

Warkton Parish Council



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MINUTES

Minutes of Warkton Parish Council meeting held on **Friday 1st March 2024** at 7.00pm, in Warkton Village Hall, Church Street, Warkton, Kettering NN16 9XH.

Present:

Councillors: Chair Cllr M Rowley, Cllr M Cullinane, Cllr V Lamb, Cllr L Bunday, Cllr E Prentice

Public: 9

Clerk: Ruby Cole

Chair welcomed everyone to the meeting.

24/021	Apologies: Resolved: None.	
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Chair changed the order to the agenda as follows: 24/024, 24/023

24/024	Minutes: Meeting Friday 19 th January 2023. It was mentioned that the item regarding the notice board relocation is not reflected in the minutes. Even though this was discussed, it is covered under item 23/092.1 Actions Outstanding from meeting 9 th August 2023. Resolved: Approved. Chair signed at meeting.	
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24/023	<p>Councillors Vacancies: Chair explained the nomination process, after which he moved to sit in the public area. At this point Cllr Bunday took over the meeting to begin the process. Mr & Mrs Burton (co-option applicants) withdrew their application, leaving the 3 remaining applicants automatically filling the 3 vacancies. Cllr Elliot Prentice and Cllr Lloyd Bunday stepped down from Council and left the meeting.</p> <p>Resolved: Mark Rowley, Richard McCormick, Christina Merrington all signed the 'Declaration of Acceptance of Office forms and took their positions on the Council.</p>	
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The meeting continued with new Council with Cllr Mark Rowley resuming his position as Chair.

24/022	Public Address: None.	
24/025	<p>Declarations of Interest:</p> <p>Resolved: Cllr Lamb - agenda item 24/029 NK/2023/0789. Cllr Merrington - agenda item 24/029 NK/2024/0074.</p>	
24/026	Actions Outstanding: See end of Minutes for actions outstanding since August 2023.	

APPROVED

24/027	<p>Correspondence: To include inquorate period from September 2023.</p> <p>Post Agenda correspondence.</p> <p>a. 01/03/24 NACRE - Parish Councillors Network Event - 13th March 2024 Noted. No-one available to attend.</p> <p>b. 01/03/24 PLR's - Below event postponed. Noted.</p> <p>c. 14/02/24 Calling all PLRs - Safer Communities Event - 26/03/24.</p> <p>d. 26/02/24 Library Drop In Session - Oundle Library 10am to 3pm Tuesday 5th March. Noted. No-one available to attend.</p> <p>e. 27/02/24 New Pipeline Installation in Kettering - Anglian Water. Noted, although Clerk has placed on website for information.</p> <p>Correspondence September 23 to February 24.</p> <p>f. 20/02/24 NACRE Open Board - Wednesday 6th March 2023 (10:00 - 11:15). Noted. No-one available to attend.</p> <p>g. 20/02/24 Automatic renewal Microsoft 365 Family subscription scheduled £79.99 due to be taken 21/03/24 from Clerks personal account. Cllr McCormick to investigate cheaper options with an approximate £20 budget. Action 24/027g1. Clerk to cancel payment details. Action 24/027g2.</p> <p>h. 20/02/24 North Northamptonshire Council LAP Briefing. Noted. No-one available to attend.</p> <p>i. 19/02/24 Acre-Parish Councillor Network Event - 13th March 2024 (10:30 12:30). Noted. No-one available to attend.</p> <p>j. 17/02/24 Maintenance Work Update - Graeme Thomas. Update to say that works are slightly delayed. This has now been completed.</p> <p>k. 14/02/24 King Charles III Portrait. Clerk has registered for the free portrait.</p> <p>l. 07/02/24 NCalc Website Domain suggestion to .gov. Cllr McCormick will investigate options and prices. Action 24/027l.</p> <p>m. 05/02/24 North Northamptonshire Council LAP Briefing Meeting 13/14th March - NCalc Free events. Noted. No-one available to attend.</p> <p>n. 01/02/24 Kettering East (Urban) LAP. Noted.</p> <p>o. 19/01/24 LAP Asset Map Tool - The LAP Asset Map Tool's function is to capture, store, analyse, and visualise location-based data. Noted.</p> <p>p. 29/11/23 Public footpath complaint. This is a private/highways matter.</p> <p>q. 09/09/23 Parish online invoice - Clerk cancelled subscription. Noted.</p> <p>r. 08/09/23 On 1st September, BHIB Councils Insurance will become Clear Councils. Noted.</p>	RM Clerk
24/028	<p>D-Day Commemoration 06/06/24: The village hall is already busy with bookings the weekends before and after and therefore have no availability. As the war memorial is within the Church grounds, it was recommended that the Clerk contact the Church and enquire if they have any plans. In addition Cllr Rowley offered to enquire and share details for any other local events. Action 24/028.1 Cllr Rowley to enquire with NNC for further update. Action 24/028.2.</p>	Clerk MR

