

# Warkton Parish Council



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## MINUTES

Minutes of the full Parish Council meeting held on **Wednesday 1<sup>st</sup> September 2021** at 7.00pm at **Warkton Village Hall**, Church Street, Warkton NN16 9XH

**Councillors Present:** Chair P Wharin, Cllr J Pettit, Cllr R Goodall, Cllr V Austin

**Public Present:** 3

**Clerk:** Ruby Cole

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| <b>21/053</b> | Apologies: Received from Cllr Lamb<br><b>Resolved:</b> Approved by council  |
| <b>21/054</b> | Public Address:<br><br>Resident gave a report on the future of electric cars and by 2030 all cars are likely to be electric. He was looking to seek possibilities of the implementation of electric car charging points around the parish. He briefed the council on his research and communications with businesses regarding location areas, distribution, costs and grant funding opportunities. Chair thanked him for his investigations and reports.   |
| <b>21/055</b> | Minutes: Annual Parish Council, Parish Council & Annual Parish meetings <b>12<sup>th</sup> May 2021</b> , Extraordinary Parish Council meeting <b>27<sup>th</sup> May 2021</b> & Extraordinary Parish Council meeting <b>18<sup>th</sup> August 2021</b> . Cancelled Extraordinary Parish Council meeting <b>18<sup>th</sup> June 2021</b> .<br><b>Resolved:</b> All above minutes were approved by council and signed by Chair at meeting. Cancellation of Extraordinary meeting 18th June noted |
| <b>21/056</b> | Declarations of interest under the Council's Code of Conduct related to business on the agenda:<br><b>Resolved:</b> No declarations of interest   |
| <b>21/057</b> | <b>Actions Outstanding:</b>   |

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| Action 227.1 | VL/SR/<br>PW/EL | To form a working party – Ongoing, Clerk to write to Sam Rees - Covered Agenda Item 21/072  |
| Action 228.1 | SR              | Monitor repair of damaged wall - <b>Ongoing</b> , Clerk to write to /Sam Rees - Ongoing. Awaiting information from Planning Department. The damage is on a wall in the Warkton Conservation Village area. Permission is required for major works. Tracie Whitley will follow up |
| 21/018a      | Clerk           | Training - Clerk to confirm and book with NCalc - Complete  |

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| 21/019a | Clerk | Defibrillator Training – Clerk to obtain dates - Complete      |
| 21/023a | PW    | HMRC - To make further enquiries for how to resolve - Complete |
| 21/029a | JP    | Bank - To contact and inform of situation - Complete           |
| 21/037a | Clerk | To include items on next agenda - Complete                     |
| 21/038a | Clerk | To book village hall - Complete                                |

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| <b>21/058</b> | Clerk Hours: Clerk hours from 9 hours to 10 hours a month agreed by councillors via email and added to contract. Effective July 2021<br><b>Resolved:</b> No further action   |
| <b>21/059</b> | Community Payback: A possible project is the siding out of the footpath between numbers 5 and 7, Pipe Lane. Also from number 1, Pipe Lane down to Warkton bridge.<br><b>Resolved:</b> Clerk to put forward application <b>Action 21/059.1 - Clerk</b>  |
| <b>21/060</b> | Air Pollution: Resident expressed concerns regarding air pollution. Warkton is currently not in a smokeless zone. However, she reported that from May 2021 suppliers are not to sell anthracite coal and to sell smokeless coal as an alternative. The liability of this falls to the supplier. She also reported that only specified wood could be burned.<br><b>Resolved:</b> No action required by council at present   |
| <b>21/061</b> | HGV Traffic: Cllr Austin has been monitoring the flow of HGV's through the parish which has been steadily increasing. Photos have been taken.<br><b>Resolved:</b> Councillors to monitor HGV traffic at the next police speed check  |
| <b>21/062</b> | Repairs to Bridge: Cllr Austin reported that the lower rail has now been repaired. It was suggested that the bridge could be brightened up as a warning to drivers of the impending hazard. Cllr Austin will send clerk a photo of the area in question.<br><b>Resolved:</b> Clerk will write to Highways to report <b>Action 21/062.1 Clerk</b>   |
| <b>21/063</b> | Road Safety & Speed Limit: The speeding of vehicles through the parish is becoming a danger to pedestrians. The possible implementation of a petition for speed limits will be undertaken by the parish. This will be discussed further after the police/neighbourhood watch event 21/09/2021 at the village hall.<br><b>Resolved:</b> Cllr Wharin & Cllr Pettit to meet with Tracie Whitley 21/09/2021  |
| <b>21/064</b> | Plant a Tree for the Jubilee: It was suggested that St Edmunds Church will be planting a tree.<br><b>Resolved:</b> Clerk to write to St Edmund's churchwardens to enquire if the church has plans to mark the Queens Platinum Jubilee <b>Action 21/064.1 Clerk</b>   |
| <b>21/065</b> | Electric Charging Point: The idea of this has been welcomed by residents and councillors.<br><b>Resolved:</b> Clerk to investigate the legalities and permissions required of council involvement <b>Action 21/065.1 Clerk</b>   |
| <b>21/066</b> | Queens Platinum Jubilee: Council agreed it would mark the occasion over the weekend 4 <sup>th</sup> /5 <sup>th</sup> June 2022. It was suggested that the village hall may be doing something and that this could be combined.<br><b>Resolved:</b> Clerk to enquire with village hall <b>Action 21/066.1 Clerk</b>   |
| <b>21/067</b> | HMRC: Cllr Wharin has written to HMRC in response to the information required regarding the previous clerk.<br><b>Resolved:</b> Cllr Wharin will write another letter in the hope to resolve any issues HMRC may still have. <b>Action 21/067.1 Cllr Wharin</b>  |
| <b>21/068</b> | Website: Chair thanked the clerk for renewing and updating the website. More information is to be uploaded to bring the council documentation up to date. Clerk circulated a 'useful contacts' list to go on the website: council were happy with this. A village website for Warkton may be set up and it was agreed that this would be kept separate from the parish council, with maybe a link from theirs to ours when it is ready.<br><b>Resolved:</b> Clerk will transfer 'useful contact' list to website over time |

