

Minutes of the meeting of Hollowell & Teeton Parish Council held on **Wednesday 11 January 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
17/1	To receive and approve apologies for absence. Apologies received from Cllrs Leah and Wenden. The Chairman proposed that the apologies are accepted; Cllr Oswin seconded the proposal and the Council Resolved to accept the apologies.	
17/2	To receive and approve for signature the minutes of the meeting held on 16 November 2016. The Council Resolved to approve the minutes and they were signed by the Chairman as a correct record of the meeting.	
17/3	To note any matters arising from the minutes not included on the agenda for report only. 16/148 Parish & Town Council Meeting – the minutes of this meeting had been circulated prior to the parish council meeting. Cllr Oswin provided further feedback and expanded on an item concerning social media and crime prevention. Cllr Curtis advised the Council she intends to investigate further to assess what improvements may be possible and report back to the parish council at a future meeting. 16/153/2 Hedge cutting – the Chairman reported that the Pocket Park hedge had been trimmed satisfactorily. 16/153/3 New pocket park gate signage – Cllr Wenden – in the absence of Cllr Wenden this item was deferred to a future meeting. 16/153/4 Remedial works to climbing frame logs - Cllrs Wenden & Eaton – in the absence of Cllr Wenden this item was deferred to a future meeting. 16/153/5 Replacement latch to pedestrian entrance gate – Cllrs Wenden & Eaton – in the absence of Cllr Wenden this item was deferred to a future meeting.	
17/4	Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
17/5	Public Participation. None received.	
17/6	Neighbourhood Watch and Police Liaison – receive an update from the Chairman. The Chairman reported that the District Community Safety Team had provided circulars and that the community was well provided with updates. However it is vital that residents do not become complacent and remain vigilant at all times.	
17/7	Northamptonshire ACRE Parish Council Membership 2017/2018 – consider future membership and budget implications. The Council discussed the matter and Resolved not to take up membership of Northamptonshire ACRE for 2017/18.	

17/8	Best Village Competition 2017 – consider entering this annual village competition. The Council discussed the Competition and Resolved not to apply this year.	
17/9	Correspondence – to discuss and consider correspondence received to date. The Chairman reported that he had received a request from Citizens Advice for financial support. This will be an item on the agenda for the March meeting. Cllr Curtis reported that she had been contacted by Ducklings Pre-School regarding grant funding from the Council, she advised to contact the Clerk. The Clerk reported that she had received two enquires via the website concerning out of date signs and a request for population data.	AC
17/10	Transparency Code Grant & Website consider implications of applying for grant. The Council to decide on action. The Council discussed making an application for a Transparency Code Grant (TCG). The Chairman proposed that he complete the application to include Clerk time, equipment and web hosting fees. The Chairman proposed that the Council make an application; this was seconded by Cllr Curtis. The Council Resolved to apply for a TCG grant.	AC
17/11	BT Telephone Boxes – Chairman to report on the proposals made by BT to remove telephone boxes from the District and response to DDC's publications of Initial Determination. The Chairman reported that following the previous meeting he had contacted the Highways Dept. to enquire who would make good the site following the removal of the telephone boxes. He was advised that it would be the responsibility of the BT to undertake any remedial works. The Chairman was not aware of any further objections following the second round of consultation, and reported that the matter had been included as an article in the Village Link. The consultation had now closed.	
17/12	Planning – to consider any planning consultation papers, applications and completions received.	
17/12/1	DDC Biodiversity, Planning Supplementary Document – consultation document for comments. The Council Resolved not to make any comment on the consultation document.	
17/12/2	DDC Statement of Community Involvement – consultation document for comments. The Council Resolved not to make any comment on the consultation document.	
17/12/3	DDC Allocations Policy – consultation document for comments. The Council Resolved not to make any comment on the consultation document.	
17/12/4	Applications – none received.	
17/12/5	Completions – none received.	
17/13	Parish Assets	
17/13/1	Laptop – consider options for the ongoing maintenance, security and servicing of the parish council laptop and agree the most cost effective approach and allocate budget for 2017/18. The Chairman reported that the Antivirus package renewal fee had increased considerably and proposed that the Council take advantage and utilise the spare user on Pro Trend Micro antivirus package that he had available. Cllr Oswin seconded and the Council Resolved that Pro Trend Micro is installed on the Council's laptop.	AC/Clerk
17/13/2	Bus Shelter – consider quotations and decide action required to remedy graffiti. Cllr Curtis reported that there was no further graffiti. The Council discussed the condition of the bus shelter; the Chairman reported that he had seen evidence of woodworm. A further inspection would be required with recommendations for remedial works to be considered at the March meeting.	Deferred to March meeting
17/14	Appointment of Mowing Contractor - receive quotes for grass mowing and the Council to decide on appointment of contractor and budget implications – Cllrs Eaton and Curtis reported that despite their best efforts to seek a number of quotes to provide mowing services it had only been possible for Cllr Curtis to obtained a quote from one contractor willing to undertake the work. The Council discussed the situation, Cllr Curtis proposed that the Council appoint Elm Tree Garden Maintenance to undertake grass mowing in the Parish, 7 cuts £2,170 with option for additional cuts at £310 and £70 for Pocket Park one off cut, seconded by Cllr Tomalin and the Council Resolved to appoint the grass mowing contract to Elm Tree Garden Maintenance.	Clerk
17/15	Footpath Maintenance – receive a report from Clerk on the future maintenance of The Jetty and Council to decide on any action and budget implications. The Clerk provided a report to the Council detailing the action taken to date. Daventry District Council have no responsibility to sweep this area as it falls outside their contract areas, the Highways have no responsibility to sweep rights of way and suggested either the parish council	

