

Holcot Parish Council



Clerk: Mrs. Ruby Cole
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Date: 14th September 2026

To: All Parish Councilors

From: Mrs R Cole, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to attend the Full Parish Council meeting to be held on **Monday 21st September 2026** at 7.00pm, Church Room, Main Street, Holcot, Northampton NN6 9SP when the under mentioned business will be transacted.

*Members of the public and press are welcome to attend these meetings.
These meetings may be recorded, filmed or broadcast without prior notice to the Parish Council,
provided that such activity does not impede the conduct or business of the meeting.*

AGENDA

- 26/201 Apologies:** *To receive and approve apologies for absence.*
- 26/202 Public address to the council:** *Members of the public are invited to address the council. The session will last for a maximum of 15 minutes, with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting. Decisions can only be made on items listed on the agenda.*
- 26/203 Declarations of Interest:** *To receive any dispensations or declarations of interest under the Council's Code of Conduct related to business items on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraw from the meeting room during the transaction of that item of business).*
- 26/204 Minutes:** *To receive and approve for signature the minutes of the Full Parish Council meeting held on Monday 13.07.26.*
- 26/205 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes.*

- 26/206 Correspondence:** *To receive correspondence since the last meeting.*
11.09.26 Resident - To note correspondence redirected from WNC regarding a faulty street light on Main Street. Clerk has since reported Eon.
04.09.26 WNC Parish Conference - 26.11.26, 10:00am to 1:00pm, Towcester.
18.08.26 Signpost Wellbeing - Invitation to Stronger Together Conference 02.10.26.
31.07.26 Project 508 - Request for Your Support with a Northamptonshire Rural Road Safety Initiative (Representing the residents of Maidwell and Draughton).
20.07.26 Resident - Tree causing a problem.
- 26/207 Planning Notices:** *To receive and note planning notices and consultations.*
- *04.09.26 - 2026/3461/HH 48 Moulton Road Holcot NN6 9SH. Erection of detached workshop and double garage with first-floor storage and roof-mounted solar panels, ancillary to the existing dwellinghouse. Deadline for response 25.09.26.*
 - *10.08.26 - Planning consultation/Information for application reference 2025/3836/MAR at Land at Overstone Lane Overstone. To note the consultation has expired and the application was considered by the Strategic Planning Committee on 18.08.26.*
- 26/208 New Parishioners:** *To welcome and note any new parishioners.*
- 26/209 Remembrance Sunday 08.11.2026:** *To confirm arrangements and approve expenditure for the purchase of a poppy wreath.*

Regular Reports and Matters for Decision

- 26/210 Gardening Report:** *To receive update from Cllr Watson.*
- 26/211 Defibrillator:** *To receive update from Cllr Higham.*
- 26/212 Green Hill Solar Farm:** *To receive an update from Cllr Bailey, including correspondence received on 28.08.26 from the Secretary of State requesting further information from Interested Parties. To consider and agree any response required. Response deadline 27.09.26.*
- 26/213 Road Safety and Highways:** *To receive update from Cllr Hewitt/Cllr Bailey. NCalc.- 24.08.26. To consider whether the Council wishes to support a Parish Highways Representative Scheme.*
- 26/214 Holcot Car Boot & Farmer's Market:** *To receive update from Cllr Watson.*
- 26/215 Police Liaison/Neighbourhood Watch:** *To receive update from Cllr Bailey.*
- 26/216 Play Equipment:** *To receive update from Cllr Higham & Cllr Bailey.*
- *Goalpost Damage.*
 - *Replacement Goals - grants etc.*
- 26/217 VASID:** *To receive update from Cllr Higham.*
- 26/218 Land Ownership & Assets:** *To receive an update from Cllr Hewitt, including correspondence received from solicitors and the Charity Commission regarding King George's Field. The Council has been provided with a copy of correspondence from 2006 and has been advised that, as the charity currently holds charitable land, the Parish Council must remain registered as a trustee. To consider and agree the Council's response to the Charity Commission. Response deadline 30.09.26.*

Finance/Governance

- 26/219 Co-Option:** *To receive nominations for co-option to the four vacant seats and consider co-option of candidates.*
- 26/220 Electricity Supply:** *Contract expiry: September 2027. To consider quotes received.*

- *Utility Aid has provided two supplier quotations, previously circulated.*
- *TUS Group has provided two supplier quotations, previously circulated.*
- *SSE email 30.07.26 regarding the Ofgem Market-wide Half-Hourly Settlement (MHHS) programme. Migration commenced in September 2026 and will take place over approximately nine months. To note - no action required at this stage.*

26/221 Mowing:

