

GRAFTON UNDERWOOD PARISH COUNCIL



Clerk: Mrs Ruby Cole
32 Old Road
Walgrave
Northampton
NN6 9QW

Tel: 07881 458801/01604 781834

E-mail : clerkgupc@gmail.com
www.graftonunderwoodparishcouncil.com

MINUTES

Minutes of the full Parish Council meeting held on **Wednesday 25th August 2021** at 7.00pm at **Grafton Underwood Village Hall**.

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

Public Present: 4

Clerk: Ruby Cole

21/051	Chairman: Proposals to elect a Chairman were put forward, but were declined. Resolved: Vice Chair Cllr Sneddon agreed to Chair the meeting.
21/052	Apologies: Resolved: Apologies received from Cllr Wildgoose and approved.
21/053	Public Address: 2 members of the public addressed council with pre-planning proposals in the hope to secure a promising outcome for when plans are submitted. Another member of the public highlighted the fact that the ash trees near the brook were in need of removal. This is best undertaken with the use of the correct removal spray. The cost of this spray for 1 cannister is in the region of £60 - £80. He will arrange the risk assessment when the work is due to begin.
21/054	Planning: The members of the public agreed to revise the plans / design to address the parish's comments as documented on the planning portal.
21/055	Minutes: Annual Parish Council, Parish Council & Annual Parish meetings 19 th May 2021 & Extraordinary Parish Council meeting 7 th July 2021 Resolved: Both May & July minutes were approved and signed by Vice Chair.
21/056	Declarations of interest under the Council's Code of Conduct related to business on the agenda: Resolved: No declarations of interest.
21/057	Actions Outstanding:

21/02/03.1b	PS	Arrange with flood wardens to arrange for skip to clear reeds - skip arrived and was filled and taken away by the Environment Agency – Complete
21/02/03.1d	RC	To look into possibility of borrowing a digger to help with clear up of debris by overflow pond - Ongoing
21/02/04.1	PS	To make land registration enquiries - Complete

21/009a	AW	Responsibilities - To supply clerk with background information – No longer to be actioned
210009a	Clerk	Responsibilities – To write to relevant sectors - No longer to be actioned
21/026a	AW	HMRC - To contact Warkon Parish Council - Complete
21/027a	RC	Website – To set up - Complete
21/032a	AW	Groundwork UK – To send clerk documentation - Ongoing
21/033a	AW	Bank – To contact bank with new arrangements - Complete
21/042a	Clerk	To book village hall for next meeting- Complete

21/058	Clerk Hours: Clerk hours from 9 hours to 10 hours a month agreed by councillors via email and added to contract. Effective July 2021. Resolved: No further action.
21/059	Community Payback: Various projects considered. Resolved: Clerk to obtain further information. Action 21/059.1 - Clerk
21/060	Plant a Tree for the Jubilee: The Rotary Club are donating 4 oak trees to plant at the Crossroads. Resolved: No action required by council.
21/061	Queens Platinum Jubilee: This will be undertaken amongst parishioners. Resolved: No action required by council.
21/062	Police Liaison: It was agreed no involvement required. Resolved: No action required.
21/063	Barclays Bank: Clerk informed council that she is now a signatory and that online banking is set up. Payments via online banking can be made once the 2 nd authorised person – Cllr Wildgoose has set himself up. Resolved: Cllr Wildgoose to complete. Action 21/063.1 – Cllr Wildgoose
21/064	Land Registry: Cllr Sneddon reported that despite several attempts, she had no success with receiving information. Resolved: No further action.
21/065	HMRC: Clerk reported that the last communication received was 21/07/21 in which we were to provide details of when the previous clerk ceased her employment and this was to be done via the online Paye portal. Clerk had contacted HMRC to say this could not be done as the previous clerk is not listed as an employee on the Paye portal. Clerk has sent the transcript of communication to the Chair of Warkton Parish Council who will contact HMRC directly as the same request was made of their council. Resolved: Awaiting update from the Chair of Warkton Parish Council.
21/066	Website: Cllr Corney has set up the new parish council website via Wix. Some information has been uploaded and will gradually be completed. It was suggested that the website and future parish council meetings could be promoted on the social media platform - The Grafton Echo. This would be set up nearer the time of the next parish council meeting. Resolved: No further action at present.
21/067	Tree Work & Weeding: Ongoing action. Resolved: Council approved expenditure for the spray for the removal of the ash trees.
21/068	Environment Agency – No reports.
21/069	Rural Forum – Cllr Sneddon & Cllr Corney had attended the June meeting via Zoom. Cllr Sneddon & Clerk attended the July meeting also via Zoom. It is early days to predict how this will move forward to benefit smaller parishes like ourselves. Next meeting due September 2021.
21/070	Neighbourhood Watch: Nothing to report.
21/071	East Kettering Liaison Forum: Nothing to report other than the Hanwood Park Development now has its own website.
21/072	Flooding: More clearing of debris being undertaken.

21/073	Footpath Warden: Footpaths have been cleared. Awaiting bridleway to be cleared.
21/074	Tree Warden: Deferred to next meeting.
21/075	Payments: £539.62 cheque payments approved and signed by Clerk & Cllr Sneddon. Resolved: No further action required.

Ref	Payee	Description	Amount
100409	Clerk	Salary June 2021	90.36
100410	Clerk	Salary July 2021	100.40
100411	R Corney	3 Year Website Subscription	151.20
100412	P Sneddon	Land Registry Search Expenses	81.60
100413	Clerk	Salary August 2021	100.40
100414	Clerk	Stationery Expenses	15.66

21/076	Financial report and bank reconciliation: Circulated to councillors via email. Bank reconciliation to 30 th July approved. Current Account 30 th July 2021 £8703.81. Resolved: A councillor who is not a signatory to sign at next meeting.
21/077	Next Agenda: Resolved: No items requested.
21/078	Next Meeting: Resolved: Wednesday 10 th November 7.00pm Grafton Underwood Village Hall.

Meeting Closed: 20.50

Action Points for Tracking

21/02/03.1d	RC	To look into possibility of borrowing a digger to help with clear up of debris by overflow pond - Ongoing
21/032a	AW	Groundwork UK – To send clerk documentation - Ongoing
21/059.1	Clerk	To obtain information on Community Payback projects
21/063.1	AW	To set up online banking with Barclays

Below information points from clerk were acknowledged by council

- **Pensions Regulator:** 23/06/21 The re-declaration is outstanding and needs to be submitted as soon as possible. The deadline to submit this was **01 July 2019** and the employer should have chosen a re-enrolment date within the window of **01 November 2018 - 30 April 2019**. Clerk is unable to do this as the position of the previous clerk is not known. Contact details have been amended to present clerk. No further communication received to date
- **Exercise of Public Rights:** This has been displayed on website and no requests to view accounts have been received
- **Security Forms** - GDPR & Electronic summons: Councillors are reminded to complete and submit to clerk
- **Salary:** To note that after conversations with HMRC and to avoid any penalty charges, clerk has chosen to submit and declare salary on a monthly basis. If done quarterly, monthly submissions are still required even if zero for the two unpaid months. Therefore, monthly cheques have been raised in line with submission and declaration
- **Planning:** NK/2021/0535 Brigstock Road (land to the North West of), Grafton Underwood, NN14 3AB Variation of condition 5 of KET/219/0369 in respect of operational life. Approved by NNC August 21
- **Grafton Crossroads:** Email 03/06/21 regarding dangerous road junction. This has since been actioned by Highways with new signage in place – **It was noted that this has not been actioned. - Clerk will chase up.**