Holcot Parish Council

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

Tel: 07881 458801

E-mail: clerk@holcot-pc.gov.uk
Website: www.holcot-pc.gov.uk

Minutes of Holcot Annual Parish Council meeting & Holcot Full Parish Council Meeting held on **Monday 18th May 2026** at **7.00pm** in the Church Room, Main Street, Holcot, Northampton NN6 9SP.

MINUTES - Annual Parish Council Meeting

Present:

Councillors: Chair - Cllr Chris Bailey, Vice Chair - Cllr Tony Hewitt, Cllr Paul Higham, Cllr Deryck Watson

Public: 3

Clerk: Ruby Cole

26/108	**Election of Chair:** Cllr Hewitt proposed Cllr Bailey. Seconded by Cllr Watson. **Resolved:** Cllr Bailey accepted the position and Chaired the meeting.	
26/109	**Acceptance of Office for Chair:** **Resolved:** Cllr Bailey and Clerk signed 'Declaration of Acceptance of Office' form at meeting.	
26/110	**Apologies:** None.	
26/111	**Election of Vice Chair:** Cllr Bailey proposed Cllr Hewitt. Seconded by Cllr Higham. **Resolved:** Cllr Hewitt accepted the position.	
26/112	**AGAR 2025/26 Annual Internal Audit Report:** Internal audit completed by NCalc auditor Fiona Young. No issues found. **Resolved:** Received and noted. Clerk to place report on website. ***Action 26/112.1***	**Clerk**

Approved

26/113	**AGAR 2025/26 Section 1 - Annual Governance Statement**: Clerk presented completed form for Council to approve. **Resolved:** Approved. Chair & Clerk signed at meeting. Clerk to place on website. ***Action 26.113.1***	**Clerk**
26/114	**AGAR 2025/26 Section 2 - Accounting Statements.** Clerk presented completed form for Council to approve. **Resolved:** Approved. Chair signed at meeting. Clerk to place on website. ***Action 26/114.1***	**Clerk**
26/115	**AGAR 2025/26 Certificate of Exemption:** Holcot Parish Council to certify themselves as exempt from external audit and approve and sign the Certificate of Exemption form for submission to PKF Littlejohn. **Resolved:** Approved. Chair & Clerk signed at meeting. Clerk to submit and place on website. ***Action 26/115.1***	**Clerk**
26/116	**Explanation of Variances:** Clerk presented Explanation of Variances for Council to note. **Resolved:** Noted. Clerk to place on website. ***Action 26/116.1***	**Clerk**
26/117	**Exercise of Public Rights:** Council to agree to set dates as commencing Tuesday 3rd June 2026 and ending on Monday 14th July 2026. **Resolved:** Dates agreed. Clerk to place on website. ***Action 26/117.1***	**Clerk**
26/118	**Councillors Roles:** Appointment of parish councillor roles & responsibilities. ***See appendix 2 for allocation*** **Resolved:** Roles and responsibilities agreed. Clerk to place on website. ***Action 26/118.1***	**Clerk**
26/119	**Meetings:** Meeting dates for the year June 2026 - May 2027 - Mondays: 15th June 2026 13th July 2026 August 2026 - No Meeting 21st September 2026 19th October 2026 16th November 2026 December 2026 - No Meeting 18th January 2027 15th February 2027 15th March 2027 19th April 2027 17th May 2027 Annual Parish Council Meeting & Full Parish Council Meeting *Tbc - Annual Parish Meeting date to be set between 1st March 2027 & 1st June 2027* **Resolved:** Dates agreed. Clerk to book Church room 7:00pm. ***Action 26/119.1***	**Clerk**

Approved

MINUTES - Full Parish Council Meeting

Present:

Councillors: Chair - Cllr Chris Bailey, Vice Chair - Cllr Tony Hewitt, Cllr Paul Higham, Cllr Deryck Watson

