



Clerk: Mrs. Ruby Cole  
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Date: 30 April 2021  
To: All Parish Councillors  
From: Mrs R Cole, Clerk to Warkton Parish Council

Dear Councillor,

You are hereby summoned attend the meetings of, Warkton Annual Parish Council Meeting, Warkton Parish Council Meeting to be held on **Wednesday 12<sup>th</sup> May 2021 at 7.00 pm at Warkton Village Hall** when the under mentioned business will be transacted. Please note: Warkton Annual Parish Meeting will also be taking place, even though preferred, there is no requirement for councillors to attend.

### **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*

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

- 21/009 *Election of Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk*
- 21/010 *Election of Vice Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk*
- 21/011 *All Councillors to sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk*
- 21/012 *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

- 21/013 **Apologies:** *To receive and approve apologies for absence*
- 21/014 **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.*
- 21/015 **Minutes of the last meeting:** *To receive and approve for signature the minutes of the meeting held on **Wednesday 10<sup>th</sup> February 2021 & Extraordinary meeting Wednesday 10<sup>th</sup> March 2021***
- 21/016 **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).*
- 21/017 **Review Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 21/018 **Correspondence:** *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*
- 21/019 **Defibrillator:** *To discuss dates for defibrillator training organised by East Midlands Ambulance Service*
- 21/020 **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*
- 21/021 **Delegation of Authority:** *Due to periods in-between meetings Council to agree to delegation of authority to the Clerk where appropriate*
- 21/022 **Insurance:** *Quotes from BHIB for £151.20 and Zurich for £167.44 circulated to councillors 29/04/2021 for renewal 01/06/2021*
- 21/023 **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*
- 21/024 **Website:** *In view of workload, clerk reported that only minutes and agendas had been uploaded onto the website.*
- 21/025 **Covid 19:** *To note updates being continually provided by NCalc*
- 21/026 **Elections:** *Notification received from North Northamptonshire Council 16/04/2021 that Warkton Parish Council would not be having an election 6th May 2021*
- 21/027 **Planning:** *Post Meeting - Application received 29/03/21 Application Number: NK/2021/0180 - Moorfield Farm, Conversion of agricultural building to light industrial storage/workshop Applicant seeking if proposal is permitted development. This application has since been withdrawn*
- 21/028 **Village Spring Clean:** *To discuss dates*
- Finance**
- 21/029 **Bank:** *To discuss Barclays bank account issues and to consider switching*
- 21/030 **Fixed Asset Register:** *To discuss asset register as circulated to councillors 05/04/2021 and approve amendments*
- 21/031 **Audit:** *To receive and note the annual internal audit report*
- 21/032 **Agar:** *To approve and sign the annual governance statement*
- 21/033 **Year End:** *To approve and sign the annual accounting statements*
- 21/034 **Certificate of Exemption:** *Council to certify themselves as exempt from external audit and sign the certificate of exemption form*

21/035 **Payments:** *To approve payments below totalling £413.59 plus Insurance*

Ref	Payee	Description	Amount
100420	Information Commissioner's Office	Membership 2021/2022	40.00
100421	Northants Calc	Membership 2021/2022	113.87
100422	Clerk	Salary April/May 2021	180.72
100423	NJ Searle	Internal Auditor	25.00
100424	Northants Calc	Data Protection Officer	10.00
100425	Northants Calc	Councillor Training Course	44.00
100426	Zurich/BHIB tbc	Insurance 2021/2022	TBC

21/036 **Bank Balance:** *To receive and approve balance at bank and reconciliation*

21/037 **Next Agenda:** *To request items for inclusion on the agenda for the next meeting*

21/038 **Upcoming Meetings:** *To note dates of next meetings*

Signed *Ruby Cole*

Dated 30<sup>th</sup> April 2021