



Chair: Alastair Wildgoose

Clerk: Mrs Ruby Cole
32 Old Road
Walgrave
Northampton
NN6 9QW
Tel: 01604 781834 / 07881 458801
Email: clerkgupc@gmail.com

MINUTES

Minutes of Grafton Underwood Parish Meeting, Grafton Underwood Annual Parish Council Meeting & Grafton Underwood Parish Council Meeting held on Wednesday 19th May 2021 at 7.00 pm at Grafton Underwood Village Hall

Councillors Present: Cllr A Wildgoose, Cllr P Sneddon, Cllr Dean Baker, Cllr R Corney

Cllr A Medri

Public: 3 Residents

Clerk: Ruby Cole

Annual Parish Meeting

Chair thanked and welcomed everyone to the meeting

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| 21/001 | Parish Council Chairman's Report 2020/2021 Chair – Alastair Wildgoose read out the report for the year – No written report supplied |
| 21/002 | Parish Council Finance Report 2020/2021 Clerk – Ruby Cole read out the report for the year – as per annual accounts |
| 21/003 | Annual Report from Borough Council No report received |
| 21/004 | Annual Report from Rural Forum No report received – It was decided a report is no longer required |
| 21/005 | Annual Report from EKLf No report received – It was decided a report is no longer required |
| 21/006 | Annual Report from Neighbourhood Watch Chair read out the report from Heather Harris. See report at end of minutes |
| 21/007 | Annual Report from Village Hall Chair read out the report from Paul Harris. See report at end of minutes |

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| 21/008 | Annual Report from Church Chair read out the report from Paul Harris. See report at end of minutes |
| 21/009 | Report from Flood Warden Shaun Barritt is Flood Warden. Mark leads the team of volunteers. Rubbish has been collected and the Environment Agency visited site today. Issues surrounding responsibility of land and areas. Cllr Wildgoose to send background information to Clerk in order to obtain clarification from relevant sectors Action 21/009a |
| 21/010 | Reports regarding fundraising events: Plant Sale, Street Fayre, Village Charity Reports from Flower Club, Tree Warden, Street Fayre and Village Charity. Reports at end of minutes. Cllr Sneddon, Footpath Warden reported that appropriate signs were required |

Annual Parish Council Meeting

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| 21/011 | Election of Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk Cllr Sneddon proposed Cllr Wildgoose for Chair. Seconded by Cllr Baker. All councillors present voted in favour Resolved: Cllr Wildgoose accepted the position and signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form |
| 21/012 | Election of Vice Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk Cllr Wildgoose proposed Cllr Sneddon for Vice Chair. Seconded by Cllr Baker. All councillors present voted in favour. Resolved: Cllr Sneddon accepted the position and signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form |
| 21/013 | All Councillors to sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk Resolved: Remaining councillors signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form |
| 21/014 | Adoption of Policies previously circulated: Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection Policy, Records Retention Policy, Subject Access Request Procedure, Data Breach, Standing Orders Resolved: All policies were approved and adopted. Signed by Chair and Clerk |

Parish Council Meeting

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| 21/015 | Apologies: To receive and approve apologies for absence Resolved: All councillors present – No apologies |
| 21/016 | 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. Resolved: No public address |
| 21/017 | Minutes of the last meeting: To receive and approve for signature the minutes of the meeting held on Wednesday 17th February 2021 & Extraordinary meeting held on Monday 8th March 2021 Resolved: The minutes were approved and signed by Chair |
| 21/018 | 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). Resolved: There were no declarations of interest |
| 21/019 | Review Actions Outstanding: To receive reports on actions outstanding from previous minutes as below |

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| 21/02/01.1 | Clerk | To send Rob Corney the necessary forms for acceptance of office - Completed |
| 21/02/03.1a | All | To investigate if 2 extra smaller sluice gates are required – No longer required |
| 21/02/03.1b | PS | Arrange with flood wardens to arrange for skip to clear reeds - Ongoing |
| 21/02/03.1c | PS | To contact Environment Agency to clear reeds - Completed |
| 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 - Ongoing |
| 20/02/05.1a | PS | To forward correspondence to Clerk - Completed |
| 20/02/05.1b | All | To investigate charity event - Completed |
| 20/02/07.1 | DB | To report roadpath damage to Street Doc - Completed |
| 20/02/09.1a | Clerk | To obtain copy invoices - Completed |
| 20/02/09.1b | RC | To work with clerk for website update - Completed |

