

Clerk: Mrs. Ruby Cole  
32 Old Road  
Walgrave  
Northampton  
NN6 9QW

Tel: 07881 458801

E-mail: [clerk@holcot-pc.gov.uk](mailto:clerk@holcot-pc.gov.uk)  
Website: [www.holcot-pc.gov.uk](http://www.holcot-pc.gov.uk)

## MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 20<sup>th</sup> October 2025** at 7.00pm,  
Church Room, Main Street, Holcot, Northampton NN6 9SP

### **Present:**

**Councillors:** Chair - Cllr Chris Bailey, Vice Chair - Cllr Tony Hewitt , Cllr Lesley Burns,  
Cllr Paul Higham, Cllr Adrian Hanrahan, Cllr J Watson, Cllr D Watson

Rural North East Ward Councillor - Cecile Irving-Swift

**Public:** P. Scordellis - Holcot Village Hall Association - left after agenda item 25/257  
2 Other - left after agenda item 25/238

**Clerk:** Ruby Cole

<b>25/237</b>	<b>Apologies:</b> None.	
<b>25/238</b>	<b>Public address to the council:</b> Mr Scordellis pointed out the following:  <ol style="list-style-type: none"><li>1. Agenda item 25/245 - Agricultural Feature on Crossroads: <i>To consider option to retain, refurbish or dispose.</i> Items were donated and cannot be disposed. The worzel mangler is owned by a resident and will be cleaned. The sack barrow is owned by Heather Wilson, both of which have been donated.</li><li>2. Minuted item 25/230 - I.T. Requirements: <i>Holcot Village Hall Association were considered to be the best option to take ownership as they are already linked to the village website.</i> Holcot Village Hall Association do not have the manpower to take over the website.</li><li>3. Minuted item 25/182. Village Hall Parking: <i>The proposal was carried.</i> All public present raised concern as to why the resolved item 25/182 has been placed on current agenda 25/244. The parish council was asked to consider one off events should original decision be reversed.</li></ol>	

	<p>Cllr Hewitt explained the situation regarding point 3. New factors have come to light since the August meeting: Current cost of repairs to area around playing equipment. Complex nature of ownership of King George V field. Defined as 'For use in perpetuity for recreation use only'. It has also since been noted that the King George Field is registered as a Charity. The Clerk is discussing this with the Fields in Trust.</p>	
<b>25/239</b>	<p><b>Declarations of Interest:</b> Cllr D Watson - agenda item 25/257. Cllr T Hewitt - agenda item 25/243.</p>	
<b>25/240</b>	<p><b>Minutes:</b> Full Parish Council meeting Monday 22<sup>nd</sup> September 2025. <b>Resolved:</b> Minutes approved. Chair signed at meeting.</p>	
<b>25/241</b>	<p><b>Actions Outstanding:</b> See end of document for full update.</p>	
<b>25/242</b>	<p><b>Correspondence:</b></p> <ol style="list-style-type: none"> <li>07.10.25 NCalc - Planning Briefings with WNC - Developer Contributions 5.11.25, from 10.00 to 11.00 online. No-one available to attend. Clerk to obtain slides from meeting for info. <b>Action 25/242.1</b></li> <li>06.10.25 Resident - Parish website broken links. See agenda item 25/257.</li> <li>30.09.25 Quarterly update from WNC councillor Cllr Cecile Irving-Swift. Cllr Irving-Swift expanded further on the update: The WNC budget meeting is due to take place 22.12.25. She is keen on connecting villages together and providing support. WNC have a new booking-only system in place for Household Waste Recycling Centres. As of 03.11.25 a time slot is to be reserved online or by phone to visit, which can be done up to two weeks in advance or at least 30 minutes before arrival on the same day. Fly tipping is an offence and offenders will be prosecuted. Noted. Clerk to place quarterly update on parish council website. <b>Action 25/242.3</b></li> <li>29.09.25 NHW - AGM attendance requested 7:00pm 29.10.25. No-one available to attend.</li> <li>23.09.25 Resident - Holcot village traffic safety concerns. See agenda item 25/252.</li> </ol>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>25/243</b>	<p><b>Planning Notices:</b> 06.10.25 WNC - Planning consultation/information for application reference 2025/3836/MAR at Land at Overstone Lane Overstone. Comments by 27.10.25. <b>Resolved:</b> Clerk to write to Case Officer regarding construction traffic through the village. <b>Action 25/243.1</b></p>	<b>Clerk</b>
<b>25/244</b>	<p><b>Parking - King George V Field:</b> To revisit parking on field. As per Standing Orders 7a Previous resolutions. (A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9). It was noted that the conveyance of the land contains restrictive covenants. It was mentioned that other organisations within the parish have limited parking availability, yet still manage to hold events. A community minibus was proposed to transport event attendees from nearby areas. <b>Resolved:</b> The council voted unanimously to reject the proposal to allow parking on King George V field.</p>	
<b>25/245</b>	<p><b>Agricultural Feature on Crossroads:</b> To consider option to retain, refurbish or dispose. Deferred to next meeting.</p>	

