

Warkton Parish Council



Clerk: Mrs Ruby Cole
32 Old Road
Walgrave
Northampton
NN6 9QW

Tel: 07881 458801 / 01604 781834

Email: warktonclerk@gmail.com
Website: warktonparishcouncil.org

Date: 21st April 2022

To: All Parish Councillors

From: Mrs R Cole, Clerk to Warkton Parish Council

Dear Councillor,

You are hereby summoned to attend the meetings of: Warkton Annual Parish Council meeting, Warkton Full Parish Council Meeting, commencing with Warkton Annual Parish meeting. These are to be held on **Wednesday 4th May 2022** at **7.00pm** at **Warkton Village Hall**, Church Street, Warkton, Kettering NN16 9XH when the under mentioned business will be transacted.

AGENDA

Annual Parish Meeting

- 22/001 *Welcome from Chair*
- 22/002 *Apologies*
- 22/003 *Parish Council Chairman's Report*
- 22/004 *Parish Council Finance Report*
- 22/005 *Annual Report from North Northamptonshire Council Representative*
- 22/006 *Annual Report from Parish Path Warden*
- 22/007 *Annual Reports from Village Groups*
- 22/008 *Questions from parishioners*

Annual Parish Council Meeting

- 22/009 *Election of Chairman. Present 'Acceptance of Office' form for signature*
- 22/010 *To receive and approve apologies for absence*
- 22/011 *Election of Vice Chairman. Present 'Acceptance of Office' form for signature*
- 22/012 *All Councillors to sign 'Acceptance of Office' form*
- 22/013 *Adoption of Policies previously circulated: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach, Publication Scheme*

Full Parish Council Meeting

- 22/014** **Apologies:** *To receive and approve apologies for absence*
- 22/015** **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. Actions/decisions can only be made for items listed on the agenda*
- 22/016** **Minutes:** *To receive and approve for signature the minutes of the meeting Wednesday 16th February 2022*
- 22/017** **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*
- 22/018** **Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 22/019** **Correspondence:** *To receive correspondence and actions arising*
- 22/020** **New Parishioners:** *To note any new parishioners and deliver welcome pack*
- 22/021** **Highways:** *Clerk was asked to obtain a map of Highways Responsibilities for the parish. Received and circulated*
- 22/022** **Neighbourhood Watch:** *Tracie Whitley has resigned from her role as Neighbourhood Watch/Police coordinator. Council have expressed their thanks to all of her hard work. The role is now vacant and details have been placed on the parish council website*
- 22/023** **Air Pollution:** *To discuss parish council involvement regarding the burning of correct fuel and maintenance of log burners/chimneys etc*
- 22/024** **Asset Mapping:** *The deadline for input is 24.04.22. Clerk to upload data and confirm. To agree allocation of grant money*
- 22/025** **Boughton Estate Parish Works:** *To receive update*
- 22/026** **Community Payback:** *To receive update*
- 22/027** **Community Orchard:** *The Church & Parish Council are looking into revised plans. To receive update on information and legalities in order for this to be put into place. To note funds have been received into the bank account*
- 22/028** **Queen's Platinum Jubilee Celebrations:** *The village hall committee and St Edmund's Church are inviting a representative from the parish council to help coordinate/be aware of plans*
- 22/029** **Litter Pick:** *Warkton Village Women's Institute completed their annual litter pick through the village 07.04.22. Clerk sent email to express thanks*
- 22/030** **Planning:** *To receive any new applications and actions arising*

Finance

- 22/031** **Insurance:** *Renewal due with BHIB on 01/06/2022. As with previous years - £151.20. Council to approve renewal*
- 22/032** **Asset Register:** *To approve figure of £2504 which has been submitted for year-end accounts*

- 22/033 VAT:** To note that VAT paid for the year 2021/2022 amounted to £5.92. Clerk has submitted a VAT reclaim for this amount
- 22/034 AGAR 2021/22 Certificate of Exemption:** Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn
- 22/035 Annual Internal Audit Report 2021/22 Audit:** To receive and note the annual internal audit report
- 22/036 Section 1 – Annual Governance Statement 2021/22 Agar:** To approve and sign the annual governance statement form for submission to PKF Littlejohn
- 22/037 Section 2 – Accounting Statements 2021/22 for Year End:** To approve and sign the annual accounting statement for submission to PKF Littlejohn
- 22/038 Clerk Revised Pay:** Councillor to approve remuneration figures as discussed via email. Council to approve revised monthly standing order salary payment, commencing May 2022
- 22/039 Payments:** To note below payments **£200.80** approved standing order payment. To approve **£266.19** at this meeting - ICO payment agreed via email to be paid by direct debit reducing the charge to £35.00. Microsoft Renewal. Automatic deduction to clerk credit card account. Council to approve payment. Clerk to charge ¼ share to the councils she clerks for as net value

Payments in-between meetings

Ref	Payee	Description	Date	Method	Amount
6	Ruby Cole	March Salary	20/03/2022	S/O	100.40
7	Clerk	April Salary	20/04/2022	S/O	100.40

Payments this meeting

Ref	Payee	Description	Date	Method	Amount
8	Clerk	Microsoft Renewal	05/05/2022	Online	79.99
9	BHIB Insurance	Insurance Renewal	12/05/2022	Online	151.20
10	ICO	Data Protection Fee	12/05/2022	DD	35.00

- 22/040 Bank Balance:** To receive and approve balance at bank and reconciliation
- 22/041 Next Agenda:** To request items for inclusion on the agenda for the next meeting
- 22/042 Upcoming Meetings:** To agree dates of next meetings for the year

Signed: *Ruby Cole*

Date: 21st April 2022