Public: 3

Clerk: Ruby Cole

26/120	**Apologies:** None.	
26/121	**Public address to the council:** None, although a member of the public asked whether follow-up questions relating to issues raised at the Annual Parish Meeting were appropriate for discussion at this meeting. It was clarified that the Annual Parish Meeting is separate from Parish Council meetings, being a meeting of parish electors rather than a formal meeting of the Parish Council. Accordingly, any updates or actions arising from matters raised at the Annual Parish Meeting would be pursued and reported through future Parish Council meetings as they arise or are actioned.	
26/122	**Declarations of Interest:** None.	
26/123	**Minutes:** Full Parish Council meeting Monday 20th April 2026. **Resolved:** Minutes approved. Chair signed at meeting.	
26/124	**Actions Outstanding:** See end of document for full update. ***See Appendix 1***	
26/125	**Correspondence:** 20.04.26 Email NCalc - Membership Survey for Councillors. Expires 31.05.26. Noted. 16.04.26 Email St Mary and All Saints Church, Holcot - Request to reconsider whether continued support for mowing can be maintained. Council agreed that it would be beneficial to arrange a meeting with the Church Warden to discuss this matter alongside other maintenance issues. Cllr Hewitt to arrange meeting. ***Action 26/125.1***	**TH**
26/126	**Holcot Village Hall Association:** Cllr Watson read out a proposal prepared by the Village Hall Association that was presented at the meeting. This is following the meeting with council members held on 11.05.2026. ***See appendix 3.*** This meeting took place between Phil Scordellis and Deryck Watson from Holcot Village Hall Association and Cllr C Bailey and Cllr T Hewitt to discuss previous and future grant arrangements. Cllr Watson presented two options, with Option 2 being an ongoing concessionary arrangement covering Parish Council use of the Village Hall for storage and meetings, linked to CPI indexation. It was agreed in principle to reject option 1 and proceed with Option 2, at an annual cost of approximately £1,300 (subject to CPI increases). The arrangement will be reviewed annually, following publication of CPI figures. It was noted that this agreement does not imply an indefinite commitment and will be reconsidered each year by the	

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	Parish Council. Should the Parish Council not continue with the annual agreement in future years, the charging arrangements would be reviewed. The Holcot Hotspot budget line will be removed as costs are now incorporated within this arrangement. Although not raised at the meeting, it was subsequently considered appropriate that a formal signed agreement setting out the agreed terms and arrangements be put in place prior to payment. This is in order to protect the interests of both parties. **Resolved:** To approve in principle Option 2 for the Village Hall arrangement, providing for an annual concessionary payment of approximately £1,300 (subject to CPI indexation). The agreement to be reviewed annually by the Parish Council. The Holcot Hotspot budget line be removed. A formal agreement setting out the agreed terms and arrangements be put in place prior to payment to protect the interests of both parties.	
26/127	**Planning Notices:** 28.04.26 Email Alan Siviter - Pegasus Group. DA/2020/0001 Overstone Green Application Update. Noted. 23.04.26 Standard Consultation (Amended Plans/Information). DA/2020/0001. Land To East Of Kettering Road Overstone. Proposal Outline application for an urban extension consisting of circa 1600 dwellings; works to accommodate a new section of A43 dual carriageway road; up to 5.73 ha of commercial land, including: a local centre (Use Classes A1/A3/A5/D1), assisted living/residential care home (Class C2), conversion of former agricultural buildings to a community hub (Classes D1/A3) and employment (Classes B1/B2/B8); a new 2-form entry primary school; public open space, including allotments and children's play space; structural landscape planting; and associated infrastructure including drainage features, footway/cycleways and access (part access unreserved for a roundabout access into the site off the A43). Comments by 23.05.26. Council discussed the large and detailed planning application for Overstone Green, which had previously been considered and objected to by the Parish Council. It was agreed that the focus should be on strengthening Section 106 contributions, particularly benefits for Holcot. A £100,000 contribution from WNC was noted, with clarification sought as to whether this figure is subject to indexation. Concerns were reiterated regarding construction traffic passing through the village, and it was agreed this point should be restated in the response as a required mitigation measure. **Resolved:** Cllr Hewitt to prepare a formal planning response for submission by the Clerk by 23.05.2026. ***Action 26/127.1***	**TH** **Clerk**

Approved

26/128	**New Parishioners:** It was noted that there may be new parishioners in the Sunny Bank area. Cllr Watson will call round to introduce himself and provide a welcome flyer as part of the introduction. ***Action 26/128.1***	**DW**

