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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 16th March 2026** at 7.00pm, Church Room, Main Street, Holcot, Northampton NN6 9SP

Present:

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

Public: 2 (left after 26/071)

Clerk: Ruby Cole

26/048	Apologies: Cllr A Hanrahan - Pre-existing work commitment Resolved: Council accepted the above apologies	
26/049	Public address to the council: None	
26/050	Declarations of Interest: None	
26/051	Minutes: Full Parish Council meeting Monday 16th February 2026 Resolved: Minutes approved. Chair signed at meeting	
26/052	Actions Outstanding: See end of document for full update	
26/053	Correspondence: 01.03.26 Parishioner - Query re 16.02.26 Minutes Item: 26/006 Gardening Report. Previously circulated to Councillors. Responded to by Clerk under Scheme of Delegation via email 02.03.26 24.02.26 Parochial Church Council Secretary - Thank you letter for grant received. Thank you emails received from Holcot Village Hall & Paul Higham 23.02.26 Northants Calc Strategic Plan - Engagement Sessions - 23.03.26. Noted. No-one available to attend	
26/054	Gardening Report: Cllr Watson presented a report to Council including a draft response to R Walker, who sent an email on behalf of the gardening group 13.03.2026. Brief summary of report:	

	<ul style="list-style-type: none"> • Acknowledge Gardening Group email (13 March 2026) and past volunteer contributions. • Explanation of item not under correspondence. • Express disappointment at Gardening Group withdrawal from The Crossroads planting project. • Reaffirm commitment to the April 2024 Village Plan (V1.0) and support for volunteer initiatives. • Review planning options for The Crossroads: <ul style="list-style-type: none"> • Option A: Volunteers supported by Council guidance and budget. • Option B: Solely contractor-led approach. • Emphasize importance of volunteer involvement for long-term sustainability and aesthetics. • Request Gardening Group to reconsider and confirm their decision on resuming volunteer role. • Review final plan for The Crossroads and volunteer involvement at next Council meeting (decision expected April 2026) <p>Resolved: Approved with slight amendment. Cllr Watson will draft an email response with redrafted attachment for councillor approval. Action 26/054.1. Clerk to send to R Walker. Action 26/054.2</p>	DW Clerk
26/055	Friends of Holcot: Nothing to note at present other than the group tend to meet fortnightly	
26/056	Planning Notices: 10.03.26 Application No.2025/3836/MAR. Reserved Matters Land at Overstone Lane, Overstone. Resolved: No action required as previously responded	
26/057	New Parishioners: Two properties on Moulton Road. Cllr Watson to send welcome note. Action 26/057.1	DW
26/058	Litter Pick 2026: Cllr Higham will lead this on a personal capacity Resolved: This will no longer be under parish council remit	
26/059	Newsletter: Councillors discussed including a quarterly summary of key council activities in the village newsletter. Resolved: Councillors will contribute regular reports or suggested items for inclusion, with the Chair responsible for collating them prior to publication. Additionally, the Clerk will prepare a more welcoming message for the Parish Council section of the website. Action 26/059.1	Clerk
26/060	Dog Show: Councillors considered a request to hold a fundraising dog show on the Playing Field. It was noted that there is clear signage in place stating 'No Dogs Allowed.' Councillors agreed that permitting dogs on the field for this event would be contrary to the existing rules and could lead to confusion, as dogs are not normally permitted on the site. Whilst Councillors would have liked the event to go ahead, it could not agree to the use of the playing field as a location. Resolved: That permission to use the Playing Field for a dog show cannot be granted. The Clerk is to respond to the request accordingly. Action 26/060.1	Clerk

