

# Grafton Underwood Parish Council



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## MINUTES

Minutes of the Full Parish Council meeting held on **Tuesday 1<sup>st</sup> February 2022 at 7.30pm** at **Grafton Underwood Village Hall**, Grafton Underwood, Kettering NN14 3AA .

**Councillors Present:** Chair R Corney, Cllr P Sneddon, Cllr D Baker, Cllr A Medri

**Public Present:** 4

**Clerk:** Ruby Cole

22/001	<b>Apologies:</b> <b>Resolved:</b> Apologies received from Cllr A Wildgoose and approved. Apologies also received from Ise Ward Cllr E Prentice
22/002	<b>Public address to the council:</b> <ul style="list-style-type: none"><li>• <b>Bridge over the brook.</b> The bridge to Grafton Park farm was condemned some years ago and Boughton Estates had agreed to rebuild the bridge last year. The resident has been informed that the bridge will be rebuilt next year</li><li>• <b>Walnut Tree.</b> Complaints were raised by residents regarding the felling of this tree</li><li>• <b>Road Conditions.</b> The flashing speed awareness sign at the crossroads is no longer working and hasn't been for some time. The white lines are fading. Some road signs need updating. It was suggested a complete revamp of road signs, markings, road narrowing's be undertaken by Highways</li><li>• <b>Queens Platinum Jubilee.</b> Resident would like more information circulated regarding the Queens Platinum Jubilee celebrations in the parish and any collaborations</li><li>• <b>New Construction.</b> Resident has queried a new construction in replace of a construction damaged by fire.</li></ul>
22/003	<b>Minutes:</b> Full Parish Council meeting <b>Wednesday 10<sup>th</sup> November 2021</b> <b>Resolved:</b> Minutes were approved and signed by Chair
22/004	<b>Declarations of interest:</b> Under the Council's Code of Conduct related to business on the agenda <b>Resolved:</b> No declarations of interest
22/005	<b>Actions Outstanding:</b>

21/063.1	AW/Clerk	To set up online banking with Barclays - Complete
21/092.1	PS/Clerk	To reply to memorial tree request – <b>Ongoing</b> Clerk to reply notifying of a possible memorial garden area on Church grounds
21/094.1	Clerk	To make enquires regarding land ownership re - electric vehicle charging points – Not worth pursuing until more established - Complete
21/096.1	Clerk	To report overgrown hedgerows to Highways & Boughton Estates - <b>Ongoing</b>
21/098.1	Clerk	To contact Bomber group to see if they would like to participate in Queens Platinum Jubilee event - They only mark events in relation to the airfield - Complete
21/103.1	PS	To send clerk map of brook and relevant areas - Complete
21/104.1	PS	To order batteries for Defibrillator in the name of GUPC - Complete
21/105.1	Clerk	To request the removal of the Chestnut stump with Boughton Estates - <b>Ongoing</b>
21/110.1	Clerk	To complete and submit precept form - Complete

<b>22/006</b>	<b>Correspondence:</b> Actions arising from correspondence  <ol style="list-style-type: none"> <li>1. 24.01.22 NCalc - Confirmation of £200 AMP Grant - see item agenda item 22/009</li> <li>2. 18.01.22 NCalc - New affordable payroll service for smaller councils - Not required</li> <li>3. 17.01.22 Community Payback email from village hall - see item 22/012</li> <li>4. 14.01.22 Boughton Estates - Felling of Tree - Councillors aware of verbal complaints</li> <li>5. 13.01.22 Queens Platinum Jubilee Survey - Completed by Chair</li> <li>6. 12.01.22 North Northamptonshire Council HELAA: Call for Sites - No action from parish council, but to be monitored</li> <li>7. 08.01.22 Queen's Tree Canopy - Plaque - Not required</li> <li>8. 11.12.21 Matt Smith - Only mark events key to history of air field - Noted</li> <li>9. 03.12.21 Kettering Site Specific Part 2 Local Plan Adoption - to be deferred to next meeting when councillors have more time to identify if any action required by council. To place on next agenda <b>Action 22/006.9</b></li> <li>10. 02.12.21 I Boyes WNC Signage at X-Roads - Noted</li> </ol>
<b>22/007</b>	<b>Planning:</b> No new planning applications received - Planning history to date at end of minutes
<b>22/008</b>	<b>Queen's Platinum Jubilee:</b> Thursday 2 <sup>nd</sup> June 2022 – Sunday 5 <sup>th</sup> June 2022 - Working group to be formed consisting of: Councillors, Church, Village Hall and residents <b>Resolved:</b> Chair will lead this <b>Action 22/008.1</b>
<b>22/009</b>	<b>Asset Mapping:</b> Councillors required for a working group to be engaged with Northants CALC Asset Mapping Project (AMP) for the parish <b>Resolved:</b> Cllr Cllr Corney, Cllr Baker and Clerk appointed. Cllr Sneddon to attend AMP Zoom meeting 9 <sup>th</sup> February 2022. Clerk to complete NCalc grant form <b>Action 22/009.1</b>
<b>22/010</b>	<b>Flag-Pole:</b> Ownership unknown at this time
<b>22/011</b>	<b>Solar Farm:</b> Monies were promised to the community a few years ago on development of the Solar Farm. To date nothing has been received. Further information to be provided by Chairman of the village hall committee. <b>Resolved:</b> On receipt of information Clerk to make further enquiries <b>Action 22/011.1</b>

