

DRAFT MINUTES

Grafton Underwood Parish Council

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Minutes of the meeting of Grafton Underwood Parish Council held at Grafton Underwood Village Hall on Monday 9th February 2026

Present: Cllr Rob Corney (chairman), Cllr Rob Davies (vice-chairman), Cllr Sam Rees, Cllr Gary Gurney, Cllr Martin Leitner, 4 residents

25/074 Cllr Corney welcomed everyone to the meeting.

25/075 Apologies were received from Brendon Lovell-Moore (NNC ward member).

25/076 It was **RESOLVED** that the minutes of the council meeting held 3rd November 2025 be approved as being a correct record

25/077 The following matters arising from the minutes were reported:

25/054 The rotting/damaged oak posts will be replaced when the weather improves
The Welcome Letter has been distributed

25/078 Cllr Rees declared an interest in the item 25/080 a) planning application 25/01644/FUL

Public participation

25/079 No matters were raised, or had been previously raised to the clerk, by members of the public

Planning Matters

25/080 Following consideration of the planning applications

- a) [25/01644/FUL | Construction of an underground cable and access track between the approved Grafton Underwood Solar Farm \(KET/2019/0369\) and the approved Brigstock Electricity Substation and Battery Energy Storage System \(NE/22/00812/FUL\) | Land Between Grafton Underwood Solar Farm And Brigstock BESS](#)

Dan Ferrier, Renewables Development Manager (Energy), Buccleuch and outlined this application at the council meeting in November, and the members had no further questions.

It was **RESOLVED** that no objections to this planning application be raised by the council.

- b) [25/00896/LBC | Replace white timber windows with like for like. Open up walled-off, inaccessible room to first floor and fit en-suite. Insert first floor window to South elevation. Rearrange ground floor bathroom. Insert door between hallway and store cupboard on ground floor. Brick up existing store cupboard entrance. Replace internal beam. Remove internal plasterwork to expose existing stone walls. Install external internet junction box | 32 Grafton Underwood NN14 3AA](#)

As there was no material change to the appearance of this listed building, apart from the external internet junction box, which the council accepts, it was **RESOLVED** that no objections to this planning application be raised by the council

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- c) [25/01860/HFUL | Demolition of rear extension, construction of single storey rear extension and replacement of existing windows with matching casements | 47 Cranford Road Grafton Underwood NN14 3AA](#)

As the application form stated the windows are to be timber flush casement double glazed windows, whereas the Design Access statement and other documents refer to timber-look UPVC flush-casement, it was **RESOLVED** that this issue be clarified as this property is specifically mentioned in the Grafton Underwood Conservation Area document. Also, clarification to be sought as to whether party wall consent is required

- d) [25/01835/LBC | Installation of a thatched roof, internal restoration and replacement of doors and windows following fire damage | 13 Cranford Road Grafton Underwood NN14 3AA](#)

As this application is for the reinstatement of the thatch roof, wooden windows, and keeping the appearance of the listed building the same as it was before the fire, it was **RESOLVED** to support this application clarifying whether party wall consent is required

- 25/081 The clerk reported that the Grafton Underwood Neighbourhood Plan is now at the Examination Stage. The clerk added that an independent Examiner had been appointed by NNC to examine the Grafton Underwood Neighbourhood Plan, and he visited Grafton Underwood in January to familiarise himself with the area.

Following a clarification note from the independent Examiner, the chairman delegated the response on behalf of the council to the clerk and Cllr Davies.

Further information on the Grafton Underwood Neighbourhood Plan is available on the council's website, see [Neighbourhood Plan – Grafton Underwood Parish Council](#)

Parish Matters

- 25/082 The clerk reported that the council's application to the National Lottery Awards for All was successful, with £8,800 being awarded for the community allotments and community area. The Garden Licence with Boughton Estate is to be signed, appropriate risk assessments to be carried out, Allotment User Agreement finalised, interested parties identified, volunteers sought, and a plan agreed.