Regular Reports and Decisions Arising

26/129	**Gardening Report:** The £200 planting budget was confirmed as completed, with spend remaining within the agreed limit despite some variation in planting quantities. Due to reduced gardening group capacity, further planned planting and contractor works for 2026 have been paused. The site will be maintained in its current condition and reviewed again in autumn. Parish councillors and residents have undertaken two weeding sessions, leaving the beds in a reasonably tidy condition. Future works will focus on edging the grass borders and applying bark chippings. 16 bags of bark at a cost of £128 would be required. Works are intended to be carried out in May, subject to volunteer availability and conditions. ***See appendix 4*** **Resolved:** Expenditure approved for the purchase of 16 bags of bark chippings. Cllr Watson to obtain the necessary pro forma invoice. ***Action 26/129.1***	**DW**
26/130	**Friends of Holcot:** Councillors discussed whether the Friends of Holcot group should remain on the agenda, given that it no longer falls under the Councils remit. An update may still be provided informally if needed, but there were no substantive changes to report at this stage, and ongoing work is continuing **Resolved:** It was agreed that it should be removed from the agenda.	
26/131	**Defibrillator**: Cllr Higham advised that new defibrillator pads are required and confirmed that he will ensure replacements are provided in good time.	
26/132	**Green Hill Solar Farm:** Cllr Bailey reported that there have been no significant developments regarding the Green Hill Solar Farm application, which is still being considered by the examining authority. A decision is expected by July and will be made by Energy Secretary Ed Miliband. In the meantime, the Stop Green Solar group is continuing fundraising activities, including ticket sales. A raffle is planned for June, and a family day event is also scheduled for June, with further details to follow.	
26/133	**Road Safety and Highways:** Alan Siviter, Associate Planner from the Pegasus Group has confirmed that at present the draft Section 106 agreement contains funding towards Local Highways improvements in Holcot of £100,000 as per the position when the application was last considered. A positive meeting was held with Sergeant Greg Harrison, who confirmed that speeding and HGV traffic are current priorities. Enforcement options discussed include targeted police presence, issuing fines to non-compliant HGV operators, and escalation to operators and licensing authorities for repeat offenders. Signage concerns were raised at the Brixworth/Holcot junction, particularly regarding missing 7.5 tonne restriction signs, and a request for additional signage has been submitted.	

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	Highways engineers will add the centre line on Sywell Road to their lining programme. Noted. It was also noted that the Council has requested further speed data collection from the police; however, the police have asked for this to be delayed for a few months, as recent data has only just been collected. Road Closure Sywell Road will be closed 29th June for 3 days at off peak times to carry out carry out drainage works. Noted. Road Closure. Part of Moulton Road will be closed 12-15th July to allow Anglian Water to complete a connection. Noted.	
26/134	**Holcot Car Boot & Farmer's Market:** Update from Cllr Watson including resident email dated 02.05.26 regarding parking at Sunny Bank. Concerns were discussed regarding the operation of the Holcot Car Boot and Farmers Market, particularly uncertainty around current planning permission and how it is being interpreted and applied. Cllr Watson advised that clarification has been repeatedly sought from WNC, specifically from the enforcement officer, Michelle Jarvis. However, responses to date have been limited and have not fully clarified the situation, contributing to ongoing uncertainty about what activities are formally permitted under the existing approval. A further concern was raised that enforcement appears inconsistent, even where potential breaches have been reported. An application relating to Sunday trading is currently pending, with a decision expected around 29.05.26. Traffic impacts associated with the Car Boot were highlighted, including reports of significant congestion on Thursdays, affecting commuters and causing wider disruption across Holcot and surrounding villages. It was suggested that there may be restrictions on arrival times, but these are not clearly evidenced in available documentation. Parking issues in Sunny Bank and nearby residential areas were also discussed, following concerns raised by residents. Residents have reported inconsiderate parking linked to Car Boot activity. While there is sympathy for those affected, it was acknowledged that options for managing this locally are limited. More generally, frustration was expressed regarding the perceived lack of enforcement action by WNC in response to repeated concerns. **Resolved:** Cllr Watson will continue to seek further clarification from WNC regarding the precise planning permissions and permitted operating conditions for the Car Boot sale, including authorised trading days and hours. The situation will continue to be closely monitored, particularly in relation to compliance and the pending decision on the Sunday trading application. Cllr Watson will contact Michelle Jarvis again, with a view to escalation if a satisfactory response is not received. ***Action 26/134.1***	**DW**

