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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 16th February 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: None

Clerk: Ruby Cole

26/001	Apologies: Cllr A Hanrahan - Pre-existing work commitment, Ward Cllr Cecile Irving-Swift. Resolved: Council accepted the above apologies.	
26/002	Public address to the council: None	
26/003	Declarations of Interest: Cllr D Watson - agenda item 26/004.1. Cllr P Higham - agenda item 26/004.3.	
26/004	Holcot Parish Council Grants: <ol style="list-style-type: none">Holcot Village Hall Association: Amount requested £1295. Mr Scordellis, Chair of Holcot Village Hall Association, submitted a written report as he was unable to attend the meeting. The report was read out on his behalf by Cllr Watson. It provided a summary of the reasons for the grant application and detailed the amount requested.St Mary and All Saints Church: Amount requested £1620. Churchyard mowing.Paul Higham: Amount requested £40. Village website administration. For clarity: Both the newsletter and the village website are independently managed and are not operated directly by the Parish Council. However, the Parish Council has formally agreed to fund the newsletter as part of its communications arrangements. The decision to allocate funding is made through the Council's approved budget. The Parish Council also maintains	

	<p>its own official website to meet statutory publication and transparency obligations. The separate village website has not been formally adopted by the Council as an official communication channel and operates independently of Council oversight.</p> <p>Resolved: Council approved the full requested amount of £2,955. However, concerns were raised that insufficient supporting documentation had been provided. There was also concern that the grant funding appeared to be relied upon as guaranteed rather than being appropriately justified. It was agreed that the grant policy will be reviewed going forward. Councillors also noted that there may be insufficient funds available in future years to continue offering grants, particularly for the year ending 2026/2027. Clerk to notify applicants of grant awarded. Action 26/004.1. Clerk to enter payment at bank for authorisation. Action 26/004.2. Cllr Bailey & Cllr Hewitt to authorise payment at bank. Action 26/004.3</p>	Clerk Clerk CB/TH
26/005	<p>Agricultural Feature on Crossroads: The gardening group will continue to maintain the two agricultural features and ensure they and the surrounding area is kept in good condition.</p>	
26/006	<p>Gardening Report: Cllr Watson circulated a report with an update from his meeting with H. Wilson.</p> <p>Plants - previously agreed removal of six plants. Proposal to remove two additional Sambucus nigra (total eight) and replace in spring with hibiscus (or similar). After contacting various companies for quotes, Cllr Watson recommended appointing AVHM limited - Chris Saunders to carry out the work. Expenditure proposal total £740. £200 to be allocated this financial year for plant removal. £540 to be budgeted in 2026/27 for the remainder of the works.</p> <p>Resolved: Council approved total expenditure.</p>	
26/007	<p>Friends of Holcot: Cllr Higham has reached out to the community for volunteers and has secured ten to date. A majority will be meeting this month as an introduction. Cllr Higham to send clerk details of members.</p> <p>Action 26/007.1</p>	PH
26/008	<p>Minutes: Full Parish Council meeting Monday 17th November 2025.</p> <p>Resolved: Minutes approved. Chair signed at meeting.</p>	
26/009	<p>Actions Outstanding: See end of document for full update.</p>	
26/010	<p>Correspondence:</p> <ol style="list-style-type: none"> 1. 04.02.26: Parishioner regarding speeding traffic through village. Noted. Cllr Bailey acknowledged and responded 04.02.26. 2. 30.01.26: Holcot village hall. Anglian Water Works 23/02/26 for two weeks Monday to Friday at Back Lane - parking options. Noted. 3. 29.01.26: MP - Daventry Constituency Agricultural Forum 27.02.26 6.00pm. Noted. No-one available to attend. 4. 02.01.26: Pitsford Water Trail Races - Sun 01.03.26. Noted. 5. 11.12.25: Resident - Deer Carcass on Moulton Road. Noted. 6. 01.12.25 Citizens Advice West Northants and Cherwell. Donation request. Noted. 7. 27.11.25 Unity Trust Bank. Notification of changes to fees and charges 8. 14.11.25 CPRE - Option to join. £60 a year. Noted. Not required. 9. 10.02.26 Post Agenda - WNC election recharge consultation. Expires 10.04.26. To be placed on next agenda for Council decision. 	

