

## HOLLOWELL & TEETON PARISH COUNCIL

Gillian Greaves (Clerk) Tel: 01604 761470  
96 Martins Lane  
Hardingstone  
Northampton  
NN4 6DJ

Email: [pc-clerk@hollowellandteeton.org.uk](mailto:pc-clerk@hollowellandteeton.org.uk)

Web: [www.hollowellandteeton.org.uk](http://www.hollowellandteeton.org.uk)

Minutes of the Annual meeting of Hollowell & Teeton Parish Council held on **Wednesday 17 July 2019** at 7.30pm

**Present:-**

**Councillors:**

Cllr C Blake  
Cllr A Crisp (Chairman of the Council)  
Cllr E Curtis  
Cllr A Eaton MBE  
Cllr G Leah  
Cllr S McCubbin  
Cllr M Tomalin

**Clerk**

Gillian Greaves

**In attendance:**

3 members of the public

		Action
19/083	<b>Receive and approve apologies for absence.</b> Apologies received from Cllr Oswin due to family bereavement, Cllr Blake proposed and Cllr Curtis seconded the Council accept the apologies.	
19/084	<b>Receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> None received.	
19/085	<b>Receive and approve for signature the minutes of the meeting held on:</b> <b>15 May 2019:</b> Cllr Eaton proposed the Council accept the minutes, Cllr McCubbin seconded the proposal and the Council <b>Resolved</b> to approve the minutes and they were signed by the Chairman as a correct record of the meeting. <b>3 June 2019:</b> Cllr Curtis proposed the Council accept the minutes, Cllr Blake seconded the proposal and the Council <b>Resolved</b> to approve the minutes and they were signed by the Chairman as a correct record of the meeting	
19/086	<b>Note any matters arising from the minutes not included on the agenda for report only.</b> Cllr Curtis gave thanks to the Parish Council for supporting the successful Hollowell FAFF Committee grant application to Daventry District Council.	
19/087	<b>Public Participation.</b> Three residents attended the meeting and addressed the Council about concerns that they had in respect of the maintenance of the right of way known as The Jetty. The path is well-used by local people but at certain times of the year The Jetty becomes over grown, sometimes slippery with leaves, general detritus and vegetation. Residents have made efforts to clear the area and following a recent clear up the matter was reported via "street doctor" however as they area had been cleared the Highways Department advised to make a further report when it needs attention and they will consider what action they can take. Residents asked about the role of the Footpath Warden and what action the parish council were prepared to take to ensure the right of way is kept clear at all times.	
19/088	<b>To Consider the maintenance of The Jetty and decide any action.</b> The Council discussed the issues concerning the maintenance of The Jetty raised by residents. The Council have previously discussed this issue on a number of occasions however as this is a "right of way" it is the responsibility of the Highways Department to determine what action to take. Previously the Council have contacted Daventry District Council and the Enhancement Gangs for assistance with keeping this area clear. Cllr Curtis proposed that the Council contact the occupiers of those properties that share a boundary with The Jetty to seek their cooperation to ensure a clear pathway, seconded by Cllr Tomalin and the Council agreed to	<b>Clerk</b>  <b>Sept</b> <b>Agenda</b>