<p>24/029</p>	<p>Planning:</p> <ul style="list-style-type: none"> • Post Agenda Item: NK/2024/0085: 01/03/24 Listed. Chestnut Cottage, Warkton. Replace 2 no. UPVC French door to the front with aluminium Bi-fold doors, black wood cladding to single storey side extension, replace rainwater/drainage pipework with black UPVC pipework and replace boundary fence with new 2m high brick wall. Resolved: This item could not be discussed as the plans were not available on the NNC planning portal. To be actioned via email once plans are available. Action 24/029.1. • Post Agenda Item: NK/2024/0117: 01/03/24 Chestnut Cottage, Warkton. Replace 2 no. UPVC French door to the front with aluminium Bi-fold doors, black wood cladding to single storey side extension, replace rainwater / drainage pipework with black UPVC pipework and replace boundary fence with new 2m high brick wall. Resolved: This item could not be discussed as the plans were not available on the NNC planning portal. To be actioned via email once plans are available. Action 24/029.2. • NK/2024/0074: 22/02/24 Chestnut Cottage, Warkton, Warkton Village Notification of Works to Trees in Conservation Areas: T1 Silver Birch – Fell and replace with Weeping Birch in new location. Noted. • NK/2023/0552: 24/01/24 Approved WNC - Isebrook Farm, Warkton Erection of workshop for B8 storage to replace agricultural barn. Noted. • NK/2023/0599: 24/01/24 Approved WNC - Isebrook Farm, Warkton Demolition of agricultural storage building. Noted. • NK/2023/0789: 09/02/24 Approved WNC - 15 Warkton, Warkton Village Two and single storey side extensions. Noted. 	<p>Clerk</p> <p>Clerk</p>
<p>24/030</p>	<p>Boughton Estates: Updates received from actions outstanding:</p> <ol style="list-style-type: none"> a. Fedwells Farm: A question was raised regarding a farm building that has been removed/demolished. Planning approval is not required for demolition of a farm building. However, Sam will double check the process. Cllr McCormick will double check with the planning authority. b. Log Seating: The Estate is still happy to provide some Log Seating for the Orchard. Dimensions required. c. Land Registration: If the parish council are wanting to register any title that is deemed unregistered, Sam would be happy to discuss. d. Fencing 6 Row. The boundary from the wall to the road is believed to be under Highways authority. Cllr Rowley will check with portfolio holder. He will also check the rights of way of the path to the houses. Action 24/030d. e. Verges: There is a section of road that was damaged during the wall repair close to the Holly tree. Cllr Rowley to report to Highways. Action 24/030e. f. Isebrook Farm Area: Query on new elements to chimney installed by Boughton Estate tenants. Sam to make enquiries and provide update. g. Back of Moorfield Farm. Temporary containers. gates with lights on 24 hours a day. Agreed that Sam will provide updates for Warkton area work to Warkton Parish Council on a quarterly basis. h. Flooding: Over bridge towards Weekley. Footpath along the river is flooding. The Estate is working on a new ditch to drain excess water. 	<p>MR</p> <p>MR</p>

