

Warkton Parish Council



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MINUTES

Minutes of Warkton Annual Parish meeting, Warkton Annual Parish Council meeting, Warkton Full Parish Council Meeting held on on **Wednesday 4th May 2022 at 7.00pm at Warkton Village Hall**, Church Street, Warkton, Kettering NN16 9XH

Councillors Present: Chair P Wharin, Cllr R Goodall, Cllr V Austen, Cllr J Pettit
Ward Cllr Mark Rowley

Public Present: 0

Clerk: Ruby Cole

Annual Parish Meeting

22/001	Welcome from Chair
22/002	Apologies: Cllr Austen sent apologies on behalf of Cllr Lamb
22/003	Chair Report Cllr Wharin read out the report for the year - Report attached
22/004	Parish Council Finance Report Clerk read out the report for the year - Accounts summary attached
22/005	Annual Report from North Northamptonshire Council Representative Ward Cllr Mark Rowley gave a verbal report <ul style="list-style-type: none">• It has been a year since North Northamptonshire Unitary Council was formed. It has been a slow and steady progress• There has been complications with East Northants Council, a majority of which is sorted• East Northants have joined Kettering, Corby & Wellingborough• A decision is still be made regarding a charge for Green waste bin collection• There has been staffing issues within the planning department. 2 new staff have been recruited
22/006	Annual Report from Parish Path Warden Cllr Wharin read out the report for the year - Report attached
22/007	Annual Reports from Village Groups Cllr Wharin read out the report on behalf of St Edmunds Church – Report attached
22/008	Questions from parishioners: None

Annual Parish Council Meeting

22/009	<p>Election of Chair: Cllr Wharin proposed Cllr Pettit. Seconded by Cllr Goodall. All councillors present in favour</p> <p>Resolved: Cllr Pettit accepted the position, signed the Declaration of Acceptance of Office form and Chaired the meeting from this point on. She also gave thanks to outgoing Chair, Cllr Wharin for all of his hard work</p>
22/010	<p>Apologies: Cllr Austen sent apologies on behalf of Cllr Lamb</p> <p>Resolved: Apologies approved by Council</p>
22/011	<p>Election of Vice Chair: Cllr Austen proposed Cllr Goodall. Seconded by Cllr Wharin. All councillors present in favour</p> <p>Resolved: Cllr Goodall accepted the position</p>
22/012	<p>Acceptance of Office Form: Clerk advised this was not necessary as previous signed forms valid</p>
22/013	<p>Adoption of Policies previously circulated: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach, Publication Scheme</p> <p>Resolved: All policies were approved and adopted. Chair & Clerk signed at meeting</p>

Full Parish Council Meeting

22/014	<p>Apologies: Cllr Austen sent apologies on behalf of Cllr Lamb. He also informed Council that Cllr Lamb is not able to access her emails and that her husband, Christopher Lamb would be better placed to have emails sent to him to relay. Clerk advised Council of possible data protection implications and that no written request had been received.</p> <p>Resolved: Apologies approved by Council. Councillors agreed that the emails for Cllr Lamb should be copied to Christopher Lamb on written request to Clerk</p>
22/015	<p>Public address to the council: No public address</p>
22/016	<p>Minutes: Full Parish Council meeting Wednesday 16th February 2022</p> <p>Resolved: Minutes were approved and signed by Chair</p>
22/017	<p>Declarations of Interest: Under the Council's Code of Conduct related to business on the agenda: No declarations of interest</p>
22/018	<p>Actions Outstanding:</p>

