

DRAFT MINUTES

Grafton Underwood Parish Council

Clerk: Mrs Pat Bird
Rosedale
Twywell
Kettering
NN14 3AL

Tel: 07522 582251
Email: clerkgupc@gmail.com

<https://graftonunderwood-pc.gov.uk>



Minutes of the annual meeting of Grafton Underwood Parish Council to be held at Grafton Underwood Village Hall on Tuesday 28th May at 7:30pm

Present: Cllr Penny Sneddon (chair in Cllr Rob Corney's absence), Cllr Alastair Wildgoose, Cllr Rob Davies, Cllr Sam Rees, Pat Bird (clerk), 5 members of the public

24/012 Cllr Rob Corney was elected as chairman of the council for the forthcoming year. As Cllr Corney was unable to attend the meeting, his declaration of acceptance is to be received at a further date

24/013 Cllr Penny Sneddon was elected as vice-chairman of the council for the forthcoming year

24/014 Cllr Rob Corney sent his apologies for the meeting, and it was **RESOLVED** that his absence be approved.

24/015 It was **RESOLVED** that the minutes of the extraordinary council meeting held 7th May 2024 be approved as an accurate record of the meeting, and these were subsequently signed by Cllr Penny Sneddon, as chair of the meeting

24/016 There were no matters arising from the minutes which had not been included on the agenda

24/017 No declarations of interests were made any member, in relation to any of the items on the agenda

Public participation

24/018 A resident asked if there had been any updates regarding the proposed development at Grafton Park Farm (planning application [NK/2024/0089](#)). The clerk responded that since submitting its response the council has not received any further communications on this proposed development.

A resident requested the assistance of the parish council to help resolve an issue with a Gigaclear trench at Grafton Park Farm where the runoff is blocking / overflowing the drains and causing issues with the resident's drains inside their house. Having contacted Gigaclear, the resident is struggling to get the issue resolved. The clerk, on behalf of the council, will contact Gigaclear and also raise this, on behalf of the resident, with the ward councillors.

24/019 No report was received from the Unitary ward member(s)

Planning Matters

24/020 Following consideration of the documents, it was **RESOLVED** that the statement 'no new housing development has taken place in the village in the last 50 years' and the number of houses stated be clarified.

Subject to this clarification, it was **RESOLVED** that the Grafton Underwood Pre-Submission

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Neighbourhood Plan and associated documents (Draft Strategic Environmental Assessment Screening Statement and Draft Habitat Regulations Screening Report) be approved for consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012.

Governance Matters

- 24/021 The Member Code of Conduct was reviewed and the seven principles of public life, i.e. Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership were acknowledged
- 24/022 It was **RESOLVED** that the council be included in the Community Governance Review being proposed by North Northamptonshire Council, acknowledging that this would be an opportunity to verify that no changes were required or to identify any required changes.
- 24/023 As an updated version of the Model Financial Regulations has recently been released, it was noted that the annual review of the council's Standing Orders and Financial Regulations will be undertaken at the council's next meeting to enable the clerk to adapt the updated Model Financial Regulations to meet the needs of the council

Representative appointments / memberships

- 24/024 It was **RESOLVED** that the clerk be appointed as the council's Police Liaison Representative (PLR) for the forthcoming year
- 24/025 It was **RESOLVED** that Cllr Wildgoose be appointed as the council's lead for the development of Grafton Underwood's Neighbourhood Plan, supported by the clerk, for the forthcoming year
- 24/026 It was **RESOLVED** that the council continues its membership of
- Northamptonshire County Association for Local Councils (NCALC)
 - Society of Local Council Clerks (SLCC)

Finance Matters

- 24/027 Having reviewed the bank signatories / authorisers, it was **RESOLVED** that Cllr Corney and Cllr Sneddon remain as the two bank signatories / authorisers
- 24/028 In recognition of the clerk achieving their CiLCA qualification, it was **RESOLVED** that the clerk be awarded a salary increase from 1st June 2024, aligning with the increase awarded by Cranford Parish Council, i.e. a regrading to spinal column point 17 of the national clerks' pay scales.
- 24/029 It was **RESOLVED** that
- the Finance Report, showing a balance of £11,779.93 as of 31st March 2024, a balance of £15,095.53 as of 30th April 2024, and that £98.40 VAT is to be reclaimed, be noted.
 - the proposed budget virements be approved, i.e. move £100 unspent 2023/2024 Election costs to Elections Reserves and move £1300 unspent 2023/2024 budget to General Reserves
 - the schedule of payments presented, be approved. See separate sheet for details.

Annual Governance and Accountability Return (AGAR)

- 24/030 It was **RESOLVED** that
- the Annual Internal Audit Report 2023/2024 be noted, and that no concern be raised as to the transparency of the neighbourhood plan as information relating to this is on a dedicated page on the council's website, and updates are provided to the council by Cllr Wildgoose as

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required

b) receipts and payments 2023/2024 be approved

c) with all statements agreed, the Annual Governance Statement 2023/2024 be completed and signed by the chairman and clerk

d) with the Accounting Statements 2023/2024 having been certified by the council's Responsible Financial Officer, the Accounting Statements 2023/2024 be approved, and signed by the chairman

e) having been certified by the Responsible Financial Officer and the required statements confirmed, the Certificate of Exemption be signed by the chairman

f) the dates for the exercise of electors rights re inspection of the annual accounts (Monday 3 June 2024 – Friday 12 July 2024) be noted

Other Matters

- 24/031 It was noted, that regarding training for members and the clerk for the forthcoming year, Cllr Rob Davies is due to attend the NCALC Off to a Flying Start course in July.
- 24/032 The chairman stated that following discussions at the Annual Parish Meeting, a suggestion to replace any damaged oak posts along the green from the church onwards towards Geddington Road, with any other damaged ones being removed, will be considered by the council. Also, the council may need to consider possible solutions to any parking concerns along Cranford Road by the Pig and Waffle.
- 24/033 There were no updates from members or the clerk to note.
- 24/034 It was **RESOLVED** that the date of the next scheduled meeting be Tuesday 10th September at 7pm, subject to the Village Hall being available
- 24/035 The meeting was closed at 8:15

Grafton Underwood Parish Council
Council meeting 28th May 2024

| <u>Schedule of Payments</u> | | | |
|-----------------------------|---|-------------------------------------|---------------------------------|
| Payee | Description | Total Amount (inc VAT) £ | Legislation |
| Parish Online | New council website, domain and hosting | 216.00 | Local Government Act 1972 s.142 |
| Community Heartbeat Trust | Defibrillator - annual support cost | 162.00 | Public Health Act 1936 s.234 |
| NCALC | Membership YE2025 and DPO service | 142.85 | Local Government Act 1972 s.143 |
| Zurich | Council insurance | 167.44 | Local Government Act 1972 s.111 |
| Nigel Searle | Internal Audit | 50.00 | Local Government Act 1972 s.111 |
| GU Village Hall | Room rental for 2024/2025 | 85.00 | Local Government Act 1972 s.111 |
| PM Bird / HMRC | Clerk's June salary | 149.50 | Local Government Act 1972 s.112 |
| PM Bird / HMRC | Clerk's July salary | 149.50 | Local Government Act 1972 s.112 |