24/031	20 MPH - Signs: The signs will replace the existing temporary 30mph signs. Cllr McCormick will undertake. Action 24/031.1. Cllr Cullinane requested Cllr Rowley to attend the Residents Traffic meeting.	RM
24/032	Mowing: Cllr Cullinane had received a quote of approximately £650 for a fortnightly cut between March & October. Location - grass on the green and the area at the end of 6th row. However, two further quotes are required. Resolved: Cllr Cullinane to provide Clerk with the written quote addressed to Warkton Parish Council. Action 24/032.1. Clerk to seek additional quotes. Action 24/032.2.	MC Clerk
24/033	Community Speedwatch/ Traffic Meeting: There is no charge to the Council for the CSW initiative set up by residents. Resolved: Clerk to write letter to Mr Mumford - Northants Police in support. Action 24/033.1.	Clerk
24/034	Annual Parish Meeting: Wednesday 8 th May 2024. It was agreed to invite a representative from the following groups to attend/submit a report. Village Hall, Jubilee Orchard, Church, Boughton Estates, NNC Councillors. It was also suggested that the rural sergeant be invited. Hanwood Park have been invited and hope to attend. Resolved: Clerk to invite. Action 24/034.1. Cllr Rowley to supply contact details of the sergeant. Action 24/034.2.	Clerk MR
24/035	Councillor Training: It is recommended that all Councillors attend a group training session with NCalc. The cost for this is £270 for a council with 5 seats. Instead, the two new councillors to attend the 'Off to a Flying Start' course. Cllr Rowley advised of a list of free planning courses from NNC. Resolved: Clerk to check course dates and send to Cllr McCormick and Cllr Merrington for availability. Expenditure approved for these courses. Action 24/035.1. Cllr Rowley to place Warkton PC on the list to receive details of free planning courses. Action 24/035.2.	Clerk MR
24/036	Bank Signatories: Cllr Merrington to be 3 rd signatory. Resolved: Clerk to implement and remove signatory Jane Pettit. Action 24/036.1.	Clerk
24/037	Asset Register: It was agreed to remove the wooden stakes. The council to establish ownership of the village bench opposite the church. There is also a bench outside the village hall that is under the asset of the village hall committee. Resolved: Clerk to amend list. Total £3642.67. Action 24/037.1. Clerk to write to village hall committee confirming the bench opposite the Church is parish council responsibility and asset. Action 24/037.2.	Clerk Clerk
24/038	Insurance: The current policy with Clear Councils Insurance (formerly BHIB) expires 31 st May 2024. The amount paid last year was £214.82. Resolved: Clerk to obtain quotes and check with the clerk of Geddington Parish Council regarding an online insurance company, then email to Councillors. Action 24/038.1.	Clerk
24/039	Internal Auditor: NJ Searle has been approached to undertake the Councils internal audit FY23/24 and has confirmed appointment. Resolved: Expenditure approved £50.00.	

24/040	<p>Payments: Previously approved payments since last meeting £196.57. Payments this meeting £192.46.</p> <p>Resolved: £389.03 approved. Cllr Cullinane signed invoices at meeting. Cllr Cullinane to authorise at bank. Action 24/040.1.</p>	MC
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Ref	Payee	Description	Date	Method	Amount
68	CPRE	Annual Membership	23/01/2024	D/D	£36.00
69	Clerk	February Salary	20/02/2024	S/O	£160.57
70	Clerk	Stationery	05/03/2024	Online	£13.89
71	Clerk	March Salary	20/03/2024	S/O	£160.57
72	Unity Trust Bank	Quarterly Bank Charge	31/03/2024	Direct	£18.00