228.1	SR/TW	<p>Monitor repair of damaged wall - Ongoing. The damage is on a wall in the Warkton Conservation Village area. S Rees from Boughton Estates has placed green netting on the wall for the moment in case of collapse. The planners need to seek advice from the Heritage Consultant before any repairs can begin. However, NNC do not have a Heritage Consultant within their planning team in place at present.</p>
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		16/02/22 S Rees was informed that no planning permission is required if the height of the repairs was the same size of the wall. He is seeking clarification from NNC before commencing. If all in order, repairs would be carried out during the summer period. 04/05/22 SR not present - although Cllr Rowley informed the Council that there is Heritage Planning Officer within the planning department - Ongoing
22/006.1	SR	To contact organisers regarding the allocation of free entry tickets to Greenbelt Festival - 04/05/22 SR not present - Ongoing
22/009.1	Clerk	To submit NCalc grant for AMP - Complete
22/014.1	Clerk	To contact Highways regarding speed limit petition. 04/05/22 Clerk has received response from Highways. The likelihood of the parish having 20mph speed limit signs is unlikely. However, the question could be put to the panel if council would like pursue. Council would still like the question to be asked. Clerk to make request - Ongoing
22/018.1	Clerk/JP	To authorise bank payments - Complete
22/020.1	Clerk	To contact NJ Searle for year-end audit - Complete
22/023.1	Clerk	To contact BHIB regarding parish online, 6 month extension - Complete
22/025.1	Clerk	To place items on next agenda - Complete
22/026.1	Clerk	To book village hall 4 th May 2022 for Annual Meetings - Complete

22/019	Correspondence: No new correspondence requiring decision/action
22/020	New Parishioners: None
22/021	Highways: Clerk was asked to obtain a map of Highways Responsibilities for the parish. Received and circulated - No further action
22/022	Neighbourhood Watch: Tracie Whitley has resigned from her role as Neighbourhood Watch/Police coordinator. Council have expressed their thanks to all of her hard work. The role is now vacant and details have been placed on the parish council website Resolved: Cllr Wharin will place flyer on notice board Action 22/022.1
22/023	Air Pollution: Discuss parish council involvement regarding the burning of correct fuel and maintenance of log burners/chimneys etc Resolved: Await legislation to come into force - No further action
22/024	Asset Mapping: Cllr Goodall & Clerk prepared a list for Clerk to upload on to Parish Online which was completed before deadline. Neither Cllr Goodall or Clerk wished to accept the grant money received for this purpose Resolved: The grant fund received of £209.54 to be allocated towards the Community Jubilee Orchard fund
22/025	Boughton Estate Parish Works: No update received
22/026	Community Payback: Cllr Petitt had received communications querying NNC insurance of the works to be carried out Resolved: Communications to be forwarded to clerk who will then forward to Cllr Mark Rowley to follow up directly with NNC Action 22/026.1
22/027	Community Orchard: The Church & Parish Council are looking into revised plans. Awaiting update on information and legalities in order for this to be put into place. Funds have been received into the bank account. Chair to be added to the Working Party, presently consisting of Cllr Lamb, Cllr Wharin, Cllr Austen, Edward Lamb & Sam Rees Resolved: Clerk to write to Edward Lamb, copied to Sam Rees to receive outcome from the PCC meeting 28 th March 2022 Action 22/027.1

22/028	Queen's Platinum Jubilee Celebrations: The village hall committee and St Edmund's Church are inviting a representative from the parish council to help coordinate/be aware of plans. A representative was not in attendance as the meeting has already taken place - No further action
22/029	Litter Pick: Warkton Village Women's Institute completed their annual litter pick through the village 07.04.22. Clerk sent email to express thanks place - No further action
22/030	Planning: New applications and actions arising NK/2022/0258 30 Warkton, Warkton Village, NN16 9XF - Render side porch Resolved: No Objections - Clerk to submit response to NNC NK/2022/0162: Barhome Barns, Warkton Road, Warkton - Conversion of 2 no. agricultural barns to 2 no. dwelling houses Resolved: No Objections at this stage- Clerk to submit response to NNC Action 22/030.1
22/031	Insurance: Renewal due with BHIB on 01/06/2022. As with previous years - £151.20. Council to approve renewal Resolved: Approved
22/032	Asset Register: To approve figure of £2504 which has been submitted for year-end accounts Resolved: Approved - Chair & Clerk signed at meeting
22/033	VAT: VAT paid for the year 2021/2022 amounted to £5.92. Clerk has submitted a VAT reclaim for this amount - No further action
22/034	AGAR 2021/22 Certificate of Exemption: Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn Resolved: Approved - Chair & Clerk signed at meeting. Clerk to submit Action 22/034.1
22/035	Annual Internal Audit Report 2021/22 Audit: To receive and note the annual internal audit report - No issues Resolved: Approved
22/036	Section 1 - Annual Governance Statement 2021/22 Agar: Approve and sign the annual governance statement form for submission to PKF Littlejohn Resolved: Approved - Chair & Clerk signed at meeting. Clerk to submit Action 22/036.1
22/037	Section 2 - Accounting Statements 2021/22 for Year End: Approve and sign the annual accounting statement for submission to PKF Littlejohn Resolved: Approved - Chair & Clerk signed at meeting. Clerk to submit Action 22/037.1
22/038	Clerk Revised Pay: Council to approve remuneration figures as discussed via email. Council to approve revised monthly standing order salary payment, £117.30 commencing May 2022. One off single payment £321.89 remuneration Resolved: Approved Cllr Pettit & Clerk to amend standing order Action 22/038.1