26/011	<p>Planning Notices:</p> <ol style="list-style-type: none"> 02.02.2026. 2026/0356/FULL- Holcot Showground Sywell Road Holcot. Full planning application for the use of Holcot Showground for Sunday car boot sales and alterations to the internal arrangement of the site and widened opening hours (no change to trading hours). Resolved: Clerk to submit Objection response as per previous responses. Action 26/011.1 02.02.2026. 2026/0315/S73 - Land Adjacent To 3 Moulton Road Holcot. Removal of condition 10 of planning permission 2024/4139/FULL (Self build new 4 Bedroomed detached house on land adjacent to). Resolved: Clerk to submit no comment response. Action 26/011.2 West Northamptonshire Local Plan – Cllr Hewitt to draft response for councilors approval upon receipt from clerk of previous letter sent. Action26/011.3 	Clerk Clerk TH
26/012	New Parishioners: New residents in the parish have received the recent newsletter.	
26/013	<p>Litter Pick 2026: Date to be agreed. This may be undertaken by volunteers. Clerk pointed out that all people taken part under the remit of the parish council are required to adhere to the risk assessment policy.</p> <p>Resolved: Cllr Higham to reach out via the village website for volunteers. Action 26/013.1</p>	PH
26/014	Newsletters: Jenny is happy to continue with the production of the newsletters, funded by the Parish Council. Noted.	
26/015	<p>WNC - Community Resilience Project: Option to join initiative as Holcot village identified as potential flood risk.</p> <p>Resolved: Noted.</p>	

Regular Reports and Decisions Arising

26/016	Defibrillator: Cllr Higham reported that all is up to date.	
26/017	<p>Green Hill Solar Farm:</p> <ol style="list-style-type: none"> 21.11.25 letter provides notification of the Examining Authority's Procedural Decision relating to the applicant's proposed changes to the application. Noted. 22/01.26 General letter from PCs to examiners sent by Stop Green Hill Solar Farm. Noted. 04.02.26 Email received - MP Stuart Andrew and colleague Sarah Bool delivered the petition against Green Hill solar farm to 10 Downing Street. Noted. 	
26/018	<p>Road Safety and Highways:</p> <ol style="list-style-type: none"> Village Parking: Parking issues on Back Lane and other areas. Noted. 22.01.26 MP Stuart Andrew - Potholes and road safety: local survey and engagement. Noted. On parish council website. 02.12.25 Northants Police - Invitation to Join Community Speed Watch. Noted. On parish council website. 	
26/019	<p>Holcot Car Boot & Farmer's Market:</p> <p>Resolved: Cllr Watson is now the co-ordinator. Clerk to notify Michelle Jarvis at WNC. Action 26/019.1</p>	Clerk

26/020	Police Liaison/Neighbourhood Watch: No-one available to attend Teams meeting with the Police, Fire and Crime Commissioner - 04.03.26. Resolved: Cllr Bailey is now the co-ordinator for PLR & Neighbourhood Watch. Clerk to notify relevant bodies. Action 26/020.1	Clerk
26/021	Play Equipment Inspection: 1. Cllr Higham reported nothing additional to relay. 2. Clerk had obtained and circulated several quotes for the repair of surface matting under 'rocker'. Resolved: After careful consideration, Council approved to appoint Playground Supplies Ltd. Total £1,725 + VAT. Clerk to contact Playground Supplies Ltd. Action 26/021.1	Clerk

