

Minutes of the meeting of Hollowell & Teeton Annual Parish Council held on **Wednesday 10 May 2017** at 7.45 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:**

District Councillor Richard Micklewright

		Action
17/44	<b>Election of Chairman and Declaration of Acceptance of Office.</b> Cllr Curtis proposed that Cllr Crisp be elected as Chairman for a further 12 months. Cllr Oswin seconded the proposal and the Council <b>Resolved</b> to appoint Cllr Crisp as Chairman. Cllr Crisp signed the Declaration of Acceptance of Office of Chairman.	
17/45	<b>Election of Vice Chairman.</b> This matter was deferred to the July meeting.	<b>July Meeting</b>
17/46	<b>To receive and approve apologies for absence.</b> Apologies received from Cllrs Wenden. Cllr Tomalin proposed that the apologies are accepted; Cllr Eaton seconded the proposal and the Council <b>Resolved</b> to accept the apologies.	
17/47	<b>Receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> None received.	
17/48	To receive and approve for signature the minutes of the meeting held on 8 March 2017. Cllr Curtis proposed the Council accept the minutes, Cllr Tomalin 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.	
17/49	To note any matters arising from the minutes not included on the agenda for report only. <b>17/20 NCALC – Data Protection &amp; Freedom of Information Act Course</b> – the Clerk advised that due to the General Election being held on 8 June the course date had been moved to 1 June. Due to this coinciding with the Clerks holiday dates she is no longer able to attend. NCALC have confirmed that there will be no charge for cancellation. The Council were asked to consider sending a replacement. Cllr Oswin indicated that she would like to attend subject to confirming the date and venue. The Clerk will check and advise Cllr Oswin of the new course details. <b>17/36 Litter Pick</b> – Cllr Curtis updated the Council on the litter pick that had taken place recently in and around Hollowell over a 10 day period. This had resulted in 17 bags of rubbish. Cllr Curtis thanked the Hollowell Steam Rally for providing litter picks and black bags. Photos of the event are available of the Hollowell & Teeton Facebook page. Cllr Curtis suggested that a similar litter pick event was carried out again next year.	<b>Clerk/EC</b>
17/50	<b>Review of Councillors Delegated Responsibilities</b> – the list of Councillor Delegated Responsibilities had been previously circulated for comments. It was agreed that councillors should continue with their responsibilities with Cllr Leah taking on the role of	

	Village Hall Representative and Cllr Tomalin temporarily undertaking the role of Pocket Park Co-ordinator.	<b>All</b>																																				
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17/51	<b>Public Participation</b> – District Councillor Richard Micklewright reminded the Council that Daventry District Council (DDC) are responsible for fly tipping and litter with fly tipping having a one day turn around. He encouraged anyone having problems with this service to contact him to take the matter up on their behalf. Cllr Micklewright updated the Council on the Women’s Tour which is scheduled to pass through Hollowell. DDC are making grants available to support the event e.g. transportation costs for children to view the event. DDC have entered into arrangements to purchase domestic energy (Big Switch) – residents of the district can register on-line by 22.05.17 to express a no obligation interest in the scheme by visiting DDC website. District Cllr Micklewright stated that he is available to help residents with any matters relating to DDC or Northamptonshire County Council. Contact details are on DDC website.																																					
17/52	<b>Neighbourhood Watch and Police Liaison</b> – the Chairman reported that the latest information had been received from the Safer Communities Team which unfortunately had not included the latest incidents concerning unoccupied property being broken into in Hollowell. For an unknown reason these two incidents had not been reported onto the system. Officers have attended a report of cold calling/door knocking. Although a low crime area it is vital not to become complacent and to report anything suspicious.																																					
17/53	<b>Correspondence</b> – The Chairman reported that correspondence had been received from Daventry District Council inviting representatives of the Council to attend the Parish & Town Council Meeting on 15 June 2017 at the Council Chamber, Daventry District Council Offices. The Chairman reported he was not available on this date and Cllr Oswin agreed to attend and represent the Council.	<b>Clerk/HO</b>																																				
17/54	<b>Planning</b> – to consider any planning consultation papers, applications and completions received.																																					
17/54/1	<b>Applications</b> – DA/2017/0319 Relocation of existing field entrance, land at Teeton Road Spratton The Council discussed the application. There were No objections and No	<b>Clerk</b>																																				