- *Quotes. The Clerk had received one quote and sent reminders to the remaining three who had not responded to the original requests. Only one of the three has since responded. Council to consider the 2 quotes received for the 2027/28 mowing contract.*
- *19.08.26. To note, whilst mowing, Jeremy from Park Landscapes notified the clerk of a potential dangerous tree at risk of falling. Located on Sywell Road, near the wooden bollards. The Clerk followed this up with WNC as a potential emergency. WNC subsequently inspected/assessed the matter and advised that the tree is of no concern.*
- *To note, Park Landscapes did not mow during July due to the dry weather conditions.*

26/222 S106 Monies: *To receive update from Cllr Hewitt noting various correspondence received from WNC.*

26/223 Training/Conferences:

- *SLCC National Conference 13.10.26. To consider and formally approve the Clerk's attendance at the SLCC National Conference on 13.10.26 £105 + VAT and associated travel expenses, attendance having previously been agreed verbally.*
- *Northants CALC Annual Conference 03.10.26. To note that the Clerk may be unable to attend the free conference at Moulton Community Centre, 10:00am–1:00pm, as the event is fully booked. However, she is currently on the waiting list.*

26/224 NJC Pay Award: *To note the implementation of the 3.3% NJC pay award, effective from 01.04.26, including retrospective pay, in the September 2026 payroll. This was carried out under the Scheme of Delegation and with consultation with Chair.*

26/225 Payroll Fee and Contract Changes: *To review and approve revised payroll fees and contract terms, including the increase to £132 plus vat. Previously circulated. Revised terms to apply from April 2028. To sign contracts/termination notices.*

26/226 Staff/Employee Working Party: *To arrange the Clerk's annual appraisal.*

26/227 Policies: *To review Standing Orders, Financial Regulations and Code of Conduct. No changes to note at present. To note NCalc advice that revised Model Standing Orders are expected by the end of 2026 or early 2027.*

26/228 Parish Council Documents: *Council to consider the option of storing documents with Northamptonshire Archives.*

26/229 Grants: *To approve grant related policies, previously circulated. To consider promotion of £1000 grant amount available for period 2026/27.*

26/230 August Payments: *Due to no meeting in August, payments were authorised by email under the Council's agreed procedures/delegation totalling £980.04. Invoices to be signed retrospectively by authorised signatories.*

Ref	Payee	Description	Date	Method	Amount
466	Clerk	August 2026 Salary inc home working	18/08/2026	Online	498.40
467	HMRC	August 2026 Employer Paye - NIC	18/08/2026	Online	9.81
468	SSE	Street Light Electricity August 2026	18/08/2026	Online	80.77
469	Ramprint	Newsletters 3	18/08/2026	Online	132.50
470	Paul Higham	Ascomi Balance	18/08/2026	Online	12.00
471	Paul Higham	Wood Preservative	18/08/2026	Online	28.36
472	Paul Higham	Defib Pads Battery - Village Hall	18/08/2026	Online	124.80
473	Paul Higham	Replacement Defib Pads - Kiosk	18/08/2026	Online	86.40
474	Unity Trust Bank	Monthly Bank Charge July 2026	31/08/2026	Direct	7.00

£980.04

26/231 Payments: *To approve current invoices £1979.35. Invoices to be signed by authorised signatories. To confirm which two authorised signatories will authorise the bank payments.*

Ref	Payee	Description	Date	Method	Amount
475	Clerk	Sept 2026 Salary inc home working/NJC	22/09/2026	Online	593.80
476	HMRC	Sept 2026 Employer Paye - NIC	22/09/2026	Online	24.12
477	SSE	Street Light Electricity August 2026	22/09/2026	Online	88.12
478	SLCC	One day annual conference	22/09/2026	Online	126.00
479	Andrew Granger	Allotment rent 25/03/26 - 28/09/26	22/09/2026	Online	71.00
480	Park Landscapes	Mowing to August 26	22/09/2026	Online	791.10
481	Anglian Water	Allotment 07/06/26 to 06/09/26	22/09/2026	Online	278.21
482	Unity Trust Bank	Monthly Bank Charge August 2026	30/09/2026	Direct	7.00

£1,979.35

26/232 Financial Report/Bank Reconciliation: *To receive financial report and approve bank reconciliations for July & August 26. To be signed by a bank non-signatory.*

26/233 Next Agenda Items: *To request items for next agenda.*

26/234 Next Meeting: *Monday 19.10.26.*

Clerks Notes:

- Email received 29/07/26 regarding sale of property subject to Local Market Unit Restriction. Four Parish Councils notified. Property to be offered to residents of Walgrave, Holcot, Hannington and Old for 12 weeks before wider marketing. Clerk has placed notice on Parish Council website.
- Email received 07/08/26 from the SAAA Small Authority Portal to set up an account. Account has now been activated and completed with the Clerk and Parish Council details.

Signed: *Ruby Cole*

Date: 14th September 2026