

DRAFT MINUTES

Grafton Underwood Parish Council



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Minutes of the Annual Meeting of Grafton Underwood Parish Council held at Grafton Underwood Village Hall on Thursday 18th May 2023

- Present:** Cllr Rob Corney (Chair), Cllr Penny Sneddon (Vice-Chair), Cllr Alastair Wildgoose, Pat Bird (Clerk)
Sam Rees (Boughton Estate), Paul Harris (Village Hall), Richard Daykin (Tree Warden)
- 23/001 Cllr Rob Corney was elected chairman for the forthcoming year, and subsequently signed his declaration of acceptance.
- 23/002 Cllr Penny Sneddon was elected vice-chairman for the forthcoming year.
- 23/003 Cllr Dean Baker resigned from the Office of Parish Councillor with effect from 8th May. Apologies received from Cllr Alex Medri were approved.
- 23/004 It was **RESOLVED** that the Minutes of the Council Meeting held on 2nd February 2023 be approved as a correct record and these were then subsequently signed by Cllr Corney, as chairman
- 23/005 The following **matters arising** were noted:
22/106 The four oak trees have been planted in the village to mark the Queen's Platinum Jubilee, with the help of David Player
22/123 Rob Davies had advised that he had still not received any communication from Scottish Power Renewables regarding the Solar Farm
22/123 The street lights at the access to the Village Hall and next to the telephone box are still not working. The Clerk to escalate.
22/123 The plastic barriers haven't been cleared from the Warkton Road. The Clerk to chase.
22/128 Whilst the warning lights at the crossroads were fixed, unfortunately they are now not working. The Clerk to report.
22/129 Cllr Penny Sneddon reported the village's celebrations to mark the Coronation of King Charles III were self funding. The £150 that the Parish Council had agreed to donate to this will be retained by the Parish Council until another need is identified.
- 23/006 No declarations of interests were received in relation to any items on the Agenda

DRAFT MINUTES

DRAFT MINUTES

Public participation

23/007 The Parish Council was asked if it could explore the possibility of installing two vehicle activated speed signs, one near the entrance to the village from Cranford, and the other near the entrance to the village from Brigstock, Geddington etc. The Clerk to explore the options, including external funding, and write a report with recommendations for approval by the Council.

The Parish Council was asked if any further cherry trees by the brook will be planted. Cllr Corney stated that the plan was to replace some of the old cherry trees and possibly plant some more along the brook.

The Tree Warden advised that the chestnut saplings growing in the triangle near the Church will be strimmed as the Tree Warden has sufficient saplings to be planted.

Concern was raised that the development at Spring Cottage may not be in line with the planning application NK/2022/0084.

23/008 The Unitary Ward Councillors will be invited to the next Parish Council meeting

Governance Matters

23/009 The Code of Conduct was reviewed and the seven principles of public life, i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership were acknowledged

23/010 It was **RESOLVED** that the updated Scheme of Delegation to the Clerk be adopted.

23/011 It was **RESOLVED** that

- a) the updated Standing Orders be adopted, and
- b) the Financial Regulations, adopted in May 2021, be retained

Representative appointments / memberships

23/012 It was **RESOLVED** that the Clerk be appointed as the Council's Police Liaison Representative for the forthcoming year

23/013 It was **RESOLVED** that Cllr Wildgoose be appointed as the Council's lead for the development of Grafton Underwood's Neighbourhood Plan for the forthcoming year with the support of the Clerk.

23/014 It was **RESOLVED** that membership of

- a) Northamptonshire County Association for Local Councils (NCALC)
- b) Society of Local Council Clerks (SLCC)

be approved and that payment subscriptions be approved when they become due

It was **RESOLVED** that further information regarding the membership cost and benefits of Northamptonshire Action in Communities in Rural England (ACRE) be provided for consideration by the Council

It was **RESOLVED** that membership of Campaign for the Protection of Rural England (CPRE) not be approved at this time

DRAFT MINUTES

It was **RESOLVED** to move the Village Matters and Chairman's update ahead of Finance Matters and Annual Governance and Accountability Return (AGAR) for the benefit of the residents in attendance