17/54/2 17/54/3	observations which the Clerk was to report to DDC Planning prior to Committee meeting on 18 May 2017. . <b>Existing Applications</b> – none received. <b>Completions and other planning matters</b> – none received.																															
17/55 17/55/1	<b>Parish Assets</b> <b>Laptop Maintenance &amp; Servicing</b> – The Clerk provided three quotations for servicing of the Council’s laptop. The Council discussed the quotations and the Chairman proposed that the Council appoint Computer-Doctors for a cost of £60 to undertake the work and Cllr Oswin seconded the proposal. The Council <b>Resolved</b> to appoint Computer-Doctor for servicing of laptop.	<b>Clerk</b>																														
17/56	<b>Tree Survey &amp; Inspection</b> – Cllr Tomalin reported that he had met with Maurice Fitch to walk around the parish to inspect the trees for which the Council is responsible. Maurice Fitch Tree Works Ltd has provided a Tree Inspection & Report which details the condition of trees listed for inspection. The report highlighted the urgent need for works to 5 Ash trees. The options suggested in the tree survey were to fell three Ash trees and do remedial works to the other two or to fell all five trees. There are complications with access due to fencing. The Council agreed the work needed doing as soon as possible and asked the Clerk to seek further quotations to undertake these works for the Council to consider at its next meeting.	<b>Clerk</b>																														
17/57 17/57/1 17/57/2 17/57/3	<b>Pocket Park</b> <b>HPPAC</b> - receive an update from Cllrs Curtis and Oswin – Cllr Oswin had provided a full report earlier at the Annual Parish Meeting and there was nothing other to add. <b>Monthly/Annual Report</b> – the Chairman invited a temporary arrangement to undertake the playground inspection. Cllr Tomalin volunteered to undertake this role as an interim arrangement and would provide a monthly written report to the Clerk for the records. <b>Replacement latch to pedestrian entrance gate</b> - Cllr Tomalin reported that to date he had not been able to locate a replacement latch but would do so as soon as possible and report back to the next meeting.	<b>MT</b>  <b>MT</b>																														
17/58 17/58/1  17/58/2	<b>Finance &amp; Administration:</b> <b>To approve bank reconciliation as at 28 April 2017.</b> The Chairman checked and signed the bank reconciliation statement. <b>Receipts, including starting balance</b> £18,621.32 <b>Less Payments</b> £ 0.00 <b>Total</b> £18,621.32  <b>Current Account Balance</b> £ 6,550.00 <b>Business Account Balance</b> £12,078.51 <b>Less uncashed cheque</b> £ 7.19 <b>Total</b> £18,621.32  <b>Receipts &amp; Payments</b> – The Council noted the first half of the precept payment, £5,050.00 had been received into the Current Account and that this amount would be transferred into the Business Account in the next few weeks. To approve payments of the cheques that were signed between meetings plus those presented at the meeting. The Chairman reported that cheques 826,827 & 828 had been missed off the payments sheet in September 2016, an omission due to the crossover in Parish Clerk. Cllr Leah proposed that the payments were approved, seconded by Cllr Oswin and the Council <b>Resolved</b> to approve the payments listed below.																															
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864	NCALC	Annual Subscription		£ 245.77
865	HMRC	Clerks PAYE April & May 2017		£ 70.00
866	G Greaves	Clerks Salary April & May 2017		£ 280.00
867	Diane Malley	Payroll Services 2017/18		£ 70.50
868	Ian Arnott	Audit Services 2016/17		£ 110.00
869	Mark Hazle	Grass Mowing Contract (2)		£ 620.00
870	Maurice Fetch	Tree Survey & Inspection	£ 56.00	£ 336.00
871**	Hannah Oswin	MrSite Domain Charges	£ 1.20	£ 7.19
872	G Greaves	Stamps		£ 6.72
	<b>May Total</b>		<b>£ 77.11</b>	<b>£ 2,314.81</b>

\* cheques for approval from August 2016

\*\* replacement cheque for uncashed cheque 00840 - payment approved at Nov 2016 meeting

17/58/3

**Internal Controls Audit** – Cllr Tomalin reported that he had undertaken the regular check on internal control arrangements with the Clerk and that he had noted a small number of payment slips had not been counter signed. New procedures have been put in place to ensure that this does not reoccur.