	the proposal and for the matter to be further discussed at the September meeting. The Path Warden and residents are asked to contact the Highways Department to report any adverse conditions in respect of the Jetty in the Autumn.	
19/089	<b>Neighbourhood Watch and Police</b> – the Chairman reported that there had been a burglary and an attempted burglary in Hollowell and that resident need to be vigilant, improve security and prevent opportunities for crime. Sgt Dobbs of the Neighbourhood Policing Team for Daventry District has written to all parish councils to raise awareness of the ongoing issue of sheep rustling and to advise what action local police are taking to tackle the issue. A local meeting organised by the National Farmers Union and attended by the Police which had been well attended and residents encouraged to be vigilant.	
19/090	<b>Correspondence – requiring a response or a decision.</b> I. Citizen Advice Daventry & District - request to display posters. Noted. II. Receipt of documents – notification of exempt status 2019 PFK Littlejohn. Noted.	
19/091	<b>Review of Councillors Delegated Responsibilities.</b> The Chairman reported that this matter had been discussed at the May meeting however there were a number of outstanding matters to be resolved. Cllr Tomalin had undertaken the role of Tree Warden for Teeton and agreed to also take on the role of Tree Warden for Hollowell. Cllr Eaton reported that he had received a file of Jane Letts Charity documents from Barry Wenden. The file was formally handed over to Cllr Leah in his role of Trustee of the Charity. The Chairman advised that the keys to the Teeton Notice Board had been received and Cllr Blake agreed to deal with notices for Teeton Notice Board.	
19/092	<b>Planning</b> – to consider any planning consultation papers, applications and completions received. <b>Application: PD/2019/0022</b> <b>Location: Hall Farm, Creaton Road, Teeton, NN6 8LH</b> <b>Decision: Refused.</b> <b>The Council noted the decision.</b>  <b>Application: DA/2019/0253</b> <b>Location: Hillside Cottage, 27, Church Hill, Hollowell, NN6 8RR</b> <b>Decision: Approved.</b> <b>The Council noted the decision.</b>  <b>Application: DA/2019/0514</b> <b>Location: Barns at Hollowell Grange, Welford Road, Hollowell, NN6 8NX</b> <b>Description: Variation of conditions 2 &amp; 3 of Planning permission DA/2018/046 (Conversion of barn to form 4 dwellings) change doors and windows from timber to UPVC.</b>  <b>The Council had no objections or observations.</b>  <b>Application: DA/2018/1010</b> <b>Location: Ascott Hills, Church Hill, Hollowell, NN6 8RR</b> <b>Description: Demolition of existing dwelling and construction of new dwelling (revised scheme).</b> <b>Decision: Approved - Councillors to note conditions.</b> <b>The Council noted he decision.</b>  <b>Application: DA/2019/0290</b> <b>Location Manor Farm: Teeton</b> <b>Description: Grain Store Change of Use Variation</b> <b>Decision: Approved - Councillors to note conditions</b> <b>The Council noted the decision.</b>	
19/093	<b>Bus Shelter Clock - Council to consider maintenance and repair options.</b> The Chairman reported that Chris Jilbert had carried out repairs to both clocks and they were in full working order at no cost to the Council. Chris Jilbert has also proposed that he will paint the Clock Tower which the Council noted.	
19/094	<b>Pocket Park</b> <b>19/094/1 HPPAC</b> – Cllr Curtis reported that the Pocket Park was being well used. Plans will be developed to provide picnic benches and new signage.	