22/039	<p>Payments: To note below pre-meeting payments £200.80 approved standing order payment. To approve £740.38 at this meeting - ICO payment agreed via email to be paid by direct debit reducing the charge to £35.00. Microsoft Renewal. Automatic deduction to clerk credit card account - Council to approve reimbursement. Clerk to charge ⅓ share to the councils she clerks for as net value. To note Northants Acre payment agreed via email</p> <p>Resolved: Approved Cllr Pettit & Clerk to authorise at bank Action 22/039.1</p>
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Payments in-between meetings

Ref	Payee	Description	Date	Method	Amount
6	Ruby Cole	March Salary	20/03/2022	S/O	100.40
7	Clerk	April Salary	20/04/2022	S/O	100.40

Payments this meeting

Ref	Payee	Description	Date	Method	Amount
8	Clerk	Microsoft Renewal	06/05/2022	Online	79.99
9	BHIB Insurance	Insurance Renewal	06/05/2022	Online	151.20
10	ICO	Data Protection Fee	12/05/2022	DD	35.00
11	Northants Acre	Subscription	06/05/2022	Online	35.00
12	Clerk	May Salary	20/05/2022	S/O	117.30
13	Clerk	Remuneration	06/05/2022	Online	321.89

22/040	<p>Bank Balance: To note precept received for £3200. Bank balance £5542.18 to 30th April 2022. Bank reconciliation for March 2022 approved. Bank statement for April 2022 not yet available</p> <p>Resolved: Approved. Cllr Wharin signed March bank reconciliation at meeting</p>
22/041	<p>Next Agenda: Community Orchard, Boughton Estates, Neighbourhood Watch/PLR</p> <p>Resolved: Clerk to add to next agenda Action 22/041.1</p>
22/042	<p>Upcoming Meetings: Agree dates for next meetings</p> <p>Wednesday 27th July 2022</p> <p>Wednesday 2nd November 2022</p> <p>Wednesday 1st February 2023</p> <p>Resolved: Clerk to book village hall Action 22/042.1</p>

Meeting Closed: 8.33pm

228.1	SR	<p>Monitor repair of damaged wall - Ongoing. The damage is on a wall in the Warkton Conservation Village area. S Rees from Boughton Estates has placed green netting on the wall for the moment in case of collapse. The planners need to seek advice from the Heritage Consultant before any repairs can begin. However, NNC do not have a Heritage Consultant within their planning team in place at present. 16/02/22 S Rees was informed that no planning permission is required if the height of the repairs was the same size of the wall. He is seeking clarification from NNC before commencing. If all in order, repairs would be carried out during the summer period.</p>
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Action Points for Tracking

