

# Warkton Parish Council



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## MINUTES

Minutes of Warkton Full Parish Council meeting held on **Wednesday 1<sup>st</sup> February 2023** at **7:00pm** at **Warkton Village Hall**, Church Street, Warkton, Kettering NN16 9XH

**Councillors Present:** Chair J Pettit, Vice Chair R Goodall, Cllr P Wharin, Cllr M Cullinane  
Cllr V Lamb (7:10pm)

**Public Present:** Boughton Estates Rep - Sam Rees  
1 other

**Clerk:** Ruby Cole

23/006	<b>Apologies:</b> <b>Resolved:</b> None
23/007	<b>Public Address:</b> <b>Resolved:</b> None
23/008	<b>Minutes:</b> Meetings Wednesday 2 <sup>nd</sup> November 2022 & Friday 6 <sup>th</sup> January 2023 <b>Resolved:</b> Both Minutes were approved by Council and signed by Chair
23/009	<b>Declarations of Interest:</b> <b>Resolved:</b> None
23/010	<b>Actions Outstanding:</b>

22/060.1	Clerk	To provide Council with Unity Trust Bank details. 02/11/22. New Action: To implement and make application. Complete although Cllr Cullinane has not received any correspondence. 01/02/23 <b>New Action:</b> Clerk to inform bank
22/084.1	Clerk	CPRE: To pay the annual membership fee of £36.00. Complete
22/096.1	Clerk	Precept: To return precept form with amount of £3850 to NNC. Complete
22/097.1	Clerk	Agenda: Fencing 6 Row, Footpath Bridge. Complete
23/004.1	MC	KET/2020/0121 and NK/2021/0292. To send email to the planning officer with concerns. Clerk to be copied in. Complete
23/005.1	JP	To bank cheque from Warkton Village Hall. 01/02/23 <b>New Action:</b> Given to Clerk to bank

<p><b>23/011</b></p>	<p><b>Correspondence:</b></p> <ol style="list-style-type: none"> <li>Email 18/01/2023. Consultation on ward boundaries for North Northamptonshire. Ends 6<sup>th</sup> March 2023 <b>Resolved:</b> Councillors to respond on a personal basis <b>Action 23/011.1</b></li> <li>Email 15/12/2022 North Northants Council. Peer Review - transformation of work within the planning service <b>Resolved:</b> Councillors to respond a personal basis <b>Action 23/011.2</b></li> <li>Post 08/12/2022. Buckingham Palace. Card received thanking Warkton Parish Council for their condolence letter <b>Resolved:</b> It was agreed that this would be best kept safe in the Village Archives held by St Edmunds Church. Cllr Pettit to give the card to Edward Lamb as Church Warden to place in the fireproof safe <b>Action 23/011.3</b></li> <li>Email 06/12/2022. North Northants Council. Invitation to attend LAP meetings The Local Area Partnerships (LAPs). There was no interest in this</li> <li>Email 21/11/2022. Northants Police. Paul Cash is the new Neighbourhood Inspector for Corby/Kettering Rural area. Clerk suggested it may be an idea to have a Police Liaison Representative <b>Resolved:</b> It was agreed that the Clerk would register as the PLR <b>Action 23/011.5</b></li> </ol>
<p><b>23/012</b></p>	<p><b>Planning:</b></p> <ol style="list-style-type: none"> <li>NK/2021/0292 Outline Application (EIA): This application is accompanied by an Environmental Impact Assessment. Hanwood Park, Cranford Road, Kettering All matters reserved for the erection of up to 3,386 dwellings, including associated schools, district and local centres, hotel, healthcare, employment, formal and informal open space, including play facilities, roads and associated infrastructure. Response date 09/02/2023 <b>Resolved:</b> No response to this application. Cllr Cullinane is arranging a meeting with the developers for parishioners to attend. This is on a personal level. Clerk and NCalc advised Council that a meeting is best organised under the remit of the parish council. This is in order for the meeting to have formal status. Although Council took this on board it was decided a village meeting will be held purely for information only and with no reference to the parish council</li> <li>NK/2022/0802 Full Planning Permission: Erection of greenhouse, St Edmunds House, 33 Warkton, Warkton Village <b>Resolved:</b> No Objections. Clerk to submit response to NNC <b>Action 23/012.2</b></li> <li>NK/2022/0803 Application for Listed Building Consent: Erection of greenhouse, St Edmunds House, 33 Warkton, Warkton Village <b>Resolved:</b> No Objections. Clerk to submit response to NNC <b>Action 23/012.3</b></li> <li>NK/2023/0031 Post Agenda from KBC Weekly Planning List. Notification of Works to Trees in Conservation Areas: T1 Cherry - crown reduction to 11.5m; T2 Laburnum - fell Magic Cottage, 14 Warkton, Warkton Village <b>Resolved:</b> To comment. Both trees should have had advanced planning permission and not retrospectively. Objection to the tree that was taken down without permission. No Objections to the pruning of the tree <b>Action 23/012.4</b></li> </ol>

