – report from Cllr Oswin. Cllr Oswin attended this meeting and said it was of interest, the minutes of which had been previously circulated. The parish council noted the minutes. 17/55/1 Laptop Maintenance & Servicing – update from the Clerk. The Clerk reported that the laptop had been serviced at the end of May and was now operating much faster than before. No further problems are being experienced by the Clerk. The Clerk	

	informed the Parish Council that to date, despite being chased, no invoice has yet been received for this work.	
17/82	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
17/83	Public Participation: None present.	
17/84	Neighbourhood Watch and Police Liaison – The Chairman reported that crime statistics received reported that a crime had been reported in Hollowell on 23 June at the Green but that as Neighbourhood Watch Co-ordinator he was not aware of this incident. Cllr McCubbin advised that the police were called due to two suspicious people being seen in the vicinity of the Green. The Chairman reported that he had attended a community briefing, chaired by C/ Inspector Laura Ashley - Jones, where issues relating to the slow response times to residents making 101 calls was discussed. At a recent County NHW Association meeting the Police & Crime Commissioner representative reported that 1 in 4 burglaries are due to property being insecure however in Hollowell & Teeton 3 in 4 burglaries are due to insecure properties.	
17/85	Police & Crime Commissioner Fire Governance Proposal – The Chairman informed the Council that this was a 68 page document with a link to a consultation questionnaire. He recommended to the Parish Council that they consider the document and make their own individual comments unless there was a proposal to make a response from the Parish Council. The Council agreed not to make a Council response.	
17/86	Meeting with Stephen Mold NPCC – Council to discuss and agree a response. The Chairman explained that the Northants Police & Crime Commissioner was holding a series of meetings to allow representatives of parish councils to attend and raise concerns. The Chairman asked if the Parish Council wished to send a representative and it was agreed not to on this occasion.	
17/87	Correspondence – The Chairman had received a letter from IPSOS MORI concerning the pension scheme regulations. The Chairman explained that he had received the letter as he was the named person from the Parish Council in respect to the recent changes in employee pension requirements. The Chairman advised that he would be responding in due course. A letter had also been recently received by the Chairman from the Seafarers notifying the Council that it was Merchant Navy Day on 3 September and would the village be flying the Red Ensign to mark the occasion.	
17/88	Planning – to consider any planning consultation papers, applications and completions received.	
17/88/1	Applications – none received	
17/88/2	Existing Applications – none received.	
17/88/3	Completions and other planning matters – none received.	
17/88/4	Daventry District Council Consultation on the Housing Allocations Scheme and Housing SPD – The Chairman reported that this is a consultation document requiring the Council to consider a response. The Council decided not to make a response.	
17/88/5	DDC: Part 2 Settlements and Countryside Local Plan - Parish Annex Nominations for Local Green Space (LGS). The Chairman advised that he had attended a meeting at DDC regarding Parish Annex Nominations. The Parish Council could apply to DDC for a specific area to be nominated as a Local Green Space within the Parish Annex. The timetable for such applications is mid-July. The Parish Council considered nominations for Local Green Space within the Parish and determined that no nomination would be made to be entered in the Parish Annex of the DDC Part 2 Settlements and Countryside Local Plan.	
17/89	Consultation on the Northampton North-West Relief Road. The Parish Council considered the plans and proposals relating to the proposed relief road and determined that no response would be made by the Parish Council.	
17/90	Parish Assets	
17/90/1	Village Planters – Cllr Curtis to report on providing plants and compost for village planters and the Council to approve spending. Cllr Curtis advised that she had purchased plants and compost to refresh the three planters located in the village. Cllr Eaton proposed that the cost of the plants and compost be refunded by the Council; Cllr Oswin seconded this proposal and the Council Resolved to refund the £34.40 to Cllr Curtis. Cllr Curtis reported that resident Mrs Vivian Benjamin and herself had undertaken the work. The Parish Council noted how nice the planters now looked and thanked Mrs Benjamin and Cllr Curtis for their kind efforts.	