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26/135	**Police Liaison/Neighbourhood Watch:** Nothing further to report.	
26/136	**Play Equipment Inspection:** Cllr Higham reported that positive feedback had been received on the repair works carried on the flooring under the rocker. Email 06.05.26. Holcot Playing Field Football Goals. This email from a resident raised concerns about the metal football goals at the playing field, particularly that balls are rebounding off the frames into the hedge and becoming lost or bursting. Cllr Bailey met with two residents at the playing fields to discuss concerns. It was acknowledged that the goals are old and in poor condition, with some corrosion and at least one broken bar. The issue is most noticeable at the hedge end of the field. While the original installation was chosen for durability and cost reasons, the current condition is now causing practical problems. Different options were discussed, including adding a net along the hedge, modifying the existing goals, or replacing them entirely. It was felt that replacement may be the most sensible long-term option, and the possibility of securing grant funding, potentially through the Football Foundation, was raised. Further work is needed to confirm costs and suitable goal sizes, with a smaller size than full full-size goals likely to be appropriate. An update will be sent to the two residents once more information is gathered, including photographs of the current setup and costings. The basketball hoop was also discussed; it requires a minor repair to a damaged ring loop, which may be fixable using existing materials. The Friends of Holcot group may be able to assist. The basketball court itself may also benefit from cleaning and general community maintenance. **Resolved:** Cllr Bailey to take photographs and obtain further information on costings etc for the football goals. ***Action 26/136.1***	**CB**
26/137	**VASID**: Cllr Higham reported a suspected fault with the VASID unit on Sywell Road, which is currently not charging or operating despite recent battery replacements. It was noted that this is the only non-solar unit out of the existing units currently placed. The issue may be something relatively simple such as a blown fuse. However, repairs may be complicated as the original supplier, Morelock, is now in administration. Council discussed whether the unit could be repaired or whether full replacement would be necessary, along with the potential need to seek grant funding if replacement is required. **Resolved:** It was agreed that Cllr Higham will inspect the unit to assess whether it can be repaired and report back. Depending on his findings, grant funding options will then be explored if a replacement unit is needed. ***Action 26/137.1***	**PH**

Approved

Finance/Governance

26/138	**Co-Option:** No nominations received	
26/139	**Parish Online/Zoho Emails:** Storage nearing quota - clerk@holcot-pc.gov.uk account - 5.00 GB. The council discussed issues around Zoho email storage, retention, and GDPR compliance. Councillors noted the difficulty of managing email volume and the need to delete older emails while retaining important records. The current clerk mailbox is nearing capacity, with around 1.1 GB remaining out of 5 GB. Upgrade options were considered, and it was agreed to proceed with increasing the clerk mailbox to 10 GB at a cost of £24 per year (excluding VAT). Council also suggested it may be an idea for all councillors to delete unnecessary emails to reduce storage use and help avoid ongoing capacity issues. A separate issue was raised regarding Cllr Higham being locked out of the Holcot Parish Council email thread. The clerk agreed to forward the matter to Parish Online for investigation and response. **Resolved:** Expenditure of an additional £24 net to be added on to Parish Online invoice approved. ***Action 26/139.1.*** Clerk to report Cllr Higham email issues to Parish Online. ***Action 26/139.2***	**Clerk** **Clerk**
26/140	**Land Ownership & Assets:** The Old School Site The Council noted correspondence from David Reith, Rector of St.Mary and All Saints Church regarding ownership of the church wall following the recent Land Registry registration. Cllr Hewitt confirmed the Council's position, based on legal advice, that the conveyance makes no specific reference to the wall and contains no indication of ownership. It was further noted that the registration did not alter the original position, as the land had previously remained unregistered due to falling outside compulsory registration requirements. The Council also noted discussion regarding the church clock, including that repair works are required due to a faulty motor, with costs estimated in the region of £1,000 - £1,500. Previous funding arrangements for major church works were also noted, and it was agreed that such matters should continue to be considered on a case-by-case basis. It was further agreed that this would be included within the proposed meeting between St.Mary and All Saints Church representatives and Parish Council members. As per action 26/125.1 King George's Field Holcot (Charity No. 1085108) The status of King George's Field has been raised again by parishioners. For clarity, Cllr Hewitt advised that the existence of the charity had not previously been known to members of the Parish Council until recently, when searches identified its existence. It was noted that the Parish Council is the sole trustee	