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| 21/020 | <p>Correspondence:</p> <p>a. Email received 22/04/2021- from resident enquiring if permission is required to paint his fence which borders his garden and public right of way. To note: Council responded with no concern but to contact Boughton Estates if further assurance was required Resolved: No further action</p> <p>b. Email 04/05/21 - Greenbelt UK Greenbelt festival will not be happening at Boughton House this year Resolved: No further action</p> <p>c. Email 05/05/21 - Samuel Stephens submitted a planning application recently that was withdrawn on the grounds of the design befitting of the local area. He is requesting a local design guide for reference in order to ensure the design protects or enhances the local architecture Resolved: No further action</p> <p>Post agenda – Email 10/05/21 Ncalc Training Newsletter Resolved: No training requested</p> |
| 21/021 | <p>New Parishioners: To note any new parishioners and deliver welcome pack Resolved: Cllr Sneddon reported it was to be finalized and distributed around village</p> |
| 21/022 | <p>Defibrillator: To discuss dates for defibrillator training organised by East Midlands Ambulance Service/Mark Neve Community AED Training Lead Resolved: Cllr Sneddon reported a possible meeting one evening in July</p> |
| 21/023 | <p>Information Commissioner's Office (ICO): Email circulated to councillors 21/04/2021 regarding the appointment and fee of £10 a year for a DPO (Data Protection Officer). To also note fee for last year has not been allocated as per ICO Resolved: Approved and payment agreed</p> |
| 21/024 | <p>Delegation of Authority: Due to periods in-between meetings Council to agree to delegation of authority to the Clerk where appropriate Resolved: 'Delegation of Authority' form circulated to councillors via email. Approved and agreed. Chair and Clerk signed the 'Delegation of Authority' form provided by the Clerk</p> |
| 21/025 | <p>Insurance: Quotes from BHIB for £207.09 and Zurich for £167.44 circulated to councillors 29/04/2021 for renewal 01/06/2021 Resolved: Councillors agreed to continue insurance cover with Zurich Insurance</p> |
| 21/026 | <p>HMRC: Email circulated to councillors 15/04/21 regarding information required for employees dating back to 2017. Clerk emailed previous clerk 19/04/21 for further information. No response received at time of writing. Council to discuss way forward Resolved: Councillor Wildgoose to contact Chair of Warkton to discuss course of action Action 21/026a</p> |