17/91 17/91/1	<p>Pocket Park HPPAC - Cllrs Oswin and Curtis provided an update from the HPPAC and informed the Parish Council that the HPPAC had investigated play equipment options for the pocket park which included an aerial runway with rubber matting, replacement of swings and a log balancing trail. The estimated cost of the play equipment is in the region of £16,000 with a suggestion that it would be best installed next Spring which would allow for further fund raising and also better weather conditions. At present the HPPAC are applying for grants to support the Parish Council to purchase the next phase of new play equipment. The Chairman thanked Cllr Curtis and Oswin for the report and advised the Parish Council that it will need to obtain three fully costed quotations for this additional play equipment for the pocket park all to be considered at its next meeting in September. The Chairman also advised the Council that the suggested cost of the proposed new play equipment could impact on the Parish Council's status as a smaller authority, under the transparency code guidance and it should be mindful of this.</p>	
17/91/2	<p>Monthly/Annual Report – Cllr Tomalin provided a monthly written report to the Council which raised an urgent repairing issue relating to the swing in the pocket park. A quote for this work had been obtained from Play-ground Supplies Ltd., at a cost of £182 exclusive of VAT. Cllr Tomalin proposed that the works be approved for urgent repair at a cost of £182 exclusive of VAT, seconded by Cllr Oswin and the Council Resolved to approve works and associated costs. The Clerk to contact Play-Ground Supplies Ltd., and liaise with Cllr Tomalin. Cllr Curtis reported that she had received a number of positive compliments concerning the standard of the grass mowing in the village.</p>	
17/91/3	<p>Replacement latch to pedestrian entrance gate - Cllr Tomalin reported that this work was in hand but to defer the matter to the September meeting.</p>	
17/91/4	<p>Tree Works - Cllr Tomalin reported that he had received four quotes from contractors to undertake the tree works. Cllr Tomalin explained the options for carrying out the work with the relevant quotes. The Parish Council discussed the options and costs relating to removing either three or five of the Ash trees and considered a number of differing proposals. Cllr Curtis proposed that the Council appoint Ben Emery as the preferred contractor at a cost of £925 exclusive of VAT to fell and remove all five trees, without removing the internal fencing, seconded by Cllr Eaton and the Parish Council Resolved to approve the appointment of Ben Emery as the Contractor to undertake tree works to fell and remove five Ash Trees at a cost of £925 exclusive of VAT. The Clerk to write and appoint the successful contractor and confirm the details and liaise with Cllr Tomalin. The Chairman asked the Clerk to also write and thank the unsuccessful contractors for their submissions.</p> <p>The Chairman asked what other tree works would now be required as detailed in the tree survey. Cllr Tomalin will review the tree survey report and check for any other essential or advisory remedial action and report back to the September meeting. The Chairman advised that he had written to the Highways Department on the trees situated in Creaton Road and been advised that the Parish Council should contact the landowners. Previous investigations have not confirmed ownership on a number of the trees however where the landowner is known Cllr Tomalin agreed to contact them to discuss what action will be taken to ensure public safety.</p>	
17/91/5	<p>Future Maintenance of Pocket Park Hedge & Budget Implications – Cllr Curtis reported that at a previous Parish Council meeting an amount of £750 had been approved for future spending on hedge replacement works. At that time options for the hedge had been considered but that no definitive plan had been approved. The Chairman pointed out that any plans to plant trees or hedges needed to take account of future maintenance costs. Cllr Curtis proposed that this amount be set aside in the current budget for tree & hedge planting and that any residual amount remaining at year end to be accrued with an additional amount to be determined and added to the tree & hedge budget for future works, seconded by Cllr Tomalin and the Council Resolved allocate £750 from the reserves into the tree & hedge budget noting that any residual amount at year end to be accrued to 2018/19 when an additional amount would be considered at that time.</p>	
17/91/6	<p>Annual Inspection – arrangements for 2017/18. The Chairman asked the Clerk to contact Solutions 4 Playgrounds to request the annual inspection in September and to liaise with Cllr Tomalin on the arrangements.</p>	
17/92 17/92/1	<p>Finance & Administration: To approve bank reconciliation as at 30 June 2017. The bank reconciliation and</p>	

supporting paperwork was circulated prior to the meeting. Cllr Oswin 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.

Receipts, including starting balance £18,628.73
Less Payments £ 2,093.91
Total £16,534.82

Current Account Balance £ 1,500.00
Business Account Balance £15,034.91
Total £16,534.82

17/58/2

Receipts & Payments –

The following payments were proposed for payment by Cllr Curtis and seconded by Cllr Oswin and the Council **Resolved** to approve the following cheques for payment.

Cheque No	Payee	Purpose	VAT	Amount
873	Hollowell & Teeton Village Hall Management	Village Hall Rent 2015/16 & 2016/17		£ 210.00
	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing 16/05/17 - £310.00		
	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing 07/06/17 - £310.00		
874	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing 26/06/17 - £310.00		£ 930.00
875	Northants CALC	Data Protection & FOI Training Course		£ 75.00
876	E.ON	Street Lighting Maintenance	£ 19.01	£ 119.48
877	Emily Curtis	Plants and Soil for Village Planter		£ 34.40
878	G Greaves	Clerks Salary June & July		£ 280.00
879	HMRC	Clerks PAYE June & July		£ 70.00
880	E.ON	Street Lighting Supply	£ 12.02	£252.43
881	Northants CALC	Internal Auditor Services 2018		£167.00
	JULY TOTAL		£ 31.03	£ 2,138.31

17/93

Transparency Code & Website – The Clerk reported that all Council policies will need to be reviewed before being placed on the website. There were a number of improvements to the website layout that are outstanding which Cllr Oswin reported she has in hand and a further report will be made at the next meeting of the Parish Council in September.