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	of the charity. Cllr Hewitt again advised that the annual trustee returns had not been submitted for approximately seven years, although there had been no income or expenditure during that period. Cllr Hewitt reported that similar King George's Field charities elsewhere continue to submit annual nil returns; however, it was considered that the absence of returns in this case had no material effect given the inactivity of the charity. The use of the playing fields are governed by the Deed of Declaration dated 1958. Following advice received from solicitors specialising in charity law, it was recommended that the charity be dissolved. It was noted that the Charity Commission had not raised any objections to date. It was also acknowledged that continuing to submit annual nil returns would create unnecessary administrative burden and minor ongoing costs. Accordingly, it was agreed to proceed with the formal steps required to dissolve the charity and to record the necessary resolution for notification purposes. The Council noted correspondence received from the Charity Commission via the Council's solicitors dated 24.04.26 and formally resolved to dissolve the charity known as King George's Field Holcot (Charity No. 1085108). Council further noted that the Council's solicitors had already been instructed, as part of their initial quotation and payment, to complete and submit the necessary application and associated documentation to the Charity Commission for removal of the charity from the Register of Charities and completion of the dissolution process. **Resolved:** In light of the information contained within the Charity Commission letter dated 24.04.26, it was resolved that the charity be dissolved. Clerk to notify the solicitors and provide them with a copy of these minutes. This is to enable completion and submission of the application, together with the associated documentation, to the Charity Commission for removal of the charity from the Register of Charities and completion of the dissolution process. ***Action 26/140.1***	**Clerk**
26/141	**Insurance:** Renewal 01/06/2026 £702.61. Council noted the current insurance arrangement which is under a three-year contract. This is due to expire next year, with a full review required at renewal. It was confirmed that the asset register is up to date, including land and other relevant assets. Discussion took place regarding the village hall insurance. It was noted that the village hall should maintain its own insurance, although costs have significantly increased. It was also highlighted that, as standard practice, the Parish Council should be noted on the village hall insurance policy. **Resolved:** Expenditure of £702.61 for insurance renewal approved.	

Approved

26/142	**Parish Council Grants:** Council discussed the grant consultation relating to the parish. As reported earlier in the minutes, a meeting is to be held with representatives of St Mary and All Saints Church to discuss the various issues raised. Depending on the outcome of those discussions, the Parish Council will consider whether it is necessary to consult the wider village at a future Parish Council meeting. Traffic management was identified as the primary concern raised by residents. Council discussed the use of parish reserves, which are intended both to ensure operational continuity (approximately 3–9 months) and to support road safety improvements.	
26/143	**Payments**: Receipts: WNC Precept 29.04.26 £11700 & HMRC 08.05.26 £938.65. Current invoices £4265.51. **Resolved:** Receipts noted. Payments approved. Cllr Higham & Cllr Watson signed invoices signed at meeting. Cllr Bailey & Cllr Hewitt to authorise bank. ***Action 26/143.1***	**CB** **TH**

Ref	Payee	Description	Date	Method	Amount
441	Clerk	May Salary inc home working	19/05/2026	Online	498.40
442	HMRC	Employer Paye - NIC	19/05/2026	Online	9.81
443	Clerk	Photocopy Paper	19/05/2026	Online	22.02
444	Park Landscapes	April Mowing	19/05/2026	Online	801.30
445	SSE	Street Light Electricity April 2026	19/05/2026	Online	88.53
446	Clerk	Printer Cartridges	19/05/2026	Online	18.84
447	Clear Councils	Insurance Renewal	19/05/2026	Online	702.61
448	Playground Supplies	Rocker Repair	19/05/2026	Online	2070.00
449	ICO	Data Protection	31/05/2026	Direct	47.00
450	Unity Trust Bank	Monthly Bank Charge April	31/05/2026	Direct	7.00

£4,265.51

26/144	**Financial Report/Bank Reconciliation:** Unity Trust Current Account - 30.04.2026 £19,022.74 Unity Trust Instant Access Savings Account - 30.04.2026 £18,818.50. **Resolved:** Approved. Bank reconciliation signed at meeting	