Finance/Governance

26/022	Resignation: 10.01.26 Lesley Burns email resignation Resolved: Noted.	
26/023	Resignation: 11.01.26 Jackie Watson email resignation Resolved: Noted.	
26/024	Co-Option: Currently 3 vacancies. No nominations for co-option received.	
26/025	Scheme of Delegation to the Clerk/RFO: Previously circulated. Resolved: Council approved to adopt Scheme of Delegation to clerk. Clerk to place on parish council website. Action 26/025.1	Clerk
26/026	Policies: Clerk circulated updated policies for approval prior to meeting. Risk Management, I.T. Policy, Complaints Procedure, Publication Scheme, Data Breach, Data Protection, Subject Access Request, Records Retention, Equality & Diversity, Health & Safety, Grievance & Disciplinary, Staff Working Party. Resolved: All policies were approved and signed by Chair & Clerk. Clerk to place on parish council website. Action 26/026.1	Clerk
26/027	Parish Engagement Annual Review: Thursday 19 th March. 6.00pm. Cllr Higham to enquire with Hayley at the pub for timings and availability for drop in session. Cllr Higham to place on village website. Action 26/027.1	PH
26/028	Annual Parish Meeting (meeting for parishioners): Thursday 16 th April 6.30pm. Holcot village hall has been booked for this. Clerk to send Invitations to Cllr Cecile Irving-Swift, Police, Highways & MP Stuart Andrew. Action 26/028.1. Clerk & Cllr Higham to place on websites. Action 26/028.2	Clerk Clerk PH
26/029	Annual Parish Council Meeting: 18 th May 2026, which will be followed by full parish council meeting straight after in the Church room. Noted.	
26/030	EON: Since the completion of the streetlight upgrades in January 2024, no maintenance call-outs have been required. Council considered whether to continue with the streetlight maintenance contract at a net cost of £250 per year. Resolved: Council agreed to continue with the maintenance contract, as the cost of any replacement work would be substantially reduced by remaining in the scheme.	

26/031	SSE: Email received 22.01.26 to update SSE bank account details before closure 02.02.26. Due to urgency this was agreed via email to be implemented. Resolved: Approved.	
26/032	Clerk Laptop: Council considered whether to repair or purchase a new laptop for the Clerk as existing one now faulty. Resolved: Expenditure of up to £500 approved if replaced. Clerk to seek prices. Action 26/032.1	Clerk
26/033	Mowing: Urban Highway Grass Mowing 2026. Confirmation letter and copies of the Parish requirements/specifications for the 2026 mowing season received 05.02.26 from WNC Kier. Resolved: Council approved to accept the contribution of £808.11. Chair signed agreement at meeting. Clerk to submit of WNC Kier. Action 26/033.1	Clerk
26/034	Land Ownership & Assets: Old School Site. Documents have been sent to Land Registry - awaiting further details. King George V Charity. Solicitors - HCR Law, undertook a detailed review of the Conveyance dated 1 July 1939 and the Deed of Declaration contained within it. It remains unclear how and why the charity known as King George's Field, Holcot was originally established and how it is currently governed. The estimated cost for the solicitors to write to the Charity Commission, on behalf of the Charity, to seek confirmation that the Commission has no objection to the dissolution of King George's Field, Holcot is approximately £875 plus VAT. Resolved: As the appointed solicitor specialises in charities and not-for-profit organisations, the Council agreed to approve the expenditure. Clerk to implement. Action 26/034.1. It was noted that responsibility for the boundary wall between the Church and the Old School site rests with the Church.	Clerk
26/035	December Payments: Due to no meeting in December, payments were approved via email totalling £1301.96. Receipts £102.61 interest on Savings account. Resolved: Payments and receipt approved. Invoices signed at meeting.	

Ref	Payee	Description	Date	Method	Amount
400	Land & Property Reg	Old School Site	20/11/2025	Online	250.00
401	Clerk	December Salary inc home working	15/12/2025	Online	397.71
402	Clerk	Postage Expenses - Land Documents	15/12/2025	Online	5.50
403	SSE	Street Light Electricity November 25	15/12/2025	Online	112.70
404	Anglian Water	Allotment 07/09/25 to 06/12/25	15/12/2025	Online	20.05
405	Park Landscapes	Mowing	19/12/2025	Online	510.00
406	Unity Trust Bank	Monthly Bank Charge November	31/12/2025	Direct	6.00

1301.96

26/036	January Payments: Due to January meeting being cancelled, payments were approved via email totalling £601.83. Resolved: Payments approved. Invoices signed at meeting.	
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Ref	Payee	Description	Date	Method	Amount
407	Clerk	January Salary inc home working	20/01/2026	Online	397.71
408	SSE	Street Light Electricity December 25	20/01/2026	Online	121.32
409	Eon	Street Lights ¼ ending Dec 25	20/01/2026	Online	76.80
410	Unity Trust Bank	Bank Charge December	31/01/2026	Direct	6.00

