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MINUTES

Minutes of Warkton Annual Parish meeting, Warkton Annual Parish Council meeting and Warkton Parish Council meeting held on **Wednesday 12th May 2021** at **7.00 pm** at **Warkton Village Hall**

Councillors Present: Cllr P Wharin, Cllr J Pettit, Cllr V Austen, Cllr R Goodall

Public: None

Clerk: Ruby Cole

Annual Parish Meeting

	Vice Chair thanked and welcomed everyone to the meeting
21/001	Parish Council Chairman's Report 2020/2021 Vice Chair – Paul Wharin read out the report for the year – Report attached
21/002	Parish Council Finance Report 2020/2021 Clerk – Ruby Cole read out the report for the year
21/003	Annual Report from Borough Council No report received
21/004	Annual Report from Rural Forum Cllr Wharin read out the report for the year – Report attached
21/005	Annual Report from EKLF No report received
21/006	Annual Report from Neighbourhood Watch No report received
21/007	Annual Report from Village Hall Clerk read out the report for the year received from Fiona Wharin. Report attached
21/008	Annual Report from Church Clerk read out the report for the year received from Michael Jeans. Report attached

Annual Parish Council Meeting

21/009	<p>Election of Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk Vicky Lamb, present Chair currently unwell and unable to stand as Chair but will remain as councillor. Cllr Austen proposed Cllr Wharin for Chair. Seconded by Cllr Pettit. All councillors present in favour Resolved: Cllr Wharin accepted the position and signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form</p>
21/010	<p>Election of Vice Chairman and sign 'Acceptance of Office' form, signed also by Clerk and kept by the Clerk Cllr Russell proposed Cllr Pettit for Vice Chair. Seconded by Cllr Austen. All councillors present in favour. Resolved: Cllr Pettit accepted the position and signed both the 'Declaration of Acceptance of Office' form and 'Code of Conduct' form</p>
21/011	<p>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</p>
21/012	<p>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</p>

Parish Council Meeting

21/013	<p>Apologies: To receive and approve apologies for absence Resolved: Apologies received from Cllr Lamb</p>
21/014	<p>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: There were no members of the public</p>
21/015	<p>Minutes of the last meeting: To receive and approve for signature the minutes of the meeting held on Wednesday 10th February 2021 & Extraordinary meeting Wednesday 10th March 2021 Resolved: The minutes were approved and signed by Chair</p>
21/016	<p>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</p>
21/017	<p>Review Actions Outstanding: To receive reports on actions outstanding from previous minutes as below</p>

Action 224b.1	Clerk	Contact Weekley & Grafton Underwood to confirm Warkton pay and add to asset register and to receive confirmation of a three way split of total cost - Completed
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Action 225.1	Clerk	Contact David Pope, Kettering Democratic Services - Completed
Action 226a.1	Clerk	Email timetable to councillors - Completed
Action 226b.1	MR	Confirm nomination process, email to councillors and place on website - Completed
Action 227.1	VL/SR/PW/EL	To form a working party – Ongoing , Clerk to write to Sam Rees
Action 228.1	SR	Monitor repair of damaged wall – Ongoing , Clerk to write to Sam Rees
Action 229a.1	Clerk	Letter of thanks to James Woolsey - Completed
Action 229b.1	TW	Tracie Whitley to supply clerk with email address - Completed
Action 229c.1	Clerk	Contact Tracie Whitley with link to Ncalc - Completed
Action 231a.1	VA	Monitor progress of speed sign replacement – Completed. Cllr Austen informed works due to begin 10 th May
Action 231b.1	Clerk	Contact Community Payback Team – next agenda item
Action 232.1	MR	To book meeting 7:00pm Wednesday 12 May via Zoom - Meeting arranged Village Hall - Completed