Approved

26/145	**Bank Account:** Councillors discussed whether to transfer surplus funds from the current account to the savings account. It was noted that funds can be transferred between accounts instantly with no charge, however the current interest rate (approximately 1.95%) was considered low, generating around £100 per quarter. Alternative options were raised, including exploring higher interest accounts, which may offer improved returns (estimated around 3–5%). It was suggested that a more detailed review of cash flow and banking options would be required before any changes are made. **Resolved:** Decision deferred. No transfer of funds to be made at this time. Further review of banking options and interest rates to be brought back to a future agenda.	
26/146	**Next Agenda Items:** Reforecast. ***Action 26/146.1***	**Clerk**
26/147	**Next Meeting:** 15th June 2026 - Church Room 7.00pm	

Clerks Notes: VAT Reclaim for the period 01.06.2025 TO 31.03.2026 for ££938.65 was submitted to HMRC 05/05/2026.

Meeting closed: 20.30

Appendix 1 - Actions Outstanding

Action Points for Tracking

Ongoing Actions

26/032.1	Clerk	Clerk Laptop: To seek prices up to £500. Awaiting repair. Expected to be actioned in June.	Ongoing
25/277.1	TH	Christmas Tree lights: Not all the lights are working and these need to be checked by the supplier Mushroom Lighting. Cllr Hewitt to make contact to check and renew any items not working. Cllr Hewitt to arrange with Paul Butler.	Ongoing

Approved

New Actions This Meeting

26/112.1	Clerk	AGAR 2025/26 Annual Internal Audit Report: To place on website.
26/113.1	Clerk	AGAR 2025/26 Section 1 - Annual Governance Statement: To place on website.
26/114.1	Clerk	AGAR 2025/26 Section 2 - Accounting Statements Year End: To place on website.
26/115.1	Clerk	AGAR 2025/26 Certificate of Exemption: To submit and place on website.
26/116.1	Clerk	Explanation of Variances: To place report on website.
26/117.1	Clerk	Exercise of Public Rights: To place report on website.
26/118.1	Clerk	Councillors Roles: To place report on website.
26/119.1	Clerk	Meetings: To book Church room 7:00pm.
26/125.1	TH	Correspondence: St Mary and All Saints Church. To arrange meeting.
26/127.1	TH Clerk	Planning Notices: DA/2020/0001 Overstone Green. To prepare a formal planning response for submission
26/128.1	DW	New Parishioners: To introduce himself and provide a welcome flyer as part of the introduction.
26/129.1	DW	Gardening Report: To order bark chippings when required and organise invoice for Clerk.
26/134.1	DW	Holcot Car Boot & Farmer's Market: To make further contact with Michelle Jarvis again, with a view to escalation if a satisfactory response is not received.
26/136.1	CB	Play Equipment Inspection: To take photographs and obtain further information on costings etc for the football goals
26/137.1	PH	VASID: To inspect faulty unit to assess whether it can be repaired and report back.
26/139.1	Clerk	Parish Online/Zoho Emails: To notify Parish Online of increased email storage to 10GB for Clerk email.
26/139.2	Clerk	Parish Online/Zoho Emails: Tor report Cllr Higham email issues to Parish Online.
26/140.1	Clerk	Land Ownership & Assets: King George's Field Holcot. To notify the solicitors and provide them with a copy of these minutes.
26/143.1	CB/TH	Payments: To authorise bank.
26/146.1	Clerk	Next Agenda Items: Reforecast. To place on next agenda.

Approved

Actions Outstanding from Holcot Parish Council meeting Monday 20th April 2026			
26/032.1	Clerk	Clerk Laptop: To seek prices up to £500. Awaiting repair.	Ongoing
25/277.1	TH	Christmas Tree lights: Not all the lights are working and these need to be checked by the supplier Mushroom Lighting. Cllr Hewitt to make contact to check and renew any items not working.	Ongoing
26.082.1	CB	Correspondence: Road Safety Strategy. Closes 13.05.26. To respond.	Complete
26.083.1	CB/TH	Holcot Village Hall Association: To arrange meeting with Village Hall Trustees.	Complete
26.086.1	Clerk	Planning Notices: 46 Moulton Road. To respond. No Objection.	Complete
26.101.1	TH	Land Ownership & Assets: To respond to J Bonsor regarding Church Wall.	Complete
26.103.1	CB/TH	Payments: To authorise at bank.	Complete
26.106.1	Clerk	Next Agenda Items: Referendum on grants. Church grant letter. Allocation of surplus funds. Dissolution of King George V Charity. Insurance review.	Complete