601.83

26/037	Payments: To approve current invoices £4371.85 . Available invoices signed at meeting. Cllr Bailey & Cllr Hewitt to authorise bank. Action 26/037.1	CB TH
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Ref	Payee	Description	Date	Method	Amount
411	Ramprint	Newsletter	17/02/2026	Online	129.88
412	Clerk	February Salary inc Appraisal	19/02/2026	Online	933.20
413	SSE	Street Light Electricity Jan 25	17/02/2026	Online	118.63
414	SLCC	SLCC Membership	17/02/2026	Online	158.00
415	Holcot Village Hall	Grant - HPC26018	19/02/2026	Online	1,295.00
416	St Mary & All Saints' Church	Grant - HPC26017	19/02/2026	Online	1,620.00
417	Paul Higham	Grant - HPC26019	19/02/2026	Online	40.00
418	HMRC	Paye - NIC	19/02/2026	Online	71.14
419	Unity Trust Bank	Monthly Bank Charge January	28/02/2026	Direct	6.00

4371.85

26/038	Financial Report/Bank Reconciliation: Unity Trust Current Account - 31.01.2026 £15,773.22. Unity Trust Instant Access Savings Account - 31.01.2026 £18,721.94. Resolved: Approved. Bank reconciliations signed at meeting.	
26/039	Close Meeting: Meeting was not closed as no press or public present.	
26/040	Staff Working Party: Following Clerk's appraisal conducted by Cllr Hewitt & Cllr Watson, a proposal was put forward to Council (previously circulated) to increase the clerks salary and working hours backdated to September 2025. Resolved: Council approved. Clerk to send DM Payroll details of revised pay. Action 26/040.1	Clerk
26/041	Re-Open Meeting: Not required.	
26/042	Maintenance/Project Proposals FY26/27: Other than gardening projects, playground maintenance and legal costs, all of which have previously been approved, there are no new proposals for maintenance/projects for 2026/27.	

26/043	Reforecast FY25/26: Deferred to March meeting	
26/044	Budget FY26/27: The budget for financial year 26/27 is set to £26,474, with income of £26,508. See end of minutes for detailed account. Resolved: Approved.	
26/045	Precept: The precept for financial year 26/27 has been set to £23,400. Resolved: Precept approved. Chair & Clerk signed precept form at meeting. Clerk to submit to WNC. Action 24/045.1. Clerk to send initial website communication to Councillors for updates. Action 26/045.2	Clerk Clerk
26/046	Next Agenda Items: End of year reforecast. WNC election recharge. Action 26/046.1	Clerk
26/047	Next Meeting: Monday 16 th March 2026	

Meeting closed: 21.25

Future Meetings: 16th March 2026

16th April 2026 Annual Parish Meeting (for parishioners) - Village Hall

20th April 2026

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

Action Points for Tracking

Ongoing Actions

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.	Ongoing
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New Actions This Meeting

26/004.1	Clerk	Holcot Parish Council Grants: To notify applicants of grant awarded.
26/004.2	Clerk	Holcot Parish Council Grants: To enter payment at bank for authorisation.
26/004.3	CB/TH	Holcot Parish Council Grants: To authorise payment at bank.
26/007.1	PH	Friends of Holcot: To send clerk details of members.
26/011.1	Clerk	Planning Notices: 2026/0356/FULL- Holcot Showground. To submit Objection response as per previous responses.
26/011.2	Clerk	Planning Notices: 2026/0315/S73 - Land Adjacent To 3 Moulton Road Holcot. To submit no comment response.
26/011.3	TH	Planning Notices: West Northamptonshire Local Plan - To draft response for councillors approval upon receipt from clerk of previous letter sent.
26/013.1	PH	Litter Pick 2026: Date to be agreed. To reach out via the village website for volunteers.
26/019.1	Clerk	Holcot Car Boot & Farmer's Market: To notify Michelle Jarvis at WNC.
26/020.1	Clerk	Police Liaison/Neighbourhood Watch: Clerk to notify relevant bodies that Cllr Bailey is co-Ordinator.
26/021.1	Clerk	Play Equipment Inspection: To appoint Playground Supplies Ltd.
26/025.1	Clerk	Scheme of Delegation to the Clerk/RFO: To place on parish council website.
26/026.1	Clerk	Policies: To place on parish council website.
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.
26/028.1	Clerk	Annual Parish Meeting (meeting for parishioners): Annual Parish Meeting (meeting for parishioners): 16.04.26 6.30pm. To send Invitations to Cllr Cecile Irving-Swift, Police, Highways & MP Stuart Andrew.
26/028.2	PH Clerk	Annual Parish Meeting (meeting for parishioners): 16.04.26 6.30pm. To place on websites.
26/032.1	Clerk	Clerk Laptop: To seek prices up to £500.
26/033.1	Clerk	Mowing: Urban Highway Grass Mowing 2026. To submit of WNC Kier.
26/034.1	Clerk	Land Ownership & Assets: To implement solicitors to dissolve King George V charity.
26/040.1	Clerk	Staff Working Party: To send DM Payroll details of revised pay.
26/045.1	Clerk	Precept: To submit precept form £23,400 to WNC.
26/045.2	Clerk	Precept: To send website communication details to Councillors for updates.
26/046.1	Clerk	Next Agenda Items: End of year reforecast. WNC election recharge.