Chair brought forward agenda item 25/257 at this point.

<b>25/257</b>	<p><b>I.T. Requirements:</b> Transfer of ownership of village website, currently owned by Holcot PC. All councillor emails have been changed to the .gov address. The broken links on the village website have been fixed.</p> <p>Websites and newsletters owned by the Parish Council, are governed by statutory regulations and strict internal governance policies to ensure legal compliance and public accountability. There was discussion on how the village website could be managed without the restrictions in place if owned by the Parish Council. The Village Hall Association do not have the manpower to take over the village website. However, Deryck Watson, as Secretary to the Village Hall Association has created a webpage for the village hall. This would alleviate the load for whoever takes control of the village website.</p> <p>The Parish Council would be able to give a grant to whoever takes ownership of the village newsletter/website, but a disclaimer would need to be made clear that although a grant has been received for production, the Parish Council are not accountable for what is contained therein.</p> <p><b>Resolved:</b> Annual grant applications will fund the village website and newsletter. Paul Higham has agreed to run the village website. Clerk to notify Ascomi. <b>Action 25/257.1.</b> Cllr Hewitt to contact Jenny to check she is happy to do the same with the newsletters. <b>Action 25/257.2</b></p>	<b>Clerk</b> <b>TH</b>
<b>25/246</b>	<b>New Parishioners:</b> None.	
<b>25/247</b>	<b>Maintenance Handyperson:</b> Nick Brimelow has been approached to carry out maintenance work if required and has agreed. Quotes would also be required from other contractors to achieve the best price as and when required.	
<b>25/248</b>	<p><b>Christmas Tree lights:</b> Cllr Higham met with ex councillor Pete Matthews. The lights are stored in the storage area behind the Church room. The broken lights have been repaired/replaced. There are two new two-meter lengths of lighting. Jonathan from Treeworx, had put these up last year.</p> <p><b>Resolved:</b> Cllr Hanrahan to obtain 3 quotes with a view to having the Xmas tree lights up asap after the November meeting when the cost and contractor would be agreed, taking into account Health &amp; Safety. <b>Action 25/248.1</b></p>	<b>AH</b>
<b>25/249</b>	<b>Remembrance Sunday 09.11.2025:</b> Cllr Bailey to lay poppy wreath. 10:50 am at the war memorial. Cllr Bailey to place parish council logo in centre of wreath. <b>Action 25/249.1</b>	<b>CB</b>