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| 21/027 | <p>Website: To discuss options regarding website as current website inaccessible Councillor Corney to investigate options of new website approx. £6 monthly. Clerk to help transfer relevant documents from the old website to new website</p> <p>Resolved: Council agreed monthly expenditure and to pay for clerks extra time to implement Action 21/027a</p> |
| 21/028 | <p>Covid 19: To note updates being continually provided by NCalc</p> <p>Resolved: Updates being noted by councillors</p> |
| 21/029 | <p>Elections: Notification received from North Northamptonshire Council 16/04/2021 that Grafton Underwood Parish Council would not be having an election 6 May 2021</p> <p>Resolved: Noted</p> |
| 21/030 | <p>Planning:</p> <p>a. 09/04/21 NK/2021/0292 Hanwood Park, Cranford Road, Kettering Outline Application (EIA): Residential development of up to 4,040 dwellings</p> <p>b. 10/03/21 NK/2021/0073 Spring Cottage, 18 Geddington Road, Grafton U Full Planning Permission: Single storey and first floor rear extension with additional rooflight to front and window to side</p> <p>c. 12/04/21 NK/2021/0327 The Coach House, Cranford Road, Grafton U Notification of Works to Trees in Conservation Areas – Approx 15 Trees</p> <p>d. 22/04/21 NK/2021/0114 Park Lodge, Brigstock Road, Grafton Underwood Notice of Approval - Conversion of existing garage to art and craft studio</p> <p>Resolved: No further action required to above at present</p> <p>Post Agenda 19/05/21 NK/2021/0365 Newton</p> <p>Resolved: No action required</p> |
| 21/031 | <p>Village Spring Clean: To discuss dates</p> <p>Resolved: Completed</p> |
| Finance | |
| 21/032 | <p>Groundwork UK: Email sent Cllr Wildgoose 18/03/21 – To note no money can be retained and all underspend must be returned</p> <p>Resolved: Cllr Wildgoose to supply clerk with correspondence Action 21/032a</p> |
| 21/033 | <p>Bank: To discuss Barclays bank account issues and to consider switching Clerk advised council that she could be signatory if required. She also informed that bank statements would be required monthly and she is still not receiving the correspondence to her address</p> <p>Resolved: Council agreed to add Clerk as signatory. Cllr Wildgoose to contact bank to action as above Action 21/033a</p> |
| 21/034 | <p>Fixed Asset Register: To discuss asset register as circulated to councillors and approve amendments</p> <p>There was discussion regarding assets belonging to Flood Warden. These were paid for via a Pathfinder grant obtained by council but for the sole purpose of Flood Defence expenditure. There is insufficient documentation to collaborate expenditure. The BT phone box was paid for by council as confirmed by clerk and is an asset to council.</p> <p>Resolved: It was agreed to remove the Flood Defence items from the asset register, draw a line in relation to Flood Defence expenditure and to keep an accurate record of expenditure going forward. Year end asset list was signed by Chair and Clerk</p> |
| 21/035 | <p>Audit: To receive and note the annual internal audit report</p> <p>Resolved: The annual audit was received and auditors comments noted</p> |
| 21/036 | <p>Agar: To approve and sign the annual governance statement</p> <p>Resolved: Approved and signed by Chair</p> |
| 21/037 | <p>Year End: To approve and sign the annual accounting statements</p> <p>Resolved: Approved and signed by Chair</p> |
| 21/038 | <p>Certificate of Exemption: Council to certify themselves as exempt from external audit and sign the certificate of exemption form</p> <p>Resolved: Chair signed the certificate of exemption form</p> |

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| 21/039 | Payments: To approve payments below totalling £9200.97 plus Insurance Post agenda – stamps. Council agreed to pay clerk a portion of stationery expenses Resolved: Below payments approved and cheques signed |
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| Ref | Payee | Description | Amount |
|--------|-----------------------------------|--|---------|
| 100400 | Groundwork Uk | Return of unspent Grant money | 8663.00 |
| 100401 | Information Commissioner's Office | Membership 2021/2022 | 40.00 |
| 100402 | Northants Calc | Data Protection Officer | 10.00 |
| 100403 | Clerk | Salary April/May 2021 | 180.72 |
| 100404 | NJ Searle | Internal Auditor | 25.00 |
| 100405 | Northants Calc | Membership 2021/2022 | 131.05 |
| 100406 | Community Heatbeat | Annual Support 01/04/2021 – 01/04/2022 | 151.20 |
| 100426 | Zurich | Insurance 2021/2022 | 167.44 |
| 100427 | Clerk | Postage Stamps | 10.20 |

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| 21/040 | Bank Balance: To receive and approve balance at bank and reconciliation Bank reconciliation to May 19 th circulated to councillors Resolved: Councillors left before this could be approve or signed |
| 21/041 | Next Agenda: To request items for inclusion on the agenda for the next meeting Resolved: No items requested |
| 21/042 | Upcoming Meetings: To note dates of next meetings Resolved: Next meeting date 25th August 2021 7.00pm at village hall. Clerk to book village hall Action 21/042a |

Meeting Closed 21:15

Action points for tracking

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|-------------|-------|--|
| 21/02/03.1b | PS | Arrange with flood wardens to arrange for skip to clear reeds - Ongoing |
| 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 - Ongoing |
| 21/009a | AW | Responsibilities - To supply clerk with background information |
| 210009a | Clerk | Responsibilities – To write to relevant sectors |
| 21/026a | AW | HMRC - To contact Warkon Parish Council |
| 21/027a | RC | Website – To set up |
| 21/032a | AW | Groundwork UK – To send clerk documentation |
| 21/033a | AW | Bank – To contact bank with new arrangements |
| 21/042a | Clerk | To book village hall for next meeting |

REPORTS

“ The Grafton Underwood Flower Club is a self funded group that was set up (in 2004) to provide funds to pay for the flowers used to decorate St James's Church throughout the year. This includes the main festivals of Easter and Christmas as well as weekly offerings of fresh flowers, when appropriate.