Regular Reports and Decisions Arising

26/061	Defibrillator: Clerk submitted an enquiry to St Johns Ambulance in relation to holding a free session on CPR and Defibrillator training. Following receipt of the community training request from St John Ambulance, it was noted that several sections of the required form cannot yet be completed. Cllr Higham to gauge interest via the village website. Action 26/061.1	PH
26/062	Green Hill Solar Farm: 25.02.26. Notification of the Examining Authority's Procedural Decision relating to the applicant's request to make further changes to the submitted application. Noted The STOP Green Hill Solar group has raised more than £45,000 so far and hopes to secure an additional £40,000	
26/063	Road Safety and Highways: Nothing to note at present	
26/064	Holcot Car Boot & Farmer's Market: Nothing to note at present	
26/065	Police Liaison/Neighbourhood Watch: Nothing to note at present	
26/066	Play Equipment Inspection: Nothing to note at present. Clerk to make enquiries regarding funding for potential play equipment for financial year 2027/28. Action 26/066.1	Clerk

Finance/Governance

26/067	Co-Option: Currently 3 vacancies. No nominations for co-option received	
26/068	WNC Election Recharge Consultation: Previously circulated. Council considered options given by WNC Resolved: Council agreed to go with option C. The charge would be £57.70 to Holcot. Clerk to submit. Action 26/068.1	Clerk
26/069	Annual Parish Meeting: Thursday 16th April 6.30pm. Attendees are: MP - Stuart Andrew Police - Unknown at present WNC Highways - Helen Howard/Andy Leighton WNC - Cllr Cecile Irving-Swift Clerk to circulate Notice of Meeting for both websites. Action 26/069.1. Clerk & Chair to prepare agenda. Action 26/069.2	Clerk Clerk CB
26/070	Land Ownership & Assets: Awaiting documents from Land Registry	
26/071	Asset Register: Previously circulated. Addition of Village Hall Building & Land, King George V Field, the Old School Site. Resolved: Approved. Chair signed at meeting. To be placed on parish council website. Action 26/071.1	Clerk
26/072	Payments: Current invoices £1108.72. Unsigned invoices from February signed at meeting. Current invoices signed at meeting. Resolved: Payments approved. Cllr Bailey & Cllr Hewitt to authorise bank. Action 26/072.1	CB TH

Ref	Payee	Description	Date	Method	Amount
420	WNC Elections	Election 25 Charges	17/03/2026	Online	64.50
421	Clerk	March Salary inc home working	17/03/2026	Online	498.40
423	SSE	Street Light Electricity February 26	17/03/2026	Online	100.05
424	Andrew Granger	Allotment Rent 29/09/25 - 24/03/26	17/03/2026	Online	71.00
425	Holcot Church School Room	Church School Room Hire x 9 2025	17/03/2026	Online	117.00
426	Anglian Water	Allotment 07/12/25 to 06/03/26	17/03/2026	Online	40.96
427	AVHM	Crossroads Maintenance	17/03/2026	Online	200.00
428	HMRC	Paye - NIC March	17/03/2026	Online	9.81
429	Unity Trust Bank	Monthly Bank Charge February	31/03/2026	Direct	7.00

1108.72

26/073	Financial Report/Bank Reconciliation: Unity Trust Current Account - 28.02.2026 £11,404.37. Unity Trust Instant Access Savings Account - 28.02.2026 £18,721.94. Resolved: Approved. Bank reconciliation signed at meeting	
26/074	Reforecast FY25/26: The previously circulated reforecast for FY25/26 was reviewed. An underspend against the allocated budget was noted. It was proposed that the Council consider transferring the surplus funds into a savings account at the next meeting. Resolved: Approved. See end of minutes	
26/075	Next Agenda Items: Move surplus funds into Savings Account. Action 26/075.1	Clerk
26/076	Next Meeting: Full Council - Monday 20 th April 2026 7.00pm Church room. Annual Parish Meeting - Thursday 16th April 6.30pm Holcot Village Hall	

Meeting closed: 20.26

Future Meetings: 18th May 2026 Annual Parish Council Meeting & Full Parish Council Meeting

Action Points for Tracking

Ongoing Actions

25/277.1	TH	Christmas Tree lights: The Christmas tree lights were working until New Year's Eve, when a power cut occurred. Since then, they have not been operational. The location of the switch/fuse is currently unknown.. Xmas tree lights to be checked once down.	Ongoing
26/032.1	Clerk	Clerk Laptop: To seek prices up to £500. Awaiting repair.	Ongoing