#### **Regular Reports and Decisions Arising**

<b>25/250</b>	<p><b>Defibrillator:</b> Cllr Higham advised that the batteries for defibrillator on Main Street expire in November. He confirmed that this defibrillator and the one at Holcot Village Hall are both registered with 'The Circuit'.</p> <p><b>Resolved:</b> Cllr Higham to order any items that are required to ensure both defibrillators are fully equipped to be used.</p>	
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25/251	<p><b>Green Hill Solar Farm:</b></p> <p>25.09.25 Grendon PC. Green Hill Solar - Community Benefit not included in the DCO application. Grendon Parish Council have sent a letter to Green Hill Solar farm requesting confirmation that 1. The Community Benefit Fund will be available and 2. The Community Benefit Fund will continue to be available and payable to the relevant communities, for the duration of the Green Hill Solar Farm. Holcot Parish Council were included in the letter as requested.</p> <p>23.09.25 Green Hill Solar Farm Case Team - Rule 6. Invitation to Preliminary Meeting 21.10.25. Cllr Bailey will be attending, despite not receiving any confirmation of registration. He advised that the Stop Green Hill Solar Farm group have spent approximated 10k and have funds for another 15k. Total cost anticipated 80k. NNC are employing a barrister and opposing Green Hill Solar, WNC are not.</p>	
25/252	<p><b>Road Safety and Highways:</b> No update at present.</p> <p>Holcot Parish Traffic Concerns from parishioner. Both the Parish Council and parishioner have raised concerns with WNC regarding the issues faced. Mainly walking safely along Sywell Road to their Childcare provider with toddler and baby. The current road width does not accommodate modern paving standards. The existing 30 mph (or 20 mph advised) speed limit is inadequate given the road's limitations, particularly with two-way traffic, pedestrian usage, and the lack of a dedicated footpath. The narrowness of the road significantly compromises safety at the current speed, and a re-evaluation of the speed limit is urgently necessary to better reflect these conditions and prioritize pedestrian safety.</p> <p>After consideration and suggestions from Ward Councillor Cecile Irving-Swift it was decided that the best approach would be for the parishioner to contact the Childcare provider direct. The only help the Parish Council are able to give is of support. If other parents in the village have similar issues it would be worth letters from each of them relaying the same concerns. The Childcare provider can then take this forward.</p> <p><b>Resolved:</b> Clerk to contact the parishioner with the above suggestion. <b>Action 25/252.1</b></p>	Clerk
25/253	<p><b>Police Liaison Representative:</b> No update.</p>	
25/254	<p><b>Neighbourhood Watch:</b> No update.</p>	
25/255	<p><b>Play Equipment Inspection:</b> Cllr Higham met with Darren from Playground Supplies. The matting under the see-saw needs replacing. As the matting under the apparatus is quite deep, to take it up would involve a mechanical digger. Following this, grass seed would be laid, then new matting would be laid over the area. Another option would be to place a of 50mm stone and a circle of bonded rubber mulch around the base. Playground Supplies (who carried out the annual inspection) has quoted £1725.00 plus VAT for this.</p> <p><b>Resolved:</b> Clerk to enquire with other parish councils and to obtain other supplier quotes. <b>Action 25/255.1</b></p>	Clerk

## Finance/Governance

<b>25/256</b>	<b>Co-Option:</b> No nominations received.	
<b>25/258</b>	<b>Land Ownership &amp; Assets:</b> Parish Council ownership established for Holcot Village Hall, King George V Field, Old School Site (unregistered). Cllr Hewitt and Clerk are working with solicitor for the registration of the Old School Site. <b>Resolved:</b> Clerk has placed all items on the asset register for £1 until any value has been confirmed.	
<b>25/259</b>	<b>Staff/Employee Working Party:</b> The working party have met. Meeting to be arranged with Clerk for appraisal.	
<b>25/260</b>	<b>Payments:</b> Invoices £1214.64. WNC Election £132.16 ref 384 not yet paid as awaiting vat invoice. Receipts: Precept £11,125.00, Mowing grant £808.11, Interest, £105.00. <b>Resolved:</b> Receipts noted. Invoices approved: Invoices signed by Cllr Higham & Cllr D Watson at meeting. Cllr Bailey & Cllr Hewitt to authorise at bank. <b>Action 25/260.1</b>	<b>CB TH</b>

Ref	Payee	Description	Date	Method	Amount
387	Eon	Street Lights ¼ ending Sept 25	21/10/2025	Online	76.80
388	Park Landscapes	September Mowing	21/10/2025	Online	582.00
389	RBL	Poppy Wreath	21/10/2025	Online	22.25
390	Clerk	October Salary inc home working	21/10/2025	Online	397.71
391	Unity Trust Bank	Monthly Bank Charge September	31/10/2025	Direct	6.00
392	Ramprint	Newsletter	21/10/2025	Online	129.88