22/012	<b>Village Hall/Community Payback:</b> The community payback team were not willing to sign the hire agreement presented to them by the village hall committee. Village Hall committee have concerns in case of damage and cost to hall for heating <b>Resolved:</b> Parish council will pay heating costs and sign hire agreement. Cllr Sneddon to continue liaising with Community Payback and obtain dates <b>Action 22/012.1</b>
22/013	<b>New Parishioners:</b> Cllr Sneddon had sent welcome form to new parishioners
22/014	<b>Police Liaison:</b> Cllr Wildgoose not present - Deferred to next meeting
22/015	<b>Road Safety and Highways:</b> Various refurbishment works need to be completed for safety measures. <b>Resolved:</b> Clerk to contact Highways on receipt of further information from resident <b>Action 22/015.1</b>
22/016	<b>Flooding/Brook:</b> Deferred to next meeting
22/017	<b>Tree Warden:</b> R Daykin reported the following: 1. It was suggested a map be obtained with an aerial view of the parish in order to compile a survey for Roman and Iron Age remains in the village Clerk/Chair to obtain <b>Action 22/017.1</b> 2. Leylandii tree in garden of Grafton Park farm danger to roof of no 17 3. KBC compiled a tree report on the village in 1977. Warden suggested this could be updated 4. The dead Horse Chestnut tree stump in the paddock at the bottom of the churchyard path poses a hazard. Clerk to report to Boughton Estates <b>Action 22/017.4</b> 5. There is a wind-blown 'cricket bat willow' in the paddock of no 1. Clerk to report to Boughton Estates <b>Action 22/017.5</b> 6. Walnut Tree at the Pig & Waffle has been felled. Clerk to write to Planning Authority regarding the unauthorized felling of the Walnut Tree. <b>Action 22/017.6</b>
20/018	<b>Footpath Warden:</b> Bridleway from Warkton Road to Cranford is overgrown <b>Resolved:</b> Cllr Sneddon to report to 'Fix my Street' <b>Action 22/018.1</b>
22/019	<b>Pathfinder Grant:</b> Clerk reported that the Expenditure of the Pathfinder grant fund of £3000 has all been spent on flood related items. No further action
22/020	<b>Barclays Bank:</b> Clerk confirmed that the bank account is now in order. Cheque signatories confirmed as Cllr Wildgoose, Cllr Sneddon & Clerk. Online bank authorisation confirmed as Cllr Sneddon & Clerk. No further action
22/021	<b>Clerk Admin:</b> Clerk requested historic accounts information be located. These could be in the steel cupboard in the village hall <b>Resolved:</b> Cllr Sneddon and Clerk to spend some time at the village hall and go through files on receipt of cupboard key. Council agreed to pay clerk for this extra time <b>Action 22/021.1</b>
22/022	<b>Clerk Payment:</b> Council approved the payment of clerks salary by monthly standing order
22/023	<b>Payments:</b> Clerk reported that payments are now made online. Unpresented cheques 21/08/21 P Sneddon £81.60 and 10/11/21 Grafton Underwood Village Hall £75.00 noted <b>Resolved:</b> December pre-agenda payments of £200.80 approved. January payments of £111.85 approved.