New Actions This Meeting

26/054.1	DW	Gardening Report: To draft an email response with redrafted attachment for councillor approval.
26/054.2	Clerk	Gardening Report: To send email response to R Walker.
26/057.1	DW	New Parishioners: Two properties on Moulton Road. To send welcome note.
26/059.1	Clerk	Newsletter: To prepare a more welcoming message for the Parish Council website
26/060.1	Clerk	Dog Show: To send email of response of refusal
26/061.1	PH	Defibrillator: To gauge interest on CPR training via website.
26/066.1	Clerk	Play Equipment Inspection: To make enquiries regarding funding for potential play equipment for financial year 2027/28.
26/068.1	Clerk	WNC Election Recharge Consultation: To submit option C to WNC
26/069.1	Clerk	Annual Parish Meeting: To circulate notice on bother websites.
26/069.2	Clerk/CB	Annual Parish Meeting: To prepare agenda
26/071.1	Clerk	Asset Register: To place on parish council website.
26/072.1	CB/TH	Payments: To authorise bank.
26/075.1	Clerk	Next Agenda Items: Move surplus funds into Savings Account.

Actions Outstanding from Holcot Parish Council meeting Monday 16th February 2026

25/277.1	CB	Christmas Tree lights: To obtain a spare key to church storage room. The Christmas tree lights were working until New Year's Eve, when a power cut occurred. Since then, they have not been operational. Once the lights are working properly again, Cllr Hewitt will arrange for them to be taken down. The location of the switch/fuse is currently unknown. Cllr Bailey will contact Pete Matthews to ascertain its location. Cllr Higham was informed that there is only one key to the church storage room, which is currently held by James Bonsor. Xmas tree lights to be checked once down.	Ongoing
26/004.1	Clerk	Holcot Parish Council Grants: To notify applicants of grant awarded.	Complete
26/004.2	Clerk	Holcot Parish Council Grants: To enter payment at bank for authorisation.	Complete
26/004.3	CB/TH	Holcot Parish Council Grants: To authorise payment at bank.	Complete
26/007.1	PH	Friends of Holcot: To send clerk details of members. Friends of Holcot will operate independently.	NFA

26/011.1	Clerk	Planning Notices: 2026/0356/FULL- Holcot Showground. To submit Objection response as per previous responses.	Complete
26/011.2	Clerk	Planning Notices: 2026/0315/S73 - Land Adjacent To 3 Moulton Road Holcot. To submit no comment response.	Complete
26/011.3	TH	Planning Notices: West Northamptonshire Local Plan - To draft response for councillors approval upon receipt from clerk of previous letter sent.	Complete
26/013.1	PH	Litter Pick 2026: Date to be agreed. To reach out via the village website for volunteers.	Complete
26/019.1	Clerk	Holcot Car Boot & Farmer's Market: To notify Michelle Jarvis at WNC.	Complete
26/020.1	Clerk	Police Liaison/Neighbourhood Watch: Clerk to notify relevant bodies that Cllr Bailey is co-Ordinator.	Complete
26/021.1	Clerk	Play Equipment Inspection: To appoint Playground Supplies Ltd.	Complete
26/025.1	Clerk	Scheme of Delegation to the Clerk/RFO: To place on parish council website.	Complete
26/026.1	Clerk	Policies: To place on parish council website.	Complete
26/027.1	PH	Parish Engagement Annual Review: 19.3.26 6.00pm. To enquire with Hayley availability for drop in session. To place on village website.	Complete
26/028.1	Clerk	Annual Parish Meeting (meeting for parishioners): 16.04.26 6.30pm. To send Invitations to Cllr Cecile Irving-Swift, Police, Highways & MP Stuart Andrew.	Complete
26/028.2	PH Clerk	Annual Parish Meeting (meeting for parishioners): 16.04.26 6.30pm. To place on websites.	Complete
26/032.1	Clerk	Clerk Laptop: To seek prices up to £500. Awaiting repair.	Ongoing
26/033.1	Clerk	Mowing: Urban Highway Grass Mowing 2026. To submit of WNC Kier.	Complete
26/034.1	Clerk	Land Ownership & Assets: To implement solicitors to dissolve King George V charity.	Complete
26/040.1	Clerk	Staff Working Party: To send DM Payroll details of revised pay.	Complete
26/045.1	Clerk	Precept: To submit precept form £23,400 to WNC.	Complete
26/045.2	Clerk	Precept: To send website communication details to Councillors for updates.	Complete
26/046.1	Clerk	Next Agenda Items: End of year reforecast. WNC election recharge.	Complete