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Appendix 2 - Councillor Roles/Sectors

Councillor Responsibilities May 2026

Responsibility	Councillor(s)	Notes
Book Exchange	Cllr Paul Higham	Pam Wilson looks after this on a day-to-day basis
Climate Change and Environment	Cllr Deryck Watson	
Defibrillator	Cllr Paul Higham	
Footpaths	Cllr Tony Hewitt	
Internal Control and Governance	Cllr Chris Bailey	
New Parishioners	Cllr Deryck Watson	
Parish Liaison	All Councillors	
Planning (general)	Cllr Tony Hewitt	
Playing Field & Equipment	Cllr Paul Higham	
Police Liaison and Neighbourhood Watch	Cllr Chris Bailey	
Road safety	Cllr Chris Bailey & Cllr Tony Hewitt	
Village Hall	Cllr Deryck Watson	Phil Scordellis is Chair of Holcot Village Hall Association
Parish Council Website Editor	Clerk	
Young Persons Co-ordinator	Cllr Paul Higham	
Village Website Editor	Paul Higham	paulhigham55@aol.co.uk
Village Newsletter	Jenny Davis	holcotvillagenewsletter@hotmail.com

Councillor Sectors - May 2026

Councillor(s)	Sector	Qty
Jackie Watson	Main St (15), Farm Close (5), Walgarth Ct (4)	24
Paul Higham	Ivy Farm (5), Poplars Lane (9), Winsland Court (4), Moulton Road (35), 1 and 3 Brixworth Road, Tithe Close (6)	61
Deryck Watson/Adrian Hanrahan	Outlying - Sywell Rd (7) - Foxhill Farm, The Bungalow, The Hawthorns, The White House, Oasis, New College Farm, Oakham Fields. Walgrave Rd (1) - The Lodge. Moulton Rd (12) – Hillcrest, Hospital Bungalows (4), Moulton Lodge, Crew Yard, Tithe Cottages (2), Tithe Farm House, Northfields (2).	20
Chris Bailey	Sywell Road(12), Sunny Bank incl Honeysuckle Cottage (6)	18
Tony Hewitt	Brixworth Road, From no.5 (13), Glebe Close (14)	27
Jackie Watson	Back Lane (19) and Brittens View (4) - includes Ellie's cottage - Chequers and Miss Coens are Back Lane but have Sywell Rd addresses	24
Jackie Watson	Walgrave Road (11), Beel Hook(4), Rectory Lane(6)	21
	TOTAL	**195**

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Appendix 3 - Proposal from Holcot Village Hall Association:

Community Use of Holcot Village Hall Proposal of Holcot Village Hall Association to Holcot Parish Council 11/05/2026

Proposed Option 1 . Invoicing Quarterly in Arrears as a 'Regular User'

A quarterly invoice to be issued in arrears for payment within seven days in accordance with T & Cs for Regular Hires
All invoices will be issued at the prevailing hire rate, with review typically on 1 January each year
Bookings to be made only in the customer name of Holcot Parish Council
Note: The period 01 January 2026 to 31 March 2026 is already settled by payment of the 2025/2026 'Grant'

Invoice Schedule 01 April 2026 to 30 June 2026			Invoice Due July 2026				Subtotal	2026	Full Year
Hire Identity	Quantity	Hours/Session	Room(s)	Rate	Total				
Holcot Hub Youth club	11	2.0	Green	£7.50		£165.00			
Annual Parish Meeting	1	4.0	Main	£11.50		£46.00			
CPR & Defibrillator Training	1	1.5	Main	£11.50		£17.25			
Storage (Per Week)	14	Discounted Rate **		£15.46		£216.44	£444.69		
Invoice Schedule 01 July 2026 to 30 September 2026			Invoice Due October 2026						
Hire Identity	Quantity	Hours/Session	Room(s)	Rate	Total				
Holcot Hub Youth club	5	2.0	Green	£7.50		£75.00			
Storage (Per Week)	14	Discounted Rate **		£15.46		£216.44	£291.44		
Invoice Schedule 01 October 2026 to 31 December 2026			Invoice Due January 2027						
Hire Identity	Quantity	Hours/Session	Room(s)	Rate	Total				
Holcot Hub Youth club	9	2.0	Green	£7.50		£135.00			
Holcot Hot Spot	2	5.0	Both	£15.00		£150.00			
Annual Seniors Lunch	1	7.5	Both	£15.00		£112.50			
Storage (Per Week)	14	Discounted Rate **		£15.46		£216.44	£613.94	1350.07	
Invoice Schedule 01 January 2027 to 31 March 2027			Invoice Due April 2027						
Hire Identity	Quantity	Hours/Session	Room(s)	Rate	Total				
Holcot Hub Youth club	8	2.0	Green	£7.50		£120.00			
Holcot Hot Spot	3	5.0	Both	£15.00		£225.00			
Storage (Per Week)	14	Discounted Rate **		£15.46		£216.44	£561.44		£1,911.51

