Holcot Parish Council

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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 21st September 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: 1 - Arrived 7.10pm. Left after item 26/207

Clerk: Ruby Cole

26/201	**Apologies:** None.	
26/202	**Public address to the council:** Resident apologized for late arrival. Under Chair's discretion he was permitted to speak. The resident raised concerns about soil and debris being deposited in the roadside ditch during Highways maintenance works. The resident stated that council correspondence confirms the ditch is highway land. Councillors advised the resident to report the issue, with photographs and supporting correspondence, via FixMyStreet (Northampton) and to raise it with the ward councillor. It was noted that the Parish Council could consider the matter at a future meeting if the resident wished it to be placed on the agenda.	
26/203	**Declarations of Interest:** None.	
26/204	**Minutes:** Full parish council meeting Monday 13th July 2026. **Resolved:** Minutes approved. Chair signed at meeting.	
26/205	**Actions Outstanding:** See end of document for full update.	

Approved

26/206	**Correspondence:** 11.09.26 Resident - To note correspondence redirected from WNC regarding a faulty street light on Main Street. This has now been repaired. 04.09.26 WNC Parish Conference - 26.11.26. Towcester. Noted. 18.08.26 Signpost Wellbeing - Stronger Together Conference 02.10.26. Noted. 31.07.26 Project 508 - Request with a Northamptonshire Rural Road Safety Initiative (Representing the residents of Maidwell and Draughton). Noted. 20.07.26 Resident - Tree causing a problem. Awaiting further communication from resident.	
26/207	**Planning Notices:** 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. A resident raised concerns regarding the ownership details stated on the planning application, including the land and access shown as being under the ownership of the applicant. The resident stated that he considers himself to be the owner of the land and access concerned and questioned whether the application should have been submitted using Certificate B rather than Certificate A. Councillors agreed that clarification should be sought from WNC Planning regarding the ownership details and the certificate submitted with the application. It was agreed that the Parish Council would object to the application pending clarification of these matters. The resident also raised concerns regarding the future use and maintenance of the access track. Councillors noted that this was a private matter between the relevant parties and advised that it should be addressed separately from the planning application. **Resolved:** Clerk to submit Council objection to WNC Planning. ***Action 26/207.1.*** 10.08.26 - Planning consultation/Information for application reference 2025/3836/MAR at Land at Overstone Lane Overstone. The consultation has expired and the application was considered by the Strategic Planning Committee on 18.08.26. Noted.	**Clerk**
26/208	**New Parishioners:** None.	
26/209	**Remembrance Sunday 08.11.2026:** Chair will be in attendance. Arrangements to be confirmed at next meeting. **Resolved.** Expenditure of poppy wreath approved. Clerk to order. ***Action 26/209.1.***	**Clerk**

Approved

Regular Reports and Matters for Decision

26/210	**Gardening Report:** Update received from Cllr Watson. The area has been very dry over the summer, with some weeding carried out by Jackie and others as necessary. Further tidying/weeding is now likely to be required. A few plants need to be identified before deciding on the next steps, and it is anticipated that some plants may need to be moved or rearranged. The matter is currently under review pending a further assessment of the area.	
26/211	**Defibrillator:** Update received from Cllr Higham. The Village Hall defibrillator battery replacement is delayed due to a global supply issue. The current battery remains operational for approximately 12 months if unused. Cllr Higham will continue to monitor and chase supplier.	
26/212	**Green Hill Solar Farm:** Correspondence received 28.08.26 and 15.09.26 from the Secretary of State requesting further information from Interested Parties. Noted. No further comment from Council. Update received from Cllr Bailey. Representatives opposing the development are due to meet with MPs over the next couple of weeks. The outcome of these discussions is uncertain. The group is considering responses to the technical points raised by the Secretary of State. It was noted that these matters are highly technical and may require specialist knowledge to address fully.	
26/213	**Road Safety and Highways:** No further update. NCalc.- 24.08.26. Parish Highways Representative Scheme. **Resolved:** Cllr Hewitt to be parish council representative. Clerk to complete and submit form. ***Action 26/213.1.***	**Clerk**
26/214	**Holcot Car Boot & Farmer's Market:** Update received from Cllr Watson. It was noted that historic planning permissions appear to allow 28 sessions per year, although there is some ambiguity as to how this limit applies. The current Sunday application remains pending. It was agreed that the Council's decision on the Sunday application should be monitored before progressing the enforcement matter. There was also discussion about whether enforcement action can be taken while other planning applications are pending. Cllr Watson will check this against the relevant planning legislation.	
26/215	**Police Liaison/Neighbourhood Watch:** None.	
26/216	**Play Equipment:** Update received from Cllr Bailey regarding Goalposts. Grant funding may be available for new goalposts, but not for removal of the existing concrete-set posts and making good the ground. Removal would require a small digger and is expected to be a significant additional cost. It was agreed that replacement goalposts cannot be accommodated within the current year's budget and should be considered as an item for next year's budget. **Resolved:** Cllr Bailey will update Charlie on the position. ***Action 26/216.1.*** Update received from Cllr Higham regarding Basketball Area	**CB**