17/58/4

**Clerk's Working Conditions and Practices** – Cllr Tomalin reported that he had carried out an inspection of the Clerks working conditions and found nothing adverse to report.

17/58/5

**Outsourcing of Payroll/PAYE function** – the Chairman reported that the outsourcing of payroll services had been completed with a Payroll Services Contract signed by the Chairman and Diane Malley. The Clerk had circulated the Contract to all Councillors earlier. The Clerk reported that the handover arrangements had gone smoothly.

17/58/6

**Notification of E-ON increasing Deemed Contract Rates from 1 April 2017** – the Chairman advised the Council on the increase in Electricity rates from 1 April 2017 and the Council noted this information.

17/59/7

**Uncashed Cheque 00840** – the Clerk reported that cheque number 00840 had been issued in September 2016 but had not been cashed. On checking with the payee it would appear that the cheque had been misplaced. The bank had confirmed that there would be no cost to the Council to cancel the cheque. The Clerk requested that the Council write and request the bank to cancel cheque number 00840 and for a replacement cheque to be issued. Cllr Tomalin proposed that cheque 00840 was cancelled and a further replacement cheque be issued, this was seconded by Cllr Cutis and the Council **Resolved** to cancel the cheque and provide a replacement cheque.

17/59

**Internal Audit – To receive the Internal Audit report 2016/17.** The Clerk had previously circulated the Internal Audit Report. Cllr Tomalin proposed to accept the internal Audit report, Cllr Oswin seconded the proposal. The Council Resolved to accept the Internal Audit report 2016/17.

17/60

**Resolution to approve year end accounts for 2016/17** – year end (2016/17) papers had been previously circulated to Councillors.

Councillor Curtis commented that no payments had been made for hire of Hollowell Village Hall and the Clerk reported that no invoices had been received. Councillor Leah agreed to seek clarification from the Village Hall Committee on hire costs.

**Bank reconciliation as at March 31<sup>st</sup> 2017**

Receipts including starting balance £22,342.04 less payments £8,770.81 = **£13,571.23** Cash in Current Account £1,500.00 plus cash in Business Account £12,078.42 Less Uncashed cheques £7.19 = **£13,571.23**

