

# Grafton Underwood Parish Council



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Date: 20<sup>th</sup> April 2022

To: All Parish Councilors

From: Mrs R Cole, Clerk to Grafton Underwood Parish Council

Dear Councilor,

You are hereby summoned to attend the meetings of: Grafton Underwood Annual Parish Council meeting, Grafton Underwood Full Parish Council Meeting, commencing with Grafton Underwood Annual Parish meeting. These are to be held **Tuesday 3<sup>rd</sup> May 2021 at 7.15 pm at Grafton Underwood Village Hall**, Grafton Underwood, Kettering NN14 3AA when the under mentioned business will be transacted

## AGENDA

### Annual Parish Meeting

- 22/001** *Welcome from Chair*
- 22/002** *Apologies*
- 22/003** *Parish Council Chairman's Report*
- 22/004** *Parish Council Finance Report*
- 22/005** *Annual Report from North Northamptonshire Council Representative*
- 22/006** *Annual Report from Flood Warden*
- 22/007** *Annual Report from Tree Warden*
- 22/008** *Annual Report from Footpath Warden*
- 22/009** *Annual Reports from Village Groups*
- 22/010** *Questions from parishioners*

### Annual Parish Council Meeting

- 22/011** *Election of Chairman. Present 'Acceptance of Office' form for signature*
- 22/012** *To receive and approve apologies for absence*
- 22/013** *Election of Vice Chairman. Present 'Acceptance of Office' form for signature*
- 22/014** *All Councillors to sign 'Acceptance of Office' form*

**22/015** *Adoption of Policies previously circulated: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach. Publication Scheme*

### **Full Parish Council Meeting**

**22/016** **Apologies:** *To receive and approve apologies for absence*

**22/017** **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 representation through the chairman of the meeting. Actions/decisions can only be made for items listed on the agenda*

**22/018** **Minutes:** *To receive and approve for signature the minutes of the meetings:*

- *Full parish council meeting Tuesday 1<sup>st</sup> February 2022*
- *Extraordinary parish council meeting Monday 7<sup>th</sup> March 2022*
- *Extraordinary parish council meeting Thursday 21<sup>st</sup> April 2022*

**22/019** **To receive declarations of interest under the Council's Code of Conduct related to business 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 withdraws from the meeting room during the transaction of that item of business*

**22/020** **Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*

**22/021** **Correspondence:** *To receive correspondence and actions arising*

**22/022** **New Parishioners:** *To note any new parishioners and deliver welcome pack*

**22/023** **Highways:** *Clerk was asked to obtain a map of Highways Responsibilities for the parish. Received and circulated*

**22/024** **Solar Farm:** *To receive update from meeting with developers, Scottish Power*

**22/025** **Asset Mapping:** *Deadline for input has passed - to receive update*

**22/026** **Boughton Estate Parish Works:** *To receive update*

**22/027** **Community Payback:** *To receive update*

**22/028** **Flag Pole:** *To ascertain ownership. purchased with village funds*

**22/029** **Planning:** *NK/2022/0084 6.04.2022 7 day Renotification – Full Planning Permission: One and a half storey rear extension, additional window on gable ends/ground floor East elevation an rooflight to front. Outbuilding. Spring Cottage, 18 Geddington Road, Grafton Underwood – No comments from Council*

*Letters written by clerk – instructed by Council – Further action or close*

#### ***Felling of Walnut Tree – Pig & Waffle***

*After various communications due to non-acknowledgement of letters, NNC Planning Authority have written with the conclusion The works carried out were “exempt” under Regulation 14 of The Town and Country Planning (Tree Preservation)(England) Regulations 2012.*

#### ***Possible Unlawful Shed Construction***

*This is now being dealt with in the breach department within planning, reference no. ENFO/2022/00019. A response should be received within 20 working days from letter. 17.03.2022*

## Finance

- 22/030 Insurance:** *Renewal due with Zurich on 01/06/2022. Figures are due within the next couple of weeks. Council to approve to renew and pay assuming figure is similar to previous years - £168 approx.*
- 22/031 VAT:** *To note that VAT paid for the year 2021/2022 amounted to £50.40. Clerk has submitted a VAT reclaim for this amount*
- 22/032 Asset Register:** *Clerk had requested further information from Councillors. Adequate information not received. A figure of £5139.10 has been submitted for year-end accounts*
- 22/033 AGAR 2021/22 Certificate of Exemption:** *Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn*
- 22/034 Annual Internal Audit Report 2021/22 Audit:** *To receive and note the annual internal audit report*
- 22/035 Section 1 – Annual Governance Statement 2021/22 Agar:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 22/036 Section 2 – Accounting Statements 2021/22 for Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 22/037 Clerk Final Pay:** *Council and Clerk to agree final payment*
- 22/038 Neighbourhood Plan:** *Invoice received from Planit-X Town & Country Planning Services Ltd 31.03.2022. Parish Council are holding funds of £5878 for Neighbourhood Plan. The invoice net is £5777.50. Vat is £1155.00. Total is £6933.00. Clerk raised concern over reclaiming the VAT. If VAT reclaim not possible, Council to discuss options. Advise sought from Danny Moody*
- 22/039 Payments:** *To note below payments £200.80 approved by email and from previous minuted pre-payments items. ICO payment agreed via email to be paid by direct debit reducing the charge to £35.00. To note that the cheque made out to Grafton Underwood Village Hall £75 was destroyed and repaid online. To approve ¼ share net payment to Warkton Parish Council for the payment of Microsoft Renewal £79.99 inc VAT.*

## Payments in-between meetings

Ref	Payee	Description	Date	Method	Amount
6	Ruby Cole	March Salary	20/03/2022	S/O	100.40
7	GUPC Village Hall	Replacement	25/03/2022	Online	75.00
8	Clerk	April Salary	20/04/2022	S/O	100.40

## Payments this meeting

Ref	Payee	Description			Amount
9	Warkton Parish Council	Microsoft Office ¼ share	04/05/2022	Online	16.66
10	ICO	Data Protection Fee	16/05/2022	DD	35.00

- 22/040 Bank Balance:** *To receive and approve balance at bank and reconciliation*
- 22/041 Next Agenda:** *To request items for inclusion on the agenda for the next meeting*
- 22/042 Upcoming Meetings:** *To agree dates of next meetings for the year*

Signed: *Ruby Cole*

Date: 20<sup>th</sup> April 2022