



## Hollowell & Teeton Parish Council

### HOLLOWELL & TEETON PARISH COUNCIL

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Minutes of the (virtual) Meeting of Hollowell & Teeton Parish Council held on Wednesday 15 July 2020 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 H Oswin  
Cllr M Tomalin

Clerk:

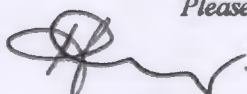
Gillian Greaves

Members of the public:

One resident present.

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- 20/90 Receive and approve apologies for absence. None received.
- 20/91 Receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None.
- 20/92 Receive and approve for signature the minutes of the extraordinary meeting held on 10 June 2020. The draft minutes were circulated prior to the meeting. Cllr Tomalin proposed the Council accept the minutes, Cllr Oswin seconded the proposal and the Council **Resolved** to approve the minutes of the meeting held on 10 June 2020 and they were signed by the Chairman as a correct record of the meetings.
- 20/93 Note any matters arising from the minutes not included on the agenda for report only. None.
- 20/94 **Public Participation.** A member of the public (Stuart Stockley) addressed the Council concerning a planning application that the Council had listed on the agenda for discussion. Mr Stockley gave the background and an overview of the planning application.
- 20/95 **Neighbourhood Watch and Police Liaison** – receive an update from the Chairman. The Chairman reported that there had been a number of incidents of crime locally including drug related offences and a van subjected to a break-in. The Chairman also reported that he had attended a Major Incidents Forum which considered how to deal with emergencies under Covid-19 regulations.
- 20/96 **Correspondence – requiring a response or a decision.** None.
- 20/97 **Respond to “Have your say on walking and cycling in Northamptonshire”.** The closing date for the consultation had expired but the Chairman reported that he had noted a contribution from a local resident and wanted to make councillors aware of this. Cllr Curtis reported that she fully supported the resident's comment and stated she was concerned about the condition of a number of local footpaths.
- 20/98 **Update on the Coronavirus / Covid-19 – Council to consider any actions.**  
**20/59/01 - Policy: Response to Covid-19 /Coronavirus – Council to review.** The Chairman reported that there had been some relaxation in government's guidance resulting in the play equipment being brought back in use from 4 July. However, this did not result in any change in the Council's Covid-19 policy. It was agreed that regular cleansing of the play equipment by the parish council was not

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practical. The Council agreed not to make any amendments to the Council's Covid-19 policy but to review at the September meeting.

20/99

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

**Application No: DA/2020/0385**

**Location: Old White Horse, Creaton Road, Teeton, Northamptonshire, NN6 8LH**

**Description: Construction of detached double garage and workshop. Change of use of land to garden and retaining wall to road frontage.**

The Chairman thanked Mr Stockley for his contribution and invited Councillors to consider the application. Cllr Blake reported that he had received observations from a resident relating to the height of the garage and requesting that the ridge of the roof does not exceed the height of a neighbour's fence. Secondly that there should be no future changes into residential use in respect of the garage. Cllr Blake proposed that the Council do not make any objections to the planning application but that the following observations are made:

- a) the height of the ridge of the garage roof should not exceed the height of the neighbour's fence
- b) the garage use should be restricted so not to allow any future application for change to residential use

seconded by Cllr Tomalin and the Council **RESOLVED** that the Council make no objections and two observations as detailed above.

20/100

**Pocket Park**

20/100/1

**HPPAC** - receive an update from Cllrs Curtis and approve any action. Cllr Curtis reported that the pocket park was well used with a number of families visiting the park. Nothing further to report.

20/100/2

**Monthly/Annual Report** - receive the monthly report on the Pocket Park from Cllr Tomalin and agree actions to address issues raised. Cllr Tomalin reported that there were no problems in the park. The aerial zip wire had been adjusted to the standard settings and that the speed of the equipment would be dependent upon the size of the person using it but as it was set to the suggesting settings no further action was proposed.

20/101 **Finance & Administration:**

20/101/1

**To approve bank reconciliation as at 30 June 2020.** The bank reconciliation was circulated separately prior to the meeting. The reconciliation was proposed as correct by Cllr Curtis, seconded by Cllr Blake and the Council **Resolved** to approve the bank reconciliation and this was signed by the Chairman.

Receipts including starting balance	£22,280.56
Payments	£5,404.39
<b>Closing Position at 30 June 2020</b>	<b>£16,876.17</b>
Cash in Current Account	£1,500.00
plus, cash in Business Account	£ 15,621.17
<b>Sub total</b>	<b>£17,121.17</b>
Uncleared Cheque 1015	£245.00
<b>Total</b>	<b>£16,876.17</b>

20/101/2

**Receipts & Payments** - To note receipts and approve payments of the cheques presented at the meeting. The Chairman proposed that the Council note receipts and approve payments of the cheques presented at the meeting. Seconded by Cllr Leah and the Council **Resolved** to note the receipts and approve payment of the following payments.