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	Cllr Tomalin proposed that the end of year accounts 2016/17 approved by the Council and Cllr Oswin seconded the proposal. The Council <b>Resolved</b> to approve the year end accounts for 2016/17.	
17/61	<b>Resolution to approve Section 1 of the Annual Governance Statement</b> The Chairman read out the statements from Section 1 of the Annual Return. Cllr Oswin proposed that Section 1 is approved; Cllr Leah seconded the proposal and the Council <b>Resolved</b> to approve Section 1 of the Annual Governance Statement.	
17/62	<b>Resolution to approve Section 2 of the Annual Governance Statement</b> - The Chairman explained Section 2 of the Annual Return, the accounting statement. Cllr Oswin proposed that Section 2 is approved; Cllr Tomalin seconded the proposal and the Council <b>Resolved</b> to approve Section 2 of the Annual Governance Statement.	
17/63	<b>Resolution to re-approve the Financial Regulations</b> – The Clerk updated the Council that she had taken advice from Northants CALC on the latest version of Financial Regulations and had been advised that a revised is expected soon however that the existing version should be used. Cllr Leah proposed that the Financial Regulations are adopted and Cllr Oswin seconded the proposal. The Council <b>Resolved</b> to approve the Financial Regulations.	
17/64	<b>Resolution to re-approve the Standing Orders</b> - The Clerk updated the Council that she had taken advice from Northants CALC on the latest version of Standing Orders and had been advised that a revised version is expected soon however that the existing version should be used. Cllr Leah proposed that the Financial Regulations are adopted and Cllr Oswin seconded the proposal. The Council <b>Resolved</b> to approve the Standing Order.	
17/65	<b>Resolution to re-approve Risk Assessment &amp; Risk Management Policy</b> The above policy was circulated prior to the meeting. The Clerk had reviewed the policy and had recommended a number of amendments. The Council discussed the amendments and Cllr Tomalin proposed that the revised risk assessment is approved; Cllr Curtis seconded the proposal and the Council Resolved to approve the revised Risk Assessment & Risk Management Policy.	
17/66	<b>Transparency Code Grant &amp; Website</b> - The Clerk had previously prepared a framework for the website that would work towards ensuring the Council complies with the requirements of the Transparency Code. The Council discussed implementation timetable and it was noted that the Clerk would not be able to undertake the extra work required complete the amendments to the website for some time. Cllr Oswin agreed to undertake the work and the Clerk to provide the Council documents. The Council discussed applying for the latest tranche of grant funding and agreed not to pursue this at this time.	
17/67	<b>Consider a request for a grant from Daventry Citizens Advice</b> – The Chairman reported to the Council that he had received a letter from Daventry Citizens Advice requesting a grant for £350 towards the cost of the service. The Council discussed the request, Cllr Eaton proposed that the Council did not award the grant, Cllr Curtis seconded the proposal. The Council <b>Resolved</b> not to award a grant to Daventry Citizens Advice on this occasion.	
17/68	<b>The Women's Tour</b> – the Council discussed the Women's Tour and agreed to note the event but not to take any further action.	
17/69	<b>Changes to Local Bus Service Timetable</b> - The Council discussed the item but having received no comments from residents about the proposed changes agreed to make no observations about the Bus Service 60 or changes to the timetable.	
17/70	<b>Rights of Way Improvement Plan</b> – Cllr McCubbin agreed to prepare and return a response to the survey to the Highways Department on behalf of the Council.	
17/71	<b>Clean Green Coordinator Project</b> – the Council discussed the item and decided that no further action be taken at this time.	
17/72	<b>Nation's Tribute</b> – The Chairman reported that this will be a standing item on the agenda and that he had been in touch with a representative of Guilsborough Parish Council. The Council discussed this project and Cllr Eaton advised that the Hollowell Steam would provide and supervise a Beacon, in the form of a bonfire, thereby avoiding the need to purchase / install a temporary Beacon. Cllr Eaton to provide the Council with costings for provision of skip and establish the arrangements for additional insurance for the event at the September meeting.	AE
17/73	<b>Exclusion of the press &amp; public</b> – <i>Due to the confidential nature of the business next to be transacted the press and public are excluded from the next item on the</i>	

	<b>agenda.</b> <b>RESOLVED:</b> to exclude the public and press from item number 17/74,17/75,17/76	
17/74	<b>Clerks Annual Leave</b> – the Clerk advised the Council of her annual leave dates. The Chairman will monitor emails during her absence. The Council noted these arrangements.	<b>All</b>
17/75	<b>National Pay Award</b> – to consider approving the Clerk’s salary in line with the recent 1% national pay award back dated to 1 April 2017. The Council discussed the implications of the salary increased. Cllr Leah proposed that the Council award the pay increase and Cllr Curtis seconded the proposal. The Council <b>Resolved:</b> to increase the salaried staff wages in line with the National Salary Award of 1% backdated to April 2017.	
17/76	<b>Clerks Working Hours</b> – the Clerk reported on the level of hours worked since the March 2017. There had been a number of instances where working hours had fluctuated over this time and resulted in additional hours being worked on a regular basis. In recent months this is possibly due to the end of year accounts, internal audit, meetings etc. It was agreed to continue to monitor the situation with a further report from the Clerk in July.	<b>Clerk</b>
17/77	<b>Date of Next Meetings</b> – The Council noted the proposed meeting dates for 2017/18. Wednesday 12 July 2017, Wednesday 13 September 2017, Wednesday 8 November 2017, Wednesday 10 January 2018, Wednesday 7 March 2018.	<b>Clerk</b>
	Meeting closed at 10.20 pm	

DRAFT