Village Matters

- 23/019 As part of the Council's Neighbourhood Plan proposal, it was **RESOLVED** that the Council affirms its support for the preservation of green spaces in the village in particular around the Alledge Brook; the adjacent allotments; the Churchyard; land adjacent and to the east of the Coach House; land adjacent and to the north and west and south of the School House; land around the Anglia Water facility and to the east of Tackwall and Dairy Cottages.
- 23/020 Also, as part of the Council's Neighbourhood Plan proposal, it was **RESOLVED** that the Council recognises that the majority of residents voted against development in the village and that the Council affirms its support with this view
- 23/023 Cllr Rob Corney updated the meeting with regards to
- Speeding issues which were raised at the Annual Parish Meeting
 - The need to continue the good work of desilting the brook
 - The proposed Kettering Energy Park development, consultation on the Draft Masterplan document ends on 22nd May. Details of this are available at [Kettering Energy Park – Masterplan consultation - North Northamptonshire Council - Citizen Space](#)

Finance Matters

- 23/015 As Cllr Rob Corney and Cllr Penny Sneddon, the bank signatories / authorisers, are to continue in the roles of Chairman and Vice-Chairman respectively, it was **RESOLVED** that no changes to the bank signatories / authorisers were required
- 23/016 To ensure a division of duties regarding finance control, it was **RESOLVED** that Cllr Wildgoose be appointed as the Internal Control Councillor for the forthcoming year
- 23/017 It was **RESOLVED** that the Finance Report as at 17th May 2023 showing the balance then of £10,256.95 be noted and that the schedule of payments, listed below, be approved.

Schedule of Payments

Payments made

| Payee | Description | Amount | Relevant Legislation |
|-------------------------------|------------------|--------|--------------------------|
| PM Bird (Clerk) - 12 May 2023 | April Salary | £98.40 | LGA 1972, s112 |
| ICO - 16 May 2023 | Registration Fee | £35.00 | Data Protection Act 2018 |

Payments to be made

| Payee | Description | Amount | |
|-----------------|-------------|--------|----------------|
| PM Bird (Clerk) | May Salary | £98.40 | LGA 1972, s112 |
| PM Bird (Clerk) | June Salary | £98.40 | LGA 1972, s112 |

DRAFT MINUTES

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|--------------------------------|-----------------------------|---------|-------------------------------------|
| HMRC | April, May, June Tax | £73.20 | LGA 1972, s112 |
| Grafton Underwood Village Hall | Parish Council meetings | £75.00 | LGA 1972, s134(4) |
| Zurich Insurance | Parish Council Insurance | £167.44 | LGA 1972, s111 |
| Nigel Searle | Internal Audit | £25.00 | Accounts and Audit Regulations 2015 |
| NCALC - Invoice 2838 | NALC Membership | £123.87 | LGA 1972, s143 |
| NCALC - Invoice 3071 | Data Protection Officer Fee | £12.00 | Data Protection Act 2018 |

Annual Governance and Accountability Return (AGAR)

23/018 It was **RESOLVED** that

- a) the Annual Internal Audit Report in the AGAR be noted; the Internal Report 2022/2023, produced by Nigel Searle, be noted and that cheque numbers, where applicable, to be added to the schedule of payments in the Minutes;
- b) the Year End Cash Book 2022/23 (Receipts and Payments) be approved;
- c) the eight statements in the Annual Governance Statement 2022/23 be confirmed as 'Yes' and the completed Annual Governance Statement 2022/23 be approved and be signed by the Chairman and Clerk;
- d) the Accounting Statements 2022/23 be approved;
- e) the Certificate of Exemption be approved and be signed by the Responsible Finance Officer (the Clerk) and the Chairman;
- f) the dates for the exercise of electors rights re inspection of the annual accounts be noted as 12th June 2023 to 21st July 2023

Other Matters

23/021 It was **RESOLVED** that there were no training requirements for the Councillors and the Clerk at this time, however it was acknowledged that training requirements may be identified later in the year, especially as there will potentially be a new Councillor joining the Parish Council

23/022 It was **RESOLVED** that two key projects for the forthcoming year would be a) Flood prevention and b) Speed reduction

23/024 The Clerk reported that following Cllr Dean Baker's resignation, a Notice of Vacancy in office of Councillor had been placed on the noticeboard and on the Parish Council website. If before 2nd June ten electors request an election to fill the vacancy an election will be held before 8th August. If less than ten electors request an election the Parish Council may fill the vacancy by co-option.

23/025 It was **RESOLVED** that the next scheduled meeting would be held early August, date to be confirmed with Agenda items including vehicle activated speed signs, plans for work on the brook, and asset review

23/026 The meeting was closed at 8:50pm