**Actions Outstanding from Holcot Parish Council meeting
Monday 17th November 2025**

25/161.4	AH	Road Safety and Highways: To acquire VASID batteries from D Walker. New battery has been placed in Sywell Road device.	Complete
25/161.5	CB	Road Safety and Highways: To change speed sign image	Complete
25/225.1	LB	Police Liaison Representative: To register. Also to register with Northamptonshire Talking and Neighbourhood Watch.	Agenda Item 26/020
25/242.1	Clerk	Correspondence: NCalc - Planning Briefings with WNC. To obtain slides. Slides not yet available.	Complete
25/257.2	DW	I.T. Requirements: To contact Jenny to check she is happy to do the newsletters via a grant. Complete. New Action. Cllr D Watson to help with grant information.	Agenda 26/014
25/255.1	Clerk	Play Equipment Inspection: To enquire with other parish councils and to obtain other supplier quotes.	Agenda 26/021
25/171.4	Clerk	Correspondence: CPRE - Request to join. To be placed on agenda	Agenda 26/010
25/171.6	Clerk	Correspondence: Community Resilience Project. To be placed on agenda	Agenda 26/015
25/272.1	Clerk	Planning Notices: 2025/4248/FULL. Oakham Fields Sywell Road Holcot. To submit response - no objections	Complete
25/275.1	DW	Gardening Report: To obtain quotes for the removal of the 4 evasive plants.	Complete
25/275.2	DW	Gardening Report: To notify Heather of outcome of meeting.	Complete
25/277.1	PH	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.	Ongoing
25/278.1	Clerk	Holcot Car Boot & Farmer's Market: To place on agenda as a regular item	Agenda 26/019
25/287.1	TH	Land Ownership & Assets: To check documents in an effort to clarify responsibility of boundary wall between the Church and the Old School Site.	Agenda 26/034
25/289.1	CB/TH	Payments: To authorise at bank.	Complete

Budget FY26/27: The budget for financial year 26/27 is set to £26,474, with income of £26,508, the balance funded from general reserves.

Holcot Parish Council

Actuals and current forecast

Payments (VAT incl)	Budget 26/27
Administration and communications	380
Newsletter	700
Annual Parish meeting/Chair's expenses	0
Audit	250
Memberships	850
Election	150
Room Hire	150
Admin - general	300
Parish clerk and Councillor training	500
Commission charges - Bank	72
Legal fees	1700
Maintenance Mowing	6300
General maintenance	1000
Playing field	2400
Friends of Holcot - general	350
Defibrillator	200
Projects	
Holcot Hotspot	200
General Projects Fund	1000
Lighting	
Routine maintenance, electricity	1600

Other insurance	750
Allotment	250
Sundry grants	1000
Poppy Wreath	30

Staff Costs	6000
Working from home allowance	192
Payroll Admin/HMRC	150
Payments - Total cashflow	<u>26474</u>

Receipts

Precept	23,400
Mowing grant	808
VAT refund	2,000
WNC Grant	
Allotment reimbursement	250
Other fundraising and minor Receipts	0

Receipts - Total cashflow	<u>26,508</u>
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