

Warkton Parish Council



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MINUTES

Minutes of the full Parish Council meeting held on **Wednesday 1st September 2021** at 7.00pm at **Warkton Village Hall**, Church Street, Warkton NN16 9XH

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

Public Present: 3

Clerk: Ruby Cole

21/053	Apologies: Received from Cllr Lamb Resolved: Approved by council
21/054	Public Address: Resident gave a report on the future of electric cars and by 2030 all cars are likely to be electric. He was looking to seek possibilities of the implementation of electric car charging points around the parish. He briefed the council on his research and communications with businesses regarding location areas, distribution, costs and grant funding opportunities. Chair thanked him for his investigations and reports.
21/055	Minutes: Annual Parish Council, Parish Council & Annual Parish meetings 12th May 2021 , Extraordinary Parish Council meeting 27th May 2021 & Extraordinary Parish Council meeting 18th August 2021 . Cancelled Extraordinary Parish Council meeting 18th June 2021 . Resolved: All above minutes were approved by council and signed by Chair at meeting. Cancellation of Extraordinary meeting 18th June noted
21/056	Declarations of interest under the Council's Code of Conduct related to business on the agenda: Resolved: No declarations of interest
21/057	Actions Outstanding:

Action 227.1	VL/SR/ PW/EL	To form a working party – Ongoing, Clerk to write to Sam Rees - Covered Agenda Item 21/072
Action 228.1	SR	Monitor repair of damaged wall - Ongoing , Clerk to write to /Sam Rees - Ongoing. Awaiting information from Planning Department. The damage is on a wall in the Warkton Conservation Village area. Permission is required for major works. Tracie Whitley will follow up
21/018a	Clerk	Training - Clerk to confirm and book with NCalc - Complete

21/019a	Clerk	Defibrillator Training – Clerk to obtain dates - Complete
21/023a	PW	HMRC - To make further enquiries for how to resolve - Complete
21/029a	JP	Bank - To contact and inform of situation - Complete
21/037a	Clerk	To include items on next agenda - Complete
21/038a	Clerk	To book village hall - Complete

21/058	Clerk Hours: Clerk hours from 9 hours to 10 hours a month agreed by councillors via email and added to contract. Effective July 2021 Resolved: No further action
21/059	Community Payback: A possible project is the siding out of the footpath between numbers 5 and 7, Pipe Lane. Also from number 1, Pipe Lane down to Warkton bridge. Resolved: Clerk to put forward application Action 21/059.1 - Clerk
21/060	Air Pollution: Resident expressed concerns regarding air pollution. Warkton is currently not in a smokeless zone. However, she reported that from May 2021 suppliers are not to sell anthracite coal and to sell smokeless coal as an alternative. The liability of this falls to the supplier. She also reported that only specified wood could be burned. Resolved: No action required by council at present
21/061	HGV Traffic: Cllr Austin has been monitoring the flow of HGV's through the parish which has been steadily increasing. Photos have been taken. Resolved: Councillors to monitor HGV traffic at the next police speed check
21/062	Repairs to Bridge: Cllr Austin reported that the lower rail has now been repaired. It was suggested that the bridge could be brightened up as a warning to drivers of the impending hazard. Cllr Austin will send clerk a photo of the area in question. Resolved: Clerk will write to Highways to report Action 21/062.1 Clerk
21/063	Road Safety & Speed Limit: The speeding of vehicles through the parish is becoming a danger to pedestrians. The possible implementation of a petition for speed limits will be undertaken by the parish. This will be discussed further after the police/neighbourhood watch event 21/09/2021 at the village hall. Resolved: Cllr Wharin & Cllr Pettit to meet with Tracie Whitley 21/09/2021
21/064	Plant a Tree for the Jubilee: It was suggested that St Edmunds Church will be planting a tree. Resolved: Clerk to write to St Edmund's churchwardens to enquire if the church has plans to mark the Queens Platinum Jubilee Action 21/064.1 Clerk
21/065	Electric Charging Point: The idea of this has been welcomed by residents and councillors. Resolved: Clerk to investigate the legalities and permissions required of council involvement Action 21/065.1 Clerk
21/066	Queens Platinum Jubilee: Council agreed it would mark the occasion over the weekend 4 th /5 th June 2022. It was suggested that the village hall may be doing something and that this could be combined. Resolved: Clerk to enquire with village hall Action 21/066.1 Clerk
21/067	HMRC: Cllr Wharin has written to HMRC in response to the information required regarding the previous clerk. Resolved: Cllr Wharin will write another letter in the hope to resolve any issues HMRC may still have. Action 21/067.1 Cllr Wharin
21/068	Website: Chair thanked the clerk for renewing and updating the website. More information is to be uploaded to bring the council documentation up to date. Clerk circulated a 'useful contacts' list to go on the website: council were happy with this. A village website for Warkton may be set up and it was agreed that this would be kept separate from the parish council, with maybe a link from theirs to ours when it is ready. Resolved: Clerk will transfer 'useful contact' list to website over time