**Receipts –  
Payments –**

**30/06/2020 Interest £0.16**

Chq	Payee	Purpose	VAT	Amount	Powers
1017	G Greaves	Clerks Salary June/July		£317.54	LGA 1972 s112
1018	HMRC	Clerks PAYE June/July		£79.20	LGA 1972 s112
1019	E-ON	Street Light Maintenance Apr - June	£19.91	£119.48	Highways Act 1980
1020	Total Gas & Power	Electricity Supply 213933274/20	£3.50	£73.47	Highways Act 1980

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1021	Northants CALC	Training		£38.00	
1022	E Curtis	Plants (village planter)	£8.09	£48.67	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164
1023	A Crisp	Zoom Communication June & July Subscription	£4.80	£28.78	LGA 1972 s143
1024	M Hazle (Elm Tree Garden Maintenance)	Grass Mowing Invoice #621		£310.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164
BP	H Oswin	Website	£34.41	£206.49	LGA 1972 s143
BP	Total Gas & Power	Electricity Supply 216026112/20	£2.32	£48.68	Highways Act 1980

**20/101/3 Online Banking – Chairman & Cllr Leah to report.** The Chairman reported that both Cllr Leah and himself had the necessary information and equipment to undertake on line banking payments and they would make arrangements to pay the two items listed on the payment list. The Council discussed the need to ensure as a minimum two signatories should authorise the payments and the Chairman and Cllr Leah agreed that they would review the situation and if necessary, contact the Council's bank to make a request for the on line banking arrangements to request a dual payment system. Cllr Curtis suggested that if this is not possible the Council should consider investigating alternative banking arrangements. Cllr Oswin suggest compiling an essential check list for a new bank account. It was agreed to consider the matter further at the September meeting once more information was available.

**20/102 Resolution to re-approve the Financial Regulations. Councillor Tomalin to report.** The Council's internal auditor had recommended that the Council undertake a review of its Financial Regulations to ensure that the latest version was being used. Prior to the meeting Cllr Tomalin circulated the latest version of the 2019 financial regulations for councillors to consider and provide comments. Councillors made a number of suggestions for amendments including quarterly internal audit checks to be undertaken by a named Councillor. The Council discussed these amendments and also agreed that the risk assessment should be reviewed and brought in line with the Council's revised financial regulations and the proposed new amendments. The Chairman proposed that the Council adopt the revised financial regulation 2019, seconded by Cllr Leah and the Council **RESOLVED** to adopt the financial regulations.

**20/103 Implementation on new website – update by Cllr Oswin.** Cllr Oswin was pleased to report that the new website was now fully operational and that all the Council's information had been transferred from the old website across onto the new website. The Chairman thanked Cllr Oswin for successfully undertaking the works. Cllr Oswin advised that she would update the webhost account with the Clerks contact details for future invoicing.

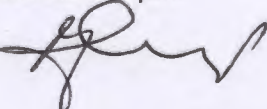
**20/104 Parish & Town Council Meeting – provisionally booked for 29 October 2020 Council to consider attendance.** The Chairman agreed to attend the Parish & Town Council meeting unless any other Councillor was available and wished to do so and the Clerk agreed to notify Daventry District Council.

**20/105 Renewal of Insurance – Council to consider requirement for quotations.** The Chairman reported that the Council had received notification from its existing insurer that the Council's insurance is due for renewal. The Chairman and Cllr Curtis had obtained details of other insurance providers and forwarded them to the Clerk. The Clerk was asked to obtain three quotations for the Council's insurance and bring to the September meeting for consideration.

**20/106 Clerk's new correspondence address.** The Clerk advised the Council that she would be moving on 22 July 2020 and advised the Council of her new address and contact telephone number. Cllr Oswin agreed to update the Council's contact details on the website. The Chairman advised that as a result of this change the sign in the pocket park would need to be updated with the new details at a cost of £40 plus VAT. The Chairman proposed that the Council approve the works to be undertaken by D & H Signage, seconded by Cllr Oswin and the Council **RESOLVED** to approve the purchase of replacement signage at a cost of £40 plus VAT.

**20/107 Date of Next Meeting Wednesday 16 September 2019 at 7.30 pm. Noted.**

Meeting closed at 8.50 pm.

Signed 

Chairman *A. Crisp*

Date *16/09/20*

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