**£1,214.64**

<b>25/261</b>	<b>Financial Report/Bank Reconciliation:</b> Unity Trust Current Account - 30.09.2025 £19,602.90. Unity Trust Instant Access Savings Account - 30.09.2025 £18,619.33. <b>Resolved:</b> Approved. Cllr Hanrahan signed bank reconciliation at meeting.	
<b>25/262</b>	<b>Reforecast: 2025/2026:</b> Cllr Bailey went through figures at meeting with councillors considering various adjustments. <b>Resolved:</b> The reforecast was approved. See end of minutes for report.	
<b>25/263</b>	<b>Grants:</b> Clerk had previously circulated policies: Grant Application form, Grant Awarding policy & Equality and Diversity policy for approval. Councillors reviewed the grant amount. <b>Resolved:</b> Policies approved. Grant amount available remains the same at £3000.00 for 2025/26. Clerk to place on parish council website. <b>Action 25/263.1</b>	<b>Clerk</b>

<b>25/264</b>	<b>Next Agenda Items:</b> Dedicated clerk phone. Parking on Back Lane and other areas. Clerk to place on agenda <b>Action 25/264.1</b>	<b>Clerk</b>
<b>25/265</b>	<b>Next Meeting:</b> Monday 17 <sup>th</sup> November 2025 <b>Resolved:</b> Meeting scheduled for 15 <sup>th</sup> December cancelled. Clerk to cancel church room booking. <b>Action 25/265.1</b>	<b>Clerk</b>

**Clerks Notes:** *Still no invoices received from SSE for period June 25 - September 25.*

*Clerk landline no longer operational.*

**Meeting closed: 21.20**

#### **Future Meetings: 17<sup>th</sup> November 2025**

19th January 2026

16th February 2026

16th March 2026

20th April 2026

Tbc - Annual Parish Meeting (between 01.03.2026 & 01.06.2026 (Village Hall)

18th May 2026 Annual Parish Council Meeting & Full Parish Council Meeting

#### **Action Points for Tracking**

##### **Ongoing Actions**

25/161.4	AH	Road Safety and Highways: To acquire VASID batteries from D Walker. Now being actioned by Cllr Hanrahan	Ongoing
25/161.5	CB	Road Safety and Highways: To change speed sign image	Ongoing
25/181.1	DW	Friends of Holcot - Gardening Group: To work with Heather to ascertain how this could be managed cheaply and effectively	Ongoing
25/225.1	LB	Police Liaison Representative: To register. Also to register with Northamptonshire Talking and Neighbourhood Watch.	Ongoing

#### **New Actions This Meeting**

25/242.1	Clerk	Correspondence: NCalc - Planning Briefings with WNC. To obtain slides
25/242.3	Clerk	Correspondence: Quarterly update from Cllr Cecile Irving-Swift. To place on parish council website.
25/243.1	Clerk	Planning Notices: 2025/3836/MAR at Land at Overstone Lane Overstone. To write to Case Officer regarding construction traffic through the village.
25/257.1	Clerk	I.T. Requirements: To notify Ascomi of transfer of ownership to Paul Higham.
25/257.2	TH	I.T. Requirements: To contact Jenny to check she is happy to do the newsletters via a grant.
25/248.1	AH	Christmas Tree lights: To obtain quotes

25/249.1	CB	Remembrance Sunday 09.11.2025: To place parish council logo in centre of wreath.
25/252.1	Clerk	Road Safety and Highways: Holcot Parish Traffic Concerns from parishioner. To contact the parishioner to contact Childcare provider.
25/255.1	Clerk	Play Equipment Inspection: To enquire with other parish councils and to obtain other supplier quotes.
25/260.1	CB/TH	Payments: To authorise at bank.
25/263.1	Clerk	Grants: To place policies and details on parish council website.
25/264.1	Clerk	Next Agenda Items: Dedicated clerk phone. Parking on Back Lane and other areas.
25/263.1	Clerk	Next Meeting: Monday 17th November 2025. To cancel church room booking for December.