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| <b>21/069</b> | Parking:<br><b>Resolved:</b> No action required   |
| <b>21/070</b> | Climate Emergency: Cllr Pettit had completed the forms.<br><b>Resolved:</b> No action until further guidance received   |
| <b>21/071</b> | Village Spring Clean/Litter Pick:<br><b>Resolved:</b> No action required  |
| <b>21/072</b> | Community Orchard: The planting of fruit trees and heritage trees was discussed, possibly planting a commemorative tree for the Queens Platinum Jubilee. Councillors are keen to move this project forward.<br><b>Resolved:</b> Cllr Austin to liaise with Charles Lamb <b>Action 21/072 Cllr Austin</b>  |
| <b>21/073</b> | Police Liaison - Report: Chair thanked Tracie Whitley for her work on this. Tracie reported that since the police liaison scheme was set up in April 2021, 150 parish and town councils had joined. She is regularly updated with information from the rural policing team. Tracie has organised a joint Neighbourhood Watch/Police meeting at the village hall on 21 <sup>st</sup> September 2021 at 7.00pm which is open to all residents. She has delivered flyers to all houses in the parish.<br><b>Resolved:</b> Flyer to be uploaded on to website. <b>Action 21/073.1 Clerk</b> |
| <b>21/074</b> | Neighbourhood Watch - Report: Tracie Whitley reported as above.   |
| <b>21/075</b> | Rural Forum - Report: Rural Forum – Cllr Wharin had attended the June meeting via Zoom. Cllr Wharin & Clerk attended the July meeting also via Zoom. It is early days to predict how this will move forward to benefit smaller parishes like ourselves. Next meeting due September 2021.  |
| <b>21/076</b> | East Kettering Liaison Forum - Report: Nothing to report other than the Hanwood Park Development now has its own website.   |
| <b>21/077</b> | Defibrillator- Report: Clerk confirmed the defibrillator is covered under the contents section of the BHIB insurance policy. The CPR training day organised by the North Northants First Responders team was held on 8 <sup>th</sup> July 2021 at the village hall. The training was well presented and enthusiastically received. 8 people attended. Cllr Wharin reported that he receives an update on the defibrillator every two months   |
| <b>21/078</b> | Parish Path Warden- Report: Cllr Wharin has registered as the parish path warden for Warkton and is awaiting further information.   |
| <b>21/079</b> | Barclays Bank: Clerk informed council that she is now a signatory and that online banking is set up. Cllr Pettit and Clerk have online access. Cllr Pettit, Cllr Austin and Clerk are cheque signatories.<br><b>Resolved:</b> No further action   |
| <b>21/080</b> | Payments: <b>£430.82</b> cheque payments approved and signed by Clerk & Cllr Pettit.<br><b>Resolved:</b> No further action required   |

| 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 August 2021            | 100.40 |
| 100433 | Clerk          | Website Renewal – August 2022 | 36.00  |

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| <b>21/081</b> | Financial report and bank reconciliation: Circulated to councillors via email. Bank reconciliation to 30 <sup>th</sup> July approved. Current Account 30 <sup>th</sup> July 2021 £2310.71. Business Account 30 <sup>th</sup> July 2021 £0.01 – now transferred to current account and closed.<br><b>Resolved:</b> Approved by Council and signed by Cllr Goodall signed at meeting. |
| <b>21/082</b> | Next Agenda:<br><b>Resolved:</b> Electric Charging Points, Community Orchard to be included in the agenda for the next meeting.   |

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| <b>21/083</b> | Next Meeting:<br><b>Resolved:</b> Wednesday 3 <sup>rd</sup> November, 7.00pm Warkton Village Hall |
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**Post Agenda Item:** Clerk had circulated an Equality and Diversity Policy via email 29/08/2021 to be considered, approved and adopted by council. This was agreed and adopted by council.

**Meeting Closed: 21.22**

**Action Points for Tracking**

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|-----------------|-------|---|
| Action 228.1    | SR/TW | Monitor repair of damaged wall - Ongoing, Clerk to write to /Sam Rees – Ongoing. Awaiting information from Planning Department. The damage is on a wall in the Warkton Conservation Village area. Permission is required for major works. Tracie Whitley will follow up |
| Action 21/059.1 | Clerk | Apply to Community Payback  |
| Action 21/062.1 | Clerk | To write to Highways to report hazardous bridge   |
| Action 21/064.1 | Clerk | To write to Church regarding tree - Queens Platinum Jubilee   |
| Action 21/065.1 | Clerk | To make enquires regarding electric charging points   |
| Action 21/066.1 | Clerk | To contact village hall regarding Queens Platinum Jubilee celebration   |
| Action 21/067.1 | PW    | To write to HMRC  |
| Action 21/073.1 | Clerk | To upload Police/Neighbourhood Watch flyer on website   |

**Below information points from clerk were acknowledged by council**

**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