The funds have been historically raised through village events that included flower festivals, cream teas / plant fairs and 'Open' gardens. The numbers of (mainly but not exclusively) ladies who participate have dwindled over recent years and we are always looking for new recruits to join us. We run a rota throughout the year to try to make sure there are always fresh flowers in the church. If anyone would like to help out (you don't have to be a church service regular) to create a floral arrangement, or just to place a vase of garden flowers, then you will be very welcome."

Mel

TREE WARDEN

One notes that the roadside hedges have been very poorly cut this winter and as elm forms a part of them one wonders how much Dutch elm disease will kill this summer. And on the point of tree disease one has seen one or two cases of ash die back but nothing significant and ponder how much genetic variation exists. Also keeping an eye on oaks for oak die back but seen none to date

Of the elms that one planted one is keeping an anxious eye on them after the cold dry spring.

A dead horse chestnut stump near the school house presents a hazard (of falling and causing harm, but of low risk. Two other trees, one in grafton park farm's garden the other on the village green have had their canopies reduced, but the one in the garden is still slowly pushing the wall over and the other has roots growing under the footpath. The action on both trees is only delaying the inevitable need for felling. I have been planting trees in and around the village for the past 40 years, to remove a couple will not make much difference!

So! One now has evidence that there are remains of a Roman villa within the village boundary. But as to where, one must remain silent

RD

*Environment Agency
checked on stream this morning for weed
to see if they needed to do anything.*

*Email
PC see.*

The village charity - ~~Poolands charity~~
Elizabeth Dopping charity

The income for the charity comes from
rent for a garage held near ~~the~~ Geddingen. At
this time it is let out to Mr. Harter at the
rental income of £570 p/yr. It has been
agreed that this will be reviewed in 2023.

Dec 2020. There ~~are~~ were 14 recipients
who received £35 each, and 2 widows who also
receive 'bread money' of £26 each.

A total of £542.

leaving £61.23 in Norwich and Peterborough
BS.

Report by Chairman of Grafton Underwood Village Hall Committee

The Hall was closed in March 2020 in the first of the Government lockdowns and has remained closed ever since. It has been felt by the committee that far too many hoops would have to be jumped through to open the hall for general hire before all Government restrictions were

lifted.

We have taken this opportunity of the hall being closed to renovate inside and outside, change the kitchen layout and install some new appliances.

We received a Kettering Borough Council grant which has enabled us to pay for these improvements and keep the hall closed during the covid pandemic and still retain a good working capital for when we re-open.

We are planning to re-open in July but we are totally driven by the Government guidelines and the lifting of covid restrictions.

Paul Harris

Chairman

17.5.21

Report by Neighbourhood Watch Co-ordinator for Grafton Underwood

Grafton Underwood operates a neighbourhood watch group and I am the current co-ordinator for that group.

All information about joining the group is online at www.ourwatch.org.uk.

I am looking to pass on the role of co-ordinator to another resident of the village and if you are interested in taking on this role please email me at heather.harris115@btinternet.com.

Heather Harris

Neighbourhood Watch Co-ordinator

Grafton Underwood

17.5.21

Report by Churchwarden of St James Church, Grafton Underwood

In March 2020 the Government closed all places of worship countrywide. We therefore closed the Church building completely until early July 2020 when we were allowed to re-open under very specific guidelines.

All risk assessments and Government guidelines have been met whilst being open.

We have only been able to open the Church on a Sunday for one hour for private prayer and more recently led worship and communion.

We have a very faithful congregation which has incredibly grown during this pandemic and we regularly get 15-20 people every Sunday. We have done this without a vicar, as we are currently in interregnum. We have an amazing team of dedicated parishioners and lay preachers who lead our services and put together inspirational worship every week.

The position of vicar for the Benefice is being advertised but has unsurprisingly had no applicants during the pandemic.

We look forward to welcoming everyone again to our main fundraiser of the year which is our Cream Teas at the Village Hall every Sunday during August (Government restrictions allowing).

Paul Harris
Churchwarden
17.5.21

The Street Fayre account
balance is £ 917-31.

During Covid as neither Church
or Village Hall were able to fund
raise we agreed to offer payment
of one bill if required. As the
Village Hall had acquired a grant
for work they had no need of it.
But we paid £293-48 for
one oil delivery for Church.

Jenny Daykin