Reforecast March 2026

Holcot Parish Council		Budget 2025-2026	Current forecast 2025-2026	YTD	Forecast remaining March 2026	Due March 26	
Payments (VAT incl)							Red = Overspend Black = Credit Balance
Administration and communications	Website	(100)	(300)	(388)	(288)		Overspend - new website
	Newsletter	(700)	(700)	(390)	310		No invoice expected for remainder of March 26
	Annual Parish meeting/Chair's expenses	0	0	0	0		
	Audit	0	0	0	0		
	Memberships	(850)	(730)	(695)	155		No invoice expected for remainder of March 26
	Election	(1,200)	(220)	(135)	1,065		No invoice expected for remainder of March 26
	Room Hire	(150)	(150)	(117)	33		No invoice expected for remainder of March 26
	Admin - general	(300)	(300)	(431)	(131)		Overspend - Land Registration Fees
	Parish clerk and Councillor training	(500)	(500)	(327)	173		No invoice expected for remainder of March 26
Commission charges - Bank	(72)	(72)	(73)	(1)		Overspend - Increase Charge	
		0	0		0		
Maintenance	Mowing	(6,000)	(6,000)	(5,652)	348		No invoice expected for remainder of March 26
	General maintenance	(1,000)	(500)	(50)	950		No invoice expected for remainder of March 26
	Playing field	(250)	(2,000)	(72)	178		No invoice expected for remainder of March 26
	Friends of Holcot - general	(350)	(350)	(228)	122		No invoice expected for remainder of March 26
	Defibrillator	(200)	(200)	(300)	(100)		Overspend - Defibrillator Batteries
		0	0	0	0		
Projects	Road Safety Fund (earmarked reserve)	(1)	(1)	0	1		No invoice expected for remainder of March 26
	Holcot Hotspot	(200)	(200)	0	200		No invoice expected for remainder of March 26
	General Projects Fund	(1,000)	(1,000)	0	1,000		No invoice expected for remainder of March 26
		0	0	0	0		
		0	0	0	0		
		0	0	0	0		
Lighting	Discretionary improvement	0	0	0	0		
	Routine maintenance, electricity	(1,600)	(1,600)	(1,098)	502	(77)	£76.80 expected remainder of March 26
Other	Insurance	(700)	(700)	(697)	3		No invoice expected for remainder of March 26
	Allotment	(250)	(250)	(361)	(111)		Overspend - Water
Sundry	Grants	(3,000)	(3,000)	(2,955)	45		
	Poppy Wreath	(30)	(30)	(22)	8		
		0	0	0	0		
Staff Costs	Clerk Salary	(5,500)	(5,380)	(5,251)	249		No invoice expected for remainder of March 26
	Working from home allowance		(120)	(158)	(158)		Overspend - Increase in allowance
	Payroll Admin/HMRC		(120)	(206)	(206)		Overspend - Employer NI
Payments - Total cashflow		(23,953)	(24,423)	(19,604.88)	4,348		
Receipts						0	
	Precept	22,250	22,250	22,250	0		
	Mowing grant	808	808	808	0		
	VAT refund	2,500	2,000	757	(1,743)		No Claim Made since May 25
	WNC Grant	0	0	0	0		
	Allotment reimbursement	250	250	255	5		
	Other fundraising and minor Receipts	0	0	44	44		
			0	0	0	0	
		0	0	0	0		
Receipts - Total cashflow		25,808	25,308	24,113.39	(1,695)		