- 25/083 Cllr Davies reported that further speed data has been captured, with no sign of any reduction in speeding. The clerk reported that the second solar powered speed monitoring device is nearing completion of its build and should be delivered in the next few weeks. Cllr Davies advised that with two devices, one would probably remain in one of the identified locations, with the other device being rotated between the other two identified locations. Cllr Davies said that there may be further locations to explore for the devices, and that these would require fixing mounts. Cllr Davies added that, with the help of others, he will look to amend the settings on the speed monitoring devices

Speed monitoring data is available on the council's website, see [Speed Monitoring – Grafton Underwood Parish Council](#)

- 25/084 Cllr Corney reported that whilst the brook has not yet overflowed with the persistent rain that we have been experiencing, there is still a lot of work to be done by the group of volunteers, with two aims, flood prevention, and restoration of wildlife. Cllr Rees added that Boughton Estate has submitted a notification of proposed works for the felling and removal of stumps for two willow trees that are currently blocking the outflow under the bridge from the overflow pond, as the well as the pollarding of two willow trees further along to reduce their height,

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Cllr Rees will send the clerk the details to share with residents.

Cllr Corney reiterated the benefit of the Community Flood Store with items that can be used by residents in a flooding emergency

25/085 Cllr Davies reported that he had collected 25 cherry trees which had been donated by Kier. These are to be planted alongside the brook and in other areas in Grafton Underwood, with the help of community volunteers

25/086 Following consideration of the Urban Highway Grass Cutting report, it was **RESOLVED** that the council does not enter into a Section 136 Agreement with North Northamptonshire Council for Urban Highway Grass Cutting. Therefore, the provision of this service would remain with NNC who will undertake this service 3 times a year.

It was **RESOLVED** that the council would monitor NNC's fulfilment of its contractual requirements of this service

Finance Matters

25/087 The February Finance Report was noted, with

a) Cash Book as of 31st January 2026, showing a balance of £11,294.26

b) Bank Reconciliation as of 31st January 2026, showing a bank balance of £11,294.26

c) Budget Spend as of 31st January 2026, showing £3,934 ex VAT spent

25/088 It was **RESOLVED** that the payments presented in the Schedule of Payments be authorised

Governance Matters

25/089 It was **RESOLVED** that the council's IT Policy be adopted, acknowledging the error in the agenda which referred to the adoption of the council's IT Strategy

25/090 The clerk reported that they had reviewed the council's Risk Management Policy and Risk Assessment. The clerk had identified a risk of failure to meet Assertion 10 – Digital and data compliance as required by the Smaller Authorities Proper Practices Panel Practitioners Guide. The clerk added that the mitigations for this were firstly, for the council to adopt an IT Policy, and secondly, for the council to have a generic email account hosted on an authority owned domain, e.g. clerk@graftonunderwood-pc.gov.uk rather than clerkgupc@gmail.com. The clerk added that the first mitigation has been achieved and that the second would be achieved by the end of February.

It was **RESOLVED** that the clerk's review of the council's Risk Management Policy and the additional risk and mitigation measures to the council's Risk Assessment be approved

25/091 The clerk reported that they had reviewed the council's Risk Register, with the only addition made since March 2025 being the inclusion of the community flood store items. The clerk added that once the second speed monitoring device was received, the clerk would add this to the Asset Register.

It was **RESOLVED** that the clerk's review of the council's Asset Register be approved.

25/092 Having considered the Community Governance Review (CGR) report, it was **RESOLVED** that the council requests that no changes are made to its governance arrangements.

Other Matters

25/093 No further updates were received from the chairman.

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- 25/094 The clerk reported that Nigel Searle had kindly agreed to undertake the council's internal audit
- 25/095 The date for the annual meeting of the council was set for Monday 11th May, commencing at 7pm. The chairman requested the Annual Parish Meeting to be held on the same day, commencing at 6:30pm.
- 25/096 Cllr Corney thanked everyone for attending the meeting, and closed the meeting at 8:10pm