17/94

Good Councillor's Guide to Finance - the Council to consider a request from Councillor Curtis for future Councillor Finance training. Cllr Curtis made a request to attend the next Finance Course for Councillors when dates available and at an indicative cost of £75. This was proposed by Cllr Leah, Seconded by Cllr Curtis and the Parish Council **Resolved** to approve a booking for a space on the next finance for councillors course at a cost of £75.

17/95

Budget Review – The Clerk had circulated budget papers prior to the meeting and reported that there were a few issues to be aware of. The Clerk reported that the Village Hall Management Committee had not invoiced the Parish Council for the hire of the hall in the previous financial year but had now invoiced for the periods 2015/16 and 2016/17. The change in internal auditor arrangements had resulted in the 2016/17 internal auditor invoicing in arrears and the new internal auditor service invoicing for 2017/18 in advance. This will result in a small over spend in the relevant budget areas and important for the Parish Council to be aware of the reasons for this. The Clerk also reported that it was important that the Parish Council was mindful of the amount held in the Business

	Reserve Account as it was recommended that the amount of reserves are held at year end relate to 3 to 6 months running costs for the Parish Council and that any ring-fenced funding such as street lighting or play equipment projects were recorded by the Parish Council.	
17/96	Resolution to re-approve Equal Opportunities Policy. The Chairman reported that the Equal Opportunities Policy was the original policy and no changes had been made but that the Parish Council was required to revise such policies annually. Cllr Leah proposed that the Equal Opportunities Policy was adopted by the Parish Council, Seconded by Cllr Eaton and the Council Resolved to adopt the Equal Opportunities Policy, to be made available on the Parish Council's website.	
17/97	Resolution to adopt draft Freedom of Information – The Chairman reported that the Parish Council had held a Freedom of Information Publication Scheme since 2008. The proposed document had been amended and updated to meet the current ICO requirements. Cllr Curtis asked the Parish Council to consider producing a Freedom of Information Policy that covered in more details some of the other requirements covered by the Freedom of Information Act., such as response times. Cllr Curtis agreed to work with the Clerk to bring a draft Freedom of Information Policy document to the September meeting of the Council. Cllr Leah proposed that the Freedom of Information Publication Scheme was adopted by the Council, Seconded by Cllr Oswin and the Council Resolved to adopt the Freedom of Information Publication Scheme, to be made available on the Parish Council's website.	
17/98	Nation's Tribute – The Chairman reported that this will be a standing item on the agenda however there was nothing to update at this time.	
17/99	Spray painting dog fouling - Invitation to join Paint Means Poo Campaign 2017 – Councillor Curtis reported that Hollowell Hens were very keen to take part in the campaign. A route and week in September had been agreed when volunteers would go out and spray all evidence of dog fouling with a pink bio gradable spray paint. The Parish Council noted this.	
17/100	Rights of Way Improvement plan survey – Cllr McCubbin reported to the Council that she had responded on behalf of the Parish Council and that the survey had been completed and returned.	
17/101	Rights of Way Matters – Street Doctor Service – The Chairman asked Councillors to note the communication received on this matter from NCC, Highways concerning the changes in staffing structure and to report all matter using the Street Doctor facility on the Northamptonshire County Council website.	
17/102	Condition of Jetty – Cllr Curtis informed the Parish Council that residents had raised the poor condition of the Jetty and concerns that it would not be cleaned before the Open Gardens event on 6 August. Cllr Curtis had contacted the Community Empowerment Gang to enquire when they would be attending the village to undertake various tasks but was told this was unknown due to other works currently being prioritised. Cllr Curtis had made enquiries with the Highways Department and subsequently reported the condition of the Jetty via Street Doctor, although was also able to report that a local resident had advised her that they had arranged for part of the Jetty to be strimmed. Cllr McCubbin reported that she had visited the Jetty and that it was now looking very clean and tidy. It was agreed to review in September.	
17/103	Jane Letts Trust – Councillor Oswin reported that she was looking into changing the bank and payment procedures and will update the Parish Council on the matter at its next meeting.	
17/104	Plastic Fence by Stowe Bridge – the Chairman reported that a resident had reported that a plastic fence had been left by Stowe Bridge following recent remedial works. The Chairman reported that he had reported this matter to the Northamptonshire County Council and asked for the removal of the plastic fence.	
17/105	Date of Next Meeting – The date of the next meeting was noted as Wednesday 13 September 2017.	
	Meeting closed at 21.50 pm	

Signed by:

Date:

Chairman