## Approved Payments

Ref	Payee	Description	Date	Method	Amount
1	Clerk	December Salary	18/01/2022	Direct	100.40
2	Clerk	January Salary	20/01/2022	S/O	100.40
3	Cllr Sneddon	Refreshments for Flood Works	02/02/2022	Direct	11.45
4	Clerk	February Salary	20/02/2022	S/O	100.40

<b>22/024</b>	<b>Finance &amp; Bank Reconciliation:</b> Clerk presented November, December & January bank reconciliation's for approval. Bank statement balance 31/01/2022 = £13,501.34. Available funds £13,344.74 less £5,834.80 (Neighbourhood Plan) = <b>£7,509.94</b> true funds available <b>Resolved:</b> Finance report and reconciliations approved and signed by Cllr Baker
<b>22/025</b>	<b>Audit for Year End Accounts:</b> Council to approve to NJ Searle to carry out the year end audit <b>Resolved:</b> Council approved to appoint NJ Searle Clerk to convey <b>Action 22/025.1</b>
<b>22/026</b>	<b>Future Payments:</b> Clerk informed council that various administration payments will be due for payment before the next meeting and requested authorization to make these payments. These are likely to be Microsoft Renewal, Insurance, Auditor, Clerks Monthly Salary, ICO Membership, NCalc Membership <b>Resolved:</b> Council authorized clerk to make these payments
<b>22/027</b>	<b>Asset Register:</b> As this ties in with the NCalc Asset Mapping Project, councillors will aim to walk through the parish logging items for insurance purposes before the financial year end 31/03/22 <b>Resolved:</b> Councillors to liaise with each other to coordinate this <b>Action 22/027.1</b>
<b>22/028</b>	<b>Defibrillator:</b> Council to note that the annual maintenance 4 year contract expires 1 <sup>st</sup> April 2022 <b>Resolved:</b> Noted - Await renewal notification
<b>22/029</b>	<b>Insurance:</b> Clerk informed Council that the annual insurance expires 31 May 2022 <b>Resolved:</b> Cllr Baker to read through the existing policy to confirm and update insurance requirements before seeking renewal options <b>Action 22/029.1</b>
<i>No public present for private Agenda Item 22/030</i>	
<b>22/030</b>	<b>OLB:</b> It was agreed that this would be administered by parishioners
<b>22/031</b>	<b>Next Agenda Items:</b> To review and adopt policies, NNC Bus Service <b>Action 22/031.1</b>
<b>22/032</b>	<b>Next Meeting:</b> <b>Resolved:</b> Next meeting 3 <sup>rd</sup> May 2022. Annual Parish Meeting, Annual Parish Council Meeting and Full Parish Council meeting. Clerk to book village hall <b>Action 22/032.1</b>

## Clerks Notes

Clerk has been confirmed a place on the CiLCA course commencing March 2022  
Gigaclear info has been placed on the website

**Meeting Closed 22.10**

## Action Points for Tracking

### Ongoing Actions

21/092.1	PS/Clerk	To reply to memorial tree request – <b>Ongoing</b> Clerk to reply notifying of a possible memorial garden area on Church grounds. To reply to memorial tree request
21/096.1	Clerk/RC	To report overgrown hedgerows to Highways & Boughton Estates - <b>Ongoing</b>
21/105.1	Clerk/RC	To request the removal of the Chestnut stump with Boughton Estates - <b>Ongoing</b>

### Actions from Current Minutes

<b>22/006.9</b>	Clerk	Agenda Item – Kettering Site Specific Part 2 Local Plan Adoption
<b>22/008.1</b>	Chair	To co-ordinate working group for Queen’s Platinum Jubilee
<b>22/009.1</b>	Clerk	To apply for AMP Grant
<b>22/011.1</b>	Clerk	To investigate Solar Farm community funds
<b>22/012.1</b>	PS	To obtain dates with Community Payback
<b>22/015.1</b>	Clerk	To write to Highways with road repairs
<b>22/017.1</b>	Clerk/Chair	To obtain map with aerial view of parish
<b>22/017.4</b>	Clerk	To report Horse Chestnut tree to Boughton Estates
<b>22/017.5</b>	Clerk	To report cricket bat willow to Boughton Estates
<b>22/017.6</b>	Clerk	Write to WNC Planning regarding felling of tree
<b>22/018.1</b>	PS	To report overgrown hedge to Fix My Street
<b>22/021.1</b>	PS/Clerk	To go through parish council files in village hall
<b>22/025.1</b>	Clerk	To contact auditor to complete year end accounts
<b>22/027.1</b>	All	To walk around village and list items for asset register/insurance
<b>22/029.1</b>	DB	To go through insurance policy and update
<b>22/031.1</b>	Clerk	To place items on agenda
<b>22/032.1</b>	Clerk	To book village hall for AGM 3 <sup>rd</sup> May

