

Warkton Parish Council



Clerk: Mrs. Ruby Cole
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Date: 24th August 2021
To: All Parish Councillors
From: Mrs R Cole, Clerk to Warkton Parish Council

Dear Councillor,

You are hereby summoned to attend the full Parish Council meeting to be held on **Wednesday 1st September 2021** at 7.00pm at **Warkton Village Hall**, Church Street, Warkton NN16 9XH, when the under mentioned business will be transacted.

AGENDA

- 21/053 Apologies:** *To receive and approve apologies for absence*
- 21/054 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.*
- 21/055 Minutes of the last meeting:** *To receive and approve for signature the minutes of the Annual Parish Council, Parish Council & Annual Parish meetings held on Wednesday 12th May 2021, Extraordinary Parish Council meeting Thursday 27th May 2021 & Extraordinary Parish Council meeting Wednesday 18th August 2021. To note cancellation of Extraordinary Parish Council meeting scheduled for Friday 18th June 2021.*
- 21/056 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).*
- 21/057 Review Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 21/058 Clerk Hours:** *Email from clerk sent to councillors 03/06/21 analysing clerk monthly hours and to consider increase by 1 hour a month. Even though some months are busier than others, clerk informed councillors that 9 hours a month is low for the overall work involved. To note that councillors agreed extra hour via email implemented for August onwards*
- 21/059 Community Payback:** *To consider putting forward a project*
- 21/060 Air Pollution:** *To receive update on legislation*
- 21/061 HGV Traffic:** *To receive update on HGV monitoring*
- 21/062 Repairs to Bridge:** *To receive update*
- 21/063 Road Safety & Speed Limit:** *To receive update*

- 21/064 **Plant a Tree for the Jubilee:** *To consider if this is something the parish wish to do*
 21/065 **Electric Charging Point:** *Correspondence received 23/07/21 from resident enquiring of the possibility of installation and possible grant funding*
 21/066 **Queens Platinum Jubilee:** *To consider if the parish would like to mark the occasion*
 21/067 **HMRC:** *To receive update*
 21/068 **Website:** *To receive update*
 21/069 **Parking:** *To note if any action required*
 21/070 **Climate Emergency:** *To consider the impacts on the parish*
 21/071 **Village Spring Clean/Litter Pick:** *To discuss dates*
 21/072 **Community Orchard:** *To discuss way forward and working party*
Parish Representative Reports: *To receive updates*
 21/073 **Police Liaison**
 21/074 **Neighbourhood Watch**
 21/075 **Rural Forum**
 21/076 **East Kettering Liaison Forum**
 21/077 **Defibrillator**
 21/078 **Parish Path Warden**
Finance
 21/079 **Barclays Bank:** *To receive update*
 21/080 **Payments:** *To approve and authorise cheque payments below totalling £430.82*

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 July 2021	100.40
100433	Clerk	Website Renewal – August 2022	36.00

- 21/081 **To receive financial report and approve bank reconciliation:** *Circulated to councillors via email. Signature required*

Items from Clerk for report/information only

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

- 21/082 **Next Agenda:** *To request items for inclusion on the agenda for the next meeting*
 21/083 **Upcoming Meetings:** *To note date of next meeting*

Signed: *Ruby Cole*

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