

GRAFTON UNDERWOOD PARISH COUNCIL



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Date: 18th August 2021
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 **Wednesday 25th August 2021** at 7.00pm at **Grafton Underwood Village Hall**, when the under mentioned business will be transacted.

AGENDA

- 21/051** **Chairman:** *To elect a chairman of Grafton Underwood Parish Council. Resignation letter received from Chair A Wildgoose 29/07/21. To remain as Councillor*
- 21/052** **Apologies:** *To receive and approve apologies for absence*
- 21/053** **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*
- 21/054** **Planning:** *Response to pre-planning viewing*
- 21/055** **Minutes of the last meeting:** *To receive and approve for signature the minutes of the Annual Parish Council, Parish Council & Annual Parish meetings held on **Wednesday 19th May 2021** & Extraordinary Parish Council meeting held on **Wednesday 7th July 2021***
- 21/056** **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).*
- 21/057** **Review Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 21/058** **Clerk Hours:** *Email from clerk sent to councillors 03/06/21 analysing clerk monthly hours and to consider increase by 1 hour a month. Even though some months are busier than others, clerk informed councillors that 9 hours a month is low for the overall work involved. To note that councillors agreed extra hour via email implemented for August onwards*
- 21/059** **Community Payback:** *To receive update*
- 21/060** **Plant a Tree for the Jubilee:** *To consider if this is something the parish wish to do*
- 21/061** **Queens Platinum Jubilee:** *To consider if the parish would like to mark the occasion*
- 21/062** **Police Liaison:** *To consider if a representative required NCalc email 11/08/21*

- 21/063 **Barclays Bank:** *To receive update*
 21/064 **Land Registry:** *To receive update*
 21/065 **HMRC:** *To receive update*
 21/066 **Website:** *To receive update*
 21/067 **Tree Work & Weeding:** *To consider purchasing spray to control*
Parish Representative Reports: *To receive updates*
 21/068 **Environment Agency:**
 21/069 **Rural Forum:**
 21/070 **Neighbourhood Watch:**
 21/071 **East Kettering Liaison Forum:**
 21/072 **Flooding:**
 21/073 **Footpath Warden:**
 21/074 **Tree Warden:**
Finance
 21/075 **Payments:** *To approve payments below totalling £539.62*

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 **Bank Balance:** *To receive and approve balance at bank and reconciliation*

Items from Clerk for report/information only

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

- 21/077 **Next Agenda:** *To request items for inclusion on the agenda for the next meeting*
 21/078 **Upcoming Meetings:** *To note dates of next meetings*

Signed: *Ruby Cole*

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