 **HOLLOWELL & TEETON PARISH COUNCIL**

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**Minutes of the Meeting of Hollowell & Teeton Parish Council held in Hollowell Village Hall on Wednesday 17 January 2024 at 7.30pm.**

**Councillors: Cllr A Crisp (Chairman)**

**Cllr E Curtis**

**Cllr A Eaton MBE**

**Cllr G Leah**

**Cllr H Oswin**

**Clerk to the Council: Gillian Greaves**

**1 member of the public**

**24/001 Receive and approve apologies for absence.** Apologies received from Cllr Tomalin due to personal arrangements and Cllr McCubbin due to illness. The Council **Resolved** to accept the apologies

**24/002 Receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.** None declared.

**24/003 Receive and approve for signature the minutes of the meetings held on 15 November 2023.** The Council **Resolved** to approve the minutes of the 15 November 2023 and the Chairman signed them as a correct record,

**24/004 Note any matters arising from the minutes not included on the agenda for report only.** None.

**24/005 Public Participation** – a member of the public attended the meeting and raised concern about a recent planning application. The main concern related to the application process especially the lack of information and short period of response time. The member of the public asked if the Parish Council could request the Planning Authority to extend the deadline to allow residents and the Parish Council sufficient time to fully consider this application which in his view was a significant development. The Council noted the concerns.

**24/006 Neighbourhood Watch and Police Liaison – receive an update from the Chairman.** The Chairman updated the Council on recent policing matters including police and fire service personnel. The Rural Crime Police have reported on an incident of sheep being found in a nearby farmer’s field. A warning has been issued to owners of vintage tractor to be alert to criminal activity.

**24/007 Correspondence – requiring a response or a decision.**

**24/007/001 Northants CALC – Training newsletter.** Noted. Cllr Curtis reported on her attendance at the Code of Conduct Course recently organised by Northants CALC and gave a brief overview of the main points covered. Cllr Curtis recommended that all Councillors ensure their declaration of interest forms are completed accurately and kept up to date.

**24/008 Planning** – to consider any planning consultation papers, applications and completions received.

The Chairman reported on the recent planning application received by the Council on 16 January and it was agreed to request an extension to the response date of 6 February 2024 to 21 February 2024. This is to allow sufficient time for the Council to consider the application, seek the views of the community, request further information from the planning officer and arrange a site visit. The Council agreed to hold an extraordinary meeting on 7 February 2024 at 7.30pm to consider the application and make a formal response. Members of the public will be welcome to attend.

**24/009 To consider what the Council can do to conserve and enhance Biodiversity in the area. Policy circulated separately.** The Council **Resolved** to adopt the Biodiversity Policy.

**24/010 Bus Route 59/60 Update – the Council to determine if contribution to be made.** The Chairman updated the Council on the latest position in respect of future funding and provider of the 59/60 bus service. The Council **Resolved** not to support any further funding for the scheme.

**24/011 Pocket Park**

**24/011/1 HPPAC -** receive an update from Cllrs Curtis and approve any action. Nothing to report.

**24/011/2 Monthly/Annual Report -** receive the monthly report on the Pocket Park from Cllr Tomalinand agree actions to address issues raised. Cllr Tomalin circulated a report prior to the meeting which advised that he had inspected the pocket park and found the park generally in good order and repairs completed satisfactorily. It was noted that the table located at the top left of the park is showing signs of wear and tear and will need repair or removal. The string loop to the pedestrian gate requires replacing. The hedge works to Creaton Road have been well trimmed and the ditch cleared.

**24/011/3 Update on maintenance works to play equipment.** As above.

**24/012 Finance & Administration:**

**24/012/01 Bank reconciliation 31 December 2023 –** separate paper circulated prior to meeting.The Council **Resolved** to approve the bank reconciliation dated 30 December 2023.

**24/012/02 Draft Budget 2024/25 report –** separate paper circulated prior to meeting. The Council scrutinised the draft budget and noted the options to increase and decrease budget

**24/012/03 Receipts &** **Payments -** To note receipts and approve payments. The Council **Resolved** to note the receipts and approve the payments listed below.

**Receipts - WNC CiL- 24 November 2023 £545.45**

**Unity Trust Bank Interest - 31 December 2023 £89.44**

**HMRC VAT refund claim 2023 08 January 2024 - £1,241.08 (not included in bank reconciliation)**

**Payments - highlighted already paid via bank.**

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| **MoP** | **Payee** | **Purpose** | **VAT** | **Amount** | **Powers** |
| BP | G Greaves | Clerks December Salary & backpay 2023 |  | £470.10 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE December 2023 |  | £117.60 | LGA 1972 s112 |
| BP | E-ON | Replacement street light 10 Church Way, Hollowell Invoice 121126 | £295.40 | £1,772.40 | Highways Act 1980 |
| BP | Unity Trust Bank | Services charge 31 December 2023 |  | £18.00 |  |
| BP | Total Energy | Electricity Supply Invoice 323531862/23 | £10.73 | £225.55 | Highways Act 1980 |
| BP | Playground Supplies | Supply and fit replacement bolt and wooden board invoice 6372 | £156.00 | 936.00 | Open Spaces Act 1906 |
| BP | Northants CALC | Training course invoice 3411 | £8.40 | £50.40 | LGA 1972 s112 |
| BP | Unity Trust Bank | Bank Charges |  | £18.00 | LGA 1972 s112 |
| BP | E-ON | Street Light Maintenance Q3 invoice 121566 | £35.20 | £211.20 | Highways Act 1980 |
| BP | G Greaves | Clerks Salary January 2024 |  | £300.70 | LGA 1972 s112 |
| BP | HMRC | Clerks PAYE January 2024 |  | £75.00 | LGA 1972 s112 |
| BP | G Greaves | Clerks Travel Expenses January 2024 £11.70 |  | £11.70 | LGA 1972 s112 |
| BP | Total Energy | Electricity Supply Invoice | £10,89 | £228.71 | Highways Act 1980 |

**24/013 Resolve to approve the budget for 2024-25. The Council Resolved to set its budget for 2024-25 at £16,500.00.**

**24/014 Resolve to approve the precept for 2024-25. The Council Resolved to set the precept for 2024-25 at £14,475.00.**

**24/015 To consider the request to consider purchasing hedgehog road awareness signs. Noted, no further action.**

**24/016 Bus Shelter Notice Board – Councillor Curtis to repot and Council to determine any action necessary. Cllr Curtis reported on the condition of the bus shelter noticeboards. It was agreed to remove the noticeboard on the righthand side and monitor the situation.**

**24/017 Electrical Equipment Emergencies – Request from Northants CALC for information, Council to determine response. The Chairman reported on the request from Northants CALC for Council’s to complete a survey concerning their arrangements for 24 hours emergency cover in respect of street lighting. The Council’s Street lighting maintenance contractor E-ON do not provide an emergency call out system and advise that the National Grid and Balfour Beattie currently undertake this role.**

**24/018 Date of Next Meeting Wednesday 7 February 2024 at 7.30 pm.** Noted.

**24/019 Note dates of future meeting dates:** Noted.

13 March 2024

15 May - AGM

17 July

18 September

20 November

15 January 2025

19 March

**24/020 Close.** The meeting closed at 9.20 pm

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