21/018	<p>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</p> <p>Resolved: No further action required by Council</p> <p>Post Agenda: Email received 10th May 2021 from NCalc. Training sessions taking place June/July for new councillors. Cllr Wharin, Pettit & Goodall expressed interest</p> <p>Resolved : Agreed. Clerk to confirm and book with NCalc Action 21/018a</p>
21/019	<p>Defibrillator: To discuss dates for defibrillator training organised by East Midlands Ambulance Service</p> <p>Resolved: Clerk to write and obtain evening dates Action 21/019a</p>
21/020	<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</p> <p>Resolved: Approved and payment agreed</p>
21/021	<p>Delegation of Authority: Due to periods in-between meetings Council to agree to delegation of authority to the Clerk where appropriate</p> <p>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>
21/022	<p>Insurance: Quotes from BHIB for £151.20 and Zurich for £167.44 circulated to councillors 29/04/2021 for renewal 01/06/2021</p> <p>Resolved: Councillors agreed to continue insurance cover with BHIB Insurance</p>
21/023	<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</p> <p>Resolved: Councillor Wharin to investigate further Action 21/023a</p>
21/024	<p>Website: In view of workload, clerk reported that only minutes and agendas had been uploaded onto the website.</p> <p>Resolved: To be reviewed</p>
21/025	<p>Covid 19: To note updates being continually provided by NCalc</p> <p>Resolved: Updates being noted by councillors</p>

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 Resolved: Noted
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 Resolved: No further action
21/028	Village Spring Clean: To discuss dates Resolved: To be reviewed at a later date
	Finance
21/029	Bank: To discuss Barclays bank account issues and to consider switching Cllr Lamb unwell and unable to sign cheque payments. Another signatory is required. Monthly statements to go to Clerk at her address. Look into online banking with Barclays Resolved: Cllr Pettit to contact Bank and discuss the way forward Action 21/029a
21/030	Fixed Asset Register: To discuss asset register as circulated to councillors 05/04/2021 and approve amendments Resolved: Approved and signed by Chair
21/031	Audit: To receive and note the annual internal audit report Resolved: The annual audit was received and auditors comments noted
21/032	Agar: To approve and sign the annual governance statement Resolved: Approved and signed by Chair
21/033	Year End: To approve and sign the annual accounting statements Resolved: Approved and signed by Chair
21/034	Certificate of Exemption: Council to certify themselves as exempt from external audit and sign the certificate of exemption form Resolved: Chair signed the certificate of exemption form
21/035	Payments: To approve payments below totalling £574.99 Post agenda £10.20 to clerk for stamps. Council agreed to pay clerk a portion of stationery expenses Resolved: The below payments were approved. Payments cannot be sent at present due to a signatory being unwell. Awaiting further information regarding the addition of signatory

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	BHIB	Insurance 2021/2022	151.20
100427	Clerk	Stamps	10.20

21/036	Bank Balance: To receive and approve balance at bank and reconciliation Precept of £2000 had been received. Resolved: Bank reconciliation to May 11 th approved and signed by Chair
21/037	Next Agenda: To request items for inclusion on the agenda for the next meeting Resolved: Air Pollution - Tracie Whitley, Repairs to bridge, Planning, Community Payback, VASID Action 21/037a

21/038	Upcoming Meetings: To note dates of next meeting Resolved: Next meeting date 4th August 2021 at village hall Action 21/038a
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Meeting Closed 9:32pm

Action Points for Tracking

Action 227.1	VL/SR/ PW/EL	To form a working party – Ongoing , Clerk to write to Sam Rees
Action 228.1	SR	Monitor repair of damaged wall – Ongoing , Clerk to write to Sam Rees
21/018a	Clerk	Training - Clerk to confirm and book with NCalc
21/019a	Clerk	Defibrillator Training – Clerk to obtain dates
21/023a	PW	HMRC – To make further enquiries for how to resolve
21/029a	JP	Bank – To contact and inform of situation
21/037a	Clerk	To include items on next agenda
21/038a	Clerk	To book village hall

Annual Parish Meeting: 12.5.2021 - Report from Chair

Councillor Lamb (Chair) sends her apologies. We all wish her a speedy recovery from her illness.

A year of change:

The scheduled May 2020 elections were cancelled. Our Clerk, Mrs Sue Cook had previously resigned.

In Aug. 2020 the Chair, councillor James Woolsey and councillor Hazel Woolsey submitted their formal resignation letters.

In October 2020 councillors Jane Pettit and Victor Austen were co-opted.

In January 2021 our new Clerk, Ruby Cole, was appointed.

A year of COVID – but a year of remarkable community spirit.

To my knowledge at least 2 villagers were symptomatic with coronavirus infection.