## Planning Applications Grafton Underwood Parish Council 2022

Application NK/2021/0909  12 November 2021  GUPC Decision North Northamptonshire Council Decision	<b>Cinquefoil Lodge, Warkton Road, Grafton Underwood, NN14 3AG</b> Two storey rear extension and detached double garage  No Objections 25 November 2021 Approved January 2022
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<p><b>Application No: NK/2021/0914</b> 10 November 2021</p> <p>GUPC Decision North Northamptonshire Council Decision</p>	<p><b>11 Cranford Road (land adj), Grafton Underwood, NN14 3AA</b> T1 Sycamore – fell No Objections November 2021 Withdrawn December 2021</p>
<p><b>Application No: NK/2021/0825</b> 12 October 21 GUPC Decision North Northamptonshire Council Decision</p>	<p><b>1 Cranford Road, Grafton Underwood, NN14 3AA</b> Change of use of part of paddock to manege  Refused December 2021</p>
<p><b>Application No: NK/2021/0783</b> 16 September 21  GUPC Decision North Northamptonshire Council Decision</p>	<p><b>Brigstock Road (land to the North West of), Grafton Underwood, NN14 3AB</b> To: NK/2021/0535 (Variation of condition 5 - in respect of operational life - to KET/2019/0369 for the Construction of solar farm to include installation of solar photovoltaic panels with substations, inverters, perimeter fencing, access tracks, CCTV, landscaping and associated works): Removal of solar panels from two archaeologically sensitive areas  Approved September 2021</p>
<p><b>Application No: NK/2021/0733</b> 27 August 2021  GUPC Decision North Northamptonshire Council Decision</p>	<p><b>The Laurels, Cranford Road, Grafton Underwood, NN14 3AA</b> T1 Maple - reduce height and lateral branches by up to 1.5m  No Objections October 2021</p>
<p><b>Application No: NK/2021/0602</b> 6 July 2021  GUPC Decision North Northamptonshire Council Decision</p>	<p><b>The Laurels, Cranford Road, Grafton Underwood, NN14 3AA</b> T1 Conifer - reduce height by 1.5m; T2 Prunus pissardii and T3 Maple - crown reduction by up to 1.5m  No Objections August 2021</p>
<p><b>Application No: NK/2021/0535</b> 17 June 2021  GUPC Decision North Northamptonshire Council Decision</p>	<p><b>Brigstock Road (land to the North West of), Grafton Underwood, NN14 3AB</b> Variation of condition 5 of KET/219/0369 in respect of operational life Amendments &amp; Conditions – then no objection Approved August 21</p>
<p><b>Application No: NK/2021/0327</b> 9 April 2021  GUPC Decision</p>	<p><b>The Coach House, Cranford Road, Grafton Underwood, NN14 3AA</b> T1 Sycamore - reduce by up to 4m; T2 Horse Chestnut - fell; T3 Sycamore - reduce by up to 4m; T4 Ash - reduce by up to 4m; T5 Cherry - fell; T6 Sycamore - reduce by up to 4m; T7-T8 beech trees - fell; T9 Ornamental Plane - reduce by up to 4m; T10-T11 Sycamore - reduce and crown lift by up to 4m; T12 Beech - crown lift by up to 3m; G1 Conifers - fell; G2 Sycamores - reduce by up to 4m;</p>

North Northamptonshire Council Decision	No Objections May 2021
<b>Application No: NK/2021/0236</b> 16 March 2021 GUPC Decision North Northamptonshire Council Decision	<b>Dukes Mill House (land adj.), Cranford Road, Grafton Underwood, NN14 3AA</b> T1 Elm - crown reduction to leave a width of 10m and a height of 15m No Objections April 2021
<b>Application No: NK/2021/0210</b> 8 March 2021 GUPC Decision North Northamptonshire Council Decision	<b>Grafton Park Farm, Brigstock Road, Grafton Underwood, NN14 3AA</b> T1 Sycamore - reduce height by 3m and width by 4m No Objections March 2021
<b>Application No: NK/2021/0114</b> 05 March 2021 GUPC Decision North Northamptonshire Council Decision	<b>Park Lodge, Brigstock Road, Grafton Underwood</b> Conversion of existing garage to art and craft studio with additional window to North elevation and construction of new double garage No Objections – Subject to Conditions Approved April 2021
<b>Application No: NK/2021/0073</b> 26 February 2021 GUPC Decision North Northamptonshire Council Decision	<b>Spring Cottage, 18 Geddington Road, Grafton Underwood</b> Single storey and first floor rear extension with additional rooflight to front and window to side Objection with comments Application Withdrawn May 2021
<b>Application: NK/2021/0045</b> 26 January 2021 GUPC Decision North Northamptonshire Council Decision	<b>7 Cranford Road, Grafton Underwood, NN14 3AA</b> T1 Weeping Birch – fell No Objections March 2021