

Warkton Parish Council



Clerk: Mrs Ruby Cole
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Date: 26th April 2023

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 (meeting for parishioners). These are to be held on **Wednesday 10th May 2023** 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

- 23/038** *Welcome from Chair*
- 23/039** *Apologies*
- 23/040** *Parish Council Chair Report*
- 23/041** *Parish Council Finance Report*
- 23/042** *Annual Report from North Northamptonshire Council Representative*
- 23/043** *Annual Report from Parish Path Warden*
- 23/044** *Annual Reports from Village Groups*
- *Boughton Estates – Sam Rees*
 - *Warkton Village Hall – Peter Maddison*
 - *St Edmunds Church – Chair to read report provided by Edward Lamb*
 - *Jubilee Orchard*
- 23/045** *Questions from the floor*

AGENDA

Annual Parish Council Meeting

- 23/046 *Election of Chair*
- 23/047 *Present 'Declaration Acceptance of Office' form for signature*
- 23/048 *To receive and approve apologies for absence*
- 23/049 *Election of Vice Chair*
- 23/050 *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*
- 23/051 **AGAR 2022/23 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*
- 23/052 **Annual Internal Audit Report 2022/23 Audit:** *To receive and note the annual internal audit report - no issues. To discuss thanks to auditor*
- 23/053 **Section 1 – Annual Governance Statement 2022/23 Agar:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 23/054 **Section 2 – Accounting Statements 2022/23 for Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 23/055 **Meetings:** *To set meeting dates for the year June 2023 – May 2024*
Wednesday 9th August 2023
Wednesday 1st November 2023
Wednesday 14th February 2024
Wednesday 8th May 2024 AGM/APM/Full PC Meeting

AGENDA

Full Parish Council Meeting

- 23/056 **Apologies:** *To receive and approve apologies for absence*
- 23/057 **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*
- 23/058 **Minutes:** *To receive and approve for signature the minutes of the meeting*
Wednesday 1st February 2023 & Extraordinary Meeting Thursday 2nd March 2023
- 23/059 **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*
- 23/060 **Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 23/061 **Correspondence:** *To receive correspondence and actions arising*
- 23/062 **Planning:** *To receive any new applications and actions arising*
Hanwood Park & Highway. To receive update on village meeting with developers 26/04/23 and discuss parish council involvement

- 23/063** **Cllr Training:** *To receive feedback from 'Off to a Flying Start' NCalc course attended by Cllr Cullinane 27/04/2023. To receive feedback on North Northants Place Development Briefing attended by Cllr Wharin*
- 23/064** **Planters:** *To discuss the placement of planters on the wall of The Pound*
- 23/065** **Council Documents:** *To discuss safekeeping and protection of paperwork*
- 23/066** **Warkton Well:** *A well has been discovered whilst works to repair the damaged wall were being carried out. To receive update from meeting with Highways, Chair & Cllr Cullinane 05/05/2023*
- 23/067** **Parish Council:** *To discuss and decide if Warkton Parish Council to merge with Weekley Parish Council*

Finance

- 23/068** **Insurance:** *To approve renewal of insurance policy with BHIB or Zurich. Amount undetermined at time of agenda preparation*
- 23/069** **Payments:** *To note below payments **£846.13** To approve **£178.85***

Payments in-between meetings

Ref	Payee	Description	Date	Method	Amount
39	Clerk	Holiday Pay	06/03/2023	Online	£181.50
40	Clerk	March Salary	20/03/2023	S/O	£143.85
	Unity Trust Bank	Quarterly Charge	31/03/2023	D/D	£18.00
41	Clerk	Microsoft Renewal	20/04/2023	Online	£79.99
42	Northants Calc	INV 2957 Annual Membership	20/04/2023	Online	£124.94
43	Northants Acre	Annual Membership	20/04/2023	Online	£42.00
44	Warkton Village Hall	King George VI Coronation Donation	08/04/2023	Online	£100.00
45	Clerk	April Salary	20/04/2023	S/O	£143.85
46	Northants Calc	INV 3046 DPO	18/04/2023	Online	£12.00

£846.13

Payments this meeting

Ref	Payee	Description	Date	Method	Amount
47	Information Commissioner	Data Protection	12/05/2023	D/D	£35.00
48	Clerk	May Salary	20/05/2023	S/O	£143.85

£178.85

- 23/070** **Bank Balance:** *To receive and approve balance at bank and reconciliation*
- 23/071** **Next Agenda:** *To request items for inclusion on the agenda for the next meeting*
- 23/072** **Upcoming Meetings:** *To agree dates of next meetings for the year*

Signed: *Ruby Cole*

Date: 26th April 2023