I must make special mention of:

Michael Jeans, honorary verger of St Edmunds, who kept us together through the Parish Newsletter

Mark Watts and Roxanne who left fresh veg. and groceries for villagers in the Village Hall Porch

A year of sterling work for the village by many villagers – not just the Parish Council

The council commented on several planning applications. One of these, the new house build between 38 and 40, Warkton went to appeal. The land is now for sale by Boughton with planning permission.

An automatic defibrillator was installed at the Village Hall in August.

Councillors met with Sam Rees and Matt Curwen of Boughton Estate in October to inspect the deteriorating wall on Violet Lane. This led to discussion about a possible community orchard on Boughton land adjacent to the church.

In February 2021 councillors nominated Tracie Whitley as Warkton Police Liaison Rep. and Neighbourhood Watch coordinator.

Greenbelt Festival 2021 has been cancelled, but Greenbelt campers may still gather at Boughton (just opposite the village) in late August.

Finally I want to thank: the regular litter pickers – Jane Rice, Councillor Pettit, and Fiona Wharin – Grahame Coe who has swept and weeded pavements.

Councillor Austen for his attention to signage on Pipe Lane (inc. the VAS)

and Fiona Wharin for removing wind-blown piles of leaves on Pipe Lane in the winter - and debris from the pavement between numbers 5 and 7.

I have missed out many others, but trust that they will not be offended.

Paul Wharin (Vice

Chair, 2020-21)

Village Hall Report May 2021

Changes have occurred since the resignations of our hard-working previous Chairman Hazel and her husband James in March 2020.

The Village Hall is run by an active committee of 7.

During the year a great deal of work has been done updating constitution and policies.

We are in negotiation with Boughton Estates (hall owners) regarding a new lease arrangement (“Heads of Terms”)

The Hall has been made Covid Safe and a few hirings have been possible when restrictions allowed. Bookings are now on line at warktonvillagehall@gmail.com

Outdoors we have had visits from a local fish and chip van which have proved popular

We look forward to the easing of restrictions so we can take new bookings. We shall also welcome back more previous regular hirers.

Fiona Wharin (interim chairperson)

Dear Ruby

I very much appreciate your invitation to attend the Annual Parish Meeting this evening, but sadly I cannot be there owing to a previous appointment.

By way of a report about the recent St Edmund's church activities, it is brief for the simple reason that very little has happened due to the pandemic and lockdown!

During lockdown, the Bishop of Peterborough and the Archbishop of Canterbury forbade us to open the church for services or private prayer until recently. Without dwelling on the distress that this has caused both here and for churches across the Nation, thankfully there is now light at the end of the proverbial tunnel. St Edmund's started, and continues to hold, Sunday services outside in the new churchyard, which are very well attended. We will move inside if necessary. All the social distancing and Covid monitoring processes that we are all so used to, will continue to operate for the time being. For ease of use, cleaning and safety, there will always be a 3 day gap between actual uses of the church.

A funeral was held inside the church on Monday, which although a sad affair demonstrates that we are once again working for the community as we would always want to do.

A quinquennial report has been activated during the last year which tells us what repairs etc have to be done to the fabric of the building. This was discussed at the recent PCC meeting, and a program decided upon.

Private visits to the church to view the Montagu Monuments can be arranged once again through both Boughton House and myself, Michael Jeans. At the present time Boughton House have not decided on their more public visitor policy for the late spring and summer.

Apologies for not being able to present this report myself, and I appreciate that either yourself or Paul can read it out publicly at the meeting.

With best wishes Michael Jeans

Annual Parish Meeting 12.5.21

Report from Rural Forum

Live meetings were cancelled due to COVID. A virtual meeting was held on 13th October 2020. Warkton councillor Mark Rowley “attended”.

After Police Statistics the main agenda items were:

A report on the government *Planning for the Future* White Paper. Both the Rural Forum and KBC are consultees to this and *the Changes to The Current Planning System* consultations.

A report on the ongoing Public Sector Reform process and the current position regarding a town council for Kettering. At previous Rural Forum meetings councillors had repeatedly expressed their concern that extra demands might be placed on parish councils following the loss of KBC.

An update on PC election costs including estimates. The estimate for Warkton was £447. Warkton councillors decided to add £500 to the precept to cover this.

Paul Wharin (Vice Chair, Warkton Parish Council 2020-

21)