

# Grafton Underwood Parish Council



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Date: 25<sup>th</sup> January 2022

To: All Parish Councillors

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

Dear Councillor,

You are hereby summoned to attend the full Parish Council meeting to be held on **Tuesday 1<sup>st</sup> February 2022 at 7.30pm** at **Grafton Underwood Village Hall**, Grafton Underwood, Kettering NN14 3AA when the under mentioned business will be transacted.

## AGENDA

- 22/001 Apologies:** *To receive and approve apologies for absence*
- 22/002 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*
- 22/003 Minutes of the previous meeting:** *To receive and approve for signature the minutes of the meeting held on **Wednesday 10<sup>th</sup> November 2021***
- 22/004 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*
- 22/005 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 22/006 Correspondence:** *To note correspondence received and agree actions arising - circulated to councillors*
- 24.01.22 NCalc - Confirmation of £200 AMP Grant
  - 18.01.22 NCalc - New affordable payroll service for smaller councils
  - 17.01.22 Community Payback email from village hall
  - 14.01.22 Boughton Estates - Felling of Tree
  - 13.01.22 Queens Platinum Jubilee Survey – To be completed
  - 12.01.22 North Northamptonshire Council HELAA: Call for Sites
  - 08.01.22 Queen's Tree Canopy – Plaque
  - 11.12.21 Matt Smith – Only mark events key to history of air field
  - 03.12.21 Kettering Site Specific Part 2 Local Plan Adoption
  - 02.12.21 I Boyes WNC Signage at X-Roads
- 22/007 Planning:** *To discuss planning applications and agree response*
- 22/008 Queen's Platinum Jubilee:** *Thursday 2<sup>nd</sup> June 2022 - Sunday 5<sup>th</sup> June 2022*  
*To receive update*

- 22/009 Asset Mapping:** *To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the clerk and [2\*] councillors. NCalc have been awarded £280k of which over a third is to be dispersed to parish and town councils and parish meetings to engage with the AMP, including Grafton Underwood Parish Council. Details circulated to councillors 13/01/2022*
- 22/010 Flag-Pole:** *To ascertain ownership*
- 22/011 Solar Farm:** *To receive update on promised monies against this development*
- 22/012 Village Hall/Community Payback:** *To discuss the use of the hall amenities for Community Payback*
- 22/013 New Parishioners:** *To note any new parishioners*

### **Councillor & Warden Repots**

- 22/014 Police Liaison:** *To receive update*
- 22/015 Road Safety and Highways:** *To receive update*
- 22/016 Flooding/Brook:** *To receive update*
- 22/017 Tree Warden:** *To receive update*
- 20/018 Footpath Warden:** *To receive update*

### **Finance**

- 22/019 Pathfinder Grant:** *Clerk had sent councillors via email the expenditure for this. To note that the grant received of £3000 in 2019 has all been spent on flood related items*
- 22/020 Barclays Bank:** *To note that the bank account is now in order. Cheque signatories are Cllr Wildgoose, Cllr Sneddon & Clerk. Online bank authorisation - Cllr Sneddon & Clerk*
- 22/021 Clerk Admin:** *The accounts book and cashbook should always be held by the clerk. However, although they are both referred to in the minutes going back to 2011, there is nothing in the files – only minutes. Clerk requests that these be returned if possible, along with any historic paperwork*
- 22/022 Clerk Payment:** *To note approval via email for clerks salary to be paid by monthly standing order*
- 22/023 Payments:** *To note approval of payments made in December & January via email due to no meetings taking place. Total January payments £200.80. To approve and authorise bank payments below totalling £111.85. To note unpaid cheques 21/08/21 P Sneddon £81.60 and 10/11/21 Grafton Underwood Village Hall £75.00*

### **Pre Agenda 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

### **Payments for Approval**

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

- 22/024 To receive financial report and approve bank reconciliation:** *December circulated to councillors via email. Signature required.*
- 22/025 Audit for Year End Accounts:** *Clerk has approached NJ Searle to enquire if he would be willing to carry out the year end audit for us again as last year. He has responded and is happy to do so. Council to approve*
- 22/026 Future Payments:** *Unless a meeting is called between now and May, clerk requires approval from council to arrange for payment of the annual administration charges. These are likely to be Microsoft Renewal, Insurance, Auditor, Clerks Monthly Salary. ICO Membership, NCalc Membership*

- 22/027 Asset Register:** Clerk requests that councillors clarify assets belonging to the parish council for finance and insurance purposes in order to give a true reflection for year end auditing purposes
- 22/028 Defibrillator:** Council to note that the annual maintenance 4 year contract expires 1<sup>st</sup> April 2022
- 22/029 Insurance:** To note that the annual insurance expires 31 May 2022. Clerk requests that councillors go through the existing policy to update insurance requirements before seeking renewal options

***The Public and Press will be excluded for the following private item***

- 22/030 OLB:** To discuss and confirm the plan lead by the working group

***The Public and Press will be readmitted***

- 22/031 Next Agenda Items:** To request items for next agenda and to note that the next due meeting will be the Annual Parish Council Meeting, Annual Parish Meeting and full Parish Council meeting, which council have previously held at the same time in May
- 22/032 Next Meeting:** To confirm date and venue of next meeting

### **Notes from Clerk**

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

Signed: *Ruby Cole*

Date: 25<sup>th</sup> January 2022