	Cheque No	Payee	Amount
	848	NCALC (Off to a Flying Start - Cllr Curtis)	£ 39.00
	849	E-ON (Lighting Maintenance)	£ 119.48
	850	Information Commissioner	£ 35.00
	851	E-ON (Street Lighting)	£ 233.32
	852	Postage (Mrs G Greaves)	£ 11.00
	853	Heygates Contracting (Hedge trimming)	£ 60.00
	854	HMRC - Dec/Jan	£ 69.20
	855	Clerks Salary - Mrs G Greaves	£ 277.12
		January Total	£ 844.12
17/21/3	<p>Internal Audit - confirm that the council will remain opted in to the NorthantsCALC Internal Audit Services at a revised fee of £167.00. The Clerk gave a report highlighting the changes in External Audit arrangements making it no longer necessary to have an annual inspection following the introduction on the Transparency Code. The Internal Audit arrangements will continue. Cllr Eaton proposed that the Council continue with the current Internal Audit arrangement through Northants CALC, Cllr Oswin seconded and the Council Resolved to approve the arrangements.</p>		
17/21/4	<p>Data Protection Registration Renewal – approve payment of £35 renewal fee.</p>		
17/21/5	<p>Payment was approved at 17/21/2.</p>		
17/21/6	<p>Clerks Contract – review of hours of work. The Chairman reported that a full review of the Clerks hours and salary will be undertaken as part of the Clerk’s probation review. The outcome of this meeting will be discussed at the March meeting.</p>		
17/21/7	<p>Pension Regulations Staging Date 1 February 2017 – the Chairman reported on the new arrangements in respect of the Pensions Regulations and to advise the Council that the appropriate action had taken place to comply with these regulations.</p>		
	<p>Draft Budget and Precept 2017/18 – Council to discuss, finalise and resolve to set a budget and precept demand for 2016/2017. The Clerk circulated budget information that related to spend against budget for 2016/17 together with a proposed draft budget for 2017/18. The 2016/17 figures showed that overall the council has kept spending well within the budget for 2016/2017. The Clerk reported that a VAT returns for £1055 had been submitted before Christmas and was expecting a response. The proposed budget for 2017/18 remained in line with the current financial year with a small increase to accommodate an increase in grass mowing expenditure. This Council agreed that this amount could be met from the Council’s reserves and therefore the precept demand could remain the same for 2017/18..</p> <p>Cllr Eaton proposed that the draft budget is approved for the year 2017-2018; this was seconded by Cllr Curtis and the Council Resolved to set the budget for 2017/2018 at £10,000.</p> <p>Cllr Eaton proposed that the precept demand for 2017/2018 should remain at its current level of £10,100. This was seconded by Cllr. Curtis and the Council Resolved that the precept for 2017/18 should be set at £10,100. The Clerk will send in the precept demand to Daventry District Council for £10,100.</p>		
17/22	<p>Date of Next Meetings – The Council noted the proposed meeting dates for 2017. Wednesday 8 March 2017, Wednesday 10 May 2017, Wednesday 12 July 2017, Wednesday 13 September 2017, Wednesday 8 November 2017.</p>		
	<p>Meeting closed at 9.25pm</p>		