Rate based continuous application of the 50% (1 month only) introductory rate of Shurgard Riverside
Shurgard regular rate is £30.92 per week for 45 sq ft Unit - Smaller units would not take the HPC safe

Proposed Option 2. Index Linked Annual Pre- Payment Fee

This option continues the partnership between HVHA and HPC by offering an ongoing discounted rate to the Holcot Parish Council
It provides the Holcot Village Hall Association with a secure, annually reviewed, timely, paid in advance remuneration for its anticipated services
This method benefits resident Council Tax payers by reducing the potential parish precept taxation

Bookings may be made by all individuals authorised by the Holcot Parish Council
The HPC to provide an authorised persons list to the HVHA Chair in March each year, and as new authorities are assigned

The Fee to be calculated at the previous year's fee plus CPI percentage change April to March
Payment of the Fee to be made in the first month of the Holcot Parish Council Financial Year (April)

The Calculation

Year 2025/2025 (Received 19 February 2026)			£1,295
Year 2026/2027 (Due May 2026 and in April in future years)	CPI April 2025 - March 2026	3.30%	£1,338

The HVHA Chair will issue an email request for payment to the Parish Clerk each April upon release of the relevant annual CPI figure
The annual pre-payment amount is due within 14 days of the email request
The option will be considered as renewed by the HPC each year upon receipt of the Annual Fee, ~~unless the agreements,~~ unless withdrawn
If unpaid, Proposal Option 1 at the prevailing hire rates will commence

NO GRANT FORM OR SIMILAR SHALL BE REQUIRED

Approved

Appendix 4 - Report regarding Crossroads Planting from Cllr Watson

Holcot Parish Council **Crossroads Planting Update 18 May 2026**

Budget - Holcot Village Crossroads Plant Beds			**18/03/2026**
	Cost		
Item	Planned	Actual	Status
Plant Removal inc. 2 x additional plants	£ 200.00	£200.00	Completed
Hibiscus Syriacus Cultivars x 2	£ 80.00		Awaiting Autumn Review
Planting Medium for the above	£ 10.00		Awaiting Autumn Review
Further contractor work (probable)	£ 150.00		Awaiting Autumn Review
Additional Plants to complete the 2026 plan	£ 100.00		Awaiting Autumn Review
Planting Medium & Bark Chips (1m3 16x60L)	£ 200.00	£ 128.00	Pending (Estimate)
Total	£ 740.00	£ 328.00	Total to Date

A small team of parish councilors and residents have weeded the beds twice. The initial effort found large perennial weeds and grass including an established clump of nettles, much of which had been present for a number of years. The second clearance by councilors was easier, mainly finding regrowth from persistent perennial weeds which were dug out as much as possible.

The next task is to cut edges into the grass and make an edge for the beds by removing edge soil and digging over some areas should persistent weeds reappear.

When this is done the beds are to be mulched with 1m3 of Evergreen Mini Chip Bark.

Timescale

May – Cut grass edges to the plant beds, remove waste and weed the beds. Timing TBA

Late May / Early June – Spread mini chip bark. Timing TBA

A purchase order is required to be sent to: -

Hassett Plant Centre
Old Quarry Field, Harborough Road
Pitsford, Northamptonshire
NN6 9RU

16 bags of evergreen Mini Chip Bark at £8 per bag = £128

Payment by BACS against pro-forma invoice

For collection when convenient to the volunteer team.

hassettplantcentre@btconnect.com

01604 847003

Approved