Approved

	Repairs will be carried out with assistance from Friends of Holcot. The white lines will be painted using the remaining paint, with additional paint to be purchased from the allocated funds.	
26/217	**VASID:** Update received from Cllr Higham. Council discussed options for diagnosing and repairing the VASID units. King Transport Equipment Ltd, Market Harborough, has offered to collect the units, carry out diagnostics and provide a repair estimate free of charge. Advice received suggests the intermittent display may be related to the radar unit, which, if faulty, may need to be returned to Germany for repair. The Council agreed that King Transport Equipment Ltd should be approached first, while retaining the option to decline any repair quotation. **Resolved:** Cllr Higham to contact King Transport Equipment Ltd to confirm whether they can repair a radar fault, provide a repair quotation and advise on converting the units to solar power. ***Action 26/217.1.*** Cllr Higham also to investigate whether the fault can be identified by accessing the VASID data via PC or mobile. ***Action 26/217.2.***	**PH** **PH**
26/218	**Land Ownership & Assets:** Update received from Cllr Hewitt, including correspondence received from solicitors and the Charity Commission regarding King George's Field. The Charity Commission has responded to the Parish Council's solicitor and has since supplied a letter dated 2006, which was not previously supplied as part of the original communication. The letter states that the land is to remain as a charitable trust. The Charity Commission has therefore indicated that it is reluctant to allow the trust to be wound up. The Parish Council is not disputing the charitable status of the trust but wishes to reduce the administrative burden. As there has been no income or expenditure, guidance will be sought on completing the outstanding historic returns and on submitting future annual returns showing nil income and nil expenditure. The Parish Council remains a trustee of the charity. **Resolved:** Clerk to implement. ***Action 26/218.1***	**Clerk**

Finance/Governance

26/219	**Co-Option:** No nominations received.	
26/220	**Electricity Supply:** Contract expiry: September 2027. Two quotes/advisory options have been received from Utility Aid and TUS Group. The recommendations are similar, with one suggesting staying with SSE and the other suggesting moving to Drax. **Resolved:** It was agreed not to commit to a new contract at this stage due to the fluctuation of energy prices. Clerk will seek further information from suppliers at the SLCC conference and report back at next meeting. SSE email 30.07.26 regarding the Ofgem Market-wide Half-Hourly Settlement (MHHS) programme. Migration commenced in September 2026 and will take	

Approved

	place over approximately nine months. To note - no action required at this stage. Noted.	
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 considered the 2 quotes received for the 2027/28 mowing contract. The lower quotation was for a maximum of £4,660 per annum, based on the current mowing specification and subject to the number of cuts required being dependent on weather and grass growth. The contractor is already undertaking work alongside the current contractor and is therefore familiar with the site and the existing maintenance requirements. The second quotation was for £5,760 per annum for eight maintenance visits, with additional visits available if required. **Resolved:** Council agreed to proceed with the lower quotation. Clerk to notify suppliers. ***Action 26/221.1.*** 19.08.26. Whilst mowing, Jeremy from Park Landscapes notified the Clerk of a potentially dangerous tree on Sywell Road, near the wooden bollards. The tree had become overgrown, with branches getting close to the road. The Clerk followed this up with WNC as a potential emergency. WNC subsequently inspected and assessed the tree and advised that it was of no concern. However, Cllr Higham and Sarah have cut back the affected branches and the tree is no longer considered a concern. Park Landscapes did not mow during July due to the dry weather conditions. Noted.	**Clerk**
26/222	**S106 Monies:** Update received from Cllr Hewitt noting various correspondence received from WNC. It was reported that work is ongoing to secure the remaining Section 106 monies. £867.33 is still available for traffic calming in Holcot. The process for making a claim is considered lengthy and difficult. Discussions are also taking place regarding the next tranche of funding associated with the forthcoming development, as well as any unallocated surplus funds held elsewhere. No positive outcome has yet been confirmed.	
26/223	**Training/Conferences:** SLCC National Conference 13.10.26. Clerk's attendance at the SLCC National Conference on 13.10.26 £105 plus 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. **Resolved:** Expenditure for Clerk to attend SLCC conference approved.	