23/013	<p><b>Common Land:</b> On request to NNC, Clerk has received a map showing the areas of common land registered CL30 &amp; CL31. A query has arisen to the piece of land that has been made void. Clerk has created an account with Land Registry in order to ascertain facts of registered and unregistered areas of spaces in the parish. Awaiting for creation of account to be finalised.</p> <p><b>Resolved:</b> Clerk to forward map to Sam Rees to look into <b>Action 23/013.1</b></p>
23/014	<p><b>King Charles III Coronation:</b> Saturday 6<sup>th</sup> May 2023. Village Hall Committee are running this event</p>
23/015	<p><b>Training:</b> To note Cllr Cullinane - NCalc 'Off to a Flying Start' 27/04/23 £44.00 net</p> <p><b>Resolved:</b> Noted and expenditure approved</p>
23/016	<p><b>Road Safety &amp; Highways:</b></p> <ol style="list-style-type: none"> <li>1. Fencing 6 Row. The fencing is deteriorating and in need of repair for safety reasons. There is a query as to who is responsible for the maintenance of this. Highways have confirmed to Cllr Cullinane it is not them. Sam Rees will check to see if it could be Boughton Estates <b>Resolved:</b> Clerk to email Sam Rees with details <b>Action 23/016.1</b></li> <li>2. Footpath Bridge. This was reported to 'Fix My Street' and is now complete <b>Resolved:</b> Cllr Pettit to send photographs to clerk as a record <b>Action 23/016.2</b></li> <li>3. Road Bridge. This was reported to Fix My Street and is now complete <b>Resolved:</b> Cllr Pettit to send photographs to clerk as record <b>Action 23/016.3</b></li> <li>4. It was noted that the grit bin in the parish no longer has sand in it, but other items <b>Resolved:</b> Clerk to notify NNC <b>Action 23/016.4</b></li> </ol>
23/017	<p><b>Boughton Estates Parish Works:</b></p> <p>The repair works on Violet Lane have overrun due to the bad weather and is still ongoing. The bad weather has increased damage due to through traffic. Whilst repairs were being undertaken, a well has been discovered close to the wall. However, this is on the edge and will not pose a detrimental effect of the wall</p> <p>Sam Rees advised that Boughton Estates have a project underway to replace 23km of fencing with new around the Estate. This has already commenced, although there is little, if any to be replaced in Warkton parish. He also advised that the two old trees that are covered in ivy will be pruned during the process</p>
23/018	<p><b>Queen's Platinum Jubilee Tree:</b> One tree has been planted. The Cherry tree is yet to be planted. Sam Rees to check status <b>Action 23/018.1</b></p>
23/019	<p><b>Jubilee Orchard (was Community Orchard):</b></p> <p>Email to Chair 05/12/2022 requesting a memorial tree/bench be planted in the Orchard in relation to family members being buried at the Church from 1840s onwards</p> <p>It has previously been agreed that no memorial trees would be planted. If a memorial bench is preferred this would best be put forward to the village hall committee. An alternative would be to fix a plaque as a memorial to a log seat in the Jubilee Orchard. This would be donated by the Buccleuch Estate</p> <p><b>Resolved:</b> Cllr Pettit to enquire with the village hall committee <b>Action 23/019a</b> Clerk to remind Sam Rees of this option <b>Action 23/019b</b></p>
23/020	<p><b>Footpath Warden:</b> Not present</p>
23/021	<p><b>Strategic Town &amp; Parish Forums :</b> Meeting attended by Cllr Cullinane 06/12/2022. Cllr Cullinane reported that this was all as contained from the NNC's Leaders monthly report for December 2022. This is available on the parish council website</p>