Ongoing Actions

Actions from current minutes

22/022.1	PW	Neighbourhood Watch - to place flyer on notice board
22/026.1	JP Clerk MR	Community Payback - to forward communications querying NNC insurance to clerk who will then forward to Cllr Mark Rowley to follow up directly with NNC
22/027.1	Clerk	Community Orchard: To write to Edward Lamb, copied to Sam Rees to receive outcome from the PCC meeting 28 th March 2022
22/030.1	Clerk	Planning - to submit responses NK/2022/0258 & NK/2022/0162
22/034.1	Clerk	Certificate of Exemption - to submit to PKF Littlejohn
22/036.1	Clerk	Annual Governance Statement - to submit to PKF Littlejohn
22/037.1	Clerk	Accounting Statements - to submit to PKF Littlejohn
22/038.1	JP Clerk	Clerk Revised Pay - to amend standing order
22/039.1	JP Clerk	Payments - to authorise at bank
22/041.1	Clerk	Next Agenda - To add Community Orchard, Boughton Estates, Neighbourhood Watch/PLR
22/042.1	Clerk	To book village hall for next meetings: Wednesday 27 th July 2022 Wednesday 2 nd November 2022 Wednesday 1 st February 2023

Parish Council Chairmans Report

The elections of May 2021 brought a year of change, following the launch of the new Unitary Authorities and the end of Kettering Borough Council. Warkton Parish Council is grateful for the support and advice given by KBC officers over many years. Our aim is now to build good relations with the new North Northants Council and its officers. The old Kettering and District Rural Forum has been replaced by a new Strategic Town & Parish Forum with representation from almost 100 Parish councils, of which Warkton Parish Council is one of the smallest. Two councillors and the

Clerk have attended meetings: we will attempt to make our voice heard as issues relevant to Warkton are discussed.

In the last year councillors were asked to comment on a greater number of planning applications as new house owners came to the village. Two extraordinary planning meetings were convened where issues necessitated further *public* scrutiny.

East Midlands Ambulance Service offered free CPR and defibrillator training to villagers in the summer of 2021. A meeting was held at the Village Hall on July 18th, 2021 and was attended by 8 villagers. The training was enthusiastically received.

The volume and speed of road traffic through the village continues to be a concern. Complaints were expressed volubly at a meeting of villagers on September 21st, 2021. The meeting was convened by Tracie Whitley (Warkton NHW and police liaison rep.) and was addressed by locality police officers and Jane Calcott, area NHW coordinator. Council has presented our ongoing concerns to Ian Boyes, our NNC Highways rep.

On 7th Feb. 2022 councillors Vic Austen and Paul Wharin met on site with Sam Rees (Land Agent, Boughton) and David Callum (Head Gardener, Boughton) to discuss the planting of fruit trees in the green area south of St Edmunds Church (this is Boughton land), an area which was once an orchard. Plans are at present under review, but we hope to complete the planting of trees later this year – and to name the orchard, *Warkton Jubilee Orchard*.

Electric charging points were discussed and researched earlier in the year. We were advised that on-street charging points are not an option for our small village. Council came to the conclusion that the Village Hall car park is the optimal site. This is a long term project and will require considerable further consultation and planning.

We express our thanks to the Village Hall Committee for their permission to use the Village Hall for council meetings.

Paul Wharin (Chairman, May 21- May 22)

**Warkton Parish Council
Year End Accounts Summary
31/03/2022**

Barclays Current Account - 80919500

Receipts

2020/21

2021/22

Precept	1500.00	2000.00
VAT Reclaimed	296.00	103.83
Laptop & Microsoft Lease to Warkton	302.76	0.00
NNC - Asset Mapping Project	0.00	209.54
Community Orchard Donation	0.00	1,165.00
Total Income	<u>2098.76</u>	<u>3478.37</u>

Payments

Insurance	354.52	151.20
Internal Audit	50.00	25.00
ICO	0.00	40.00
Defibrillator	1950.00	0.00
General Administration & Expenses	40.00	61.39
Northants Calc	0.00	123.87
Councillor Training	0.00	176.00
Salaries, Revenues & Customs	759.42	1174.68
Election Expenses	0.00	29.53
Laptop & Microsoft	449.00	0.00
Website Renewal	0.00	36.00
Total Expenditure	<u>3602.94</u>	<u>1817.67</u>
Surplus (Deficit) for the Year	-1504.18	1660.70