Approved

26/224	**NJC Pay Award:** Implementation of 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. **Resolved:** Approved.	
26/225	**Payroll Fee and Contract Changes:** Revised payroll fees and contract terms, including the increase to £132 plus vat. Previously circulated. Revised terms to apply from April 2028. Resolved: Council agreed the new terms. Chair signed contract at meeting. Clerk to send to DM Payroll Services. ***Action 26/225.1.***	**Clerk**
26/226	**Staff/Employee Working Party:** Clerk annual appraisal due. **Resolved:** Cllr Hewitt & Cllr Watson to organise. ***Action 26/226.1***	**TH** **DW**
26/227	**Policies:** Councillors reviewed the current Standing Orders, Financial Regulations and Code of Conduct. No changes were required at present. NCalc has advised that revised Model Standing Orders are expected to be issued by the end of 2026 or early 2027. **Resolved:** Council agreed that no changes be made to the above policies at this time. The Chair signed the relevant forms, which were attached as a front page to the existing policies.	
26/228	**Parish Council Documents:** The Council discussed the storage and archiving of parish records. No Holcot Parish Council records were found at Northamptonshire Archives apart from church-related material. The current village hall storage arrangement, costing £400 per year, will remain unchanged until March. The Council will consider transferring historic minutes, accounts and legal documents to the archives thereafter. It was noted that some historic Parish Council records are believed to be held in the Church Room. **Resolved:** Clerk will contact the Church Warden to request any parish council documents held there. ***Action 26/228.1***	**Clerk**
26/229	**Grants 26/27:** Related policies, previously circulated. The revised Grants Policy, Application Form and End-of-Grant Report were reviewed and discussed. It was agreed that the Parish Council should actively promote the availability of grant funding, rather than leaving the budget unallocated. The policy provides for a normal maximum grant of £500 per organisation, with the Parish Council retaining discretion to award up to £1,000 where appropriate. Grants must not create an ongoing financial commitment for the Parish Council. The grant scheme relates to the current financial year ending in March and applications are to be submitted by the end of December, with decisions expected to be made at the January Parish Council meeting. **Resolved:** The revised wording and forms were agreed. Clerk to place on parish council website. ***Action 26/229.1.*** Cllr Higham to place on village website. ***Action 26/229.2***	**Clerk** **PH**

Approved

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. **Resolved:** Approved. Invoices were 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 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**: Current invoices £2021.35. **Resolved:** Payments approved. Cllr Higham & Cllr Watson signed invoices at meeting. Cllr Bailey & Cllr Hewitt to authorise at bank. ***Action 26/231.1***	**CB** **TH**

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	Eon	Streetlight Repair	22/09/2026	Online	42.00
483	Unity Trust Bank	Monthly Bank Charge August 2026	30/09/2026	Direct	7.00

£2,021.35

26/232	**Financial Report/Bank Reconciliation:** Unity Trust Current Account - 31.07.26 £11,948.82. Unity Trust Current Account - 31.08.26 £10,968.78. Unity Trust Instant Access Savings Account – 31.07.26 £18,909.99. Unity Trust Instant Access Savings Account – 31.08.26 £18,909.99. **Resolved:** Approved. Bank reconciliations signed at meeting.	

Approved

26/233	**Next Agenda Items:** WNC Local Plan Reg 19, PFCC Grants. Remembrance Sunday. Clerk to place on next agenda. ***Action 26/233.1***	**Clerk**
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.

Meeting closed: 20.22

Future Meetings: 19th October 2026
16th November 2026
18th January 2027
15th February 2027
15th March 2027
19th April 2027
Tbc - Annual Parish Meeting date to be set between 1st March 2027 & 1st June 2027
17th May 2027 Annual Parish Council Meeting & Full Parish Council Meeting

Action Points for Tracking

Ongoing Actions

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

26/207.1	Clerk	Planning Notices: To submit Council objection to WNC Planning
26/209.1	Clerk	Remembrance Sunday 08.11.2026: Clerk to order Poppy Wreath.
26/213.1	Clerk	Road Safety and Highways: To complete and submit form for Cllr Hewitt to be representative.
26/216.1	CB	Play Equipment: To update Charlie on the position.
26/217.1	PH	VASID: To contact King Transport Equipment Ltd regarding repairs
26/217.2	PH	VASID: To investigate whether the fault can be identified by accessing the VASID data via PC or mobile.
26/218.1	Clerk	Land Ownership & Assets: To implement annual returns for King George V Field.
26/221.1	Clerk	Mowing: To notify suppliers of contract awarded.
26/225.1	Clerk	Payroll Fee and Contract Changes: Clerk to send signed contract to DM Payroll Services.
26/226.1	TH/DW	Staff/Employee Working Party: To organise Clerk appraisal.
26/228.1	Clerk	Parish Council Documents: To contact the Church Warden to request any parish council documents held there
26/229.1	Clerk	Grants 26/27: Related policies etc to place on parish council website.
26/229.2	PH	Grants 26/27: Related policies etc to place on village website
26/231.1	TH/CB	Payments: To authorise at bank.
26/233.1	Clerk	Next Agenda Items: To place WNC Local Plan Reg 19, PFCC Grants. Remembrance Sunday on next agenda.

Actions Outstanding from Holcot Parish Council meeting Monday 13th July 2026			
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
26/182.1	Clerk	Planning Notices: 30.06.26 - 2026/1408/S73. To send response to planning dept.	Complete
26/186.1	PH	Defibrillator: To provide clerk with correspondence, training information and access details for The Circuit registration system.	Complete
26/188.1	PH	Road Safety and Highways: To report damaged village sign to FixMyStreet	Complete
26/192.1	PH	VASID: To investigate battery costs and handover laptop etc to Cllr Watson.	Complete
26/196.1	CB/TH	Payments: To authorise at bank.	Complete
26/199.1	Clerk	Next Agenda Items: Grants. Remembrance Sunday. Mowing. SLCC Conference 13/14.10.26. NCalc conference 03.10.26.	Complete

Approved