<b>23/022</b>	<b>Insurance:</b> To note that the annual insurance expires 31st May 2023. As there is no meeting until May, approval is required for renewal on receipt which clerk will circulate. Cllr Cullinane questioned the reason for the insurance. Clerk advised it is a requirement of the council be insured to protect the public and Council for various reasons such as public liability etc <b>Resolved:</b> Noted and approved. Clerk to send Cllr Cullinane the insurance policy <b>Action 23/022.1</b>
<b>23/023</b>	<b>External Auditor:</b> PKF Littlejohn has been appointed external auditor for the 5-year period until 2026-27 <b>Resolved:</b> Noted
<b>23/024</b>	<b>Internal Auditor:</b> An internal auditor is required for financial year end March 2023. Approval required to approach NJ Searle who completed our last two audits <b>Resolved:</b> Approved. Clerk to write to Mr Searle <b>Action 23/024.1</b>
<b>23/025</b>	<b>Asset Register:</b> Clerk went through the asset register in readiness for year end. There is a query as to who has ownership of the bench that is located opposite the Church. It is at present on the asset register for £400.00 <b>Resolved:</b> Cllr Pettit will make enquiries <b>Action 23/025.1</b>
<b>23/026</b>	<b>Northants Acre:</b> Email 05/01/2023. Northants Acre annual subscription will be increased by £7.00 to £42.00 to cater for VAT charges <b>Resolved:</b> Noted and approved
<b>23/027</b>	<b>VAT:</b> To note clerk had submitted a return for the period 01/02/2022 to 31/12/2022 of £102.09 which has now been received <b>Resolved:</b> Noted
<b>23/028</b>	<b>Bank Balance:</b> Bank balance 31/01/2023 = £2266.39 (includes Jubilee Orchard Donation balance of £197.58). Bank reconciliations November, December & January <b>Resolved:</b> Balance at bank approved. Bank reconciliations approved and signed by Cllr Wharin
<b>23/029</b>	<b>Future Payments:</b> Unless a meeting is called between this meeting and May meeting, clerk will require approval via email from councillors to arrange for payments to be made for annual administration charges. These are likely to be Microsoft Renewal, Insurance, Auditor, Clerks Monthly Salary, Wordpress Renewal, ICO Membership, NCalc Membership, CPRE, Northants Acre <b>Resolved:</b> Agreed
<b>23/030</b>	<b>Payments:</b> To note approved payment £36.00 since last meeting. To approve payment £127.30 <b>Resolved:</b> Approved

Ref	Payee	Description	Date	Method	Amount
37	CPRE	Annual Membership	24/01/2023	D/D	£36.00
38	Clerk	February Salary	20/02/2023	S/O	£127.30

**£163.30**

<b>23/031</b>	<b>Next Agenda Items:</b> Reports requested from St Edmunds Church, Village Hall Committee and Footpath Warden for the Annual Parish Meeting in May <b>Resolved:</b> Clerk to email the above to ask if they would like to submit a report <b>Action 23/031.1</b>
<b>23/032</b>	<b>Next Agenda:</b> None requested for full parish council meeting

<b>23/033</b>	<b>Next Meeting:</b> Wednesday 10 <sup>th</sup> May 2023. Annual Parish Council Meeting, Annual Parish Meeting and Full Parish Council - Warkton Village Hall 7.00pm
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**Meeting Closed: 8:43pm**

**Action Points for Tracking**

**Ongoing Actions**

22/060.1	Clerk	To provide Council with Unity Trust Bank details. 02/11/22. New Action: To implement and make application. Complete although Cllr Cullinane has not received any correspondence. 01/02/23 <b>New Action:</b> Clerk to inform bank
23/005.1	JP	To bank cheque from Warkton Village Hall. 01/02/23 <b>New Action:</b> Given to Clerk to bank

**Actions from current meeting**

23/011.1	All	Consultation on ward boundaries for North Northamptonshire. Ends 6 <sup>th</sup> March 2023. To respond on a personal basis
23/011.2	All	North Northants Council Peer Review: To respond a personal basis
23/011.3	JP	Card from Buckingham Palace: To give to Edward Lamb for placement in the Village Archives
23/011.5	Clerk	Northants PLR: To register as representative
23/012.2	Clerk	Planning NK/2022/0802: Clerk to submit No Objections response to NNC
23/012.3	Clerk	Planning NK/2022/0803: Clerk to submit No Objections response to NNC
23/012.4	Clerk	Planning NK/2023/0031: Clerk to submit Observations response to NNC
23/013.1	Clerk	Common Land: To forward map details of CL30 & CL31 to Sam Rees
23/016.1	Clerk	Fencing 6 Row: To send reminder to Sam Rees to check ownership
23/016.2	JP	Footpath Bridge. To send photographs of damage to clerk
23/016.3	JP	Road Bridge. To send photographs of damage to clerk
23/016.4	Clerk	Grit Bins: To notify NNC the grit bin requires filling
23/018.1	SR	Queen's Platinum Jubilee Tree: Sam Rees to check status
23/019a	JP	Memorial Tree Request: To enquire with the village hall committee of bench possibility
23/019b	Clerk	Memorial Tree Request: To remind Sam Rees of logs for memorial plaque
23/022.1	Clerk	Insurance: To send Cllr Cullinane the insurance policy
23/024.1	Clerk	Internal Auditor: To write to Mr Searle to undertake year end audit
23/025.1	JP	Asset Register: To make enquiries regarding ownership of the bench opposite the Church
23/025.1	Clerk	Next Agenda Items: To contact St Edmunds Church, Village Hall Committee and Footpath Warden for the Annual Reports