21/069	Parking: Resolved: No action required
21/070	Climate Emergency: Cllr Pettit had completed the forms. Resolved: No action until further guidance received
21/071	Village Spring Clean/Litter Pick: Resolved: No action required
21/072	Community Orchard: The planting of fruit trees and heritage trees was discussed, possibly planting a commemorative tree for the Queens Platinum Jubilee. Councillors are keen to move this project forward. Resolved: Cllr Austin to liaise with Charles Lamb Action 21/072 Cllr Austin
21/073	Police Liaison - Report: Chair thanked Tracie Whitley for her work on this. Tracie reported that since the police liaison scheme was set up in April 2021, 150 parish and town councils had joined. She is regularly updated with information from the rural policing team. Tracie has organised a joint Neighbourhood Watch/Police meeting at the village hall on 21 st September 2021 at 7.00pm which is open to all residents. She has delivered flyers to all houses in the parish. Resolved: Flyer to be uploaded on to website. Action 21/073.1 Clerk
21/074	Neighbourhood Watch - Report: Tracie Whitley reported as above.
21/075	Rural Forum - Report: Rural Forum – Cllr Wharin had attended the June meeting via Zoom. Cllr Wharin & Clerk attended the July meeting also via Zoom. It is early days to predict how this will move forward to benefit smaller parishes like ourselves. Next meeting due September 2021.
21/076	East Kettering Liaison Forum - Report: Nothing to report other than the Hanwood Park Development now has its own website.
21/077	Defibrillator- Report: Clerk confirmed the defibrillator is covered under the contents section of the BHIB insurance policy. The CPR training day organised by the North Northants First Responders team was held on 8 th July 2021 at the village hall. The training was well presented and enthusiastically received. 8 people attended. Cllr Wharin reported that he receives an update on the defibrillator every two months
21/078	Parish Path Warden- Report: Cllr Wharin has registered as the parish path warden for Warkton and is awaiting further information.
21/079	Barclays Bank: Clerk informed council that she is now a signatory and that online banking is set up. Cllr Pettit and Clerk have online access. Cllr Pettit, Cllr Austin and Clerk are cheque signatories. Resolved: No further action
21/080	Payments: £430.82 cheque payments approved and signed by Clerk & Cllr Pettit. Resolved: No further action required

Ref	Payee	Description	Amount
100428	Clerk	Salary June 2021	90.36
100429	Northants Calc	Councillor Training x 2	88.00
100430	Clerk	Salary July 2021	100.40
100431	Clerk	Stationery Expenses	15.66
100432	Clerk	Salary August 2021	100.40
100433	Clerk	Website Renewal – August 2022	36.00

21/081	Financial report and bank reconciliation: Circulated to councillors via email. Bank reconciliation to 30 th July approved. Current Account 30 th July 2021 £2310.71. Business Account 30 th July 2021 £0.01 – now transferred to current account and closed. Resolved: Approved by Council and signed by Cllr Goodall signed at meeting.
21/082	Next Agenda: Resolved: Electric Charging Points, Community Orchard to be included in the agenda for the next meeting.

21/083	Next Meeting: Resolved: Wednesday 3 rd November, 7.00pm Warkton Village Hall
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Post Agenda Item: Clerk had circulated an Equality and Diversity Policy via email 29/08/2021 to be considered, approved and adopted by council. This was agreed and adopted by council.

Meeting Closed: 21.22

Action Points for Tracking

Action 228.1	SR/TW	Monitor repair of damaged wall - Ongoing, Clerk to write to /Sam Rees – Ongoing. Awaiting information from Planning Department. The damage is on a wall in the Warkton Conservation Village area. Permission is required for major works. Tracie Whitley will follow up
Action 21/059.1	Clerk	Apply to Community Payback
Action 21/062.1	Clerk	To write to Highways to report hazardous bridge
Action 21/064.1	Clerk	To write to Church regarding tree - Queens Platinum Jubilee
Action 21/065.1	Clerk	To make enquires regarding electric charging points
Action 21/066.1	Clerk	To contact village hall regarding Queens Platinum Jubilee celebration
Action 21/067.1	PW	To write to HMRC
Action 21/073.1	Clerk	To upload Police/Neighbourhood Watch flyer on website

Below information points from clerk were acknowledged by council

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 **31 July 2019** and the employer should have chosen a re-enrolment date within the window of **01 December 2018 - 31 May 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

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

Information Commissioner's Office: Details are now up to date to present clerk. Unfound fee for 2020-2021 has been discharged

Planning: Details updated on website