£389.03

24/041	<p>Year End Accounts: Clerk will implement the accounts for financial year ending 31st March 2024 and circulate to Councillors ahead of the next meeting. Noted.</p>	
24/042	<p>Bank Balance/Bank Reconciliations: Bank Balance 29/02/2024 £2913.32 including Jubilee Orchard funds £607.12. January & February 2024 bank reconciliations and bank statements circulated to councillors via email.</p> <p>Resolved: Approved. Cllr Rowley signed at meeting. Clerk to send to newly appointed Councillors. Action 24/042.1.</p>	Clerk
24/043	<p>Next Agenda Items: Civility & Respect pledge. Action 24/043.1.</p>	Clerk
24/044	<p>Next Meeting: Wednesday 8th May 2024. Annual Parish Council Meeting, Annual Parish Meeting and Full Parish Council - Warkton Village Hall 7.00pm.</p>	
24/045	<p>Close Meeting: To pass a resolution to close meeting to press and public for confidential item. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>Resolved: Meeting closed to public at 20:41.</p>	
24/046	<p>Clerk Hours: To review. Clerk explained position. Clerk was asked to provide a job description to Council. Clerk then left meeting. Action 24/046.1.</p>	Clerk

Action Points for Tracking

Ongoing Actions

24/016.2	Clerk MR	Project - Well. This has arranged for the order of the two bollards to be placed. This will be carried out in the new financial year. New Action. Clerk to monitor. New Action. Cllr Rowley to obtain contact details of Ian Boyes's replacement and contact Highways as to the current state of the well.
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24/016.3	Clerk	Project - Elections: To contact Ben Smith to ask how much elections will cost. No response received. Ongoing.
23/085.1	All	Neighbourhood Watch: To approach residents with a view to someone being available to become a coordinator for the parish. Ongoing
23/095.1	Clerk	Civility and Respect Pledge: To submit. Clerk informed Council that she had not actioned due to the imminent change in Council and requirements. New Action. Clerk to send Councillors further information. Ongoing

New Actions This Meeting

1	24/0027g1	RM	Correspondence: Microsoft Renewal. To investigate cheaper options.
2	24/0027g2	Clerk	Correspondence: Microsoft Renewal. To cancel payment details.
3	24/027l	RM	Correspondence: Website Domain. To investigate options and prices.
4	24/028.1	Clerk	D-Day Commemoration 06/06/24: To write to the Church to ascertain if they have any plans.
5	24/028.2	MR	D-Day Commemoration 06/06/24: To enquire with NNC for further update.
6	24/029.1	Clerk	Planning: NK/2024/0085 - Listed. To monitor planning website for details and notify Councillors.
7	24/029.2	Clerk	Planning: NK/2024/0117. To monitor planning website for details and notify Councillors.
8	24/030.d	MR	Boughton Estates: Fencing 6 Row. To check with portfolio holder. To also check the rights of way of the path to the houses.
9	24/030.e	MR	Verges: To report damaged section of road by Holly tree.
10	24/031.1	RM	20 MPH - Signs: To replace existing signs.
11	24/032.1	MC	Mowing: To provide Clerk with the written quote addressed to Warkton Parish Council.
12	24/032.2	Clerk	Mowing: To seek additional quotes.
13	24/033.1	Clerk	Community Speedwatch/ Traffic Meeting: To write letter to Mr Mumford - Northants Police in support.
14	24/034.1	Clerk	Annual Parish Meeting: 8 th May 2024. To invite a representatives to attend.
15	24/034.2	MR	Annual Parish Meeting: 8 th May 2024. To supply contact details of the sergeant.
16	24/035.1	Clerk	Councillor Training: To check course dates and send to Cllr McCormick and Cllr Merrington for 'Off to a Flying Start'.
17	24/035.2	MR	Councillor Training: To place Warkton PC on the list to receive details of planning courses.
18	24/036.1	Clerk	Bank Signatories: To implement changes. Cllr Merrington to be 3 rd signatory. Remove Jane Pettit.
19	24/037.1	Clerk	Asset Register: To amend list.
20	24/037.2	Clerk	Asset Register: To write to village hall committee confirming the bench is parish council responsibility.
21	24/038.1	Clerk	Insurance: To obtain quotes and check with Geddington parish council regarding an online insurance company, then email to Councillors.
22	24/040.1	MC	Payments: To authorise at bank.
23	24/042.1	Clerk	Bank Balance/Bank Reconciliations: To send to newly appointed Councillors.