Bank Reconciliation

Balance brought forward 31.03.2020	2286.06	Balance b/f 31.03.2021	781.88
Add Receipts	<u>2098.76</u>		<u>3478.37</u>
	4384.82		4260.25
Less Payments	<u>3602.94</u>		<u>1817.67</u>
Balance of Receipts & Payments	781.88		2442.58
Unpresented Cheques	0.00		0.00
Bank Statement 31.03.2021	<u>781.88</u>	Bank Statement 31.03.2022	<u>2442.58</u>

Annual Report from Parish Path Warden

On 14th May 2021 the Clerk forwarded to councillors an email from the Parish Path Partnership Scheme extending the closing date for warden nomination to 30th June. Councillor Wharin volunteered and attended further training via zoom on the Parish Path Partnership Scheme and the *Street Doctor/Fix My Street* notification system.

The electronic Definitive Map of Warkton including public rights of way was received by councillors (via the Clerk) on 25.11.21. No reports have been made to Street Doctor by the Pathways Warden since the latter date.

Storm damaged trees which had fallen and obstructed the Ise Valley footpath (HD3) were cut back in the New Year.

The landowner of footpath HD1 from Pipe Lane to the Avenue has expressed concern that exposed roots might form a trip hazard. The Warden has inspected this path, which is in regular use by villagers, and is of the opinion that exposed roots on the short steeply inclined section actually improve foothold. This has not been reported to *Street Doctor*, but will be kept under review.

St Edmund's Church, Warkton

REPORT for Warkton Parish Council

St Edmund's Church is part of the Joint Benefice with St. Botolph's Barton Seagrave. The Rector Mark Lucas and two churchwardens in conjunction with the Parochial Church Council are responsible for the building and churchyard.

Throughout the pandemic services have been available on line daily with Sunday services also broadcast live. At St Edmund's once we could meet outside to worship we took full advantage of using the new churchyard for services which proved very popular! When regulations allowed we returned into the building and gradually services returned to a new normal following the Diocesan advice.

We have been this year able to enjoy our festivals especially Christmas and recently Eastertide. Sadly we lost our organist Peter McCormick, who had given several years' faithful service as well as a loved friend of many in the congregation. The musicians from St Botolph's have cheerfully come along and played for us as well as The Revd Graham Bell, our curate many years ago, has taken the service and played the organ.

We have kept the churchyard in good order and the Church clock has been regularly maintained and repaired. We are required to have an Architect's survey report every five years (a quinquennial) and this was undertaken during 2021. Inevitably, it highlighted further works which needed attention, such as churchyard wall repair, repair and upgrades to the electrical installation, remedial work to the roof and church building. These works will be actioned. In addition, it is proposed to install two benches in the churchyard during 2022.

Maintaining the building and surrounds are very costly and funds are limited. We pay the parish share annually (£14,960 in 2021). The parish share contributes to the cost of clergy, their housing, and the Diocesan Board of Education work. Inevitably the PCC Accounts allow for a deficit budget.

Our flourishing Sunday school has worked throughout, meeting on line as well as in the building. They gave gifts of chocolate to fathers in the village on Father's Day; on Advent Sunday all the village families with children received Advent Calendars; at Christmas a book about the Nativity; they distributed gifts to all who attended The Carol Service and on Mothering Sunday they gave gifts to all who attended church.

The church has been able to be decorated for the Festivals again which has given much joy to many. We are grateful, that the church news sheet has been distributed in the village and on the notice board thanks to the efforts of Ian Wilson.

In conjunction with Boughton House the Montagu Monuments have continued to attract tours and visitors from the academic world as well as tourists.

St. Edmund's has been the centre of this village since the 11th century. We would encourage support from residents of the village in our joining for worship especially at the festivals and for events held in the church. The attractive church building has the added attraction of housing the wonderful Montagu Monuments and enjoys a very attractive and appealing landscape.

Edward Lamb
Churchwarden