**Actions Outstanding from Holcot Parish Council meeting  
Monday 22<sup>nd</sup> September 2025**

25/161.4	LB	Road Safety and Highways: To acquire VASID batteries from D Walker. Now being undertaken by Cllr Hanrahan	Ongoing
25/161.5	CB	Road Safety and Highways: To change speed sign image	Ongoing
25/181.1	DW	Friends of Holcot - Gardening Group: To work with Heather to ascertain how this could be managed cheaply and effectively	Ongoing
25/182.1	Clerk	Village Hall Parking: To send list of requirements to Holcot Village Hall Association. Awaiting Councillors feedback on draft.	Agenda 25/244
25/220.1	PH	Christmas Tree lights: Cllr Higham to liaise with Pete Matthews on status with a view to approaching Nick Brimelow to erect lights.	Agenda 25/248
25/221.1	Clerk	Remembrance Sunday 09.11.2025: To order poppy wreath.	Complete
25/223.1	Clerk	Green Hill Solar Farm: 2025/3341/DCO. To send response.	Complete
25/225.1	LB	Police Liaison Representative: To register. Also to register with Northamptonshire Talking and Neighbourhood Watch.	Ongoing
25/228.1	Clerk	Grants: To place details on parish council website.	Agenda 25/263
25/231.1	Clerk	Land Ownership & Assets: To place Holcot Village Hall and King George V Field on asset list.	Agenda 25/258
25/233.1	CB/TH	Payments: To authorise at bank.	Complete
25/235.1	Clerk	Next Agenda Items: Agricultural Feature on Crossroads. Reforecast. Grants. Website. Transfer of Ownership. Clerk to place on October agenda.	Complete

## Holcot Parish Council Reforecast October 2025

	Budget	Current forecast	YTD	Forecast remaining	
<b>Payments</b>					
Website	-100	-300	-258	-42	
Newsletter	-700	-700	-389.64	-310.36	2 x Newsletter expected to 31/3/26
Annual Parish meeting/Chair's expenses	0	0	0	0	
Audit	0	0	0	0	
Memberships	-850	-730	-694.61	-35.39	
Election	-1200	-220	-70.42	-149.58	Unconfirmed amount Oct 25
Room Hire	-150	-150	0	-150	
Admin - general	-300	-300	-161.42	-138.58	
Parish clerk and Councillor training	-500	-500	-169.2	-330.8	
Commission charges - Bank	-72	-72	-42	-30	
Mowing	-6000	-6000	-4590	-1410	
General maintenance	-1000	-500	-49.97	-450.03	
Playing field	-250	-2000	-72	-1928	Repairs expected to play equipment
Friends of Holcot - general	-350	-350	-28	-322	Repairs expected
Defibrillator	-200	-200	0	-200	
	0	0	0	0	
Road Safety Fund (earmarked reserve)	-1	-1	0	-1	
Holcot Hotspot	-200	-200	0	-200	
General Projects Fund	-1000	-1000	0	-1000	
Discretionary improvement	0	0	0	0	Unknown amount - SSE invoices expected
Routine maintenance, electricity	-1600	-1600	-319.05	-1280.95	
Insurance	-700	-700	-697.09	-2.91	
Allotment	-250	-250	-228.96	-21.04	
Grants	-3000	-3000	0	-3000	
Poppy Wreath	-30	-30	-22.25	-7.75	
	0	0	0	0	
Clerk Salary	-5500	-5380	-2713.97	-2666.03	
Working from home allowance		-120	-70	-50	
Payroll Admin/HMRC		-120	-124.58	0	Employers NI Contribution
	-23953	-24423	-10701.2	-13721.8	
<b>Receipts</b>					
Precept	22250	22250	22250	0	
Mowing grant	808	808	808.11	-0.11	
VAT refund	2500	2000	757.02	1242.98	
WNC Grant	0	0	0	0	
Allotment reimbursement	250	250	254.51	-4.51	
Other fundraising and minor Receipts	0	0	43.75	-43.75	
		0	0	0	
		0	0	0	
	25808	25308	24113.39	1194.61	