Handwritten signature and date 18/04/19



	<b>19/094/2 Monthly/Annual Report.</b> Cllr Tomalin reported that he had inspected the Pocket Park and had nothing to report apart from the need to deal with the repair/replacement of the Dog Waste Bin.																																																							
<b>19/095</b>	<b>Hollowell Pocket Park – Council to decide on replacement Dog Waste Bin and budget.</b> The Chairman updated the Council on the temporary repair to the dog waste bin and advised that a replacement bin was now needed. The Chairman provided a number of options and quotes for a replacement bin and proposed that the Council select the option provided by Broxap for a 40 litre dog waste bin mounted on a post at a cost of £145.00 plus £41.00 carriage excluding VAT. Seconded by Cllr Tomalin and the Council <b>Resolved</b> to purchase the dog waste bin and post together with carriage at a cost of £186.00 plus VAT.																																																							
<b>19/096</b>	<b>Finance &amp; Administration:</b> <b>19/096/1 To approve bank reconciliation as at 30 June 2019</b> <table><tr><td>Receipts including starting balance</td><td>£19,262.40</td></tr><tr><td>Payments</td><td>£6,569.35</td></tr><tr><td>Closing Position at 30 June 2019</td><td><b>£12,693.05</b></td></tr></table> <table><tr><td>Cash in Current Account</td><td>£1,500.00</td></tr><tr><td>plus cash in Business Account</td><td>£11,193.05</td></tr><tr><td>Total</td><td><b>£12,693.05</b></td></tr></table> <p>The bank reconciliation was proposed as correct by Cllr Leah, seconded by Cllr Curtis and the Council <b>Resolved</b> to approve the bank reconciliation and this was signed by the Chairman.</p> <p><b>19/096/2 Receipts &amp; Payments</b> - To note receipts and approve payments of the cheques presented at the meeting.</p> <p><b>Receipts –</b>      <b>HPPAC 7 May 2019 £2,590.00</b>                          <b>Interest 31 May 2019 £2.53</b>                          <b>HPPAC 14 June 2019 £1,094.00</b>                          <b>Interest 28 June 2019 £1.89</b></p> <p><b>Payments –</b></p> <table><tr><th>Chq</th><th>Payee</th><th>Purpose</th><th>VAT</th><th>Amount</th><th>Powers</th></tr><tr><td>971</td><td>G Greaves</td><td>Clerks Salary April/May £311.06 Postage stamps £1.90</td><td></td><td>£313.06</td><td>LGA 1972 s112</td></tr><tr><td>972</td><td>HMRC</td><td>Clerks PAYE June &amp; July</td><td></td><td>£77.80</td><td>LGA 1972 s112</td></tr><tr><td>973</td><td>Total Gas &amp; Power</td><td>Electricity Supply</td><td>£</td><td>£141</td><td>Highways Act 1980</td></tr><tr><td>974</td><td>M Hazle (Elm Tree Garden Maintenance)</td><td>Grass Mowing - Invoice 234 &amp; 272</td><td></td><td>£620.00</td><td>Open Spaces Act 1906 ss 9&amp;10 &amp; Public Health Act 1987 s164</td></tr><tr><td>975</td><td>E-ON</td><td>Street lighting Maintenance</td><td>£19.91</td><td>£119.48</td><td>Highways Act 1980</td></tr><tr><td>976</td><td>Emily Curtis</td><td>Planting for Village Planters</td><td></td><td>£32.00</td><td>Open Space Act 1906 s14</td></tr></table> <p><b>19/096/2 Receipts &amp; Payments</b> – Cllr Leah proposed that the Council note receipts and approve payments of the cheques presented at the meeting. Seconded by Cllr Tomalin and the Council <b>Resolved</b> to note the receipts and approve payment of the following payments.</p>	Receipts including starting balance	£19,262.40	Payments	£6,569.35	Closing Position at 30 June 2019	<b>£12,693.05</b>	Cash in Current Account	£1,500.00	plus cash in Business Account	£11,193.05	Total	<b>£12,693.05</b>	Chq	Payee	Purpose	VAT	Amount	Powers	971	G Greaves	Clerks Salary April/May £311.06 Postage stamps £1.90		£313.06	LGA 1972 s112	972	HMRC	Clerks PAYE June & July		£77.80	LGA 1972 s112	973	Total Gas & Power	Electricity Supply	£	£141	Highways Act 1980	974	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing - Invoice 234 & 272		£620.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164	975	E-ON	Street lighting Maintenance	£19.91	£119.48	Highways Act 1980	976	Emily Curtis	Planting for Village Planters		£32.00	Open Space Act 1906 s14	
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<b>19/097</b>	<b>To receive an update on the Council’s Website and agree any action – Cllr Oswin to report.</b> Cllr Oswin had submitted a recommendation to the Council to renew the website hosting arrangement in August and that no further action was required at this time. The Council agreed to renew the website hosting arrangements when due for renewal in August.																																																							
<b>19/098</b>	<b>To consider a response to “Have your say on the DRAFT Rights of Way Improvement Plan (2018-2028).</b> The Council discussed the Improvement Plan and agreed that they had no further comments to add.																																																							
<b>19/099</b>	<b>Local Government Review – NCALC Briefing at Bugbrooke Wed 19 June 2019 – report from Cllr Oswin.</b> Meeting minutes had been circulated prior to the meeting. Cllr Oswin provided a written report and the Council noted the comments.																																																							

 18/09/19



19/100	<b>Daventry Town &amp; Parish Council Meeting Feedback &amp; Agree Representation at 12 December Meeting – report from Cllr Oswin.</b> Meeting minutes had been circulated prior to the meeting. The Council noted the information. Decision on attendance at the December meeting to be decided nearer the time.	
19/101	<b>Street Lighting Contract with Total Gas &amp; Power – Enquiry from ESPO for extended contract: Council to decide.</b> The Council discussed the further correspondence on the matter and decided not to take any further action at this time and agreed that the Clerk confirms this in writing with ESPO.	
19/102	<b>Community Governance Review – Councillors to note Final Recommendations.</b> The Chairman updated the Council and advised that two of the three proposals submitted by the Parish Council had been accepted by Daventry District Council. The Community Governance Review had been put forward to the Secretary of State for inclusion of the boundary review for Daventry District. The Council noted the final recommendations.	
19/103	<b>Council's Laptop – Clerk to report on condition and repair and Council to decide if further action required.</b> Councillors discussed the age and condition of the Council's laptop due to problems with the casing. The Clerk had obtained a quote for £100 to investigate if and how the laptop could be repaired. The Clerk had also received a specification and quotation for a new laptop and the Chairman provided other quotes. The Chairman also advised that an amount of £500 had been reserved by the Council for replacement equipment. The Council agreed that due to the age of the laptop a replacement would be the most efficient option. The Chairman proposed that the Clerk organise the purchase of a replacement laptop and the necessary support to transfer data from the current laptop to the replacement up to £500. Cllr Leah to provide support as required. The Council <b>Resolved</b> to purchase a suitable laptop.	
19/104	<b>Date of Next Meetings –</b> The Council noted the date of the next meeting as <b>Wednesday 18 September 2019 at 7.30 pm.</b>	
	Meeting closed at 8.50pm	

Signed by:  
Chairman



Date: 18/09/19