

**HOLWELL PARISH COUNCIL**  
**MINUTES OF A ZOOM PARISH COUNCIL MEETING**  
**HELD ON 3<sup>RD</sup> JUNE 2020**

**Present:**

Ms Yvonne Hart (Chair)  
Mr Colin Everett  
Mr Nigel Eaton  
Mr Martin Thurlow  
Mrs Wendy Harris  
Mrs Ann Warner (Clerk)

**Residents:**

Mr Colin Cropley  
Mrs Rosemary Gainsford

**1. Apologies:**

Apologies were received from County Councillor David Barnard.

**2. Minutes:**

The minutes of the previous meeting which have been circulated to all the Parish Councillors were agreed to be a true record and were duly signed by Ms Hart.

**3. Matters to report:**

**3.1 Police Report-**There was no Police present and no report received.

**3.2 County and District Councillors Report:** There was no Councillors present.

Mr David Barnard sent an e-mail to inform the Parish council that if they were low on funds due to the Covid 19 there was a help from NHDC if they applied.

**3.3 Recreation Ground Issues:**

**Pavilion:** There is trouble with the alarm at the Sports Pavilion and the clerk was instructed to report this as the alarm needs to be reset. This was reported to South East Security. Ms Hart met with the company engineer today. The problem was the fob keys which were interfering with the alarm, this has now been rectified.

**Children's Play area:** Play inspection and repairs: Some repairs have been carried out but due to the Covid 19 this area has been closed. Areas to be completed are the safety surface cleaning. Work will commence when Government guide lines indicate it is safe to do so.

**Trees in Children's Play area:** A parishioner reported that there are 5 trees in the corner of the play area near Rands Meadow which need attention. Ms Hart and Mrs Harris have inspected the area and asked the clerk to arrange for a tree specialist to inspect them. Ms Hart met with Evolution Tree Work Ltd on 3<sup>rd</sup> June to discuss this matter and a quote has been received.

**Work to be done** – 3 Norway maples, 1 cherry tree to be crowned. Sycamore suckers within privet boundary hedge to be cut out and stump treated. Cost £780.00.

It was suggested that the Parish Council approach John Rands Foundation for a grant towards the cost.

**3.4 Rights of Way update: access to play area from Holwell Road (definitive map) -pending due to appeal.**

**3.5 Highways:** Cala Homes has informed the PC that the safety traffic restrictions (traffic holding bays in Holwell Road, Holwell and Pirton Road, Pirton) are to be removed due to less work being carried out on the Pirton site and less traffic generally due to the Covid 19 virus. The Parish are greatly concerned and it was agreed that a letter should be sent requesting Cala Homes to reconsider their decision, as from the Parish Councils and parishioners experience there has been a great deal of traffic to and from the site not less. Due to the Covid 19 there are a great deal more cyclists and children around during the day raising concerns for their safety.

**Bedford Road, traffic to landfill site:** The PC was contacted by a parishioner informing them that a large amount of traffic was travelling to and from the site. Parish Councillor Mr Colin Everett on investigating was informed that when the site was completed the top soil was very poor and nothing much had grown there. As a result, B. P. Mitchell have been contracted to put a layer of good quality top soil over the site such that it can be cultivated. The work has been on going for about 2 weeks (at as 22<sup>nd</sup> April) and they are approximately one third complete so at the current progress it should be completed within another 3-4 weeks. They have strict instructions regarding a conflict with the crematorium traffic and Mr Everett is sure they have the necessary permits.

**Bedford Road ref:** 401000802870 – verge encroachment onto footpath/cycle track assessed as low priority and will be dealt with as part of their future works programme – unfortunately unable to give a repair timescale.

**Noticeboards:** installation pending due to Covid 19 virus.

**4. Finance:** First order of business is to agree the audited accounts at this full meeting of the Parish Council. The clerk has completed the accounts for the year ended 31<sup>st</sup> March 2020.

Mrs Julie Writer, the internal auditor has completed and signed the Annual Internal Audit Statement.

The Annual Internal Audit report is received and noted.

The Annual Governance Statement (Section 1) is approved.

The Accounting Statements (Section2) are approved

The Certificate of Exemption is approved

All Parish Councillors have received a copy for their perusal and agreed the accounts are a true record.

The Chair of the Parish Council Ms Hart and the clerk will sign the Annual Governance Statement and the Chair will sign the Accounting Statements. The Responsible Financial Officer Mrs Warner and Chair will sign the Certificate of Exemption.

The clerk will now send the Certificate of Exemption to the External Auditor PKF Littlejohn.

This exempts Parishes with an income or expenditure less than £25,000 from a limited assurance review. This will result in no audit costs from the External Auditor.

The Clerk/RFO has set the commencement date for the exercise of public rights to examine the accounts from Monday 15<sup>th</sup> June 2020 to 24<sup>th</sup> July 2020.

The following payments were made between meetings:

British Heart Foundation	£1,744.00	Defibrillator
HAPTC	190.17	Subscription
Came & Company	£1,091.46	Insurance
CPM Playgrounds Ltd	£1,968.00	repairs to play area
Herts Fullstop	38.15	stationery
E-on	282.40	electricity
Affinity Water	404.89	supply

The following monies were received:

County Councillor David Barnard	£300.00	grant/play area
Bowls Club	£303.67	Water supply contribution
Bowls Club	£211.80	Electricity contribution
Bowls Club	£515.47	
SLCC	9.00	refund
Customs and Excise	£1,190.00	VAT refund
Transfer from Business Savings Account	£2,000.00	
Precept 1 <sup>st</sup> Instalment	£4,731.41	

Bank balances as at 30<sup>th</sup> May 2020

Business Savings account	£3,303.44
Business current account	£4,593.38

## 5. Correspondence:

HCC	-Covid 19 activities, Adult social care, supporting the most vulnerable Domestic abuse
KPF Littlejohn	- Audit
NHDC	-Preston – adopted their neighbourhood plan and this would give them priority in assessing planning applications.
David Barnard	-Temporary closure of Holwell Road, 20 <sup>th</sup> May.
Bim Afolami MP	-Zoom meeting 9 <sup>th</sup> June 2-3 p.m.
HAPTC	-Zoom meetings every Thursday for clerks
Cala Homes	-Highways
CDA	-Bulletins
NHDC	-Planning information

**6. Matters for special consideration:**

**Tractor Shed on Recreation Ground:** This has been vandalised and there is damage to the roof and building which is of great concern as the roof is made of asbestos. This has been reported and the insurance company notified. The Parish Council are looking at repair or replace the building. Mr Kelly our groundsman is making enquiries and will report back.

**Planning applications:**

Barn west of Bedford Road, ref: 20/0034/FP

Glebe Lodge, re: 20/00869999999/PNQ

**Status of the Settle development in Rands Meadow**

**Defibrillator** – This has now been installed at the entrance to the John Rands Recreation Ground

**Community Assets Register** – pending

**Community Garden** – Parish Councillor Martin Thurlow has been investigating the possibility of a community garden and identifying areas of land that may be of use. A number of suggestions were put forward but these need to be identified as available. Mrs Harris agreed to help with This project and will make enquiries.

On walking around the village, it was noticed that there has been some dumping and burning of rubbish on land left of the allotments. It was agreed that this should be monitored and a record kept of every time there is a burn before reporting this to the relevant authorities.

There being no further business to be discussed the meeting closed at 8.00 p.m.