24	24/043.1	Clerk	To place on agenda Civility & Respect pledge.
25	24/046.1	Clerk	Clerk Hours: To provide job description to Council.

**Actions outstanding from Warkton Parish Council meeting
Friday 19th January 2024**

24/009.2	Clerk	Planning: NK/2023/0789. To submit response to NNC. Complete.
24/009.a	Clerk	Planning: To contact Sam Rees regarding unapproved demolition. Complete. See agenda item 24/030.
24/016.2	Clerk MR	Project - Well. To contact Ian Boyes to implement the work asap. Complete. He has arranged for the order of the two bollards to be placed. This will be carried out in the new financial year. New Action. Clerk to monitor. New Action. Cllr Rowley to obtain contact details of Ian Boyes's replacement and contact Highways as to the current state of the well.
24/016.3	Clerk	Project - Elections: To contact Ben Smith to ask how much elections will cost. No response received. Ongoing.
24/016.4	Clerk	Project - Traffic Calming: 20mph advisory speed signs. To contact Ian Boyes to ascertain whether permission has been granted from NNC to place on street furniture i.e. lamp posts. Complete. Permission not required for street furniture, but signs cannot go under actual 30 mph speed limit signs.
24/016.5	MC	Project - Speed Awareness: To ascertain if there is a cost to Council for implementation before permission is granted from the Council for residents to undertake. Complete. See agenda item 24/033.
24/016.6	Clerk	Project - Fencing 6 Row: To contact Sam Rees and arrange meeting with Cllr Rowley in the village to ascertain responsibility. Complete. See agenda item 24/030.
24/018.1	Clerk	Precept FY24/25: To sign and send submission to NNC Finance. Complete.
24/019.1	Clerk	Next Agenda Items: To place on next agenda. Adoption of Policies, Plots of land, Speed Awareness. Complete.
24/020.1	Clerk	Next Meeting: Cancel February meeting. Book March meeting at village hall. Complete.
24/020.2	Clerk	Next Meeting: To notify co-option applicants of date. Complete.

**Actions outstanding from Warkton Parish Council meeting
Wednesday 9th August 2023**

23/065.1	Clerk	Council Documents: To provide dimensions of storage area required. 9.8.23 Clerk will seek metal storage cabinet for home. Council agreed expenditure of £120.00. Complete.
23/079.1	Clerk	Councillor Resignation: To commence co-option process. Complete.
23/080.1	Clerk	Post Agenda Planning Item: NK/2023/0472. Fedwells Farm. To place on website. Complete.

23/081.1	Clerk	Policies: Clerk to place on website. Complete.
23/083.1	Clerk	Boughton Estates: To contact Sam with a list of all items requiring attention. Complete. See agenda item 24/030.
23/085.1	All	Neighbourhood Watch: To approach residents with a view to someone being available to become a coordinator for the parish. Ongoing
23/086.1	Clerk	Ward Boundaries: To write to The Local Government Boundary Commission with our response. Complete.
23/089.1	Clerk	Hanwood Park: To formally request attendance for next meeting. Complete. They hope to attend APM 8 th May 2024. See agenda item 24/034.
23/090.1	Clerk	Unregistered Land In Warkton: To contact Boughton Estates for clarification. Complete. See agenda item 24/030.
23/091.1	Clerk	Fence - 6 Row: To contact Boughton Estates for ownership clarification. Complete. See agenda item 24/030.
23/092.1	Clerk	Community Engagement: To contact Boughton Estates regarding relocation of noticeboard. Complete. <i>There is no issue if the parish council wanted to move the notice board, it should be noted that moving of the sign might require planning permission etc, which may be why the sign was placed on Estate land in the first instance.</i>
23/095.1	Clerk	Civility and Respect Pledge: To submit. Clerk informed Council that she had not actioned due to the imminent change in Council and requirements. New Action. Clerk to send Councillors further information. Ongoing
23/100.1	Clerk	Next Agenda: Community Engagement, Hanwood Park. Complete.

APPROVED