

Warkton Parish Council



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Warkton Annual Parish meeting (meeting for parishioners). Warkton Annual Parish Council meeting & Warkton Full Parish Council Meeting, held on **Tuesday 20th May 2025** at **7:00pm** at **St Edmund's Church**, Warren Room, Warkton, Kettering NN16 9XH

Councillors Present: Chair M Cullinane, Cllr V Lamb, Cllr C Merrington, Cllr R McCormick

In attendance Megan Ellis (Clerk), Susan Lamb (St Edmunds Church) & 2 parishioners

MINUTES

Annual Parish Meeting

25/013	<ul style="list-style-type: none">• Welcome from Chair
25/014	Apologies: <ul style="list-style-type: none">• None.
25/015	Parish Council Chair Report: <ul style="list-style-type: none">• Chair Cullinane gave thanks to all for attendance, to all Councillors for their help and support over the past year, Edward, Susan Lamb & St Edmunds Church for use of the Church Hall for the meeting, Cllr R McCormick for the support from the Village Hall over the past year in addition to all his help with the new website and to Cllr C Merrington for supporting with the Clerks' new contract.• Meg was welcomed as the new Clerk for Warkton Parish Council.• Cllr Rowley made the decision to not re-elect this term. He feels the Parish Council is now in a strong position and would benefit more by having residents on the Parish Council. Thanks, have been passed over to Cllr Rowley for his support.• A new website for Warkton Parish Council has been created, updated and is being managed by Cllr R McCormick.• Chair Cullinane has created a report to share with residents that provides an update on what the Parish Council have been working on over the past year.• Report provided
25/016	Parish Council Finance Report:

Approval Signature:

Date:

	<ul style="list-style-type: none"> • Bank changes required with Unity Bank were made efficiently after the departure of the previous Clerk. • Purposes and responsibilities of the Parish Council are being reviewed before being included on the website. • The Parish has benefited from Chair Cullinane undertaking the tasks of the Clerk & RFO over the past year as there was no financial value. • Clerk has agreed to take on RFO duties from Chair Cullinane once the 2024/2025 Audit has been completed.
25/017	<p>Annual Report from Village Groups:</p> <p><u>St Edmunds Church – Update provided by Susan Lamb.</u></p> <ul style="list-style-type: none"> • ACM was held 19.05.25. • Edward Lamb has been re-elected as the Church Warden. • Carolyn Carter has been elected as a New Warden; she has links to the village. • The Church has witnessed baptisms and the learning of Sunday School Pupils. • Thanks were given for the organ playing during Church services. • Bell ringers continue their bell ringing practice on Thursday evenings, mainly attended by residents of the village. • Postgraduate and Undergraduate students have visited from several universities as well as National experts in addition to locals. Professor Alice Roberts added visit details to social media attracting an additional 500 visitors. • The church has sadly lost a full member of congregation – Michael Jeans is greatly missed. • A large village wedding was held for Adam and Lexi Barrett at the Church. • Discussions are being held regarding the cleaning of the monuments by professional cleaners. • Donations from the Harvest Festival are gifted to Kettering food bank. • Improvements of the Church building have continued; there has been further repair to the Church yard wall as well as other works. The Church yard extension project is now complete; 2 new benches have been installed. The electrical installation at the Church is up to date. • Discussions are in hand with reference to restoring work in the bell tower. All costs for work carried out is self-raised in addition to the Parish share which equates to £15,000. This amount covers the cost the Clergy (pension, housing), 103 Church schools, training and safeguarding. <p><u>The Village Hall– Update provided by Cllr R McCormick</u></p> <ul style="list-style-type: none"> • The Village Hall continues to be well utilised with steady bookings. • There has been a change over to a new electricity provider which will hopefully bring a reduction in price. • Numerous events being held at the hall alongside the quiz nights which include wine tasting, Christmas dinner and film nights. • The village Christmas tree now has a more permanent footing to help withstand the wind. • The village hall is in a strong financial position, reviews continue to help guide decision making. • The committee continues to meet regularly to ensure the Hall is well maintained and meets the needs of the community. <p><u>Jubilee Orchard</u></p> <ul style="list-style-type: none"> • A swarm of bees landed on one of the pear trees in spring and all of the tree

Initials:

	<p>leaves fell off. The tree appeared to have recovered but has since died. A replacement tree is to be purchased and planted in Autumn. The Jubilee budget Orchard budget is £607.12.</p> <p><u>Footpath</u></p> <ul style="list-style-type: none"> • Vic Austen has been completing regular walks/inspections around the village and it's looking as though a few of the footpaths are overgrown. Boughton Estates Ltd has been replacing some of their fencing which has helped. • The pathway which runs along Fedwells Farm will need attention. It may fall under future work following the farm being passed back to Boughton Estates Ltd. <p><u>Transport Focus Group</u></p> <ul style="list-style-type: none"> • Speeding through the village continues as does the volume of traffic including HGV's. • The installation position for a Solar device has been approved by Boughton Estate Ltd and Highways. The solar device records the speed of vehicles alongside the number of vehicles. • Concerns about Hanwood Park may increasing the volume of traffic through the village continue. • The equipment for the Community speed watch has arrived. <p><u>Neighbourhood Watch</u></p> <ul style="list-style-type: none"> • Neighbourhood Watch started up again in the past year and the number of members is increasing. In addition to the website a Neighbourhood Watch WhatsApp group has been set up for efficient communication. • Number 47 recently experienced an attempted burglary, members of the community helped to chase before the Police arrived. <p><u>The Big Help Out</u></p> <ul style="list-style-type: none"> • The 'Big Help Out' group has been put together to help the community look after the village. 15 people have already joined. <p><u>Police Liaison</u></p> <ul style="list-style-type: none"> • The requirements for a Police Liaison Representative are being investigated. Suggestion from Neighbourhood Watch is this may not be needed alongside the Neighbourhood Watch, Chair Cullinane will forward more information once received.
25/018	<p>Questions from the floor:</p> <p>A Parishioner asked if any new Councillors from NNC could help with any questions.</p> <ul style="list-style-type: none"> • Action: Clerk to check whether Brendon Lovell-Moore can attend future meetings.

Initials:

MINUTES

Annual Parish Council Meeting

25/019	Election of Chair: Chair Cullinane advised that she is happy to continue as Chair, decision seconded by Cllr McCormick; Cllr Merrington and Cllr Lamb were all in favour.
25/020	Declaration Of Acceptance of Office: Signed by Chair Cullinane and counter signed by the Clerk in the meeting.
25/021	Apologies: No apologies received.
25/022	Election of Vice Chair: Chair Cullinane received an update from Danny Moody from NCALC which advised it is possible to defer the election of Vice Chair. It was agreed by all councillors in the meeting to defer this election.
25/023	Review of Policies: <u>Code of Conduct</u> – Reviewed and approved in the meeting. <u>Financial Regulations (2024 Version)</u> – Last reviewed in 2024, this policy will be looked at again after the 24/25 audit has been finalised. <u>Standing Orders</u> – Action: Cllr R McCormick to review initially before all Cllrs feed in any updates. Chair Cullinane suggested that a policy is reviewed every quarter. This was agreed in the meeting.
25/024	AGAR 2024/25 Certificate of Exemption: All Cllr's were happy to certify as exempt from the external audit. Chair Cullinane signed the certificate of exemption in the meeting.
25/025	Annual Internal Audit Report 2024/25: Chair Cullinane has a final question for the internal Auditor Nigel Searle before the internal Audit can be finalised. It was agreed in the meeting to set up an extraordinary meeting in June so that the audit paperwork can be signed. Action: Chair Cullinane to arrange a June meeting date so the audit paperwork can be signed.
25/026	Section 1-Annual Governance Statement 2023/24: Please refer to 25/025 above.
25/027	Section 2 - Accounting Statements 2023/24 for Year End: Please refer to 25/025 above.
25/028	Meetings: To set meeting dates for the year June 2025 - May 2026 August 2025, November 2025 February 2026

Initials:

	<p>May 2026 AGM/APM/Full PC Meeting</p> <p>Action: Chair Cullinane to arrange August meeting date after checking Councillor availability.</p> <p>Meeting Closed 19.51 hrs</p>
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Initials:

MINUTES

Full Parish Council Meeting

25/029	Apologies: No apologies received.
25/030	Public address to the council: A parishioner asked if the Parish Council had received a code/pricing details for local concessions for the Greenbelt event. Chair Cullinane received this information after putting together the agenda and was able to share this with the Parishioner in the meeting. Cllr McCormick had also added a useful link for this onto the Warkton website. https://warktonparishcouncil.org.uk/greenbelt-festival-2025 Concession tickets will cost £60 taking place Friday 22 nd August – Sunday 24 th August.
25/031	To receive, approve and sign the minutes from the meeting held on 17th January 2025: These minutes were signed by Chair Cullinane in the meeting.
25/032	Declarations of Interest: Under the Council's Code of Conduct related to business on the agenda: None Declared. Action: Clerk to contact NCALC to see if hard copies of this form can be provided for the website & if older copies should be removed from the website.
25/033	Actions Outstanding: Action: Chair Cullinane to circulate an updated excel document which filters completed actions. There were 75 outstanding actions at the start of the financial year, there are now 15. Previously, a contribution was offered to contribute towards the solar speed device. The Councillor that made this offer was not re-elected during the recent elections. The Road Safety Community fund is open again. Chair Cullinane has completed the grant application to help fund this device. All Cllrs agreed with Chair Cullinane continuing with this application and signing the grant. Action: Chair Cullinane to continue with the grant application for the solar speed device. <u>Grass cutting:</u> Kettering Council contractually only cut the grass 3x per year and they only need to cut areas that would be deemed as an obstruction to highways (Pipe Lane). They are not able to provide summer cutting dates. Chair Cullinane proposed for Will Addington to cut the grass in several areas during the summer months as his previous May – October quote was agreed in January's meeting. An alternative quote was requested but withdrawn. All Councillors agreed to confirm Will Addington to cut 3 (locations confirmed in advance) areas of grass per month. <u>New E-mail addresses:</u> Action: Clerk to gather quotes for new gov.uk e-mail addresses.
25/034	Correspondence: Greenbelt correspondence already covered, please see above 25/030 .

Initials:

25/035	Planning: No new planning applications.
25/036	Parish Council Co-Option: Chair Cullinane is aware of a few parishioners interested in co-opting on to the Parish Council. Action: Chair Cullinane and Cllr McCormick to publicly advertise the vacancy for the Parish Council in the notice boards and on the website. Action: Clerk to find out future training dates for the 'Off to a flying start' course provided by NCALC.
25/037	Payments: Chair Cullinane, requested noting the approval from all Cllr's of the £50.00 donation for the hire of St Edmunds Warren Room for this meeting. All Cllrs agreed in the meeting for the Clerk to have Unity Bank access to enable future Parish Council payments to be set-up. Action: Chair Cullinane to process the £50.00 donation to St Edmunds Church. Action: Chair Cullinane to request Unity bank access for Clerk.
25/038	Bank Balance: The bank balance on 17 th May was £10,804.15. £607.12 of this balance is ringfenced for the Jubilee Orchard.
25/039	Next Agenda: Decision on the replacement fence at the end of 6 th row. An update from NNC Councillors. An introduction and update from Northamptonshire Police PCSO. Action: Chair Cullinane to invite Norbert Meszes to future Parish Council meetings. Meeting closed 20.52 hrs.

Initials:

New Actions This Meeting

Item	Action	Who?
25/018	Clerk to check whether Brendon Lovell-Moore on NNC can attend future meetings.	Clerk
25/023	Cllr R McCormick to review Standing Orders initially before all Cllrs feed in any updates.	Cllr R McCormick
25/025	Chair Cullinane to arrange an extraordinary June meeting date so that audit paperwork can be signed.	Chair Cullinane
25/028	Chair Cullinane to arrange August meeting date.	Chair Cullinane
25/032	Clerk to contact NCALC to check if hard copies of completed 'Declarations of Interest' can be provided for the website & if older copies should be removed from the website.	Clerk
25/033	Chair Cullinane to continue with the grant application for the solar speed device.	Chair Cullinane
25/033	Clerk to gather quotes for new gov.uk e-mail addresses.	Clerk
25/036	Chair Cullinane and Cllr McCormick to publicly advertise the vacancy for the Parish Council in the noticeboards and on the website.	Chair Cullinane/ Cllr R McCormick
25/037	Chair Cullinane to process the £50.00 donation for St Edmunds Church Warren Room usage for the Parish Council Meeting. Chair Cullinane to request Unity bank access for Clerk.	Chair Cullinane
25/039	Chair Cullinane to invite Norbert Meszes to future Parish Council meetings.	Chair Cullinane

Payments Since Meeting Friday 17th January 2025

Date	Payee	Description	Amount
22-Jan-25	Direct Debit (CAMPAIGN TO PROTEC)	25426	£36.00
31-Jan-25	Service Charge	Service Charge	£6.00
28-Feb-25	Service Charge	Service Charge	£6.00
04-Mar-25	B/P to: British Heart F	S-INV010869-010871	£460.00
31-Mar-25	Service Charge	Service Charge	£6.00
30-Apr-25	Service Charge	Service Charge	£6.00
12-May-25	Direct Debit (ICO)	Direct Debit (ICO)	£47.00

Money Received Since Meeting Friday 17th January 2025

22-Apr-25	NNC FINANCE	25426	£4,990.00
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