

# Warkton Parish Council



Clerk: Mrs Ruby Cole  
32 Old Road  
Walgrave  
Northampton  
NN6 9QW

Tel: 07881 458801 / 01604 781834

Email: [warktonclerk@gmail.com](mailto:warktonclerk@gmail.com)  
Website: [warktonparishcouncil.org](http://warktonparishcouncil.org)

---

Date: 10<sup>th</sup> February 2022

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 16<sup>th</sup> February 2022 at 7.00pm at Warkton Village Hall**, Church Street, Warkton NN16 9XH when the under mentioned business will be transacted.

## AGENDA

- 22/001 Apologies:** *To receive and approve apologies for absence*
- 22/002 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. No decision can arise unless listed as an agenda item*
- 22/003 Minutes of the previous meeting:** *To receive and approve for signature the minutes of the meeting held on **Wednesday 17<sup>th</sup> November 2021***
- 22/004 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*
- 22/005 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 22/006 Correspondence:** *To note correspondence received and agree actions arising - circulated to councillors*
- 08.02.22 Greenbelt – Hoping to happen 2022
  - 28.01.22 West Northamptonshire Enhanced Partnership under the Bus Services Act
  - 24.01.22 NCalc - Confirmation of £200 AMP Grant
  - 18.01.22 New affordable payroll service for smaller councils
  - 13.01.22 Queens Platinum Jubilee Survey
  - 12.01.22 North Northamptonshire Council HELAA: Call for Sites
  - 08.01.22 Queen's Tree Canopy – Plaque
  - 03.12.21 Kettering Site Specific Part 2 Local Plan Adoption
- 22/007 Planning:** *To discuss planning applications and agree response*

- 22/008 Queen's Platinum Jubilee:** *Thursday 2<sup>nd</sup> June 2022 – Sunday 5<sup>th</sup> June 2022*  
*To receive update*
- 22/009 Asset Mapping:** *To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the clerk and [2\*] councillors. NCalc have been awarded £280k of which over a third is to be dispersed to parish and town councils and parish meetings to engage with the AMP, including Warkton Parish Council. Details circulated to councillors 13/01/2022*
- 22/010 New Parishioners:** *To note any new parishioners*
- 22/011 Community Payback:** *To receive update*
- 22/012 Community Orchard:** *To receive update*

### **Councillor & Warden Repots**

- 22/013 Police Liaison:** *To receive update*
- 22/014 Road Safety, Highways & Speed Limit:** *To receive update*
- 22/015 Footpath Warden:** *To receive update*

### **Finance**

- 22/016 Barclays Bank:** *To note that the bank account is now in order. Old signatories have been removed. Cheque signatories are Cllr Pettit, Cllr Austen & Clerk. Online bank authorisation - Cllr Pettit & Clerk*
- 22/017 Clerk Payment:** *To note approval via email for clerks salary to be paid by monthly standing order*
- 22/018 Payments:** *To note approval of payments made in December of £100.40 & January £100.40 via email due to no meetings taking place. To approve and authorise bank payments below totalling **£100.40***

#### **Pre Agenda Approved Payments**

Ref	Payee	Description	Date	Method	Amount
1	Clerk	December Salary	22/12/2021	Direct	100.40
2	Clerk	January Salary	20/01/2022	S/O	100.40

#### **Payments for Approval**

Ref	Payee	Description	Date	Method	Amount
3	Clerk	February Salary	20/02/2022	S/O	100.40

- 22/019 To receive financial report and approve bank reconciliation:** *December & January circulated to councillors via email. Signature required.*
- 22/020 Audit for Year End Accounts:** *Clerk has approached NJ Searle to enquire if he would be willing to carry out the year end audit for us again as last year. He has responded and is happy to do so. Council to approve*
- 22/021 Future Payments:** *Unless a meeting is called between now and May, clerk requires approval from council to arrange for payment of the annual administration charges. These are likely to be Microsoft Renewal, Insurance, Auditor, Clerks Monthly Salary, Wordpress Renewal, ICO Membership, NCalc Membership, CiLCA Course*
- 22/022 Asset Register:** *Clerk requests that councillors clarify assets belonging to the parish council for finance and insurance purposes in order to give a true reflection for year end auditing purposes*

**22/023 Insurance:** *To note that the annual insurance expires 31 May 2022. Clerk requests that councillors go through the existing policy (BHIB) to update insurance requirements before seeking renewal options*

***The Public and Press will be excluded for the following private item***

**22/024 OLB:** *To discuss and instigate a possible action plan*

***The Public and Press will be readmitted***

**22/025 Next Agenda Items:** *To request items for next agenda and to note that the next due meeting will be the Annual Parish Council Meeting, Annual Parish Meeting and full Parish Council meeting, which council have previously held at the same time in May*

**22/026 Next Meeting:** *To confirm date and venue of next meeting*

### **Notes from Clerk**

Clerk has been confirmed a place on the CiLCA course commencing March 2022  
Cllr Lamb has submitted the Declarations of Interest form to clerk, who has forwarded to the NNC Monitoring Officer. Cllr Lamb has also signed the acceptance of office form.

Signed: *Ruby Cole*

Date: 10<sup>th</sup> February 2022