



**Clerk: Mrs Ruby Cole**  
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Date: 07 May 2021  
To: All Parish Councillors  
From: Mrs R Cole, Clerk to Grafton Underwood Parish Council

Dear Councillor,

You are hereby summoned attend the meetings of, Grafton Underwood Annual Parish Council Meeting, Grafton Underwood Parish Council Meeting to be held on **Wednesday 19<sup>th</sup> May 2021** at **7.00 pm** at **Grafton Underwood Village Hall** when the under mentioned business will be transacted. Please note: Grafton Underwood Annual Parish Meeting will also be taking place.

### **AGENDA**

#### **Annual Parish Meeting**

- 21/001 *Parish Council Chairman's Report 2020/2021*
- 21/002 *Parish Council Finance Report 2020/2021*
- 21/003 *Annual Report from Borough Council*
- 21/004 *Annual Report from Rural Forum*
- 21/005 *Annual Report from EKLF*
- 21/006 *Annual Report from Neighbourhood Watch*
- 21/007 *Annual Report from Village Hall*
- 21/008 *Annual Report from Church*
- 21/009 *Report from Flood Warden*
- 21/010 *Reports regarding fundraising events: Plant Sale, Street Fayre, Village Charity*

#### **Annual Parish Council Meeting**

- 21/011 *Election of Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk*
- 21/012 *Election of Vice Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk*
- 21/013 *All Councillors to sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk*
- 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*

## Parish Council Meeting

- 21/015 **Apologies:** *To receive and approve apologies for absence*
- 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.*
- 21/017 **Minutes of the last meeting:** *To receive and approve for signature the minutes of the meeting held on **Wednesday 17<sup>th</sup> February 2021** & **Extraordinary** meeting held on **Monday 8<sup>th</sup> March 2021***
- 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).*
- 21/019 **Review Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 21/020 **Correspondence:**
- 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*
  - b. *Email 04/05/21 - Greenbelt UK Greenbelt festival will not be happening at Boughton House this year*
  - 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*
- 21/021 **New Parishioners:** *To note any new parishioners and deliver welcome pack*
- 21/022 **Defibrillator:** *To discuss dates for defibrillator training organised by East Midlands Ambulance Service*
- 21/023 **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*
- 21/024 **Delegation of Authority:** *Due to periods in-between meetings Council to agree to delegation of authority to the Clerk where appropriate*
- 21/025 **Insurance:** *Quotes from BHIB for £207.09 and Zurich for £167.44 circulated to councillors 29/04/2021 for renewal 01/06/2021*
- 21/026 **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*
- 21/027 **Website:** *To discuss options regarding website as current website inaccessible*
- 21/028 **Covid 19:** *To note updates being continually provided by NCalc*
- 21/029 **Elections:** *Notification received from North Northamptonshire Council 16/04/2021 that Grafton Underwood Parish Council would not be having an election 6th May 2021*

- 21/030 **Planning:**  
 a. 09/04/21 NK/2021/0292 Hanwood Park, Cranford Road, Kettering  
 Outline Application (EIA): Residential development of up to 4,040 dwellings  
 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  
 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  
 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
- 21/031 **Village Spring Clean:** To discuss dates
- Finance**
- 21/032 **Groundwork UK:** Email sent Cllr Wildgoose 18/03/21 – To note no money can be  
 retained and all underspend must be returned
- 21/033 **Bank:** To discuss Barclays bank account issues and to consider switching
- 21/034 **Fixed Asset Register:** To discuss asset register as circulated to councillors and  
 approve amendments
- 21/035 **Audit:** To receive and note the annual internal audit report
- 21/036 **Agar:** To approve and sign the annual governance statement
- 21/037 **Year End:** To approve and sign the annual accounting statements
- 21/038 **Certificate of Exemption:** Council to certify themselves as exempt from external  
 audit and sign the certificate of exemption form
- 21/039 **Payments:** To approve payments below totalling **£9200.97** plus Insurance

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/BHIB tbc	Insurance 2021/2022	TBC

- 21/040 **Bank Balance:** To receive and approve balance at bank and reconciliation
- 21/041 **Next Agenda:** To request items for inclusion on the agenda for the next meeting
- 21/042 **Upcoming Meetings:** To note dates of next meetings

Signed *Ruby Cole*

Dated 7<sup>th</sup> May 2021